

Illness, Medication

As per our Illness Policy - It is the parents responsibility to:

- Not send a sick or infectious child into OSH Care.
- Promptly pick up a sick or infectious child that becomes unwell whilst in the OSH program.
- In the case of Diarrhoea, the child can only return to the OSH program once all diarrhoea has ceased for a period of 24 hours.

If your child requires to take any medication whilst at the OSH program, please ensure that you hand this to staff at the commencement of the program and complete a medical form advising dosage requirements. Under no circumstances are children to self administer medication.

Emergencies

HPCH regularly practices emergency drills. When this happens a fire alarm will be started. Your Educator will evacuate the children to the Evacuation Point.

Sunsmart

Children are asked to wear hats and sunscreen in Terms One (1) and Four (4). Sunscreen is available. Children will not be allowed outside without a hat. If your child is allergic to sunscreen or are only able to use a particular brand, please provide this specific sunscreen for your child's use when at the program.

Health and Safety & Hygiene

Hand washing – washing your hands will help prevent the spread of germs and people getting ill. It is important to wash your hands when you: Arrive, before handling food and/or eating. After going to the toilet, after wiping your nose, after playing outside, before going home (this prevents taking germs home). Washing and rinsing your hands should take about as long as singing 'Happy Birthday' twice.

A Statement of Commitment to Child Safety

Hampton Park Community House affirms the organisation's commitment to child safety. We have a zero-tolerance approach to child abuse, and we are committed to upholding children's best interests and keeping them safe, and we actively work to listen to and empower children within our organisation.

Everyone is welcome at OSH

It is important that you know that EVERYONE has the right to feel safe, welcome and included at OSH in a supportive environment. One of the many great things about OSH is getting to know children and staff of all primary school age and backgrounds, who have different ideas and interests to share – we celebrate diversity at OSH!

COVID Safe

Being COVID Safe is a responsibility we all share. When you visit Hampton Park Community House, please follow our COVID safety rules. Always provide your details, listen to staff, maintain hygiene and practice physical distancing.

A copy of Hampton Park Community House Covidsafe Plan is available at reception and at www.hamptonparkch.vic.edu.au



Our Philosophy

At Hampton Park Community House, our local First Nation's community tell the popular story of a birthing tree, said to be the large gum tree out the front of the House. The tree is a significant symbol of the deep history of this place which has welcomed children and families for millennia. As custodians of this House and our Children's Services, we continue this long legacy. Like the tree that provides our House with shelter and place to come together, we as a community protect and nurture our children and each other now and for generations to come.

Our Children's Services has strong roots in a rich and culturally diverse community that believes:

- All children have the right to experience quality childcare and education
- Each child is an individual with unique abilities, possessing their own potential and offering an important voice to their learning experiences
- The strength of the local community in its cultural diversity, relationships and unity are the foundations for excellent care and learning for all children
- The learning environment must be welcoming, fun, play-based, safe and supportive and actively involves parents, carers and families
- Children, their families and community are connected by the activities, learning and play at the House and this is based on respectful relationships
- Acceptance and a strong sense of belonging

There are three foundational pillars that underpin our Children's Services Philosophy:

- Our community, families and social connections – by working together we build a strong and loving community who shares stories that bind us together
- Children's physical and emotional wellbeing development – by building resilience, love and respect for ourselves and each other
- Learning through belonging – by enabling the children to engage in the community and environment around them.

Complaints

Your feedback about our services is highly valued. Feel free to discuss your views with us at any time. If you have any concerns about any aspect of our service, please follow our Complaints Policy and Procedure and address them in writing, as appropriate, to:

Director Children's Services

E : managerscs@hamptonparkch.vic.edu.au

P : 03 8768 8342

M : 0417 375344

Executive Officer

E : kmadden@hamptonparkch.vic.edu.au

Chairperson Board of Governance

P.O Box 440 Hampton Park 3976

Department of Education and Training

P : 03 8904 2500

E : smr.qar@education.vic.gov.au



Your child

Hampton Park Community House
16-20 Stuart Ave Hampton Park VIC 3976
P.O Box 440 Hampton Park VIC 3976

E : managerscs@hamptonparkch.vic.edu.au

P : 03 8768 8342

www.hamptonparkch.vic.edu.au



Guide to OSH

Operating Hours

Monday-Friday

Before School Care (BSC)

6:30am to 9:00am

Breakfast will be served if you arrive before 8am.

After School Care

3:00pm to 6:30pm

After school snack will be provided with healthy fruits and vegetables everyday. (Snack is not a substitute for regular family evening meal)

Vacation Care

6:30am to 6:30pm

A Holiday program is run during the school holidays. The program of activities will be available in the weeks before the school holidays. Bookings for the Vacation Care program is separate to the Before & After School programs.

Curriculum Days / Pupil Free Days

OSH is also open on Curriculum Days / Pupil Free Days subject to availability. A minimum of 7 children are required for a program to be facilitated. On occasions when the minimum number is not met children may be able to attend the Occasional Care program. (Limited spaces may be available).

