

# Grays Point Activity Centre

(Incorporated 1997)

## FAMILY HANDBOOK



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Located in the grounds of Grays Point Public School  
109 Angle Road GRAYS POINT NSW 2232

Phone: 02 9540 2020 M: 0427 741 779

Email: [admin@gpactivitycentre.org](mailto:admin@gpactivitycentre.org)

ABN: 21 495 573 493

CRN: 555 006 889L



# Grays Point Activity Centre



## Welcomes You!

Grays Point Activity Centre (GPAC) is a fully accredited Centre that provides quality care and activities before and after school for children who attend Grays Point Public School (GPPS). We also provide Vacation Care and operate on some Pupil Free Days for the entire day.

We are a community based non-for-profit Centre run by a volunteer Parent Management Committee.

This handbook contains important information about our Centre and its operation. It is a condition of enrolment into our Centre that families have read the Centre's handbook. Please read this handbook carefully and keep for future reference.

If you have any questions or require further information please speak with the Business Manager or a member of the Parent Management Committee.

**We are looking forward to meeting you and  
and your child/ren and hope you enjoy  
your time with us.**



**GPAC**  
GRAYS POINT ACTIVITY CENTRE

We believe that each child is capable and resourceful in their own unique way. They have different ways of thinking and learning which will be encouraged and respected in an environment that fosters imagination, creativity and a positive self-identity.

We believe children learn from each other. Our Educators foster relationships and encourage team work to have children relate with each other to achieve common goals.

Respectful communication is promoted and nurtured between adults and children as well as between children. We continuously evaluate and refine strategies to assist individual children to build self-esteem, confidence and friendships.

We support children to engage spontaneously in natural play. Our program encourages the development of life skills as well as physical, creative and aesthetic development. In this context, the environment will be safe, stimulating and provide children and adults time to explore, create and experiment.

We believe children naturally recognize some levels of risk assessment. Children need to experience opportunities to gauge and be aware of their abilities. To foster children appropriate risk assessment, Educators will engage children in reflective communication about the risk perceived in the individual play environment that they are involved in. This will help develop their risk analysis skills.

When Educators consult and collaborate with children, spontaneous and planned learning experiences are meaningful and responsive to the interests and abilities of all children. We believe when opportunities are provided for children to express their thoughts it accommodates Educators to provide programs that value and support the ideas and opinions of the children.

We value the diversity that each child and family brings to our Centre and invite families to share new ideas, skills and information to further enrich our environment. Our quality care practices embrace collaborative partnerships between families and Educators. We believe in a shared responsibility for the upbringing of children and actively build links with the wider community.

We believe in providing resources and play opportunities that will teach and actively involve children about caring for the environment. We will incorporate Sustainable Practices in our Service operations and will work in partnership with families promoting sustainable living.

This can encourage and instill in children the consciousness of being a part of a wider world.

## **OUR GOALS**

1. Provide an environment that fosters imagination and opportunities for the development of Risk Analysis Skills
2. Encourage respectful communication with everyone at the Centre
3. Provide opportunities and encouragement for natural and spontaneous play
4. Work in partnership with families and value collaboration
5. Find ways to consistently implement our Environmental Sustainability Policy

*“The need for imagination, a sense of truth and a feeling of responsibility –  
these are the three forces which are the very nerve of education.”  
- Rudolf Steiner*

## **FAMILY INVOLVEMENT**

Grays Point Activity Centre Inc is an Incorporated Association bound by the rules of our constitution. All families using our Service are required to pay an annual membership, by completing an enrolment form or renewing their annual membership. The Association is run by a volunteer Parent Management Committee that is responsible for overseeing the Service to ensure it is meeting all legal obligations, management of finances and employment of staff. All families are welcome to attend committee meetings. Elections of office bearers are held at the Annual General Meeting.

Whilst being located on GPPS grounds, the Activity Centre is independent from the school in terms of management of the Service and program. Feedback is to be provided to the Nominated Supervisor or President of the Management Committee. Families are welcome at the Centre at all times. The Business Manager or Nominated Supervisor will be available at an appointed time to exchange with parents/guardians detailed information about their child if required.

