



FAMILY HANDBOOK

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PHILOSOPHY

Connells Point Before and After School Care Centre purpose is to provide a safe, healthy, respectful & educational environment where each child has the right to be treated equally & with respect. We want children to discover what really interests them and to get involved in their interests, whatever they may be. Through this involvement, we aim to provide an enriching educational program which reflects the children's interests and requests through planned and spontaneous activities.

All educators at CPBASC recognise and acknowledge the infinite importance of the net of care consisting of families, Connells Point Public School and the community which wrap our service in support. This presence is felt through the generosity of everyone involved in the centre and is felt by the children, allowing them to truly understand that CPBASC is a space which truly belongs to them. *WE* respect that families know what works for their child(ren). *WE* see our service as partnering with this knowledge to help children become good at choosing what they want to do in their free time. *WE* are committed to co-planning, co-programming and co-learning. *WE* are attuned to children's voice's in this process.

Connells Point BASC aims to model the principles and practices of sustainable living. We endeavour to heighten each child's understanding of lightening our ecological footprint, to be mindful of heritage, to be respectful and appreciative of our differences and above all, to celebrates children's rights to enjoyment education and choice of pathways connecting them to the future.

This Family Handbook has been developed to inform parents and carers of useful information about our policies and procedures and how we ensure a safe and supportive environment for your children. The family handbook also acts as an ongoing reference for families whilst your children are in our care, however parents and carers should also regularly check our family notice board and website for information regarding any changes to daily routine, upcoming events, and policy reviews.

We encourage families to provide ongoing feedback and suggestions where possible via our feedback, suggestions and complaints form or through communication with staff and the centre coordinator to improve the service and provide the best possible environment and opportunities for your children to engage in.

AIMS

Connells Point BASC aim to meet the five learning outcomes, which reflect quality service provision in the new frame that characterises School Age Care places as 'sites of learning'. These outcomes are the basis for the rationale of the My Time Our Place Learning Framework.

- Outcome 1: Children have a strong sense of identity
- Outcome 2: Children are connected with and contribute to their world
- Outcome 3: Children have a strong sense of wellbeing
- Outcome 4: Children are confident and involved learners
- Outcome 5: Children are effective communicators.

CONNELLS POINT BASC

Connells Point BASC is a Non-for-Profit Incorporated Association operated by a volunteer Parent Management Committee. Established in 1999, CPBASC is located on the grounds of Connells Point Public School.

HOURS OF OPERATION

During the school term Connells Point BASC operates Monday to Friday between:

Before School Care	7.00am till 9.00am
After School Care	3.25pm till 6.00pm

During the school holidays and Pupil Free Days, Connells Point BASC provides a Vacation Care operating Monday to Friday between:

Vacation Care	7.00am till 6.00pm
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The above hours are enforced. Late penalty fees apply. Should a Family repeatedly collect children after closing, they may jeopardise their place at Connells Point BASC and notification may be made to the Department of Community Services.

Annual Closure

Connells Point BASC closes over the Christmas period and re-opens around the 2nd week of January. Closing dates will be advised in Term 4.

ENROLMENT

Connells Point Before and After School Care is open to the children currently attending Connells Point Public School during the NSW School Term dates, however CPBASC does accept children outside of the CPPS community during the Vacation Care. Children of Preschool age will not be accepted into the program, except for the January Vacation Care period immediately prior to them commencing Connells Point Primary school. This enrolment will be accepted if the child is enrolled to commence Kindergarten at Connells Point Public School. CPBASC accepts enrolments for primary school age children in accordance with funding priorities and guidelines. Enrolment forms must be updated **at all times** and is the Parent/Guardian's responsibility to inform Connells Point BASC of any changes to their child(ren)s enrolment details such as address, contact phone numbers, medical or dietary requirements, etc.

**Please note that children must be registered before they
can be enrolled at Connells Point BASC Centre.**

BOOKINGS

Two types of bookings are available at Connells Point Before and After School Care.

Permanent Bookings

These bookings are cost-effective; however, two weeks' notice is required for any changes. Any changes must be notified using the appropriate written form which is either a completion of a 'Change of Day' or 'Termination of Care' Form. Verbal notification will not be accepted. Fees are charged on the basis of bookings, not attendance. If a child is absent on a 'booked' day, the daily charge still applies.

