FORREST PRIMARY SCHOOL

AWESOME AFTERS
OUT OF SCHOOL HOURS CARE PROGRAM

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Forrest. 3236

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STAFF

Educator Miss Emilia Guntang
School Principal Mrs. Tara Hulonce

(Information Current at March 2014)
Welcome

A special welcome to the Forrest School Community. We very much view our school and Out of School Hours Care (OSHC) facility as open to all members of our community for the extension of their learning. I hope this Information Booklet will assist you to understand the workings of our after school care program and lay the basis for a sustained co-operative relationship.

We seek to provide a warm and caring environment for students, parents and staff where the welfare of everyone is of the utmost importance. We encourage and value inclusive behaviours, respecting cultural differences and barriers, striving to ensure that all children enjoy success and that positive behaviours are reinforced at every opportunity.

Our AWESOME AFTERS (OSHC) Values include:

Responsibility for Learning/ Personal Best
This means being accountable for our behaviour and our work, being independent and doing things in the very best way we can. We show that we are responsible for learning when we:

- do our homework
- care for our things
- listen to our Teachers
- care about our work
- help others learn
- stay on task
- hand in our work on time
- finish jobs that we’re given to do
- are proud of our work
- use our talents
- are organised
- have all the things we need to do our work properly
- follow rules
- are on time
- keep trying even when it’s hard

Cooperation
This means working together and Support/ appreciating each other to achieve the things we have to do. We show cooperation when we:

- share our ideas
- let people have a turn
- accept the ideas and opinions of others even if they’re not the same as ours
- are friendly
- have nice manners
- play games fairly
- listen to each other
- do the jobs we’re given to do without complaining
- don’t mind if we don’t always get our own way
- help others
- are generous
- encourage each other
- are patient with each other
- are happy
- can forgive other people and give them another chance

**Respect**
*This means caring about people and treating them in the way we would want to be treated.*

*We show respect when we:*
- are polite
- listen to and don’t interrupt people when they are speaking
- take care of our things and other people’s things
- follow rules, are friendly and kind to others
- talk about problems and find good ways to fix them
- praise and respect other people
- accept the ideas and opinions of others even if they’re not the same as ours
- use good manners
- treat other people like we’d like to be treated
- let other people do their work
- think before we speak
- talk to others to without hurting their feelings
- do things for other people without being asked

**Having Fun**
*This means enjoying the things we do at school, having fun and being positive and enthusiastic.*

*We show having fun when we:*
- share happy times with our friends and Teachers
- participate in activities
- smile and laugh a lot
- have fun learning new things
- appreciate the things people do for us
- give 100% to everything we do
- tell other people that their work is great
- encourage others
- tell funny stories and jokes
- make people smile and laugh
- tell other people that we like them and like playing with them
- are interested in what other people have to say
- look on the bright side
- understand the appropriateness of our humour

**Honesty**
*This means being truthful and trustworthy. We show that we are honest when we:*
- tell the truth even if we know we may be in trouble
- admit when we’re wrong or have made a mistake
- keep the promises that we make
- report only things that are true
- respect other people’s property
- return the things we have found to their right place
- keep private information about other people to ourselves
- say what we feel but still take care that we don’t hurt other people’s feelings

**Support/ appreciation**
*This means caring about other people and helping other people. It means being responsible so that others can trust us and count on us. We show Support/ appreciation when we:*
- are a really good friend
- do the things we said we would do
- think before we speak
- don’t spread stories about other people
- let people join our games
- are nice to people
- help other people in all sorts of ways
- try to understand how people are feeling
- share our things
- listen to each other
- make sure other people aren’t lonely
- look after other people
Lifelong Learning
Truthfulness
Personal Best
Care and Compassion
Mutual Respect
Respect for the environment.
Cooperation and Teamwork
Resilience

Staff, Principal, School Council, Community and Students all follow a Code of Practice to define suitable behaviours, these can be found in our School Policy Document.

Committed to continual improvement, our ASC program underwent a Quality Assurance process (ASHCQA) in Nov 2009 to help us ensure our service is meeting the needs of our community. This has been a valuable process for all of us and it was gratifying to find that our validation was successful.

Students are encouraged to follow our TRIBES welfare processes as used at the school. Our caring staff use the TRIBES processes to encourage values such as Mutual Respect, Personal Best, Appreciations and Attentive Listening. These enable us to provide a safe, caring and supportive environment. Our After School Care program operates according to school policies, with staff and student codes of practice guiding practice.

