

# OSHC

Outside School Hours Care  
2019

"Let the little children come to me" - Matthew 19:14



# Welcome

## TO MUELLER COLLEGE OSHC

Our aim at this Service is to provide a program in a relaxed, warm, Christian environment where your students feel comfortable, accepted, supported and secure. Educators work to build meaningful relationships with each student.

We aim to provide programs where students have access to a wide variety of challenging and recreational activities that meet the social, intellectual, physical, emotional, and spiritual needs of the students. The program provides many opportunities to support students' developing sense of self, their awareness of God and their growing independence.

The Service implements the National Framework for School Age Care in Australia called "My Time Our Place". Programs specifically cater to the students' individual skills, age, interests and abilities. The Service recognises the importance of an understanding of middle childhood and the importance of play in the development of children.

We extend our warmest welcome to your family and look forward to the year ahead.

### Rachel Rose

Nominated Supervisor

### Contact Us



**Complaints, queries and information:**

[r.rose@mueller.qld.edu.au](mailto:r.rose@mueller.qld.edu.au)

**Bookings and Accounts:**

[OSHCadmin@mueller.qld.edu.au](mailto:OSHCadmin@mueller.qld.edu.au)

**Fax:**

3897 2705



3897 2754 (OSHC)

0437 017 128 (OSHC Mobile)

3897 2756 (Early Learning Centre)



Mueller College  
Wattle Rd Entrance  
75 Morris Road  
Rothwell, 4022, QLD

**Postal Address:**

PO Box 487  
Redcliffe 4020, QLD



# Our Ethos

All educators recognise the individuality of each student



Mueller Community Church is a body of Christian people; a local, caring church family with the purpose of showing the life-transforming power of God through various ministries in our community and overseas.



Mueller College Outside School Hours Care is owned and managed by Mueller Community Church, a Religious, Educational and Charitable Institution incorporated on 9th May, 1968, by Letters Patent under the Religious, Educational and Charitable Institutions Act 1861-1967.

Mueller Community Church is a body of Christian people; a local, caring church family with the purpose of showing the life-transforming power of God through various ministries in our community and overseas.

Outside School Hours Care is one of the many ministries of this integrated Christian community. The first phase of the development was Mueller College, a Christian school with over 1500 students ranging from Preparatory to Year 12. Continued

development has seen the provision of a Retirement Village and Residential Care Facility, a Bible College, a Community Centre and an auditorium.

The Service is mostly resourced with dedicated Christians who are supportive of families in the role of caring for their children. Families are encouraged to be involved in the life of the Service.

The Service employs educators consistent with government regulations in terms of qualifications and numbers. All educators understand the needs of children and their development and attend in-service courses.

All educators recognise the individuality of each student and family and observe a policy of acceptance regardless of race, creed, gender, ability, class or culture.

# Educators

## Nominated Supervisor

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### **Rachel Rose**

B. Ed; B.A. and  
Dip. Fine Arts

ELC Receptionist

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### **Sascha Hopkins**



## Lead Educators

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### **Hannah Jones**

studying B. Ed

### **Joel Wecker**

studying B. Ed

### **Abby Kissick**

studying B. Clinical  
Exercise Physiology

### **Georgia Higgins**

studying B. Ed

### **Hannah Lang**

studying B. Ed

## Educators

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### **Katie Lee**

Dip. Chn's Serv.

### **Jessica Parish**

Cert III in Education Support

### **Rachel McCleary**

studying B. Nursing / Paramedic  
Science

### **Abigail Smith**

studying B. Ed

### **Brayden Crossley**

studying B. Sport and Exercise  
Science

### **Breyton Mann**

studying B. Ed

### **Ashleigh Christensen**

studying B. Ed

## SERVICE MANAGEMENT

Mueller College Outside School Hours Care is governed by a Management Committee that oversees the operation of the Service.

### **This committee consists of:**

#### **Geoff Miller**

*(Chairman, MCC Elder & College Director)*

#### **Fin Hatch**

*(MCC Elder & College Director)*

#### **Mel Heazlewood**

*(MCC Elder & College Director)*

#### **David Litke**

*(Chief Financial Officer)*

#### **Justin Joseph** *(Group Accountant)*

#### **Shelly Coulson** *(ELC Nominated Supervisor)*

#### **Rachel Rose** *(OSHC Nominated Supervisor)*



The Management Committee encourages families to be involved in the education and care of their children by sharing information, supporting and participating in the program, and regularly communicating with educators.

Families are invited to assist with feedback, comments and suggestions concerning all aspects of the Service and will be invited to participate in reviews of the Service's programs, policies and quality improvement process.

The Management Committee meets regularly to discuss the Service and any issues that

have arisen. Other professional discussions can include the day to day workings of the Service, plan improvement strategies, and work through issues that have been raised by students, families, educators, and/or community members.



**For enquiries, concerns or comments regarding all daily operational matters, families are asked to contact Rachel Rose (Outside School Hours Care Nominated supervisor) 3897 2754**

# Service Philosophy Statement

(Reviewed April 2016)



This Philosophy Statement provides the foundation for all activities, policies and procedures of the Service. Wherever there is uncertainty as to the Service's policy or procedure on any issue, the Service uses these principles and philosophies to help resolve the issue. The written policies and procedures of the Service have been developed, and will be monitored and reviewed with these values in mind.



## The values which underpin this Service's provision of a quality service are:

### **The Service recognises**

that each student is unique and should be provided with opportunities for growth and development physically, socially, emotionally, spiritually, creatively and cognitively.

**We believe** that all students attending the Service should have their needs met in a safe, caring, and supportive Christian environment. We seek to ensure educators are welcoming and easy to approach.

**We seek** to create a supportive and caring environment for educators and are committed to their ongoing professional learning, reflective practice and development.

**We seek** to provide care in a way that protects the student from harm, respects the student's dignity and privacy, promotes the student's wellbeing and provides positive experiences for the student.

**The Service is dedicated** to providing appropriate educational programs.

The Service believes that programs provided need to consider the interests, needs, talents and the age range of all students attending the Service.

**We recognise** freedom of choice in experiences, balanced with age-appropriate programming where opportunities are provided to support child-initiated planning.

**The Service recognises** the need to promote healthy living by promoting good nutrition and the importance of regular physical activity.

**We seek** to engage students in a rich learning environment which is welcoming, inclusive, relaxed, enjoyable, promote competence, provides challenge, recognises current understanding of child development, the importance of middle childhood and the value of play.

**We believe** that our programs should assist students to be environmentally responsible, promoting sustainability, care and respect for the environment.

**We believe** that within the OSHC community, students should feel secure and be supported to build and maintain respectful relationships with other students, educators, parents and other community members.

**We seek** to honour and understand differences and to develop mutually respectful partnerships with families. The Service recognises and respects parents as primarily responsible for the upbringing, protection and development of their children. We aim to support parents in their role and give positive feedback.

**We recognise** and respect diversity, understanding that each student is part of a unique family group with varying cultural values and care needs.

**The Service encourages** and welcomes open discussion with all families and educators. We seek to assist students and families to form meaningful links between home, the Service and the wider community.

# Educational Program

Children thrive when families, educators  
& the wider community work together



The Service currently implements Australia's National Framework for school age care educators called, "My Time, Our Place". The aim of the Framework is to extend and enrich students wellbeing and development in school age care settings.

## Elements of the framework

The Framework puts students wellbeing and learning at the core and comprises three inter-related elements called Principles, Practice and Learning Outcomes. Working in collaboration with students and in partnership with families, educators use the Learning Outcomes to guide their planning for students wellbeing and learning. In order to engage students actively in learning, educators identify students strengths and

interests, choose appropriate strategies and design the environments. The framework recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that students in school age settings engage in quality experiences for rich learning, personal development and citizenship opportunities.

