



# **YALLOURN NORTH PS**

## **AFTER SCHOOL CARE HANDBOOK**

### **INTRODUCTION**

In response to the community needs of the area, the Yallourn North Primary School has established and operates an Out of School Hours Care (OSHC) Program. The Program incorporates After School Care.

The Program operates to provide high quality childcare in a safe, enjoyable and caring environment. The service is provided at minimal cost and enables parents to pursue options leading to employment, training, recreation and the pursuit of personal interest.

The Program includes a wide variety of activities that are prepared and implemented in a friendly environment, which accounts for the children's social, emotional, intellectual, language, physical and creative needs. In the way the service endeavours to complement other school's activities and be consistent with the school's policies and practices.

## **SERVICE PHILOSOPHY AND GOALS**

### **PURPOSE**

1. To respond to community needs in providing Out of Hours School Care (OSHC) for children attending Yallourn North Primary School.
2. To offer a flexible service that responds to the care and recreational needs of children.
3. To provide a quality primary school aged childcare service for the Yallourn North Primary School community which is flexible and meets each child's need for care in a creative, stimulating, safe and secure environment after school.

### **AIMS**

1. To provide an environment for children that:
  - is both safe and challenging.
  - fosters individuality, recognising their needs and interests.
  - promotes their physical health and well being.
  - acknowledges the importance of the middle years of a child's development.
  - values the benefit of play in both structured and self directed experiences.
  - fosters a spirit of equity and inclusion.
2. To ensure that the service accurately reflects the needs of the children and parents by:
  - acknowledging the importance of parents in providing direction for the service.
  - encouraging comments and feedback from all parents.
  - acknowledging and being sensitive to the cultural backgrounds of Families.
3. Strive to achieve the highest level of quality as determined by the Outside School Hours Care Quality Assurance System. To ensure that staff are able to:
  - Fulfil the role and responsibilities they are employed to undertake.

### **SERVICES PROVIDED**

The Yallourn North Primary School Outside School Hours Childcare (OSHC) was established in 2013. The Yallourn North Primary School Council is the sponsor of the program however the management of the program lies with the OSHC Committee of

Management. A Co ordinator is employed to operate the service on a day to day basis.

## **After School Care**

The After School Care program operates from 3.15pm to 6.30pm each weekday during the school term. A nutritious snack is provided after school as part of the program. The service also provides an extensive program of creative and recreational experiences for the children. This program is funded by the Commonwealth Government who provide Child Care Benefit to eligible families.

### **Management of the Program**

***School Council*** – The Yallourn North primary School Council has the responsible for the financial, administrational, account and reporting process and tasks of the program.

***OSHC Committee of Management***. The OSHC Committee has the day to day management of the program. The Committee is made up of representatives from the sponsor body, school council, teaching staff, parents and program staff. The Committee of Management meet on a regular basis. All meetings are open to the school community. The Committee reports directly to the school council.

***Principal or Representative***- The Principal ensures that the day to day management of the program meets with the requirements set by the Australian Children's Education and Care Quality Authority in conjunction with the OSHC Committee and Coordinator.

***Coordinator***- The coordinator is responsible, in conjunction with the Principal or representative and Committee for the day to day management of the program. The coordinator will hold a minimum of a diploma level education and care qualification as listed at <http://acecqa.gov.au/qualifications/approved-diploma-level-education-and-care-qualifications>.

### **National Standards**

The Commonwealth have developed National Standards for child care services. These standards express a national view about the level of care all Australians should expect to find in the different kinds of child care services available to them.

A copy of the National Standards can be found in the publication: My Time, Our Place. Framework for school age care in Australia. This publication can be found at <http://acecqa.gov.au/resources-and-templates/frameworks>.

### **Australian Children's Education and Care Quality Authority -National Quality Framework.**

The Australian Children's Education and Care Quality Authority (ACECQA) was set up by the Commonwealth Government.

The ACECQA ensures all education and care services maintain a common set of standards.

### **Child Care Benefit**

Child Care Benefit is funded by the Commonwealth Government to assist families using an approved child care service with child care fees. Its primary focus is to support families who are working, studying, training and looking for work. The other main client group it supports is children who are at risk. The service is funded by the Commonwealth and as a result abides by regulations and guidelines pertaining to this funding.

### **Family Assistance**

Information pertaining to family assistance can be found under the families tab at <http://www.humanservices.gov.au/customer/information/family-assistance-website>

You will find information about the child care rebate and benefit. Information can also be accessed here about the family tax benefit.

