



# OOSH NEWCASTLE GROUP PARENT HANDBOOK 2026



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## About Our Services

### **Welcome to OOSH Services**

We are delighted to welcome you and your family to *OOSH Newcastle Group Services*. Our dedicated team is committed to providing high-quality Before & After school care and Vacation Care in a safe, nurturing, and engaging environment.

This Parent Handbook has been designed to provide you with essential information about our services and to support a smooth transition for your child. We value the opportunity to work in partnership with your family and look forward to being part of your child's growth and educational journey.

Our services are located in the following areas:

- Arcadia Vale
- Coal Point
- Glendale East
- Marks Point
- Merewether Heights
- Mount Hutton
- Wallsend
- Wangi Wangi

Each location is staffed by a dedicated, highly qualified team of educators committed to providing high-quality care for your children. Our services meet the required staffing ratios and comply with all regulations governing childcare. We employ educators with diverse qualifications and a passion for working with children, ensuring that your child's care is both safe and enriching. Additionally, we also

employ casual educators who are currently undertaking professional development in the sector.

We take pride in working within all relevant childcare regulations to ensure the safety and well-being of every child in our care.

We look forward to partnering with you and supporting your child's growth and development at our OOSH services.



### **Our Mission at Arcadia Vale, Coal Point, Glendale East, Marks Point, Merewether Heights, Mount Hutton, Wallsend and Wangi Wangi OOSH Services**

At our OOSH services, we are dedicated to providing the highest quality of care for school-aged children. Our goal is to create a happy, safe, and relaxed environment where children aged 5 to 12 can feel at home. With our friendly and caring staff, we strive to nurture a warm, home-like atmosphere that supports each child's development.

We understand the challenges families face, particularly when work commitments extend beyond school hours. That's why we offer before and after school care, ensuring your child is supported in a safe and enjoyable environment while you manage your daily responsibilities.

Each child is unique, with their own talents, learning styles, and personalities. Our qualified staff are committed to understanding and meeting each child's individual needs, fostering an environment where their social, emotional, physical, and physiological needs are fully supported. The activities we provide are not only fun but also engaging and stimulating, promoting both learning and play in a balanced way.

We also offer a variety of delicious afternoon teas and breakfast options, with a focus on healthy eating. To ensure the safety and well-being of all children, we have a strict NO NUTS product policy in place at our OOSH services.

## Service Locations Include:

<p><b><u>Arcadia Vale OOSH</u></b>          Located in Arcadia Vale Public School          In OOSH Room, Entry off Short Street          Glade Street, Arcadia Vale NSW 2283          Phone: 0413 427 002          Email:          arcadiavale@ooshnewcastle.com.au</p>	<p><b><u>Coal Point Public School</u></b>          Located in Coal Point Public School          Coal Point Road, Coal Point NSW 2283          OOSH Room next to staff Car Park and          School Canteen          Phone: 0423 226 090          Email:          coalpoint@ooshnewcastle.com.au</p>
<p><b><u>Glendale East OOSH</u></b>          Located in Glendale East Public School          Hall          8 Margot Avenue, Glendale East NSW          2285          Phone: 0431 860 342          Email: geast@ooshnewcastle.com.au</p>	<p><b><u>Marks Point Public School</u></b>          Located in Marks Point Public School in          OOSH room near canteen          Entry off Ashley Street, Marks Point          NSW 2281          Phone: 0423 638 232          Email: mpoint@ooshnewcastle.com.au</p>
<p><b><u>Merewether Heights Public School</u></b>          Located in Merewether Heights Public          School          Off Scenic Drive, Merewether Heights          NSW 2291          Phone: 0412 787 605          Email: mhths@ooshnewcastle.com.au</p>	<p><b><u>Mount Hutton Public School</u></b>          Located in Mount Hutton Public School          Hall          12 Dunkley Parade, Mount Hutton NSW          2290          Phone: 0431 411 758/ 4948 0276          Email:          mthutton@ooshnewcastle.com.au</p>
<p><b><u>Wallsend Public School</u></b>          Located in Wallsend Public School Hall          26 Martindale Street, Wallsend NSW          2267          Phone: 0434 525 145          Email:          wallsend@ooshnewcastle.com.au</p>	<p><b><u>Wangi Wangi Public School</u></b>          Located in Wangi Wangi Public School          Hall          37 Dobell Drive, Wangi Wangi NSW          2267          Phone: 0466 806 441          Email: wangi@ooshnewcastle.com.au</p>

## Best Time to Speak to a Staff Member

Our dedicated team is here to assist you with any questions or concerns you may have. However, due to our busy schedules, there are times when we may not be able to respond immediately.

### Operating Hours:

- **Monday to Friday (During the School Term):**
  - **Morning:** 6:30am – 9:00am
  - **Afternoon:** 3:00pm – 6:00pm

### Optimal Times to Contact the Centre:

- The best times to call are **7:00am – 8:00am** or **4:00pm – 6:00pm**. During these times, our Centre Managers will be available to assist you.
- If you are unable to reach us, please leave a message, and we will get back to you as soon as possible.

### Busy Times:

- Please note that transition times (when children are being dropped off or picked up from school) can be especially busy, and our educators are focused on the children at these times.

### Unavailable Hours:

- We are unable to respond to calls, emails, or messages during **public holidays** or **centre closures**, such as the Christmas/New Year shutdown.

We appreciate your understanding and patience, and we look forward to assisting you!



## Method of Payments

We accept the following methods of payment:

1. **EFTPOS via Square Account**
2. **Direct Debit through OWNA (additional bank fees are applied)**
3. **Pressing the “PAY NOW” Button on the OWNA App (additional bank fees are applied)**
4. **Internet Bank Transfer directly to our account.**

**Our bank account details are provided on your invoice each week.**

Please find the account details for each OOSH below:

<b>Arcadia Vale OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 567 671 008</b>	<b>Coal Point OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 568 897 703</b>
<b>Glendale East OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 527 157 506</b>	<b>Marks Point OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 551 727 505</b>
<b>Merewether Heights OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 970 426 002</b>	<b>Mount Hutton OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 502 692 318</b>
<b>Wallsend OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 579 604 304</b>	<b>Wangi Wangi OOSH</b> <b>BSB: 650 000</b> <b>Account Number: 541 743 405</b>

### Payment Due Dates:

- **Weekly Invoices:** Statement of Accounts are available to all families every week. You can look this up on your app. Payments are due by **Thursday night** each week.
- **Casual Families:** Casual families must pay for care by **Friday morning** each week. Failure to do so will result in the suspension of future bookings until the account is paid in full.
- **Permanent Families:** Any permanent families that fall behind by more than two weeks will have care suspended until the outstanding fees are paid.
- **Vacation Care:** Vacation care fees are required to be paid **upfront**. Payment must be made either before arriving at the centre or upon arrival. No care will be given if account is not paid in full each day before arrival.

### No Fees, No Childcare Policy:

We operate a strict no fees, no childcare policy. Full details of this policy can be found in our **Fees Policy**.

We appreciate your understanding and timely payment.



## Centre Philosophy

Our service philosophy serves as the foundation of our practice, guiding our interactions with children, families, colleagues, and the broader community. It defines our goals, standards, and commitment to delivering high-quality Out of School Hours Care (OOSH) that is inclusive, accessible, and enriching for all families within the school community.

At OOSH Newcastle Group, we are dedicated to providing a reliable and cost-effective service that prioritizes the well-being of children in a stimulating and supportive environment. We maintain the highest standards of care, fostering a space where children feel safe, valued, and excited to engage in both child-directed play and structured activities. Our program offers children the autonomy to decide how they wish to spend their time, while also encouraging creativity, experimentation, and social interaction.

We recognize the profound impact of family, culture, and community on a child's sense of identity and belonging. We celebrate diversity and ensure that our environment reflects and supports this diversity, allowing children to develop respect for themselves and others. We actively involve families in the planning, implementation, and evaluation of our programs, ensuring that our service is responsive to their needs and values.

Understanding the developmental stages of children aged 5-12, we recognize both their similarities and individuality. Children are active learners, capable of supporting one another and building on their collective knowledge and skills. Our routines and everyday experiences are designed to nurture their sense of identity, self-worth, and active participation in the community, fostering a lifelong commitment to learning and well-being. Our Goals:

- To provide a friendly, caring, and safe environment that delivers high-quality care for all children.
- To create a welcoming and inclusive space for children, staff, and families, fostering collaborative relationships and open communication.
- To promote health and well-being through the provision of nutritious snacks, modelling healthy eating practices, and offering physically active play experiences.
- To acknowledge children as capable, resourceful, and active contributors to their learning journey.
- To recognize and celebrate the uniqueness of each child, encouraging the development of a strong sense of identity and well-being.
- To promote the integral role of play in supporting the physical, social, emotional, personal, creative, cognitive, and linguistic aspects of children's learning.

