

BAKEWELL PRIMARY SCHOOL BOARD OUTSIDE SCHOOL HOURS CARE

Bakewell
PRIMARY SCHOOL

An Independent Public School
Delivering Excellence in Education



**PARENT INFORMATION
HANDBOOK
2021**

Welcome to Bakewell Outside School Hours Care (OSHC) (OSHC 1, OSHC 2 and OSHC 3)

This handbook aims to provide new families with a summary of our programs, policies and procedures at Bakewell OSHC.

We trust your time at Bakewell OSHC 1, OSHC 2 and OSHC 3 will be an enjoyable one.

OUT OF SCHOOL HOURS CARE PROGRAMS

The Bakewell OSHC is a School Board run program which provides care for primary school aged children (5 by 30 June) **before and after school** and during the **vacation periods**.

The **Before School Care** provides care for children between 6.30am and 8.00am. This service also provides children a light breakfast.

The **After School Care** provides a child-orientated program with a diverse range of programmed activities, which include art, craft, cooking, sport and child directed activities within a safe, caring and supportive environment.

Vacation Care provides long day care for children during school holidays. The program includes an extensive range of activities and excursions and caters for the diverse ranges of ages and developmental needs of children using the program.

PHILOSOPHY

At Bakewell Outside School Hours Care/Vacation Care and in accordance with My Time, Our Place framework, children are encouraged to develop to their full potential within a safe, caring and supportive environment that recognises the importance of families for children. We believe that children can achieve their personal best in an environment and community that is free from bias and discrimination.

We support our Educators to challenge discrimination and to advocate for children's rights to ensure quality outcomes for all children.

In conjunction with My Time, Our Place & National Law Act 2010, we are committed to quality outcomes for all children.

Children are free to choose to access either indoor or outdoor areas on a daily basis.

We will employ an appropriate number of suitable qualified Educators and nominated Supervisors to assist in planning, implementing & evaluating quality experiences for all children.

GOALS

Bakewell Outside School Hours Care aims to help children achieve the skills to help resolve conflict and differences, learn at their own pace through involvement, and interact with others whilst being engaged in various experiences. To encourage children to learn the unique differences and provide activities that will encourage involvement of all children, drawing on the various cultural, ethnic and religious background, whilst maintaining partnerships with families and community links. We encourage all children and Educators to have input into our programming, rules, routines, evaluations and reflections.

CONFIDENTIALITY

The Bakewell OSHC will protect the rights and privacy of all users of the service by ensuring all information collected is kept in a safe and secure place. Authorised personnel will only be allowed to access the information to fulfill their responsibilities at the service.

For further information please see Confidentiality Policy.

ENROLMENT PROCEDURES

Bakewell OSHC has a maximum capacity of 204 children at any one time for After School and Vacation Care programs. Any family attending Bakewell Primary School can use the OSHC service on a full-time or part time basis **subject to the availability of places**.

Bakewell OSHC is divided into three areas:

- BSC - Courts Stage Area
- OSHC 1 – Preschool
- OSHC 2 – F11
- OSHC 3 – Courts Stage Area

LICENSING REQUIREMENTS /POLICY INFORMATION

Bakewell OSHC follows the requirements of the Education Care Services National Regulations Act 2011. For further information please see the Director who can provide you with a copy of the Education Care Services National Regulations to view. We have a range of policies to help run the service that assist the Service to run smoothly and effectively. If you wish to view the policies or believe a policy needs to be reviewed please see the Director for further information.

The OSHC service does have a waiting list for After School Care. The waiting list form will need to be completed. When notified of a placement information will be given to parents and an enrolment form must be completed and returned with a \$100.00 security bond per child to the front office. The days of care, number of children, whether a sibling is already in care, and family circumstances will be all taken into account when placing children in the program.

It is the parent's responsibility to contact the school on a regular basis to monitor the progress of their child/children's enrolment into the program.

