

# *Armadale PS Out of School Hours Care (OOSHc)*

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## **Introduction**

The Armadale PS Out of School Hours Program is held in the Pedrina Hall (Multi-Purpose Building) of Armadale PS, Densham Road, Armadale. We are sponsored by the Armadale PS School Council and must report all changes to the council through a management sub-committee for ratification. The service has Commonwealth funding to provide 75 places at After School Care, 35 places at Before School Care and 45 places at Vacation Care.

Hours of Operation are:

- After School Care – 3.30pm – 6.00pm
- Before School Care – 7.00am – 8.45am
- Vacation Care – 8.00am – 6.00pm

### **Philosophy**

The philosophy of the Armadale PS Out of School Hours Program is a continuing plan to provide affordable childcare for primary aged children that is of the highest standard possible, community based and meets the abilities, interests and needs of each child in an environment that is creative, inclusive, stimulating, friendly, safe and secure during all components of the program. This is a philosophy whose goals and aims are reviewed annually to ensure that it is being closely followed and remains suitable to the program's needs.

The major goal is creating an environment that promotes free choice while offering various structured activities based on the importance of interpersonal and intrapersonal development of the important phase of middle childhood development. The service aims to treat all children equally and show no discrimination towards children or families that have additional needs, diverse cultures or different beliefs.

At all times our program aims to respect the wishes of all families that attend the program and endeavours to maintain a working relationship which respects the philosophy of each family in appreciation of the program's goals.

As we are a community-based non-profit organisation we place the highest value on input from all children, family, staff and community resources that interact with the program and attempt to adopt all reasonable ideas into a program that is safe, flexible, and friendly and promotes respect, individuality, health and well being.

\* All philosophies abide by principles outlined in the National Standards (1995), Quality Practices Guide (2003) and the United Nations Declaration of the rights of the child (2002)

## **Welcome to new families**

Armadale Primary School Out of School Hours Program welcomes all new families to our service. We encourage all new parents to familiarise themselves with the program in their own time and support the integration of all new children. Please make yourself feel comfortable at our program by identifying yourself with all service practices and procedures and asking any staff member about what our program offers and what your child/ren are participating in while attending our program. As a service we always welcome new ideas to adapt to our program and appreciate feedback on all of our current practices. Please do not hesitate discussing any comments, concerns or queries with the program coordinator.

## **Service History**

The Armadale PS Out of School Hours program has been operating since 1990. The program has grown with time and has adapted to the needs of modern life. Opening as a small program that consisted of 15 places at After School Care, the program then expanded to incorporate further programs such as Before School Care, Curriculum Day Care and a Vacation Care program. We pride ourselves on having offered a variety of structured routines in addition to programs like pottery, drama, homework assistance and a variety of sporting clubs ranging from self-defence to tennis and little athletics. The change of service has been reflected in the venue of Pedrina Hall, beginning life as a temporary hall it has developed into an integral aspect of Armadale Primary School. From being an ordinary multi-purpose building it has evolved into a warm and friendly environment that caters for a variety of school based activities and none more so important to the school community than our OOSHC program.

This handbook outlines the philosophy and all functions of the program. Policies, procedures and routines are an integral part of a successful program and the most important aspects are the children and their families.

## **Management Structure**

The Armadale PS OOSHC program is sponsored by the Armadale PS School Council and has the following flow:

- Service Users (children and families)
  - ↓
  - Program Assistants
    - ↓
    - Program Assistant Supervisor
      - ↓
      - Program Coordinator
        - ↓
        - Resources Sub-committee
          - ↓
          - School Council

## **Before and After School Care**

The Before School Care Program operates from 7am to 9am. Children who are at school before 8.45am are to attend Befores. During Befores an informal breakfast is provided, including toast, cereals, yoghurt, milo, juices and the special treat of pancakes on Fridays mornings (the menu may vary due to availability and seasons).