### **STATE GOVERNMENT**

The State Government through the Department of Education and Early Childhood Development is the regulatory authority that oversees all OSHC programs.

### **LOCAL GOVERNMENT**

#### **Food Safety**

The State Government through the Department of Health is responsible for food regulation in Victoria. The Department of Health works with Local Government who register food businesses in Victoria.

Food safety is a significant issue for OSHC and it is the responsibility of Local Government to assist services in regard to the level of registration and compliance required to meet the Food Standards Code.

## GENERAL INFORMATION

### Management of the Program.

#### Principal Yallourn North Primary School

Kieran Kenneth

#### Yallourn North Primary School OSHC Committee of Management

**President.** Kieran Kenneth

**Secretary.** Margaret Burns

#### OSHC Staff: TBC

## CONTACT INFORMATION

#### General Enquiries, bookings, cancellations.

#### Hours of operation

Afterschool care 3.15pm to 6.30pm

Yallourn North Primary School OSHC  
2A Reserve st  
Yallourn North 3825

Telephone: 5167 1233  
Fax : 5167 1991

Contact with the OSHC Staff during operation of the program is via the school number 5167 1233.

### **Enrolments.**

All children must be enrolled before receiving care. An enrolment process will take place at the commencement of each year. Children are able to be enrolled during the school year. Enrolment forms are available from the School Office. These forms must be submitted to the program before a child is considered to be enrolled. We will collect information such as full name, date of birth and address of the child. The name, address and contact details of each known parent, emergency contacts and any authorised persons. Details will also need to be provided pertaining to court orders, parenting orders or plans.

A child's doctor, medicare number, medical management plans or healthcare needs will need to be provided with a copy of the child's immunisation certificate.

### **Commencement of care.**

When booking your child in for the first time please inform the staff that your child has not attended the program before. The staff will ensure that your child is oriented to the program which includes showing them where bags are kept, areas they may play in whilst at the program, and telling them about snack times, expectations and linking them with other children in the program if they do not know anyone else.

### **Bookings**

Permanent Bookings are required to be made in advance.

Casual users must contact the OSHC Service/School Office before 3.00 pm the day of attendance.

Cancellations, changes or additions to bookings are made between the hours of 9.00 am and 3.00 pm to the School Office.

Notification of cancellations are made by 3.00 pm on the day of cancellation or full fee will apply.

### **AFTER SCHOOL CARE.**

If requiring casual care due to unexpected circumstances you can contact the OSHC Service via the School Office by 3.00 pm, the day care is required.

**Under no circumstances are any OSHC staff to be contacted at home.  
All bookings are to be made through the OSHC Program or School Office.**

### **Arrival and Departure**

All children attending Yallourn North Primary School OSHC must be signed in and/or out by the parent/ guardian/ authorised person every session (signing in and out includes the date and time of arrival and departure).

### **Staff have the responsibility to ensure that**

- Parents/guardians/authorised persons have undertaken their responsibility of signing the attendance register.
- Authorised persons are asked to provide proof of identification when collecting the child from care.
- No child is permitted to leave the centre with a person who is not authorised on the Registration Form by the parent/guardian/carer or without a note or phone call whom is known to the coordinator from the parent.
- Children may not be collected by persons under the age of 18.

### ***S*igning In and Out**

- **After School Care:** OSCHC staff will sign children in upon arrival and parents/carers will sign their children out on dismissal from the program.

### ***N*on Collection of Children.**

*Please find enclosed Policy 2.3*

### **Working with Families**

The Yallourn North OSCHC Program is committed to working with families in a collaborative manner in order to provide a high quality child care service that meets the needs of children, families and the community. Parent participation and communication is critical to the success of the program.

### **C**ommunication

The role of the family in the OSCHC Program is paramount to its success and outcomes for the children. Family members have a great deal of knowledge about their child which can be shared with the program. Families are encouraged to share relevant changes, issues, needs and interests of the child with the staff. This ensures the best possible care is provided to each individual child with the program.

The Coordinator is available to discuss the program and activities at any time. However families wishing to discuss matters of a more confidential nature are encouraged to make an appointment to meet with the coordinator. In order to provide the best possible care for your child it is important for staff to be notified of any relevant information about your Childs health, development and relevant personal/family matters.