## Students Learning

Students learning is dynamic, complex and holistic. Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic aspects of learning are all intricately interwoven and interrelated. The framework acknowledges the importance of play and leisure in students learning and development. Play is a context for learning that:

- allows for the expression for personality and uniqueness
- enhances dispositions such as curiosity and creativity
- enables students to make connections between prior experiences and new learning
- assists students to develop relationships and concepts
- stimulates a sense of wellbeing

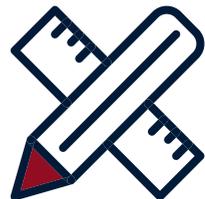
The Framework also acknowledges the importance and development of life skills and a sense of enjoyment is emphasised. The Framework forms the foundation for ensuring that students in school age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities. Educators' practices and the relationships they form with students and families have a significant effect on students' sense of identity and wellbeing which impacts on students involvement and success in learning.

Children thrive when families, educators and the wider community work together in partnership to support the students wellbeing and learning.

**The five learning outcomes in "My time, Our Place" are designed to capture the integrated and complex wellbeing, development and learning of all students.**

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Student learning is ongoing and each student will progress towards the outcomes in different and equally meaningful ways. Learning is not always predictable and linear. Educators plan with each student and the outcomes in mind.



## APPROVAL

Mueller College Outside School Hours Care operates under the Education and Care Services National Law Act 2010. The Service must comply with this Act and the Education and Care Services National Regulations 2011. This compliance includes requirements about activities, experiences and programs, the numbers of educators and students, and educator qualifications.

Students attending Mueller College Outside School Hours Care range in age from 4 years to 13 years. The Service is approved for 90 students.



**A Child Care Information Service is available if required by contacting Early Childhood Education and Care on 13QGOV (137468).**

## HOURS

### Before School Care

Before School Care for primary school students from Prep to Year 7 is provided from **6.00am to 8.30am Monday to Friday.**

### After School Care

After School Care for primary school students from Prep to Year 7 is provided from **3.05pm to 6.00pm Monday to Friday.**

### Vacation Care Programs

Vacation Care Programs for primary school students from Prep to Year 7 operate at Mueller College during each school holiday period. Vacation Care hours are **6.00am to 6.00pm.**

## PRIORITY OF ACCESS

The Mueller College Outside School Hours Care Service is required to assess each family's need for care in accordance with the Priority of Access Guidelines set out by the Commonwealth Government.

### Priority of Access is as follows:

- **Priority 1:** A student at risk of serious abuse or neglect
- **Priority 2:** A student of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of A New Tax System (Family Assistance) Act 1999
- **Priority 3:** Any other student

**Please Note: Students of parents in the lower priority groups may have their days/times reduced or be asked to withdraw their places should there be a need for higher priority groups. If this becomes necessary, 14 days notice will be given.**

Students commencing Prep at Mueller College in 2019, who require care in the school holidays, are permitted to attend Vacation Care from 07 January 2019. Please contact the Early Learning Centre to arrange enrolments and bookings for Vacation Care.

All Vacation Care and Child Care Programs are closed for two weeks over Christmas. There are no fees charged for these two weeks.

## PARENT/GUARDIAN CONDUCT

**Please note the following information as found in our Service policies in relation to parent/guardian conduct:**

- Parents/Guardians will be expected to communicate appropriately with all educators whilst dropping off or collecting students from the Service.
- Appropriate communication will include, but not be limited to:
  - » Appropriate Language;
  - » Calm tone; and
  - » Considerate.
- Parents/Guardians will not be permitted to discipline verbally or in any other way the students of other families.
- Should a parent/guardian have an issue or concern regarding the conduct of another student, family or educator, they shall follow appropriate grievance procedures as outlined in these policies.
- Parents/Guardians who consistently breach the conduct expected of them whilst engaging with the Service may be exposed to appropriate consequences which may result in the suspension of their family's enrolment with the Service.
- The Police may be notified if a parent's/guardian's conduct within the Service is threatening or violent.

## ENROLMENT PROCESS

Parents/Guardians need to complete an official enrolment form for the Outside School Hours Care Service. The OSHC Service includes Before School Care, After School Care and Vacation Care. Enrolment forms are available from the Early Learning Centre Reception. A \$5.00 fee paid along with the submission of the enrolment form immediately places your student on the waiting list for our Service.

Please notify the OSHC or Early Learning Centre Reception if any additional care is required for your child, or if your child will not be attending for any reason.

Failure to notify OSHC of your students' absence will incur the normal daily charge.

Bookings are essential so that staffing needs can be adequately met on a daily basis.



**Bookings for Before and After School Care can be made at the Early Learning Centre Reception or OSHC  
Phone: 3897 2754**

**Office Hours: 8.30am-4.15pm  
OSHCadmin@mueller.qld.edu.au**



**Bookings for Vacation Care can be made by filling in a Vacation Care Booking Form which will be available along with the program four weeks prior to each Vacation Care period.**

## CONFIDENTIALITY

The Mueller College Outside School Hours Care Service complies with the Privacy Principles under the Privacy Act. The Service respects the privacy of all individuals and gathers only information it needs in order to provide its services and protect and care for students and educators. The information is handled with confidentiality and sensitivity and in keeping with legal requirements. Educators will have access to student data provided to the College in accordance with our enrolment documents

## EDUCATORS

Students are cared for by at least two educators at all times. When required, extra educators are rostered on to ensure that correct educator to student ratios are met. The Service is mostly resourced by dedicated Christian educators who have been chosen because of a caring nature, a love of children and a desire to provide the best quality care for your child. Educator qualifications are consistent with (or higher than) government regulations and educators take part in regular in-service training

## COMMUNICATION

Accounts and receipts are emailed weekly to the email address provided at enrolment. Please check for daily notices, reminders and information at the Foyer when dropping off or collecting your child. Please ask educators to show you the program and learning stories so as to keep you informed to what we are doing at the Service. Notices, OSHC newsletters and other information will either be available at the foyer, on the school website or emailed

directly to the email provided at enrolment. The "Mueller Messenger" is a weekly newsletter available online to families of students attending Mueller College. A full set of Policies and Procedure Guidelines is available at the foyer of the Service and on the Mueller College website.

## CUSTODY

Should there be a change in marital status either through divorce or separation, legal documents regarding custody must be sighted by the Nominated supervisor and a copy kept on file at the Service. **We cannot legally refuse parental access to a student or permission for either parent to take a student from the Outside School Hours Services unless we have legal documentation to do so.** OSHC Educators will not be responsible for keeping track of shared agreements unless exact dates are set out in the order.

## FAMILY INVOLVEMENT

The Service recognises that parents are the primary caregivers and educators of their children. We value and encourage parents, and extended family members to support and participate in the program as you are able. Students thrive when families and educators work together in partnership to support students learning and leisure time activities. Parents are always welcome to share skills, interests, cultural history and practices in the educational program. Families will have opportunity to contribute to the development and review of the service's Statement of Philosophy, Policies and the Quality Improvement Process.

## SHARING INFORMATION

Information from families assists us to ensure students learning and experiences are more meaningful and connected to their lives and the things they are interested in.

At enrolment and at the commencement of each year we may ask for information about students backgrounds, experiences, favourite activities, likes and dislikes. Shared information helps us to include familiar ideas, interests and allows for the inclusion of other areas of diversity such as cultural issues which may be important to your family. Please assist us by regularly updating this information if requested as it is important that our information is kept up to date. We encourage you to frequently verbally share with the OSHC educators about your family, special events and other community interests and connections as this will enable them to maximise your students individual learning and development.