The After School Care Program operates from 3.30pm to 6.00pm. All children in the school grounds after 3.45pm are directed to go to Afters. When the children first arrive at Afters they are provided with sandwiches and cordial in the kitchen and then later in the afternoon they are served a platter of fruit and cheese.

To attend these programs you need to have filled out an OOSHC registration form. It is compulsory for all Armadale PS children to have a current and completed registration form.

### **Program Activities**

During Befores and Afters there is a variety of activity areas set out for the children in which they are free to move around. These areas include computers, toys, drawing, table tennis, games, art & craft trolley, dress ups and lots more. The OOSHC staff coordinate a variety of activities such as cooking, games, art & craft and a range of extra-curricular clubs. We pride ourselves on offering an ever changing program that provides children with new and valuable experiences. In addition to daily cooking and craft activities and bi-weekly tennis lessons we offer two new sports every term. In the past we have offered a large variety ranging from yoga to golf, lacrosse to circus skills and everything in between. Above all, our activities are designed to help all children in attendance to develop their life skills and become independent.

### **Holiday Program**

Our Holiday Program operates every week of the Victorian school holidays except from Christmas to mid-January. Information is distributed with the school's newsletter or by mail out to families outside Armadale PS. The program will generally be distributed 3-4 weeks before the end of the school term. Our Holiday Program has a rich history of exciting excursion destinations that focus on important cultural, social and fun attractions around Melbourne throughout the calendar. If you are interested in booking in to this program please feel free to contact OOSHC on 9822 4912.

### **Quality Assurance**

**“Outside School Hours Care Quality Assurance (OSHCQA) aims to provide school age children in outside school hours care throughout Australia with high quality care that promotes learning and development with particular emphasis on play, social interactions and recreation. The broad objective of OSHCQA is to ensure that children in outside school hours care have stimulating, positive experiences and interactions that foster their self esteem and confidence. It does this by defining quality in outside school hours care, providing a way to measure the quality of care**

provided by the service and identifying areas for on-going quality improvement. OSHCQA is a Commonwealth Government initiative linked to Child Care Benefit (CCB) funding approval for outside school hours care services. The National Childcare Accreditation Council Inc. (NCAC) has administered OSHCQA since its inception on July 1<sup>st</sup> 2003.”

- “Quality Practices Guide” page 2, NCAC, 2003

Armadale PS OOSHC aims to provide the highest quality of care that is possible and therefore supports the Quality Assurance accreditation program. The prime goal of this initiative is to regulate a burgeoning sector of child care and promote a standardised quality of service that encourage respect for children and families, high quality programming and evaluation, nutritious food provisions, protective care and safety and management to support quality.

In December 2005 we were successfully accredited with a high standard OSHCQA program. In obtaining accreditation our service was judged as providing good to high quality care in the 8 Quality Areas that frame the program.

If you have any questions about the OSHCQA initiative please talk to the program coordinator.

## **National Standards**

Armadale Primary School Out of School Hours Care abides by the Commonwealth National Standards for Outside School Hours Care. This includes having 1 staff member to a maximum of 15 children whilst at school, 1 staff member to a maximum of 8 children on excursions and 1 staff member to a maximum of 5 children when swimming. We also comply with all regulations regarding Food Safety and Preparation, Sun smart, Occupational Health & Safety and program planning. We regularly review all practices to ensure that we consistently provide a high quality of care. If you have any questions about National Standards please talk to the program coordinator.

## **Childcare Fees**

**As of uploading fees are as follows:**

- **After School Care - \$9.00\***
- **Before School Care - \$5.00\***
- **Vacation Care - \$50.00\***

\* Full amount payable without Child Care Benefit reduction

## **Child Care Benefit (CCB)**

**Our service provider numbers, which must be submitted to the Family Assistance Office, are listed below:**

**Before and After School Care (Combined OSHC): 555 007 981V**

**Curriculum days and Vacation Care: 555 011 001B**

**\* If you have any queries please direct all questions to the program coordinator**