

GREENWICH OUT OF SCHOOL HOURS INCORPORATED

INFORMATION BOOKLET

EFFECTIVE Term 2, 2014

Annual membership fee per family \$ 20.00

Attendance fees per child	permanent	casual
Morning	\$ 10.00	\$12.00
Afternoon	\$ 16.00	\$18.00

Late pick up fee \$1.00 for **EVERY** minute after 6.00pm

Non notification fee \$ 15.00 for each absence where the Centre is not notified

Administrator Becklyn Pty Limited (Doug & Julie)

ph: 9878 2651

Direct debit is the Centre's preferred method of payment

Call us: 9436 1894
(answering machine out of hours)

Log on: <http://www.greenwichoshc.com.au>

Greenwich Out of School Hours Incorporated (GOOSH) provides before and after school care for the students of Greenwich Public School and vacation care for the children of Greenwich Public School and families who live or work in the local area. The Centre is based in a large air-conditioned demountable building located in the grounds of the Greenwich Road Campus.

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INTRODUCTION

The GOOSH service is run by the Management Committee of Greenwich Out of School Hours Incorporated (the GOOSH Association), a not for profit incorporated association.

The purpose of the association is to provide:

- before + after school care for children who attend Greenwich Public School; and
- vacation care for children who are enrolled at or attend Greenwich Public School or who live in the local area.

PHILOSOPHY

GOOSH aims to provide a caring, safe and stimulating learning environment for all children attending before and after school care, vacation care or School Development (pupil free) days.

Care is provided in a way that:

- protects the child from harm;
- respects the child's dignity and privacy;
- promotes the child's wellbeing; and
- provides positive experiences for the child.

We are committed to the National Quality Standard for ... School Age Care and the "My Time, Our Place" framework.

WHAT GOOSH NEEDS BEFORE YOUR CHILD CAN ATTEND

- A completed enrolment form, including any applicable medical action plan, medication and relevant CCB registration numbers;
- your child's immunisation records; and
- full payment of the annual family membership fee.

HOURS OF OPERATION

GOOSH is open:

- school days - 7.00am to 9.00am and 3.00pm to 6.00pm; and
- vacation care and school development days - 7.00am till 6.00pm.

GOOSH is also open to new Kindergarten children in the first week of school each year, before the Kindergarten start date, between the hours of 7:00am and 6:00pm.

Children cannot be dropped off at the Centre before 7.00am.

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EDUCATORS

The staff at the Centre includes:

- the Centre Director who runs the Centre on a day to day basis;
- the Centre Manager (2nd in charge) who assists in the day to day running; and
- a number of assistants for the morning and afternoon sessions.

The Centre Director is Emily Fleming.

The Centre Manager is Emma Morris.

The Centre generally averages a maximum of 15 children for every one Educator. For smaller sessions, there is always a minimum of 2 staff at the Centre.

During vacation care, for excursions off premises, the Centre generally averages a maximum of 8 children for every one Educator.

MANAGEMENT

The GOOSH association is a not for profit incorporated association established to provide before and after school plus vacation care at Greenwich Public School.

Each enrolling parent / guardian automatically becomes a member of the GOOSH association when they are given a place at the Centre and their annual membership fee is paid.

The non enrolling parent / guardian can apply to become a member of the association.

The Centre is run by the management committee of the GOOSH association. The Management Committee meet at least once each term in the GOOSH building, somewhere during weeks 4 to 6.

Committee Members elected June 2013:

President	Angela Pearson
Vice President	Catherine Marshall
Secretary	Khal Sadiq
Treasurer	Indrik Kalnins
General member	Nicole Lovegrove
General member	Richard Hawkins

If you need to contact any of the committee members please do not hesitate to ask the Centre Director for contact details.

New parents are always welcome on the Committee. Parents with any problems, suggestions or queries are welcome to present these to the meetings.

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ENROLMENT

An enrolment form can be obtained from the Centre or from our website.

The enrolment form collects personal, medical and custodial details for each child, identifies who may collect your child from GOOSH and contains a medical consent in case of an emergency.