Your feedback and suggestions are always welcome. A Suggestion box is available in the foyer. Please feel free to discuss any areas of concern with Mrs Rachel Rose (Nominated supervisor).

## CHILD CARE SUBSIDY

Before School Care, After School Care, and Vacation Care are approved for Child Care Subsidy. You will need to contact the Family Assistance Office on 13 61 50 to arrange this and, in some cases, lodge an assessment form. This should be done before your child starts care. You will require Customer Reference Numbers (CRNs) for both you and your child.

These numbers will need to be supplied to the Service along with the dates of birth of both you and your child.

Upon enrolment all families will be asked to complete a Complying Written Arrangement, unless another CCS arrangement is agreed upon. This document will outline the fees and sessions available at the time of enrolment. Any changes to this will be given in writing to families.

Child attendance records must be accurate and all families will be required to sign students in and out using the iPads at reception. Parents who fail to sign students in or out will not be able to access their Child Care Subsidy as it is a government requirement that the attendance be confirmed by a parent or carer.

Express Plus Centrelink mobile app is also available enabling you to update your contact details, view your payments and transaction history, upload documents and much more.

For high school students to receive CCS parents will need to submit a letter to Centrelink outlining that the child is under 14 and unable to be left alone. This will also need to prove that you are required to work during the time you are applying for care. Please talk to Centrelink for further information on this.

# Fees 2019

## FEES

**Before School** \$20.50 per session

**After School Care** \$27.50 per session

**Vacation Care Casual Booking** \$69.00 per day

Bookings for students who are absent without the OSHC educators being notified **BEFORE** the cut off times will incur the normal daily fee.

Notification must occur:

- **BEFORE 6:30am** for Before School
- **BEFORE 2:30pm** for After School.

## VACATION CARE CANCELLATION POLICY

Vacation care cancellations must be made **MORE** than two working days prior to the cancellation in order to receive no charge.

Cancellations to Vacation care bookings that occur **WITHIN** the two working days prior will incur a \$15 per child fee. This is **NOT** claimable through the Child Care Subsidy and will be charged at the full amount.

Cancellations made on the day of expected attendance to Vacation care will be charged at the full daily fee. This **WILL** be claimed through the Child Care Subsidy if the absence is confirmed by the parent or carer.

If a doctor's certificate can be produced for Vacation care absences, the booking will be cancelled with no charge.

## PAYMENT OF FEES

Fees are due on day one and are payable weekly/fortnightly in advance. The preferred method of payment of fees is by direct debit from your bank account or credit card. Direct Debit Request Forms are available from the

Early Learning Centre Reception.

Fees can be paid at the Early Learning Centre Reception by cheque, EFTPOS or credit card. Credit card payments may be made over the phone during office hours:

Monday–Friday 8.30am–4.15pm

Account invoices are sent weekly via email on a Monday. Please remember to notify the OSHC if you change your email address. It is your responsibility to keep fee payments up to date at all times. Failure to do so may result in termination of the student's place in the Service.

**Before and After School Care fees are due on day one and are payable weekly/fortnightly in advance. Vacation Care fees are required weekly in advance by the Thursday prior to each week of the vacation period.**

## LATE FEE POLICY

The Service closes at 6:00pm and students must be collected by this time. The late fee is \$5 for the first five minutes or part thereof, and \$1 per minute thereafter per student.

## OUTSTANDING ACCOUNTS

The following-up of outstanding accounts is time-consuming and costly. Any accounts outstanding at the end of each Vacation Care period and at the end of each school year will attract a service fee of 10% of the outstanding balance. Outstanding accounts may also result in **automatic exclusion** from future Vacation Care, Before School Care, and After School Care Services.

## BOOKINGS

**Bookings for Before and After School Care and Vacation Care** must be made at the Early Learning Centre Reception or OSHC. The notification of the time of arrival / departure is required in addition to the day/s that care is required.

**Phone:** 3897 2756 ELC or 3897 2754 OSHC  
**Office Hours:** 8.30am–4.15pm

**Bookings are essential** so that staffing needs can be adequately met on a daily basis. Please notify the service as soon as possible if care is required, or if there are ANY CHANGES to BOOKINGS. Please note: Bookings for Before and After School Care are conditional on places being available.

Cancellation of bookings for After School Care must be made no later than 2.30pm on the day. Please remember to let us know if your child is absent from school and will therefore not be attending After School Care.

If your child's booking is not cancelled and your child fails to attend, the full fee for the afternoon will apply.

**FOR THE SAFETY OF ALL STUDENTS, IT IS VITAL THAT EACH DAY WE KNOW EXACTLY WHO IS MEANT TO BE ATTENDING.**

### **Vacation Care Bookings:**

A written program and booking forms for Vacation Care will be available four weeks before each Vacation period and will be available in the OSHC foyer, the school office and the Early Learning Centre.

## ARRIVAL & DEPARTURE

### **Before School Care:**

Students attending Before School Care must be signed in each morning of attendance using the IPAD kiosk. This is a legal requirement to fulfil government Child Care Regulations. Please log students in on arrival.

Prep students will be escorted by educators to their classrooms in time for class to start. Students will be signed out by educators at 8.30am each day to prepare for classes commencing at 8.35am. Year 1 & 2 students will be escorted by educators to A Quad in time for class to start.

### **After School Care:**

Students in grade 3-7 are to go straight to Service room (near the Secondary oval) when they are released from class at 3.05pm. Students in grade 2 are to gather at the meeting point outside the art rooms.

Students in Prep and grade 1 will be collected from their classrooms and escorted down to the art rooms to await the arrival of all junior students. There are toilets, bubblers and plenty of undercover seating space so students can relax and start eating while they wait. Grade 1 students will slowly increase their independence and join the grade 2s in making their own way to the meeting point by term 2.

### **All students will be at the Service room by 3:30pm.**

Parents/Guardians are to collect students from Service room, on collection, sign the student out each day using the IPas kiosk.

## Vacation Care:

Students must be signed in and signed out each day using the iPad kiosk. **Signing students in and out each day is a legal requirement to fulfil government Child Care Regulations.** The records must be accurate and must be completed each day a student is booked in. **Child Care Subsidy cannot be claimed for days that have not been correctly signed.** If your child did not attend please acknowledge absences to ensure child care subsidy can be claimed. All records must be completed.

Please contact the Early Learning Centre or OSHC and leave an emergency contact number for the day if it isv different from the details given on the enrolment form.

**Please notify by 2.30pm if they will not be attending on a school day for which they are booked in for After School Care. For Before School Care absences, please notify us the day before if possible or by 6.30am on the day if this is not possible.**

Vacation care cancellations must occur atleast 2 working days prior to recieve no charges.