To strengthen relationships with local schools and community services, fostering a sense of connection and partnership.

## Hours of Operation

### Before and After School Care (During the School Term)

Our services are available at the following locations: Arcadia Vale, Marks Point, Mount Hutton, Merewether Heights, Glendale East, and Wangi Wangi.

- **Before School Care:** 6:30am – 9:00am
- **After School Care:** 2:30pm – 6:00pm

### Vacation Care

- **Available at:** Marks Point, Merewether Heights, Mount Hutton, Glendale East, and Wallsend OOSH.
  - **Arcadia Vale Vacation Care** operates at Arcadia Vale Autumn and Spring Holidays annually. **Wangi Wangi Vacation Care** operates Summer and Winter Holidays Annually. **We share Vacation Care across both sites during each holiday period.**
  - **Vacation Care Hours:** 6:30am – 6:00pm
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### Rationale

As professionals, our aim is to meet the needs of families in our community—whether they work, study, or have other commitments. We operate our services during hours that allow parents to transition smoothly from their workplace or place of study to our centre.

Our centre is open for the entire school term year, including all pupil-free days.

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### Service Closures

- The centre will be **closed** on designated public holidays. Parents will be notified in advance of these closures.
- **No charges apply** for public holidays during school holidays.
- **Charges apply** for public holidays that fall during term time.
- We also close annually during the **Christmas/New Year** period, typically into early January.
  - **No charges apply** during this closure period.
  - The specific calendar dates for these closures will be advertised each year, so families can plan accordingly.

### Review of Operating Hours

We review our operating hours annually to ensure they continue to meet the needs of all families.



## Current Fees and Charges 2026

### Before School Care

- **Permanent Booking:** \$31.00 per child
- **Casual Booking:** \$33.00 per child

### After School Care

- **Permanent Booking:** \$35.00 per child
- **Casual Booking:** \$37.00 per child

### Yearly Enrolment Fee

- **\$25.00 per child**  
This fee is charged at the end of February each year. If your enrolment occurs after February, the enrolment fee will be added to your account upon registration.
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### Vacation Care Fees

- **Centre Day:** \$90.00 per day per child
- **Workshop Day:** \$100.00 per day per child
- **Excursion Day:** \$110.00 per day per child

These fees are applicable before any Child Care Subsidy is applied.

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### Child Care Subsidy

You may be eligible for the Child Care Subsidy, which can reduce your fees. With a high subsidy level, you could pay as little as:

- **\$8.00** for Before School Care
- **\$9.00** for After School Care
- **\$18.00 per day** for Vacation Care

If you would like an estimate of your account, please feel free to ask at the centre, and we can provide a personalized calculation based on your subsidy.



## Centre Philosophy

At OOSH Newcastle Group, we are committed to delivering the highest standards of care and service to meet the needs of all children in a safe, stimulating, and supportive environment. We are excited to integrate ourselves into the vibrant culture of the broader school community by building strong relationships with both staff and families, offering reliable Out of Hours Care.

Central to our philosophy is our dedication to providing a quality program designed to challenge, teach, and enrich children through fun and engaging activities for children aged 5 to 12. We recognize that each child is unique, and this is reflected in our programming, which allows children the autonomy to choose and customize how they spend their time at OOSH. By providing opportunities for exploration, experimentation, and social interaction, we foster the development of confident and independent individuals.

We believe that children require a strong support network to grow and develop a sense of belonging. Therefore, we encourage both children and parents to be actively involved in the planning, implementation, and evaluation of our program. This collaboration ensures that our service meets the needs of the school community. Our program is guided by the **National Framework of My Time, Our Place**, which outlines the learning outcomes for all children, helping them become active and engaged members of society.

Children are shaped by their experiences, so we strive to offer positive, enriching experiences that celebrate diversity and build upon each child's skills and knowledge. Our goal is to foster a strong sense of identity and well-being in every child. Above all, we aim to support the well-being of our children through caring relationships grounded in respect and the appreciation of all cultures.

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## Our Goals

- Provide a **friendly, caring, and safe** environment that delivers high-quality care for children.
- Create a **welcoming environment** for staff, parents, and children, and foster collaborative relationships with the local community.
- **Promote health and well-being** by offering nutritious snacks, modeling healthy eating habits, and providing opportunities for physically active play.
- Acknowledge that **children are capable, resourceful, and active contributors** to their own learning.

- Recognize the **uniqueness** of each child and encourage their **sense of identity and well-being**.
- Emphasize the importance of **play and leisure** as essential components of learning, fostering growth in physical, social, emotional, personal, creative, cognitive, and linguistic areas.
- Build **positive relationships** with local schools and services within the community.



## Priority of Access

We aim to provide care for all school-aged children during their time outside of school hours. While we do not discriminate against any families in need of care, priority of access will be determined according to our guidelines and the placement on our waiting list.

We care for many children with diverse special needs and do have a limit on the number we can support each day. This ensures that all children are provided with fair and equitable care. Once we reach our limit for children with special needs, we may have to refuse further placements if staffing capacity is exceeded.

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## Preparing for Your First Day

### Orientation

We encourage all parents to spend some time at the centre with their child before enrolment to support the transition into before and after school care. This time allows your child to explore the environment, get comfortable with the routine, and build trusting relationships with the teaching team, all with your support. It also provides you with the opportunity to meet the educators, understand the program, and form a partnership with us.

### What to Expect

Each child's first day is unique, and the time it takes for children to settle will vary. For many, this may be their first experience away from family and home, and we recognize that this is an important transition. We will do our best to make it a positive experience.

Generally, the first day is filled with new and exciting experiences, and children are often happy and engaged. We recommend that you inform your child when you will be leaving and when you will return. If you are concerned, you are always welcome to call us, and we will contact you if necessary.

During the first days at OOSH or Vacation Care, the focus of the program is on providing a caring and secure environment where children can become confident and independent. We introduce basic routines and help the children establish a safe, cooperative play environment.

## Arrivals and Departures

### On Arrival Each Day:

- **Sign in your child** using the OWNA app. You can either use the iPad or OOSH Phone located inside the OOSH room on the desk or your own phone through the app. Signing in is an essential part of our record-keeping for emergency and funding purposes, so please ensure you sign in electronically upon arrival.
- **HOWEVER, DUE TO THE NEW REGULATIONS AROUND PHONES IN THE CENTRE, PARENTS ARE ASKED TO USE THEIR PERSONAL PHONES OFF PREMISES. WE SUGGEST SIGNING THEM OUT AS YOU ARRIVE IN THE AFTERNOON AND LEAVING YOUR PHONE IN YOUR CAR, IN YOUR POCKET OR IN BAG WHEN ON SITE.**
- **PLEASE DO NOT LEAVE THE CENTRE ON DROP OFF UNTIL YOU HAVE SIGNED YOUR CHILD IN.**
- **Hand any medications** to the educators and complete the necessary form on the OWNA app.
- **Apply sunscreen and/or mozzie repellent** to your child if needed.
- **Encourage your child to greet the educators** and other children as they arrive.
- **Discuss any relevant information** about your child's needs with the educators, ensuring they have the information to provide the best care.



## On Pick Up Each Day

1. **Sign out your child** using the OWNA app, either on the OOSH iPad or OOSH Phone in the OOSH room or through your own phone.
2. **HOWEVER, DUE TO THE NEW REGULATIONS AROUND PHONES IN THE CENTRE, PARENTS ARE ASKED TO USE THEIR PERSONAL PHONES OFF PREMISES. WE SUGGEST SIGNING THEM OUT AS YOU ARRIVE IN THE AFTERNOON AND LEAVING YOUR PHONE IN YOUR CAR, IN YOUR POCKET OR IN BAG WHEN ON SITE.**
3. Please make sure to inform an educator that you are picking up your child.
4. **PLEASE DO NOT LEAVE THE CENTRE UNTIL THE CHILDREN ARE SIGNED OUT.**
5. **Check the communication day board** or OWNA APP POSTS for any important updates.
6. **Ensure your child has collected their personal belongings.**
7. **Collect any art and craft** projects your child has made.
8. **Encourage your child to say goodbye** to the educators and staff before leaving.