## **OUR CENTRE POLICIES**

The Centre's policies are developed in conjunction with staff, families and the requirements of Education and Care Services National Law 2010 and other applicable Legislation e.g. WHS.

Policies are reviewed in regular intervals by the Parent Management Committee and staff. Our Policy Folder is located at the Centre and can be accessed by families at any time. If you would like a copy of any particular policy we are happy to provide you with your own copy.



## **HOURS OF OPERATION**

Before School Care – 7:00am to 8:50am  
After School Care – 3:15pm to 6:00pm



Monday to Friday during school terms and when a demand exists e.g.: on pupil free days and Vacation Care. The Centre is closed on Public

Holidays.



## **CENTRE STAFF**

The Centre is staffed on strict staff to children ratios with a maximum of 15 children to 1 staff member. Each shift there is at least one staff member that is fully qualified in First Aid and Anaphylaxis and Asthma Management. All staff have a Working With Children Check or will not hold employment with the Centre.

## **EQUAL OPPORTUNITIES**

No person involved with the Centre whether child, parent or staff will be discriminated against on the basis of their cultural background, religion, sex, disability, marital status or income.

## **CULTURAL RELEVANCE**

Our Centre ensures that it is accessible to children and families from differing cultures and languages, and encourages children to enjoy activities free from discrimination.

Our Centre takes a cross-cultural approach to activities within the Centre and incorporates these into programming. We have an active Strategic Inclusion Plan.

## **CHILDREN WITH ADDITIONAL NEEDS**

Our Centre has a commitment to working towards an acceptance of children with additional needs within the Service. Children will need to be assessed to determine if our Service is able to meet their individual needs. Every effort will then be made to meet what is required.

## **ABOUT OUR PROGRAM**

The Centre's program of activities is developed in consultation with our children to incorporate their different skills and

interests and is guided by the My Time, Our Place curriculum framework for Out Of School Hours Care.

It is a flexible program of planned and spontaneous experiences which may consist of games, drama, craft, art, science experiments, cooking, gardening, outdoor activities and sports and most importantly lots of play opportunities.

### **FOOD**

Our Centre provides nutritious and varied food on a daily basis guided by the healthy eating principles.

Breakfast and afternoon tea is provided and consists of a selection of wholemeal sandwiches and wraps, seasonal fruit and vegetables for afternoon tea. Breakfast usually consists of toast, porridge, cereals, spaghetti and melted cheese on toast. Water and milk (optional) are our choice of drink.



### **FEES**

The Centre is a not-for-profit Service that operates on a break-even basis. Fees are reviewed annually by the Parent Management Committee. As the Centre is a service to the community it is important that fees are paid promptly and in full.

#### **2019 Fee Schedule**

Annual Family Membership Fee \$50.00

Morning permanent \$19.00

Afternoon permanent \$23.50

Morning casual \$22.00

Afternoon casual \$26.50

### **CASUAL AND PERMANENT BOOKINGS**

**Permanent users** are families who have a regular pattern of attendance at the Centre (eg: every Thursday or every morning). Permanent users pay to keep that position regardless of whether or not they use it.

### **Families with permanent bookings**

must pay for each day they have booked regardless of child's attendance. This includes family holidays and school excursions/functions ONLY exception is Year 5/6 camp.

**Roster users** who require care on a changing roster basis may not be able to book rostered days only but may have to put in a permanent booking. You will need to provide a letter explaining reason for roster e.g shared care to receive fee reduction once max number of absences has been reached.

**Casual users** have irregular attendance at the Centre and cannot be guaranteed a position in the Centre when numbers already meet staff child ratios.

### **CCS**

Australian residents who study, work or participate in the Government work/study program and are using child care provided by an approved child care service may be eligible for Child Care Subsidy.

CCS is estimated according to your combined family income and the activity level of both parents i.e. how many hours you work, train, study, volunteer. The subsidy is paid directly to the service.

**Families need to contact the Department of Human Services to be registered and assessed and to inform them about their child starting care with the Centre.** (Phone 136 150) or visit [www.humanservices.gov.au](http://www.humanservices.gov.au)

Please quote following details when speaking to an operator:

**Grays Point Combined Before & After School Care**

**Customer Reference Number (CRN)**

**# 555 006 889L**

**ABN 21 495 573 493**

Please also inform us of your and your child's CRN to receive entitlements.