You are encouraged to read the Programs notice board and school newsletter in order to keep up to date with the activities at the service. The staff will provide you with feedback regarding your Childs progress on a regular basis.

Family involvement in Quality Assurance and program planning is encouraged but optional for all families.

### **Access to children**

All parents and authorised persons have access to the OSCHC Program and their children at all times unless relevant Court Orders are held by the Program that specify otherwise. A copy of all court orders in relation to residence and specific issues orders must be provided to the program upon enrolment or as obtained.

These documents will be attached to the Childs records and treated confidentially. Parents are asked to notify the program of any changes to these documents as soon as they occur.

### **Privacy Act**

Yallourn North OSCHC has a responsibility to comply with the Privacy Act 1988, which governs the release of personal information. This means that private information regarding children and families will not be told to other families with the program or to other persons.

Staff will respect parents/carers right to confidentiality when this right do not conflict with the rights and safety of the children. E.g. child protection matters.

### **Complaints**

All parents/carers have the right to have their concerns heard by the Committee of Management. Families are encouraged to discuss with the coordinator any complaints or concerns they have about the program or staff. The coordinator is expected to address complaints promptly, respectfully and in a confidential manner. All concerns to be documented privately in the Programs Grievance and Complaints Journal. Complaints that are not resolved to the family's satisfaction, will be referred to the Committee of Management.

## **CHILDRENS PROGRAM**

Yallourn North OSCHC is committed to nurturing and extending each child's social, physical, emotional and intellectual development in a child-friendly, supportive and fun environment. A planned, flexible and balanced program is prepared which responds to children's interests, needs and stages of development. This plan is developed in collaboration with children, parents and staff. The children's program will be displayed at the service for children and parents to view.

Children will be provided with ample choice and opportunity to do things on their own, to accept appropriate responsibility and to use their free time creatively.

Experiences offered will be both active and passive within the indoor and outdoor areas.

Experiences provided are developed to suit the age and development ranges of all children attending the service. Games and activities are altered where appropriate to ensure all children are able to participate fully.

### **Environmentally Responsible Program Planning.**

Children's environmental awareness is encouraged through everyday experience, and specific activities. Recyclable materials are used at all available opportunities including the use of natural materials where possible.

The staff and children keep the OSHC area clean of all rubbish and dispose of all items in an environmentally appropriate manner.

### **Outdoor Play and Recreation**

Yallourn North OSHC encourages all children to participate in outdoor play and recreational activities on a daily basis. Outdoor equipment provided is appropriate to the developmental levels of the children it is catering for. Children have access to materials and equipment that can be used in a range of ways to provide challenge and problem solving experiences along with physical development. Both passive and active experiences are provided outdoors and experiences are focused both on individuals and groups. However, energetic play is encouraged whilst outdoors. The outdoor plan not only focuses on physical development but also on all other areas of child development.

### **Video, television, computers and electronic games.**

Yallourn North OSHC attempts to operate as an extension of home and children's leisure time. The program endeavours to reflect children's interests, therefore activities such as videos, Interactive Whiteboard, computers and electronic games will be offered in a balanced program of activities.

### **Children's Snacks**

Yallourn North OSHC will provide nutritious, balanced snacks for children reflecting children's tastes, religious, and culture and health concerns. All snacks will consider the five food groups and the sugar, fat and salt content.

Children have access to water at all times. The menu is displayed for parents and children to view. Children are consulted about the content of the menu.

The staff are aware of the individual dietary needs of the children in the group where this has been advised by parents. Children with specified allergic reactions are only served allergy free food. Staff are trained in dealing with allergic reactions should they occur.

All meal breaks are monitored by staff to ensure all children eat and drink. Children are encouraged to be seated while eating and drinking.

Yallourn North OSHC maintains a clean and hygienic area for food preparation which meets National Standards for OSHC Services. All staff and children wash and dry their hands prior to eating.

Children are encouraged to serve and clean up as part of the program activities.

## **Program Evaluation**

Yallourn North OSHC believes continual assessment and evaluation of the program by the committee, parents, staff and children is an integral part of the program planning. Children and parents/carers will be asked for their input on a regular basis to ensure the program reflects children's interest and needs.

Staff will regularly evaluate activities and the program. Staff and parents/carers work collaboratively towards continuous improvement.

## **Working with Children**

The children will be provided ample supervision and care by the staff. The National Standards ensure that the following minimum staff child ratios are implemented.

