

SHARE

Summer Hill Activities and Resources for Everyone

Parent Information



UPDATED
MAY 2024

135 SMITH STREET,
SUMMER HILL 2130
PH: 02 9799 7393
MOBILE: 0419 486 587
EMAIL: CARE@SHAREOOSH.COM.AU
WEBSITE: SHAREOOSH.COM.AU

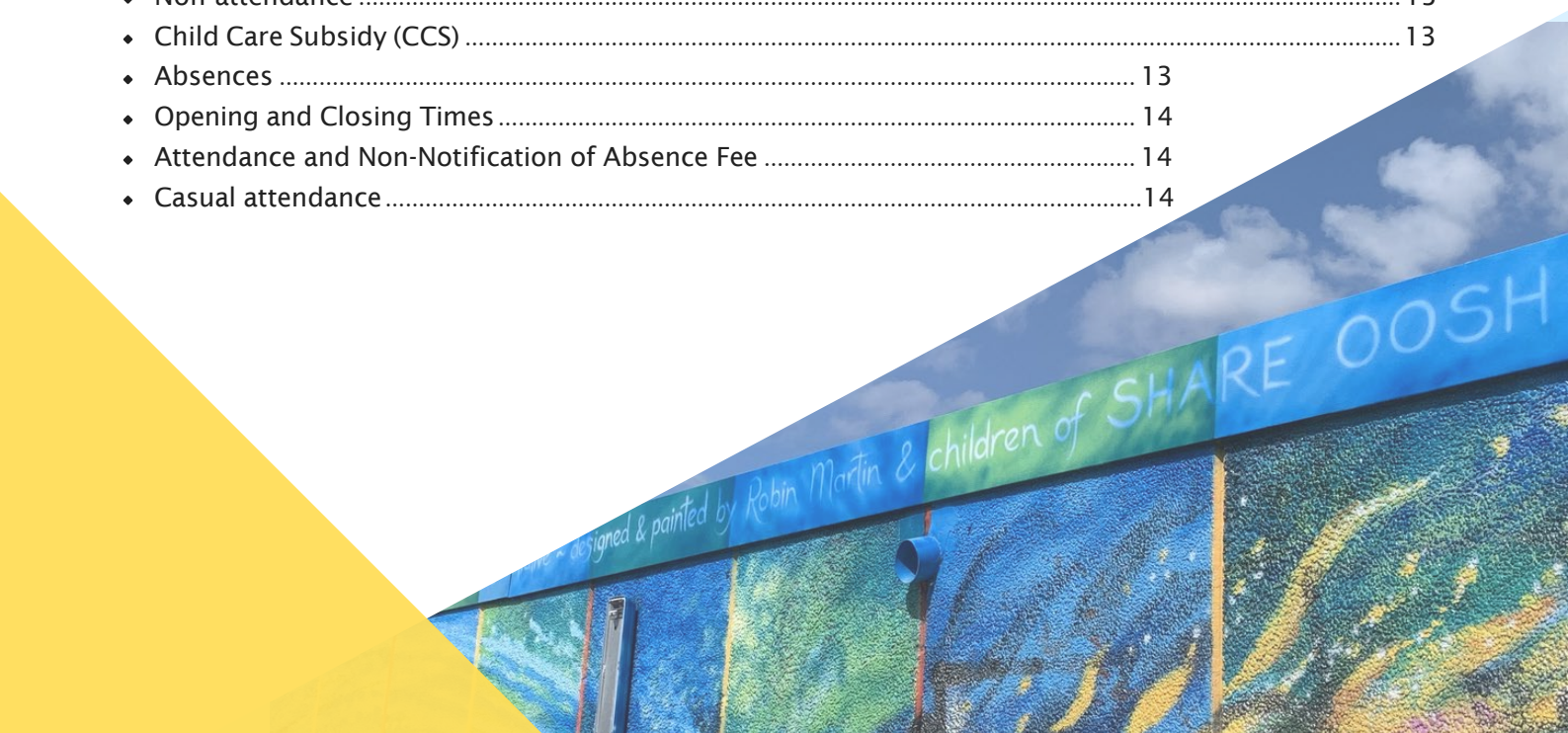
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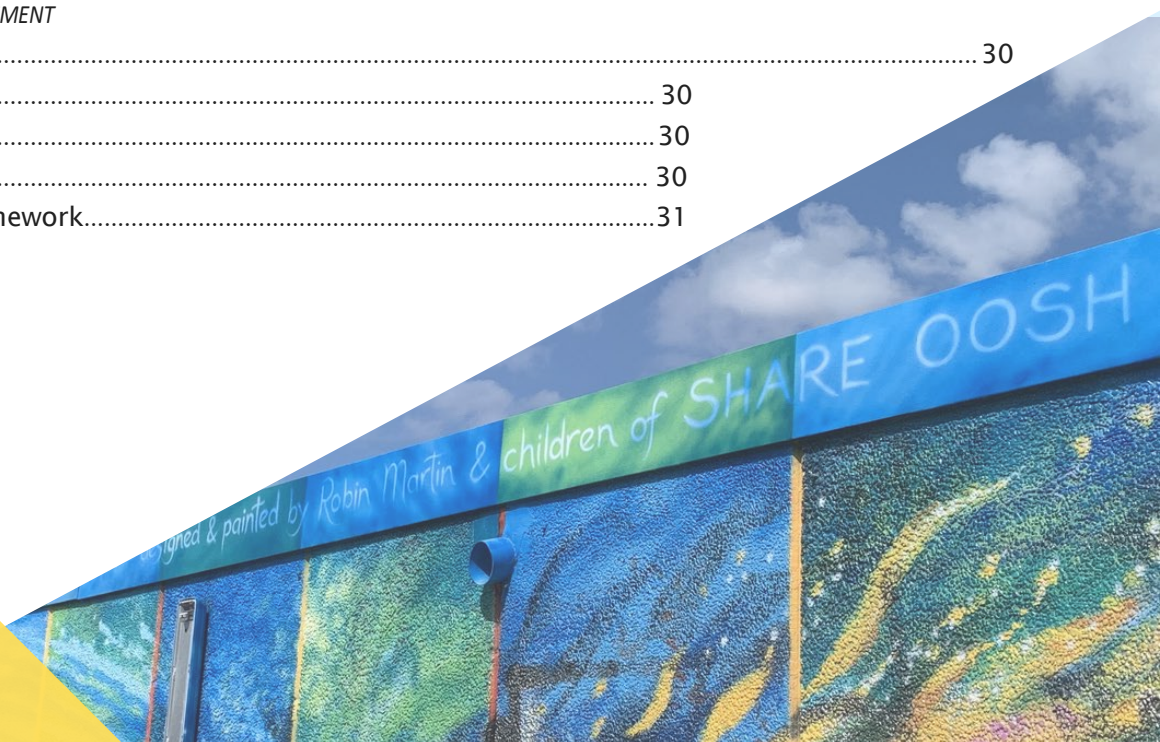
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SECTION ONE: INTRODUCTION

Acknowledgement of Country:

We would like to acknowledge the original custodians this land, the Gadigal and Wangal people of the Eora Nation. We would like to pay respect to the elders past and present and those emerging.

History/Background

SHARE is a parent Co-operative set up by parents in 1980 to address the needs of working/studying parents who have children attending primary school. SHARE stands for **SUMMER HILL ACTIVITIES AND RESOURCES FOR EVERYONE**. As **SHARE** is a parent co-operative, we welcome parent involvement.

SHARE has a voluntary management of parent directors. Parents serve 2 years on the management committee, however at the end of their term they can stand for re-election. The Committee meets once every 6 weeks. Meetings are open to all parents, and is most welcome. It is your opportunity to have input into the running of SHARE. All of SHARE'S documents i.e Policy's, Information Books, Quality Improvement Plan, are living documents and therefore are being constantly updated. You will be notified and consulted regarding any major changes.

The centre's source of income is fees from the families who use SHARE. The centre provides care for primary school age children 5-12 years old. The only criterion for attendance in our Before and After School Care program is that your child/ren attend Summer Hill Public School. There are no restrictions regarding children from other schools and locations accessing our Vacation Care program.

Core Educators:

Coordinator/Nominated Supervisor: Jenny Gratton

Diploma OOSH. Advanced Diploma in Community Management. Cert 1V Training & Assessing.

Assistant Coordinator: Margaret Borg

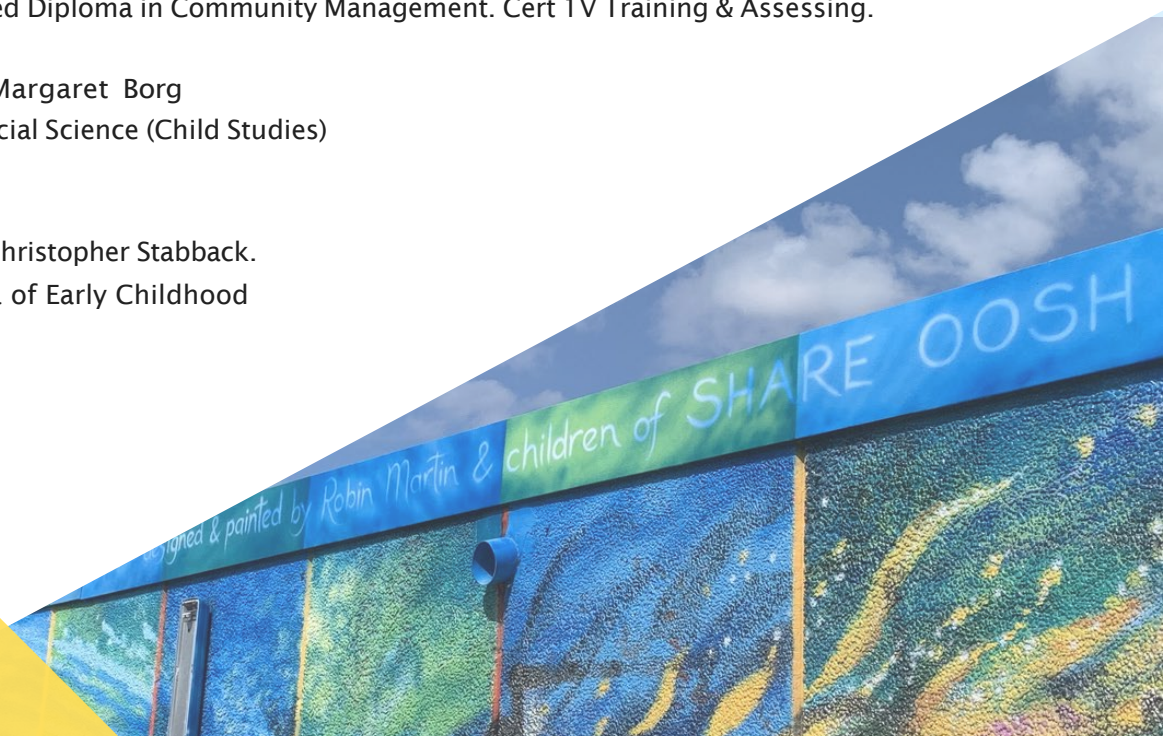
Associate Diploma in Social Science (Child Studies)

Core Educators:

Educational Leader: Christopher Stabback.

Yeon Hee Baek Diploma of Early Childhood

Naomi Sigmund



Casual Educators: Imogen, Emily, Luca, Matthew, Kurt, Hugo, Joel

Office Manager: Michelle Moar

All core Educators hold Senior First Aid Certificates; have participated in Child Protection training (Identifying and Responding to Risk of Harm) and have been subject to the Working with Children Check. The Working with Children check applies to all casuals we employ and many have received training in Child Protection and First Aid. All Core Educator's, plus the majority of casual Educators have undergone safety training, which encompasses evacuations, lockdowns, use of fire equipment and record keeping.

