

# Cowra Early Childhood Services

## Out of School Hours Care Service

### Family Information Handbook



**Cowra Early Childhood Services**  
*Learning Through Play*

**OOSH**

ph. 02 63422338

[www.cecs.com.au](http://www.cecs.com.au)

## **ABOUT COWRA EARLY CHILDHOOD SERVICES (CECS):**

Cowra Early Childhood Service Out of School Hours (OOSH) Care Services is a community based, not-for-profit service. This service is managed by Cowra Early Childhood Services Voluntary Management Committee comprising of members from service families and interested community members. Cowra Early Childhood Services also operates Carinya Early Childhood Service, Cowra Family Day Care and Cowra Early Childhood Mobile long day care and preschool Service.

Cowra Early Childhood Services OOSH Care Services is licensed under New South Wales Regulatory Authority of NSW Early Childhood Education and Care Directorate; Department of Education and Communities (DEC) with Australian Children's Education & Care Quality Authority (ACECQA) being the national body which ensure high quality childhood education and care across Australia is being carried out.

Cowra Early Childhood Services OOSH provides Education and care for children from kindergarten to Year 6.

Cowra OOSH is licensed to provide Education and Care on a After School and vacation care basis, catering for up to 20 children per session.

Our programs emphasise the importance of play, social interactions, and recreation within our environments. Experiences provided reflect the interests of the children are planned to develop and extend the children's knowledge. Children are encouraged to be active participants and decision makers within the OOSH environment, thus providing a sense of belonging and ownership.

Some typical experiences included in our service programs are art and craft, cooking, drama, dance, excursions, games, music, reading, and sport. Service programs are planned, implemented, and evaluated by educators with input from children and families encouraged.



## **CECS: OOSH: PHILOSOPHY:**

At Cowra Early Childhood Services Out of School Hours Service (CECS OOSH) our purpose is to provide high quality education and care for children 5-12 years of age on an afterschool and vacation care basis.

At CECS OOSH we believe;

Every child is unique with individual needs and rights, by recognising and meeting these needs and rights we assist each child to grow and develop in an environment where they feel safe secure and a sense of belonging.

The time children spend with us should be relaxed and recreational. The programs we provide support a holistic approach to each child's learning and development.

Encouraging children of middle childhood age (5-12 years) to be active participants and decision makers in the program, routine, and boundary planning processes provides a sense of ownership.

Making choices and risk taking is an integral part of each child's growth and development.

Our flexible program and routine provide opportunities for the children to make choices on how they utilise their time with us.

We acknowledge Aboriginal and Torres Strait Islander people as the first Australians, value the contributions of these cultures and are committed to ensuring that our curriculum includes an indigenous perspective.

A welcoming environment respects all children and families, we encourage their participation and input into our programs.

Our service, its children, educators and families are active in the wider community; the inclusion of community members and events in our programs promotes participation and collaboration within the community.

Mentoring and professional development is essential to enable educators to provide environments which allow children to feel safe and secure, extend and develop their interests, knowledge and abilities and a sense of belonging.

## our vision

To live in a world where all children are nurtured, respected & encouraged to reach their potential.

## our mission

We build relationships & provide education & care in a way that nurtures the wellbeing of children & families in a safe, inclusive & respectful environment which lays the foundation for life-long learning. We advocate for & respond to the needs of children & families across the Lachlan region.

## core values

### Passion

We are committed in heart & mind; we energize, engage & inspire others.

### Diversity

We know that the inclusion of people with different ideas, strengths, interests & cultural backgrounds will help us succeed. We encourage healthy debate & difference of opinion.

### Integrity

We are honest, open, ethical & fair. Our professionalism is embedded into the CECS community.

### Leadership

We have courage to shape a better future. We are entrepreneurial, we take risks & strive for meaningful change.



### **OOSH HOURS OF OPERATION:**

After School:

- 3.15 - 6pm
  - educators will not be present at the service until children are collected from schools.
- Each school day throughout the year.

Vacation Care:

- 8am – 6pm
- School holidays periods.

### **Please Note:**

The service will be closed for all Public Holidays.

The service will be closed for up to two weeks over the Christmas and New Year period.

### **Stop Work meetings and Pupil Free days:**

OOSH management will assess the need of families for vacation care to be provided on school pupil free or stop work/strike days on individual daily basis. If vacation care is provided on these days normal vacation care fees will apply.

