



2020

OUTSIDE SCHOOL HOURS CARE
(OSHC)

Parent/Guardian Handbook

Introduction

Welcome to the Rosebud Primary School Outside School Hours Care. This handbook is a guide for families using our service.

Our Out of School Hours Care (OSHC) Program aims to provide a safe, secure and stimulating environment in which your child can play and relax both before and after school. We provide a child centered inclusive program, which focuses on developmental, social and recreational activities that are appropriate to the needs of all children.

The program is located in the OSHC building at the front of the school and in the school hall. The children have supervised access to other rooms within the school and other areas within the school grounds. Rosebud Primary School OSHC has a firm commitment to ensure our service functions within the National Quality Framework (NQF).

Rosebud Primary School OSHC prides itself on its ability to offer a high quality service, with continuous improvement and open communication channels for staff, families, students, and outside agencies. As we cater for children with a range of needs and abilities or whose parents/guardians are working or studying, fee subsidy is available through the Commonwealth Government Child Care Benefit Scheme. We work cooperatively with the Department of Education and Training (DET) and Centrelink. Further information can be obtained by contacting Centrelink via phone on 13 61 50 or via:

<https://www.humanservices.gov.au/customer/subjects/assistance-child-care-fees>,

<http://www.education.vic.gov.au/childhood/parents/childcare/Pages/outsidetools.aspx>

The Rosebud Primary School OSHC family handbook was last reviewed in April 2020 and undergoes an annual review to ensure its relevance and currency.

For all policies relating to OSHC please refer to <https://www.rosebudps.vic.edu.au/community/#after-hours>

Philosophy, Objective & Rationale

1. Service Philosophy

At Rosebud Primary Outside School Hours Care, we provide a nurturing home-like environment for our children and families where they feel safe, secure and supported at all times. We allow opportunities where the children can develop life skills, communication skills, social & emotional learning skills, self-worth, independence, open-ended learning and creativity. We develop positive relationships between educators, families and children that make them feel welcomed and supported. We provide activities that are inclusive, stimulating and are of the children's interest. We encourage children to actively engage in the planning of activities which allows them to have a sense of belonging and self-identity within the OSHC program.

2. Service Objective

To provide a safe and stimulating environment in which children will be cared for while their parents/guardians work, study or seek work, or for parents/guardians who wish for their children to have access to a range of activities and opportunities for them to play with primary school aged children. Access to Rosebud Primary OSHC can be on a permanent or pre booked, casual basis.

3. Rationale

Rosebud Primary OSHC program provides a facility for the before and after school care as well as holiday program for primary school aged children attending Rosebud Primary School.

OSHC Service Aim

We aim to provide a safe and stimulating environment in which your child can play and relax before and after school. We provide child centered inclusive programs which focus on developmental, social and recreational activities which are appropriate to the needs and abilities of all children. Rosebud Primary School and the Rosebud Primary OSHC service are currently a Child Safe Standards School as per ministerial order No.807. We recognise that Rosebud Primary OSHC is made up of families from culturally and linguistically diverse backgrounds and families are encouraged to share their traditions and languages with the Rosebud Primary OSHC service. Rosebud Primary School OSHC can currently cater for a maximum of 60 students.

Please read in conjunction - [OSHC – Interacting with children Policy & Sleep and Rest policy](#) .

Management Structure

Rosebud Primary School OSHC has a committee of management which is a subcommittee of Rosebud Primary School Council. This subcommittee consists of the school principal, Rosebud OSHC coordinators, Rosebud primary staff and parents. This subcommittee meets approximately eight times per year and reports to School Council. Meetings and times are negotiated each year by the subcommittee. All families that use the program are invited to be part of the subcommittee where they have the opportunity to provide program feedback and have input into the future planning and operation of the service.

Please read in conjunction [OSHC – Governance and Management of the service Policy](#)

Program Details

Rosebud Primary School Outside School Hours Care

Corner Jetty Rd & Nepean Hwy, Rosebud 3939.

Phone: 0447 571 726

Email: rpsoshc@gmail.com

Confidentiality

Educators are required to maintain strict confidentiality and not disclose to any unauthorised person any confidential or private information regarding educators, children or families.

Communication

Communication is a vital component, providing a quality service to families/caregivers. We use Facebook as a way to keep in touch with families, sharing children's time at OSHC and any important information. An educator is available most days to discuss any issues or concerns you may have however due to required ratios it may be necessary to make an appointment if you wish to speak in private away from children and other educators. Please feel free to call us on 0447 571 726.