Casual Bookings

Children can be booked for a casual place with 24-hour notice, subject to availability. These casual bookings may be cancelled within 24-hour notice without incurring a charge. Note that casual places are only issued if there is availability on the requested day.

PRIORITY OF ACCESS AT CONNELLS POINT

Access and eligibility will be subject to the Priority of Access Guidelines, set down by the Department of Education, Employment and Workplace Relations (DEEWR).

These are:

Priority 1. A child at risk of serious abuse or neglect

Priority 2. A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999

Priority 3. Any other child

Priority is further given to children within each of these main categories, to facilitate inclusion of:

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- 1. Children in Aboriginal and Torres Strait Islander families***
 - 2. Children in families which include a disabled person***
 - 3. Children in families from culturally and linguistically diverse backgrounds***
 - 4. Children in socially isolated families***
 - 5. Children of single parents***
 - 6. Siblings of children already attending Connells Point BASC***
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FEE STRUCTURE

- I. There is an **Annual Registration Fee** charge ahead of enrolments, as follows:

Per Child	\$20.00
Per Family (2 or more children)	\$30.00

- II. There is a **Bond** charge ahead of enrolments, as follows:

Permanent Bookings	\$200.00
Casual Bookings	\$60.00
<i>Bond is refundable when the family leaves the service</i>	

- III. **Every session a child is booked to attend** Connells Point BASC attracts the following fees:

	Permanent Bookings	Casual Bookings
Before School Care	\$14.00	\$ 16.00
After School Care	\$18.00	\$ 20.00
Vacation Care Incursion		\$ 45.00
Vacation Care Excursion		\$ 60.00

- IV. **Late Fees** can be incurred as follows:

Late collection of child(ren)	\$2 per child every minute after 6.00PM
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Connells Point BASC is a community based,
not-for-profit service.
Fees are to be paid 2 weeks in advance.

The Fees and Charges Policy is also found in the Connells Point Before and After School Care Policies & Procedures Manual available at the Parent Sign-In Area

The fees are set by the Approved Provider and Management committee in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days' notice of any fee increase (Regulation 172).

PAYMENT OF FEES

Connells Point BASC Fees can be paid through a **Direct Deposit** into the centre account. The information for the account is as follows:

Account Name	Connells Point Before and After School Care Centre Inc.
BSB	062 253
Account number	100 671 52
Please use your child/ren's name as a reference and what type of payment	Example - Joe Smith BASC

- **Account statements** will be issued fortnightly via email. Fees are to be paid fortnightly in advance for permanent bookings and daily for casual bookings
- **Vacation Care fees** are to be paid by the end date of the Vacation Care booking period. Statements are issued after the booking forms are submitted and placements given to the family. A booking confirmation email will be sent once payments are received. Vacation Care fees are non-transferable and refundable only if another family fills your booked placement.
- **All accounts need to be finalised and paid by the end of each term.** Failure to complete payments by the end of term may result in the loss of your child's position for further bookings
- If **Overdue Accounts** occur, Parents are encouraged to discuss any difficulties that they may have in paying fees with the Coordinator/Assistant Coordinator, who will discuss and make suitable arrangement for payment of fees as well as informing them of other avenues for financial support when required. As per the Centres Policy on overdue accounts, your child's place at the centre may be suspended, until all outstanding monies are paid, or both parties agree to a payment plan. You will be given 10 working days for payment in full. Where fees are outstanding for 4 weeks, the child's position may be cancelled at the centre and action will be taken to recover your debt.

CHILD CARE SUBSIDY

Child Care Subsidy (CCS) has replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy. The benefits of CCS are:

- CCS is paid directly to the service providers to be passed onto families
- CCS is simpler than the current multi-payment system
- CCS is better targeted and provides more assistance to low and middle-income families

To make it easy for families to calculate their entitlements, a 'Family Child Care Subsidy Estimator' is available the following link:

https://www.centrelink.gov.au/custsite_pfe/pymtfinderest/paymentFinderEstimatorPage.jsf?wec-appid=pymtfinderest&wec-locale=en_US#stay

The Fees and Charges Policy is also found in the Connells Point Before & After School Care Policies & Procedures Manual available at the Parent Sign-In Area

MANAGEMENT

Connells Point BASC Centre Incorporated is managed by Parent Management Committee, a group of parents within our service who manage our Centre on a voluntary basis. The committee consists of a President, Secretary, Treasurer, Marketing & Communication Officer, as well as an Accountant (engaged by Committee on a fee basis – not a Committee Member). Parents who are members of the centre are encouraged to nominate for the committee at the Annual General Meeting. The committee accepts responsibility for the overall right of the service, ensuring the objects of the constitution and any instruction formed through a 'general meeting' of members are carried out efficiently.