Committee:

Executive:

President: Ken Campbell

Treasurer: Anna Schell

Secretary: Patrick Rooney

Staff Liaison: Georgie Foot

WHS: Naomi Stevens

Committee Members:

Ken Campbell, Patrick Rooney, Anna Schell, Naomi Stevens, Georgie Foot, Clancy Yeates, Nathan Peters

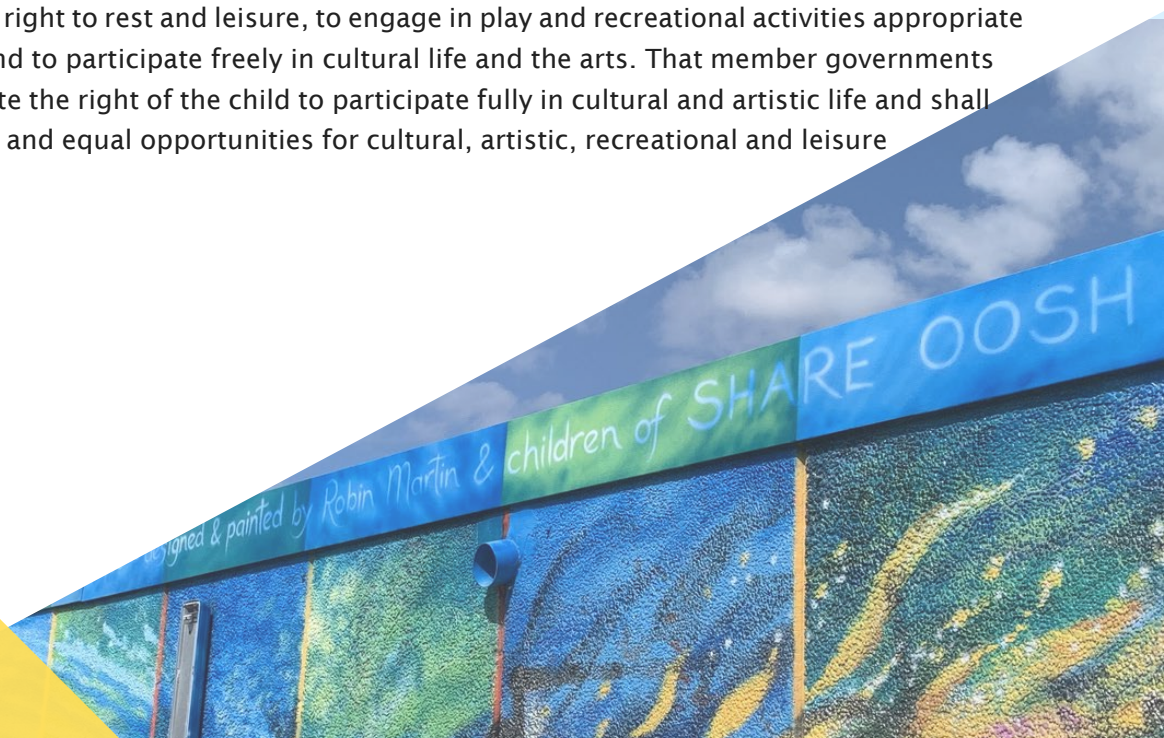
SHARE supports the United Nations Convention on the Rights of the Child

Article 23

"A child with an intellectual or physical disability should enjoy a full and decent life, in conditions, which ensure dignity, promote self-reliance and facilitate the child's active participation in the community".

Article 31

"That every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts. That member governments shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision and equal opportunities for cultural, artistic, recreational and leisure activity".



The child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

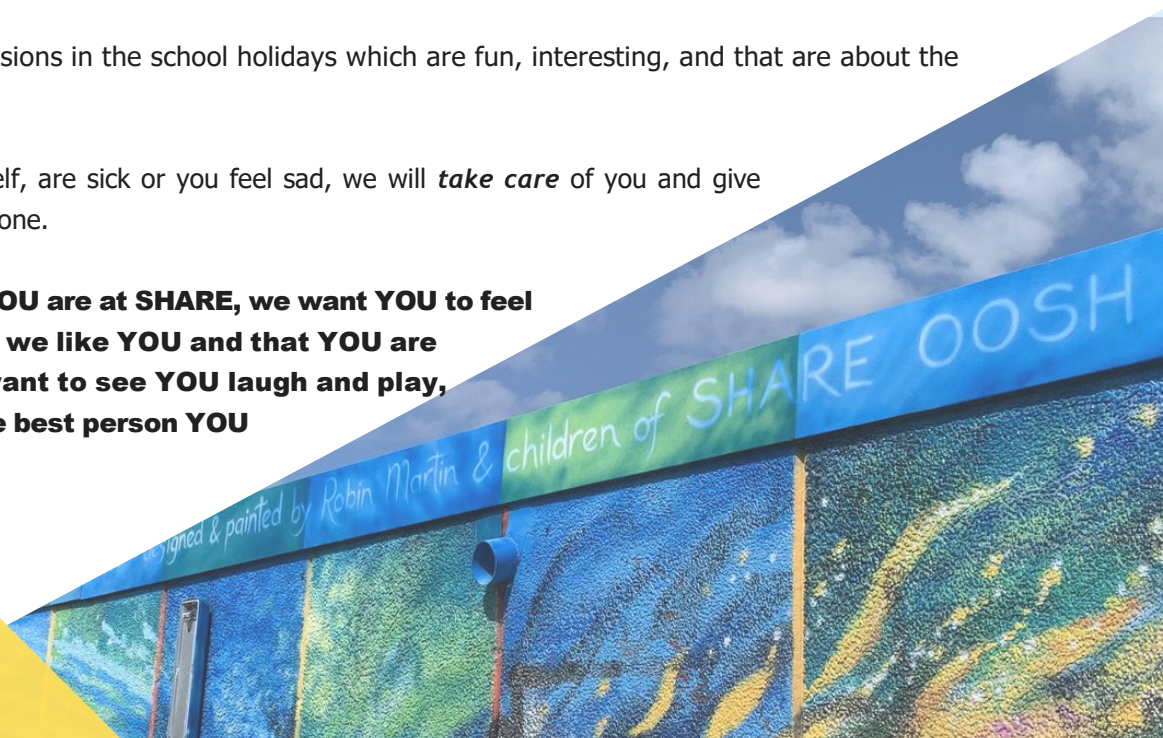
SHARE'S CHILDREN'S PHILOSOPHY

One of most important jobs of the Parents and Educators who are in charge and work at SHARE is to keep you safe.

Our other jobs when you are at SHARE are:

- ◆ To *give* you healthy food so you can grow strong and have lots of energy for playing.
- ◆ To *remind* you to use your manners and to wash your hands.
- ◆ To *teach* you the rules of soccer, how to tie your shoelaces, to cook, art and craft, singing, dancing, new things and old things, and lots of other stuff.
- ◆ To *help* you make friends, and, if you are having problems, to guide you in sorting them out.
- ◆ To *show* you the best ways to behave and how treat other people.
- ◆ To *listen* to your stories about your family, what you did on the weekend, and the things that worry you.
- ◆ To *respect* the different kinds of families you have, the different countries you come from and the languages you may speak at home.
- ◆ To *appreciate* your different abilities and assist you with things you would like to do better.
- ◆ To *ask* you what activities and excursions you would like, and your suggestions for afternoon tea and breakfast.
- ◆ To *take* you on excursions in the school holidays which are fun, interesting, and that are about the world you live in.
- ◆ And if you hurt yourself, are sick or you feel sad, we will *take care* of you and give you a hug if you need one.

But most of all when YOU are at SHARE, we want YOU to feel that YOU belong, that we like YOU and that YOU are important to us. We want to see YOU laugh and play, and to help YOU be the best person YOU can possibly be.



The child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

SHARE'S GOAL

The Educators and committee are committed to extending and enriching the development of school aged children through a rich play-focused environment.

Our philosophy is anchored in the National Quality Framework, My Time Our Place, The Education and Care Services National Regulations, The National Quality Standards and The 10 Child Safe Standards and Principles.

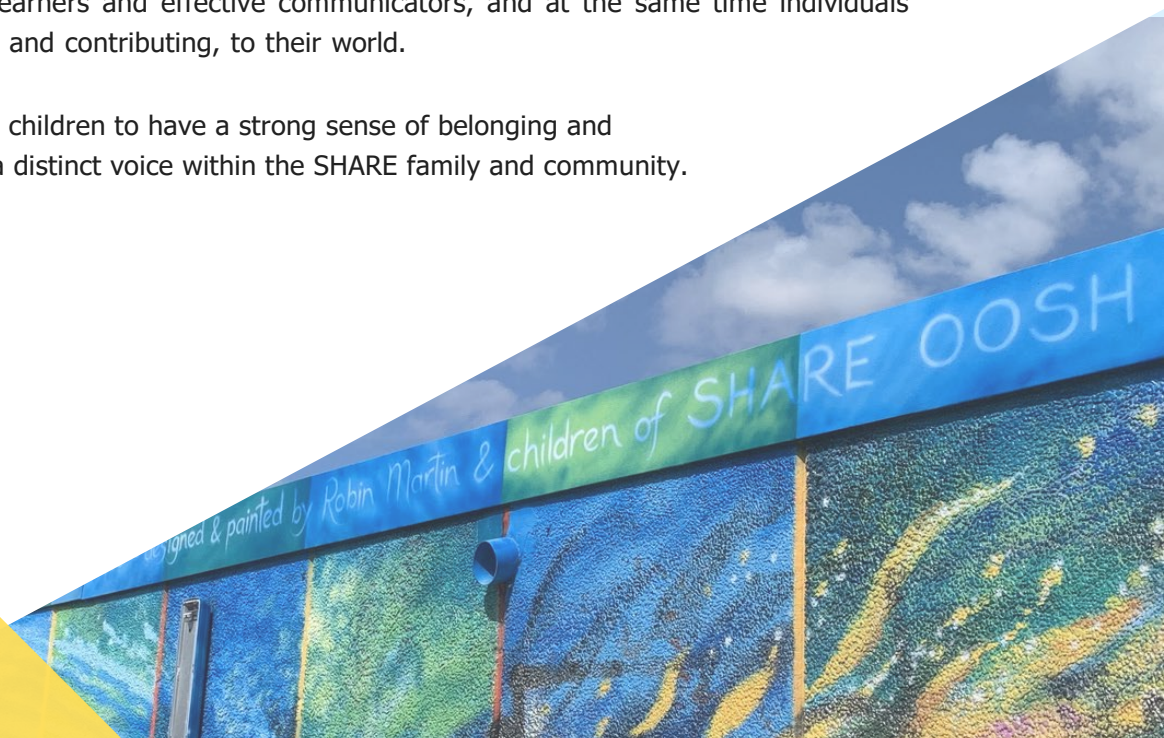
As educators, our aim is to provide opportunities for school aged children to engage in leisure and play-based experiences. In consultation and collaboration with our children and families we endeavour to create an environment that reflects and recognises the rights of all children, is inclusive of all genders, cultures and abilities, and encompasses the diversity of values within our community.

SHARE believes that the safety, wellbeing and welfare of all children in our care is paramount. We endeavour to produce a program that is relaxed, with an emphasis on fun and free play, and it is also important that we provide healthy and nutritious food which meets the dietary needs of all children. We have a strong focus on building partnerships with families and the community. Our Management and Educators' policies are in accordance with social justice and equity principles.

SHARE Before, After and Vacation care programs provide opportunities in a child's life where they can explore their relationships, indulge their imagination and learn new skills. It is "their time" and SHARE is "their place". As such we advocate and promote that children have a choice of play-based experiences, including both planned and spontaneous.

We are passionate in supporting them in achieving a strong sense of identity, as they become strong confident and involved learners and effective communicators, and at the same time individuals who are connected with, and contributing, to their world.

Ultimately, we want your children to have a strong sense of belonging and ownership, and to have a distinct voice within the SHARE family and community.

