ST MONICA’S OUT OF SCHOOL HOURS CARE

SMOOSH CARE

FAMILY HANDBOOK

St Monica's Primary School
Moynihan Street
EVATT

62581014
smoosh.stmonicas@cg.catholic.edu.au
Welcome to St Monica’s Out of School Hours Care (SMOOSH Care). This facility offers Before School Care, After School Care and Vacation Care to the parents and friends of St Monica’s Primary School.

St Monica’s SMOOSH Care is committed to providing a fun, safe, warm, positive and stimulating environment for all those involved with the Centre.

The children will have the opportunity to interact with children of different ages and be cared for in a home like environment, extending and enhancing their home experiences. The centre aims to create a flexible environment where the children are afforded the opportunity to make their own choices with confidence and self esteem within their own abilities.

Activities provided for children cater to varying interests and abilities. Each child and his/her family will be valued and respected regardless of the cultural background, gender and beliefs. We believe that every child is an individual, and contributes uniquely to the positive nature of the Centre. St Monica’s SMOOSH Care aims to provide an environment that will encourage positive relationships between children, staff, parents, guardians, school staff and the broader community.

At St Monica’s SMOOSH Care, we recognise that every child has specific developmental needs that require attention. We especially focus on the development of the physical, emotional, intellectual, creative, recreational and social elements, which allow the child to operate with confidence and contribute ably with peers, family and the community.

The staff members at SMOOSH Care give priority to being part of a team whereby quality care, professionalism and ongoing support for both staff member and child is a priority. The staff team work cohesively together and in support of each other to fulfil a variety of tasks, working towards common goals, and focusing on the Centre’s philosophy.

The information in this parent handbook is to aid users of SMOOSH Care to understand the Centre’s operational requirements.

We hope that you and your child/children enjoy your time at St Monica’s SMOOSH Care.
Vision Statement

GROWING TOGETHER~ BELIEVE ~ DISCOVER~ ACHIEVE

GROWING TOGETHER
We cooperate
We are a community
We support each other

BELIEVE
We believe in our God
Christ is at the centre
We walk with Jesus

DISCOVER
We are all learners
We are responsible for our learning
We are flexible

ACHIEVE
Together we can do wonderful things
Our journey prepares us for the future
We will become the best we can be

Our Vision encapsulates all we stand for as Catholics and educators for the students of today and tomorrow.

Mission Statement

Our mission as members of St Monica’s community is a commitment to the growth of all who are involved in the community. We achieve this growth and sense of community through accepting and supporting each other. This enables us to be witnesses of the values we hold as Christians.
**Philosophy**

SMOOSH Care has been established on the premise that all school age children are entitled to quality care which allows them to develop their recreation, social and leisure interests in a safe and stimulating environment. We recognise that the needs of children outside school hours may have different components to those within school hours.

Aligned to our Mission Statement, we believe that SMOOSH Care should provide a stimulating, safe, happy, spontaneous and flexible program where school age children develop new skills and have fun through formal and informal play activities. Children and their families will be valued and respected regardless of cultural background, abilities and beliefs.

**Goals**

- to be inclusive and meet both the individual and group needs of all school age children
- to cater to the changing needs of all children and families attending SMOOSH Care
- to develop a positive self-esteem and self-image for each child
- to facilitate the physical, emotional, social, recreational, intellectual and creative development for all children
- to encourage children to make appropriate choices,
- to encourage children and parents to participate in the development of the program through:
  - planning of activities
  - planning of menus
  - review of policies and procedures
  - participation in the National Quality Assurance process
Service Details

Location:  St Monica's Primary School Hall/Gym
           St Monica's Primary School
           Moynihan Street
           Evatt A.C.T 2617

Director:  Bec Perry

Contacts:  Ph:   62581014
           Mob:  0467 655 418
           Fax:  62595898
           Email: smoosh.stmonicas@cg.catholic.edu.au