The Vacation Care program is a separate program organised through Bakewell OSHC. This program is available for any family attending Bakewell Primary School. Children attending the Before and After School Care programs are not automatically enrolled in Vacation Care programs. A separate enrolment form for each Vacation Care program must be completed and returned to the Service office with a deposit of \$50.00 per child to secure places, paid via Direct Debt or at the Front Office. This is a popular program which fills quickly. Once maximum numbers have been reached, enrolments are closed. Children will not be accepted to Vacation Care programs if outstanding fees for Before and After School Care programs and previous Vacation Care programs are not paid in full. Due to the high demand of the Vacation Care program once you have booked places and Vacation Care has commenced you are required to pay for the booked care regardless of time used.

Enrolment forms for Before and After School Care programs are available from the Front Office or OSHC services. Vacation Care enrolment forms are available Monday of Week 6 each term.

NO CHILD IS ALLOWED TO ATTEND BAKEWELL OSHC WITHOUT AN ENROLMENT FORM. IF YOUR CHILD HAS ANY MEDICAL, DIETARY, OR SPECIAL NEEDS IT MUST BE DOCUMENTED ON THE ENROLMENT FORM, WITH ANY MEDICAL MANAGEMENT PLAN AND DISCUSSED WITH THE DIRECTOR.

HOURS OF OPERATION

Before School Care operates from 6.30am until 8.00am Monday to Friday, every morning of the school year.

After School Care operates from 2.30pm until 5.45pm Monday to Friday every afternoon of the school year.

Vacation Care operates from 7.30am until 5.45 pm in two locations. Vacation Care has a close down period of two weeks during the Christmas break. Parents will be advised of the dates in Term 4.

BSC operates from Courts Stage Area

OSHC 1 operates from the Bakewell Preschool

OSHC 2 operates from F11

OSHC 3 operates from Courts Stage Area

VACATION CARE

Location 1 operates from F11

Location 2 operates from Courts Stage Area

- **Late penalty fee** will be charged **\$1.00 per minute per child** after 5.45pm for both After School Care and Vacation Care.
- We are closed on Public Holidays.

CONTACT TIMES

We can be contacted by phone during operating hours on 8997 7489 or you may leave a message at the Front Office on 8997 7400 during school hours. Alternatively we can be contacted through email at asc.bwps@education.nt.gov.au

There is a parent communication book near the digital iPad where parents can remind Educators of events e.g. children won't be attending the service the following day.

COLLECTION OF CHILDREN

Children are only to be collected by their own parents or authorised persons identified on your child's enrolment form. No child will be allowed to leave the Service with any person who is not authorised in writing or by telephone by the parents. The person collecting your child must have photo identification to show the Director/Co-Director. Children under the age of 16 cannot collect a child without prior written permission. Children need to be collected by an authorised adult and are not to leave the service on their own (unless special circumstances allow for it, and the appropriate paperwork has been filled out). Once your child has been signed out they are required to leave the service with their parents.

Attendance records must be signed on a daily basis. The attendance records are on the digital iPad near the front door. Please advise our Educators when you are leaving the Centre with your child.

Vacation Care Program: Please sign your child in on the digital iPad on arrival and departure each day.

For further information please see Delivery/Collection of Children Policy.

LATE COLLECTION OF CHILDREN

Children must be collected by 5.45pm when the program finishes. Late pick-ups will be charged at \$1.00 per minute per child after 5.45pm for both After School Care and Vacation Care.

If you are unable to collect your child by 5.45pm due to an unavoidable emergency, you must ring the Centre and advise the Director. If you need to organise an unauthorised person to collect your child you must provide full details about this person. Photo-identification will be required to release the child into their care.

If you have not contacted the Centre or collected your child by 6.00pm, the Director will try to first contact you, and if unsuccessful, contact emergency people on your child's enrolment form. If no one can be contacted and your child has not been collected thirty minutes after closing time at the Centre, the police will be contacted.

For further information please see Procedure for Late Collection of Children.

FEE POLICY

- Fees cover session periods, regardless of time used.
- Booked care must be paid for.
- All Public Holidays and pupil free days are charged for as long as OSHC is operating on the next business day. In the event we are not operating on the next business day then casual fees will be charged but will not exceed the fulltime fees of \$90.00.
- Fees are to be kept two weeks in advance and finalised by Week 9 of each term, as set out in the CCS conditions for OSHC.
- Fees are to be paid in full by the end of Vacation Care programs.
- Failure to pay fees on a regular basis will result in cancellation of the family placement and could affect the access to Vacation Care.
- Child Care Subsidy (CCS) is available through Centrelink and is the parents' responsibility to connect their children to the service.
- Fees may be paid through EFTPOS facilities at the Front Office.
- Parents may pay their fees via direct deposit online, the details are:

**Westpac Palmerston
Bakewell Primary School
BSB 035318
A/C 122585**

Please identify payment with your name and OSHC

- If you experience difficulty paying your fees, please discuss with the Business Manager, Leonie Commons as soon as possible.