## Authorised Pick-Up

Children can only be collected by their parents or another authorized person listed on the enrolment form. If someone else is picking up your child, they will be asked to provide proof of identity (e.g., a driver's license or photo ID) before the child is released to them. This applies to anyone not already known to staff as a regular pick-up person.

## Please Inform Us If:

- **Anyone other than the nominated person** on the enrolment form is picking up your child.
- **Your contact details or emergency contact details have changed.**
- There is a **change in access or custody**; staff cannot follow instructions without supporting legal documentation.
- If a **regular person** (who collects your child regularly) is picking up, please ensure they are added to your OWNA account by signing in and updating the details.



## Absences

If your child will be absent on an enrolled day, please notify us as soon as possible. Staff ratios and the day's program are based on the attendance rolls, so timely communication helps us maintain the quality of care.

**You can also notify the staff someone is absent by marking them absent on the OWNA APP or texting a message to the OOSH centre phone.**

If your child has a **contagious disease** (e.g., COVID-19, Chicken Pox, Conjunctivitis, or any other viral infection), please inform us promptly. Children must remain at home for a period of **24 to 48 hours** before returning to school and OOSH. This helps prevent the spread of illness and allows us to notify other families of the infectious disease so they can take necessary precautions.

## Learning Environments

At Arcadia Vale, Coal Point, Glendale East, Marks Point, Merewether Heights, Mount Hutton, Wallsend and Wangi Wangi OOSH, we believe that the learning environment should inspire growth, development, and creativity through play and exploration. Our environments are designed to be peaceful, attractive, and welcoming to children, parents, and educators alike.

Our spaces are flexible and adaptable to meet the changing needs of the children, supporting their ongoing development.

We value the inclusion of cultural items or features from both educators and families, which help represent the diverse interests and cultures within our community, fostering a strong sense of belonging. We also encourage parents to share their child's interests with us, so we can incorporate them into our program.

Both our indoor and outdoor areas are designed to encourage interaction, with a variety of play spaces where children can engage with each other. We like to think of our OOSH as a fun and welcoming "home away from home," where children enjoy a playdate with their school friends and explore new activities together.

## Framework



### My Time, Our Place Framework

At our OOSH, we follow the **My Time, Our Place Framework** for school-age children, in accordance with current government regulations. This framework helps guide our service in meeting the required regulations, laws, and principles for working with children. It ensures our programs are tailored to accommodate the needs and developmental stages of the children attending our care.

The framework aims to provide school-age children with opportunities to engage in leisure and play-based experiences that are responsive to their interests, needs, and choices. These activities contribute to their ongoing development, fostering a well-rounded experience during out-of-school hours.

As part of our program, we take photos of the children engaged in activities. These photos are used in our daily post documentation and help us plan future activities. If you have any concerns about your child's photo being taken, please feel free to speak with our staff.



## Care of Children - Meals

We provide a variety of meal options to ensure that children have nutritious and satisfying choices throughout the day.

### Breakfast

Our OOSH morning program offers a variety of activities for children to enjoy as they start their day. From **7:00 am onwards**, we will have **Breakfast Club** available for those who need breakfast. The Breakfast Club runs until **8:00 am** and is designed for early starters.

- **For children arriving after 8:00 am**, please ensure they have already had their breakfast at home.

### Breakfast Options Include:

- **Cereal** (with a variety of choices)
- **Toast** (Plain or Raisin) with various toppings such as:
  - o Grilled Cheese
  - o Vegemite
  - o Honey
  - o Jam

### Beverages:

- Water
- Milk

We encourage the children to provide us with feedback on the breakfast options they prefer, so we can ensure the meals are enjoyable for everyone.



## Afternoon Tea

Our afternoon tea menu is varied and reflects the seasons. During the warmer months, we offer lighter, refreshing options such as:

- Dips and crackers with veggie sticks
- Assorted yoghurt
- Corn chips with salsa
- Crispbread with various toppings

In the cooler months, we serve heartier, comforting foods, including:

- Lasagne
- Vegetarian fried rice
- Nachos
- A variety of pastas
- Soups
- Other cooked options



These meals are designed to provide children with a substantial snack, especially during the colder months, when parents may have later dinners or smaller snacks due to their busy schedules.

## Dietary Requirements

We cater for specific dietary needs, including religious or cultural requirements, to ensure that all children can enjoy their meals in a way that respects their individual needs.



## **Maintaining Home Language**

We encourage and support all families to continue communicating with their children in their home language. We believe that maintaining a child's home language is important for their sense of identity and well-being.

We invite families to share any resources in their home language—such as books, music, or cultural materials—that can help both our staff and the children learn more about your culture and language. This not only enriches our program but also fosters an inclusive environment where diversity is celebrated.

## **Feedback from Families**

At our OOSH, we highly value feedback from families and consider it an essential part of maintaining and improving our service. Your thoughts and suggestions help us ensure we are meeting the needs of all children and families.

We conduct online surveys every few months, inviting families to share their feedback on areas such as food, routines, programming, and other operational aspects. This helps us make informed decisions to improve our service.

If you have any questions, concerns, positive feedback, or suggestions for improvement, please feel free to schedule a meeting with the supervisor. We will listen to your feedback and take the appropriate action, in line with our complaints policy.

## OOSH Facebook

Our OOSH Facebook page is a secure platform where families can share suggestions, feedback, and stay updated. We also post pictures, updates on activities, and highlights of the children's experiences at OOSH on a daily basis.

Our Facebook pages are a closed group that we monitor who is in and it is not posted publicly.



## Child Protection

Ensuring the safety and well-being of children is a shared responsibility within our community. We are committed to providing an environment where children can develop free from abuse and neglect. If you believe a child is at risk of significant harm, please contact the Community Services Helpline at 132 111.

All staff working in children's services are **Mandatory Reporters**, which means that if we suspect a child is at risk of harm—whether disclosed by the child, parent, or another party—we are legally required to report this to Community Services.

We take child protection very seriously and are committed to acting in the best interests of the children under our care.



## **Policies and Procedures**

Our OOSH has an extensive list of policies and procedures that guide our commitment to providing high-quality care and practice. These policies are available for you to review at any time. Simply ask one of our educators to email you a copy or access them via the OWNA Software platform, where they are available to all families.

Our policies are reviewed annually, and we encourage active parent involvement and feedback. Your input helps us improve and ensure that our practices are aligned with the needs of the children and families we serve.

Due to the enormous size of our policy list which is around 1000 pages we post it throughout the year when reviewed or updated on OWNA. You can always request a copy from Larissa the Director via email. [Larissa@ooshnewcastle.com.au](mailto:Larissa@ooshnewcastle.com.au)

The following is a list of the policies available for review:

- Absconding Policy
- Acceptance and Refusal of Authorisations
- Additional Needs
- Administration of Medication
- Adventurous Play
- Anaphylaxis Management
- Animal Pet Policy
- Anti Bias and Inclusion
- Arrival and Departure at Service
- Asthma Management
- Infectious Diseases
- Administration of First Aid
- Management of Animals
- Behaviour Management and Guidance
- Bushfire Policy
- Celebrations Policy
- CCS Policy
- Media and Technology
- Child Safe Environment
- Children's Belongings

- Children in the Workplace
- Code of Conduct
- National Quality Framework (NQF)
- Community Participation
- Payment of Fees
- Dealing with Medical Conditions
- Photography
- Delivery and Collection to and from Service
- Incident, Injury, Trauma, and Illness
- Inclusion
- Priority of Access
- Emergency Management and Evacuation
- Responsible Person
- Enrolment and Orientation
- Safe Transportation
- Safe Use of Digital Technologies and online environments
- Safe Storage of Hazardous Chemicals
- Sleep and Rest
- Environmental Sustainability
- Staffing Arrangements
- Excursions
- Sun Protection
- Road Safety
- Family Involvement and Communication
- Supervision
- Food, Nutrition, and Beverages
- Transportation
- Termination of Care
- Governance and Management
- Health and Safety
- Water Safety
- Withdrawal of a child
- Work Health and Safety
- Working Alone
- Writing, Reviewing and Maintaining Policy

## Health and Safety



## **Health and Safety**

At our OOSH, we prioritize the health and well-being of all children, staff, and families. We implement the following procedures to help maintain a clean and safe environment:

### **Hand Sanitising & Hand Washing**

Hand sanitising stations are available throughout the centre for both staff and children. We encourage everyone to wash their hands in the following situations:

- On arrival and departure from OOSH (if necessary)
- After blowing noses
- Before and after preparing food
- Before and after assisting with changing children
- After cleaning
- Before and after attending to a sick child or dealing with cuts, abrasions, nosebleeds, etc.