### **OOSH FEES:**

August 2023

After School Care: \$36.50 per afternoon

Vacation care: \$79.00 per day

### **Please Note:**

These fees will be reduced with Child Care Subsidy (CCS) for eligible families. Cowra Early Childhood Services is a community based not for profit organisation and therefore aims to provide quality, affordable care to all families.

In relation to its budget and the consumer price index OOSH fees are reviewed by the service Management bi-annually.

### **ENROLMENT FEE:**

An annual \$50 enrolment fee is payable to secure your child's position. (This fee is excluded for children accessing the service on an occasional basis for 3 or less sessions throughout any Calendar year).

### **CHILD CARE SUBSIDY:**

Cowra Early Childhood Services OOSH Care Service is registered for eligible families to access Child Care Subsidy (CCS). CCS is income and activity-based government assistance which reduces the cost of childcare for families.

Families are responsible to lodge an application with Centrelink for each individual child. Centrelink will advise each family and Cowra Early Childhood Services of their level of assistance. It is each family's responsibility to ensure their fees are being charged accordingly.

Each week families will receive a Parent Guardian Entitlement Statement showing care used and government CCS paid.

### **FEE PAYMENT FOR CHILDREN FROM SEPARATED/DIVORCED FAMILIES:**

Children enrolled at OOSH whose parents/guardians are separated or divorced must complete questions pertaining to this on the CECS enrolment form. This includes the days during the care week that the child is in the care of each parent/guardian. If the child is in the care of more than one parent/guardian throughout the care week a separate enrolment form must be completed by each parent. CECS must gain this information to ensure that the correct parent is claiming the CCS payments for their applicable days and to confirm that they are responsible for payment of fees.

### **CHANGES OR CANCELLATION OF CARE:**

Any alterations to permanent care arrangements must be reported to administration and signed paperwork completed.

Two weeks written notice must be given if cancelling care this includes reducing days. If cancellation notice is given and the child will not be attending the service for this period, families will be required to pay full fees for that time as Child Care Subsidy (CCS) cannot be claimed for non-attendance at the conclusion of care.

### **Bookings and Cancellations for Vacation Care:**

Bookings for each Vacation Care Period open 4 weeks before prior the first day of vacation care. Bookings are taken on a first in first served basis from 8am the day bookings open.

Families with children enrolled at OOSH will receive email notification of the date bookings open.

1 week, (7 days) notice must be given when cancelling a booked position in vacation care to avoid being charged for the day.

### **NOTIFYING NON-ATTENDANCE AT A SESSION:**

All absences must be notified to administration or educators before the commencement of the session. This is particularly important for After School Care to ensure educators are aware of children to be collected from school.

### **PAYMENT OF FEES**

Each week an invoice will be issued to families informing them of fees that are due.

Fees can be paid by –

- Internet banking (BSB 032820 Account no. 272964) please put OOSH Cowra and your child's name in the reference
  - At the office via eftpos (8.30am to 4.30pm daily)

Fees are charged for After School Care, permanent bookings, if a public holiday falls on a day of care or if a child is absent from care.

### **REGULATORY AUTHORITIES:**

Our service complies with the National Quality Framework, (NQF) including the National Quality Standards, (NQS), the approved learning framework for children over school age, My Time Our Place (MTO) and the national regulations and Law, (Education and Care national regulation and Law).

- NSW Early Childhood Education and Care Directorate
- Department of Education and Communities [www.det.nsw.edu.au](http://www.det.nsw.edu.au)
- 1800 619 113 [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)
- Locked bag 5107 Parramatta, NSW 2124

### **EDUCATIONAL LEADER:**

OOSH has an appointed Educational Leader to as per requirement of the Educational and Care Services National Regulations 2011. The Educational Leader's role is to lead the development of and implementation of the service's educational programs in accordance with the National Quality Framework and My Time Our Place.

### **AGE GROUPS:**

Children from kindergarten to Year 6 will be encouraged to mix. Experiences will be arranged in to promote interactions between age groups, while also giving children the choice of participation.

Independent play as well as small and large group experiences will be programmed allowing children opportunities to stimulate their level of maturity, play and development.

### **FOOD & DRINK:**

#### After School Care:

Afternoon tea will be provided; this will consist of seasonal fresh fruit and vegetables cut as required, followed by a snack prepared by OOSH educators. The snack menu is created by educators and children.

Water is available to children at all times.