FEE STRUCTURE

Before School Care

Permanent \$50 per week (5 days per week for 10 weeks/term)
Permanent Part-Time \$50 per week (nominated days per week)

After School Care

Group 1

Permanent \$90 per week (5 days per week for 10 weeks/term)

Group 2

Permanent \$90 per week (nominate 4 days per week for 10 weeks/term)

Group 3

Permanent Part Time \$65 per week (nominate 3 days per week for 10 weeks/term)

Group 4

Permanent Casual \$30 per day (nominate days per week for 10 weeks/term)

Group 5

Emergency Casual no notice \$35 per day

Vacation Care

Full time fee \$225 per week
Casual days \$50 per day

CHILD CARE SUBSIDY

Child Care Subsidy is the main payment to assist families with the costs of child care. It is generally paid directly to providers to be passed on to families as a fee reduction.

Families make a co-contribution to their child care fees and pay the provider the difference between the fee charged and the subsidy amount.

There are three main aspects of Child Care Subsidy:

1. An individual's eligibility for Child Care Subsidy.
2. Types of child care and sessions of care covered by Child Care Subsidy.
3. Amount of Child Care Subsidy payments (entitlement).

ADDITIONAL CHILD CARE SUBSIDY

Additional Child Care Subsidy provides additional fee assistance to support vulnerable or disadvantaged families and children. This support recognises the preventative and protective influence of quality child care on a child's health, wellbeing and development, and the importance of continuity of care.

There are four different payments under Additional Child Care Subsidy:

1. **Additional Child Care Subsidy (child wellbeing)** – to help children who are at risk of serious abuse or neglect.
2. **Additional Child Care Subsidy (grandparents)** – to help grandparents on income support who are the principal caregivers of their grandchildren.
3. **Additional Child Care Subsidy (temporary financial hardship)** – to help families experiencing financial hardship.
4. **Additional Child Care Subsidy (transition to work)** – to help low-income families transitioning from income support work.

Families can access a range of more detailed information about their entitlements to Child Care Subsidy at www.education.gov.au/childcarepackage. Families can identify which payments they may be entitled to receive, including the Child Care Subsidy, through the online Payment and Service Finder at www.centrelink.gov.au

Family Assistance Office (FAO) allows families up to 42 allowable absent days (AA) every financial year. If families go over 42 then they will no longer be eligible to receive CCS on any absences after the date of the 42nd absence. It will then be the parent's responsibility to pay full fees for these days. If you have a doctor's certificate for a child please give a copy to the Director who will attach this to the child's enrolment form. These will be put down as approved absent days and will not be counted among your 42 allowable absent days. It is the parent's responsibility to keep track of their AA days. All AAs are required to be signed by parents.

For further information please see the Director.

FAO will ask you for the following details:

SERVICE PROVIDER NAME	SERVICE PROVIDER NUMBER
Bakewell After School Care	406021922A
Bakewell Vacation Care	555011906S

CANCELLATIONS

If your child is sick or will not be attending the service on a day that he/she has a regular booking, you must telephone the Director/Co-Director after 12 noon on 8997 7489 or email asc.bwps@education.nt.gov.au If you know your child is going to be away, please write it in the diary near the iPad. If you are going away on holidays you need to put it in writing at least two weeks' notice if possible. This prevents Educators from unnecessarily looking for your child.

CEASING CARE

Two weeks' notice in writing is required if your child is to cease care. Two weeks' fees may be paid in lieu of notice. Once your child has ceased care, a bank transfer is processed for your security bond, or you can put it towards your fees. Changes to booked places will require one week's notice in writing.