GOOSH cannot provide appropriate care for a child if the enrolment form, including any applicable medical action plan, is not completed in full. Where this occurs, GOOSH will not be able to accept the enrolment.

Note:

- a minimum of 2 emergency contacts **MUST** be included on the enrolment form;
- the Centre Director **MUST** sight and be provided with a copy of any court order relating to the custody of children who attend GOOSH; and
- the Centre Director **MUST** be provided with any relevant medical action plan(s) and, if required, medication.

Enrolment forms must be updated on line when re-enrolling each year or when there are changes to the family's circumstances.

An annual family membership fee is payable on initial enrolment and when re-enrolling each year.

Enrolment forms will be kept in an accessible but secure place.

IMMUNISATION RECORDS

From 1 January 2014 GOOSH is required to keep a copy of every child's immunisation record on file. Accordingly, you must provide on enrolment one of the following three documents:

- An ACIR (Australian Childhood Immunisation Register) Immunisation History Statement which shows that your child is up to date with their scheduled immunisations, or;
- An ACIR Immunisation Exemption Conscientious Objection Form (IMMU12). This form is used if the child has not been immunised due to religious reasons, person choice etc. This form must be certified by a medical practitioner and a parent/guardian, or;
- An ACIR Immunisation Exemption – Medical Contraindication Form (IMMU11) This form is used if the child has not been immunised due to allergic or medical reasons etc. This form must be certified by a medical practitioner.

Where a child has been immunised in a different country, they must have the relevant paperwork certifying the immunisations signed off by their Australian GP. This is the form that must be provided to GOOSH, **NOT** the immunisation record from the relevant country

This information must be provided to GOOSH **before** your child can attend any before + after school or vacation care session.

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PERMANENT BOOKINGS

If a child is to attend GOOSH on the same days each week, it is preferable for the booking to be permanent to secure their place at the Centre. There is a discount (compared to the casual rate) for booking your child or children in on a permanent basis.

A permanent booking must be paid for whether or not the child attends. No fee will be charged for permanent bookings that fall on a public holiday or School Development day.

It is not advisable to cancel a permanent booking for a week or two's leave during a term because if there is a waiting list and you cancel your booking, your place will be given to the next person on the list.

A permanent booking must be arranged through the GOOSH website. The parent will need to log on to the website using their username and password.

Subject to a place being available, permanent bookings may be transferred from one day to another in the same week (Monday to Friday). Transfers will only be accepted between similar sessions, ie you cannot change a morning session to an afternoon session. Please discuss all transfers with the Centre Director.

Cancellation of a permanent booking also needs to be done through the GOOSH website. One week's notice of the cancellation is required, therefore the cancellation must be processed on the GOOSH website one week before the date it is to take effect from.

BOOKINGS FOR ROSTER AND SHIFT WORKERS

Where a parent is involved with shift or rostered work, the Centre will endeavor to arrange permanent bookings for their children on a week to week basis. Parents should advise the Centre Director of their position and where possible, appropriate arrangements will be put in place to accommodate these situations.

CASUAL BOOKINGS

Casual bookings must be made through the GOOSH website except if the booking is for that day or the following day. In this case, the parent / guardian must phone GOOSH to arrange the casual booking.

Casual bookings are scarce. They must be applied for AND approved by the Centre Director BEFORE attending any morning or afternoon session.

The Centre cannot accommodate additional, unexpected children (drop in's where no parent contact has been made). Where this occurs, we will contact the parent to come and collect the child immediately.

Casual bookings may be cancelled provided notice is given prior to 7.30am for a morning session or 3.30pm for an afternoon session. If the appropriate notice is not given, payment for that session is still required.

Casual bookings will not be accepted if fees are outstanding.

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WAITING LIST

GOOSH has a number of afternoon and morning sessions that are almost at capacity. You may need to go on a waiting list if you require a change to your attendance days or additional days.