Please read in conjunction [OSHC – Governance and Management of the Service Policy & Dealing with Complaints Policy](#).

Parent Involvement

All parents/guardians are invited to join the Rosebud Primary OSHC subcommittee which meets eight times per year. Parents/guardians are encouraged to participate in any fundraising events which OSHC are involved

in. All parents are encouraged to provide program feedback which will be carefully considered and discussed with the OSHC subcommittee and possibly also School Council. It is an opportunity for program improvement and helps build stronger positive relationships with families. Families are also encouraged to view and leave comments/feedback on our observations and daily reflections book.

Staffing

OSHC staffing requirements are in line with the NQF. All staff are fully qualified or are working towards completing qualifications as per the National Quality Framework guidelines. OSHC Staffing ratio is 1:15 students. However, we have elected to always have a minimum of 2 staff on during all sessions to ensure safety and quality of service.

[Please read in conjunction OSHC – Staff policy](#)

Nominated Supervisor – Stephen Fisher

Program Coordinators – Karly Osorio & Casey Cairns

OSHC Staff – Staff changes can occur from time to time. Additional staff will be employed/rostered as required by OSHC attendance numbers.

Hours of Operation

Before School Care: 7:00am to 8:45am

After School Care: 3:30pm to 6:00pm

Holiday program: 7:00am to 6:00pm

OSHC is only licensed to operate within these hours and therefore is not permitted to have children attend the program prior to 7.00am. Non-compliance of this rule can result in the program loss of license to operate.

On the last day of Terms 1, 2 & 3 the After School Care program will operate from 2.30pm to 6.00pm and on the last day of Term 4 it will operate from 1.30pm to 6.00pm.

Rosebud Primary School OSHC is only licensed to operate within these hours and therefore is not permitted to have children attend the program after 6.00pm. Non-compliance can result in the program loss of license to operate. Please note late collection fees will apply for children collected after close of program.

Session Schedule

Before School Care (7.00am-8.45am)

7.00am – 8.10am: Children arrive and can help themselves to breakfast or be assisted by educators. Children participate in activities.

8:00am: Children have the opportunity to go outside with an educator

8:30am: Children start to pack up room and sit on mat for announcements / show and share

8.45am: Children dismissed from OSHC and signed out on roll by educator.

After School Care (3.30pm – 6.00pm)

3.30pm-3.45pm: Children arrive at OSHC and sign themselves in with educator overlooking and wash their hands

3.45pm-4.20pm: Snack

4.20pm-6.00pm: Outdoor and Indoor Activities Children collected and signed out by parent/guardian between 3:30pm-6:00pm

Vacation care & curriculum days (7:00am – 6:00pm)

7.00am – 8.10am: Children arrive and can help themselves to breakfast or be assisted by educators. Children participate in activities.

9:00am: Pack up room and split into two groups with some children going across to the hall to discuss the day's activities and have some time outside.

10:30am -11:00am: Children eat snack then go back to activities/ free time indoors or outdoors.

1:00pm -1:30pm Lunch time then children go back to activities/ free time indoors or outdoors.

3:30pm-4:20pm Afternoon tea.

4:20pm-6.00pm: Outdoor and indoor activities - Children collected and signed out by parent/guardian between 3:30pm-6:00pm

Program and Activities

The OSHC coordinator and staff offer a varied and rich program of activities appropriate to the ages, needs and interests of the children. OSHC is designed to be fun and stimulating, providing a number of structured and open-ended activities that children can choose from each day including: art & craft, games, sport, music, dance, indoor games, cooking, movies etc. The activities are in line with the Early Years Learning Framework (EYLF) and the NQS to enhance learning and developmental outcomes for all students.

[Please read in conjunction - OSHC Interacting with children Policy](#)

The NQS is linked to national learning frameworks that recognise children's learning from birth.

It outlines practices that support and promote children's learning. These are:

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia 'Early Years Learning Framework'.
- My Time, Our Place: Framework for School Age Care in Australia 'Framework for School Age Care'.

Homework and reading areas can be arranged within the program for children that would like to participate, with the help of OSHC Staff if required.

Our weekly food menu and daily reflections on the children's interest / engagement will be displayed on the OSHC noticeboard.

Food / Lunches / Snacks

Food is provided during every session. OSHC is a nut free zone in order to avoid any cross-contamination or infection and promote allergy control.