### **Immunisation**

Immunisation is a simple, safe, and effective way of protecting children from diseases. If an outbreak of an infectious disease occurs at OOSH that can be prevented by immunisation, children who are not immunised will be required to stay at home during the outbreak, even if they are not showing symptoms. This directive comes from the Public Health Unit to ensure everyone's safety.

Please note that full fees are still applicable for the period of exclusion for Permanent bookings.

### **Smoke-Free Environment**

In line with National Regulations, our OOSH is a smoke-free environment, including the car park and footpath.

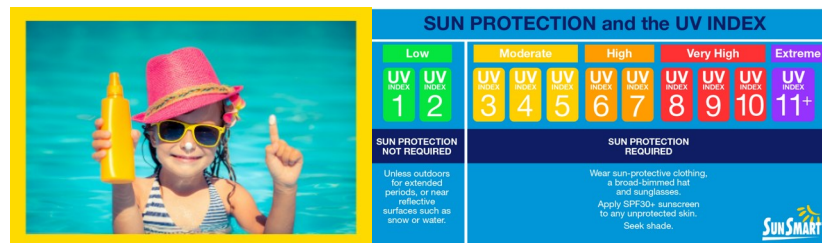
## Evacuations and Emergencies

### EMERGENCY EVACUATION

Our service has a comprehensive evacuation plan that is practiced regularly with the children to ensure their safety. The attendance register is used as a roll during these drills, so it is important that you always sign your child in and out.

If you are at the service during an evacuation drill, we ask for your cooperation by following the staff's directions to ensure the process runs smoothly.

Evacuation plans are displayed at exit points around the centre. We encourage you to familiarize yourself with these plans to know what to do in the event of an emergency.



## Sun Safety

We are a SunSmart OOSH, certified by the Cancer Council. In alignment with our commitment to sun protection, all children must wear a hat when outside if the UV rating is 3 or above.

- **Vacation Care:** Children must bring their own hats from home.
- **School Term:** Children can wear their school hats.

We ask that children wear sun-appropriate clothing (e.g., short or long sleeves, no shoestring straps or singlet tops) when not in school uniform.

All children, staff, and visitors will apply SPF 50+ broad-spectrum, water-resistant sunscreen before going outdoors and reapply it every 2 hours.

Our service strives to educate children on long-term sun-safe behaviours. The playground is well-shaded with cover and trees, and our program is designed to minimize children's exposure to the hot sun.



## Sick Children and Exclusion Guidelines

At OOSH, we prioritize the wellbeing of all children. Unfortunately, we do not have the resources to provide one-on-one care for sick children. As such, children who are unwell or contagious must stay at home.

Parents will be contacted to collect their child if symptoms like fever or signs of contagious illness are observed. Please ensure your emergency contact details are up-to-date.

We follow the National Health and Medical Research Council's "Staying Healthy in Childcare, Edition 6" exclusion guidelines. Children with the following symptoms cannot attend OOSH:

- Fever
- Vomiting
- Respiratory infections
- Diarrhoea
- Immunisation-preventable diseases
- Untreated transmissible skin infections
- Any other suspected infectious illness

Children must be symptom-free for the recommended period before returning to OOSH. For certain infectious diseases like chicken pox, a doctor's certificate may be required.

It is at the supervisor's discretion to exclude a child who is unable to participate in the normal routine and activities of the OOSH. If your child has been unwell or taken medication before their attendance, please inform educators in advance.

If your child has been diagnosed with an infectious illness by a medical practitioner, please notify us so we can display a fact sheet to inform other families and help prevent further outbreaks.

## Anaphylaxis

Anaphylaxis is a severe, potentially life-threatening allergic reaction that can be triggered by various allergens. To ensure the safety of all children in our care, we have implemented a strict no-nut policy. This means that foods containing nuts, nut related ingredients, or products are not allowed at our service.

Children identified as having anaphylaxis will have an Anaphylaxis Action Plan completed by their parent or guardian. A sample of this form is available for reference.

If any other food items need to be excluded due to allergies, a notice will be posted at the entrance to the service. For more information, please refer to our detailed Anaphylaxis Policy.

## Medication Form

If your child is well enough to attend but is completing a course of antibiotics or any other prescribed medication, please provide the medication to the teaching team and complete the appropriate medication form. The medication must be in its original packaging with the doctor's prescription label, clearly displaying the following information:

- Doctor's name
- Child's name
- Medication name
- Dosage amount
- Frequency and time of administration
- Expiry date

Alternatively, medications can be provided in a labelled Webster pack from the pharmacy. Parent instructions must match the instructions on the medication container.

Educators will administer the medication at the appropriate time, and two staff members will check and witness the administration. For long-term medications, please provide a letter from your doctor outlining the health condition, purpose of the medication, administration instructions, and any special action plans (e.g., for allergies, asthma, or anaphylaxis).

Medication will only be administered if it is in the original packaging, as distributed by the pharmacy, with the required details.

Medication forms are completed via our OWNA software.

Please refer to our full Medication Policy for further details.

## Illness

If your child becomes ill while attending OOSH, we will contact you as soon as possible to make arrangements for your child to be collected. Educators will complete an illness form outlining the actions taken, which you will be required to sign when picking up your child.

## Asthma

If your child suffers from asthma, we require you to provide a Ventolin inhaler (or other prescribed asthma medication) with your child's name clearly labeled on it. Additionally, we ask that you provide an Asthma Action Plan, which will be kept at the centre in case it is needed during your child's attendance.

If your child uses any other asthma medications, please provide detailed information on the dosage, frequency, and any known asthma triggers. This ensures that our staff can respond appropriately and effectively if needed.

An Asthma Action Plan form with a blue header and four colored sections: green for 'When Well', yellow for 'When Getting Worse', red for 'When Very Sick', and a red box for 'DANGER ZONE'. It includes fields for child's name, date, and various medical details.

## First Aid

In the event of an accident or injury, an Accident Injury Form will be completed by the educators. Parents will be informed of the incident at pick-up time, or if the situation is urgent, as soon as possible. Parents will be asked to sign the report, which will then be kept in the child's file, and a copy will be made available to you upon request.



If an injury requires hospital or medical treatment, parents will be notified immediately, and an ambulance will be called if necessary. All educators, volunteers, and students are trained in and follow our injury procedures in accordance with our policy. At all times, there is at least one staff member on shift with FIRST AID CERTIFICATE. They are assigned as the First Aid Officer. Often, we have more on shift as almost all our staff have their First Aid Certificate.

# Complaints or Praise.

## Feedback and Complaints

If you have any issues, concerns, or would like to compliment any aspect of OOSH Newcastle services, please follow the steps outlined below:

1. **Initial Contact:**

Please speak to the service educators or the Service Manager. They can schedule a suitable time to meet with you and discuss your concern.

2. **Escalating Concerns:**

If you do not receive a satisfactory resolution from the meeting, please put your concern in writing to:

**Larissa Issah**

Director

OOSH Newcastle Group

Email: [larissa@ooshnewcastle.com.au](mailto:larissa@ooshnewcastle.com.au)

(Please include "Attention to Larissa" in the subject line)

Direct Contact Number: 0406 315 922

3. **Further Communication:**

If the issue remains unresolved, you may contact the Regional Operations Manager (Hunter/Central Coast) at the Department of Education and Communities/Early Childhood Education and Care Directorate:

Telephone: 02 49 851 433

Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

4. **National Body:**

National Feedback and Complaints Helpline: 1800 619 113

**Australian Children's Education & Care Quality Authority (ACECQA):**

<https://www.acecqa.gov.au/>

5. **Department of Education:**

**NSW Department of Education – Early Childhood Education Regulation and Compliance:**

<https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/how-to-give-feedback-or-make-a-complaint>

# Parent and Family CONDUCT GUIDELINES

## (Code of Conduct)

The *Family Conduct Guidelines* works in conjunction with our Outside School Hours Care (OOSH) Service's Enrolment Policy, Dealing with Complaints Policy, *Privacy and Confidentiality Policy*, Parent Handbook and the Early Childhood Australia Code of Ethics. The *Family Conduct Guidelines* are in place to emphasize the commitment and ethical responsibilities each family adopts when enrolling their child/ren at any OOSH Newcastle Group Service Sites.