Type of Service:  Before and After School Care, Vacation Care

Status of Service:  Commenced operations April 1995

Licensed Number of Places:  99

Eligibility:  Children eligible to attend school age care services are those enrolled and attending St Monica’s Primary School. Special consideration may be given to children not enrolled at St Monica’s

Hours of Operation:  7:30am – 8:30am (Before School Care)
                     3:10pm – 6:00pm (After School Care)
                     8:00am – 6:00pm (Vacation Care)

Fees 2014:  $10.50 (Before School Care) Perm – Breakfast included
            $12.50 (Before School Care) Casual – Breakfast included
            $20.50 (After School Care) Perm
            $22.50 (After School Care) Casual
            $45.00 (Vacation Care) + excursion costs
            $15.00 Enrolment Fee (per family per year)
            $15.00 Administration Fee

Fee Assistance:  Childcare Benefits available

Childcare Benefits Registered Numbers:  Before School Care  555 006 589T
                                      After School Care  555 006 577K
                                      Vacation Care      555 006 578H
Management

SMOOSH Care is licensed under the Australian Capital Territory Children and Young People Act 2008. The Department of Housing and Community Services is responsible for monitoring compliance during the approval in licenced period.

SMOOSH Care can provide care for up to 99 children, who are enrolled and attending St Monica’s Primary School. Consideration to children not enrolled at St Monica’s must be discussed with the principal. The program is monitored by The Catholic Education Office (CEO) through the Principal and in conjunction with the Council Executive.

Staffing

SMOOSH Care is staffed in accordance with ACT School Age Care – Conditions for approval in Principle and Licences.

A formal staff selection process is followed in order to provide a balanced team. There is a Director and sufficient Program Assistants to maintain a staff/child ratio of 1/11. There is also a part-time Financial Administrator who is responsible for billing, payments and financial record keeping and monitoring. All staff are encouraged to further develop their skills through involvement in professional development activities. Employment of staff is the responsibility of the Principal as the delegated representative of the Director of the Catholic Education Office. The following staffing levels will be maintained at all times:

1. 1 staff member for each eleven (or part there of) children
2. 1 staff member for each eight (or part there of) children on excursion
3. 1 Qualified staff member for each thirty-three (or part there of) children

At least 2 staff must be present at all times when children are on the premises.

Children with Additional Needs

The centre will endeavour to accommodate families and children with additional needs. Parents are required to discuss their requirements with the School Principal and the SMOOSH Care Director as part of the enrolment process at SMOOSH Care.

Bookings

Bookings are either permanent or casual.

Permanent bookings are confirmed, ongoing places for term times only, all booked sessions are paid for.

Casual bookings require 24 hours notice (unless an emergency occurs)

Cancellation of Bookings

To cancel/suspend/change a permanent booking the appropriate forms must be completed to avoid charges. Forms are available form the SMOOSH office.
**Centre Program**

At SMOOSH Care we aim to develop and implement a balanced program that is stimulating, interesting and inclusive which allows opportunities for children to play, explore and develop new skills and is age appropriate to the development and leisure needs of the children.

Children will be encouraged to be actively involved in the planning, implementation and evaluation of the program, through open discussions, interactions, group meetings and the use of planning sheets displayed on the SMOOSH Care notice board located in the hall foyer.

Parents are encouraged to be actively involved in the planning, implementation and evaluation of the program. There is a communication, suggestions and comments book on the sign in/out trolley, in which parents are encouraged to make comment. Parents are encouraged to discuss any suggestions or comments with the SMOOSH Care staff.

Weekly programs will be displayed on the SMOOSH Care notice board.

**Snack Times**

SMOOSH Care endeavours to provide a wide variety of nutritionally balanced food for morning and afternoon snacks, whilst also accommodating the children's cultural, allergy and special dietary requirements.

Light breakfast is available each morning until 8:15am during the school term.

Afternoon snack will be provided during the school term.