#### Vacation Care:

During Vacation Care families provide food for their children each day.

Nutritious, healthy food is encouraged.

Water is available to children at all times.

### **DELIVERY AND COLLECTION OF CHILDREN TO AND FROM SCHOOL**

#### BUS TRAVEL:

Cowra Bus Service will transport for children attending After School care with pickups from Cowra Public School and St Raphael's Central School. On arrival at Mulyan Public School OOSH children and educators will exit the bus and join the Mulyan OOSH children, OOSH educators will do a roll call before commencing the walk along Lachlan and Comerford Streets to the OOSH premises 20 Comerford Street.

Children will be signed into OOSH by educator when boarding the bus at St Raphael's and Cowra Public Schools. Mulyan School children will be signed in at the Mulyan School bus stop before walking to OOSH.

All children are encouraged to use this service as care is not provided at the OOSH service until educators have collected all children from schools.

Children traveling by bus to OOSH will require a **bus pass** if eligible. This must be arranged with Cowra Bus Service. To apply for a bus pass for your child/ren go to [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au) › customers or call the Cowra Bus Service on 63421021 for assistance.

If your child does not qualify for a Cowra Bus Service bus pass, contact OOSH Director to arrange the purchase a **fare card**. Bus travel will be charged at \$1.00 per trip with a fare card.

### **ENROLMENT:**

Enrolments are taken in November for the following year; however, children can be enrolled any time throughout the year. Along with a completed CECS enrolment form families must supply a birth certificate of the child along with an up-to-date Immunisation History Statement.

Immunisation History Statements can be obtained online at Medicare and printed, or over the counter at any Medicare office.

### **Physical Play:**

The service values the children's participation in physical activity throughout all sessions. Each day children will be encouraged to be involved in activities using the larger muscles and movements of the body. These will include outdoor sports such as soccer, tennis, and cricket as well as dance, yoga and interactive movement games.



### **Homework Time:**

Each after school session from Monday to Thursday will include an opportunity for children to do homework. Children will be assisted and supported by educators during homework time however educators will not be responsible for ensuring all children's homework is completed.

Communication between educators and families will establish individual expectations of each family in relation to homework being completed at OOSH.

### **Medication:**

If a child requires medication to be administered whilst at OOSH a medication or continuing medication form must be completed by a parent/guardian. Medication should be supplied directly to educators by parent/guardian at the commencement of care.

As per our administration of medication policy no medication will be administered to a child without

- a completed medication form
- medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written form from the medical practitioner)
- medication is from the original container.
- medication has the original label clearly showing the name of the child.
- medication is before the expiry/use by date.

At no time is medication to be left in a child's bag.

Children over school age are permitted to administer their own medication when permission is given by parent/guardian on the medication form. Children self-administering medication will be supervised by an educator throughout the process.

### **Accidents:**

All accidents will be recorded on an Incident, injury, trauma, and illness record and parents notified at collection. Parents will be required to sign the Incident, injury, trauma, and illness record to acknowledge they have been notified of the incident. Parents will be notified as soon as possible of any injury requiring medical attention or which does not allow the child to participate in programmed activities.

### **ILLNESS OR INJURY WHILST IN CARE:**

If your child becomes ill or injured whilst at OOSH and is unable to continue to participate in the program to you will be contacted and asked to collect your child. All illnesses and injuries occurring at OOSH will be recorded.

**Please do not bring your child to OOSH when they are unwell.**

Educators at the service are unable to care for sick children.

**INFECTIOUS CONDITIONS:**

It is the responsibility of parents to inform the service of any infectious conditions.

Cowra Early Childhood Services continually evaluate hygiene procedures to reduce the spread of infection. Education in the use of appropriate procedures is included in the children's routines and programmes.

Parents are therefore requested to keep their children at home if they are diagnosed with or have the following illnesses -

- Chicken Pox
- Conjunctivitis
- Diarrhoea
- Influenza
- Impetigo
- Hand, foot and mouth
- Measles
- Mumps
- Ringworm/scabies
- Rubella
- Rashes (unexplained)
- Whooping cough
- Head Lice

**Excursions:**

Throughout vacation care children will have the opportunity to participate in excursions and incursions involving the local community. These excursions/incursions will extend on the children's learning, development an understanding of the surrounding community and involve interests of the children accessing the service. Parent input into the location and content of excursions/incursions is encouraged and valued.