PROGRAMMING

The program at OSHC provides a variety of indoor and outdoor activities. The program will reflect individual interests and needs of children, and allow children to initiate their own choices of activities under the supervision of Educators. OSHC participates in a variety of sensory/messy play activities. If you do not want your children participating in these activities please see the Director/Co-Director. Parent's suggestions for the program are greatly appreciated and encouraged. The students are also encouraged to have input into the program. The suggestion book near the sign in iPad is available for parents to use. Children are asked for regular input which tells the service what kind of activities they enjoy.

MULTI-CULTURAL

At Bakewell we strongly believe in providing a multi-cultural environment and program. This is done by celebrating a wide variety of holidays and celebrations such as Chinese New Year, St Patrick's Day and Christmas.

We believe this will help against discrimination and prejudice and develops tolerance. If you have any concerns with your children participating in these activities please see the Director or Co-Director.

For further information please see relevant policy.

BEHAVIOUR MANAGEMENT

Bakewell OSHC promotes acceptable behaviour guidelines to ensure all children have fun within a safe and secure environment. The Bakewell OSHC Behavioural Guidelines have been developed by the children and Educators at the Centre identifying rules and consequences for unacceptable behaviour.

Breaches of the behavioural guidelines will be recorded on an Incident and Accident Report form. The Director will ask the parents to read the details and sign the acknowledgement of the incident and management strategies used by educators to foster positive behaviour. Where a child continues to use unacceptable behaviour, which places educators, children or school property at risk, suspension or expulsion from the program may be considered.

We recommend that parents/carers take time to discuss the rules and consequences of unacceptable behaviour prior to their child/children attending the program.

For further information please see Behaviour Management Policy.

ILLNESS

Bakewell OSHC is required under Government Legislation to exclude children with infectious diseases from the programs. Common ailments include Chickenpox, Giardia, Ringworm and Conjunctivitis. Children will not be admitted back to the program without a medical certificate. For information on other infectious ailments please see the Director/Co-Director.

Parents are asked to consider the welfare of all children and Educators at the program. Parents/carers must advise the Director if their child has been sick since last attending the program. Children are not to be brought to the program if they have been unwell during the night, or display symptoms of fever, headache, rash, vomiting or diarrhoea. Bringing sick children into care is a breach of contract and if it happens again we may consider their sustainability for a spot within our service.

If a child becomes unwell at the program the parent/carer will be notified to collect their child. The child will be monitored and kept inside until collected. In extreme emergencies due to illness or accident the Director/Co-Director has the authority to call an ambulance or doctor if urgent medical attention is required. Parents will be responsible for medical and ambulance costs incurred.

For further information please see Illness Policy.

MEDICINES

Medication will not be administered by Educators, without written instruction from the parent or carer. Forms are available from OSHC. These need to be filled out, dated and signed and given to the Director/Co-Director. Medication must have the original label identifying the child's name and prescribed dosage. Medication that is out of date will not be administered to the child. Parents of children that suffer from asthma, epilepsy, anaphylaxis, diabetes or ADD must provide their own ventolin, epipen and medication and discuss a Medical Management Plan with the Director/Co-Director. Under no circumstances are children allowed to keep medicine in their bags. Children who come to the After School Care program and have had medicine administered by the school Front Office, must hand over the medicine to the Director to look after until they are collected.

For further information please see Medication Policy.

ACCIDENTS

All accidents are reported on an Incident, Injury, Trauma and Illness Form. On collection of your child you will be asked to read the report details and sign your acknowledgement of the procedures carried out by Educators.

Educators qualified in Senior First Aid will look after children with minor injuries. Parents will be contacted to collect children with severe injuries and where appropriate the Director/Co-Director will call for an ambulance or nominated doctor on the child's enrolment form, if urgent medical attention is required.

For further information please see Accidents Policy.

FOOD AND ALLERGIES

A light breakfast of cereal, milk and toast is provided at Before School Care.

Afternoon tea is provided at After School Care. The weekly menu includes a variety of different snacks, fruit and vegetables.

Food allergies must be filled out on your child's enrolment form and discussed with the Director. A list of restricted products/foods will assist to ensure food is suitable for your child. Every effort is made to ensure the food provided is suitable for all children in care.

Morning tea and afternoon tea is provided at Vacation Care. A weekly menu will be displayed for parents to view. Every effort will be made to provide foods for children with restricted diets and food allergies. Parents may be asked in some cases for children with severe food restrictions to provide their own meals and snacks.