Early Finish at End of Term

An additional charge of \$5 per child is charged for days when a school finishes earlier than the normal time. (Such as end of term).

Personal Safety at OSH

To be sure that everyone is safe, all children must stay within the boundaries and in sight of staff at all times. Staff will advise the children if we are having special visitors to the program so if they notice someone that they do not know who they are or why they are here, they should tell a tell a staff member.

Food and Drink

We will offer a variety of nutritional foods consisting of the five food groups. The After School Snack caters for children with special diets, allergies and/or specific cultural needs. Water is available to all children at any time. We welcome any suggestions you may have in helping us prepare a healthy OSH menu. Menus are on display on the notice board.

Peanut Policy

This program is a peanut free program. NO CHILD is to bring peanut butter sandwiches or anything with peanut products in it as this could cause an allergic reaction in some children if they were to come in contact with it. This policy has been introduced to safe guard these children from harm.

Children's Services Director availability

8.30am to 4.30pm

Any payments, absences, or changes to your class arrangements can be made at the office during these times.

Your Outside of School Hours Care Team

Director of the OSHC Service : Amy

Educational Leader : Sandra

Educators / Responsible Persons : Najah, Sandeep, Stavana, Zohra

Out of School Hours Program

HPCH Children's Service provides all children a safe and secure play-based learning environment. The Early Years Learning Framework, and provides the following **5 learning outcomes...**

- 1 Have a strong sense of Identity
- 2 Are connected with and contribute to their world
- 3 Have a strong sense of wellbeing
- 4 Are confident and involved learners
- 5 Are effective communicators

Vacation Care

What to bring to Vacation Care Program

- A healthy morning snack and refillable water bottle
- A healthy lunch (eg sandwich, wrap, salad - no chips or doughnuts etc. No peanut butter allowed. Please ensure that you do not send your child with any food that requires heating or cooking unless discussed prior with the Educator in charge. NO NUTS PLEASE
- In the summer months please send your child with a bucket hat, not a cap. It must have a wide brim. Your child needs to wear a shirt with sleeves - no singlet tops or thongs unless it is a water excursion to ensure full participations in all activities. Sun hat during Term 1 and Term 4
- In the winter a coat may be necessary, especially in the school term. It may be warm here in the Community House, but going to school and/or waiting for the bus it can be cold and wet.
- Children may bring their Game Consoles / IPads etc to the Vacation Care / Curriculum Day programs. The children will be allowed to use them at the discretion of the Educator. Please ensure that the console and all individual games have your child's name clearly recorded in case the children swap game cards. While all care is taken, we cannot take responsibility for items lost or broken.
- Mobile Phones are not to be brought to the program under any circumstances. Should you need to speak to your child during the program please call the office on 03 8768 8342.

Fees

The following fees are charged for our services less your approved Child Care Subsidy (CCS) and approved Hours of Care per fortnight. Please ask for a quote today!

Before School-6:30am to 9:00am

Before School -Permanent	\$25
Before School-Casual	\$30

After School-3:00pm to 6:30pm

After School-Permanent	\$29
After School-Casual	\$33

Non Advice Fee

(It is the parent responsibility to contact OSH on 9798 0343 to advise that their child/ren will NOT be attending the After School care program. Fee will be charged per family on Non Advice)

Early Pick Up Fee

(i.e School finishing earlier than regular time at End of Term)
Vacation Care/Pupil Free-6:30am to 6:30pm

Vacation Care

(Except special program days at advertised price)

Pupil Free days

General
Annual booking fee per child \$5 per year

(It is policy of the Hampton Park Community House that all new enrolments will be only accepted with payment of the appropriate BOND as advised by the accounts department).

The Bond is calculated as follows:

Permanent Booking—Equal to 4 weeks of child / children's bookings less Child Care payments received from Centrelink.
Casual Booking— \$200 per child.

(The BOND is fully refundable when child care at Hampton Park Community House is no longer required. The Bond may be increased or decreased as appropriate depending on the booking for Out of School hours care.)

Excursions / Incursions

These are not included in the daily fees.
The cost will be on the Booking form for the Vacation Care program. Sometimes the same excursion will be done over a few days, in small groups. The children will only go ONCE though. This is to try to keep the costs to a minimum for families.

Invoicing

Invoices are issued fortnightly on a Tuesday. Payment is required by the following Friday by either cash, card or direct deposit. Suspension of Care will be enforced if payment is not made by the due date.

Disclaimer: Although the information in this brochure is correct at the time of printing. Please note that prices are subject to change without notice. Hampton Park Community House reserve the right to change, delete, or otherwise modify the information which is represented in this brochure without any prior notice. Persons receiving this information will make their own determination as to its suitability for their own purposes. In no event will Hampton Park Community Centre be responsible for damages of any nature whatsoever resulting from the use of or reliance upon information from this brochure or the products to which the information refers.