**Service Policies:**

The Education and Care Services National Regulations, The Education and Care Services National Law 2010, The National Quality Standards can be accessed by families by scanning the QR codes on the information board in the OOSH sign in/out area.

A Copy of all CECS and OOSH Policies, and the My Time Our Place Framework can be accessed by families and are located in the OOSH rooms.

Service policies have been formulated in relation to the Education and Care Services National Regulations 2011 and Law 2010, National Quality Standards, sources, and research relevant to children's services and service practices.

We welcome family input into Service Policies, these are regularly reviewed and updated to ensure they align with any changes made in the NQF, input from educators, staff, management, families, and the community encouraged is considered within this process.

Please feel free to discuss any matters regarding the service policies with educator's staff and management.

### **Work, Health & Safety:**

Cowra Early Childhood Services has an effective WH&S policy and management recognises the importance of WH&S for the safety of all families and staff who use its service. WH&S is continually being monitored and monthly checks of the environment and equipment are completed.

### **Family Input:**

Cowra Early Childhood Services encourage families to have input into our services. Please make suggestions or offer feedback to our educators and staff or management. This can be done verbally or in writing.

### **Grievances - Complaints:**

All grievances - complaints should be forwarded to the Director. Alternatively adhere to the CECS Grievances – Complaints Policy. All enquiries will be dealt with in a confidential and professional manner.

Alternatively, you are able to contact our Regulatory Authority at

- Department of Education and Communities [www.det.nsw.edu.au](http://www.det.nsw.edu.au)
- 1800 619 113 [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)
- Locked bag 5107 Parramatta, NSW 2124

### **Arrival and Departure:**

Each child is to be signed IN and OUT of the service at the beginning and end of each session. A sign in I-pad is located in the OOSH room. OOSH educators IN for after school care, it is the collecting adult's responsibility to sign children OUT of after school care and IN and OUT of vacation care. This is as a record of your child's attendance at the service which is used for claiming childcare subsidy and is vital in the case of an emergency such as a fire to be able to quickly account for all children in attendance on the day.

Please contact the service as soon as possible if your child is going to be absent from a booked session.

### **Collecting your child:**

The only people able to collect your child from the service are authorised parents or other authorised adults recorded on the child's enrolments form. Any person collecting a child from Cowra Early Childhood Services OOSH must be over 18 years of age. Educators will not

permit your child to leave with a person other than those listed on the enrolment form unless the service has been previously notified in writing.

If someone arrives to collect your child whom educators or staff do not know photo identification (e.g., Driver licence) will be requested.

### **Photographs:**

Photographs are taken of children participating in activities at OOSH, on excursions and when participating in community events. These photos are used in the programmes, for displays, in books, on the CECS Facebook page and for the children and families to share.

If for any reason you do not wish your child/ren to be photographed, please discuss this with educators and indicate on enrolment forms.

### **Late collection of children after 6.00pm (closing time):**

Adults collecting children from OOSH are requested to be in the service by 5.45pm to have their child collected by 6.00pm. If parents are late in collecting children at the end of the day (after 6.00pm) a fee of \$25 will be charged and must be paid within 14 days of receipt of the account.

Children that are not collected prior to 6pm every effort will be made to contact parents or other adults authorised to collect. If after 30 minutes, it has not been possible to arrange for the child to be collected, educators will follow the Department of Family and Community Services abandoned child procedures.

### **Sun Protection:**

Cowra Early Childhood Service Out of School Hours is a Sun Smart Service and follows the guidelines set out by the Cancer Council in relation to sun protection.

- The times of day chosen for outdoor play will consider sun protection.
- Outdoor activities will be set up in shaded areas wherever possible
- All children will have factor 50+ sunscreen applied 30 minutes prior to outdoor play whenever the UV factor is above 3.
- Children will wear a hat when outdoors whenever the UV factor is above 3.
- Children and educators will wear clothing that protects from the sun i.e., shirts with sleeves
- Educators set a positive example for the children by also wearing appropriate clothing, hats and sunscreen.



**Cowra Early Childhood Services**  
*Learning Through Play*

**OOSH**



***We thank you for choosing Cowra Early Childhood Services Out of School Hours Care Service (OOSH) as an environment to educate and care for your child.***

***We look forward to getting to know you, your child and family. We anticipate sharing many happy memories during this special time of growing and development for your child.***



**Cowra Early Childhood Services OOSH**

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**Cowra NSW 2794**

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