Subject to the priority of access rules outlined below, places will be allocated at the start of each year in the following order:

- children already enrolled in a particular session at GOOSH at the end of the prior year;
- children who were requested to vacate a place at GOOSH to make room for a child with a higher priority;
- kindergarten siblings of children who are already enrolled at GOOSH for a particular session;
- children on the previous year's waiting list; and then
- date order that an enrolment form is received.

Positions on the waiting list will be determined by the Government's priority of access guidelines which may not be the same as the length of time names have been on the list. This means that a family assessed as having a higher priority rating may jump ahead of the queue, even if another family has been waiting longer. This is a government requirement.

Please direct ALL enquiries about the waiting list to the Centre Director.

PRIORITY OF ACCESS

The *CCB (Eligibility of Child Care Services for Approval and continued Approval) Determination 2000* requires that places be allocated in the following priority order: In practical terms, Priority of Access only becomes relevant when sessions are full and a waiting list introduced.

- First Priority - a child at risk of serious abuse or neglect;
- Second Priority - a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act;
- Third Priority - any other child.

Within these main categories, priority is to be given to children from:

- Aboriginal and Torres Strait Islander families;
- families which include a disabled person;
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold as set by the Government for the relevant financial year, or who or whose partner are on income support;
- families from a non-English speaking background;

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- socially isolated families; and
- single parent families.

In certain circumstances, where demand for places at GOOSH exceeds those available, government legislation requires a Priority 3 child to vacate a place at GOOSH to make room for a child with a higher priority.

Where this situation occurs, the Centre Director will work with the GOOSH family to achieve the best outcome possible.

ADMINISTRATOR

Becklyn Pty Limited ('Becklyn') has been engaged to manage all administrative matters and to liaise between the Management Committee, staff and parents / guardians.

All queries in respect of fees and CCB should be directed to Becklyn (Doug and Julie).

PAYMENT OF FEES

From 1 January 2012, new families must pay by Direct debit (Ezidebit)

Direct debit (Ezidebit)

The Product Disclosure Statement (PDS) for Ezidebit can be obtained from the Centre, the GOOSH website or Becklyn. Please read the PDS and sign a *Direct Debit Request - New Customer Form* to use the direct debit facility.

For continuing families, whilst **direct debit is the preferred option**, payment can be made by:

Internet banking

Your GOOSH parent code MUST always be included in the description field; or

A personalised deposit book

To make deposits to the GOOSH account.

Where fees are not paid by way of direct debit, attendance fees MUST be paid in advance or by the end of the week of use.

LATE PAYMENT OF FEES

All overdue accounts are handled by Becklyn.

If you are experiencing financial difficulties, please contact Becklyn to organise a payment plan.

Accounts overdue by 3 weeks will receive a reminder notice by email. The family will have until the end of the week to rectify the situation.

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Accounts overdue by 5 weeks will be sent a further email requesting immediate payment of all outstanding fees. The email will also indicate that the children's position at the Centre is now under review. To remain at the Centre all outstanding fees must be paid immediately and future fee payments must be paid by direct debit.

If an account reaches 6 weeks overdue, the families' bookings and enrolment at the Centre will be CANCELLED. Legal action will be commenced and the cost of this action will be charged to the family's account. Becklyn will contact the family and advise them of their options.

If the cancelled bookings are on a day where there is a waiting list, the places cancelled will be offered to those next on the waiting list.

If the family and children want to return to the Centre, the parents will have to complete and sign a new enrolment form. All outstanding fees together with another full year membership fee must be paid prior to GOOSH accepting the new enrolment. Future fee payments must be paid by direct debit. Note that if there are no places available on the relevant days requested, the family must go on the waiting list.

Repeat offenders will not be offered a place at the Centre.

CHILD CARE BENEFITS

Families may be entitled to claim CCB in relation to their GOOSH fees. There are certain eligibility requirements that must be met in order to receive CCB, including an income test. Families need to contact the Family Assistance Office ('FAO') to register and claim CCB. Application forms are also available from the Centre.

Child Care Rebate ('CCR') is paid in addition to the CCB. The CCR is not income tested but is subject to a 'work, training, study test'. **Families must be assessed for CCB** (even at the zero rate) to receive the CCR. You don't need to lodge a separate claim for CCR as you will automatically be assessed when you claim CCB.

