

St Finbar's OSHC Holiday Program 2020

Dear families,

A new process is now in place that will help the service conduct its present financial condition. In order to secure your attendance for the holiday program, payment must be received upon booking. An invoice will ensue with transfer details and CCS which must be finalised immediately.

Thank you for your understanding during these very difficult times.

Also, the service is now subject to vetting processes and is subject to change leading up to commencement of the holiday program.

At the moment, the current vetting process stands.

The Department has clarified "defined" industries. Please visit the <https://www.vic.gov.au/worker-permit-scheme> . We will accept bookings with the proviso that a sole parent and/or both partners email a signed permitted workers permit or Access to Onsite Childcare/Kindergarten Permit (Employee working from home) from the Victorian government website.

If there is another carer in the household, permitted workers can still access onsite childcare if the other parent/carers cannot supervise the child/ren. This could be for a number of reasons - for example, their partner or co-parent:

- has a medical condition, or chronic illness which prevents them from caring for the child
- has a disability
- is completing full time study and must attend onsite
- works from home, but in a role that means they cannot supervise the child/ren - resulting in the permitted worker not being able to do their job

Both carers do not have to be permitted workers to access childcare - but we are asking that Victorians only access childcare and holiday program services if they have to.

Other noteworthy aspects of the Directions include:

- Employees that are not employed by a Permitted Employer will not be able to obtain a childcare permit unless they are exempt.
- The following employees are exempt from being required to obtain a childcare permit provided they have appropriate personal identification:
 - all Victoria Police employees, Australian Defence Force employees and Australian Federal Police employees; or
 - emergency service workers, which include officers and employees of:
 - Ambulance Victoria; and
 - Australian Red Cross; and
 - Bushfire Recovery Victoria; and
 - Country Fire Authority; and
 - Emergency Management Victoria; and
 - Emergency Services Telecommunications Authority; and
 - Fire Rescue Victoria; and
 - Forest Fire Management Victoria; and
 - Life Saving Victoria; and
 - Marine Search and Rescue; and
 - Victoria State Emergency Service Authority; and
 - Victorian Institute of Forensic Medicine; or
- hospital and health workers.

• Independent contractors and sole traders may issue themselves with a childcare permit if they fall into one of the Permitted Employer categories.

Families where one parent is a permitted worker and the other is at home will be required to make arrangement of care for their child/ren at home.

St Finbar's OSHC Holiday Program Sept/Oct 2020

<p>Monday 21/9 2020</p> <p>*FunArt4Kids Inspired by Mike Fudge</p>  <p>*FunGameChallenge4Kids Pass the parcel with a twist</p>  <p>*FunCooking4Kids Fried Rice</p>	<p>Tuesday 22/9</p> <p>*FunArt4Kids Zentangle art</p>  <p>*FunGameChallenge4Kids UNO Workout</p>  <p>*FunCooking4Kids Vietnamese rice paper rolls</p>	<p>Wed 23/9/ 2020 Incursion</p> <p>*FunArt4Kids Zcape</p>  <p>*FunGameChallenge4Kids</p>  <p>*FunCooking4Kids Curry Laska</p>	<p>Thursday 24/9 Excursion</p> <p>*FunArt4Kids Greg Mike</p>  <p>*FunGameChallenge4Kids</p>  <p>*FunCooking4Kids Butter chicken and rice</p>	<p>Friday 25/9/2020</p> <p>*FunArt4Kids Choots</p>  <p>*FunGame4ChallengeKids</p>  <p>*FunCooking4Kids Cheese Puffs</p>
<p>Monday 28/9 Excursion</p> <p>*FunArt4Kids Inspired by Michael Bisparulz</p>  <p>*FunGameChallenge4Kids</p>  <p>*FunCooking4Kids Pasta Bake</p>	<p>Tues 29/9/2020</p> <p>*FunArt4Kids Inspired by TenHun</p>  <p>*FunGameChallenge4Kids Indoor hockey</p> <p>*FunCooking4Kids One-pan vegetable and quinoa bake recipe</p> 	<p>Wed 30/9/2020 Excursion</p> <p>*FunArt4Kids Inspired by Tom Booth</p>  <p>*FunGame4ChallengeKids</p>  <p>*FunCooking4Kids Beef Stroganoff</p>	<p>Thursday 1/10/ 2020</p> <p>*FunArt4Kids Inspired by Nicholas Kole</p>  <p>*FunGameChallenge4Kids</p>  <p>*FunCooking4Kids Apple cinnamon sultana muffins</p>	<p>Friday 2/10/2020</p> <p>*FunArt4Kids Spooky Art</p>  <p>*FunGameChallenge4Kids</p>  <p>*FunCooking4Kids Healthy Sausage rolls</p>

Due to the Coronavirus the entire program is subject to change or a FORCED CLOSURE by the Department. We will endeavour to notify families of any changes as soon as possible.