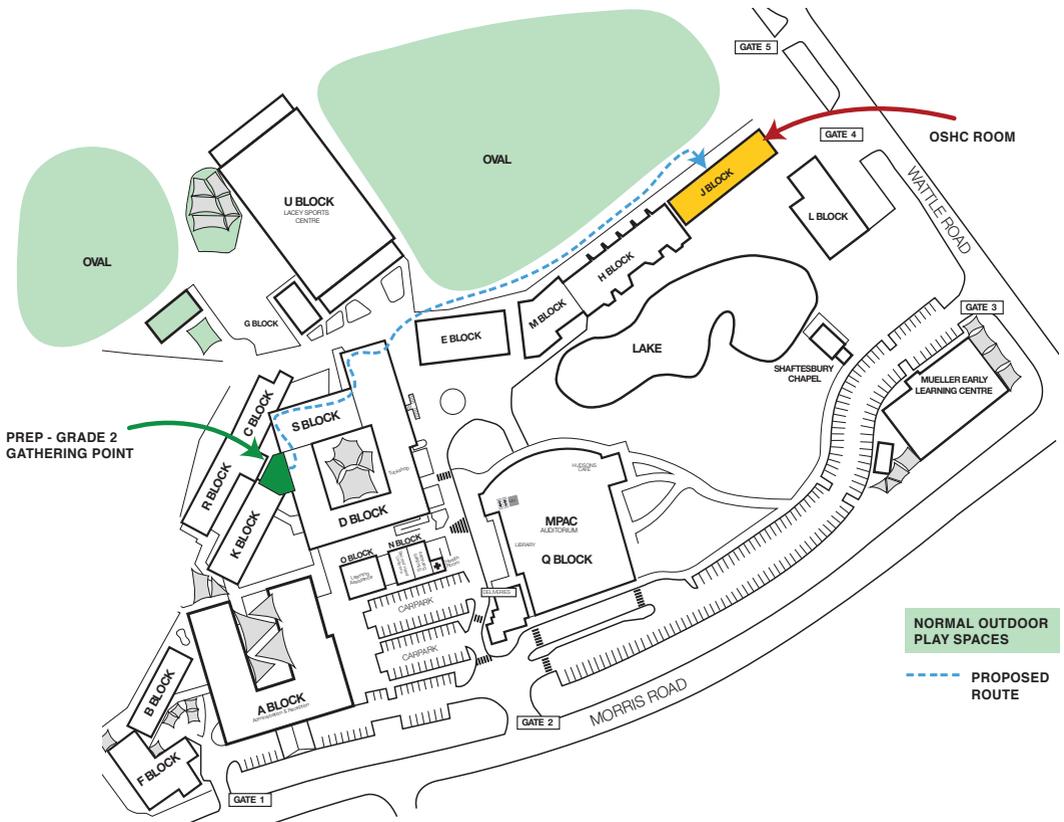


## ANTI-DISCRIMINATION

This Service recognises the individuality of each student and family and observes a policy of acceptance regardless of race, creed, gender, ability, class or culture. Please see Policies and Procedures for further information.

The Mueller College OSHC Service endeavours to engage with the local and wider community in a mutually beneficial and supportive relationship, in an effort to support students lifelong learning and recreational enrichment.

During vacation programs students will visit local and wider community events and facilities. Various groups from the community will also be invited to contribute to the program. This may include fun interactive programs, educational programs, sporting and music programs.



Arrows on the map above show the propose gathering point for Prep-Grade 2 students and the proposed route for escort to the Service room. Please note this route may be adapted by Educators at any time a hazard or weather event requires.

# Community Information



The Service is also committed to making available information about community activities for both students and families. Information will be displayed as available at the foyer of the Service and leaflets and pamphlets are available.

Please discuss with the **Nominated supervisor** if you require any further information about specific community services available in the area.

The following services may be of assistance for parents and students:

**Parentline:** 1300 301 300 (8am–10pm)

**Kids Help Line** 1800 551 800 (24 hrs)

**Women's Infoclink** 1800 177 577

**Office for Early Childhood Education & Care** 137 468

**Queensland Health** 1343 2584 (13 HEALTH)



## COLLECTION OF STUDENTS

Students will not be allowed to leave the Service with anyone who is not an **adult** (over 18 years of age). Students will only be permitted to leave the Service with their parents, or **adults** who have been acknowledged **in writing** as authorised to collect them on OSHC documentation.

It is essential to notify the educators at the OSHC Service if there is to be a change of persons collecting your child. Please collect a "Changes to Authorisation of Collection" form from an educator, or the Childcare Centre Reception and hand it to an educator with all the details completed. Please complete a form each time you wish to add people to, or remove people from, your child's authorised collection list. If no notification has been received of a person collecting your child, the student will not be permitted to leave with that person. In emergencies when parents/ guardians cannot collect their child they may contact the Nominated supervisor or Lead educator by phone to authorise for another adult to collect the student. This person must be on the authorised list.

In the event that the educators do not know the person collecting the student, the person will be required to produce proof of identity. These measures are taken to protect the interests of all students. The Service closes at 6.00pm and students must be collected by this time.

**Please note: Educators are employed at the Service only until 6.00pm. Please collect your children promptly if you arrive just before 6.00pm, to allow educators to appropriately finish the lock up and close of Service procedures. In the case of a student not being collected by 6.30pm, and no contact having been able to be made with parents/guardians or authorised contact persons, Juvenile Aid, Police or Crisis Care will be called on to collect the student and the student will be held in their care until contact with the family has been made. The person in charge will notify the Nominated supervisor before these measures are taken.**

# Emergency Procedures



**If an emergency or natural disaster occurs at the Service, the students and educators are well practiced in the required procedures to ensure, as far as possible, the safety and well being of each person present.**

Emergency evacuation procedures are clearly displayed throughout the Service and are to be followed in the event of fire, natural disaster or other emergency. The Service has registered with Moreton Alert to receive text and social media alerts during times of emergency.

Emergency drills will be practised at a minimum of 3 monthly and at different times of the day. These are recorded and their effectiveness assessed. Procedures are updated as necessary when problems arise. The Service is equipped with alarms and the required fire fighting equipment. Educators have received instruction in the operation of fire extinguishers. In an emergency which requires a containment procedure, educators will follow requirements to secure persons within the building to prevent a potential threat of harm or injury to educators, students, visitors, contractors or other personnel. Potential threats may include dangerous persons, toxic spills, smoke, animals running loose or bad weather. Lock down drills are also practiced regularly and students and educators are familiar with lock down procedures.

If it is necessary for educators to attend to an injured student, educator ratios will be maintained to ensure the supervision of the other students. Qualified childcare educators and management staff are readily available to step in for supervision purposes and for emergency assistance.

All parents/guardians of students attending the Service who may require an Emergency response, e.g. anaphylactic reactions, allergies, asthma, epilepsy, and diabetes will be required to provide medical information about students at risk at the time of enrolment, and when medical information updates are requested for your children. Anaphylaxis and Diabetic students will be required to present a personal action plan developed by their medical practitioner. All students enrolled with specific medical conditions will have an individual health record card which may also include an individual action plan prepared in consultation with the students' parent/ guardian and medical practitioner if possible. Health record cards are displayed in a clearly accessible area for educators.

# Food & Drinks

The Service ensures that meal and snack times are conducted in a safe, clean and relaxed environment



A Food Policy has been developed in collaboration with educators, parents and students and using advice from current nutrition authorities, to cater for the needs of the students using our Outside School Hours Care Service.

The Service ensures that meal and snack times are conducted in a safe, clean and relaxed environment. It is our aim to make meal times a positive learning experience where students will be encouraged to develop healthy eating habits. We request that parents/ guardians provide healthy, balanced and nutritious meals and snacks for your children while here at the Service. The Service encourages and promotes the health and wellbeing of students through a healthy nutritious diet. Meal and snack times where good nutritional foods and habits are developed will be promoted and meal breaks will take place in a happy, relaxed and social environment. The Service also has many articles available on a wide range of topics relating to healthy eating for children. Please ask the Service educators for information needed.