- 1 staff member to 15 children

## **Positive Guidance of Children**

Yallourn North primary School OSHC is committed to developing a safe, secure, caring and stimulating environment, which enhances children's self esteem and encourages them to interact positively and to co-operate with others.

We will:

- Encourage the children to express themselves and their opinions; and
- Allow the children to undertake experiences that develop self-reliance and self-esteem; and
- Maintain at all times the dignity and rights of each child; and
- Give each child positive guidance and encouragement towards acceptable behaviour; and
- Has regard to the family and cultural values, age, and physical and intellectual development and abilities of each child being educated and cared for by the service.

## **Anti Bullying Strategy**

Our team of staff will ensure that they are aware of all forms of bullying behaviour- physical bullying, verbal bullying and relational bullying occurring within the program. They will encourage children to report bullying by teaching children the difference between "dabbing" and 'asking for help'. The team will ensure all children are aware of the consequences of bullying.

Children are encouraged to be considerate and be supportive to each other and assist in developing friendships skills. Comment is made in regard to kindness toward others so that young people know that kindness is valued.

The safety and security of all children is ensured by supervising them at all times, monitoring, modelling, teaching and reinforcing safety practices. Children are taught ways to resolve arguments without violet words or actions.

A Childs parent/guardian is consulted when their behaviour consistently conflicts with the service's expectation that all children should feel safe whilst in attendance. Alternative care will be discussed with parents/guardians and may lead to exclusion of a child from the service if all attempts to modify their behaviour fail and other children's safety are compromised.

#### **Catering for Children's Individual Needs.**

All children have equal access to equipment, resources and play spaces within the service. Planning for children focuses on strengths and interests and ways to extend and challenge existing skills for all children. The service will ensure that all children are catered for within the weekly program plan. The staff will ensure this occurs by offering a balance of activities, ensuring flexibility and providing for child initiated activities. Experience provided will be able to be adapted to meet the needs of individual children.

### **SERVICE ADMINISTRATION AND FINANCIAL MATTERS**

#### **Childcare Benefit.**

All families will be notified of the availability of CCB (Childcare Benefit) and their responsibilities in accepting this funding upon enrolment. Families can then contact Centrelink on 13 61 50 to ascertain eligibility.

Families are informed of their responsibilities in terms of access to CCB. This includes.

Completing and lodging the CCB application form within seven days of commencing care.

Lodging a new CCB application annually or as required.

Paying their portion of the service fee by the end of each claim period.

Signing attendance records daily stating time in and out.

Families are responsible for ensuring they apply for all components of care required.

#### **Fees**

The Yallourn North Primary School OSHC operates on a non-profit basis. Any surplus will be spent on equipment and resources for the children's program, minor upgrades and service improvements as specified by the Committee of Management. Yallourn North OSHC aims to provide a quality service which is accessible and affordable to families.

Fees will be set on an annual basis by the Committee of Management prior to the commencement of the school year. Fees are set to cover the cost of the Service. They are subject to change. Fees are charged on a session basis per child.

Fees will be charged weekly with an invoice issued on a Monday for the previous week. The issue day may change if there is a school holiday or a curriculum day. Payments will be accepted via the following methods.

- Cash/cheques accepted through the school office.
- Payment can be made through the School Office.
- Direct Deposit is acceptable.

All payments will be acknowledged by an invoice which will be given to the eldest student of that family to be put in their school bag.

### **Late Pick Up Fees**

The After School Care Programs closes at 6.30pm each evening.

Late pick up fees have been put into place to prevent any family from continually attending the service after the advertised closing time.

They also ensure that staff are paid for the additional hours they are required to work due to the late pick up of children.

*Please find enclosed Policy 2.9*

### **Late/Non Payment of Fees**

*Please find enclosed Policy 2.2*

## **HEALTH AND SAFETY**

### **Medication**

Medication is kept out of reach of children in keeping with the requirements of the medication (fridge or locked cabinet), where staff have been notified all personal medication including asthma pumps will be stored in a manner which prevents access by other children.

Medication will only be given with permission from parent/guardian/person with lawful authority or in the case of an emergency, with permission of a medical practitioner. This procedure is in line with the National Standards for Outside School Hours Care. Authorisation, in writing, from a parent/guardian/person with lawful authority will include the child's name, the name of the medication, the dosage and times and or circumstances of administration, along with details of last dosage taken prior to attending the service. Where children require medication regularly, approval, in writing, from parents/guardians/person with lawful authority will be updated on a regular basis. Notification, in writing, will also need to be obtained from parents/guardians/ person with lawful authority where a child self-administers the medication.

