

Gladesville Out of School Hours Inc.



We all look after each other

FAMILY HANDBOOK

On the grounds of Gladesville Public School
178 Victoria Road, Gladesville NSW 2111

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Website: www.goosh.org.au

Reviewed and Updated: June 2018

ABOUT US

HISTORY OF THE CENTRE

The centre was originally established by a group of working parents for Gladesville Public School in 1979, it was located in the old sandstone cottage which was in desperate need of restoration.

In 1989 an establishment grant of \$100,000 was secured by an active group of Putney Public School parents and the newly elected member of Gladesville Mr Ivan Petch. The purpose of the grant was to establish a centre within the Putney School's grounds. However, a school community decision as to how and where the centre would be located could not be reached; as a consequence, a joint schools committee was elected with representation from parents and Citizens Associations of both Gladesville and Putney Public Schools. It was decided to use the \$100,000 grant to restore the old stone cottage on the grounds of Gladesville Public School for the purpose of a shared facility to be known as Gladesville- Putney Before & After School Care.

As our number increased dramatically it was decided by both schools that Putney would cater their own service on their school grounds and Gladesville would continue to just cater for Gladesville Public School. The centre is now known as Gladesville Out of School Hours.

MANAGEMENT

The centre is managed by an incorporated association, Gladesville Out of School Hours Incorporated. Parents who are members of the centre are encouraged to nominate for the committee.

The management committee includes a president, vice president, treasurer, secretary and at least three other committee members. The committee accepts responsibility for the overall right of the service, ensuring the objects of the constitution and any instruction formed through a 'general meeting' of members are carried out efficiently.

The Director and Assistant Director make the committee's job easier by making many of the day to day decisions. To make contact with the committee please speak to Kris Mikaere the Director on 9817 3977 or email info@goosh.org.au

CENTRE PHILOSOPHY

We acknowledge that the period of childhood is a valuable and unique stage of life. We also acknowledge that play provides "opportunities for children to learn as they discover, create, improvise and imagine" (My Time Our Place, 2011. P11). Therefore, play-based learning is heavily embedded into our service practices.

We aim to create an inclusive vibrant & flexible environment that offers acceptance, support and respect, so as to nurture the development and care of each and every child. We recognise our growing community's wide range of culturally diverse backgrounds and as such, welcome these into our service, encouraging them to be open in sharing their traditions and values with us.

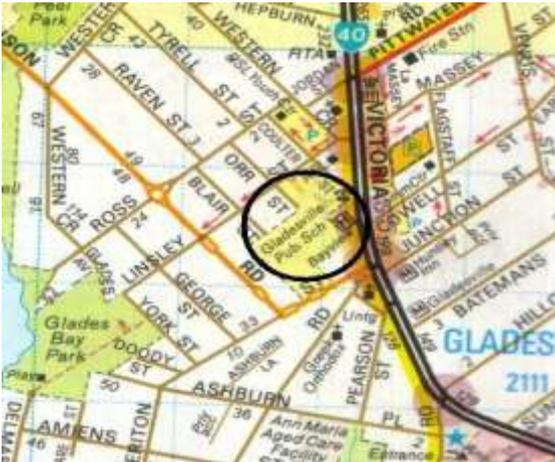
We aim to be supportive towards our families and respect open communication and good relationships between parents, educators, children, management and the community. We are constantly striving to improve our service to be the best we possibly can be; therefore, we value our ongoing parent feedback and suggestions.

Our qualified and experienced educators are committed to providing an age appropriate and fun program, which encourages children to grow and develop new skills, confidence and independence. Children are also heavily involved in the programming process, as they contribute their ideas, suggestions and feedback.

Our educators endeavour to build and form positive relationships and interactions with all children, to enable them to feel and create a greater sense of being, belonging and becoming within our service.

CENTRE DETAILS

LOCATION



HOURS OF OPERATION

The Centre will operate during government school terms and school holidays Monday to Friday between the hours of:

7:00am to 9:00am Before school

3:10pm to 6:00pm After school

7:00am to 6:00pm Vacation care, pupil free days, staff development days and during a school strike (*or as agreed by the Parent Management Committee and Coordinator*)

The centre will be closed for 4 weeks during the Christmas break.