Restrictions on entry:

The following visitors and staff (including visiting workers) will not be permitted to enter the facility:

- Those who have returned from overseas in the last 14 days.
- Those who have been in contact with a confirmed case of COVID-19 in the last 14 days.
 - A contact is defined as anyone who has been in contact with a known case, including the 24 hours before the case became symptomatic.

Anyone experiencing fever and respiratory symptoms (including but not limited to cough, sore throat, shortness of breath, body aches or fatigue, MUST NOT attend.

We will ask that COVID-19 testing take place at one of the screening clinics and medical certificate will need to be furnished upon re-entry.

Attendance Criteria:

Parents/carers of children and young people with complex medical needs (including but not limited to underlying respiratory and cardiovascular conditions), should seek advice from the child or young person's medical/health practitioner to support informed risk assessment and decision-making about whether on-site education and care is suitable.

Families must provide all medication for their child/ren ie Ventolin, Epipen etc.

Families must email in advance and a return email received before students can attend. (No drop ins accepted)

Families must have reconciled all outstanding fees to a zero balance.

Families who have outstanding fees must have an established payment plan and maintain their commitment to the plan.

Direct Debit form must be completed for it to be actioned in July 2020 (should fees apply)

Assuming the program proceeds, we will not hesitate to contact families to collect children from the service who become unwell. Children will not be allowed to return to the program unless families produce a written medical certificate.

Thank you for your support during this very trying time.

St Finbar's OSHC Holiday Program 2020 Helpful Hints

Enter via Centre rd entrance; park in the car park and head to the black gates; If gate is closed enter via the pedestrian gate; walk by the lower playground/ equipment towards the Fr Heriot sign; enter via the left side entrance

Parent Handbook and Enrolment record available on line (St Finbar's School Website-Community Tab-OSHC)

All Bookings: made via email melissa.asmar1@gmail.com

Casual bookings by email will only be accepted with a return confirmation email to state that a child is able to attend.

We will not accept any walk ins on the day without confirmation from the service. Regretfully children will be taken to the school office to be collected by their parents. Thank you for your understanding in this very important matter. This procedure is put in place in order for us to run a safe and compliant program.

Program Information: (Program can be subject to change)

Enrolment- An **enrolment form** must be completed **BEFORE** making a booking. Children must be 5 years of age and enrolled in school to be permitted to use the service. Enrolment record available on line (St Finbar's School Website-Community-OSHC)

Registration Fee of \$30 for one child and \$15 for subsequent children needs to be paid BEFORE making a booking. (Please note this is a once only payment, not an annual fee)

Cost: \$42 per child per day base rate (incursions and excursions are extra and must be paid upon booking. Excursions and incursion costs DO NOT attract CCS)

Please note that the cost of the day will not be charged if you cancel, however the excursion/incursion fee is non-refundable if cancellation occurs.

Child care subsidy: (please read information further on)

*Complete our registration form, noting birthdates and reference numbers of both parents and children. (Please ensure that these numbers are correct and that each family member has an individual reference number) *the service will process your information where it will be matched and verified against the entitlement information held by the DHS by email.

St Finbar's OSHC will then send an email to say your information is pending and needs to be confirmed. Please CONFIRM CASUAL SESSIONS of \$42 as part of CCS Reporting details.

Fee Payment:

NEW FAMILIES: An invoice will be emailed with the enrolment costs, bookings and transfer information on the day of making the booking and must be paid immediately to secure your attendance.

Payment must be made to:

St Finbar's Outside School Hours Care BSB: 083 347A/c: 55055 9263. Please include your surname and child's name in the Ref area). Thank you in advance.