Medication will only be given if it is clearly marked with the Childs name, contained in the original container, within its due date and kept in appropriate storage, Children will not be given a higher dosage than that written on the label

Parents will be notified if any required medication was not administered for any reason as soon as possible.

A medical register will be maintained by the service containing the date, time and dosage of medication that was administered as well as the name of the person who administer it.

### **Medical Plans**

Enrolment forms provide families with the opportunity to share their child's medical information with the service staff. This information is critical to the safety of children and significant medical conditions. All medical details are held in a confidential manner in accordance with the Privacy Act 1988.

### **Hygiene**

In order to ensure that the spread of infection is kept to a minimum all staff will model a high level of personal hygiene to the children in the service and ensure hygiene practices are followed to ensure cross infection is prevented.

Staff and children wash and dry their hands before and after meal times, after using the toilet, blowing their nose, handling animals and other unhygienic practices. The children are provided with paper towels within the OSCHC Program for the drying hands.

### **Infection Control**

Staff will follow all required precautions in regard to the management of spilt blood/bodily fluids. A blood spill kit is provided within the facility.

In order to ensure all staff and children are safe whilst at the service sound hygiene and infection control guidelines are followed at all times.

### **Infectious Diseases**

Yallourn North OSCHC follows correct hygiene practices and meets the requirements of State and Commonwealth legislation. Parents/guardians/ approved persons are notified of any infectious diseases present at the venue or school and information regarding common infectious diseases is available for families as required. Details of specific individuals are not disclosed.

Parents/guardians are notified of any symptoms their child is showing of illness as soon as is practicable. Families are referred to their local doctor for diagnosis of possible infectious diseases.

Children suffering an infectious disease will be excluded from the service in accordance with appropriate guidelines.

### **HIV/AIDS/Hepatitis**

It is important to inform the service of your child's medical needs upon enrolment. However this is not mandatory. Families will not be pressured to disclose medical

conditions to the service and children may not be excluded on the grounds of HIV/AIDS or Hepatitis.

All medical details of staff, parents and children attending the program are maintained in a confidential manner. The number of staff aware of a child's medical condition is restricted to those working directly with the child who will need to detect situations where there is the potential for transmission. Children with moist skin lesions or abrasions' are asked to cover them with a waterproof bandage whilst attending the program.

### **First Aid**

In the event of an accident or a child falling ill, first aid equipment and expertise is available. A first aid kit is maintained in good order and is accessible by all staff both at the centre and on excursions. At least one staff member on duty holds a current Level Two first aid certificate.

### **Illness**

When a child becomes ill the child's parent/guardian will be contacted by service is available. A first aid kit is maintained in good order and accessible by all staff both at the centre and on excursions. At least one staff member on duty holds a current Level Two first aid certificate.

It is recommended that families consider the following guidelines in terms of their child's health and wellbeing:

- A child with a fever over 38 degrees Celsius should be kept at home for at least 24 hours after the fever has gone.
- A child with an acute illness requiring medication should be kept at home for at least 24 hours after the illness has gone.
- A child who is vomiting should be kept at home until the vomiting has stopped.
- A child who is experiencing diarrhoea should be kept home until they have been diarrhoea free for at least 24 hours.

### **Accidents**

It is vital that sound accident prevention strategies are developed, monitored and practised by staff. These strategies are designed to reduce the incidence of any accidents occurring. Your child's wellbeing is of prime concern and first aid will be administered immediately by staff to ensure the best outcome. Parents will be informed immediately if medical aid or hospitalisation is required.

The staffs maintain visual contact with all children at all times to ensure prompt attention is provided. First aid is administered as quickly and effectively as possible to prevent any serious harm or secondary issues. Emergency procedures are placed in key areas within the facility for staff, parents and children to refer to.

The coordinator will ensure all preventative strategies are put in place and that reporting of an accident or hazard is properly documented.

In most cases the Coordinator will record the incident details, carry out an investigation and follow through on any recommendations arising from the

investigation. The purpose of an investigation is not to lay blame, thought at times the facts may indicate where fault may be found. The purpose is to:

- Learn from the event via careful fact finding.
- Make decisions and take actions to ensure a safer environment.

## **Emergency Management**

The personal safety and security of children and staff while attending the service is paramount. Therefore the service has emergency procedures which are known and practiced regularly by staff and children. The service has a written procedure for dealing with emergencies.