At Vacation Care, parents are to supply their children with a packed lunch every day. This will be refrigerated at all times.

CLOTHING AND SUN PROTECTION

After School Care

All children and Educators are required to wear hats for outside activities. Hats must protect the face, neck and ears. Sun visors are not permitted. Children must wear suitable shoes (joggers preferred) for outdoor activities and ball sports. Children will be allowed to take their shoes off if doing safe activities indoors. Children are responsible for their own shoes and socks which must be placed in their bags. A shirt with sleeves is required for children to play outdoors, if children attend the service wearing singlets they will need to stay indoors.

WE DO NOT LEND OUT HATS TO CHILDREN. CHILDREN ARE NOT ALLOWED TO SHARE HATS. REMEMBER NO HAT NO OUTDOOR PLAY.

Please see Sun Smart Policy for more information.

WATER SAFETY POLICY

When the pool is in use at OSHC 1 an Educator will be on duty at all times. Appropriate clothing with sleeves and a towel are required.

VACATION CARE PROGRAM

Children must be dressed appropriately for messy play/activities and our hot weather. Children must wear shirts which cover their shoulders, wear suitable shoes and have a hat (no visors). Children must bring a bag to the program, to place their shoes and clothes in. It is advisable for children to bring a spare set of clothes and bathers and towel for swimming and water activities.

All clothes must be clearly labelled and it is your child's responsibility to look after their own clothes and shoes.

Bakewell Vacation Care does not have spare clothes for children. If your child does not have a change of clothes and has a toileting accident parents will be contacted to supply a change of clothes for their children.

For excursions, children must wear School Uniforms, a hat and wear enclosed shoes. High heel shoes are not acceptable. If children's footwear is inappropriate, parents will be contacted to bring appropriate shoes or collect the child if the bus has already left. If children arrive in skimpy tops baring the midriff or displaying inappropriate language parents will be asked to take their children home to change.

Some excursions will require children to supply their own water bottles. These must be clearly marked with their name. Cordial or fizzy drinks are not to be substituted for water.

Sunscreen will be applied prior to outdoor activities. Outdoor activities will not be conducted during the hottest time of the day. Parents are required to apply sunscreen on arrival to the Vacation Care program which is located near the sign in iPad.

SPECIAL BELONGINGS

Parents need to be aware of what their children bring to the program. Children are not permitted to bring mobile phones, valuable toys, etc... All items brought to OSHC and Vacation Care programs are the students' responsibility. Educators will not be responsible for any lost, stolen or broken items.

OCCUPATIONAL HEALTH AND SAFETY

The Bakewell OSHC service protects the health and safety of all Educators and children at the Centre.

SMOKING

Smoking is not permitted on school grounds. The Tobacco Control Act 2002 commenced on January 1, 2003 and it bans smoking in public and work areas including educational facilities. The Regulations to the Act allow schools to have a designated smoker's area, subject to conditions i.e. Educators majority vote, the area not accessible to or in the line of sight of children, area not within two metres of doorways and three metres of air conditioning inlets. Bakewell Primary School Educators voted in February 2016 to have a designated smoking area. This is the only area within the school in which smoking is permitted. All other areas including the school grounds are smoke free.

EQUIPMENT

All equipment, play areas and toys are regularly checked to ensure they are clean and safe for children's use.

For further information please see WHS Policy.

CONCERNS AND COMPLAINTS

If you have a concern or complaint about any aspect of the OSHC program please speak to the Director who will attend to your needs. If you feel the problem is not resolved you may take the matter to the Quality Education and Care NT, contact details are on the parent notice boards. The service has a Grievance Policy which can be found in the Policy and Procedures manual.

