



Parent information

Postal address 10 Young St Coledale 2515

Mobile 0419693863

E-mail carmeld.1@bigpond.com

Before School Care 7.30am-9.00am

After School Care 2.30pm- 5.30pm

Vacation Care 7.30am-5.30pm

Wild Care OOSH PHILOSOPHY

Wild Care recognises that childhood is the important stage that bridges the change between early childhood and adolescence. Staff at Wild Care work together to create an environment that is both supportive and challenging, providing interactions that foster social, emotional, physical and cognitive development through a leisure based activities. The activities offers safe challenges, opportunities for decision making and leadership, and individual and group activities designed to foster positive self-esteem and confidence, whilst encouraging independence and autonomy.

Wild Care values and respects each child's uniqueness and is inclusive of all children.

Wild Care recognises the importance and diversity of families and values each family's involvement at the service.

Wild Care values a collaborative approach to service provision, consulting with staff, children, families and the community on relevant matters.

Wild Care acknowledges and values staff, for their skills and experience and for their consistency in interactions with the children.

Wild Care is committed to inclusive and equitable practices.

Wild Cares GOALS

To provide a safe, friendly, relaxed environment.

To provide high quality care that meets individual needs.

To work in collaboration with children, families, staff and the community.

To provide activities that are interesting and fun.

Wild Care Information

Permanent Booking: A permanent booking means that the child will be booked into care for the said days for the full term. Bookings will be taken until all places have been filled. Once a permanent booking has been accepted parents are to pay for each day the child is booked for the full term including absences. The booking will carry over from term to term or until two weeks notice is given to cancel the booking. Please contact Carmel Donald for a current fee schedule and to check availability.

Casual Booking: Casual places need to be booked prior to care. These need to be booked by calling or texting Carmel Donald before the session commences.

Vacation Care: A booking form will be sent out with the holiday program before the holidays commence for families to book in. If no notice is given and the child does not attend a booking the fee will still be charged.

Application for Child Care Subsidy: Application for Child Care Subsidy is done through Centrelink. To be eligible for the Child Care Subsidy, families need to:

- Use an approved child care service for a child who is under 13 years of age and is immunised.
- Be responsible for paying the child care fees
- Meet residency requirements
- Be working, studying, training or other recognised activities.

If eligible, Child Care Subsidy will be paid straight to the approved child care service on behalf of families. The gap between the subsidy and the full fee will be paid by the family.

Fee payments: A statement will be issued to families after care has taken place. The fee balance can be paid by direct deposit. The account details for payment are listed on the statement. Receipts will be provided on receipt of payment.

Cancellations of permanent booking: If a child's booking is cancelled for before and/or after school Care, **two weeks notice or payment in lieu is required**. Any balance of fees will be refunded. Refunds will not be given for care not used due to absences/public holidays/sickness.

Dropping off and picking up: Wild Care will operate from 7.30am-9.00am and 2.30pm- 5.30pm on school days and from 7.30am-5.30pm in School Holidays.

On arrival children will need to let staff know they are here and be signed in. It is a requirement that the person collecting the child make their presence known to staff before leaving with the child. Any special requirements can be communicated at this time.

Soccer Training: If your child has soccer training please let us know and they will be signed out and walked down to the soccer field. Children will need to be collected by a parent from the field.

Absences: If your child is to be absent from Care it is essential that you notify Carmel Donald on 0419693863. This will assist in ensuring the safety of all children. In the event of a child being absent from roll call, staff will endeavour to locate the missing child before notifying the parents of the absence. **Absences are included in the weekly fee and no refunds are made.** Families are currently allowed 42 absences per financial year per child before Child Care Benefits for absences are withdrawn.

Late Collection:

Care closes at 5.30 p.m. Every effort will be made to contact parents or emergency contacts listed on the enrolment form if the child is not collected by 5.30pm. To reassure your child and staff, please phone if you are running late. A fee of \$15 per 15 minutes or part thereof will be charge for late collection of children.

Medication: Parents who wish for medication to be administered to their child in care, a medication form must be completed. The prescribed medication must be handed to Centre staff and will only be administered from its original packaging .Non prescribed medication (except paracetamol) will not be given unless a Doctors certificate is provided and dated.

Illness/ Accident: If a child is unwell or involved in an accident and unable to join in activities, parents will be contacted to collect him/her. In the event of serious accident, medical assistance will be sought and parents notified as soon as possible.

Sun/ Wet weather Protection: To protect children and staff from the elements it is recommended the following; parents ensure their children have adequate clothing for the weather. Children will need to wear a hat to participate in outdoor activities when advised by sun smart. Children will need to apply sun cream before outdoor activities if required by Sun Smart.

<http://www.sunsmart.com.au/communities/early-childhood-primary-schools> Sun cream will be supplied.

Confidentiality/ Privacy:

The personal detail requested on all Children's services forms are required under the Children and young persons act (Care and Protection) Act 1998 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Wild Care staff and other people authorised under the Act.

Child Management: Wild Care will work to provide an environment where all children, staff and parents feel safe, cared for and relaxed to encourage co-operation and positive interactions.

Wild Care rules are the same as the rules applied by the school. These rules are based on safety, respect for others, order, cleanliness and those which help to create a caring environment. Positive behaviour and self-discipline will be encouraged.

Routine: Before school care will start in a relaxed way. Breakfast is provided for children arriving before 8.20am. Children will be able to do some light activities or have a little chat and play before school. The children will be allowed to play in the play ground from 8.30am. Children or staff will sign them into after school care when the bell rings. Afternoon tea will be provided at 3.00pm from then children play freely on school ground observing rules and Boundaries. Balls, skipping ropes, games and supervision will be provided. Children will have the opportunity to read, do homework, play games or participate in light craft activities in the Art room. At 5.00pm children will assist in pack away all activities

A weekly program is available to view, comment on, and add to in the art room. The program is planned by the children and staff using My Time Our Place and the National Quality Framework. You can view these at <http://files.acecqa.gov.au>

Complaints: All complaints are to be addressed to Carmel Donald outside of care hours; this can be done in person, by e-mail, on the phone or in writing. Under no circumstance will any complaint be heard or discussed in the presence of any of the children in care. I will be more than happy to help resolve the problem and work together with staff; children and parents to ensure all parties feel confident with the outcome.

Communication: A communication Book will be located with the Time Sheets.

If you have any concerns or questions please contact Carmel Donald on 0419693863

Useful information:

Staying Healthy in Child Care - Preventing infectious diseases in child care - 5th Edition

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/educators_my_time_our_place.pdf

<http://networkofcommunityactivities.org.au/child-safe/fact-sheets/>

<http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>

<https://www1.medicareaustralia.gov.au/ssl/acircircerthhttp://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>