Few parents bring their child to primary school without a keen interest in their child’s educational welfare. Again, part of the role of the school and ASC is to assist parents to participate in their child’s education, and to feel comfortable in the school environment during the period of their association with the school. We aim to link school and ASC programs as closely as possible so as to increase enjoyment, relevance and student engagement in both programs.

Newsletters and parent information evenings help to give you more information about ASC programs and events but the best way is to talk to your child’s ASC Co-ordinator- Narelle Walsh, teacher or the principal. Please keep this information book for reference.

Ann Buchanan
PRINCIPAL

FORREST PRIMARY SCHOOL VISION

Forrest Primary School seeks to be a community of learners. Everything we do is designed to support the development of the whole child. We expect each child to develop a positive self-image, seek excellence and respect the rights of others.

Over time, each child should come to understand the importance of independence and lifelong learning, and acquire the skills, which will allow them to function cooperatively as responsible global citizens.

The fundamental starting point for our activities is the belief that all students have the ability to learn and to progress and that this learning can be enhanced by the use of appropriate information and learning technologies.
We aspire to support the development of students as autonomous learners whose preferred learning styles are facilitated and extended by teachers who have a wide range of teaching strategies to draw upon.

We will provide a supportive and caring environment, which promotes positive relationships between people and engenders a positive attitude to learning.

**FEE RELIEF**

Parents need to be registered with Centrelink to obtain Childcare Assistance otherwise full price will be charged at $10 per child, per night. You must inform us of your Customer Registration Number (CRN) to be eligible. **Please note: we have a special rate of $5 a child until 4.30pm.**

**Please Note:** Our program is funded by Sustainability Assistance from the Department of Education, Employment and Workplace Relations. This enables us to provide a quality service at an affordable rate.

**ASC ACCOUNTS**

Accounts are to be finalised each term, as per the expectations of the program. Arrangements for this are to be made between the Parent/Guardian and the Program Co-ordinator. Accounts are regularly sent home for payment at the school office. Any queries may be directed to the Principal, Ann Buchanan or school bursar, Leanne Harty. Thanks!

**AFTER SIX**

The Program closes precisely at 6.00 p.m. Parents who arrive after 6.00 p.m. will be charged $1.00 for each 10 minute block after 6.00 p.m. This is a Centrelink rule. **Please call if you are going to be late to collect your child so arrangements for supervision can be made. THANKS!**

**ASC ACTIVITIES**

Narelle Walsh, our ASC co-ordinator runs a fun, flexible and engaging program based upon student interests and needs. Activities are designed to cater for individual differences and to respect cultural, social and religious backgrounds of all people. Activities are specially organised to cater for variety of interests and include things such as, cooking, clay modelling, making slime, science activities, art activities, tie dying, theme activities (cultural events, celebrations, and festivals etc.) painting, board games, needlework, drawing, music, craft work, sport, indoor and outdoor and games, woodwork, computer, movie nights and much more. Activities occur on a rotational basic, and are often designed to address individual students interests (when children request a certain activity), enabling us to best meet their needs and keep them engaged in the program. Please note: sometimes the program will differ from that advertised in the weekly school newsletter, this is due to changing student interests and needs.

**ASC SNACKS**

Within the ASC program children are given snacks. We aim to keep these snacks as healthy as possible in line with Nutrition Policies. (We provide fruit with every meal) A fortnightly menu planner will be displayed in the room detailing these foods. Suggestions are taken from children and incorporated into this plan. Children will participate in cooking and other food activities at the Centre. If there are any foods
that your child is allergic to, or that you do not wish your child to have, please let us know at the start of the year.
Our staff are trained in Safe Food Handling and actively use this daily. Children will be encouraged to follow safe food handling practices when participating in food preparation and when eating. Copies of policies reflecting this are available from the office.

**STUDENT WELFARE AND DISCIPLINE**
Forrest Primary School and Forrest ASC programs have a high level of commitment to student welfare. We seek to be a Health Promoting School by adopting policies and programs, which promote the health and well being of students, parents, staff and the general community.

Our school and ASC program run various self development/ welfare/ community building programs including TRIBES. We operate according to TRIBES values and agreements of Mutual Respect, Personal Best, Appreciations- No Put downs, Attentive Listening, and the Right to Pass. Children are encouraged to continue with appropriate behaviour as used during school hours.

As often as possible our school and ASC programs will run according to the same policies. An ASC policy document may be found in the school office. Staff and Student Codes of Practice apply during ASC as they do during school hours. Please see A-Z Parent Information Guide and school office for more details.