FEES

ENROL FEE STRUCTURE (updated January 2016)

Permanent	Before School Care	\$13.00
Casual	Before School Care	\$18.00
Permanent	After School Care	\$20.00
Casual	After School Care	\$25.00

VACATION CARE

Flat Day Rate = \$40.00 plus additional costs for all incursions and excursions

OTHER FEES & CHARGES

Annual membership fee - per family	\$55.00
Deposit bond (refunded when family leaves the centre)	\$50.00
Non-cancellation fee for aftercare - per family	\$10.00
Late fee after 6:00pm collection – per minute	\$5.00
Late Vacation Care Submittance	\$37.00

PAYMENT OF FEES

- An initial annual membership fee must be made 2 weeks in advance. This money will be held until the child leaves the centre
- Fees will be paid fortnightly by Ezi Debit from the parent's nominated account for permanent and casual bookings
- Fees are to be paid for the days the child is booked into the centre, including times when the child is absent due to illness or holidays if 2 week's notice in writing has not been given. Child Care Benefit (CCB) is paid for sick days and up to 30 days allowable absences per session per year
- All permanent bookings must be paid at least 2 weeks in advance.

THE NEW CHILD CARE SUBSIDY (CCS)

When the Child Care Subsidy commences in July 2018, it will:

- Replace the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
- Be paid directly to the service providers to be passed onto families
- Be simpler than the current multi-payment system
- Be better targeted and provide more assistance to low and middle-income families

To make it easy for families to calculate their entitlements, a 'Family Child Care Subsidy Estimator' is available the following link:

https://www.centrelink.gov.au/custsite_pfe/pytmfinderest/paymentFinderEstimatorPage.jsf?wec-appid=pytmfinderest&wec-locale=en_US#stay

ENROLMENT

Our service accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines. An orientation process is available for children and their families upon enrolment - a suitable time is to be organised with the Centre Director.

The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service

To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

Eligibility

Access and eligibility will be subject to the Priority of Access Guidelines, set down by the Department of Education, Employment and Workplace Relations (DEEWR). These are:

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

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

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents

As well as the above, the service policy is that children must be enrolled in Primary school in order to be eligible to attend the service. Children of Preschool age will not be accepted into the program, except for the December/January Vacation Care period immediately prior to them commencing Primary school – this enrolment will be accepted if the child is enrolled to commence Primary school.

Waiting list

Where demand for care exceeds the service's approved licence of 118 children, families will be placed on the service's waiting list. When completing waiting list details, families will be advised of the Priority of Access Guidelines.

If a position does become available on a particular day that parents require care, they will be notified via phone call or email. If the service does not receive a response via phone call or email, it will be presumed the family no longer requires care for that particular day and will be removed from the wait list.

Cancellation of enrolment

The family must give two weeks notice if they wish to cancel a child's enrolment; failure to do so will mean that the security deposit will not be refunded. Refunds may be granted under exceptional circumstances after discussion with the Nominated Supervisor. CCMS Guidelines will be followed once an enrolment is cancelled.

ABSENT CHILDREN

Parents/guardians are to advise the centre if their child will be absent on a day that they are booked into care. To avoid a \$10 non-cancellation fee, please inform the GOOSH staff prior to 3:10pm.

Parents must personally inform the centre by either:

- Informing an educator face to face
- Phone call
- Written note of absence in the parent communication diary
- Written note of absence in an email

Please note: Informing the school teacher of a child's absence from before or after school care is not sufficient enough

PROGRAM

Our service offers a balanced developmentally appropriate program that is split into 3 age groups consisting of K-1, 2-3 & 4-6 children. Our program is stimulating, rewarding and exciting, allowing opportunities for children to play, explore and develop new skills. The GOOSH team promotes the importance of play in a child's life which is reflected in our program.

We provide a range of indoor and outdoor activities, quiet and active times, as well as structured and unstructured activities. This allows for variety and choice, which fosters individual and group interest, needs, skills, talent and abilities of all children.