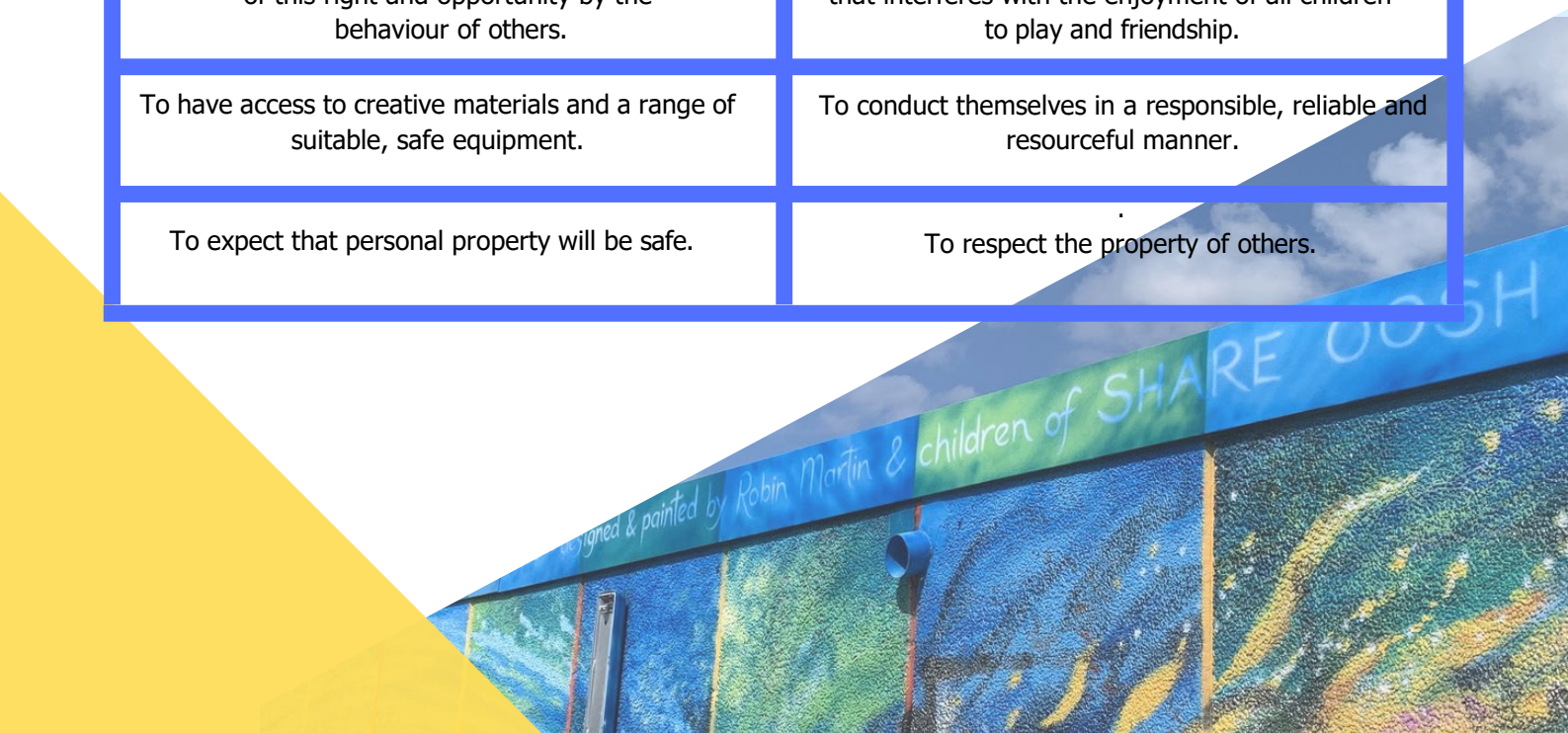


The child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

**Rights and Responsibilities
for Children, Educators and Parents/Caregivers**

Rights and Responsibilities for Children

Rights	Responsibilities
To play and participate in recreational and creative activities appropriate to their age and interests.	To act in a safe, considerate and co-operative manner when participating in free play opportunities.
To expect a pleasant, clean, safe and healthy environment with well-maintained centre and grounds.	To learn about health and safe practices and help ensure that the centre is safe and healthy for everyone.
To be treated with respect, understanding, kindness and courtesy.	To show respect and understanding for everyone both inside and outside the service.
To be treated as an individual with recognition of their different cultural backgrounds and additional needs.	To respect and understand the differences of all children and adults involved in the centre and elsewhere.
To participate in decision-making about the centres activities and have their views listened to.	To make their views known to Educators, listen to others, abide by group decisions and do their share of duties around the centre.
To be happy and play freely and not be deprived of this right and opportunity by the behaviour of others.	To be considerate and not act in a manner that interferes with the enjoyment of all children to play and friendship.
To have access to creative materials and a range of suitable, safe equipment.	To conduct themselves in a responsible, reliable and resourceful manner.
To expect that personal property will be safe.	To respect the property of others.

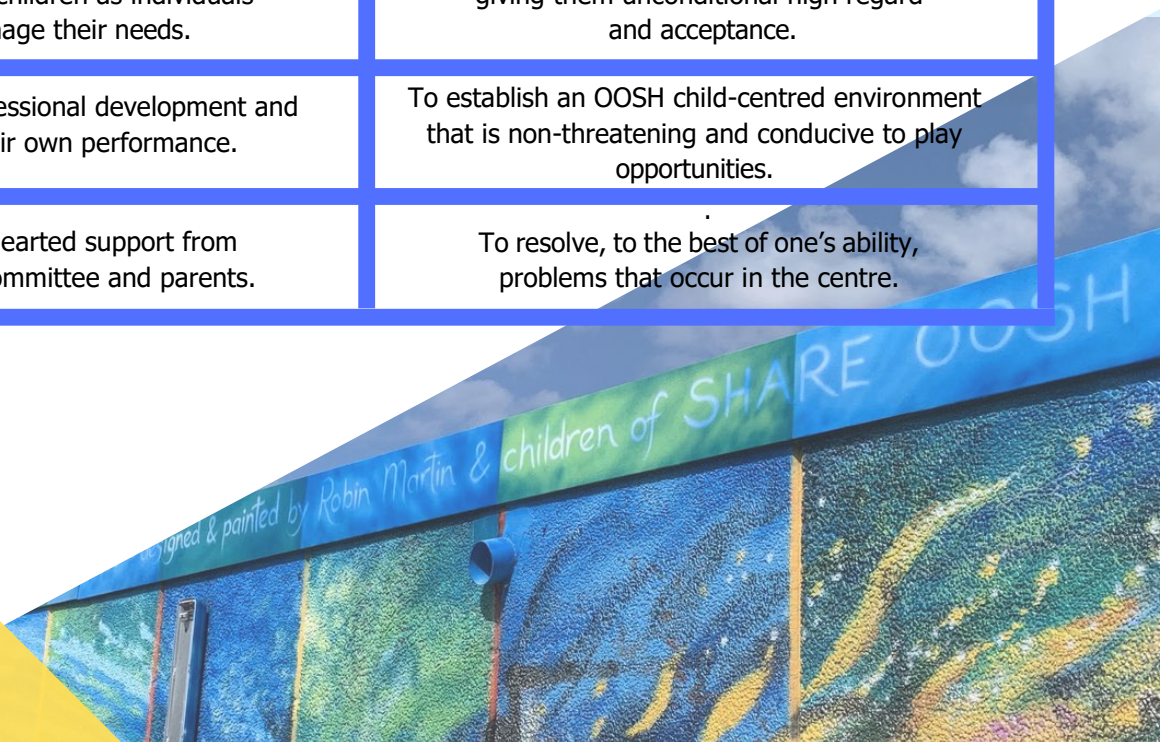


The child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

**Rights and Responsibilities
for Children, Educators and Parents/Caregivers cont.**

Rights and Responsibilities for Educators

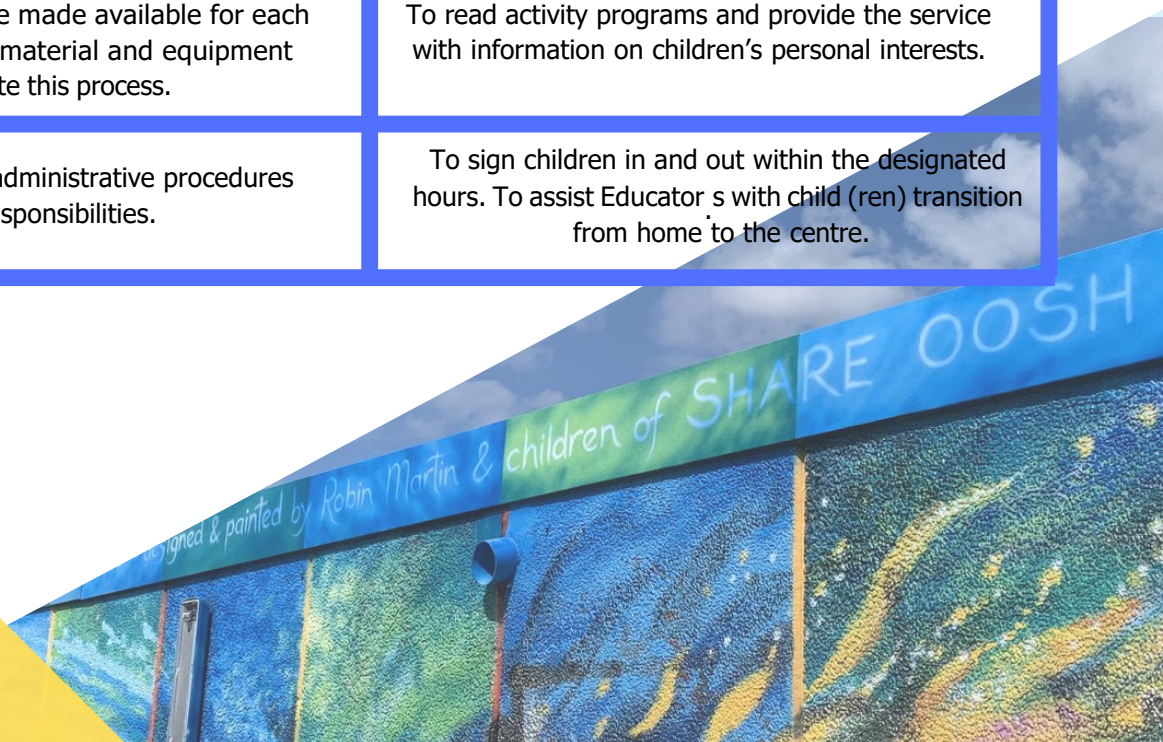
Rights	Responsibilities
To expect that the service will be well regarded by everyone.	To respect, promote and be proud of the service.
To work in a child-friendly environment where the OOSH philosophy is respected.	To organise stimulating programs consistent with this environment and appropriate to children's individual needs.
To be respected as a professional.	To model caring, consistent behaviour with appropriate values.
To be treated with respect by all involved in the OOSH service.	To work as a member of a co-operative team ensuring confidentiality and modelling ethical values.
To expect behaviour from children that contributes to a positive centre atmosphere and environment.	To treat children with respect and dignity: nurture, supervise and guide them.
To have adequate educators to child ratios, spend time with children as individuals and to manage their needs.	To recognise the rights of children as individuals, giving them unconditional high regard and acceptance.
To have access to professional development and time to assess their own performance.	To establish an OOSH child-centred environment that is non-threatening and conducive to play opportunities.
To receive whole hearted support from the management committee and parents.	To resolve, to the best of one's ability, problems that occur in the centre.



**Rights and Responsibilities
for Children, Educators and Parents/Caregivers cont.**

Rights and Responsibilities for Parents and Care Givers

Rights	Responsibilities
To expect that their child/ren will be cared for in a safe, nurturing environment.	To contribute to the smooth running of the service by maintaining effective communication with Educators and sharing relevant information with their child/ren.
To have their child(ren) cared for by highly competent and suitable professional OOSH Educators.	To respect the OOSH Educators as professionals and the role they play in caring for children. To communicate with Educators in a friendly and non-threatening way.
To be informed about communication processes within the centre and to have communication which is regular positive and confidential.	To develop regular close liaison with the service using appropriate avenues for communication.
To be updated about policies and any changes to these.	To read policies and procedures and assist the service with implementation.
To have access to information on the management structure.	To support the centre through involvement in management committees, volunteering and fundraising.
To expect that age appropriate activities and play opportunities will; be made available for each child with suitable material and equipment to facilitate this process.	To read activity programs and provide the service with information on children's personal interests.
To be informed about administrative procedures and daily responsibilities.	To sign children in and out within the designated hours. To assist Educator s with child (ren) transition from home to the centre.



SECTION TWO: HOUSEKEEPING

The five house requests for parents/carers and guardians:

1. **S**ign your child in on arrival in the mornings and sign them out in the afternoons.
2. **H**elp us keep healthy – do not send your children to SHARE if they are unwell.
3. **A**lways mark your child absent via the 'app' or contact us to let us know if your child/ren are not attending either in the morning, in the afternoon, or on a vacation care day.
4. **R**emember to keep your details updated.
5. **E**nsure you are on time to collect your child, SHARE closes at 6pm.

Enrolling in SHARE:

SHARE uses a software product called Qikkids for families to enrol their children.

