

Grays Point Activity Centre



Incorporated 1997
(Opened 1988)



FAMILY HANDBOOK



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

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, not-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 Centre Manager or a member of the Management Committee.

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



OUR MISSION

The provision of high quality Out of School Hours Care (OSHC) services which meet the community needs of Grays Point Public School (GPPS) parents.



'Our Philosophy'

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 recognise 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 bring 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 instil 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

CONTENT OF THIS FAMILY HANDBOOK:

- Family Involvement
- Our Centre Policies
- Centre Staff
- Hours of Operation
- Equal Opportunities
- Cultural Relevance
- Children with Additional Needs
- About our program
- Food
- **Fees**
 - Casual and Permanent Bookings
 - CCS
 - Payment of Fees
- **Expectations of Parent and Guardians**
 - Parent Code of Conduct
 - Maintenance of Records
 - Support for Centre Rules
 - Signing In and Out
 - If your child is not attending the Centre on a booked day
- Late collection of children from the Centre
- Damage to equipment or property
- Clothing
- Donation of materials
- Mobile phones, iPad, electronic devices etc.
- **For the Health and Safety of your Child**
 - Accidents and Illnesses
 - Medication
 - Severe allergies
 - Sun Protection
 - Infectious Diseases
 - Behaviour
 - For Serious Incidents
 - Stay within boundaries
 - Excursions
 - Other children
- Concerns, suggestions and complaints
- Bush fire safety
- Privacy and Confidentiality

FAMILY INVOLVEMENT

Grays Point Activity Centre Inc (GPAC) 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 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 the Grays Point Public School (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 always welcome at the Centre. The Centre Manager or Nominated Supervisor will be available at an appointed time to exchange with parents/guardians detailed information about their child/ren 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. Safe Work.

Policies are reviewed in regular intervals by the Management Committee and staff. Please refer to our "Policy Development and Review" Policy 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, and it is not viewable on our website, we are happy to provide you with your own copy.

CENTRE STAFF

The Centre is rostered on 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.

HOURS OF OPERATION

Before School Care – 7:00am to 8:50am

After School Care – 3:15pm to 6:00pm

Pupil Free Days – 7:30am to 6:00pm

Vacation Care – 7:30am 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.

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 (MTOP) curriculum framework for Out Of School Hours Care (OOSH).

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 daily guided by the healthy eating principles.

Breakfast and afternoon tea are provided and consist of a selection of wholemeal sandwiches and wraps, fruit, vegetables, pasta, nachos, "Fun Food Friday". Breakfast usually consists of toast, porridge, cereals and melted cheese on toast. Water and milk (optional) are our choice of drink.

FEES

Grays Point Activity 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.

2020 Fee Schedule

Annual Family Membership Fee \$50.00

Morning permanent \$20.00

Afternoon permanent \$24.50

Morning casual \$23.00

Afternoon casual \$27.50

Pupil Free Day & Vacation Care \$57.00 plus incursions/excursions fees where applicable. Late fees, non notification fee, late bookings, casual and admin fees for Vacation Care may also apply.

CASUAL AND PERMANENT BOOKINGS

Permanent users are families who have a regular pattern of attendance at the Centre (e.g.: every Thursday or every morning). Permanent users pay to keep that position regardless of whether 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.

Guardians who are employed via a work roster Families needing bookings fitting into work roster, care would need to either have a permanent payable booking and their children will be marked as absent on the days care is not required. Once their limit of allowable absences is reached (this is absences where CCS will still apply) they can apply for Additional Absences OR use GPAC casually (if there is a vacancy) if they require. GPAC does not offer permanent bookings around your work roster changes, bookings are via permanent days.

Casual users have irregular attendance at the Centre and cannot be guaranteed a position in the Centre when numbers already meet Educator: child ratios, or our rolls have been cut off for those days.

CCS

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

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 and reduces your amount payable to GPAC on your invoices where eligible.

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



Please quote following details when speaking to a phone call operator:

Grays Point Combined Before & After School Care

Customer Reference Number (CRN)

555 006 889L

ABN 21 495 573 493

Please 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 full payment by the stated due date. This could be in regular instalments 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 direct deposit to our bank account.

Bank account number details:

Grays Point Activity Centre Inc

ANZ

BSB 012 341

A/C 292387787

Families can also pay by cheque. All cheque payments should be recorded and signed for on our payment register sheet. Fees will be receipted, and a receipt emailed to your preferred email address.

Invoices / statements are produced each term and will be emailed to you. You will continue to receive an updated statement fortnightly until your balance has been paid in full.

If you have difficulty making fee payments at any time, please speak with the Centre 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 or reenrol each year by completing the necessary online forms **prior** to sending their child to GPAC 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 remains current. All changes to the information provided should be directed in writing to the Centre.

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 behaviour 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. Educators are only responsible for children who have been signed in by a parent /guardian or person authorised to sign on your behalf. Please advise our office Admin if you need your authorisations changed.

If someone other than your authorised contact is collecting your child, please ensure that staff are informed in writing, or text message and that the person you authorise 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 Responsible Person by parents/guardians beforehand. The Responsible Person 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 Responsible Person 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 bookings at GPAC if they are repeatedly not picked up on time.

Please see our "Delivery and Collection of Children" Policy.

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

Educators will remind children to protect their clothing during activities whenever possible. If families are worried, please have children bring along labelled, 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, sheets, 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 Educational Leader if you know somebody.



MOBILE PHONES, IPADS, ELECTRONIC DEVICES 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 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 Year 5 and 6 use during term time they need to abide by an agreement with the Centre.

During term time once acknowledged our “Device Agreement” these senior children can use their devices – 8:20am to 8:45am and 4:45pm to 6pm.

FOR THE HEALTH AND SAFETY OF YOUR CHILD

Please also refer to our many Health and Safety Policies including “Dealing with Medical Conditions and Medical Administration”, “Administration of First Aid”, “Asthma Management”, “Dealing with Infectious Diseases Policy”, “Management of Incident, Injury, Infectious Diseases, Illness and Trauma”.

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 GPAC with a Medical Management Plan completed by your Doctor and you will need to complete a Risk Minimisation Plan provided by the Service. An action plan for anaphylaxis and asthma are to be current and reviewed on a yearly basis as a minimum.

The Service also requires a child with anaphylaxis to have their own EpiPen kept at GPAC and in the case of severe Asthma a Ventolin or Asmol to also be stored on premise at GPAC.

Severe Allergies (Anaphylaxis)

We currently have children attending the Centre who have been diagnosed with anaphylaxis to tree nuts, peanuts, pistachio, sesame, kiwi fruit, egg and fish.



SUN PROTECTION

The Centre aims to encourage protection from the sun through a **NO HAT, NO PLAY approach** when UV rating is 2 or above. We have available SPF 30+ sunscreen for children 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, diarrhoea, 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 always stay within sight of Educators. 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 excursions to the local oval and 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 any feedback 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.

Please see our “Management of Complaints” Policy.



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

E-mail: 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 or phone 9286 1000.

BUSH FIRE 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, and it is safe to do so, 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, 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 and 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 counsellors.

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 GPAC.

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***

