



OUTSIDE SCHOOL HOURS CARE (OSHC) PARENT HANDBOOK

REGENT COLLEGE 2021



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Welcome to Regent College



Vision

To have a reputation in the community as a school known for its academic excellence and use of innovative teaching practices, where belonging, well-being and growth prepare students for their ongoing, educational and faith journey.

Mission

To provide a Christ-centred, inquiry focused learning environment, in which childhood is to be enjoyed and celebrated, and where students develop a life-long love of learning.

Our Values

Honesty
Respect
Compassion
Responsibility
Courage

College Crest

The Motto

'Life in Christ' acknowledges the growth, learning and abundant life found in following Christ.

Regent College exists to educate children to become fully developed followers of Christ. As Godly, competent leaders in society they will become, in effect, Christ's regents.

The Cross

Represents the death and resurrection of Jesus, His love and salvation for all mankind.

The Crown

Represents the crown of righteousness.

The Dove

Represents the Holy Spirit who gives power and guidance.

The Book

Represents the Bible—God's Word and our handbook for life.

Early Childhood Code of Ethics

Regent College Outside School Hours Care (OSHC) staff will endeavour to abide by the [Early Childhood Australia Code of Ethics](#).

In relation to children, we will endeavour to:

- Act in the best interests of all children
- Create and maintain safe, healthy, inclusive environments that support children's agency and enhance their learning
- Provide a meaningful curriculum to enrich children's learning, balancing child and educator initiated experiences
- Understand and be able to explain to others how play and leisure enhance children's learning, development and well-being
- Ensure childhood is a time for being in the here and now and not solely about preparation for the future
- Collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity
- Value the relationship between children and their families and enhance these relationships through our practice
- Ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin
- Negotiate children's participation in research, by taking into account their safety, privacy, levels of fatigue and interest
- Respect children as capable learners by including their perspectives in teaching, learning and assessment
- Safeguard the security of information and documentation about children, particularly when shared on digital platforms.

In relation to families, we will endeavour to:

- Support families as children's first and most important teacher and respect their right to make decisions about their children
- Listen to and learn with families and engage in shared decision making, planning and assessment practices in relation to children's learning, development and well-being
- Develop respectful relationships based on open communication with the aim of encouraging families' engagement and to build a strong sense of belonging
- Learn about, respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems
- Respect families' right to privacy and maintain confidentiality.

In relation to colleagues, we will endeavour to:

- Encourage others to adopt and act in accordance with this Code, and take action in the presence of unethical behaviours
- Build a spirit of collegiality and professionalism through collaborative relationships based on trust, respect and honesty
- Acknowledge and support the diverse strengths and experiences of colleagues in order to build shared professional knowledge, understanding and skills
- Use constructive processes to address differences of opinion in order to negotiate shared perspectives and actions
- Participate in a 'lively culture of professional inquiry' to support continuous improvement
- Implement strategies that support and mentor colleagues to make positive contributions to the profession
- Maintain ethical relationships in our online interactions.

In relation to communities and society, we will endeavour to:

- Learn about local community contexts and aspirations in order to create responsive programs to enhance children's' learning, development and well-being
- Collaborate with people, services and agencies to develop shared understandings and actions that support children and families
- Use research and practice-based evidence to advocate for a society where all children have access to quality education and care
- Promote the value of children's' contribution as citizens to the development of strong communities
- Work to promote increased appreciation of the importance of childhood including how children learn and develop, in order to inform programs and systems of assessment that benefit children
- Advocate for the development and implementation of laws and policies that promote the rights and best interests of children and families.

In relation to the profession, we will endeavour to:

- Base our work on research, theories, content knowledge, practice evidence and our understanding of the children and families with whom we work
- Take responsibility for articulating our professional values, knowledge and practice and the positive contribution our profession makes to society
- Engage in critical reflection, ongoing professional learning and support research that builds our knowledge and that of the profession
- Work within the scope of our professional role and avoid misrepresentation of our professional competence and qualifications
- Encourage qualities and practices of ethical leadership within the profession
- Model quality practice and provide constructive feedback and assessment for children as aspiring professionals
- Mentor new graduates by supporting their induction into the profession
- Advocate for our profession and the provision of quality education and care.



Regent College Outside School Hours Care Philosophy Statement

Our aim is to provide a safe, nurturing, stimulating environment for school age children who require care outside school hours. We endeavour to accommodate and encourage differences while promoting the physical, social, emotional, cognitive, language and spiritual development of each child.

Children have rights and should be nurtured and treated with respect. We believe each child is unique and should be given opportunities to explore the world around them. At Regent College Outside School Hours Care, all children are afforded equal opportunities to participate in all activities and experiences, regardless of the individual abilities of the child.