## **PAYMENT OF FEES**

Fees are invoiced per term and families are expected to make regular installments e.g. weekly/ fortnightly payments or pay in full. If term payment has not been received by the due date of the term invoice your child/ren's placement may be cancelled. The preferred method of payment is by cheque or direct deposit to our bank account.

*Bank account number details:*  
**Grays Point Activity Centre Inc**  
**BSB 012 341**  
**A/C 292387787**

All cash and cheque payments should be recorded on the payment register sheet. Cash payments should be verified by staff before placing in an envelope with your child's name clearly marked and the amount being paid. Fees will be receipted and a receipt emailed to your preferred email address.

Invoice / statements are produced each term and will be emailed to you.

If you have difficulty making fee payments at any time, please speak with the Business Manager or a committee member.

## **EXPECTATIONS OF PARENTS AND GUARDIANS**

### **PARENT CODE OF CONDUCT**

Parents will:

1. Act respectfully toward staff, children and other adults at the Centre.
2. Use a calm and considerate tone at all times.
3. Consider children's feelings and protect them from witnessing heated discussions.
4. Under no circumstances confront other parent's child/ren at the Centre

### **Please note:**

Staff may ask a person to leave the premises if they feel intimidated in any way.

Police may be called if the person does not respond when asked to leave

## **MAINTENANCE OF RECORDS**

Each family wishing to use the Centre must register each year by completing the necessary forms **prior** to sending their child and pay an annual membership fee.

The Centre keeps secure and accessible records for each child relating to personal details. It is the families'/guardian's responsibility to ensure that this information is current at all times. All changes to the information provided should be directed in writing to the Centre supervisor.

If your child is the subject of an access or custody order please ensure that this is recorded on the enrolment form and a copy of the order is attached. Access to your child cannot be denied to a parent unless this order is sighted.

## **SUPPORT FOR CENTRE RULES**

We expect children attending our Service to abide by the Centre Rules and to respect staff and other children at the Centre.

Please ensure that your child understands the rules, which are displayed at the Centre. Bullying, swearing, rudeness to staff or continual disruptive behavior will not be tolerated and can lead to termination of placement.



The communication with and support of families in this regard is a pivotal factor of its success.

Please refer to the Centre Rules and interaction and relationships with Children

as well as the Behaviour Guidance Policy for further information.

### **SIGNING IN AND OUT**

As both a legal and an insurance requirement all children must be signed in and out of the Centre by the parent/guardian or by a person authorised by the parent/guardian on the enrolment form. Each authorised contact/parent needs to use their own log-in details. No parent/guardian may collect/drop off children without using the electronic sign in/out system. Staff are only responsible for children who have been signed in by a parent /guardian or person authorised to sign on your behalf.



If someone other than your authorised contact is collecting your child, please ensure that staff are informed in writing (SMS) and that the person you authorize can provide photo ID when collecting your child. Children must not leave the Centre except in the manner indicated on the enrolment form. Alternative arrangements must be communicated to the Nominated Supervisor by parents/guardians beforehand. The Supervisor is not authorised to allow children to go with any person unless prior arrangements have been made with the family.

### **IF YOUR CHILD IS NOT ATTENDING THE CENTRE ON A BOOKED DAY**

**If your child will not be attending the Centre on any booked day, please inform the Centre prior to their anticipated arrival.**



A phone fee may be charged if staff need to locate your child. You will be asked to confirm any of your child's/ren's absences on your next log-in at sign-in/out.

### **LATE COLLECTION OF CHILDREN FROM THE CENTRE**

Children must be collected by 6:00pm. A late fee (\$10 per 5 minutes or parts thereof) applies to children collected after this time.

Parents who are unavoidably detained should ring the Centre. It will be up to the discretion of the Nominated Supervisor if a late fee will be charged.

If the child is not collected before 6:00pm and there has been no telephone call, your nominated "contact person" will be called. If a responsible person cannot be contacted, the Children's Emergency Service will be called and the matter reported.

The Centre reserves the right to exclude children from future use of the Centre if they are repeatedly not picked up on time.