PLEASE NOTE THAT DIRECT DEBIT HAS BEEN POSTPONED.

All families must complete a direct debit authorisation form. A copy is available on line (**St Finbar's School Website-Community-OSHC**) Fees and charges are as follows:

Administration Fee (once per family)	\$	St <u>Finbar's</u> OSHC
Direct Debit – Bank Account*	\$	St <u>Finbar's</u> OSHC
Direct Debit – Visa/ <u>Mastercard</u> *	2.14 %	Family
Direct Debit – Amex*	4.00%	Family
Dishonour Fee	\$14.95 <u>Inc GST</u>	Charged to Family only

Accounts will be distributed via email every fortnight.

Accounts- Should accounts fall into arrears then access to the program will be denied.

Extra Forms to complete if necessary: Excursion form, Medication form

BYO HEALTHY LUNCH, SNACKS AND DRINK BOTTLE WITH WATER: where food is brought from home, the service encourages families to provide food that is consistent with the: Australian Government guidelines Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood, and/or Dietary Guidelines for Children and Adolescents in Australia. We encourage parents to provide extra fruit and vegetables for afternoon snack and “sometimes foods” to be kept to a minimum. Store lunches in our fridge (chilled water is always available @ the service) Snack time 10.15am - Lunch 12.15pm daily.

Please note that the service aspires to be a nut and egg free environment.

Anaphylaxis:

Under regulations children who have been prescribed an adrenaline auto-injection device such as an EpiPen® must bring it to the service. Please note that the school office will be closed during holidays and as such OSHC staff cannot access the first aid room.

To ensure parents/guardians of the child/ren diagnosed at risk of anaphylaxis are provided with a copy of the policy (r. 20(2A)), the service has now posted the policy on the school website. (Community tab; OSHC; Anaphylaxis policy)

Asthma

Actions required by parents or guardians

If a child is diagnosed with asthma all medication and asthma action plan must accompany the child to the service. It's important to note that the school is a separate entity and as such permission by the parent must be given for the child to bring their medication from the office to the After care.

Asthma medication must be provided during Holiday Program.

Behaviour- Children are expected to follow the rules and practice positive behaviour, where a mutual respect between staff and children shall be fostered. If a child/rens behaviour is deemed unsatisfactory, behaviour management action will take place to positively change the behaviour (redirect to quieter activities) if unsatisfactory behaviour persists, then an incident record will be completed and parents/guardians notified. The Co-ordinator/Directress reserves the right to exclude the child/ren from participating in the program.

Accident / injury reporting: Any blows to the head will be reported to parents via a phone call and be advised to seek medical advice.

Excursions- additional cost: Children must be @ the centre by 9am. A cut lunch and snacks must be provided. ALL who wish to book for excursions/incursions, MUST email melissa.asmar1@gmail.com . A confirmation email by Melissa needs to be made so that the excursion/incursion booking is valid.

The excursion/incursion fee is then paid upon receiving an account and an excursion form signed. (see below)

Duration of excursions 9am-3.30pm

Incursions: Additional cost; Special events are organised by the service and everyone booked in for the day are expected to participate. The cost of the incursion will be added to each families invoice as an adhoc billing procedure.

Open from 8-6pm daily unless otherwise stated below. A **late fee of a \$1 a minute** will be charged if children are not “picked up” by 6pm.

Theory of Philosophy Embedded in an integrated approach to child development and learning is the idea that children are competent and active learners from birth and have the ability to influence or co-construct their own learning. (E 1.1.6) The ability to influence the activity or the people a child is involved with is called ‘**agency**’ (Kennedy& Surman, 2006, p. 45). Macfarlane and Cartmel (2008, p. 44) describe agency as ‘the ability to assert subjectivity and to exercise power.

Activities that enhance agency, wellbeing, belonging, development and learning:: Vacation Care Centre staff develop a program of holiday activities through consultation with the children and families as well as through being aware of opportunities for children to participate in external activities. Activities listed support middle childhood development. We focus on the process **and** product. We also incorporate a free and undirected play element. We set up many “workstations” or “play areas” that allow children the ability to choose activities that appeal to them. We aim to complete most planned activities between 9 - 12 leaving a great proportion of day for children to direct their own play and leisure experiences with their peers. Each child’s current knowledge, ideas, culture, abilities and interests are the foundation of the program. (E 1.1.2)

Activities available every day

Indoor activities; Music and movement; language and books; creative expression, drama and cultural experiences; Floor and mat experiences; table activities; cooking; art craft; construction; group games; free choice of activities; quiet area; playdoh; gym balls; dress ups; cd player and music; board games; “Chill Out Couch”, CD player, DVD’s (PG,G); whiteboard drawings; “think, play, invent & create” activity centre , *Fun Art 4 Kids projects that spark imagination; hall facility and more.