CONNELLS POINT BASC EDUCATORS

Connells Point BASC operates with an appropriate Educator to child ratios of 1:15 when at the centre. Experienced and/or qualified supervisors are employed to provide quality care for our children. Educators are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment. CPBASC complies with the Working with Children Check as required by the Commission for Children and Young People.

Michelle Bagby

Coordinator & Nominated Supervisor

Bachelor of Fine Art (Honours), Montessori Elementary I Credentials, Bachelor of Arts: Liberal Studies/Cultures, Values & Beliefs, First Aid Trained, Asthma and Anaphylaxis Trained, Child Protection Trained, Behaviour Management Trained, Safe Food Handling Trained

Louise Gibson

Assistant Coordinator & Educational Leader

Associate Diploma in Social Sciences: Child Studies, Certificate IV in Children's Services, First Aid Trained, Child Protection Trained

Karina Baldacchino

Senior Educator

Bachelor of Primary Education, First Aid Trained, Child Protection Trained

Kate Adams

Casual Educator

Undergoing Bachelor of Primary Education, First Aid Trained, Child Protection Trained

Liam Angelis

Casual Educator

Undergoing Bachelor of Primary Education, First Aid Trained, Child Protection Trained

Alyssa Kanevsky

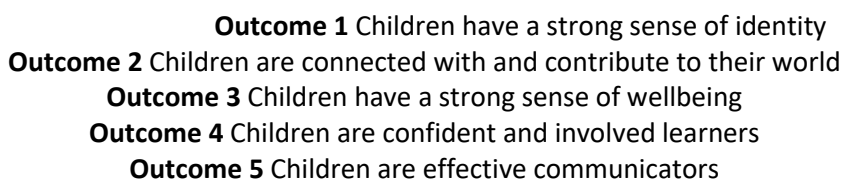
Casual Educator

Undergoing Bachelor of Psychology, Diploma of Children's Services – Early Childhood Education and Care, First Aid Trained, Child Protection Trained

THE NATIONAL QUALITY FRAMEWORK

The National Quality Framework (NQF) was developed in 2012 and is the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children using education and care services. The NQF introduces a new quality standard and consistency to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care nationwide.

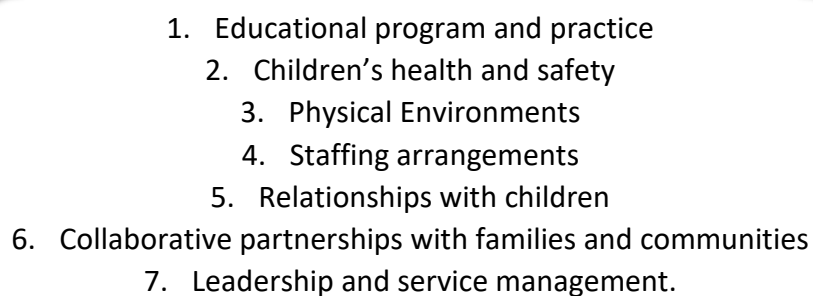
The My Time Our Place Learning Framework acts as a guide for effective curriculum planning and reflective processes. The learning outcomes are identified as:

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- Outcome 1** Children have a strong sense of identity
 - Outcome 2** Children are connected with and contribute to their world
 - Outcome 3** Children have a strong sense of wellbeing
 - Outcome 4** Children are confident and involved learners
 - Outcome 5** Children are effective communicators

The National Quality Framework (NQF) operates under an applied law system, comprising of the Education and Care Services National Law and the Education and Care Services National Regulations.

THE NATIONAL QUALITY STANDARD

The National Quality Standard (NQS) are the national benchmark for the quality of education and care services. It aims to promote the health, safety and wellbeing of children as well as focuses on achieving outcomes for children through high quality educational programs and enables families to understand what distinguishes a quality service. The National Quality Standard is divided into seven Quality Areas.

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1. Educational program and practice
 2. Children's health and safety
 3. Physical Environments
 4. Staffing arrangements
 5. Relationships with children
 6. Collaborative partnerships with families and communities
 7. Leadership and service management.