### **AIM**

The aim of the *Family Conduct Guidelines* is to provide information to support families and the OOSH Service develop clear and effective methods of communication to support the building of genuine partnerships and adopt appropriate and expected behaviour for families and educators. This includes acting as an advocate for individual children and discussing more complex and challenging issues that call for astute attention and respect.

It is anticipated that all stakeholders within the OOSH Service will adopt the following qualities during their interactions:

- Honesty
- Integrity
- Inclusivity
- Democracy
- Respect
- Confidentiality

### **COMMUNICATION**

It is expected that families will collaborate with their child's educator/s, working together to support their child's learning and development. Our educators understand that families are busy and often eager to find ways to strengthen the connection between home and our OOSH Service. We have a range of methods to promote effective communication with families and encourage families' interaction. Effective communication builds mutual respect, understanding and trust. For educators

working with families, building a positive partnership includes sharing knowledge and experiences to understand your child.

We appreciate when families share information with our educators about the child. This may include informing the educator when your child has a restless night, sharing something your child has disclosed, or even talking about an activity or experience your child would like to do or share with others.

This continued information helps our educators support your child throughout the day. Communication is vital within our OOSH Service, ensuring children's needs are being met. We ask that families nominate their preferred method of communication which will be amended as required, so we can do our best to be open and responsive.

### **MEETING WITH EDUCATORS OR MANAGEMENT**

It is not always possible or effective to discuss issues 'on the spot'. Usually, most communication between families and educators occurs at child drop-off and pick-up times. This transition time typically is not conducive to meaningful exchanges; families can be rushed; educators are understandably focused on children's transitions.

We encourage families to arrange a time away from the learning environment, where the educator can give families their full attention and make decisions that have been given careful consideration.

### **RESPECTING OUR EDUCATORS**

We request that all stakeholders involved with the OOSH Service are respected. This includes respect for our educators, respect for the children and respect for the families.

If we work to share information, contribute ideas and together, reflect on practices we will have a network for your child that not only supports their time here at any OOSH Newcastle Group Services, but will also see them thrive.

We all have a common goal: *What's best for your child*. With that in mind, this journey will be rewarding for all. Parents and family members are expected to model appropriate behaviour and suitable conduct when interacting with children and staff at our OOSH Service, including various communication methods such as written, spoken or through social media. If the behaviour of a family member or visitor within the OOSH Service is deemed threatening or violent, the Police may be informed.

## COMPLAINTS OR GRIEVANCES

If there is an incident that has occurred that families are concerned with, we always want to hear and discuss the issue. We ask families to be mindful about discussing or talking about sensitive issues in front of others, including children. Where possible, ask your child's educator or relevant educator for a suitable time to discuss your complaint.

Families are encouraged to document their concerns by completing a '*Complaints Grievance Form*' outlining the incident or concern and submit this to the approved provider or nominated supervisor. Management will acknowledge your complaint and endeavour to achieve an outcome that supports the best interests and wellbeing of the child where possible. (See our *Dealing with Complaints Policy*). We encourage all parents, carers and family members to work cooperatively with the person managing the complaint. Inappropriate behaviour will not be tolerated, and a meeting may be arranged.

Management will adhere to privacy and confidentiality laws however if the complaint is a notifiable incident (related to child protection or fraud), we are required to notify relevant authorities immediately.

Should you wish to raise concerns regarding the management of Child Care Subsidy, please speak to your service Coordinator first, however if this issue can not be resolved with the Coordinator please contact the Director as soon as possible. To contact the Director please email Larissa directly on  
Larissa@ooshnewcastle.com.au

## CONFIDENTIALITY

Confidentiality is something we will not waiver on and expect the same from everyone involved, educators and families alike.

Information, including personal information (addresses, telephone numbers, email addresses) will not be disclosed to any individual without obtaining prior written permission of the respective person, including educators, staff, family members and parents. Families must ensure they do not share data or personal information of other family members, children or staff members from the OOSH Service with anyone, including other families of the same Service. (See *Privacy and Confidentiality Policy*).

We request that management is kept up to date with any parenting court orders or parenting agreements under Family Law if applicable.

All families are not to use or share images obtained from the OOSH Service, via the Service's app, Service Facebook pages are all closed groups and our photos are only shared with currently enrolled families.

Families are asked to respect that staff are prohibited to share information about other children, families or staff members without expressed written consent to whom the information relates to.

If you do have concerns regarding your child, please see your child's educator to arrange a time to meet. The meeting will be in a private area within the OOSH Service. If issues are still unresolved, then contact our nominated supervisor, Larissa Issah and reschedule a second meeting.

### **CHILD CARE SUBSIDY OBLIGATION**

We remind families that there are some issues that the OOSH Service has no influence over such as Child Care Subsidy, and timing of payments to the Service and your account. When families enrol their child into our Service, it is the family's responsibility to provide us with the required information to receive Child Care Subsidy. This includes the correct Customer Reference Number (CRN) and date of birth of the child and parent/guardian the child is linked with.

To receive Child Care Subsidy (CCS) families must apply through the myGov website/app. This includes completing the Child Care Subsidy activity test. The Approved Provider and parent will enter into an agreement regarding the planned arrangements for care. This is called a Complying Written Arrangement (CWA) and is an agreement to provide care in return for fees. Once the provider submits an enrolment notice, the family will be asked to confirm the enrolment through their myGov account. This is the final step to complete the Child Care Subsidy. It is important for families to understand that until this step is complete, Child Care Subsidy entitlements will not be confirmed.

Families are required to advise Centrelink of any changes to circumstances within 14 days to avoid a debt. Changes to circumstances may impact CCS payments.

### **POLICIES AND PROCEDURES**

Our policies and procedures are reviewed at least annually or in the event of legislation changes, or upon critical reflection when modifications are required. We ask families to contribute and provide feedback to our policies and procedures to ensure child safety and wellbeing remains our

priority. We aim to provide an environment that promotes and enables children's participation and is welcoming and culturally safe and inclusive for all children and families. We request that your feedback and contribution to policy review is through relevant communication channels and not derogatory in any way to our OOSH Service.

### **BREACH OF FAMILY CONDUCT GUIDELINES (CODE OF CONDUCT)**

If parents or family members are consistently in breach of these guidelines and following an evaluation by the nominated supervisor and/or the approved provider, any related enrolment/s may be at risk of being terminated.



### **Thank You**

Thank you for taking the time to familiarize yourself with this handbook.

If you require any further information or assistance at any time, please do not hesitate to reach out to your Centre Manager or Assistant Coordinator.

Our entire OOSH team looks forward to welcoming you and your children. We are excited to work with you to create a positive, safe, and enjoyable experience for your child.



# Parent's Cheat Sheet



Home Page



Daily Information



Records & Reports



Create Your Own Post



Change your Details / Documents & Policies



Sign the Complying Written



Arrangement (CWA) Form



Sign Direct Debit Request (DDR) Form



Statements & Invoices



## Home Page

Once you have logged in you will automatically be on the home page.

• daily information  
 • invoices  
 • reports  
 • records  
 • forms  
 • documents  
 • newsletters