### **DAMAGE TO EQUIPMENT OR PROPERTY**

Parents are expected to reimburse the Centre for deliberate damage caused by their child to Centre property or equipment.



### **CLOTHING**

Staff will remind children to protect their clothing during activities whenever possible. If families are worried, please have

children bring along labeled, old clothing to change into. Staff are not responsible for lost clothing, hats or toys etc children bring to the Centre.

### **DONATIONS OF MATERIALS**

The Centre welcomes donations of paper, wool, cardboard, fabrics and any other interesting scraps for their craft and art activities. We also welcome family members or friends that have a special skill or interest like painting, playing an instrument, know how to juggle etc. Please speak to the Education Leader if you know somebody.





## **MOBILE PHONES, IPADS, IPODS ETC**

We respect the right of families to allow children to bring these items to school. However, we must insist that phones are not used during the hours of operation of our Centre. Inappropriate use, including photographing others is unacceptable and can have serious consequences.



We do allow children to use their handheld game consoles to play G rated and if applicable G8+ rated games at set times only. The Centre assumes no responsibility if games or consoles are damaged or lost. We recommend that you inform us if you do allow your child to bring in these items.

## **FOR THE HEALTH AND SAFETY OF YOUR CHILD**



### **ACCIDENTS AND ILLNESSES**

If your child has an accident or becomes ill while attending our service procedures of our First Aid Policies will be followed.

In the cases of medication being required in an emergency without the prior consent of the parent/guardian, every attempt is made to secure that consent or the consent from a registered medical practitioner.

- ❖ In the case of serious injury requiring hospitalisation, procedures for the transportation of the child to hospital are implemented.
- ❖ A record of children's accidents and illnesses during the program is kept until the child turns 25 years old.

### **MEDICATION**

- ❖ Medication will not be administered to a child unless it has been prescribed by a Doctor



and the child's parents/guardian has filled out the Centre's medication form. Please refer to our Medication Administration Policy for more information.

- ❖ The Centre does not keep any medication apart from Ventolin for Asthma First Aid application, a Junior Epi-Pen, Children's Paracetamol and Antihistamine. If your child has any Medical Condition that can affect his/her health or wellbeing whilst at the Service, you are required to provide a Medical Management Plan by your GP and you will need to complete a risk minimisation plan provided by the Service.

### **Severe Allergies (Anaphylaxis)**

We currently have enrolments of children who have been diagnosed with Anaphylaxis to tree nuts, peanuts, pistachio, sesame, kiwi fruit and fish.



### **SUN PROTECTION**

The Centre aims to encourage protection from the sun through a **NO HAT, NO PLAY approach** when UV rating is 3 or above. We also provide 30+ sun screen for child and staff use.

### **INFECTIOUS DISEASES**

- ❖ Documented evidence of immunisation is required for each child on enrolment. Non-immunised children will not be excluded from enrolment; however these children will have to be removed from the Centre for the duration of any vaccine preventable disease outbreak.
- ❖ The Centre reserves the right to temporarily request children and staff to stay away from the Centre when suffering from infectious illness such as measles, diarrhea, chicken pox, conjunctivitis etc. A



Doctor's Certificate may be requested when the child returns to the Centre (in line with Health Department guidelines).

- ❖ Where information is provided about the occurrence at the Centre of an infectious disease, that information shall be available to parents/guardians of children in a way that is not prejudicial to the rights of individual staff or children.
- ❖ The Centre's aim is to ensure that the appropriate health and hygiene practices are observed, and that staff have access to current information provided by relevant authorities to minimise the health risks to children.

### **BEHAVIOUR**

Children are encouraged to understand and participate in the development of Centre rules including the planning of positive behavioural strategies and consequences for unacceptable behaviour.

Any disciplinary measures used are age appropriate and minor incidents are dealt with immediately, with children either being redirected to another activity or maybe directed to reflect on their behaviour for a short period.

### **FOR SERIOUS INCIDENTS:**

Serious incidents are very rare and are most often resolved by a little extra combined staff and family attention.

- ❖ The child will be given a written warning and the incident discussed with the family.
- ❖ After the second written warning the child will not be permitted to attend the Centre and enrolment will be suspended.
- ❖ The staff is committed to working with families towards re-inclusion of the suspended child in Centre activities.
- ❖ Corporal Punishment is never used.