Children are provided with breakfast before 8.15am, which consists of cereal, toast, milk and water. Children are encouraged to help in the planning of a healthy afternoon tea / snack menu with fresh fruit / vegetable offered daily as well afternoon each afternoon. Water is always available inside and outside.

Parents / caregivers are asked to supply any other dietary needs or requirements, e.g. Soya milk. Children must bring a healthy morning tea, lunch and water in a refillable drink container with them during Holiday Program & Curriculum Days

We are able to heat children's lunches such as pasta, soup, pies, etc.

[Please read in conjunction - OSHC – Health & Safety Nutrition, Food and Beverage Policy](#)

Child Care Subsidy (CCS)

The Child Care Subsidy is the primary way the Government assists families with their childcare fees. The Child Care Subsidy that commenced on 2 July 2018 replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy.

Child Care Subsidy Eligibility Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- The age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet this criteria, such as children with a disability or medical condition in certain circumstances.)
- The child meeting immunisation requirements.
- The individual or their partner, meeting the residency requirements listed in the legislation. In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved child care provider, and not be part of a compulsory education program.

Child Care Subsidy entitlement there are three factors that determine a family's level of Child Care Subsidy. These are current as of: 18th September 2018

- Combined annual family income
- Activity test – the activity level of both parents
- Service type – type of child care service and whether the child attends school the child care subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their childcare fees and pay to the provider the difference between the fee charged and the subsidy amount. There is also targeted additional fee assistance for vulnerable families through the Child Care Safety Net. Families can get an estimate of what they may be entitled to by entering their details into the Department of Human Services Payment and Service Finder. New Child Care Package Factsheet - https://docs.education.gov.au/system/files/doc/other/new_child_care_package_overview_1.pdf Centrelink – Family Assistance: <https://www.humanservices.gov.au/individuals/families> MyChild Information: <https://www.mychild.gov.au/contact>

Enrolling your Child at Rosebud Primary OSHC

Children may attend OSHC on a permanent full-time, permanent part-time or casual basis. For your child/ren to use the program, families first need to enroll into the program by completing an enrolment form for each child. Please note this enrolment will be reviewed at the end of the year and if required, it may need to be resubmitted for the following year. The enrolment form provides OSHC with important information regarding the care of your child/ren, including: health information, cultural and religious background, details of people authorised by you to collect your child from the program and contact names in the event of an emergency. It also provides us with relevant access information, medical needs, languages spoken, food allergies, court orders, action plans etc. All information collected is kept private and confidential. Enrolment forms are renewed each year to ensure important information regarding the care of your child/ren is up-to-date.

If your information changes throughout the year, please ensure you update the enrolment information and provide the correct details. Families must provide their child's immunisation certificate to OSHC with enrolment forms.

Once the enrolment form is completed, please sign it and return to the OSHC Coordinator. You must complete and submit an individual enrolment form for each child. Your enrolment will take time to process. Please allow at least 2 working days for processing. You will not be offered your booking request until your child's enrolment has been completed and processed.

For more information in regards to the enrolment record requirements for services under the Education and Care Services National Law Act 2010 (National Law), the Education and Care Services National Regulations 2011 (National Regulations):

https://www.education.vic.gov.au/childhood/providers/regulation/Pages/enrolment_records.aspx

Please read in conjunction [OSHC –Enrolment and Orientation & Acceptance and Refusal of authorisation Policy](#)

Permanent Bookings

During the enrolment of your child/ren you are asked to either nominate permanent sessions for your child or indicate possible casual usage only. Children can only attend the service if parents / guardians have submitted a booking request and received a phone call or email to confirm their spot in the program. All families must ensure they have provided OSHC with their child's completed and signed enrolment form.

Bookings and cancellations are absolutely necessary to ensure the safety of the children and the smooth administration of the program. It is the responsibility of the parent / guardian to inform the OSHC coordinator of bookings and cancellations, even if the child has been sent home from school unwell.

Please read in conjunction with: [OSHC – Fee Structure Policy](#)

Casual Bookings

Casual bookings can be made by phone call or text message to 0447 571 726 or via email rpsoshc@gmail.com. A casual booking is a booking that occurs occasionally, it is not part of the permanent booking schedule for

that child. For children to be accepted on a casual booking, enrolment forms need to be provided to OSHC and a booking made via phone or text prior to attending as spots are limited.