Outdoor activities: sand pit, four square court, play/climbing equipment, open unencumbered space for group games that develop prosocial behaviour, basketball court, vast selection of sports equipment, sustainability garden, cubby house, scooters with helmets etc.(E3.2.1) The outdoor environments are not only places for children to release energy and engage in physical activity but also for exploration, problem solving and creative expression .(E3.2.2) There is evidence that the outdoor environment is regularly rearranged or adjusted to provide additional interest, variety and challenge

Electronic games are welcome although items bought from home are the children’s responsibility. **St Finbar’s OSHC will not take responsibility for lost or broken games.**

KIDS ON WHEELS- you’re welcome to bring anything with wheels and a helmet for safety

CHILDREN WITH ADDITIONAL NEEDS OSHC supports all children including children with additional needs. Please contact the Holiday Program Directress (Melissa) at least 4 weeks before the program is due to commence. Each case will be looked at individually, in some cases we will need to apply for funding for extra staff to support your child’s participation in the program.

Fee relief- *Child care subsidy*

If you are already enrolled with Cenrelink then simply forward your CRN’s and DOB to the service by completing the information on page 8 of the enrolment record.

NEW ENROLLMENTS TO CCS

STEP1- Enrol for CCS

Dear families

You need to complete a Centrelink Child Care Subsidy Assessment

Complete your assessment through myGov using your Centrelink online account or through the Express Plus Centrelink mobile app. This is important, because if you don't complete your assessment, you may not receive any subsidy. Please do this as soon as possible.

STEP2 – How much CCS can get

The amount of Child Care Subsidy you can get depends on your circumstances.

Use our Payment and Service Finder to estimate how much Child Care Subsidy you may get.

To work out how much Child Care Subsidy you're eligible for we'll look at all of the following:

- ☐ your family's income
- ☐ the hourly rate cap based on the type of approved child care you use and your child's age
- ☐ the hours of activity you and your partner do.

The amount of subsidised child care you can access per fortnight applies to each child.

STEP3- Complying Written Arrangement (CWA)

As a part of the CCS changes in July 2018, there is a requirement to document with Guardians more information than previously done as a part of the Complying Written Arrangement (CWA). This is located on page 10 of then enrolment record and changes can be made via email.

STEP4– Complete our registration form, noting birthdates and reference numbers of both a parent and children. (Please ensure that these numbers are correct and that each family member has an individual reference number)

****the service will process your information where it will be matched and verified against the entitlement information held by the DHS***

STEP 5 Confirm casual sessions

☐ Once St Finbar's OSHC has successfully migrated your family information then please log onto MyGov and confirm your status.

☐ PLEASE NOTE: Every family wishing to claim CCS must ensure they CONFIRM CASUAL SESSIONS

STEP 6 Casual usage of the service after 13 weeks

Families who book ad-hocly must be aware that after 8 weeks of **not** using the service, **need log back into MyGov and confirm enrolment again as it has passed the 13 week grace period.**

Child Care Subsidy.

If you received Child Care Subsidy (CCS) for 2018-19, you must confirm your income with Centrelink. This includes CCS paid directly to you and CCS paid on your behalf to a child care provider.

Most parents have already confirmed their income, but if you haven't, do it now.

If you don't confirm your 2018-19 income by 30 June 2020, your CCS will stop from 13 July 2020.

To confirm your income with Centrelink, you and your partner need to either:

- lodge your tax returns with the Australian Taxation Office (ATO)
- complete an 'Advise non-lodgement of tax return' with Centrelink, if you don't need to lodge a tax return.

You complete the 'Advise non-lodgement of tax return' in your [Centrelink online account](#) through [myGov](#) or your [Express Plus Centrelink mobile app](#). If you've already confirmed your family income for 2018-19, there's nothing else you need to do.