New Families. Click on the link and select register and follow the prompts.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseld=10135>

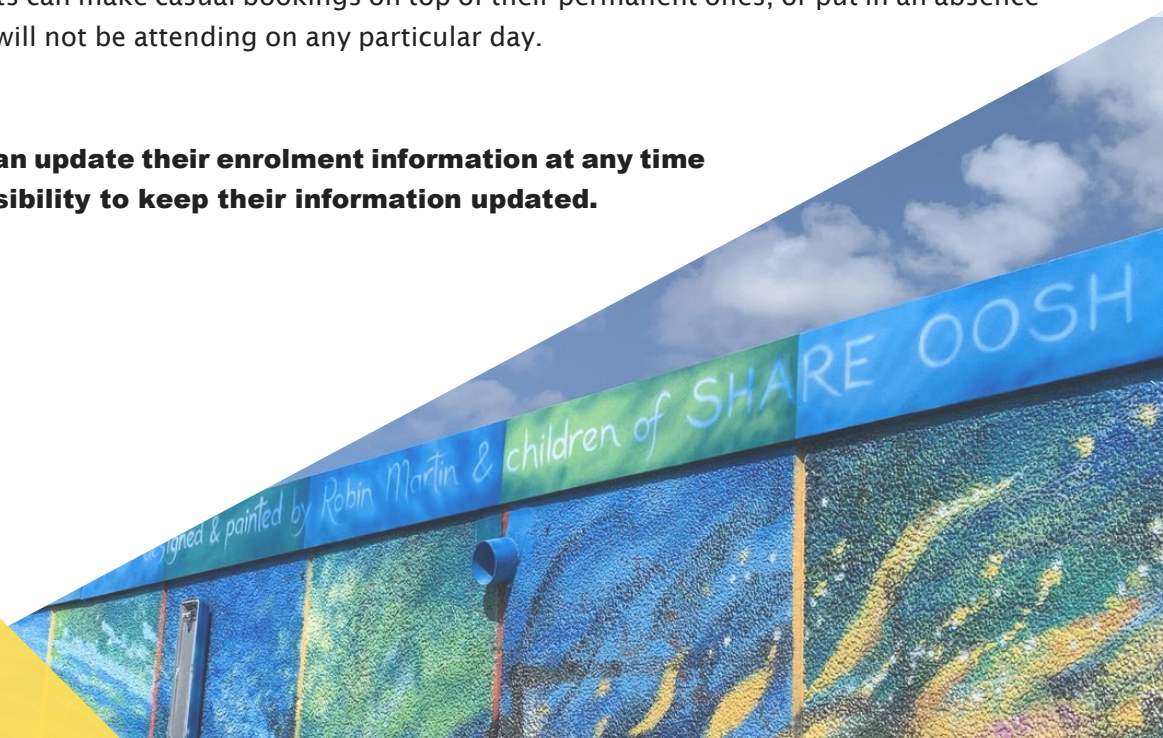
If you already have an MFL account: from a previous childcare service; but have NOT attended SHARE before, please enter your existing MFL details and click this link and sign in.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseld=10135>

SHARE will receive an email from My Family Lounge informing us that a parent has submitted an enrolment, and what mornings, afternoons are required. The parent will then receive an offer from SHARE if the mornings and/or afternoons requested are available. The parent then accepts or rejects the offer. If you are successful, then you will be contacted by SHARE regarding start date and organising a meeting and orientation to the service. This may not necessarily apply if the family already have a child/ren attending.

Through MFL app parents can make casual bookings on top of their permanent ones, or put in an absence if they know their child will not be attending on any particular day.

Using MFL families can update their enrolment information at any time and it is their responsibility to keep their information updated.



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Cancellations: a minimum of 5 working days' notice is required to cancel or adjust any care booking. Cancellations are to be in writing, an email will suffice.

Absences: will still be charged as per you booking on those days where the 5 days' minimum notice is not given. ie. sick days, play dates.

Family Holidays: Families who are taking extensive family holidays can request that their children be un-enrolled for the duration of their holidays and re-enrolled upon their return. This will alleviate absences. Family holidays are classified as 1 week or more away from the service. 5 days' notice of a family holiday is required, else full fees will be charged.

All other days that your child does not attend on a booked in day will be charged as per your booking (Sick days, play dates etc.)

Payment of Fees:

Fees are paid via Debit success. You will receive an invoice on a Thursday with the amount owing, and the money will be removed from your nominated bank account the following Monday. If there are insufficient funds in your nominated account you will incur a fee from Debit Success. If you are experiencing financial difficulty, please speak to our Co-coordinator. Care for your child will be suspended if accounts are 4 weeks behind or unless a payment plan has been organised with the Co-ordinator.

Fees:

- ◆
- ◆ Before School: \$17 per day per child
- ◆ After School: \$34.00 per day per child
- Vacation Care: \$69.00 per day per child (at home day); \$75 per day (incursion day), \$80 per day per child (excursion day)

Service Fee (Late Fee):

A Service fee is payable for any late collection of children, i.e. after 6.00pm.

The rate of fee is as follows, and is also displayed above the sign in/out shelf.

This charge will be added to your account

- Between 6.00pm – 6.15pm \$20.00
- Between 6.15pm – 6.30pm \$40.00
- Between 6.30pm – 6.45pm \$60.00



Thereafter \$20.00 per 15 minutes additional, although if the child is not collected by 6.45pm and emergency contacts are unsuccessful, SHARE will contact **New South Wales Department of Communities and Justice (DCJ)** to make a report regarding an uncollected child. Police may be notified if DCJ deem this necessary.

Running late: If you are running late or unable to collect your child, it would be appreciated if you could advise SHARE so that the educators can make arrangements to work back and that your child can be informed of the changes in collection. It should be noted that the service fee will still be charged. If you arrange for someone else to collect your child please let us know by email, phone or text as to who they will be. If they are not on your emergency contact list, we will require their name, address and contact phone number. This person will be required to provide proof of identity upon arrival.

Non-attendance: If your child does not attend for 2 weeks, and you do not notify us regarding whether you wish to maintain or cancel your child's enrolment, it will be assumed that care is no longer required, and that place will be allocated to another child. Any questions please ask Jenny or Margaret.

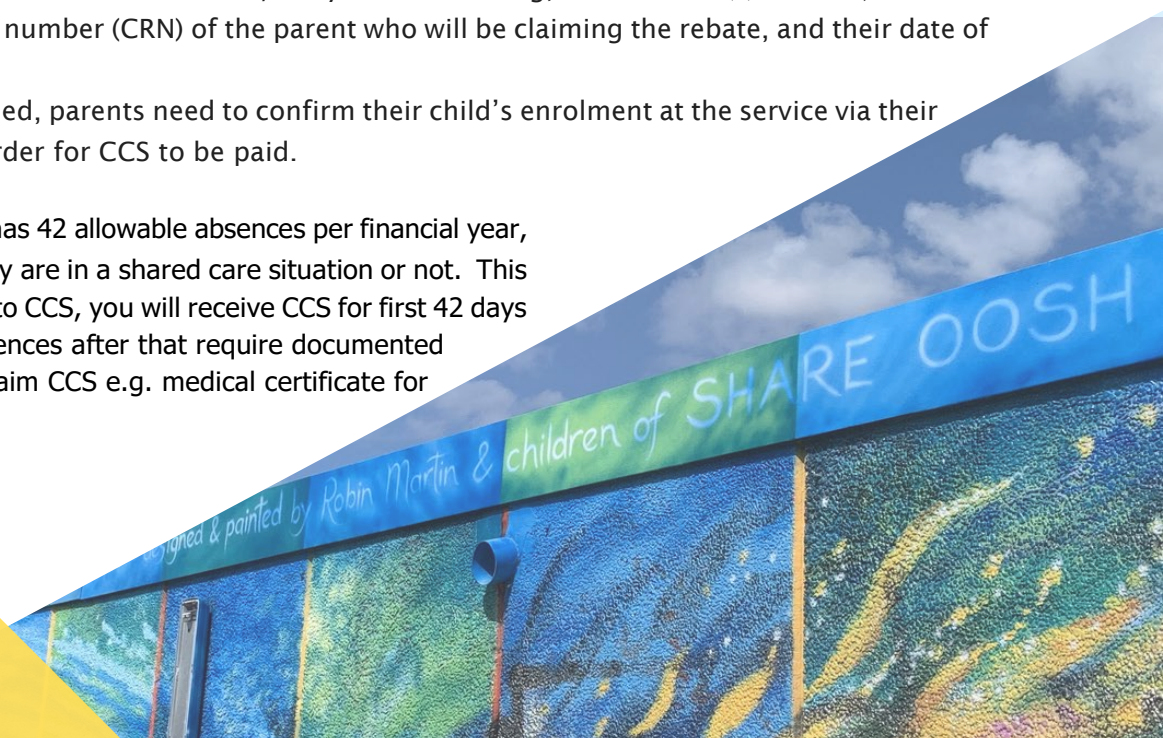
Child Care Subsidy (CCS):

Child Care Subsidy (CCS) is a payment from the Commonwealth Government to assist families with child care fees. Parents must apply to be assessed for CCS, either online or at Centrelink. Parents who were previously assessed for CCB/CCR can complete an on-line assessment via their myGov account. Parents are then responsible for confirming enrolments and updating their income and activity hours via their myGov account.

In order for SHARE to receive CCS on your behalf you must ensure that the following details are clearly provided on the child's enrolment form:

- Customer Reference number of the child/ren you are enrolling, and the date(s) of birth; and
- Customer Reference number (CRN) of the parent who will be claiming the rebate, and their date of birth.
- Once a child is enrolled, parents need to confirm their child's enrolment at the service via their myGov account in order for CCS to be paid.

Absences: Every child has 42 allowable absences per financial year, regardless of whether they are in a shared care situation or not. This means if you are entitled to CCS, you will receive CCS for first 42 days your child is absent. Absences after that require documented explanation in order to claim CCS e.g. medical certificate for absences due to illness.



Opening and Closing Times:**OPEN: 7.00AM CLOSE: 6.00PM**

These times apply for both School Term and Vacation Care.

Christmas closure: SHARE is closed over the Christmas and New Year holiday period from the 23rd December until the first week in January the following year. Families will be informed of the days SHARE will be open when school closes in December. The Vacation Care fee rate will apply for these days.

Attendance and non-notification fee:

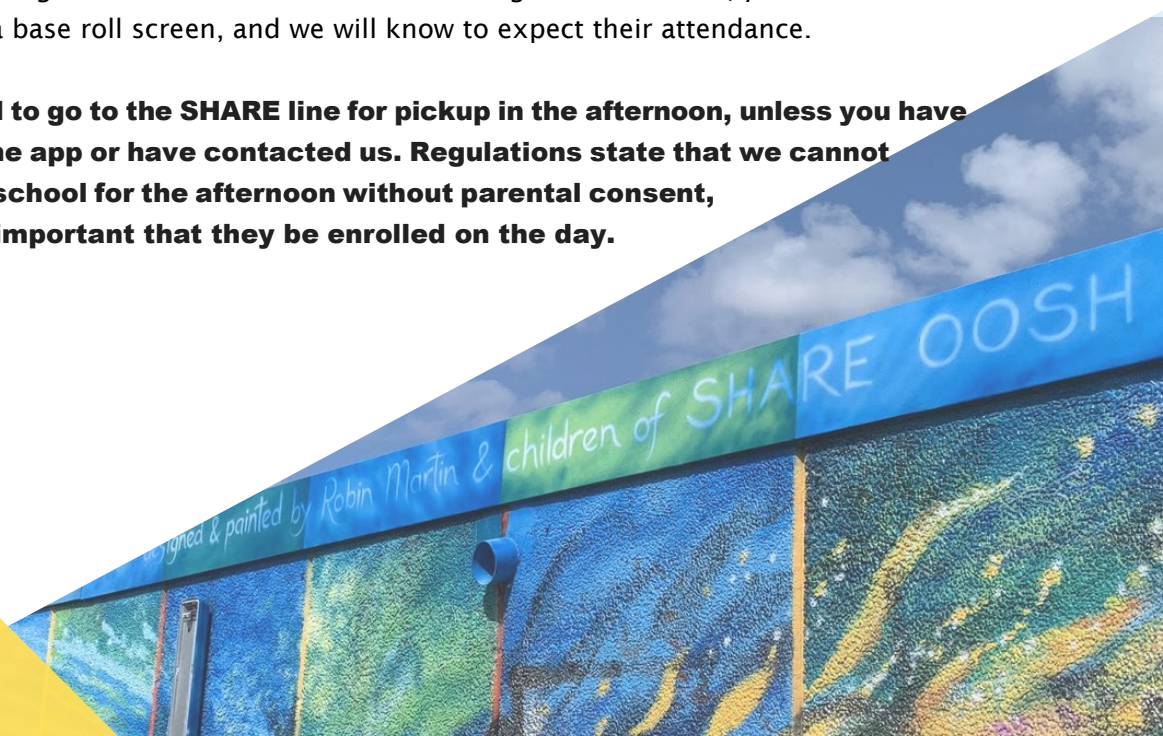
If your child is not attending on any morning or afternoon for which you have booked, please use the (MFL) My family Lounge app and mark them absent. If for any reason it's not working, you can ring 97997393, email care@shareoosh.com.au or text 0419 686 587 and inform us.