We believe in the integration of learning and play, as children learn best by doing. We strive to create a child centred program based on each child's strengths, knowledge, ideas, culture and abilities. This provides the foundation for a developmentally appropriate outside school hours program for all children.

We value and celebrate the cultures represented within the centre and encourage everyone to honour the differences.

We recognise our children and their families are part of the larger community and the importance of working in partnership with our families and the community. We not only encourage participation in community events, we also strive to bring the community and family into the centre. In doing so we plan and provide a program for all children that supports a child's sense of belonging, being and becoming.



About OSHC

Regent College Outside School Hours Care (OSHC) is a licensed childcare provider which is registered for Child Care Benefit and/or Rebates. The program runs 5 days a week in both the morning (7:00am – 8:15am) and the afternoons from 3:00pm to 6:00pm in the OSHC Room (school hall). Bookings are essential as places are limited and can be managed online through the [Xplor Home](#).

The OSHC staff are qualified and meet regulatory requirements with at least one staff member holding a current first aid certificate at all times.

During the morning session:

Breakfast is available for all children booked in. Activities usually are comprised of quiet reading, board games and /or simple craft activities.

The afternoon activities include:

Snack time, games, sporting activities, art & craft, a quiet time where homework may be completed and outdoor activities.

Children will be supervised at all times and the normal school level of behaviour is expected from each child. Further information can be found in this Parent Handbook.



Contact Details Staffing

Outside School Hours Care

Telephone: 6181 8214
(7am – 8:30am & 3pm – 6pm)

Mobile: 0447 592 107 (outside hours)

Email: OSHC@regentcollege.wa.edu.au

Regent College

Telephone: 9470 4569

Email: admin@regentcollege.wa.edu.au

Website: www.regentcollege.wa.edu.au

Other Useful Contacts

South Perth Community Health Centre:
9367 1380

Mt Henry Dental Clinic: 9313 0552

Riverview Church: 9416 000

College Principal

Mr Derek Nicholls

Nominated Supervisor:

Mrs Phoebe Wyatt

Education Leader:

Mrs Katherine Huxley

OSHC Coordinator & Administrator:

Miss Melanie Baker

Regulatory Authority

Department of Communities
Education and Care Regulatory Unit

1st Floor, 111 Wellington Street
East Perth WA 6004
PO Box 6242 East Perth Business Centre
East Perth WA 6892
Telephone: 6210 3333 or 1800199383

2021 Term Dates

TERM 1 | 9 WEEKS

MONDAY 1 FEBRUARY – THURSDAY 1 APRIL

TERM 2 | 11 WEEKS

MONDAY 19 APRIL – FRIDAY 2 JULY

TERM 3 | 10 WEEKS

TUESDAY 20 JULY – THURSDAY 23 SEPTEMBER

TERM 4 | 10 WEEKS

MONDAY 11 OCTOBER – FRIDAY 10 DECEMBER

These dates may be subject to slight changes due to Professional Development days for staff which have yet to be organised. Please refer to the [Regent College website](#) for current dates.

Location

The program operates from the upstairs College Assembly hall; however, children spend time at various locations around the school during each session e.g. the oval, undercover area.

Operating Hours

Outside School Hours Care (OSHC) program operates each school day, morning and afternoon, during the following times:

MORNINGS | BEFORE SCHOOL

7:00 AM – 8:15 AM



AFTERNOONS | AFTER SCHOOL

3:00 PM – 6:00 PM



Fees

Before School Care

Fees are a flat \$20 for each session and includes breakfast.

After School Care

Fees are at a flat \$25 for each session. Late pick up will be charged at \$1 per minute after 6:00pm.

Non-attendance fee

Children who are booked for a session (before and/or after school) will be charged for that session unless they are cancelled or marked absent before the cut off times.

Before School Care – the “cut off” time to cancel is 6:00pm the night before.

After School Care – the “cut off” time to cancel is 10:00am on the day of booking.

Payment

Invoices are sent via email after the end of each month. There will be one statement for both before and after school care.

Payment can be made through:

- The front office
- Direct debit
- BPay
- EFTPOS

Any queries regarding costs or payment are to be directed to the College Office.

Absentees

Informing the OSHC Administration of absentees is very important to ensure correct staffing to ensure the safety of your children.

Children who are booked for a session (before and/or after school) will be charged for that session unless they are cancelled or marked absent before the cut off times.

The OSHC program runs separately from the school. If your child is absent from school, you must inform the school as well as the OSHC program. Marking your child absent from OSHC is simple to do using the [Xplor Home app](#).

The preferred method of booking casual days or marking your child absent is via the Xplor Home app. This ensures the change is entered directly onto the roll for the day.

Cancellations

Casual cancellations can be submitted through the [Xplor Home app](#) or by contacting OSHC administration.

Parents must contact the College to cancel a permanent booking.