For further information on CCB or CCR, contact the FAO on 13 61 50 or www.deewr.gov.au

A customer registration number and a child registration number need to be provided on the Enrolment Form. If these numbers are not provided and you subsequently wish to receive CCB/CCR, our administrator, Becklyn will charge a fee (plus GST) for any re-work involved.

You should also contact Becklyn, to check the formality of your enrolment so that you can receive your CCB/CCR entitlements.

LATE PICK UP FEES

The Centre closes at 6.00pm. A late fee of \$1.00 per child will be charged for each minute after 6.00pm until the child is collected.

If a child is not collected by 6.45pm and we cannot contact the parents or emergency contact(s) then the staff have no option but to call the Department of Community Services and take the child to Chatswood police station.

The Principal of Greenwich Public School and the President of the GOOSH Management

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Committee will be advised immediately if this occurs.

If a parent continually collects their child after 6pm, the child's place at GOOSH may be cancelled at the discretion of the Centre Director and the Management Committee.

SIGNING ON AND OFF

Parents must sign their children in and out of Centre on the sheets provided. This is vital since the Educators must be able to account for all children at all times.

Children cannot sign themselves in or out of the Centre.

An adult, ie over 18 years of age, must collect children from GOOSH.

The enrolment form identifies who may collect your child from GOOSH. Parents must notify the Centre in writing if children are to be collected by someone different / not authorised on the enrolment form. If a person collecting a child is unknown to the Educators, identification will be requested when signing out.

If a person who is not on the collection list arrives to collect a child, verbal authorisation will be sought from the parent / guardian before the child is allowed to leave the service. The Educators will request identification from the person collecting the child and a copy will be kept in the child's file. Written confirmation from the parent / guardian should be provided to GOOSH the following day.

IF YOUR CHILD IS AWAY

If your child will not be present at a pre-booked session, either a casual or permanent booking, **you MUST let the Centre know to avoid unnecessary confusion and concern.** Where possible, please update the website GOOSH website using your username and password.

A roll is called in each session to make sure all children are present and accounted for. Educators are under instruction to carry out a search for any child not reported absent and not present at roll call.

Note that a fee IN ADDITION TO the permanent booking fee will be charged for any *non notification* of absence from the Centre. If no notification is made in respect of a casual booking then the family will be charged the casual booking fee for that day.

MOVING BETWEEN THE INFANTS AND PRIMARY SITE

Infants children

In the afternoons, Infant's children make their own way to the Centre / GOOSH line in the playground from their classrooms.

New Kindergarten children are escorted to the Centre at their earlier finishing time in Term 1.

Primary children

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A GOOSH staff member ('Educator') accompanies the primary children on the 265 bus to the primary site on Kingslangley Road (located off River Road) each morning.

An Educator(s) collects the primary children attending GOOSH from the primary site and accompanies them on the 666 bus each afternoon.

A bus pass / payment of the fare is required to travel on the bus.

FIRST AID

The Centre requires all Educators to have a current first aid certificate. New staff without a current first aid certificate shall undertake first aid training within 3 months of commencing at the Centre.

At a minimum, one staff member rostered on will have:

- a current approved first aid qualification, and
- undertaken anaphylaxis management training, and
- undertaken emergency asthma management training.

Educators with a current first aid certificate will administer first aid for minor accidents or to help stabilise the injured person where the injury is more serious and an ambulance has been called.

MEDICATION / ALLERGIES

Parents **MUST** inform the Centre Director of any allergies or other medical condition your child has at the time of enrolment or on subsequent diagnosis. Any change to the diagnosis, recent allergic reactions or concerns must be communicated to the Centre Director as soon as possible.

Parents **MUST**:

- provide the relevant information to the Centre Director, including their child's Action Plan;
- complete and sign the relevant form if the child has a condition which requires medication however occasional; and
- provide GOOSH with the appropriate medication for each child. Children with asthma are also encouraged to carry an asthma puffer in their school bag. Parents with a child who has been diagnosed with anaphylactic reactions **MUST** provide the Centre Director with an EPIPEN.