PROGRAM

At Connells Point BASC, we provide a balanced developmentally appropriate program. We follow the National Framework for School Aged Care, *My Time Our Place*. By using this framework, the Educators are encouraged to extend and enrich children's experiences at each session. Connells Point BASC fosters the wellbeing, development and learning for each child, by focusing on aspects of pedagogy including building and nurturing relationships, program decision making, teaching and learning. Our Educators encourage children's engagement in a range of play and leisure experiences that allow them to feel happy, safe and relaxed, and to interact with friends, practice social skills, solve problems, try new experiences and learn life skills.

Our Educational Leader oversees the running of the program and ensures compliance with MTOP.

Our program is developed in line with the National Quality Framework, the developmental needs of middle childhood, and based on the children's interests. We strive to provide a fun, engaging environment where all children are included, they are extended, and their ideas valued. Our program is under constant evaluation, to make it the best it can be. Our curriculum is a collaborative venture between children, families and educators, developed to reflect the interests of the children. Activities are a mixture of planned and spontaneous experiences.

COMMUNICATION WITH OUR FAMILIES

We aim to be supportive towards our families and respect open communication and good relationships between parent/guardian(s), educators, children, management and the community.

Communication with parent/guardian(s) will be maintained in a variety of ways e.g. greeting and farewelling, personal conversations, notes at the sign/out desk, surveys, family notice board, family handbooks, newsletter's, parent communication diary, emails, kindergarten orientation and website updates.

Please do not hesitate to approach our friendly staff should you have a query about your child and their time here at CPBASC.

We are constantly striving to improve our service to be the best we possibly can be; therefore, we value our ongoing parent feedback and suggestions.

Queries/Grievances can be discussed with the Coordinator/Assistant Coordinator

and/or the Parent Management Committee

via email admin@connellspointbasc.org, in person at the centre or by calling 9546 1092 or 0417 038 777.

COMMUNITY LINKS

Connells Point BASC invites Year 10 students from numerous High Schools in the surrounding area who are Duke of Edinburgh Award candidates to join the CPBASC program as mentors. We continuously seek to develop our capacity to contribute to neighbourhood projects and connect with our local area.

FOOD

Connells Point BASC provides a nutritious breakfast and Afternoon Tea daily. The menus are carefully planned, varied and nutritious based on children's request and the healthy guideline for children and young people. The weekly menus are displayed in the kitchen and foyer, which details the ingredients' key values. Menu choices are separately available for children with dietary needs and allergies.

PERSONAL BELONGINGS

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- *Children are not permitted to bring chewing gum, aggressive toys or weapons, electronic games, mobile phones or musical devices.*
 - *Parents should clearly label articles of clothing and other personal possessions.*
 - *Educators cannot assume any responsibility for children's clothing or other personal possessions.*
 - *A lost property box is kept on premises underneath the sign in/out desk.*
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SUSTAINABILITY

Connells Point BASC will incorporate care of an herb garden into program planning for sustainability. As the project develops, it will link in with cooking and the menu and aim to grow further into a vegetable garden. The centre also participates in the composting project which is currently in place at Connells Point Public School. We intend to learn how to obtain all our activity resource form used, recycle and donated materials with a view of recycling them again. The success of this goal will depend on the efficacy of our links with the local, neighbourhood, school and parent communities.

EQUALITY

No person involved with CPBASC, whether child, guardian, or staff will be discriminated against on the basis of their cultural background, religion, sex, disability, marital status or income.

ILLNESS AND ACCIDENTS

In the case of incident or illness at Connells Point BASC, steps taken include:

1. Keeping the affected child under adult supervision until the child recovers or until the child's parent/guardian or other approved person takes charge of the child.
2. If an injury occurs to the face, neck, eyes or ears, the parent/guardian will be contacted immediately. If an injury to the teeth or mouth occurs, the parent will be notified immediately and advised to seek dental advice within 24 hours.
3. If the child requires immediate medical aid in CPBASC, all reasonable attempts are taken to secure that attention and to notify the parent/guardian of the accident.

Parents are required to sign an Incident Report
if their child receives first aid at CPBASC.

4. In the case of medication being required in an emergency without the prior consent of the parent/guardian, every attempt is made to secure that consent or the consent from a registered medical practitioner.
5. In the case of a serious injury requiring hospitalisation, procedures for the transportation of the child to hospital are implemented.