**PLEASE NOTE:** Do not bring nut products. Please also avoid chocolate and sugary products.



## For resources and information please see the following:

- **Nutrition Australia** is an independent, member organisation that aims to promote the health and well being of all Australians. Resource and facts sheets may be found at [nutrionaustralia.org](http://nutrionaustralia.org)
- **Raising Children Network** is a website funded under the Australian Government's Family Support Program. A wide range of fact sheets and articles are available at [raisingchildren.net.au](http://raisingchildren.net.au)
- **Queensland Health** provides a Health Information Directory where you are able to access online health and well being information. The fact sheets and other resources on this site are constantly expanded and regularly reviewed. See [health.gov.au](http://health.gov.au)

# Food & Drinks

The Service ensures that meal and snack times are conducted in a safe, clean and relaxed environment

## Before School Care

Provision is made for students attending Before School Care to have breakfast at the Service, if required, but this must be FULLY supplied by the parents/ guardians. At Before School Care, educators are able to assist students in the preparation of a healthy nutritious breakfast if it is required. A nutritious breakfast does not take a long time to prepare and will assist the students with their concentration at school, help form healthy eating habits, and assist in normal growth and development. Educators at Before School Care will assist with preparation, if breakfast can be prepared using a microwave or a toaster. The best breakfasts should include fruit or vegetables, a dairy product and a wholegrain bread, cereal or grain product.

### Ideas for Breakfast

- Cereal (preferably low in sugar and colouring)
- Microwave porridge (this must be in the original commercial packaging that includes heating instructions)
- Toast (wholegrain bread is recommended)
- Toasted raisin bread or fruit loaf
- Toasted muffins, crumpets, bagels, pancakes
- Toppings may include honey, jam, vegemite, cream cheese etc.
- Baked beans
- Fruit (pureed or chopped fruit prepared at home may be brought in to go with cereal)
- Fruit smoothies (prepared at home)

- On-the-go breakfast suggestion: piece of fruit, cheese stick, crackers
- Milk drinks may be brought as part of a healthy breakfast

**Please note: Breakfast items need to be fully supplied by parents/ guardians. Please discuss with educators if you would like to leave some breakfast items at the Service e.g. Cereal, bread, etc.**

Students who are still hungry in the morning are permitted to eat fruit or yoghurt from their lunch boxes. Please supply extra for your students for the day if this regularly becomes necessary.

## After School Care

Parents/Guardians are asked to provide a healthy afternoon tea for their children to consume at After School Care. Please plan this meal break with your students as we try to make this a relaxing, enjoyable part of the day after the students have been at school all day. We suggest that the students afternoon tea be placed in a separate lunch box from lunch allocated for school.

Healthy snack items could include crackers and cheese, rice crackers, rice cakes, muffins, scones, pikelets, sandwiches, low fat muesli bars or cereal bars, fresh fruit and vegetables. Afternoon tea will not be stored in the Servicer fridge throughout the school day. Food will need to be stored in the students school bag with a ice brick to keep it fresh.

Students will be provided with one medium piece of fruit at Afternoon tea as well as the food they bring from home. They will, however be encouraged to eat the food sent from home first.



## Dinner provision

Should your child attend the Service until after 5:30pm and you feel that they need to have provision for dinner, this will need to be discussed directly with the Nominated supervisor, Rachel Rose. Should it be granted that provision be made, all dinner items must be FULLY supplied by the parent/guardian. Due to food licensing and safety laws, these food will need to be commercially produced and in their original packaging that includes cooking instructions. Left overs sent from home will NOT be re-heated. Examples of appropriate meals might be a frozen pizza or meal.

## Vacation Care

### Ideas for Lunches

Food will not be heated or prepared by educators for lunch. Students will need to have a self-sufficient lunch similar to that during the school term.

**PLEASE NOTE:** Lunches may be refrigerated however, leftovers will not be re-heated under any circumstances.

Ideas might include sandwiches, pita, pocket breads, pizza, rolls, fruit breads, focaccia, topped breads, bread sticks with various fillings or toppings. Crackers, scones, pikelets, wholemeal muffins (not sweet) wholemeal biscuits, baked pita chips with dips and spreads.

As some of our students have an allergy to nuts, the Service has decided to request that **NO NUTS OR NUT PRODUCTS** be sent by parents for their children's lunches. (This includes Nutella)

**PLEASE NOTE:** Students are asked NOT TO SWAP OR SHARE FOOD at the Service. This

again is essential as some of our students have severe allergies. We would like to request that siblings also have their own food at the Service so that educators can ensure that the rule of "no food swapping or sharing" can consistently be understood by all students.

## Morning / Afternoon Teas

We recommend that at least one to two pieces of fruit per day be included in the students lunches. Please include healthy snack items for morning tea and afternoon tea breaks.

## Excursion Days

Please make sure that students bring appropriate lunch items on Excursion Days. Lunch bags should include an ice pack to keep lunches cool and fresh. **A WATER BOTTLE IS ALSO REQUIRED ON EXCURSION DAYS.** Please make sure that the drink bottle for excursion days is big enough for the whole day. (e.g. Drink bottles the size of a popper are not adequate)

## Drinks

Water bubblers are available for students to access at all times while at the Service

The only requirement is that students ask for permission before going to the balcony.

Students are encouraged to drink water as our "drink of choice" at the Service. Educators will encourage students to drink adequate amounts of water and will particularly ensure this during the hot weather and during sports and outside games activities.

# Timetables

The essence of Mueller College Outside School Hours Care is flexibility



The following timetables are a guide only and designed to give families an outline of the day's activities.

## BEFORE SCHOOL PROGRAM

6.00 am	Service opens.
6.00 - 8.00 am	Breakfast (parent provides), Supervised indoor / outdoor activities.
8.00 - 8.30 am	Roll call / Group time— stories and sharing / group games / Breakfast club
8.30 am	Students depart for school. Grade 3-8 make their own way to class. Prep, Grade 1 and 2 are escorted to their rooms.

## AFTER SCHOOL PROGRAM

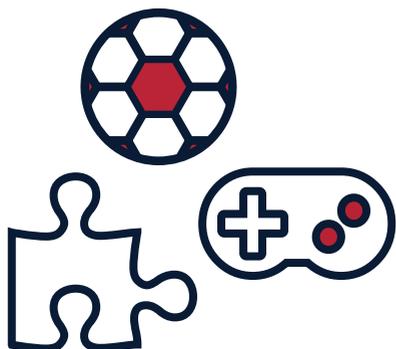
3.10 pm	Prep - Grade 2 students arrive at the meeting point.
3.10 pm	Attendance checked, students apply sunscreen and begin eating afternoon tea after washing their hands. Grade 3-8 students arrive at the Service room, attendance checked, students apply sunscreen, wash their hands and have their afternoon tea.
3.20 pm	Prep - Grade 2 students are escorted to the Service room.
3.30 pm	Students finish eating will daily notices and discussions take place.
3.45 - 4.30 pm	Homework , indoor activities, arts & crafts as per the program.
4.30 pm	Indoor and outdoor activities with outdoor time encouraged.
6.00 pm	Close

## VACATION CARE PROGRAM

Vacation Care Programs for the duration of the school holidays are planned a month in advance. A written program for Vacation Care will be prepared and on display for families. Some holiday activities need to be planned in advance, however a balance of structured and non-structured activities will be offered from which students are free to choose. Suggestions and comments from parents/guardians are always appreciated. A suggestion box is available in the foyer.

### Excursions

Excursions generally run between the normal school hours of 9am-3pm. Wherever possible we aim to allow students to have morning tea and afternoon tea at the Service. Other activities through-out the day, remain similar to the above.