### **STAY WITHIN BOUNDARIES**

Children are not permitted to leave the school grounds unless escorted by an authorised adult. Children are to ensure that they stay within sight of staff at all times. Unsupervised play or wandering around the school buildings is not permitted during Centre hours due to safety considerations.

### **EXCURSIONS**

From time to time staff might plan short excursions to the local oval or surrounding bush to enrich our program. Risk benefit assessments will be carried out prior to any excursion and families will receive information prior to outings.

### **OTHER CHILDREN**

Children or siblings who are not registered with the Centre are the responsibility of their family/guardian.

Children of Activity Centre **are not allowed** to play with their friends or other children visiting the school grounds that are not registered or booked in with us during Service hours.

### **CONCERNS, SUGGESTIONS AND COMPLAINTS**

If in doubt about any Centre policy or if you have a concern/complaint or recommendation on how the Centre can be improved, please speak with the Nominated Supervisor or phone **02 9540 2020** or **0427 741 779** or email to **manager@gpactivitycentre.org**.

In the event of a problem/concern not being solved or you are still not satisfied please direct suggestions and complaints in writing to the

**President**

**Grays Point Activity Centre  
Management Committee**

**109 Angle Road,  
Grays Point NSW 2232**

or raise them at the regular committee meetings.

The contact details of the Regulatory Authority in NSW are:

NSW Early Childhood Education and Care Directorate  
Department of Education and Communities  
Website: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)  
E-mail: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)  
Locked Bag 5107  
PARRAMATTA NSW 2124  
Phone: 1800 619 113 (toll free)  
Fax: (02) 8633 1810

If you remain dissatisfied you may contact the NSW Ombudsman [www.nswombudsman.nsw.gov.au](http://www.nswombudsman.nsw.gov.au) or phone 9286 1000.

### **BUSHFIRE SAFETY**

In the event of a **CATASTROPHIC** Fire Danger Rating Grays Point Public school will be closed. **Activity Centre will not operate** until school staff and students return to Grays Point.

In the event of **EXTREME** Fire Danger Rating, Activity Centre will be **closed in the afternoon**.

If a bushfire or building fire breaks out during the operating hours of our Service, we will evacuate our premises and go to the assembly hall of the school (SAFE ASSEMBLY POINT) and will await further instructions by emergency services e.g. if we need to proceed from the hall to our evacuation point at the Grays Point Community Church on 121 Grays Point Rd, Grays Point.

We practice our Fire Drill procedures with the children every term and have developed our Emergency Evacuation Procedures in conjunction with Police, Rural Fire Service Representatives and Grays Point Public School.

### **PRIVACY AND CONFIDENTIALITY IN A NUTSHELL**

The foremost purpose for our Services' collection of information is to enable us to provide your child with a quality individual

childcare program that is educational, stimulating, nurturing and safe.

Grays Point Activity Centre Inc requires certain information to be collected in accordance with administration of the Child Care Subsidy, regulations or legislation that directly relate to the operation of a children's service.

Grays Point Activity Centre Inc discloses personal and sensitive information to the service's staff for the specific purpose of administration and care of your child.

Grays Point Activity Centre Inc will obtain parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our Centre for the specific purpose of providing a Service for your child. This includes any special needs professionals, Doctors or counselors.

Personal information collected about children is regularly disclosed to their own parents or guardians. On occasions, information such as children's personal achievements, children's art work and photos are displayed within the Service or are circulated in emails to families of the Service.

Families/guardians have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the service's duty of care to the child, or where children have provided information in confidence.

We may include your emergency contact details in a Centre list and in our contact directory. Access to these is generally limited to the staff of Grays Point Activity Centre.

If you provide our Centre with the personal information of others, such as

Doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why. You will also need to inform them that they can access that information if they wish to do so.

Grays Point Activity Centre Inc takes all reasonable precautions to ensure that personal information collected, used and disclosed is accurate, complete and up to date. Please ensure that you inform the Service of any changes to the information supplied.

***We want you to enjoy your time and make the  
most of being part of  
Grays Point Activity Centre***