It is **extremely important** that you inform us if your child is going to be absent, especially for an afternoon session. It takes a considerable amount of time to establish the whereabouts of a child, and this impacts on all the other children who are waiting to leave school. If we need to ring you to find out the whereabouts of your child, then a **\$20.00 non-notification fee** will be added to your fees. As per our policy, two Educators are required to remain at school until your child is located. At 4pm, if we have been unable to contact any members of the child's families or emergency contacts to establish where your child is, our Policy states that we are to ring Triple 000 and report your child as missing.

Casual attendance:

A casual booking can be made via the MFL app. The app will inform you if there is space for your child to attend either in the morning or afternoon. Once a casual booking has been made, your child's name will then appear on our data base roll screen, and we will know to expect their attendance.

DO NOT tell your child to go to the SHARE line for pickup in the afternoon, unless you have made a booking via the app or have contacted us. Regulations state that we cannot take a child from the school for the afternoon without parental consent, which is why it is so important that they be enrolled on the day.



Extra curricular activities:

Each term there are extra activities offered by SHPS and other organisations that take place when school has finished at 3pm. These activities can include, Band, PSSA, Music lessons.

Where possible SHARE may be able to collect your child from these activities. However, in order to do that we would need sufficient numbers of children to warrant taking 2 Educators off the floor to send them back to school for these pickups. Please let us know if you have enrolled your child in any of these activities, and we will let you know if we have sufficient numbers for a collection.

Pupil free days and teacher strike days:

It is the policy of SHARE to open from 7.00am to 6.00pm on Pupil Free days, and this will be charged at the Vacation Care daily rate of \$67.50.

On teacher strike days, SHARE will cover the period that the teachers are not at school. An extra cost will be added to your fees.

Priority of access:

Priority 1 – sibling of currently enrolled child (complete details of enrolled siblings below)

Priority 2 – child enrolled at Summer Hill Public School

Priority 3 – any other child

Within these main categories, priority is also be given to the following children:

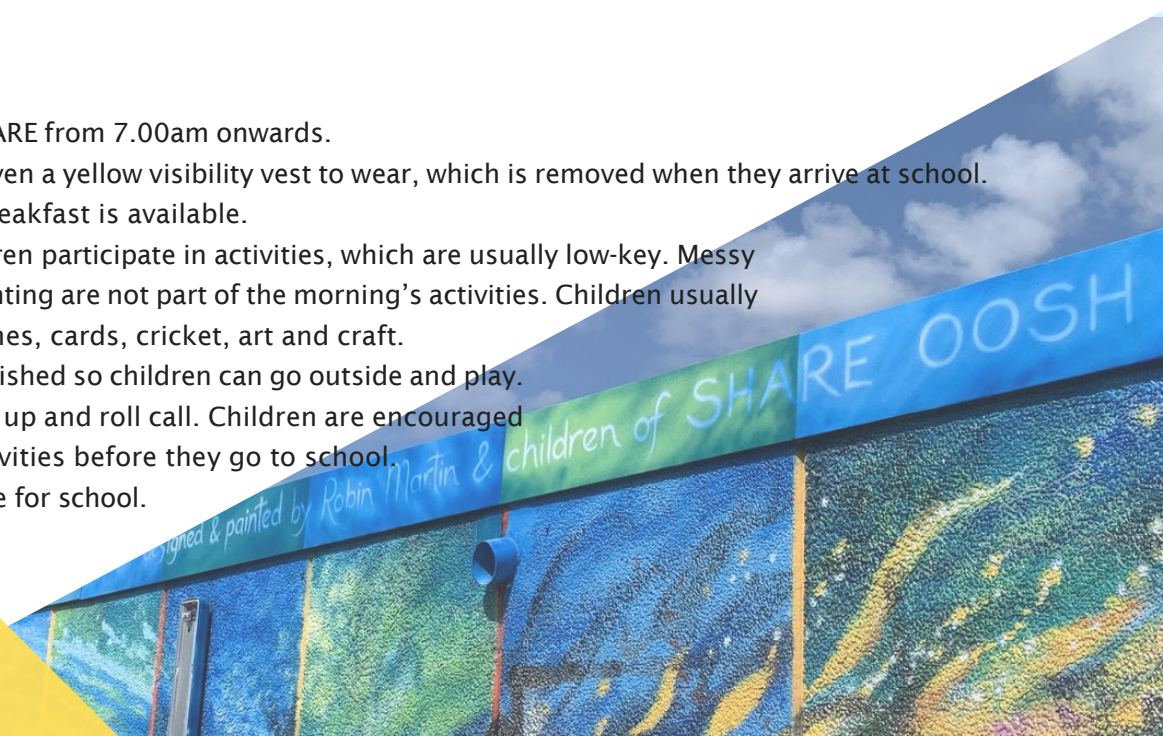
- a child at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment

Daily Routine:

Under no circumstances should you allow your child to arrive unescorted on before school days, the Regulations state that children need to be signed in.

Morning:

- Children arrive at SHARE from 7.00am onwards.
- Kindy children are given a yellow visibility vest to wear, which is removed when they arrive at school.
- 7am until 8.30am breakfast is available.
- 7am until 8am, children participate in activities, which are usually low-key. Messy activities such as painting are not part of the morning's activities. Children usually read, play board games, cards, cricket, art and craft.
- 8am park check is finished so children can go outside and play.
- 8.30am til 8.45 pack up and roll call. Children are encouraged to clean up their activities before they go to school.
- 8.45am children leave for school.



Daily Routine morning cont:

Upon arrival at school, Primary children are released into the school ground, and Kindy children are taken to the Kindy area to wait for the bell to ring for first term only.

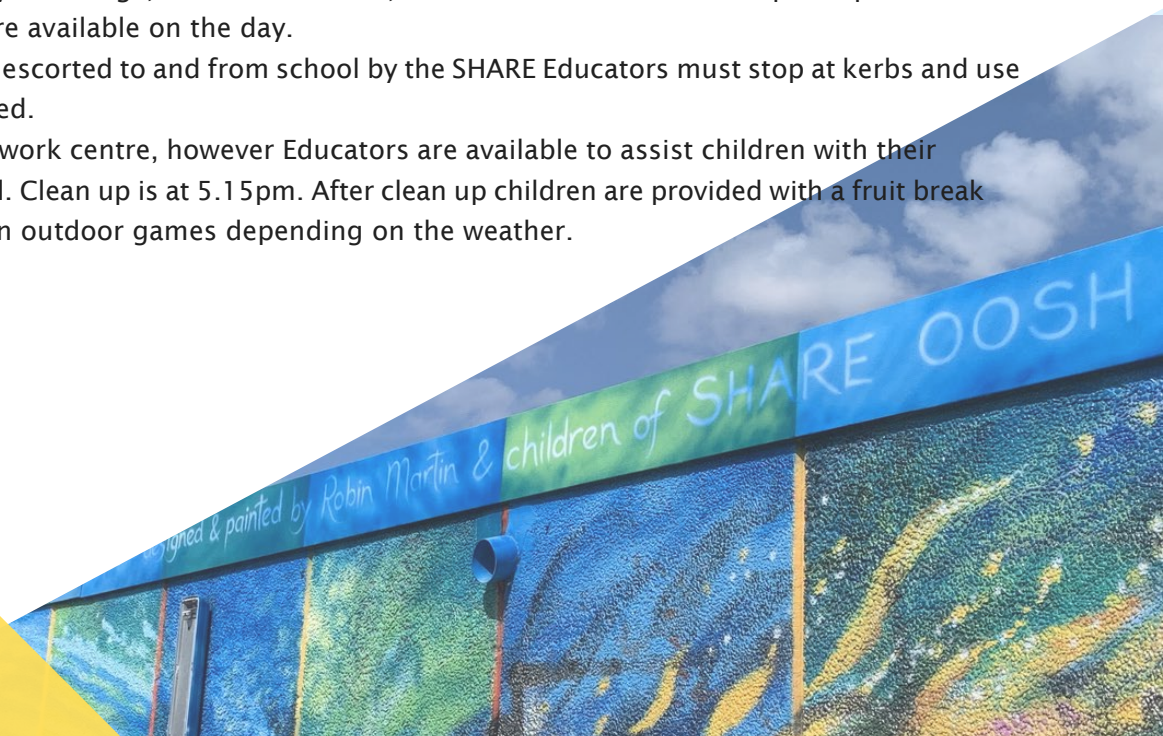
Term 2,3,4, kindy children are taken inside the gate and reminded to take their bags to their classrooms.

Afternoon:*Kindergarten Children:*

- For Term 1 Kindergarten children are collected from their classrooms. Teachers are given a list of who attends SHARE, and a bag of yellow visibility vests. The list identifies who will be attending SHARE on any particular afternoon and the visibility vests helps teachers to know who should remain in the class room for the SHARE educators to collect. Terms 2,3 and 4, Kindy children make their way to the "colo" area to meet the Educator's who will sign them in on the I-Pad.
- The Kindy children are brought to SHARE, put away their bags and wash their hands in preparation for afternoon tea.
- After afternoon tea the Kindy educators take the children outside to reinforce the invisible boundaries and behaviour expectations. (Term 1)
- After this the children can participate in whatever activities are available on the day.

Primary children:

- Are collected at 3.00pm from the "colo' area and the roll is marked via the kiosk. When they arrive at SHARE, they put away their bags, wash their hands, have afternoon tea and then participate in whatever activities are available on the day.
- Children when being escorted to and from school by the SHARE Educators must stop at kerbs and use the crossings provided.
- SHARE is not a homework centre, however Educators are available to assist children with their homework if required. Clean up is at 5.15pm. After clean up children are provided with a fruit break and can participate in outdoor games depending on the weather.



Vacation Care. (Reg 99):**Vacation Care Priority Access**

SHARE aims to provide Vacation Care places for school aged children needing care during their school holidays. SHARE will not discriminate against any families needing care, however priority of access will be given to families who already access the SHARE Before and or After School care program, and according to Government Guidelines and placement on waiting list.

- SHARE'S Vacation Care program will be released 3 weeks prior to the commencement of the pending school holidays
- Vacation Care Cost: \$62.00 per day per child (at home day), \$69.50 per day per child (excursion day)

Enrolment for vacation Care is done via the MFL app if your child is already be enrolled in our service. New families refer to page 11. Enrolling in SHARE

- Cat 1: Families who currently attend our Before and After school Care service
- Cat 2: Families whose children go to SHPS and are on our waiting list for B&A
- Cat 3: Families whose children attend SHPS, but only want our Vacation Care Service
- Cat 4: Children who only use our Vacation Care, but use another B&A service

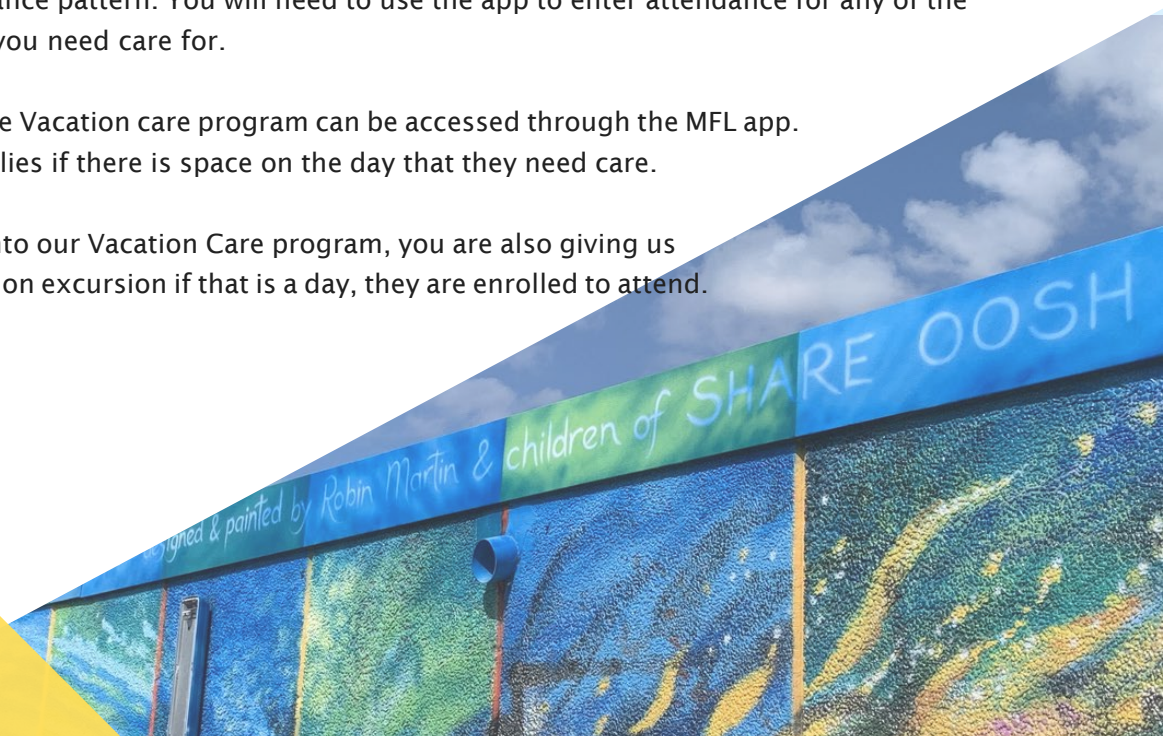
When on excursion, all children will wear our "Red Hats" and yellow visibility vests, and Educators orange ones.