The children are also encouraged to be actively involved in the planning, implementation and evaluation of the centre program through:

- Children meetings conducted on a daily basis
- Children feedback obtained on a daily basis
- Child profiles & observations of each child conducted termly
- Record of emerging interests obtained from each child termly
- Educator run clubs such as Art club, Sports club, Sustainability club, Cooking club, Colouring & Calligraphy club, Dance club, Breakfast club

GOOSH RULES

At our service, we encourage and promote the following:

RULE	WHAT THIS MEANS	HOW WE WILL FOSTER THIS
BE RESPECTFUL	<ul style="list-style-type: none"> • Accept differences • Solve problems without fighting or aggression • Learn to share • Be patient • Say hello & goodbye to friends and staff 	<ul style="list-style-type: none"> • Anti-Bullying Resource's • Role model anti-racism & anti-discrimination • Program activities that support child diversity • Program inclusive multicultural activities • Buddy system for new children
BE PROUD	<ul style="list-style-type: none"> • Show pride in personal appearance • Respect GOOSH property • Respect property of others • Keep the centre clean • Put all rubbish in the bin 	<ul style="list-style-type: none"> • Reward children for their efforts • Share words of encouragement • Promote recycling • Promote community engagement
BE SAFE	<ul style="list-style-type: none"> • Stay within the GOOSH boundaries • Wear a hat when outdoors • Follow safety procedures and centre rules at all times • Walk, do not run • Use equipment appropriately • Arrive at ASC on time 	<ul style="list-style-type: none"> • Identify and teach play boundaries • Expect children & team members to wear hats outdoors • Promote & display safety rules throughout the centre • Demonstrate how to use play equipment safely
BE CARING	<ul style="list-style-type: none"> • Honesty and being cooperative • Use appropriate language • Mutual respect 	<ul style="list-style-type: none"> • Give opportunities for children to construct/learn/play together • Promote a positive child friendly environment that does not tolerate inappropriate language

Routine

GOOSH BEFORE SCHOOL CARE ROUTINE		
7:00AM	Centre Opens	Inside activities, programmed and spontaneous, available for children. The back room is designated to 'quiet activities'.
7:00AM	Breakfast Available	Breakfast is available at this time which includes a range of fruits, cereals, breads and spreads. We encourage 3-6 to self-serve.
8:00AM	Outdoor Activities	Activities are made available outdoors, spontaneous and planned.
8:30AM	Breakfast Concludes	Breakfast is packed away.
8:40AM	Outdoor Pack Up	All children are encouraged to assist with cleaning the outdoor environment.
8:45AM	Roll Call	Year's 1-6 children are signed out of the service and continue play outdoors where school supervision has commenced prior to morning classes.
8:45AM	Indoor Pack Up	All children are encouraged to assist with cleaning the indoor environment, ready for the afternoon session.
8:50AM-9:00AM	Children's Meeting	Kindergarten children are gathered and sat quietly indoors. During this time, we discuss certain topics from hygiene, to healthy eating, wish lists for the centre, sustainability etc. Topics change daily. We also encourage feedback on our programmed activities.
9:00AM	Roll Call	Kindergarten children are signed out and walked over to their classroom by GOOSH educators.

GOOSH AFTER SCHOOL CARE ROUTINE		
3:10PM	Centre Opens	Children arrive at the centre and are marked off by their Site Leaders.
3:10PM-4:00PM	Afternoon Tea	Children help themselves to fresh fruit & veg served for afternoon tea. Educators assist where necessary, particularly with hot meals. Missing children are followed up during this time.
4:00PM-5:00PM	Indoor Play	A variety of programmed and spontaneous activities are made available. This may include craft, board games, card games, drawing, book corner, homework, construction, educator run clubs, etc.
4:00PM-5:00PM	Outdoor Play	A variety of programmed and spontaneous activities are made available. The may utilise the basketball courts, veranda, cola, play equipment and back oval for gross motor play.
5:00PM-5:15PM	Pack Up	Both indoor and outdoor pack up. All equipment return to educators or walked over to our storage area. Children are encouraged to assist during this time.
5:15PM-5:30PM	Late Snacks	Late snacks are served to the children who are remaining at GOOSH. Snacks usually consist of left over fruit, veg, crackers, rice cakes, popcorn & chips.
5:30PM-6:00PM	Quiet Activities	Quiet activities such as board games, reading, cards will be made available, as well as staff lead games. Parents are required to sign their children out and let a staff member know if they are authorised to take a child home who isn't their own.
6:00PM	Centre Closes	Parents who arrive after 6:00PM will be charged a late fee of \$5 per minute.