Morning and afternoon snack will be provided during Vacation Care.

The provision of lunch during vacation care will be the responsibility of the parents. SMOOSH CARE requests that the lunch provided from home be nutritionally balanced, (with junk food kept to a minimum), due to regulations SMOOSH Care cannot heat or re-heat food brought in from home. Fresh drinking water will be available at all times.

**SMOOSH IS A NUT FREE CENTRE**

**ANAPHYLAXIS**

We have students in our care who are allergic to nuts (especially peanuts and cashews) and have been diagnosed as anaphylactic. This means that they are highly allergic to these products and it is most important we assist with their safety. Parents are requested not to send in peanut butter or nutella sandwiches, nuts or products where there are a high percentage of nuts in products.
Children Need to Bring

Hats – Bucket or Legionnaires
Jumpers (in winter)
Please label all personal belongings

Drop off and Collection of Children

The sign in/out books are located on the trolley in the hall foyer.

Parents are required to sign (noting the time of arrival) their child/ren into the service each morning.

Parents are required to sign (noting the time of departure) their children out from the service each afternoon.

This is a requirement of the ACT School Age Care - Conditions For Approvals in Principle and Licences

There is a late fee of $20.00 per 10 minutes or part there off, for children who are not collected by 6.00pm. If the child is not collected on time the staff will attempt to contact the parents, if unsuccessful the emergency contacts will be notified.

Fees

The level of fees will be set at the discretion of the St Monica’s Council Executive.

Fees for permanently booked care are paid one fortnight in advance.

Fees for casual bookings must be paid at the time of attendance at SMOOSH Care.

Cash payments will be receipted by the Director or Acting Director.
**Payment of Fees**

Fees may be paid by Direct Debit, Internet payment, cheque or cash.

**Direct Debit**  Form available from SMOOSH Care.

**Internet Payment**  Payment by internet requires centre account numbers, this information is available from SMOOSH Care.
- **BSB**: 062-786  
- **Account number**: 12335  
- **Account Name**: SMOOSH  
- **Reference**: Family name

**Cheques**  Payment to be placed in a sealed envelope with the child’s name and amount written clearly on the outside and given to the Director or senior staff member.

**Cash**  Cash payments will be receipted at time of payment. Correct amount to be given or balance credited to your account.

Cash payments will be counted and sealed in an envelope by the Director/Acting Director, with the child’s name and amount written clearly on the front.

**Child Care Benefit (CCB %)**

Families may be entitled to receive a Child Care Benefit. The Benefit reduces the amount of fees the parent is charged and is calculated on the parents’ income. The percentage is calculated by Centrelink and notification is then sent to the parents and the centre.

**Child Care Tax Rebate**

The Australian Government Child Care Tax Rebate covers 50% of out of pocket child care expenses

The Child Care Tax Rebate will be paid quarterly or as an annual lump sum payment.

To find out more visit:  

**Collection of Unpaid Fees**

Parents will be contacted within 7 days of outstanding fees and again at 14 days. The Principal will then be notified and this may result in suspension of care until full payment is made. Where payment is not received the matter will be referred to the St Monica’s Council Executive.

A late payment fee of $15.00 will be charged if payment is not received within 7 days.

Any problems or queries about fees should be directed to the Financial Administrator in the first instance or the Principal of St Monica’s Primary School.
**VACATION CARE**

The Vacation care program will be published in Week 7.

Bookings will be finalised on Wednesday (Week 10) to allow time for staffing requirements to be finalized.

Accounts will be issued in the last week of the school term. They are to be paid in full at the commencement of the Vacation program.

Enrolment will not be processed unless all the fees are paid prior to Vacation Care.

All term fees and payment for Vacation Care are to be paid in full before Vacation Care bookings will be confirmed.

8.00 am—6.00pm, (includes morning and afternoon tea)

**Family Communication & Involvement**

Families are invited to share their interests, skills and culture with SMOOSH Care. We encourage family members and special friends come and participate in our program. Can you play a musical instrument, tell folk stories, cook a special dish, or demonstrate a dance or sport?