These have been purchased to help children identify the Educators, and for the Educators to identify the children. The hats and vests have SHARE Vacation Care and our mobile phone number embroidered on them.

The Vacation Care program is separate from the Before & After School program, so we can not just roll over your child's attendance pattern. You will need to use the app to enter attendance for any of the vacation care days that you need care for.

Casual attendances in the Vacation care program can be accessed through the MFL app. The app will inform families if there is space on the day that they need care.

By enrolling your child into our Vacation Care program, you are also giving us permission to take them on excursion if that is a day, they are enrolled to attend.



All children are required to go on excursions. If you don't want your children to attend a particular excursion, please make alternative childcare arrangements for that day.

Please provide a packed lunch on excursions days.

Lunch orders will not be accepted on these days.

Cancellation Policy:

A minimum of **5 working days** is required to be given if you want to cancel or adjust any care booked for your child, or children during our Vacation Care Program.

Please do not be late for excursions, it holds up the rest of the group, delays our buses and puts us behind in terms of getting to booked venues.

Under no circumstances should you allow your child to arrive unescorted on excursion days, we could have already left the service, the building would be locked, and your child would be left unattended.



The child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.

Confidentiality

As part of the enrolment process in any of our 3 programs (Before and After School and Vacation Care), you will need to supply us with Personal Information. This information will be kept in a secure place, and will not be divulged or communicated, directly or indirectly, to another person, except in certain circumstances. All information will be used solely for the purpose of providing childcare, and meeting the administration requirements of operating the service. However, in the event of a Child Protection issue, information will be passed on to The NSW Department of Community and Justice, Police and any other agencies, as legally required. Further information regarding SHARE'S Policy on Confidentiality is kept with all other Policies on the shelf under the sign in sign out table. Polices can be emailed to you upon request.

Complaints and Concerns:

Any complaints or concerns you have should to be addressed with the Nominated Supervisor. If you are not satisfied with the outcome, you can ask for the contact details of the President of SHARE, or put your complaint/concern in writing to him/her.

You may also address your complaints/concerns directly to:
NSW Department of Education & Communities,
Early Childhood Education and Care Directorate,
Level 8, 2-10 Wentworth Street Parramatta NSW 2150

or
Locked Bag 5107
Parramatta NSW 2124
T 1800 619 113. F 02 8633 1810
www.dec.nsw.gov.au

Information Whereabouts:

- ◆ Feel like a chat, need to know something, please feel free to come to any of the Educators. Communicating with us is important as it helps us improve our service, our practises and the experiences for your children.
- ◆ Other ways that we will communicate with you are:
 - Email
 - SHARE's website: shareoosh.com.au
 - Notice Board above the sign in sign out table.
 - Community Notice Board (in hallway).
 - Brochures (Foyer area).
 - Newsletters
 - An Educator approaching you to initiate a conversation



SECTION THREE: CHILDREN'S HEALTH AND SAFETY

SHARE'S preferred ratio where possible is 1 Educator to every 12 children at the service, and when on excursion SHARE aims for a ratio 1-8 and 1-5 when near water. The Education and Care Services National Regulation; Regulation 123 (1) (d) states 1-15 ratio at any time.

There is a minimum of 2 Educators present at all times.

Signing in and out:

Children are signed in and out via the Q-kids electronic system (Q-kids kiosk).

It is your responsibility as their parent or carer to sign children in and out.

SHARE cannot accept any responsibility for any child unless they have been signed in to the service. Children should not be left outside the building before **7.00am**. We cannot accept responsibility for children prior to this time.

In case of fire, or in the event of a lock down, the Kiosk will be used to establish the correct number of children at the centre at any one time.



End of Day routine and check:

5.15pm: children come in for pack-up. Which children pack-up on a particular afternoon is determined by the pack-up roster. After pack up the roll is called.

5.30pm: Children are offered fruit break and participate in outside games or play on the equipment.

5.50pm: all children are escorted into the building for roll call. The last Educator into the building also does a sweep of the park to ensure that no children have been overlooked.

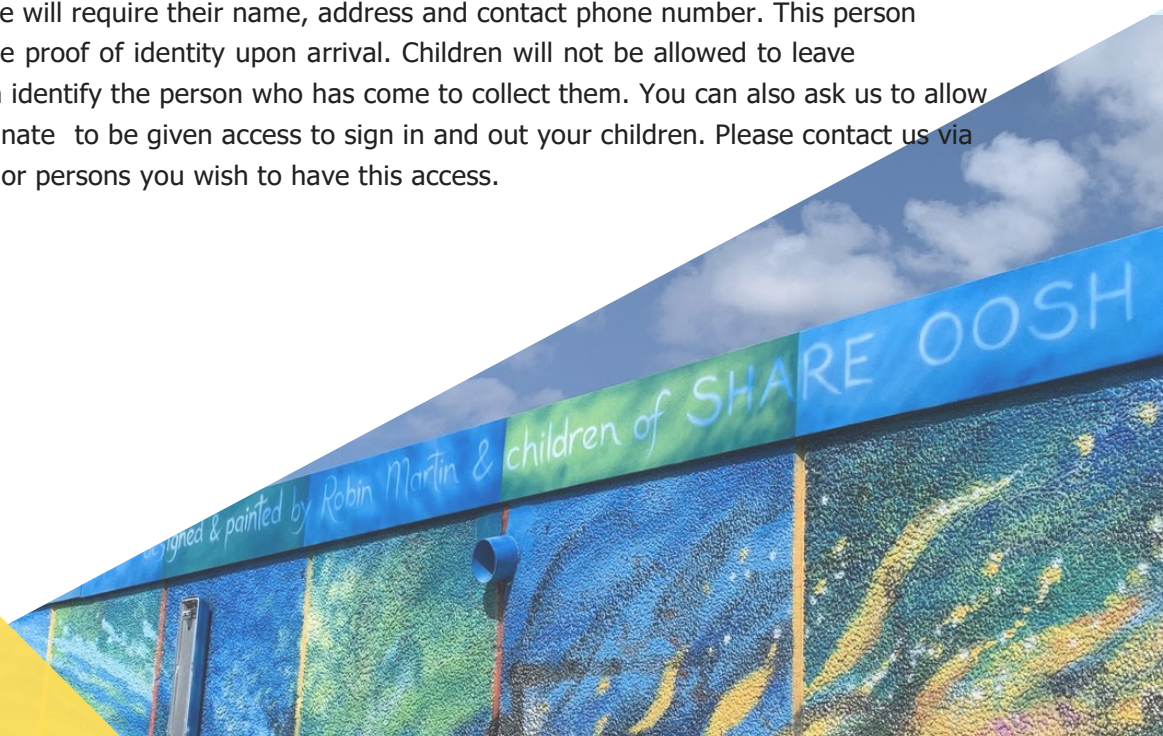
5.55pm: Once inside the building the roll is called from the kiosk to establish who is present and who has gone home. The building is also checked to ensure that children are not hiding. If a child is not present and there is no log out on the kiosk to prove they have been collected an Educator will contact the parents to establish the whereabouts of the child.

SHARE'S Delivery and Collection of Children Policy states that two Educators are to remain at SHARE until the whereabouts of the unaccounted-for child/ren is established. If you have collected your child and neglected to log them out, we will record the time that we contacted you, and as it will be after 6pm, the late fee will apply.

People authorised to collect your children (Reg 99)

The people you nominate on the enrolment form will be the people that we will allow to collect your child/ren.

You may add or subtract any person on or off your emergency contact list, either by using My Family Lounge and updating your contact list, or by emailing their details to us. If you want for someone other than those on your emergency contact list to collect your child, please let us know by email, phone or text as to who they will be. We will require their name, address and contact phone number. This person will be required to provide proof of identity upon arrival. Children will not be allowed to leave the premises until we can identify the person who has come to collect them. You can also ask us to allow for any persons you nominate to be given access to sign in and out your children. Please contact us via email naming the person or persons you wish to have this access.



Children leaving SHARE to attend other activities

If you wish your child to attend an activity when in the care of SHARE, or to walk down from school, please fill out the authorisation to leave SHARE/walk down from school form. Form attached.

Behaviour guidance:

SHARE has two main requests “DO THE RIGHT THING” and “HANDS OFF”

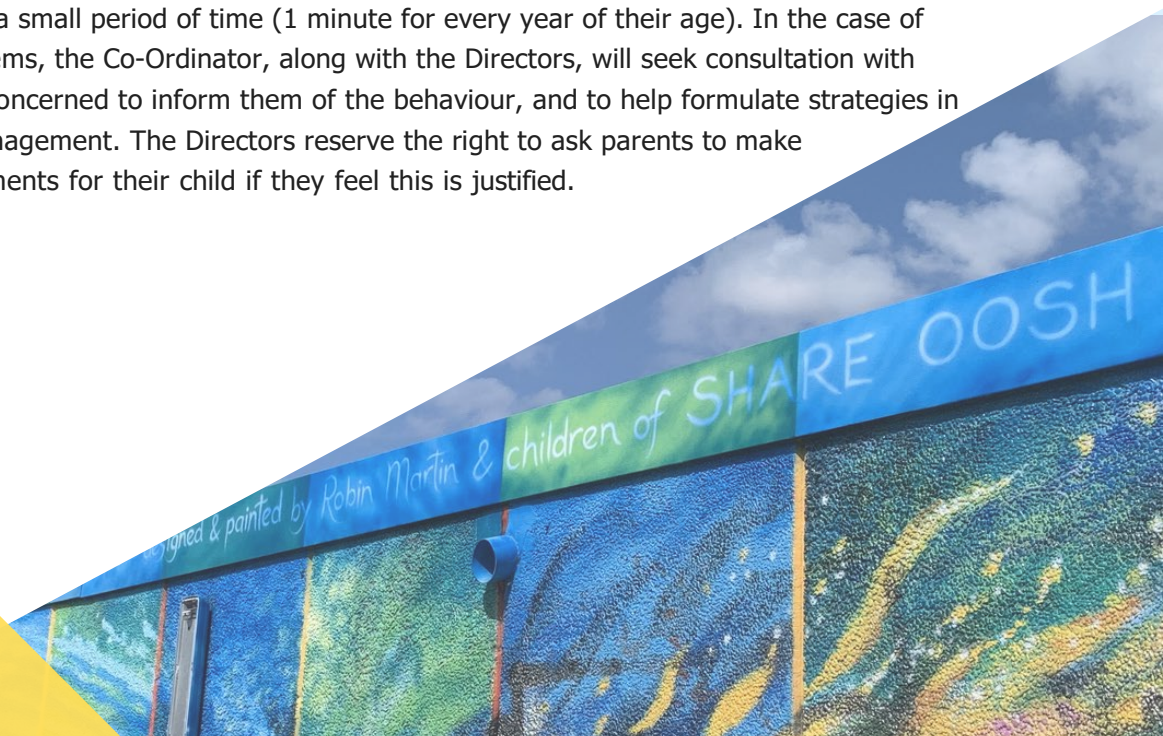
“Do the Right Thing” means:

- Staying within the boundaries of the park at all times.
- Leaving your toys, mobiles, iPads, etc at home. Electronic equipment if brought to SHARE will be kept in the office until the child is collected by parent, guardian, other.
- Climbing only on the climbing equipment (Council does not allow the climbing of fences, trees, or picnic tables). This is unsafe practice.
- Running and playing ball games are outside activities.
- For health reasons, playing in toilets is not appropriate.
- Being courteous and co-operating with Educators and other children.

“Hands off” means:

- Leaving other people’s bags, art work and craft activities alone
- Keeping your hands to yourself. E.g. hurting others, throwing things, kicking, hitting and biting.

Child management strategies for a child’s inappropriate behaviour would be asking the child to reflect upon their behaviour for a small period of time (1 minute for every year of their age). In the case of ongoing behaviour problems, the Co-Ordinator, along with the Directors, will seek consultation with the parents of the child concerned to inform them of the behaviour, and to help formulate strategies in regards to Behaviour Management. The Directors reserve the right to ask parents to make alternative care arrangements for their child if they feel this is justified.