COMMUNICATION WITH OUR FAMILIES

We aim to be supportive towards our families and respect open communication and good relationships between parents, educators, children, management and the community. Communication with parents will be maintained in a variety of ways e.g. greeting and farewelling, personal conversations, notes at the sign/out desk, surveys, family notice board, parent handbooks, newsletter's, parent communication diary, emails, kindergarten orientation and website updates.

Please do not hesitate to approach our friendly staff should you have a query about your child and their time here at GOOSH.

We are constantly striving to improve our service to be the best we possibly can be, therefore, we value our ongoing parent feedback and suggestions.

SECURITY

CUSTODY MATTERS

Single, separated parents or guardians must show evidence of custody on enrolment if there is a restriction on access to the child.

A copy of the custody papers must be kept on file, together if possible with a photo of any persons that do not have access to the child. Where a copy of a Family Court Order or Injunction Orders have been supplied, the non-custodial parent will be requested to leave the premises and failing this, the Director will talk with the parent as far away from the children as possible while another staff member notifies the other parent and/or police.

EDUCATORS CANNOT PHYSICALLY PREVENT DEPARTURE. THIS IS THE ROLE OF THE POLICE.

PERSONAL BELONGINGS

Children are not permitted to bring chewing gum, aggressive toys or weapons, electronic games, mobile phones or musical devices.

Parents should clearly label articles of clothing and other personal possessions.

Educators cannot assume any responsibility for children's clothing or other personal possessions. A lost property box is kept on premises underneath the sign in/out desk.

STAFFING

CENTRE DIRECTOR & NOMINATED SUPERVISOR: Kris Mikaere

Cert IV School Age Education and Care, Cert III Children's Services, First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection, Behaviour Management, Safe Food Handling, WHS, Community Coach Training

ASSISTANT DIRECTOR & CERTIFIED SUPERVISOR: Melanie Mursell

Undergoing Bachelor of Education (Early Childhood & Primary), Cert III Live Production Theatre and Events First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection, Behaviour Management

LEAD EDUCATOR & CERTIFIED SUPERVISOR: Nicholas Maggs

Cert III Live Production Theatre and Events, First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection, Behaviour Management

LEAD EDUCATOR & CERTIFIED SUPERVISOR: Kate Beverley

Undergoing Bachelor of Education (Early Childhood & Primary), Cert III Live Production Theatre and Events, First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection

LEAD EDUCATOR & CERTIFIED SUPERVISOR: Caitlin Csabanko

Undergoing Bachelor of Commerce, First Aid Trained, Asthma and Anaphylaxis Trained, Behaviour Management

LEAD EDUCATOR & CERTIFIED SUPERVISOR: Loren Sciarrone

First Aid Trained, Asthma and Anaphylaxis Trained, Childhood Protection, Behaviour Management

CASUAL EDUCATOR: Madeleine Williams

Undergoing Bachelor of Human Sciences, First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: Corinne Illuzzi

Undergoing Bachelor of Primary Education, First Aid Trained, Asthma and Anaphylaxis Trained,

CASUAL EDUCATOR: Jessica Fear

Undergoing Bachelor of Chiropractic Science, First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: Connor McDermott

Undergoing Bachelor of Psychology, First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: William Blanks

Undergoing Bachelor of Arts - Majoring History, First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: Grace Albuquerque

Undergoing Bachelor of Primary Education & Bachelor of Arts – Majoring History, First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: Ellie Kettels

First Aid Trained, Asthma and Anaphylaxis Trained

CASUAL EDUCATOR: Laura Fontana

Diploma in Beauty & Spa Therapy, First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection

Complaints/Queries: These can be made to our Centre Director Kris or Assistant Director Melanie via email info@goosh.org.au , in person at the centre or by calling 9817 3977.