In line with this, the following rules have been developed to ensure student safety whilst being in the ASC program. The ASC Program Staff will educate the children in care as to the rules and consequences of both good and bad behaviour.

The children will -
1. Pack up the equipment/games etc. that they use.
2. Use appropriate language at all times.
3. Respect others’ property, including clothing, school bags, books, toys, etc.
4. Treat other children with respect and refrain from using physical contact, name-calling or bullying tactics.
5. Use good manners towards each other and Program Staff.
6. Obtain staff permission before leaving the care area to go to the toilet.
7. Wait until parents come into the care area to collect them. No child is to leave the care area unsupervised.
8. Not waste food - a child will not be given any other piece of food during a session in which he/she decides to waste his/her food.
9. Play one at a time on computer.
11. Always walk around the care area.

The consequences for poor behaviour that is, not complying with the rules are:
- The child will be placed in the “time out” area and will be given an explanation as to why he/she has been asked to go there.
- If a child has been asked to go to time-out twice, then his/her parents will be contacted.
- If the problem continues to occur, a meeting will be convened in which the Program Co-ordinator, Assistant, a Committee member and the Parents will attempt to resolve the issue.
- If the meeting does not resolve the issue, a letter will be given to the Parents from the Program Committee giving them the option to either comply with the Program rules or to look for an alternative service for their child.
SICKNESS AND MEDICATION

- Children need to be immunised before attending the program.
- If a child becomes ill whilst in care, his/her parents will be notified and arrangements will be made in order to have that child picked up. The child will be monitored and cared for until he/she is picked up.
- Children will be excluded from care if they have an infectious disease and parents must provide the Co-ordinator with a letter from their Doctor stating that their child is no longer infectious when they wish their child to return to care.
- If a child is to be given medication whilst in attendance at the Program, parents must provide the Co-ordinator with a letter of authorisation and they must also place the medication in a named lunch box for safe storage.
- Those administering medication must record this administration in an exercise book which contains such details as the child’s name, the type of medication, the date and the time of administration. This must be signed by the person giving the medication and it must also be counter-signed.

PROGRAM SAFETY

- Parents must always sign their children out when picking up the children.
- If a person other than the Parent/Guardian is to pick up children, a letter of authorisation from the child/ren’s parent/guardian is necessary. NO child/ren will be allowed to leave the program with an unknown adult without the initial presentation of such letter to the program Co-ordinator. In exceptional circumstances, e.g. car breakdown, the parent must ring the Co-ordinator to arrange other means by which their children can be taken home.
- The Program Co-ordinator will go to the office daily regarding bookings and cancellations of children and she will collect the names of students who are using the program each day and check that they are all present.
- If a child is found in attendance at the program and he/she has not been booked in, the Co-ordinator will ring one of the emergency numbers as listed on that child’s enrolment form and he/she will be subsequently removed from care.
- Every child will adhere to the rule of “no hat, no play” during the first and fourth terms of the school year. If a child does not have a hat, he/she will have to stay in the shaded areas. Also, every child must use sunscreen during these two terms.

TRIBES VALUES

As mentioned earlier our ASC centre operates according to our TRIBES values, which underpin all school, pre-school and ASC operations. These are used in conjunction with our whole school values ;Trust and Honesty, Caring and Support, Mutual Respect, Cooperation and Teamwork, Personal Best, No bullying, Love for learning, Fun and enjoyment and Individuality. Staff, Principal, School Council, Community and Students all follow a Code of Practice to define suitable behaviours, these can be found in our School Management Policy Document.

Our caring staff use the TRIBES processes to encourage the values of Mutual Respect, Personal Best, Appreciations and Attentive Listening. These enable us to provide a safe, caring and supportive environment. These values also help us teach children how to live in a community environment successfully and productively. Please support us in encouraging your children to respect and “live” these values.
PARENT and STUDENT FEEDBACK
At the end of each year (and at other suitable times) we request survey feedback from parents regarding how they view our service. Our children are also asked to give us feedback so we can improve the service to meet community needs. Please help us when this time arrives by giving us your thoughts and ideas.

Any parent concerns or complaints can be addressed to Narelle or Ann. Thanks! Copies of any ASC policies are available at the office.

We thank you for your understanding and support of our service and the A.S.C guidelines which enable us to provide a great service. Remember if you have any questions please don’t hesitate to contact us on 5236 6393 during school hours or 5236 6540 after hours. Thanks!

Narelle Walsh
Ann Buchanan

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