## DAILY ROUTINE

6.00 am	Service opens.
6.00 - 8.00 am	Breakfast (parent provides), Quiet games.
8.00 - 9.30 am	Supervised indoor/outdoor activities.
9.30 - 10.00 am	Roll call/Group time/ Morning tea
10.00 - 12.30 pm	Morning activities may include: <ul style="list-style-type: none"><li>• organised indoor/outdoor games</li><li>• organised art/craft activities;</li><li>• cooking/drama;</li><li>• student initiated activities</li></ul>
12.30 - 1.30 pm	Lunch
1.30 - 3.00 pm	Afternoon activities may include: <ul style="list-style-type: none"><li>• organised art/craft activities;</li><li>• organised cooking/drama;</li><li>• organised indoor games;</li><li>• student initiated activities</li></ul>
3.00 - 3.30 pm	Afternoon tea.
3.30 - 4.30 pm	Outdoor activities
4.30 - 5.30 pm	Indoors – free play
5.30 pm	Clean up, quiet activities
6.00 pm	Service closes



## ADDITIONAL PROGRAM INFORMATION

Programs are displayed on the program notice board each week. (Please ask educators if you are unsure of their location.)

- We aim to provide a relaxed homely environment for students to pursue their own interests, however there are restrictions based on the requirements and regulations of the operation of the Service.
- Due to legal obligations, it has been decided that students are not allowed to use scooters or bikes on the school grounds.
- Students are not permitted to bring in portable music players, including phones, gaming devices or cameras. The use of these items can cause tension in the group and can make it difficult for educators to supervise adequately.
- Electronic games and movies will be considered a valuable tool for school age students attending school age care services and will be included as an appropriate part of the overall program.
- PG rated games and DVD will be used at the service at the discretion of the Nominated Supervisor only.
- **If a student attending After School Care is involved in an extra-curricula activity after school, he/she will need to be escorted to and from the activity by an approved adult, nominated by the parent/guardian. The student will need to be signed out of the Service and signed back in again at the end of the activity. Due to government supervision requirements and varying numbers of students attending the Service, OSHC educators cannot commit to escorting students to or from extra-curricular activities. Please see the Nominated Supervisor, Rachel Rose, if you have any questions about after school activities.**

# Behaviour Guidance

Our program promotes a positive approach to managing the behaviour of all students

To manage behaviour we have two primary goals. First we strive to find a solution to the current situation. Second, we try to help the students recognise consequences, explore alternative solutions and outcomes, and develop internal self-regulation.

To accomplish these goals we use the following techniques on a daily basis:

## Positive Redirection

The basic procedure used is positive redirection, which is redirecting unacceptable behaviour to an acceptable alternative.

## Modelling

Teacher modelled appropriate behaviour and communication, as well as positive peer models are provided to help students learn responsibility for their actions.

## Limit Setting

We have a few clear, simple rules that the educators and students have collaborated on together to create a harmonious and pleasant environment.

### In supporting these rules, the educators:

- tell the students what to do in a positive tone
- remind the students about the rules and apply them consistently

## Problem Solving

We appeal to the students growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Educators help students identify their needs, feelings, causes, alternatives and choices.

## Managing Behaviour

When a student has a physical or emotional outburst, we provide comfort and privacy. This allows the student to regain composure

and ensures the safety of other students and educators. A quiet time of rest or independent play will be provided to allow a time of reflection and renewal for the student. When the student has regained control, he/she will be encouraged to re-join the group. The student will remain within sight of educators at all times.

Please note: The OSHC educators work with the Mueller College school principals, teachers and learning support if the need arises to deal with some behaviour issues. If behaviour support and management procedures have been properly applied first but without success, and a student continues to exhibit inappropriate behaviour, or behaviour which threatens the safety or well being of any student or other person in the Service, the student may be excluded from the Service temporarily or, in some cases, permanently.

Parents/Guardians are encouraged to discuss behaviour guidance with educators so they can work together with the student to develop the child's internal self-regulation. Students attending the Service have worked with educators to develop a set of rules appropriate to their age level. This collaboration to establish basic rules of behaviour is to ensure harmony and understanding while the students are attending the Service. Students are encouraged towards positive behaviours (e.g. packing up, being courteous, being helpful to others) and may receive awards and student leader roles. Student leaders have various privileges and responsibilities for a period of time. Older students are encouraged to take responsibility and care for others.

## OUTSIDE SCHOOL HOURS CARE RULES

### (As set out by the OSHC students)

1. We use our walking feet inside, and save our running feet for the oval.
2. We practice using our quiet voices inside.
3. We don't need to eat nuts. You could say that we're nuts enough!
4. We use our hands for helping, not hurting.
5. We wear a hat and sunscreen to have fun in the sun.
6. We wash our hand to fight the germs in our path.
7. We listen to our teachers, and care for our friends so we can have a fun time at OSHC.

## CHILD PROTECTION

The Service aims to support parents/guardians by providing loving care, guidance and education in a safe environment. We believe we have a responsibility to all students attending the Service to defend their right to care and protection. When dealing with any allegations of abuse or neglect of children, the Service will adopt measures to ensure protection of the child and all students in its care. Management are committed to ensuring that all educators involved in its operations are aware of and comply with its Child Protection Policy, mandatory reporting requirements and screening requirements under legislation.

Child abuse as defined by Early Childhood Education and Care is action, behaviours or inaction by an adult towards a child or young person that harms or endangers the child's psychological or emotional health, development or well being.

For advice and support regarding child abuse, and to report child abuse, contact the Department of Child Safety Redcliffe on 07 3884 1388 or Caboolture on 07 5490 1000 or visit [www.childsafety.qld.gov.au](http://www.childsafety.qld.gov.au)

## AFTER HOURS CONTACTS

Child Safety After Hours Service Centre	1800 177 135 (24hrs)
Queensland Police Service	131 444 or 3055 6206
Statewide Sexual Assault Service	1800 010 120
Crime Stoppers	1800 333 000
Persons with hearing impairment	SMS: 0423 677 767
TTY	133 677
Speak & Listen	1300 555 727
Emergency	000

## WORKPLACE HEALTH & SAFETY

This Service aims to provide educators, students, parents, voluntary workers and visitors with a safe and healthy workplace.

### **This Service upholds the following principles:**

- Placing the safety of employees and students and the public ahead of protection of the Service's equipment and services.
- Providing a safe physical environment including buildings, grounds and equipment.
- Ensuring that each educator is trained in basic principles of Workplace Health and Safety matters and also in matters specific to their area of responsibility.
- Supporting educators in their duty of care to be fully responsible and accountable for health and safety issues, including repairs and maintenance in specific areas.
- Developing an awareness in the students of good health and safety habits.
- Investigating the cause of every accident, and taking corrective action irrespective of whether personal injury has occurred.
- Encouraging a Duty of Care philosophy that regards workplace accidents as being preventable.



## CHILDHOOD EDUCATION AND CARE PRACTICUM STUDENTS

This Service supports the inclusion of work experience school students. This is implemented on a limited basis upon request and in consultation with the Nominated supervisor and Management committee. Practicum students will always be supervised and will never be left in charge of the group on their own. All practicum students are required to comply with the guidelines of the Service and regard any information on families as strictly confidential.

## THE ENVIRONMENT

The Service actively promotes conservation and encourages students and families to protect and care for the environment. Students are encouraged to appreciate elements of the natural environment. Natural materials are used in the program wherever possible with many of the materials for arts and craft being recycled. Educators model environmentally friendly and sustainable practices. Native animals and insects are treated with care and respect and will be set free, if captured, after an appropriate observation time for the students.