• filter your posts  
 • by room  
 • by popularity

• home page

• settings  
 • change details  
 • change password

• calendar

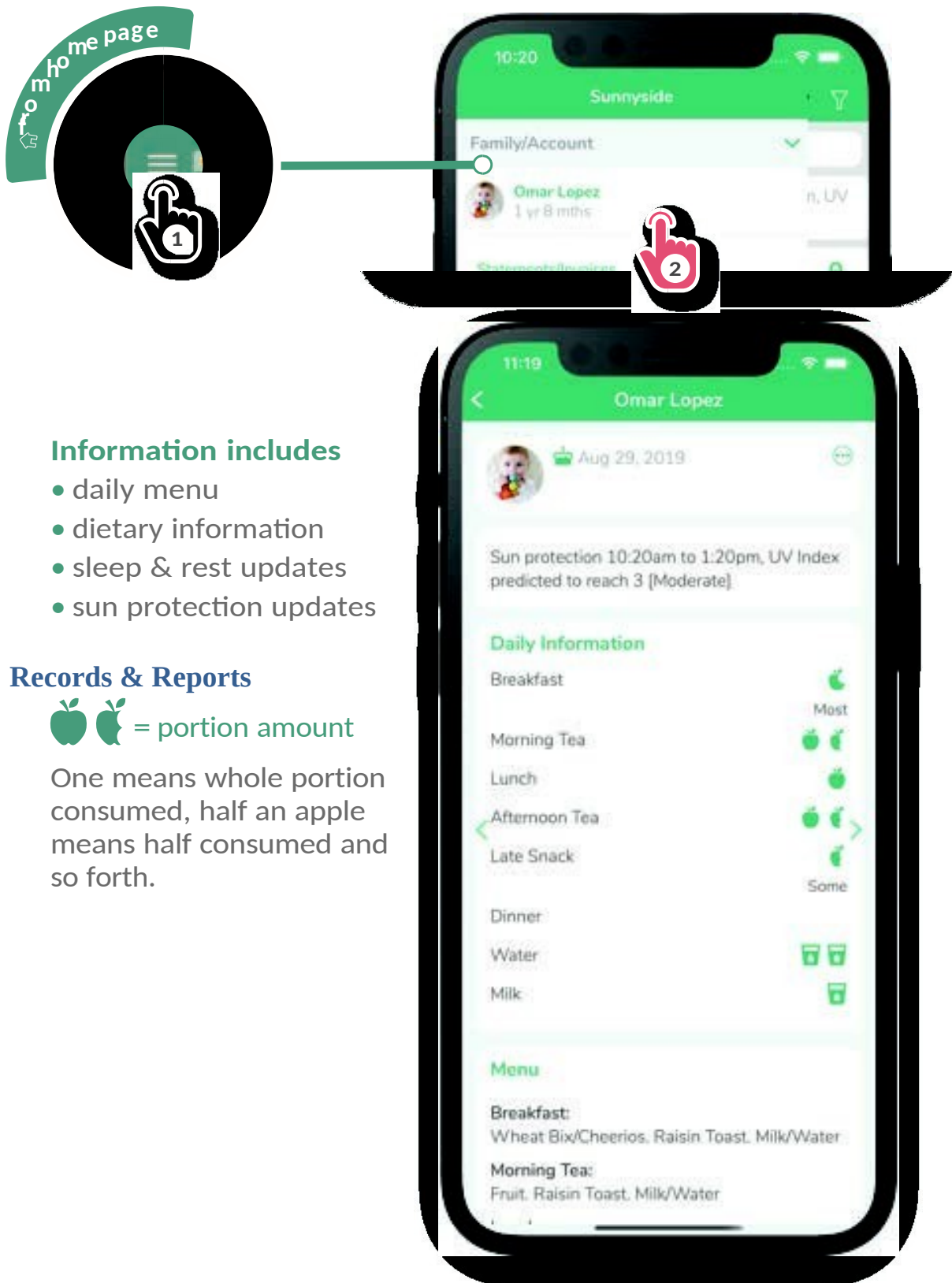
• create post  
 • casual bookings

• notifications

• handover form  
 • mark child not attending

## Daily Information

Includes menu, meal portions, rest & sleep updates and sun protection



### Information includes

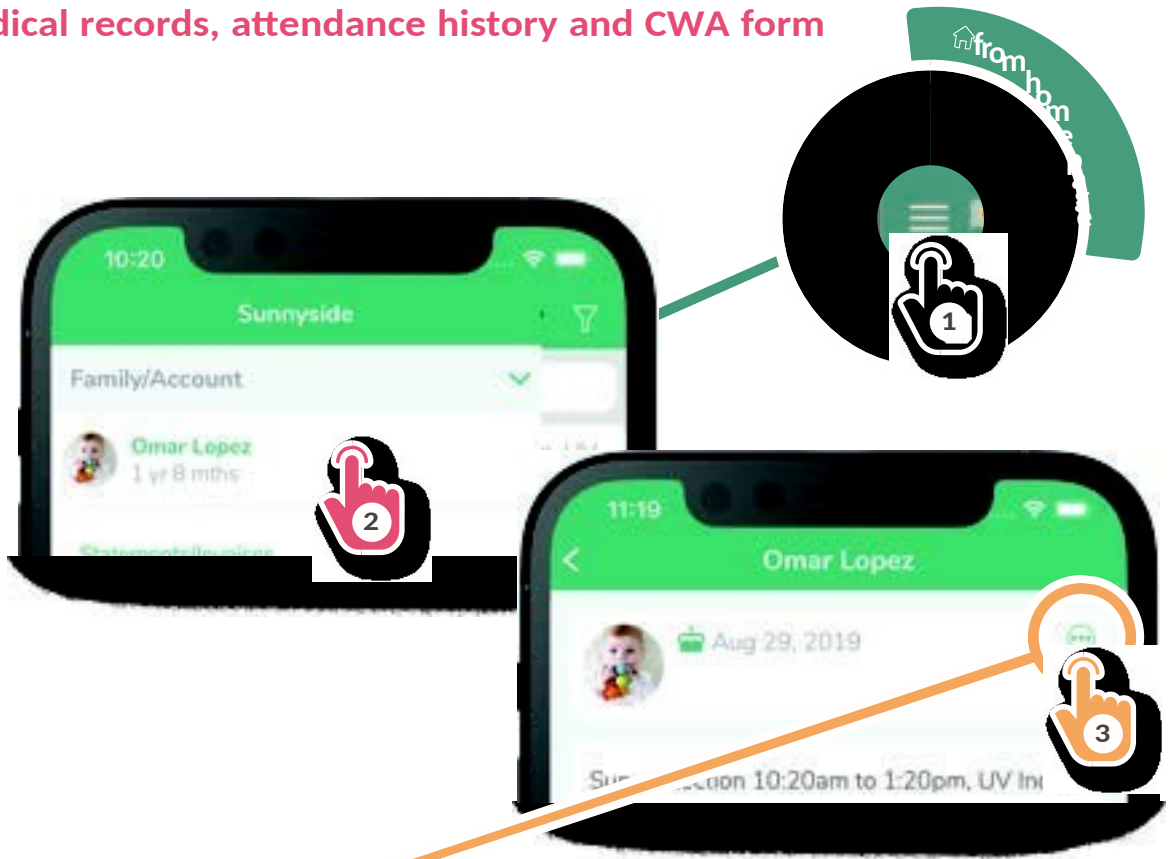
- daily menu
- dietary information
- sleep & rest updates
- sun protection updates

## Records & Reports

  = portion amount

One means whole portion consumed, half an apple means half consumed and so forth.

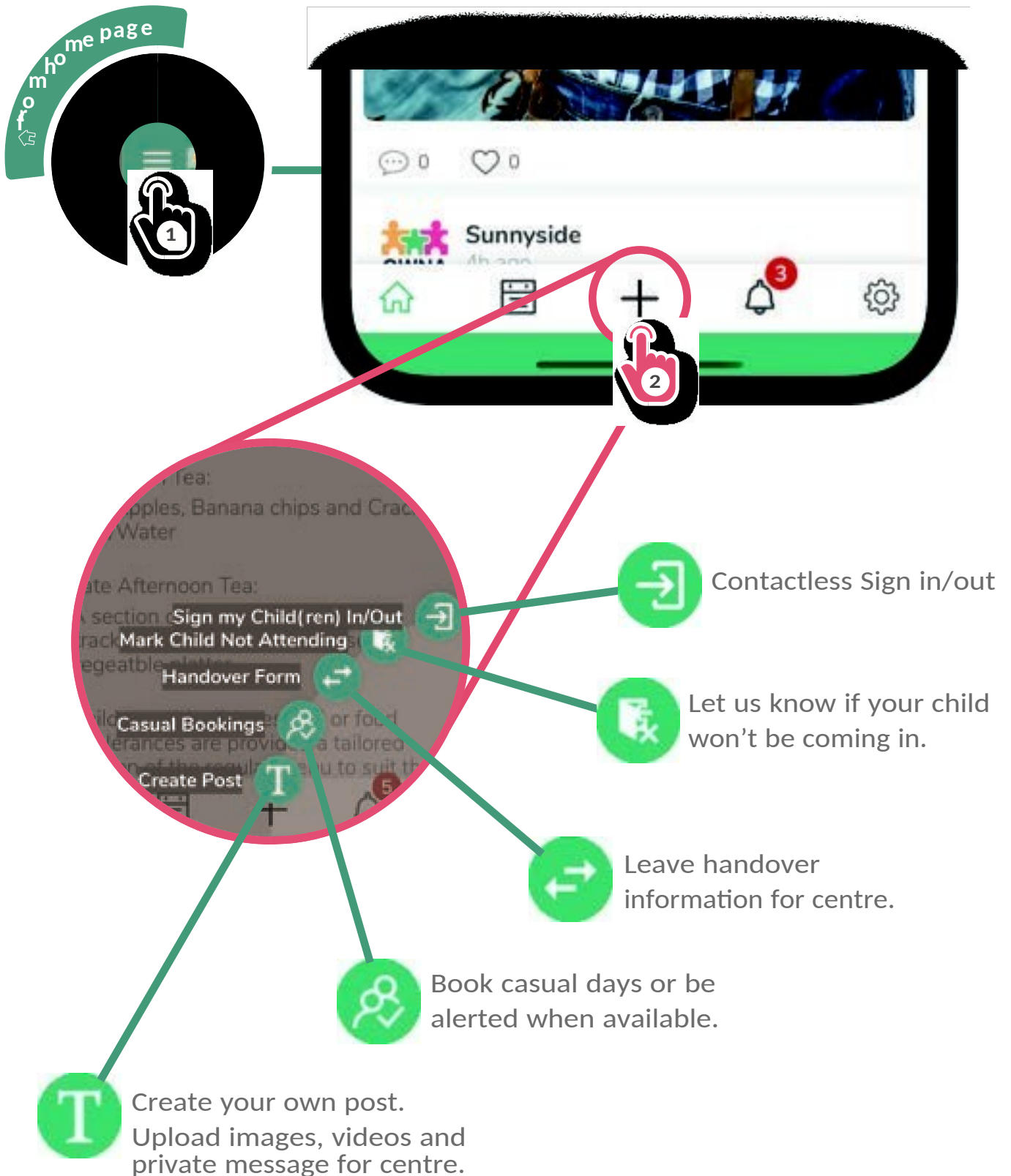
## Medical records, attendance history and CWA form