ROUTINES

Before School Care Routine	
6:15AM	<ul style="list-style-type: none"> • All Educators must sign in on time sheets • Prepare children's sign in on iPad • Complete cleaning procedures and set up breakfast trolley
6:30AM	<ul style="list-style-type: none"> • Set up & run morning art activity
7:10AM	<ul style="list-style-type: none"> • Breakfast starts
7:30AM	<ul style="list-style-type: none"> • Breakfast finishes – children to wash up dishes. • Trolley pack up, tidy up & put away • Activities still continue- outdoor play
7:50AM	<ul style="list-style-type: none"> • Pack-up activities • Children to get bags- Year 2-6 can walk to classrooms. • Staff sign out children
8:00AM	<ul style="list-style-type: none"> • Transition and Year 1 children walked up by Educators to their class. Educators to assist Transition children into class

OSHC 1 Routine	
2.00PM	<ul style="list-style-type: none"> • All Educators must sign in on time sheets • Check menu for any food allergies • Complete cleaning procedures and prepare afternoon tea • Facilities and hazard checks to be completed and signed • Check program and set up for afternoon activities
2.30PM	<ul style="list-style-type: none"> • Transition and Year 1 children are picked up from A & B Blocks and marked off the roll. • The children then come in and hang their bags up and sit down ready for show and tell and to discuss the daily program. Sunscreen applied and hand washing done.
3.00PM	<ul style="list-style-type: none"> • Afternoon tea
3.15PM	<ul style="list-style-type: none"> • Organised activities begin
4.00PM	<ul style="list-style-type: none"> • Educators rotate inside and outside • Programmed activities continue • Activities are adjusted if required
4:45PM	<ul style="list-style-type: none"> • Sandpit is packed up (children are encouraged to help)
5.20PM	<ul style="list-style-type: none"> • Remainder of outside area packed away and verandahs cleaned and hosed when necessary. Children come inside
5.30PM-5.45PM	<ul style="list-style-type: none"> • Children continue inside activities until service closes
5.45PM-6.00PM	<ul style="list-style-type: none"> • Educators clean tables and make sure room is ready for Preschool

OSHC 2 Routine	
2.00PM	<ul style="list-style-type: none"> • All Educators must sign in on time sheets • Check menu for any food allergies • Complete cleaning procedures and prepare afternoon tea • Facilities and hazard checks to be completed and signed • Check program and set up for afternoon activities • Unlock gate and toilets
2.30PM	<ul style="list-style-type: none"> • On arrival children are given sunscreen and mark their names off the roll. Hang bags on hooks. Wash their hands. Go to play from 3.00 – 3.30pm. • Set up tables and washing tubs in the hall.
3.30PM	<ul style="list-style-type: none"> • Educators do introductions, greetings and daily information is imparted to both Educators and children • Afternoon tea – 2 staff serving
	<ul style="list-style-type: none"> • Organised activities begin. Check program for sports and art activities
4.15PM	<ul style="list-style-type: none"> • Educators rotate inside and outside • Programmed activities continue • Adjust activities if necessary
5.20PM	<ul style="list-style-type: none"> • Outside area is packed away (children to help)
5.30PM-5.45PM	<ul style="list-style-type: none"> • All children are inside. Inside activities continue
5.45PM-6.00PM	<ul style="list-style-type: none"> • Educators clean tables, put up chairs, do outside check.

OSHC 3 Routine:	
2:00PM	<ul style="list-style-type: none"> • All Educators must sign in on time sheets • Check menu for any food allergies • Complete cleaning procedures and prepare afternoon tea • Facilities and hazard checks to be completed and signed • Check program and set up for afternoon activities • Unlock gate and toilets
2.30PM	<ul style="list-style-type: none"> • On arrival children mark their names off the daily roll and apply sunscreen – hang bags on hooks around back of stage, hand washing done.
3.00PM-3.15PM	<ul style="list-style-type: none"> • Educators do introductions, greetings and daily information is imparted to both Educators and children • Afternoon tea is self served – 2 staff supervise
3.30PM	<ul style="list-style-type: none"> • Organised indoor and outdoor activities begin
5.20PM	<ul style="list-style-type: none"> • Outside area is packed away (children to help)
5.30PM-5.45PM	<ul style="list-style-type: none"> • Children continue all activities inside until collection by parent/carers
5.45PM – 6.00PM	<ul style="list-style-type: none"> • Educators check outside areas. Lock shed and toilet doors • Pack up inside activities • Clean tables, dishes and sink area