Any expressions of interest or suggestions can be written in the communication books on the SMOOSH Care trolley in the foyer or please speak with the Director or senior staff members.

**Expectations of Families**

- To be familiar with procedures outlined in Family handbook
- Address any concerns with the Director of the centre and then the Principal.
- To update child information and emergency contacts regularly
- To inform the centre when their child will be participating in organised school activities during SMOOSH Care session times
- Parents who wish to discipline their own children, whilst in the centre will not at any time use any form of corporal punishment or use unacceptable language.
- Parents are required to sign their child in/out each session (this is a child safety issue and a requirement of the Licencing Conditions)
- Parents are asked to provide a copy of any Court Orders/Parenting Plans to the Director/Acting Director. These will be stored in a secure, confidential file.
- Parents are requested to notify the Director/Acting Director if other authorised persons will be collecting their child
**Expectations of Children**

The children will be expected to implement the St Monica’s Primary School Motto -

**RESPECT**

- for themselves
- for each other, parents and staff
- for the environment
- for the play toys and equipment

Children will be encouraged to settle their differences in a peaceful and cooperative manner.

Children will be encouraged to walk whilst in the centre and to use inside voices whilst talking and playing.

The children will have input into the program by participating in the group consultation process. The children will be consulted on art & craft activities, sports & games and afternoon tea menus etc. These activities may be programmed in the daily planning schedule. All suggestions will be considered but sometimes may not be included for safety, practical or medical reasons.

**Children’s Behaviour**

The centre will provide a secure, loving and stimulating environment which encourages children to co-operate, develop their self esteem and develop interaction to promote acceptable behaviour based on respect.

Positive behaviours will be encouraged by diverting children to more appropriate activities, showing appreciation for appropriate behaviour and building on each child’s strengths and achievements.

**Privacy & Confidentiality**

The Centre protects the privacy and confidentiality of individuals by ensuring that all records and information about children, families, staff and management are kept in a secure place.

SMOOSH Care staff will not disclose confidential information or be drawn into discussion about children, families, staff or management.

**Grievance Procedure**

All grievances and complaints will be addressed responsively, openly and in a timely manner to increase levels of satisfaction and to maintain harmonious relations within the SMOOSH Care community. Please discuss all grievances with the Director/Acting Director or School Principal.
HEALTH ISSUES

Medication

If your child requires prescribed medication during before, after school or vacation care, a MEDICATION PERMISSION FORM will need to be completed by the parents. The medication provided will need to be in its original container, with the following information clearly visible: Child’s name, name of medication, time of last dose, time of required dose, actual dosage to be administered, expiry date and Doctors’ name and contact phone number.

When SMOOSH Care staff administers your child’s medication they will check the child’s name, and details on the medication and on the medication permission form, then they will complete the MEDICATION ADMINISTRATION FORM. Two staff will be present when medications are administered. Medications will be stored securely away from the children.

Immunisation

Please read Parents Guide – ACT immunisation requirements for entry into primary school, preschool and childcare 2010 (11 February 2010) This booklet is available from ACT Health, St. Monica’s Primary School or SMOOSH Care.

Children with Infectious Diseases – periods of exclusion

The Public Health Regulations require children with infectious diseases and children who have been in contact with an infectious disease to be excluded from the centre for the stipulated period.

Illness

If a child shows signs of being ill the Director/Assistant Director will contact the parents and ask that they collect their child. The child will be monitored and made comfortable until the parent arrives.

Accident and Incidents

All accidents will be attended to by a staff member with current First Aid qualifications.

If accidents are of a more serious nature i.e. head injury, the Director/Assistant Director will contact the parents immediately after First Aid has been provided.