Orientation

When your child first attends OSHC it may be useful to come with them on the first day to familiarise them with the area, procedures and staff. Each day the children will be reminded of OSHC procedures.

Parents are welcome to visit the OSHC and volunteer if they are able; however, their children must be booked into the program time.



Registration

Registering for the first time?

Registrations and enrolments for the OSHC programs are processed through [Xplor Home](#).

Xplor Home also allows families to update their information, request bookings and request changes to bookings.

Families wishing to use the OSHC program must first [enrol their child online here](#).

Once registered, parents will receive log in details for their Xplor Home account.

Parents will receive an offer of a place via email when a place is available. This offer will need to be accepted before children are booked into OSHC. Places in the program are limited and therefore bookings are essential.

Casual Bookings

Casual bookings are also available for families who do not need care on a regular basis.

Families who wish to book their children into OSHC on a casual basis, will also need to be registered. Casual booking requests can be made by logging into [Xplor Home](#).

Casual booking requests can be made up to two weeks in advance using the app. Requests for casual bookings earlier than two weeks in advance will need to be emailed through to OSHC Administration:

OSHC@regentcollege.wa.edu.au



Xplor Home App

The [Xplor Home](#) mobile app is downloadable free from [Google Play](#) or the [Apple App Store](#). The Xplor Home app allows parents to book casual days, cancel casual days and mark children absent from permanently booked days.

Permanent bookings cannot be made via the app. If you need to cancel a booking permanently you will need to [email OSHC Administration](#).





Arrival and Collection

Arrival

Before School Care (BSC)

Children must be signed into the program by their parent or guardian when they arrive. Children must not be sent to BSC unattended.

After School Care (ASC)

Kindergarten and Pre-Primary students are picked up from their classrooms by one of the ASC staff by 2:50pm and escorted to the OSHC room.

Students from Years 1 to 2 are picked up from their classrooms by one of the ASC staff by 3:00pm and escorted to the OSHC room.

Students from Years 3 to 6, who have been booked into ASC, make their way to the OSHC room directly after they have been released from their classes at 3:00pm.

Wait-listed children and those who have not been collected before 3:25pm, will be signed into ASC by administration staff.

Collection

Before School Care (BSC)

Children will be signed out and escorted to classes around 8:15am by BSC staff.

After School Care (ASC)

Access to the College after 3:30pm is via the Administration gate off Colombo Street, only.

All children must be collected from ASC no later than 6:00pm or a late pick up fee will apply. Children being collected from ASC, must be signed out before they leave. Parents and children must leave the ASC area once they have been signed out.

Only authorised persons may collect children. In the event parents require someone other than those listed on the Registration Form to pick up their child, they must contact the school office prior to 3:00pm to advise the name of the person picking up their child. That person will also be asked for identification when they arrive.



Accidents

1. If a child is injured at OSHC, a staff member with senior first aid will assess the extent of the injury and make an initial determination regarding the severity of the injury. It is the policy of the facility that at least two staff members hold current First Aid Certificates.
2. Parents are called if there are any concerns. For minor injuries, the parents will be informed when they pick up their child or an email will be sent to inform parents.
3. If the injury is of a serious nature, parents will be called and if necessary an ambulance called. The parents will be liable for the ambulance cost; therefore, all parents are urged to take out private ambulance cover.

Communication

Parents needing to communicate issues with OSHC staff can do so by the following means as the need arises:

Telephone: 6181 8214 (7am – 8:30am & 3pm – 6pm)

Mobile: 0447 592 107 (outside hours)

Email: OSHC@regentcollege.wa.edu.au

Please be mindful that staff may not check their emails regularly, so if an issue arises that requires urgent attention, it is best to call the office or speak to our staff in person.

- **Communication book** is provided in the OSHC room.
- **Interviews** can be arranged through the school office
- **Notes**

Breakfast and Snack Time

Breakfast is available for children who attend before school care. Breakfast will consist of cereal, toast and fruit.

Snack time in after school care is from 3:30pm – 4:30pm. Children are required to sit at a table while eating. If your child gets particularly hungry after school, it may be advisable to pack an extra snack for them to eat during snack time. If children are collected before they have eaten, there is an option to take home an alternative snack.

Food Allergies

It is vital that parents make the OSHC staff aware of any food allergies that your child may have. Parents are asked to fill out a Medical Risk Minimization Form for any allergies when they register their child.

Curriculum

Regent College OSHC adopts the My Time, Our Place Framework for curriculum programming and assessments. We provide a flexible program using a variety of resources and activities to support children of all ages and abilities.

The curriculum is delivered in both indoor and outdoor environments.

Continual and consistent reflection are essential in planning learning programs that meet the needs of each child in the OSHC program. Educators use a variety of age appropriate methods. These may include observations, and anecdotal records. The OSHC staff also use the electronic platform 'SeeSaw' for showcasing children's work.