Behaviour Guidance cont:

Children attending Before or After School or Vacation Care are strongly encouraged to abide by our behaviour requests. These have been drawn up by the children and Educators in conjunction with the Board of Directors and reflect their concern for the safety, health and emotional well-being of all children attending the centre.

Parents play an invaluable and much appreciated role in supporting the Educators at SHARE with the behavioural expectations of the children. Inappropriate behaviour presents problems for Educators and other children. Inappropriate behaviour is recorded, and may be viewed by parents at their request. Courteous and respectful behaviour is essential for harmony. Our requests are minimal, however, we see them as being essential to provide a caring and safe environment for your children. We would appreciate your consideration and cooperation in meeting them.

Incidents/injury/first aid (Reg 85, 86,87, 89)

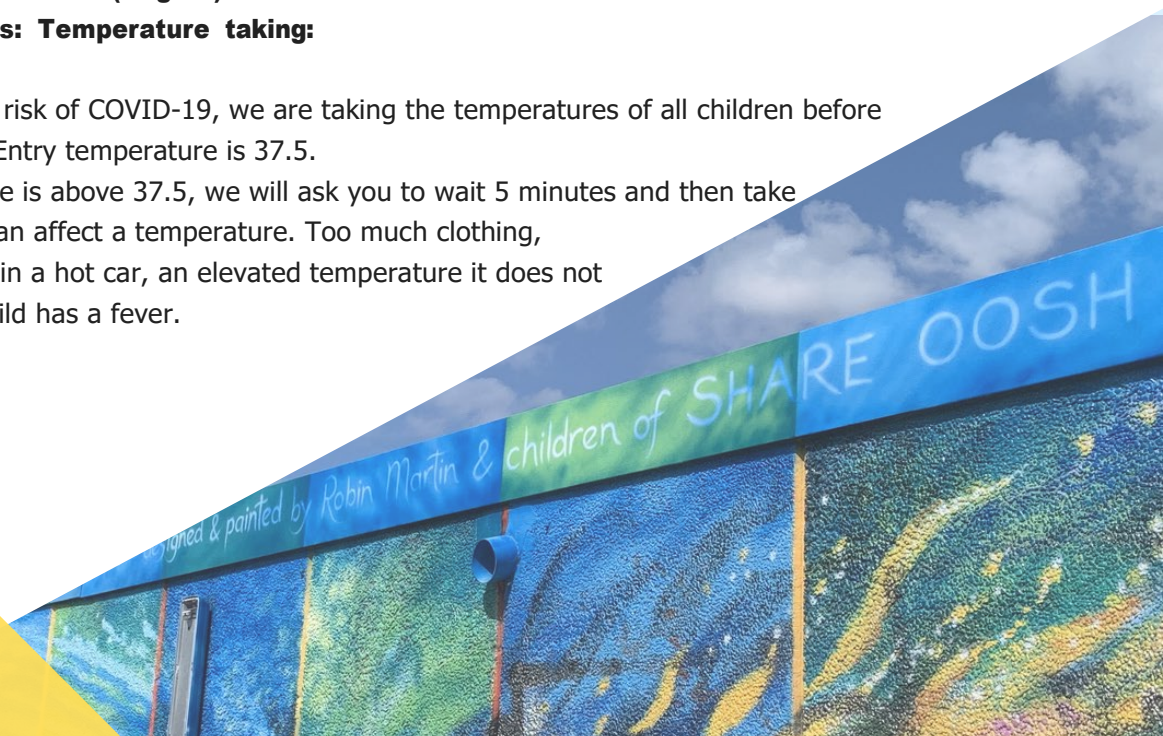
All SHARE core Educators are qualified in First Aid procedures. A fully stocked and updated first aid kit is kept and we have several separate travelling first aid kits which we take on all excursions and to and from school. Educators also wear first aid bags for little emergencies, containing Band-Aids, icepacks. We also have cold packs in the freezer for treatment of bruises and sprains. In the case of an accident requiring an Ambulance, children will be transported to the most appropriate hospital. Parents will be notified that their child requires medical care and which hospital they are being transported to. SHARE has Ambulance Insurance so there will be no cost to you or your family.

A record of injury, time, place and circumstance is kept at SHARE, parents will be asked to sign the record confirming knowledge of any accident. Parents will be notified if the injury requires them to come and collect their child for further assessment by a Doctor.

Illness and infectious diseases (Reg 88):**COVID-19 arrangements: Temperature taking:**

As part of minimising the risk of COVID-19, we are taking the temperatures of all children before they enter the building. Entry temperature is 37.5.

If your child's temperature is above 37.5, we will ask you to wait 5 minutes and then take it again. A lot of things can affect a temperature. Too much clothing, running to SHARE, being in a hot car, an elevated temperature it does not necessarily mean your child has a fever.



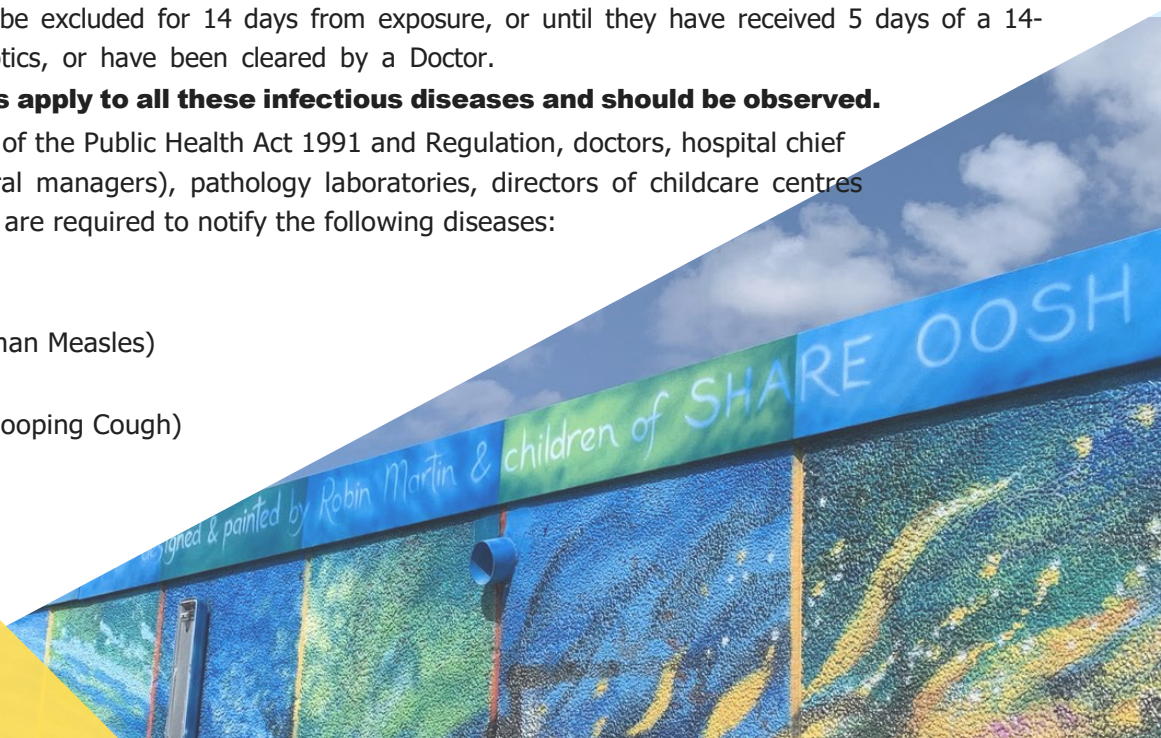
If your child's temperature is still above 37.5 on the second reading, and all of the above has been ruled out, you will be asked to take your child home and consult your Doctor.

We understand that these measures may be inconvenient, however we have a duty of care to all of our families and carers to keep everyone as safe as possible. Temperatures will also be taken in the afternoon at school. Once again a lot of things can affect a temperature. Too much clothing, running around at school, we will follow the same procedure as in the morning, take off any excess clothing, give them a drink wait 5 minutes and take it again, if the second reading returns an elevated temperature, we will call you re-coming to collect your child. This practice is currently not being implemented.

There are a large number of children attending SHARE, and the environment is conducive to the spread of disease and viruses. If a child presents with a high temperature, is feeling unwell, or has been injured we will immediately contact you so you can come and collect your child. At all times we will work within NSW Health guidelines and any other advice from the Regulatory Authority. **Please do not send your children to either the Before & After School Care or Vacation Care program if they are feeling unwell.**

Head Lice, impetigo and conjunctivitis are all highly contagious: please take appropriate steps to ensure that other children will not be infected. Checking your child's hair on a regular basis for head lice, covering any impetigo sores to eliminate any contact and immediately seeking medical intervention for conjunctivitis is good practice.

- ◆ **Colds and Viruses:** please remind your children of the hygiene practices, such as covering their mouths when they cough or sneeze, using a handkerchief or tissues and washing their hands after using the toilet.
- ◆ **Measles and Chicken Pox:** children should remain away from SHARE until cleared by your family Doctor. As we have children here who are not immunised, we would appreciate being informed if your child/ren have either of these conditions.
- ◆ **Whooping Cough:** children who have not been immunised and come into contact with a case of whooping cough will be excluded for 14 days from exposure, or until they have received 5 days of a 14-day course of antibiotics, or have been cleared by a Doctor.
- ◆ **Contagious periods apply to all these infectious diseases and should be observed.**
- ◆ Under the provisions of the Public Health Act 1991 and Regulation, doctors, hospital chief executives (or general managers), pathology laboratories, directors of childcare centres and school principals are required to notify the following diseases:
 - Diphtheria
 - Measles
 - Rubella (German Measles)
 - Mumps
 - Pertussis (Whooping Cough)
 - Poliomyelitis
 - Tetanus



Immunisation

The Public Health (Amendment) Act 1992 requires parents to provide documented evidence of a child's current immunisation status when enrolled in childcare centres. It is not compulsory to have your child immunised, however in the event of an outbreak of a vaccine-preventable disease in a childcare centre, un-immunised children will be required to remain at home for the duration of the outbreak, for their own protection.

Medical conditions/allergies (Reg 90)

Parents are asked to inform SHARE of any medical conditions/ allergies their child may have at the time of enrolment. Where a child has an allergy, asthma, anaphylactic, medical issue, serious dietary requirement, parents will be asked to provide an **action plan** and also to fill out SHARE'S **Health Management Plan** (copy on website). If the child's allergies require the use of an Epi-pen, parents are required to supply a current Epi-Pen in the original box with the child's name on it. All children's Epi-Pens will be taken to and from school, and on excursions. Educators are trained in the use of EPI-Pens.

If your child has Asthma, then please supply SHARE with Ventolin. SHARE will supply a disposable spacer. Your child's Ventolin, along with their spacer will be taken to and from school and on excursions.

If a food allergy exists, parents are asked to supply information regarding what the child can and cannot eat, and how to manage the food allergy. SHARE'S **Health Management Plan** (copy on website) will be required to be filled out. Children's allergy information is displayed on the allergy list in the kitchen. A list of what they cannot eat along with alternatives will be recorded.

Medication (Reg 91, 93, 94)

Parents who wish medication to be administered to their child at the centre are required to fill out an **authorisation to administer medication** form (copy on website) provided by SHARE. The authorisation will outline the following: Name of child, name of Medication, date, exact time and dosage to be administered. (General time e.g. lunchtime will not be accepted.)

Medication needs to be in the original bottle, with the original label. If prescribed by a Doctor the medication is required to have the child's name, dosage, and at what times the child requires the medication. If the medication comes from the chemist, it needs to be in the original container and before the expiry date.



Medication must be given directly to the Nominated supervisor or 2IC, and not a casual Educator, and not left in the child's bag. Parents and Educators are to ensure the details on the form are clear, and clarify any questions. Educators will store the medication in the designated secure place, clearly labelled. Educators will ensure that medication is kept out of reach of the children at all times. Medication will only be administered from its original packaging. Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name, and with a current use by date. Authorisation from anyone other than the parents cannot be accepted. If anyone other than the parent is bringing the child to the centre, a written permission note from the parent, including the above information, must accompany the medication.

Where medication for treatment of long-term conditions such as asthma, epilepsy, or ADHD is required, the centre will require a letter (if possible) from the child's medical practitioner or specialist, detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed. If children are receiving medication at home or school, but not at the centre, parents should inform the centre of the nature of the medication and its purpose, and of any side effects it may have for the child so that Educators can properly care for the child. Where children have medication in their school bags, children will be asked to place the medication in a secure place in the centre. Parents are to ensure that the medication is taken home each afternoon. Parents who wish their child to self-administer are to request a Permission to self-medicate form (on website) (Reg 96).