All accidents and illness will be recorded on the child’s record and parents will be asked to sign the record for each incident, whether it be accident/illness.
Accident or Illness Requiring Ambulance attendance

The SMOOSH Care Director will call the parents immediately after the ambulance has been contacted. Staff will provide First Aid until the ambulance arrives; a staff member will accompany the child to hospital and remain with the child until a parent/carer arrives.

Ambulance Cover

Children who are injured in an accident are covered by public liability insurance. This means that parents do not bear the costs of ambulance cover. However, in the event that an ambulance is called for a child with a chronic medical condition (such as asthma), this is not covered by insurance which means that parents bear the costs of ambulance cover.

Insurance

Children who are enrolled at St Monica’s Primary School or other Catholic Systemic Schools in the Archdiocese of Canberra and Goulburn are covered by CCI Accident Insurance. Parents of children not enrolled at the school will need to pay an extra $8.50 per calendar year for this cover.

Mandatory Reporting

It is mandatory in the ACT for Child Care staff to make a report when they have formed a reasonable suspicion that a child or young person has suffered or is suffering sexual abuse or non-accidental physical injury and these grounds arise during the course of or from the person’s work. All SMOOSH Care staff are mandated to report.

The booklet Reporting Child Abuse: Keeping Children and Young People Safe: A Shared Community Responsibility ACT Department of Education Youth and Family Services 2003 is available from SMOOSH Care.

Homework

SMOOSH Care will provide supervised homework time. This time is 4.00pm – 4.30pm on Monday, Tuesday, Wednesday and Thursday. Supervision will be provided but one to one assistance will not be given, due to duty of care requirements for all students. SMOOSH staff will encourage the children to do homework, but staff cannot enforce that homework is undertaken.
Transportation of Children

Transport to and from SMOOSH Care at the beginning and end of the day remains the responsibility of the parents.

Transition from SMOOSH Care to School

Before school care
The roll will be marked and the children will be escorted to the outdoor areas at 8.30am where the SMOOSH Care staff will remain with the children until the St Monica’s Teacher on Duty arrives.

Transition from School to SMOOSH Care

After school care
Kindergarten children will be collected (by a SMOOSH Care staff member) from their classrooms for at least all of Term 1, sometimes longer, depending on the situation. Parents will be notified of changes to these arrangements.

The remaining children gather on the grassed area in the kindergarten area, straight after school, and are escorted to SMOOSH Care by a SMOOSH Care staff member. The roll will be marked and all children will be accounted for. If a child fails to arrive a staff member will go to the classroom to speak with the child’s teacher, then to the school office. The parents will be called to ascertain the whereabouts of the child should they not be accounted for if enrolled.

Quality Assurance

SMOOSH CARE is accredited with the Australian Children’s Education and Care Quality Authority. SMOOSH Care undertakes self-evaluation with staff, parents and children and is working towards maintaining the high standards required for Accreditation.

SMOOSH Care is requesting that parents become involved in the Outside School Hours National Quality Assurance Process. This could entail filling in surveys, being involved in consultation and review of policies, menus and program activities, etc.
Policies and Procedures

Policies and procedures to ensure SMOOSH Care is a safe and friendly environment have been implemented. The SMOOSH Care Policy and Procedure Manual contains policies relating to the following areas:

- Administration and Management
- Staff Policies
- Facilities and Equipment
- Health and Safety
- Programming
- Philosophy
- Family Handbook
- Staff Handbook

The Policy and Procedure Manual is available to all families, a copy is located next to the sign in sheets.

Policies will be reviewed in consultation with parents, children, staff and management on an annual basis.
Absent Students

To help keep up-to-date records and prevent undue worry for staff, you MUST notify the Centre if your child will be absent from SMOOSH Care.

It is not always possible to know in advance if children will be away, but contacting the Centre during the day of the absence (or the day before if possible) would be much appreciated. It will help with staffing.

Once again, please contact the Centre if your child/children are away.

Please leave a message on
Phone: 6258 1014
Or text 0467 655 418