The use of fresh food is encouraged for lunches, morning and afternoon teas to reduce the over use of packaging. This is a conservation issue as well as a nutritional one.

As much as possible, cleaning materials in the Service are biodegradable and environmentally friendly. Pest control is carried out regularly when students are not in attendance.

There is NO SMOKING permitted in or near the Service, or anywhere in the grounds where the Service is located.

## LOST PROPERTY

Please make sure ALL your child's property is named.

There is a lost property box located in the foyer. This will be emptied into the school lost property at the end of each term. Items of clothing found that are clearly labelled will be returned to the appropriate students.

## HOMEWORK

The Service will provide adequate time, quiet space and supervision by educators to enable students to do their homework if they wish.

Students are given 30 minutes each day to do their homework.

Educators will encourage the students to make a start on their homework, however students will not be forced to do homework. Educators will not be responsible for hearing students readers or sight word sheets or be responsible for signing these off.

A weekly homework list is displayed on the wall and parents/ guardians are to fill it in and notify educators if their child/ren are to do homework.

## GRIEVANCE PROCEDURE

The Service fosters positive relations between all parents/guardians and educators. Every parent/guardian has the right to a positive and sympathetic response to his/her concerns. Solutions are sought to resolve all disputes, issues or concerns in a fair, prompt and positive manner.

In all matters concerning the welfare and development of the students or the operation of the Service, parents/guardians should first consult with the Nominated supervisor. If the matter cannot be settled please refer the matter to the Management committee.

## HYGIENE

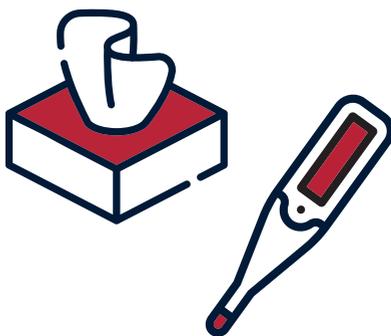
The Service aims to maintain a healthy environment by ensuring that preventative measures are in place to maintain infection control. Hand washing is the most effective way of controlling infection in the Service.

Educators wash their hands on arrival at the Service, before handling food, after dirty or cleaning tasks and before going home. Educators will assist students to wash hands before eating, after toileting and playing outside. Hand washing sinks are available in each bathroom and staff have access to hand washing facilities in the kitchen. The Service ensures that toilets and hand washing facilities are easily accessible to all students.

A hand washing procedure chart is displayed at the Service. For a complete list of all measures taken by educators at the Service to ensure good hygiene, please refer to the Hygiene Policy.

## HEALTH

- Students who are ill are not to attend the Service. No student showing symptoms of a heavy cold or any infectious illness (measles, mumps, chicken pox, conjunctivitis, unidentifiable rashes, impetigo, diarrhoea, vomiting, ear and throat infections) which could affect the health of other students, may attend the Service, but is required to remain at home for the period specified by the health regulations.
- Please see the exclusion chart on the next two pages for recommended exclusion times.
- The Nominated supervisor, or in her absence lead educator, has the right to send home any students whom she considers is not well enough to attend the Service and to request a letter from the students' doctor before being readmitted to the Service should she consider it necessary.
- Students should remain at home for at least 24 hours after the last bout of diarrhoea or vomiting.
- If your child is unable to attend due to illness, please phone the Service to let us know that your child will be absent. Please phone by 2.00pm for After School Care and by 7.00am for Before School Care and Vacation Care.
- It is the responsibility of the parents/ guardians to inform the Nominated supervisor of any infectious disease that their child or other immediate family members may be suffering. Information will be displayed in the foyer if educators have been notified of any diseases present in the Service.



# Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea* and/or vomiting (outbreak)	Exclude until there has not been a loose bowel motion for 24 hours.	
<ul style="list-style-type: none"> <li>* diarrhoea</li> <li>- asymptomatic</li> <li>- asymptomatic</li> <li>- gastro</li> <li>- infectious</li> <li>- asymptomatic</li> <li>- viral gastroenteritis</li> </ul> Not excluded if: <ul style="list-style-type: none"> <li>- 48 hours</li> <li>- one regular stool</li> </ul>	Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Diarrhoea†	Exclude until there has not been a loose bowel motion for 24 hours.	Exclude according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment* for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A†	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles†	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

# Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics <sup>1</sup> .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection <sup>2</sup>	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis* (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Polioomyelitis <sup>3</sup>	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious <sup>4</sup> .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
Scabies sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment <sup>5</sup> for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) <sup>6</sup>	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid, paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

## Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
- Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
- Observing the exclusion period for a person to be not infectious: the Public Health Act 2005 for a person to be not infectious.

- For additional information please refer to the National Health and Medical Research Council publication 5th Edition – *Staying Healthy – Preventing infectious diseases in early childhood and educational care services*  
[http://www.nhmrc.gov.au/\\_files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)
- or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
- For an electronic copy of this poster [http://www.health.qld.gov.au/pfdocuments/cch/timeout\\_poster.pdf](http://www.health.qld.gov.au/pfdocuments/cch/timeout_poster.pdf)

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcg/contacts.asp>

## MEDICATION

If a student is ill enough to require medication, it is preferred that he/she remains at home. If however a student is on long term medication or is well enough to attend OSHC, prescribed medication will only be administered by Service educators if:

1. The parent/legal guardian completes a "Medication Request Form" including instructions for administration of the medication and any special requirements. Medication Request Forms are available at the Early Learning Centre Office or from OSHC educators.
2. The medication is supplied in the original container clearly labelled by a pharmacist with: the name of the drug; the medical practitioner's name; the students name; the expiry date; the dosage; and the time or frequency of administration required.



Over-the-counter medications **will not** be administered by educators without the completion of a "Medication Request Form" by the students parent/guardian. The medication must be in the original container, clearly labelled, and must include the dosage and expiry date.

Out-of-date medication will not be administered.

Where medication for treatment of long-term conditions or complaints such as asthma, epilepsy or ADD is required, the Service will require a letter from the students medical practitioner or specialist detailing the medical condition of the student and how the condition is to be managed or an individual action plan developed by the practitioner.

Parents/Guardians of students attending the Service who may require an emergency response for health issues (e.g. anaphylactic reactions, allergies, asthma, diabetes or epilepsy) are required to provide detailed medical information at the time of enrolment. All students enrolled with these medical conditions will have an individual health record card prepared in consultation with the students parent/ guardian and medical practitioner and any formal Action plans. This requirement ensures that all educators have adequate information to carry out their duty of care if an emergency arises with your child.



## ANAPHYLAXIS

Parents/Guardians of students with anaphylaxis are required to arrange a meeting with the Nominated supervisor to discuss a risk minimisation plan before commencement. Parents/Guardians are required to provide an Anaphylaxis Action Plan (with adrenaline auto injector) before their student commences at the Service. If an extra auto injector can not be left at the Service, it is the responsibility of the student and parent/guardians to ensure they have one with them when they arrive at the Service for care. OSHC educators will not be responsible for collecting auto injectors or other medication from the health room. Students without their auto injector will be sent to the School administration for collection.



## ASTHMA

For a student suffering from asthma, an Asthma Record Card is to be completed (available from the Nominated supervisor) by parents/guardians in consultation with the students medical practitioner if possible. If no action plan is given the Service will employ the recommended action plan outlined by the National Asthma Council Australia. This will be kept on file at the Service and parents/guardians will be responsible to notify the

Nominated supervisor of any changes to the information. The Service will presume that if no asthma medication is provided, the students asthma is mild and no cause for concern.