Waiting List

OSHC will maintain a waiting list. Waiting lists will be maintained for permanent places when the program has reached daily maximum capacity and there is demand for places throughout the year. Families will be placed on a waiting list for each day they have requested (if they have chosen this option), when the program has reached daily maximum bookings for permanent places. Families will receive notification that they have been placed on a waiting list. Families will be contacted when places become available. Please note that families can still book their children in casually while waiting on receiving a permanent place, but casual places are dependent on availability.

Fees

The current fee schedule per child is: (cost before CCS)

Permanent bookings

Before school care - 7:00am to 8:45am - \$13.00

After school care - 3:30pm to 6:00pm - \$20.00

Casual booking

Before school care - 7:00am to 8:45am - \$17.00

After school care - 3:30pm to 6:00pm - \$22.00

Other days of care

Early finish days: End of Term 1, 2 & 3 2:30pm to 6:00pm - \$30.00

Final day of Term 4: 1:30pm to 5:00pm - \$30.00

Pupil free day -\$50.00

Holiday Program - \$50.00 **Holiday program excursion day** - \$60.00 (\$10.00 deposit per child is required at time of booking for holiday program)

Late Collection: Child collected after 6:00pm will incur additional charges of \$1.00 every minute.

*Program session fees listed in this section were last reviewed March 2020 and may be subject to change.

[Please read in conjunction with: OSHC – Fee Structure](#)

Payment of invoices/accounts

Payment for accounts can be made via:

EFT - processed at Rosebud Primary School office, please ensure that you supply your invoice when making this payment.

Cash – in a clearly labeled envelope to OSHC staff or the school office.

Direct deposit - we would appreciate parents setting up a direct payment option through their account into the school account. This allows both parties a secure tracking of payments.

Bank: - Bendigo Bank

BSB: - 633000 Account Number: - 150853687

Account Name: - Rosebud Primary School

- Please use your child/rens name as a reference.

BPAY- OSHC is NOT associated with the schools BPAY so please use one of the other payment options above.

[Please read in conjunction with: OSHC – Payment of Fees](#)

Non Attendance

When your child/children will be absent from a booked session, please contact the OSHC service on 0447 571 726 to advise staff of the absence. A fee will still be charged for non-attendance for permanent positions to hold your child/children's place. If your child/children are sick and you are able to provide a doctors certificate via email or in person, there will be no fee charged.

For those families who are eligible to receive Child Care Subsidy (CCS), you are eligible for 42 absence sessions per financial year **charged at your rebate fee**. These absences can be used for any reason, provided care would otherwise have been provided on the absence day. Once the 42 days have been exhausted, you will be charged at the full fee rate. (I.e. no CCS rebate)

Late Collection Fee

A late collection fee will be charged at the rate of \$1.00 per child for each 1 minute or part thereof after 6:00pm. Late fees do not attract CCS and is the full responsibility of the parent / caregiver to pay.

NOTE: To set your child's mind at ease, please advise the OSHC coordinator if you are running late. You must contact the OSHC coordinator on 0447 571 726.

[Please read in conjunction OSHC – Fee Structure policy](#)

Educator's will endeavor to contact the families / caregivers or emergency person nominated. If no contact can be made with the families / caregivers or emergency person nominated, the following procedure will occur: If we are unable to contact parent / guardian or emergency contacts by 6:30pm, staff will contact the school principal.

Signing In / out

All children must be signed in and out via the iPad by the responsible person or parent / caregiver. An educator will mark the roll when your child leaves for school, and in the afternoon an educator will help the

child sign themselves in. Casual attendance requires the parent to inform OSHC when your child is attending as the child need to be added to the roll.

An educator will not allow a child to leave the service unless they are with a nominated person. Children will NOT be sent home alone. If a parent / caregiver sends an unauthorised person to collect a child, a letter of authority or a phone call is required. License or appropriate identification must be sighted and this individual must be over the age of 18.

Example of written authority: I give permission for (name and DOB of un-authorized person) to collect (child's name) from Rosebud Primary School OSHC on (date).

- Please ensure this person brings photo ID with them.
- The OSHC Staff will sign the child out on your behalf as the un-authorized contact will not have a QK Kiosk login. Please note: Under no circumstances should you provide anyone else with you log in and out details. All sign in and out records are time and date stamped and list who has collected the child. Every authorised contact that is able to collect the child should have their own log in.

[Please read in conjunction - OSHC – Delivery & Collection of Children](#)

Authorised Contact

An authorised contact is someone with permission to act on behalf of the child's parent / guardian in the event where the parent is not able to do so. There are different circumstances that a person can be authorised for e.g. medical, collection and emergency. The child's parent / guardian can nominate what they want that particular person to be authorised for. A parent / guardian of a child must provide written permission for someone to become an authorised contact for their child.