Vacation Care:	
7.30AM	<ul style="list-style-type: none"> • Inside activities
8.00AM	<ul style="list-style-type: none"> • Inside/outside programmed activities
9.30AM	<ul style="list-style-type: none"> • Roll call, morning tea
10.00AM	<ul style="list-style-type: none"> • Programmed activities begin
12.30PM	<ul style="list-style-type: none"> • Lunch
1.00PM-2.00PM	<ul style="list-style-type: none"> • Quiet Inside activities
2.00PM-5.00PM	<ul style="list-style-type: none"> • Inside/outside programmed activities continue
5.20PM-5.45PM	<ul style="list-style-type: none"> • Inside activities, Close

BAKEWELL OSHC FAIR RULES

Our Manners and Respect Rule

- We speak in ways that help people feel good about themselves, positive language, no putdowns or swearing.

Our Safety Rule

- Hands and feet to ourselves
- Respect each other's private space
- We look after our equipment
- If equipment is intentionally broken/destroyed it is the parent's responsibility to replace or pay for a replacement.

Our Clean Up Rule

- We clean and tidy up the area we were playing in

Our Reflection Rule

- We are responsible for our own behavior
- If we make it difficult for people to feel safe or be safe, then we will be reminded of the rule and we will be asked to play somewhere else, do another activity or sit

EMERGENCY PROCEDURES

Educators and children practise safety drills and emergency evacuations every 3 months to familiarise themselves with the correct procedures should an emergency occur. Depending on the situation, parents/carers/emergency contacts may be called to collect children.

WHAT WARRANTS "AN EMERGENCY"

- Fire/Fire Drill
- Cyclone
- Hostage/Bomb Threat
- Any 'deemed' emergency

EMERGENCY EVACUATION

Fire or Bomb threat

Emergency & Evacuation procedures will be practised with the children every 3 months. The rehearsal of Emergency & Evacuation procedures are documented.

If children are to be evacuated the whistle/air horn will be blown once (long and loud) or the fire alarm will ring.

- All children line up quickly and quietly
- No belongings are to be collected (ie: hats, bags etc)

OSHC NO 1	OSHC NO 2	OSHC NO 3
Children inside are to line-up at the glass doors. Children outside are to line-up at the outside gate.	Children inside are to line-up on the verandah. Children outside in the hall line-up at hall door closest to playground.	Children inside are to line-up at the walkway. Children outside are to line-up on the basketball court.

- All groups then walk to the back car park area near the toilets. One Educator at the Front, one in the middle and one at the end of the line.
- Director, Co-Directors and any nominated Educators to take the roll, sign out folder and First Aid Kit and check the rooms and outside areas thoroughly.
- Toilets and rooms must be checked including in and around playground equipment and sheds.

When children are in a safe place a roll call is conducted. Any missing children or Educators must be located as soon as it is safe to do so.

No child or Educators will return to the building until directed to do so by the Fire Department or School Principal, Director, Co-Director or nominated Supervisor.

AT ALL TIMES STAY CALM AND REASSURE THE CHILDREN

Director, Co-Directors or nominated Supervisor

Call the Fire Department if it has not already been done, collect the Roll and First Aid Kit and check all rooms. The Director and Co-Directors are the last people to leave the building.

LOCK IN PROCEDURE

Code One: (Stranger Danger, Animals, and Children's melt down)

1. Director/Co-Director/nominated Supervisor alert all Educators via 3 sharp blows of the air horn/whistle
2. Ensure that all children are inside and remain indoors
3. Lock all access doors to rooms in the building
4. Mark attendance rolls
5. Director/Co-Director/nominated Supervisor to locate missing children
6. Continue working as normal and remain calm
7. Await instructions from Director/Co-Director/Nominee Supervisor

Code Red: (Imminent Danger, Threat)

1. Director/Co-Director/nominated Supervisor alert Educators with a continuous blow of the air horn/whistle
2. Ensure that all children are inside and remain indoors
3. Lock all access doors to rooms in the building
4. Mark attendance rolls
5. Director/Co-Director/nominated Supervisor to locate missing children
6. Remain calm and ensure that everyone is out of sight
7. Await instructions from Director/Co-Director/nominated Supervisor

Emergency Floor Plan:

1. Emergency & Evacuation floor plan are displayed at OSHC 1-2-3
2. All Educators must be aware of the location

NT Immunisation Schedule

Children (up to 19 years)