## **Sunsmart**

Staff will observe strict sun protection practices in accordance with relevant government guidelines to minimise risks of themselves and the children. All children and staff are required to wear a suitable hat and apply sunscreen (factor 30 or greater) before they go outdoors.

Suitable hats include legionnaire style or broad brimmed style that shade the face, ears and neck. Clothing should provide adequate protecting from the sun which means that shirts that cover the shoulders have collars and have sleeves that are at least elbow length are recommended. Longer style shorts and skirts are recommended.

Children not wearing hats in the After School program will only be able to play in shaded areas.

## **Smoke Free Environment**

In accordance with Government policy our service is a smoke free environment. We ask that all family members and visitors meet this requirement whilst on the premises.

## **Venue and Security**

The personal safety and security of children staff and family members while at the service is of primary importance. To ensure this safety, the venue, grounds and all equipment and furnishing use by the service are maintained in a safe, clean hygienic condition and in good repair at all times.

Appropriate heating, ventilation and lighting both indoors and outdoors is provided for all children. Heating and cooling units are guarded and positioned so they do not harm children.

Emergency Exits are clearly identified and fire safety equipment is accessible to staff. A telephone is accessible to the service at all times for incoming and outgoing calls.

Staff will position themselves to ensure maximum supervision of all children at all times. A head count of children is undertaken through the session and checked against the sign in and out book.

The venue is secure and a closing routine is undertaken when leaving the premises. Adequate lighting is provided during the winter months to ensure safe arrival and departures to and from the service for, parents, children and staff.

## APPENDICES

Appendix 1	Late/Non Payment of Fees Policy 2.2
Appendix 2	Non Collection of Children Policy 2.3
Appendix 3	Late pick up Fees Policy 2.9
Appendix 4	Childcare Ready Reckoner
Appendix 5	Infectious Diseases Chart

## **2.2 LATE / NON PAYMENT OF FEES POLICY**

### **AIMS:**

All fees for care are paid by the due date.

### **IMPLEMENTATION:**

**The Committee of Management is responsible to ensure that:**

- Payment arrangements are negotiated with families experiencing difficulties.

- Accounts falling more than 2 weeks in arrears are given a sticker of notification to pay immediately.
- Accounts over \$100.00 outstanding in arrears, (who have not contacted the service or arranged alternative payment arrangements) will receive a letter from the service, excluding the child/children from care until payment is made.
- Families excluded from the service due to non-payment of fees will be provided with information regarding family support and financial advising services available in the local community.

Date Approved: 2012

## **2.3 NON COLLECTION OF CHILDREN POLICY**

### **AIMS:**

Yallourn North Primary School OSHC will ensure the safety of children not collected from the service by the closing time.

### **IMPLEMENTATION:**

- Yallourn North Primary School OSHC closes at 6.30 P.M.
- The following procedure will be followed for children remaining at the service after this time:
  - The staff will attempt to contact the parents/ guardians/ authorised persons at 6.40 P.M.
  - If not contactable, staff will immediately contact the emergency contact numbers on the enrolment form.
  - If not contactable, the staff will wait for the parents until 6.45 P.M.
  - The children will be reassured and made comfortable whilst staff are trying to contact the parent.
  - If by 7.00 P.M. the parent/ guardian/ authorised persons have not been contacted, staff will contact the Department of Human Services for direction.
  - The staff may consider calling the police for a welfare check of the family home.

- The Management Committee is contacted to advise of the action offered by police and the Department of Human Services.

Date Approved: 2012

## **2.9 LATE PICK UP FEES POLICY**

### **AIMS:**

- Preventative measures to ensure families are not continually arriving to collect their children after the OSHC's advertised closing time.
- To ensure staff are paid for the additional hours they are required to work due to the late pickup of children.

### **IMPLEMENTATION:**

- A late fee will be charged for children remaining in the service after 6:30pm.

### **The Coordinator has the responsibility to ensure that:**

- The OSHC Program charges the late fee of \$50.00 to the families for every hour late until the children are collected.
- The late fee is added to the family's weekly statement.
- Additional time worked is documented and passed on to the Committee of Management/School Office. The additional time matches the time documented in the sign in and out book as signed by the child's carer.
- Parents are made aware that late pick up fees are not covered by childcare benefit.

Date Approved: 2012

# Communicable diseases

## Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).