[Please read in conjunction - OSHC – Delivery & Collection of Children](#)

Children without OSHC Enrolment students cannot attend the OSHC program, unless they are enrolled at OSHC or an arrangement has been made with Rosebud Primary School Principal. Under circumstances where the child has not been enrolled into the program

[Please read in conjunction - OSHC – Enrolment & Orientation](#)

Change of Details

It is very important that the OSHC Service has on hand at all times the current address and phone numbers of the child's parents / guardians and emergency contact details. Notification is required immediately if there is a change to these details or any changes to your child/ren's medical details.

Priority of Access

These guidelines are referred to when a service has a large waiting list and a number of parents / caregivers competing for a limited number of vacant places.

In determining priority of access, the service is bound by and will adhere to the Federal Government guidelines. The guidelines outline the following priority groups:

Priority 1 - a child at risk of serious abuse or neglect

Priority 2 - a child of a single parent who satisfies, or of parents who both satisfy the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999

Priority 3 - any other child.

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

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or whose partner is on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents.

All families when enrolling into the Service via the online enrolment system are requested to advise if there are any special considerations in regards to their enrolment. Status cannot be assessed unless this is completed and supporting documentation is returned. This form requires families to identify and provide evidence of their Priority of Access status as outlined by the guidelines set down by Department of Education. Families may be required to provide further evidence of their status.

[Please read in conjunction - OSHC – Child Safe Policy](#)

OSHC Program Policies and National Quality Framework (NQF)

The following policies form the basis for how Rosebud Primary OSHC operates in line with NQF, the Australian Children's Education & Care Quality Authority (ACECQA) Regulation 168 and the My Time, Our Place Framework. Please refer to the Rosebud Primary OSHC Policy Manual located near our sign in table for more in-depth information. All policies have been prepared in accordance with Regulation 168, ratified by School Council and are reviewed on a regular basis by Rosebud Primary School Council.

Diversity and Inclusion

Rosebud Primary OSHC program will provide a high quality of care before and after school for all children and families who use the program, regardless of culture, religion, gender or disability. Staff treat all children equally and work to include all children in all aspects of the program. The nominated supervisor, director and coordinator are responsible for ensuring that all 40 elements of the National Quality Standard are met.

- Each child is supported to participate in the program.
- Activities cater to the various needs of all children.

- Activities do not discriminate against any child / family or staff member.
- There are opportunities for children to share their knowledge, ideas, culture, abilities and interests.

Children with Additional Needs

Children with additional needs and disabilities are included in all dimensions of Rosebud Primary OSHC. It is the responsibility of the parent / guardian to ensure that all staff are equipped with the relevant information and resources regarding their child's additional needs. Parents of children with additional needs should contact the OSHC director prior to commencement with OSHC to discuss the child's needs and how we can best accommodate your child.

Feedback Procedure

The OSHC director or nominated supervisor will respond to all verbal / written feedback from children and families. If a staff member receives the feedback they are required to inform the director or nominated supervisor. All written feedback is reviewed during a fortnightly / monthly OSHC meeting with the OSHC director, Principal and Business Manager and / or reviewed by the OSHC subcommittee.

Behaviour Guidance

Behaviour expectations at Rosebud Primary OSHC will follow the same guidelines as the Rosebud Primary School Code of Conduct, including relevant policies and procedures. When a child's behavior is unsatisfactory as per Code of Conduct, staff will investigate the cause and support the child to make more appropriate choices. Unsafe or intrusive behavior including bullying, harassment, physical or verbal abuse will not be tolerated at OSHC. The safety and wellbeing of all children within OSHC is paramount.

Accident / Injuries

Appropriate first aid will be applied to any child that has an accident or injury. All staff at Rosebud Primary OSHC are trained in first aid as per the NQF Guidelines. Staff will document and keep a record of accidents / injuries. Any injury or accident will be reported to the parent / guardian when they collect their child at end of the session. Serious injuries and all head injuries will be reported to the parent / guardian as soon as possible by telephone.

If assessed as appropriate / required by the OSHC coordinator or staff, we reserve the right to call an ambulance for any serious injury prior to discussing with the child's parent / guardian. Rosebud Primary OSHC reserves the right not to accept a child whilst suffering from any infectious disease or illness under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. This is in order to support infection control and promote the health & safety of the other children and individuals within the program.