<b>View All Posts</b>	
<b>Developmental Summary Report</b>	
<b>View Incident Reports</b>	○ ○ Sign your child's Incident Reports
<b>Child's Goals</b>	
<b>View Documents</b>	
<b>Create Medication Record</b>	
<b>View Medication Records</b>	○ ○ Record medication that needs to be given to your child
<b>Ongoing/Non-Prescribed Cream Form</b>	
<b>Attendance History</b>	
<b>Upload Immunisation Record</b>	
<b>Sign CWA</b>	○ ○ Sign CWA Form

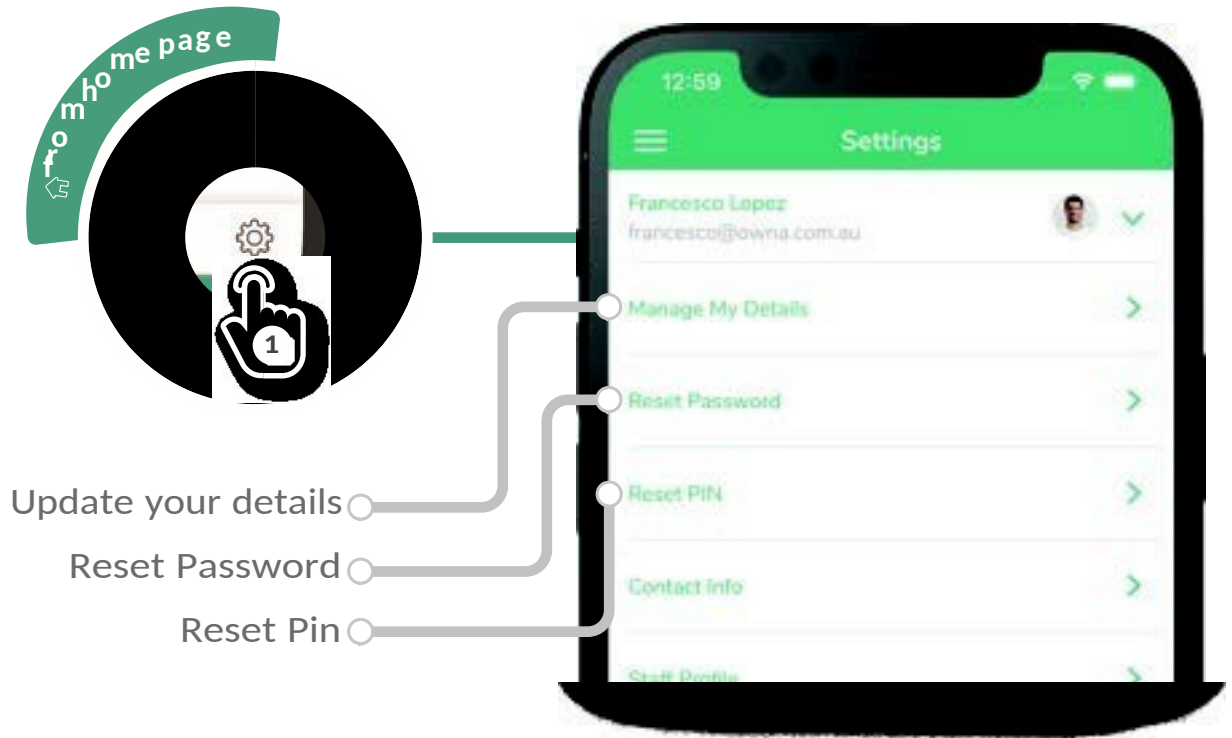
## Create Your Own Post

You can also book a casual day, fill in handover information and let your centre know if your child is not attending