Complaints, Concerns or Feedback

Regent College Outside School Hours Care (OSHC) welcomes and values feedback from all members of the College Community and takes all complaints or concerns that may be raised seriously.

Parents are encouraged to approach the OSHC Supervisor for an interview if there are concerns at any stage. While the OSHC Supervisor may be available for a quick chat when children are being picked up, lengthy conversations are best left to an interview at a time convenient to both parents and staff.

A complaint is an expression of dissatisfaction made to the College about its services, decisions, actions or those of its staff, or about the complaint management process itself.

A complaint can be made by anyone including a student, former student, parent/carer, other family member, staff member, volunteer or member of the wider community.

Our [Complaints Handling Policy and Procedures](#) for parents and children are published on our [website](#) and sets out the complaints process to assist you if needed. Regent OSHC recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.



Emergency Phone Numbers

It is important that phone numbers and contact details be kept up to date at all times. Parents are encouraged to update details the on Xplor Home app. If you are unable to access Xplor Home for any reason please contact OSHC administration staff.

Lost Property

All property including uniform items, drink bottles and hats should be clearly labelled with the child's name. Any lost property that isn't named, will be kept in the OSHC room for a few days before being placed in the College Lost Property box located outside the Uniform Shop.

Medical

Providing up to date details of your child's medical history and condition is vital to enable the staff to care for your child.

Please update these records regularly through Xplor Home. Regent College families should also update any details through the College front office. Parents are asked to fill out a Medical Risk Minimization Form for any medical conditions that staff need to be aware of.

Please notify the staff if your child contracts an infectious illness or disease. This will enable the staff to notify other parents of children using OSHC.

Children with symptoms should not be sent to school or OSHC but kept home where they can be monitored and cared for.

Parents will be contacted by phone if their child becomes unwell or injured during OSHC.

Medication

It is preferable that OSHC staff are not required to administer medications during OSHC. If medication is required to be administered, the parent should communicate with the Nominated Supervisor, in advance.

If medication administration is required by staff, it will always be witnessed by a second staff member. Self-administration of medication without adult supervision is strongly discouraged while in attendance at OSHC.

In some instances, e.g. Asthma, OSHC staff can witness a child self-administering medication. A note will be sent home advising when this has occurred. Again, this will need to be part of the action plan agreed to, in advance.

When a child becomes unwell at OSHC, a staff member will contact the child's parents for direction. If the parent directs the staff to administer medication, a record will be kept of; which medication was administered, the dosage, what time the medication was administered and the signatures of both the staff administering and a witness. For example, a parent may ask a staff member to administer Paracetamol if a child has a fever. When parents collect their child, they will be asked to sign the record to acknowledge the medication given.

Parenting Plans and Family Orders

For those families of single parents, both parents are entitled to access a child under the Family Law Reform Act 1995, unless a Parenting Plan or an order of the Family Court provides otherwise. In case of a Parenting Plan or Family Court Order, a copy of the written and signed agreement needs to be provided to the school and OSHC Coordinator. Please note that the Principal is obliged to refuse access to a child by anyone he/she considers being a potential or actual risk to the physical or moral well-being of a child.

Personal Toys

The children are discouraged from bringing in toys or personal belongings to OSHC unless it is requested by OSHC staff. Any personal toys must be kept in the child's bag for the duration of OSHC. Regent College OSHC accepts no responsibility for child's toys and belongings that are lost or broken.

Photographs

Photographs of the children are taken regularly as a record of their learning experiences, and for assessment purposes only. Some photos may be displayed in the OSHC room. Photographs will be taken on school devices, only.

Sun Safety

In line with Regent College 'No hat, no play' policy, all children will require a hat for outside play. Regular attendees of OSHC are requested to bring their own hat (it does not need to be a Regent College hat) to be kept in their school bag.

Spare hats will be kept and may be borrowed if required.

Sunscreen will be available for children to apply prior to going out in the sun; young children will be supported in applying sunscreen.

Water Bottles

Our aim is to support families in encouraging healthy lifestyle habits. Drinking water is a vital habit to encourage in all children. Please send along a named water bottle each day filled with clean fresh water. These water bottles will be available to the children to drink whenever they become thirsty during the OSHC program. Once the water is finished the staff will refill as required. Water bottles will be sent home each day. Please don't fill the bottle with anything other than water.



APPENDIX 1

National Principles for Child Safe Organisations



National Principles for Child Safe Organisations

1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

6

Processes to respond to complaints and concerns are child focused.

2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

4

Equity is upheld and diverse needs respected in policy and practice.

9

Implementation of the national child safe principles is regularly reviewed and improved.

5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

10

Policies and procedures document how the organisation is safe for children and young people.



For information and resources, go to <https://childsafef.humanrights.gov.au>





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