**Nebulisers will only be used at the Service if clear instructions are given regarding their use.**



## DIABETES

Parents/Guardians of students with diabetes are required to arrange a meeting with the Nominated supervisor to discuss a risk minimisation plan before commencement. Parents/Guardians are required to provide an Action Plan (with necessary medication and emergency food) before their child commences at the Service. If the student self-manages their diabetes, a medication request form must be signed by the parent/guardian and explicitly state that the student is to self-regulate and administer their insulin injections. Diabetic students who self-inject will be given a space away from other students to administer their insulin. Students will be supervised at all times during the self-administration of their medication.

## INJURIES

When sudden illness or major injury occurs, the students parent/guardian will be contacted. When this is not possible, the emergency contacts will be contacted. Should this also not be possible, the Nominated supervisor or person authorised by the parents/guardians has the discretion to seek appropriate medical attention at the parents' expense.

All incidents, injuries, trauma and illness will be recorded by Service educators to be presented to parents/guardians when collecting your child. Please ensure the

details are correct and you have a clear

understanding of the events before you sign the form. These forms are kept confidentially for the prescribed required times.

Should your student reveal an incident that educators have not informed you of, please report to the Nominated supervisor, so the matter can be investigated.

Should a seemingly minor injury develop into a more serious medical incident, please notify the Nominated supervisor immediately.



### **Please notify the Nominated supervisor whenever changes to this information occurs.**

If students are receiving medication at home but not at the Service, the Service should be advised of the nature of the medication and its purpose and of any possible side effects it may have for the student.

At no time will medication provided for one student be administered to another, even though he or she may be a sibling of the student for whom the prescription was made.

One dose of Panadol can be given in the event of fever if parents/ guardians have signed a permission form. Verbal permission will always be sort before each administration. The administration of ALL medication will be at the discretion of the Nominated supervisor or lead educator.

# Immunisation



## Childhood Vaccinations

The cheapest most reliable method of preventing some infections is immunisation. Immunisation protects the person who has been immunised, children who are too young to be vaccinated, and people who have been vaccinated but did not respond to the vaccine. The principle of immunisation is simple: it gives the body a memory of infection without the risk of natural infection.

Parents/Guardians of students wishing to utilise the OSHC Service will be asked to show documentation of their child's immunisation status at enrolment. Students who are younger than seven must meet the Australian Federal Government's immunisation requirements, or have an approved exemption from the requirements or this may affect their eligibility for Child Care Subsidy. Original immunisation documents are required to be **sighted by the Early Learning Centre Reception** staff, and copies are kept on file.

A vaccination schedule is displayed at the Service along with Health Department leaflets on immunisation.

Educators are encouraged to be vaccinated and the Service subsidises the cost of some vaccinations to encourage educators to comply. Please refer to OSHC Policies and Procedures for further information.



**To find out more about Immunisation for you and your child visit: [www.health.qld.gov.au/immunisation](http://www.health.qld.gov.au/immunisation) or [www.immunise.health.gov.au](http://www.immunise.health.gov.au) or call 13 HEALTH (13 43 25 84)**

## Please note

Any unimmunised students will be excluded from care during outbreaks of immunisation preventable diseases (such as measles and whooping cough), even if they are well. Students whose immunisation records are not up-to-date will also be treated as unimmunised in the event of an outbreak. The period of exclusion will be in accordance with the Department of Health recommendations. (Qld Health)

## NATIONAL IMMUNISATION PROGRAM SCHEDULE – CHILDREN & ADULTS (VALID FROM 1 JULY 2017)

Age	Vaccine
Birth	Hepatitis B (hepB)
6 weeks	Hepatitis B diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
4 months	Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
6 months	Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV)
12 months	Haemophilus influenzae type b and meningococcal C (Hib-MenC) • Measles, mumps and rubella (MMR)
18 months	Measles, mumps, rubella and varicella (chickenpox) (MMRV) • Diphtheria, tetanus, acellular pertussis (whooping cough) (DTPa)
4 years	Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV) Measles, mumps and rubella (MMR) (to be given only if MMRV vaccine was not given at 18 months)
10–15 years	Varicella (chickenpox) • Human papillomavirus (HPV) • Diphtheria, tetanus and acellular pertussis (whooping cough) (dTpa) • Meningococcal ACWY
65 years & over	Pneumococcal polysaccharide (23vPPV)
70 years & 71–79 years	Varicella Zoster (shingles)

## AT RISK GROUPS

### Aboriginal and Torres Strait Islanders

12–18 months (in high risk areas)	Pneumococcal conjugate (13vPCV)
12–24 months (in high risk areas)	Hepatitis A
6 months to less than 5 years	Influenza (flu)
15 years and over	Influenza (flu) Pneumococcal polysaccharide (23vPPV) (medically at risk)
15 - 49 years	Pneumococcal polysaccharide (23vPPV)
50 years and over	Pneumococcal polysaccharide (23vPPV)
<b>Other at-risk groups</b>	
6 months and over (people with medical conditions placing them at risk of serious complications of influenza)	Influenza (flu)
12 months (medically at risk)	Pneumococcal conjugate (13vPCV) Hepatitis B (Booster for babies born before 32 weeks)
4 years (medically at risk)	Pneumococcal polysaccharide (23vPPV)
Pregnant women (at any stage of pregnancy)	Influenza (flu)
Any age group (medically at risk)	Influenza (flu) Pneumococcal polysaccharide (23vPPV)



## SUN & INSECT PROTECTION

- The harmful effects of exposure to the sun can cause serious skin problems in the long term. In an effort to minimise these effects on students and educators, the following policy has been formulated.
- Students must wear hats that protect both the face and neck when playing outside.
- Students who do not bring hats will not be allowed to play in the sun.
- Sunscreen will be applied before outside play. The Service has a bulk supply of sunscreen.
- Should your child suffer from an allergy to the product used, you may send along sunscreen for your child. **It must be named and kept by educators**, not by the student.
- Students must wear hats outside all year round.
- Educators are required to set the example for students and must also wear hats outside.
- Mosquitoes are also a problem at times and educators can apply repellent at your request. Since Ross River Virus has become more common, we suggest you give permission for repellent to be applied if necessary. Please notify educators if your child is allergic to any products.
- Parents/Guardians are requested to sign the permission form allowing sunscreen to be applied. The form also allows parents/guardians to give permission for insect repellent to be applied.
- There is a free SunSmart app available for iPhone, iPad and Android. The app lets you know when you do and don't need sun protection, making it easier than ever to be smart about your sun exposure all year. Features include sun protection times based on UV ratings, 7 day weather forecast, alert function, Vitamin D tracker and sunscreen calculator.
- Daily UV index forecasts for most Queensland cities and towns can be found at [www.bom.gov.au](http://www.bom.gov.au)

## CLOTHING

In support of our Sun Protection Policy and the Cancer Council of Australia recommendations, all students are asked to wear hats when playing outside. It is recommended that students wear broad brimmed or legionnaire style hats as they provide the best protection for students faces, necks and ears.

During vacation care it is recommended for outside times that students have shirts that protect the neck, back and shoulders from the sun. On excursion days where students are off site and out in public, it is requested that students wear RED shirts to assist educators with supervision of all students.

Students must have joggers or sandals with ankle straps EVERYDAY. Closed in shoes are preferred to protect the feet adequately. These are essential for excursion days and for outside play and craft activities.



## PHOTOS

From time to time photographs are taken of activities and events. Parents/Guardians are requested to complete a permission form allowing photographs to be taken of their children. Please see the Nominated supervisor for this form if you have not completed one and bring to her attention if you have any objection to photo's being taken to be displayed in the room or feature in our reflections of the program.



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