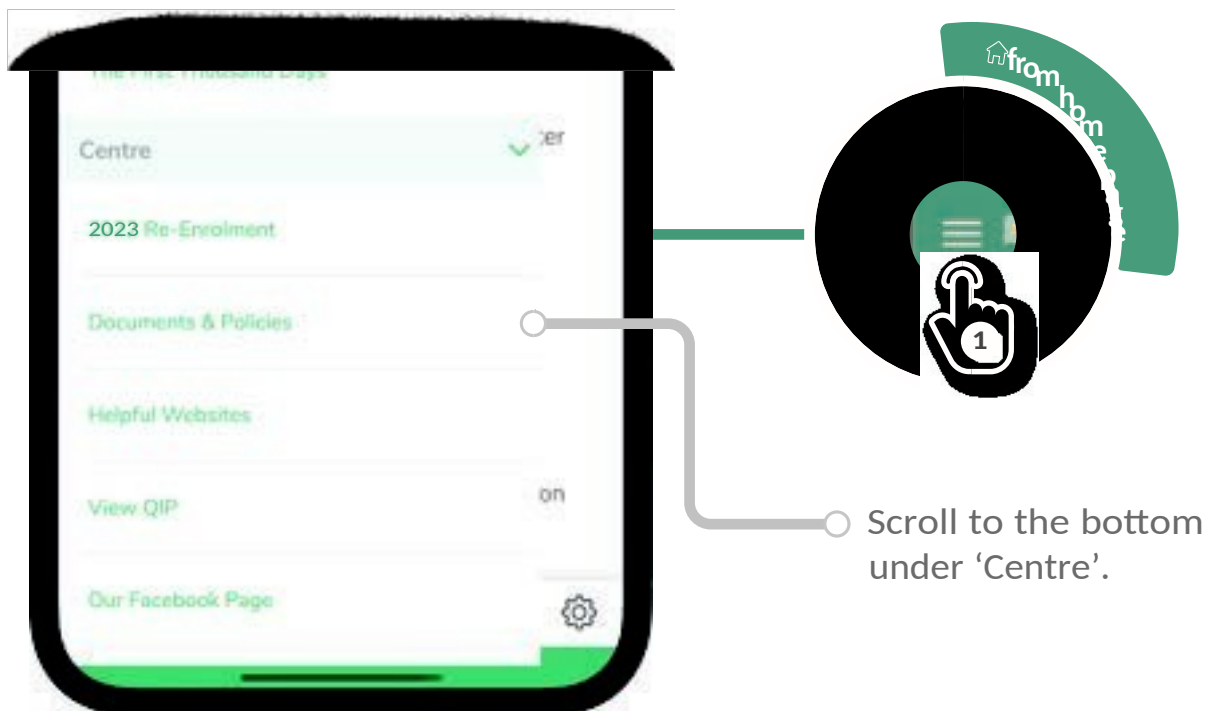
## Change Your Details

Reset your pin, password and update your details here



## Documents & Policies

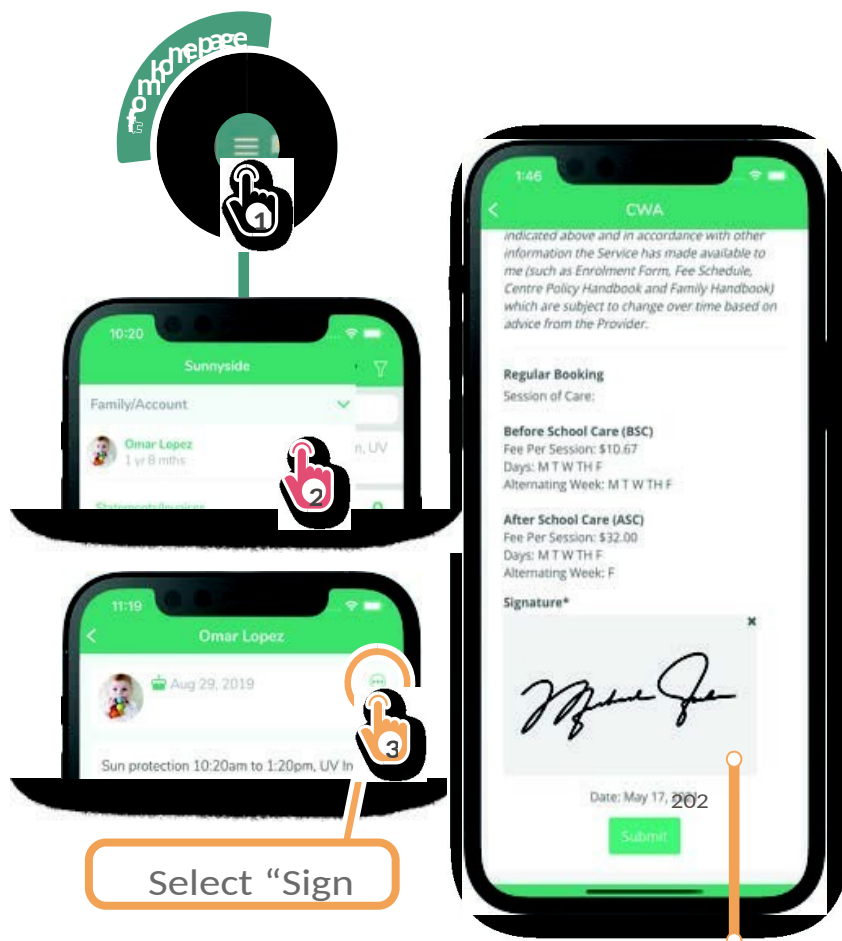
Access fact sheets, forms and Centre information



# Sign the Complying Written Agreement

## Arrangement (CWA) Form

(Please check with your Centre if this feature is available)

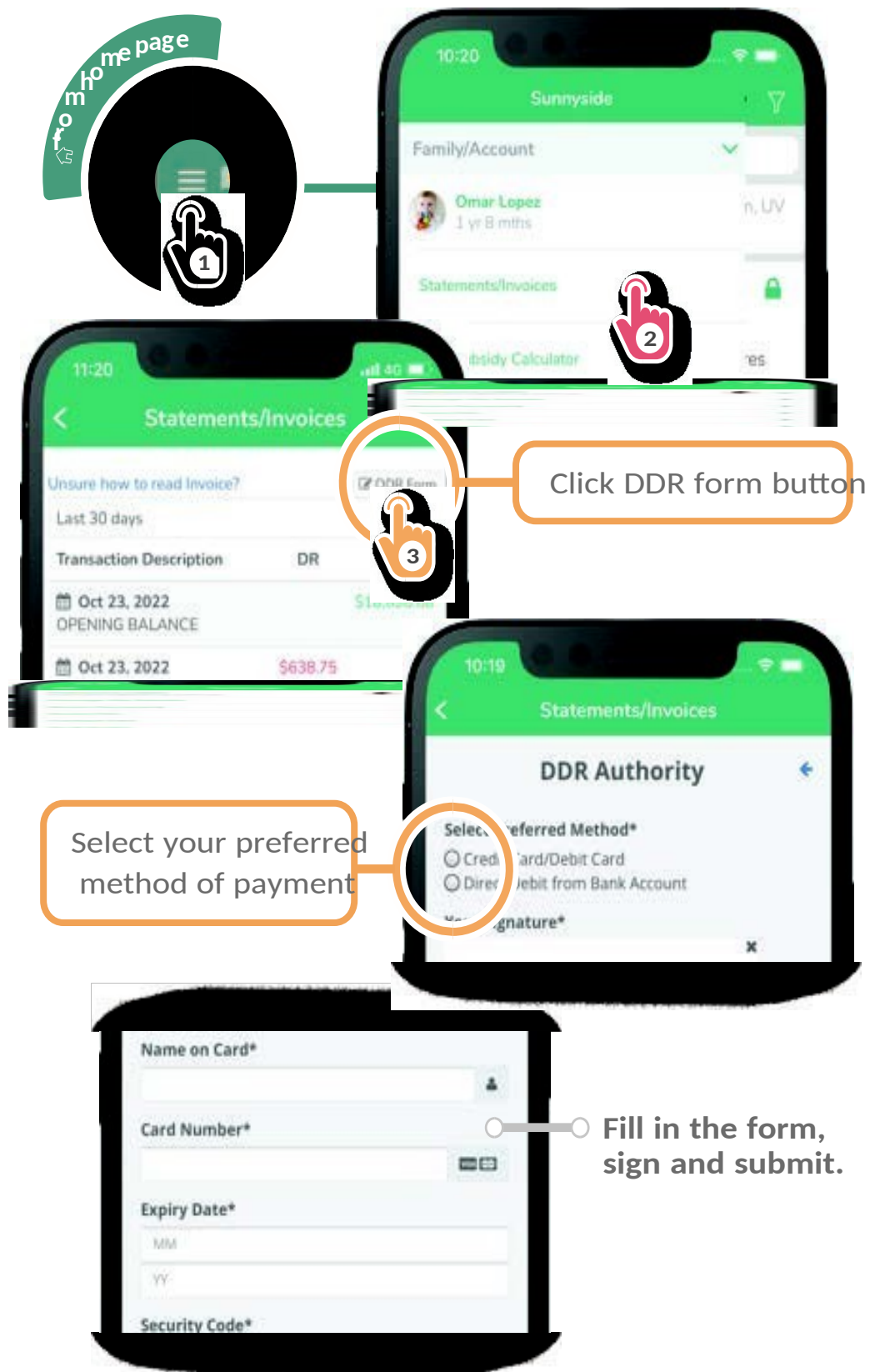


Select "Sign"

Read, scroll through and sign signature box.

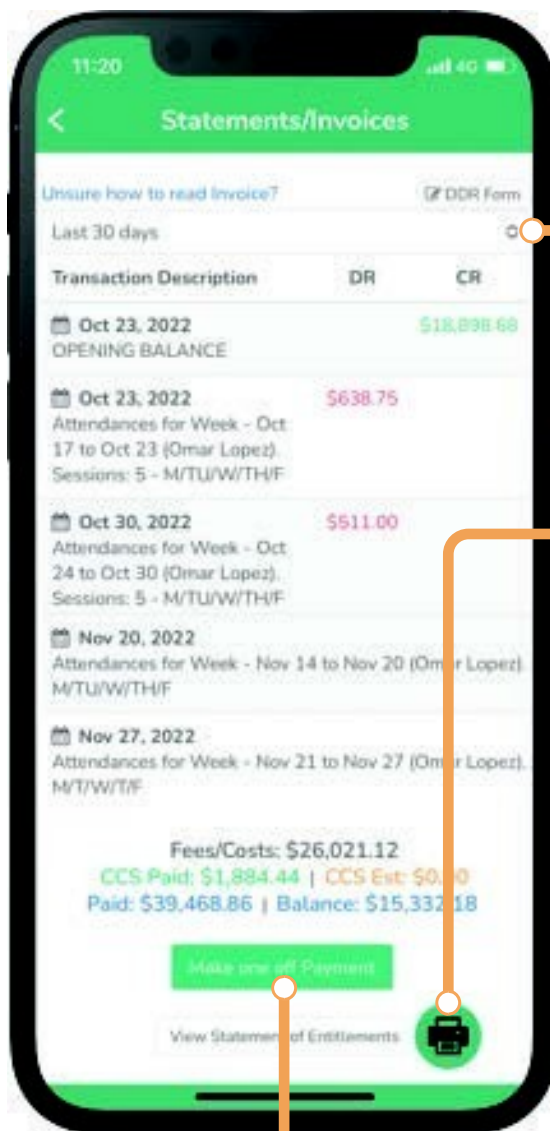
## Sign Direct Debit Request (DDR) Form

(Please check with your Centre if this feature is available)



## Statements & Invoices

(Please check with your Centre if this feature is available)



View your statements from the last 30 days or up to 24 months.

Print your statements and invoices whenever you see this icon.

Scroll to the bottom to make a one off payment.