SUN PROTECTION

All children are required to wear hats and apply sun screen.

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FIRE DRILLS

The Centre has a fire drill procedure, which is clearly displayed for all to see. A fire drill will be carried out at least twice every term and once during each vacation care.

FOOD

A light breakfast is served each morning until 8.00am.

A nourishing afternoon tea is provided each day. Birthday cakes are most welcome at the time of your child's birthday.

USE OF ELECTRONICS / INTERNET

Children are not allowed to access the internet at GOOSH.

GOOSH does not allow electronics, such as Nintendo DS, iPods, iPads, Gameboys etc to be used at the Centre. Children are also requested not to use mobile phones, laptops or any other device able to access wifi while at the Centre. This is consistent with Greenwich Public School's policy on electronics and mobile phones.

If these types of electronics are brought to the Centre during the school term they will be confiscated and returned to the parent / guardian at the end of the session.

If a child needs to communicate with parents while at GOOSH, the Educators are happy for them to use the Centre's phone.

During Vacation Care, Nintendo DS consoles only will be allowed.

Any Nintendo DS console and games brought to GOOSH during vacation care must be labeled with the child's name. GOOSH and the GOOSH staff take no responsibility for any damage or loss of the Nintendo DS console or any games brought to GOOSH during vacation care.

HOMEWORK

A supervised homework period will be provided for the children each afternoon. We are unable to provide 1:1 reading or tutoring but general supervision and assistance will be given.

To register for the homework sessions, parents must sign their children onto the homework list stating the specific days they would like their child to complete their homework at GOOSH.

Homework sessions are completed between 4pm and 5pm:

- Kindergarten 20 minutes;
- Year 1 + 2 students 20 minutes; and
- Year 3 to 6 students 20 minutes.

The Centre is not responsible for ensuring that children participate in homework if they resist. GOOSH only provides assistance if the child needs help with tasks provided.

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CHILDREN / PARENT'S BEHAVIOUR

No bad language, dangerous, abusive or disruptive behaviour will be tolerated at GOOSH.

Where a child exhibits challenging behavior, then a behaviour management plan may be developed in consultation with the Centre Director and the parents / guardians.

The aim of the behaviour management plan is to maintain the rights and dignity of the child while protecting those around them.

Where children continue to exhibit dangerous, harmful, abusive or disruptive behavior, GOOSH will apply a 3 strike policy. The parents will be contacted and a written warning issued. A maximum of 2 warnings will be issued and the booking will be cancelled if there is a further incident.

The Greenwich Public School Principal and President of the Management Committee will be advised if a warning is given.

Cancellation of a booking

In some situations, where the Centre Director and Management Committee feel that a child's behaviour is too dangerous or causes undue distress to other children at the Centre, the booking can be cancelled immediately with no previous warnings. The Greenwich Public School Principal will be advised if this occurs.

In addition, where the Centre Director and Management Committee feel that a parent's behaviour is dangerous or causes undue distress to other children or Educators at the Centre, the booking can be cancelled immediately with no previous warnings. The Greenwich Public School Principal will be advised if this occurs.

TOILETS

Toilets are located in the Centre building in addition to the school toilets.

POLICIES

The policies relating to the running of the Centre are available to be viewed at the Centre upon request.

GENERAL

The rules and policies summarised in this information booklet are strictly enforced. Application for variations to these policies should be discussed with the Centre Director or the Management Committee. Changes will only be made if the Centre Director and the Management Committee agree to alter the relevant policy.

We welcome any Parent / Guardian to come and share any special skill or knowledge they might have with the children or to join us on our vacation care days and excursions. To arrange this please call the Centre to arrange a time.

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If there are any points you are unclear about or have any comments or concerns do not hesitate to contact the Centre Director, Becklyn or a member of the Committee.

The Centre Director and Management Committee hope that you and your children find GOOSH to be a happy and secure environment.

**The Management Committee
GREENWICH OOSH**