July 2020

Age	Disease	Vaccine Brand	Dose No.	Reconstitute	Route of administration	Notes
Birth	Hepatitis B	H-B-Vax II or Engerix-B paediatric	1	x	Birth	Give within 7 days of birth
6 weeks	DTPa-HepB-IPV-Hib	Infanrix hexa	1	✓	IMI	ALL CHILDREN
	Pneumococcal	Prevenar 13	1	x	IMI	ALL CHILDREN
	Rotavirus	Rotarix	1	x	ORAL	Dose 1 must be given by 15 weeks of age
	Meningococcal B	Bexsero	1	x	IMI	Aboriginal children. Prophylactic paracetamol
4 months	DTPa-HepB-IPV-Hib	Infanrix hexa	2	✓	IMI	ALL CHILDREN
	Pneumococcal	Prevenar 13	2	x	IMI	ALL CHILDREN
	Rotavirus	Rotarix	2	x	ORAL	Dose 2 must be given by 25 weeks of age
	Meningococcal B*	Bexsero	2	x	IMI	Aboriginal children. Prophylactic paracetamol
6 months	DTPa-HepB-IPV-Hib	Infanrix hexa	3	✓	IMI	ALL CHILDREN
	Pneumococcal	Prevenar 13	3	x	IMI	Aboriginal children Medically at risk – please refer to the Australian Immunisation Handbook for details
6 months to under 5 years	Influenza	See Additional Notes - Influenza	Annually	x	IMI	ALL CHILDREN If receiving vaccine for the first time in their life and aged 6 months to under 9 years: give 2 doses, 1 month apart. 1 dose annually thereafter.
12 months	Measles-mumps-rubella	Priorix or MMR II	1	✓	SC OR IMI	ALL CHILDREN
	Meningococcal ACWY	Nimenrix	1	✓	IMI	ALL CHILDREN
	Pneumococcal	Prevenar 13	3 or 4	x	IMI	ALL CHILDREN
	Meningococcal B*	Bexsero	3	x	IMI	Aboriginal children. Prophylactic paracetamol
	Hepatitis B	H-B-Vax II or Engerix-B paediatric	4	x	IMI	Premature infants under 32 weeks or under 2000g at birth
18 months	Measles-mumps-rubella-varicella	Priorix-tetra or ProQuad	2	✓	SC OR IMI	ALL CHILDREN
	Haemophilus influenzae type b	Act-HIB	4	✓	IMI	ALL CHILDREN
	DTPa	Infanrix or Triptacel	4	x	IMI	ALL CHILDREN
	Hepatitis A	VAQTA	1	x	IMI	Aboriginal children
4 years	DTPa-IPV	Infanrix IPV or Quadacel	5	x	IMI	ALL CHILDREN
	Hepatitis A	VAQTA	2	x	IMI	Aboriginal children who have not had 2 doses previously
	Pneumococcal	Pneumovax 23	1	x	IMI	Aboriginal children Medically at risk – please refer to the Australian Immunisation Handbook for details
5 - 15 years	Influenza	See Additional Notes - Influenza	Annually	x	IMI	Aboriginal children. If receiving vaccine for the first time in their life and aged 6 months to under 9 years: give 2 doses, 1 month apart. 1 dose annually thereafter.
12 years	Human Papillomavirus	Gardasil 9	1 and 2	x	IMI	ALL CHILDREN minimum 6 month interval between doses 1 and 2 Medically at risk – see Australian Immunisation Handbook for specific risk conditions (3 dose course: 0, 2 and 6 months)
	Adult/adolescent dTpa	Boostrix or Adacel	1	x	IMI	ALL CHILDREN
15 - 19 years	Meningococcal ACWY	Nimenrix	2	✓	IMI	ALL CHILDREN if not previously given
	Pneumococcal	Pneumovax 23	2	x	IMI	Aboriginal children At risk – please refer to the Australian Immunisation Handbook for details

* catch-up schedule available see additional notes

For further information:

NT Immunisation Register - Top End: 8922 8315 | Central Australia: 8951 6928
Australian Immunisation Handbook (AIH) - immunisationhandbook.health.gov.au

 NTGovHealth
www.health.nt.gov.au

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