Hygiene (Reg 77)

Handwashing is paramount in stopping the spread of COVID19 therefore children are to wash their hands prior to eating afternoon tea, using the toilet, preparing or eating food, after playing outside, cleaning up any items, wiping their nose, or after handling an animal. Children will be reminded not to share drink bottles.

Food and Nutrition (Reg 77, 78, 79, 80)

SHARE aims to provide nutritious and varied food of good quality, whilst taking into consideration any allergies, culture and other dietary requirements.

SHARE does not have peanut butter as it presents major problems for children with allergies. SHARE is an allergy aware service and all foods that SHARE purchases or obtains will be screened for nuts or traces of nuts.



Parents are asked to respect other families' food and dietary choices, and ensure that they **do not** send their children to the centre with food containing nuts or traces of nuts. Children will be encouraged to develop good eating habits through good examples and education. Parents will be encouraged to share family and multi-cultural values and ideas to enrich the variety and enjoyment of food by the children. High standards of hygiene will be maintained throughout all food preparation.

Food and drink will be provided for breakfast and afternoon tea. Fresh drinking water will be available at all times for the children. On excursion days, parents will be asked to provide their child's drinks, lunch and little lunch, unless otherwise stated on the program. Parents will be encouraged when providing food and drink for their children that it is nutritious and well balanced. All food provided at the centre will be nutritious and varied. The majority of food will be from the five food groups (grains, cereals, fruit and vegetables) with sweets and treats available only occasionally.

Where children are involved in food preparation, they will always be supervised and hygienic conditions maintained. Children and parents are encouraged to contribute to the menu ideas. Parents are encouraged to share family and multi-cultural values, ideas and recipes. All family and multi-cultural practices will be acknowledged and addressed in the provision of food. All children's individual needs such as allergies etc will be addressed in the menus; children's cooking activities will be encouraged to develop life skills. At all times safe and hygienic practices will be followed.

Breakfast

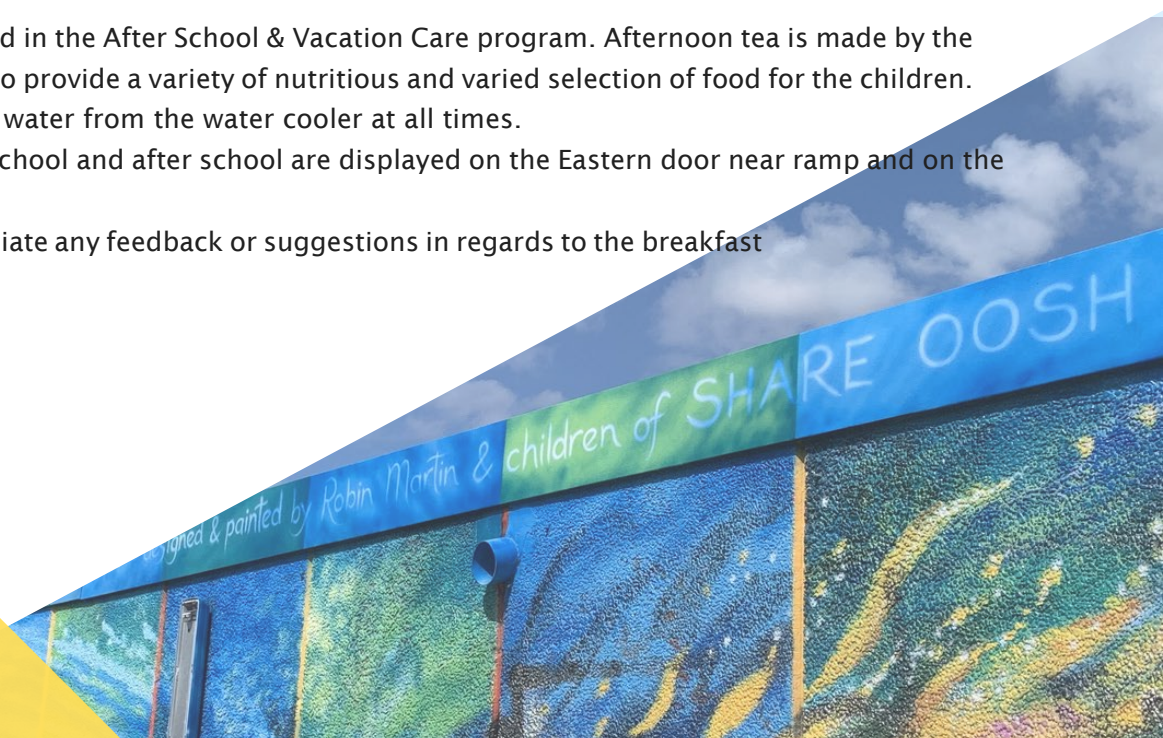
Breakfast is available in the Before School and Vacation Care program. There is always a variety of foods, such as toast and cereal, plus eggs, avocado, and smoothies. There is always a fruit platter on the breakfast table. Breakfast is an important meal so we actively encourage all children to eat something before they go to school.

Afternoon Tea

Afternoon tea is provided in the After School & Vacation Care program. Afternoon tea is made by the Educators. SHARE aims to provide a variety of nutritious and varied selection of food for the children. Children have access to water from the water cooler at all times.

Menus for both before school and after school are displayed on the Eastern door near ramp and on the wall near the kitchen.

We would greatly appreciate any feedback or suggestions in regards to the breakfast and afternoon menu.



Sun protection

Children and Educators should wear protective clothing when outside such as hats that protect their face, ears and neck, and shirts that cover their shoulders and necks. Children who do not have a hat must play in a sheltered area. Children must wear their own hat. Educators will enforce the **'no hat no outside play'** rule.

An SPF 15+, broad spectrum, water resistant sunscreen will be made available in the centre, and applied to Educators and children when exposed to the sun. Educators will ensure that sunscreen is applied (minimum every 2 hours), prior to outdoor play during the months of October to July, and in accordance with the UV alert.

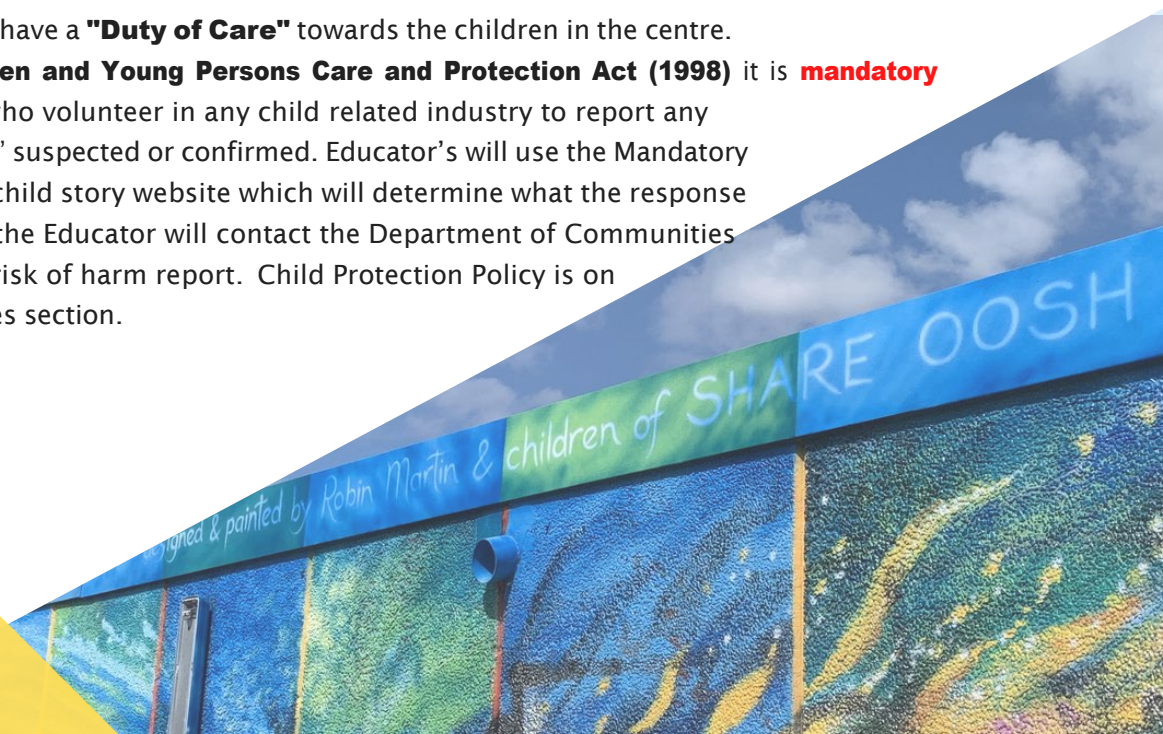
After July thru to September, the UV index will be checked on a daily basis, and if the UV alert is 3 or above sunscreen will be applied. In Vacation Care, children have access to "Red Hats". These are worn at the service and when on excursions. The hats are washed on regular basis. Any parent wishing to purchase their child a red hat for personal use can do so from the service. The cost is \$10.00 per hat.

Where children have allergies or sensitivity to the sunscreen, parents will be asked to provide an alternative sunscreen, and the child encouraged to play in the sheltered areas. Outdoor activities will be held in shaded areas whenever possible. All sun protection practices will be maintained while walking to and from school, and on any excursions.

Children participating in water activities i.e the beach during vacation care will wear a pink Fluro rash vest supplied by SHARE. They are printed on the back with our service name and mobile number. Fluro pink has been recommend by the Australian Life savers as being the best colour to identify people in the water.

Child Protection

Directors and Educators have a **"Duty of Care"** towards the children in the centre. Under **Section 23 Children and Young Persons Care and Protection Act (1998)** it is **mandatory** for those employed or who volunteer in any child related industry to report any "Risk of significant Harm" suspected or confirmed. Educator's will use the Mandatory Reporters Guide on the child story website which will determine what the response should be. If instructed the Educator will contact the Department of Communities and justice and make a risk of harm report. Child Protection Policy is on SHARE'S website – Policies section.



Evacuation Procedures/lock down (Reg 97)

In the case of fire or any other emergencies all children will be escorted from the building to either the tennis courts or the fenced in play equipment. The role will be called using the QK Kiosk, if a child cannot be located a call will be made to the parent to see if they have taken them home without being signed out. In the event of an external threat all children will proceed in an orderly manner into the building. The building will be made secure and all Educators and children and any others will remain inside until the all clear is given.

We hold a fire drill and lock down once every term and every School Holidays.

Emergency evacuation and lock down procedures are located near the main entrance and exit of each room used by the service. If parents/ guardians arrive when an evacuation drill/lock down procedure is taking place they are required to follow the instructions from the Educators on duty.

Inner West Council own the building we use and they conduct regular inspections regarding the fire equipment, i.e fire extinguishers, fire blankets and emergency lighting. Any damaged or out of date equipment is replaced by them immediately. SHARE has two fire blankets, and 5 fire extinguishers. SHARE Educators have undertaken training in use of fire blanket's, fire extinguishers and procedures re lockdowns and evacuations.



SECTION FOUR: SERVICE MANAGEMENT

Volunteers:

Volunteers are encouraged at SHARE, especially on excursions. Volunteers are NOT left in charge of children at any time.

Insurance:

SHARE has a comprehensive insurance package with Guild Insurance.

SHARE has Ambulance Insurance with NSW Ambulance. This means that if your child needs to be transported by Ambulance to the Hospital you will not have to pay for the service.

Social Activities:

SHARE tries to hold at least 2 social activities over the year, one is at the beginning of the New School Year to welcome new families, and the other is at Christmas time. News of this event, and any others, will be included in the newsletter, or advertised on either of the boards or easels.

Students:

High School Students

Several times during the year, we are approached by students who wish to complete their Duke of Ed Awards, or Year 10 Community Service Awards. This usually entails the students coming on a specific afternoon each week and engaging with the children, and assisting Educators. At no time will these students be left in charge of a group of children.



National Quality Framework:

Children (Education and Care Services) National Law, Education and Care National Regulations, Children’s Guardian Act are part of the National frame work. This framework helps children get the best start in life by raising quality and consistency in education and care services across Australia. Education and care services must meet the requirements of the National Quality Framework.

It includes seven quality areas, National Standards:

1. Educational program and practice
2. Children’s health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

All services get assessed against these standards and will receive ratings for the seven quality areas and an overall rating.

Rating Level	Abbreviation
Significant Improvement Required	S
Working Towards National Quality Standard	W
Meeting National Quality Standard	M
Exceeding National Quality Standard.....	E

See more at: <http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard#sthash.Q0tZ6IXt.pdf>