MEDICATION

It is essential that the parent or guardian providing the medication complete a Medication Form at CPBASC. No medication can be administered without this form being completed.

Medication must be prescribed and in the original container, detailing the child 'name, date of issue and dose required'.

In the emergency when a child's parent/guardian(s) are unable to be contacted, medication will only be administered with the permission of a medical practitioner. If any medication is administered by educators during the hours of operation, records are kept detailing the medication use, the date, time and dosage of administration and the person who administered it.

Qualified first aid Educators would attend to child(ren), medical attention and/or ambulance would be called to attend or transport the child, family would be notified of action, the incident would be notified of action, the incident would be recorded in the Incident/Accident Register. Every care will be taken and without delay to ensure the safety and wellbeing of the child.

INFECTIOUS DISEASES

Documented evidence of appropriate immunisation is required for each child on enrolment. Non-immunised children will not be excluded from enrolment; however, these children will have to be removed from Connells Point BASC for the duration of any vaccine preventable diseases outbreak.

The centre reserves the right to request children and staff stay away from Connells Point BASC while suffering from infectious illness such as measles, diarrhea, chicken pox, conjunctivitis, etc. A Doctors Certificate may be requested when the child returns to Connells Point BASC (in line with Health Department guidelines).

Connells Point BASC's aim is to ensure that appropriate health and hygiene practices are observed, and that staff have access to current information provided by relevant authorities to minimise the health risks to children. Additional information on infectious diseases is available in the Parent Sign-in Area at Connells Point BASC.

SUN SAFE

Connells Point BASC follows practices recommended by the Cancer Council in relation to sun protection for staff and children.

Their map can guide how much time can spend outdoors without sun protection to obtain sufficient vitamin D, without risking sun damage:

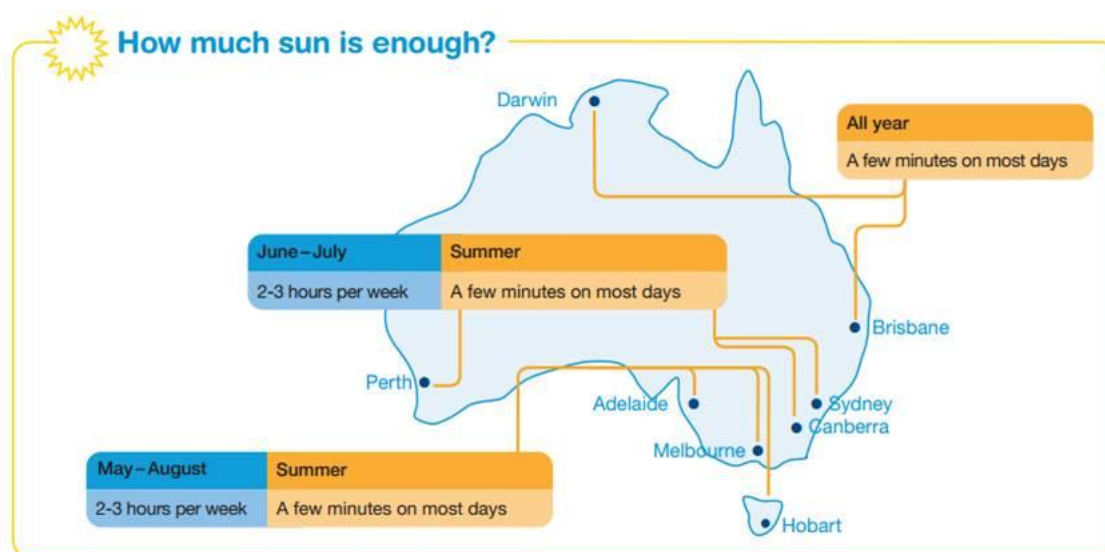


Image courtesy of Cancer Council Australia www.cancer.org.au

CONFIDENTIALITY

The information families provide to Connells point BASC is confidential and will not be released to authorities or other parents (including Parent Management Committee) unless requested by a person with the legal right to the information. In the event of access being required to documentation held by Connells Point BASC, a court order is generally required for persons other than the authorised caregiver of the child. Whilst the information you share with us is confidential, the staff at the centre are 'mandatory reporters'. This means staff are required by law to present any information that may be told to them or observed by them, to the Department of Family and Community Services and other prescribed mandatory bodies in contact with your child, if a child's health or welfare is concerned. This information may not be discussed with the parent prior to or after reporting takes place.