[Please read in conjunction - OSHC – First Aid Policy and Incident, Injury, Trauma & Illness Policy](#)

Medication

It is the parent / guardian's responsibility to ensure that a current medical form has been completed, all information on the form is correct and attached to the child's enrolment form or provided to OSHC coordinator. If a child requires medication whilst attending the program, a parent / guardian needs to hand

medication to the OSHC staff along with the signed medication form instructing the correct dosage and times medication is to be administered. Medications must be in their original container, with the expiry date and the child's name clearly labelled. OSHC Staff will not administer any medication if it has passed its expiry date. Medication will be administered by a staff member and checked by a second staff member and both will sign the form.

[Please read in conjunction - OSHC –Dealing with medical conditions Policy and Administration of Medication Policy](#)

Anaphylaxis

Parent / guardians are responsible for providing an updated individual Anaphylaxis Management Plan signed by a medical practitioner and their child's own Adrenalin Injector Pen if their child is at risk of anaphylaxis. It is the parent / guardian's responsibility to ensure that OSHC has been provided with or has access to their child's Adrenalin Injector Pen. Anaphylaxis Management Plans must be signed within 12 months of enrolment commencing and the management plans must be updated annually or whenever changes occur to the child's plan. The management plan should include an outline of the prescribed anaphylaxis medication to be administered, should the child have a reaction. Parent / guardians with a child at risk of anaphylaxis should be given a copy of the Rosebud Primary Schools Anaphylaxis Policy on enrolment or commencement to the OSHC program. The OSHC coordinators and staff will be responsible for the ongoing management of the Risk Minimisation Plan and Communication Plan with regards to children at risk of Anaphylaxis. Parents / guardians are most welcome to discuss any concerns about anaphylaxis with the OSHC coordinator.

[Please read in conjunction - OSHC –Anaphylaxis Policy and Managing Children with food allergies and Anaphylaxis Policy](#)

Asthma

Parent / guardians are responsible for providing an updated individual Asthma Management Plan and up to date asthma medication if their child is at risk of asthma. Asthma Management Plans must be signed by a medical practitioner within the last 12 months of enrolment commencing. The management plans must be updated annually or whenever changes occur to the child's management plan. The management plan should include an outline of the prescribed medication to be administered, should the child have an asthma attack. Parent / guardians with a child with asthma should refer to the Asthma Policy on the Rosebud Primary School website under OSHC. The OSHC coordinator and staff will be responsible for the ongoing management of the risk minimisation plan and communication plan with regards to children at risk of Asthma. Parents / guardians are most welcome to discuss any concerns about asthma with the OSHC Coordinator.

[Please read in conjunction - OSHC – Asthma Policy](#)

Immunisation

Regulations from 1st January 2016 - Early Childhood Education and care services have been required to meet the requirements of the Public Health and Wellbeing Act 2008, also known as the 'No Jab, No Play' laws. To finalise an enrolment for a child in a service, an Immunisation Status Certificate must be provided to the service that shows that the child is:

- Up-to-date with vaccinations for their age; or
- on a vaccine catch-up schedule; or
- has a medical condition preventing them from being fully vaccinated.

Children experiencing vulnerability and disadvantage are eligible to enrol in a service under a grace period, without having provided proof of up-to-date immunisation. More information about these requirements is available at: <https://www2.health.vic.gov.au/publichealth/immunisation/vaccination-children/no-jab-no-play/early-childhood-professionals>

Sun Smart Policy

In accordance with the School Sun Smart Policy all children attending OSHC must have an appropriate hat. Hats are to be worn every year from September 1st to April 30th. Sunscreen SPF 30+ or higher will be provided by OSHC, although if your child/ren has specific needs in regards to sunscreen (e.g. allergies or sensitivities), then that child must provide their own sunscreen. Children that do not have an appropriate hat or sunscreen will only be allowed to play under shaded areas outside during the sun smart months.

[Please read in conjunction - OSHC – Sun smart Policy](#)

Review of all policies and the Family Handbook will be conducted annually; the OSHC subcommittee will submit policies requiring approval to School Council. Parent / guardian feedback is welcome at any time with regards to information that should be included or amended in this handbook.

Should you require any further information please do not hesitate to contact us on:
Karly and Casey OSHC Co-coordinator's – 0447 571 726 or 5986 8274

For all policies relating to OSHC please refer to <https://www.rosebudps.vic.edu.au/community/#after-hours>

Stephen Fisher
Principal
Rosebud Primary School