

# Grays Point Activity Centre

Incorporated 1997 (Opened 1988)

## FAMILY HANDBOOK

Collaborating with our community to ensure we provide high quality  
Outside of School Hours Care (OSHC) services which meet the needs of  
Grays Point Public School (GPPS) children and their families.



Purpose built building opened 2016  
Located on the grounds of Grays Point Public School  
109 Angle Road GRAYS POINT NSW 2232

Phone: (02) 9540 2020 M: 0427 741779

Email: [admin@gpactivitycentre.org](mailto:admin@gpactivitycentre.org)

ABN: 21 495 573 493 CRN: 555 006 889L





## Welcome | Our Family Handbook

Grays Point Activity Centre (GPAC) is a fully accredited Centre that provides quality care and activities Before and After School for children who attend Grays Point Public School (GPPS). We also provide Vacation Care and operate on some Pupil Free Days for the entire day.

We are a community based, not-for-profit Centre run by a volunteer Parent Management Committee.

This handbook contains important information about our Centre and its operation. It is a condition of enrolment into our Centre that families have read the Centre's handbook. Please read this handbook carefully and keep for future reference.

If you have any questions or require further information, please speak with the Centre Manager or a member of the Management Committee.

Our Handbook contains important information about our Centre and its operation. It is a condition of enrolment that families have read our Family Handbook. Please use this handbook to assist you and your child's transition into care at Grays Point Activity Centre and keep for future references.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the Service operates.

*We have an open-door Policy and you and your family are welcome to visit our Service at any time.*

*If you have any questions or require further information, please speak with the Centre Manager or a member of the Management Committee.*

## | Our Mission |

Collaborating with our Community to ensure we provide high quality Outside of School Hours Care (OSHC) services which meet the needs of Grays Point Public School (GPPS) children and their families

## | Grays Point Activity Centre Acknowledgement of Country |

Grays Point Activity Centre acknowledges the Gweagal people of the Dharawal Nation who are the traditional custodians of the land where our children and families live and our Centre is placed.

We pay respect to their Elders past and present and emerging for they hold the memories, the traditions, the culture and hopes of the Indigenous and Torres Strait Islander peoples across the Nation.

We acknowledge Australia's Aboriginal and Torres Strait Islander culture and show our respect to Elders' past and present and respect the land on which our Centre is built.

## | Our Philosophy |

Grays Point Activity Centre recognises that every child is capable and resourceful in their own unique way. They each have different ways of thinking and learning which will be encouraged and respected in an environment that fosters imagination, creativity, and a positive self- identity.

We support children to engage spontaneously in natural play, and with children's input create a fun home like environment. Our program encourages the development of life skills as well as physical, creative and artistic development. In this context, the environment will be safe, stimulating and provide children and adults time to explore, create and experiment.

We believe children naturally recognise some levels of risk assessment. Children need to experience new opportunities for themselves in order to have greater awareness of their own abilities. This will aid in developing their risk analysis skills and Educators will engage children in reflective communication about the risk perceived so they can safely play.

Respectful communication is promoted and nurtured between adults and children as well as between children. We continuously evaluate and refine strategies to assist individual children to build self-esteem, confidence, and friendships.

We value and embrace the diversity that each child and family bring to our Centre and invite families to share new ideas, skills and information to further enrich our environment. Through embracing collaborative partnerships between families and Educators we can share responsibility for the upbringing of children to ensure inclusion and a positive culture within the community.

Our Educators foster relationships and encourage teamwork amongst children to achieve common goals. We believe children learn from each other and we honour the Right of every child. We allow children to have a voice, help them feel connected and involved to determine a sense of belonging in our Service. When Educators consult and collaborate with all children, spontaneous and planned learning experiences are meaningful and responsive to their interests and abilities.

We believe in providing resources and play opportunities that will teach and actively involve children about caring for the environment. We will incorporate Sustainable Practices in our Service operations and will work in partnership with families promoting sustainable living. This can encourage and instil in children the consciousness our part in the wider world.

### OUR GOALS

1. Provide an environment that fosters imagination to provide fun, child led play in a safe home like environment.
2. Encourage inclusive and respectful communication with staff, families and the community to build meaningful connections.
3. Support children in building their self-esteem, wellbeing and importance of valuing their individuality and their feeling of belonging.
4. Find ways to consistently implement our Environmental Sustainability Policy.

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## Service Information

Our Service caters to primary aged children. We are open Monday to Friday for Before School Care during the School Term: 7.00am to 8.50am and After School Care 3.15pm to 6.00pm. Our Service operates Vacation Care during the School holidays, Monday to Thursday between the hours of 7.30am to 6.00pm and some Pupil Free Days between the hours 7:30am to 6:00pm. Our Service is closed on NSW Public Holidays.

## Service Type

We are a community based, not-for-profit Centre run by a volunteer Management Committee.

## Contact Information

Phone: *02 9540 2020*    Mobile: *0427 741779*

Email: *admin@gpactivitycentre.org*

Website: *<https://www.gpactivitycentre.org/>*

## Management Structure

Approved Provider: *Grays Point Activity Centre Inc.*

Centre Manager/Nominated Supervisor: *Karen Graham*

Educational Leader/Nominated Supervisor: *Taylissa Kuhn*

Team Leader/Nominated Supervisor: *Teri Criticos*

## | Our Team |

Grays Point Activity Centre strives to employ trained and untrained staff of both genders covering different ages and backgrounds. This facilitates a range of ways to build relationships with children and families. All staff must pass the Working With Children Check and the Service embeds a culture of transparency to protect all stakeholders.

## Our Committee

Valentina Thiering – President and Public Officer

Christina Wagner – Vice President

Lauren Davis – Secretary

Shani Nayee – Vice Secretary

Jamila Hayes – Treasurer

Jennifer Anastas – Assistant Treasurer

## Permanent Staff

Karen Graham - Centre Manager and Nominated Supervisor

Talissa Kuhn - Educational Leader and Nominated Supervisor

Teri Criticos - Team Leader and Nominated Supervisor

Rianna Lathouras – Permanent Educator

Shell McDonald – Traineeship Educator

Jacky Bateman – Office Administrator

## Casual Staff

Nyomi Muir – Casual Educator

Talis Bentley – Casual Educator

Talia Sloomweg – Casual Educator

Freya Power – Casual Educator

Zoe Elcombe – Casual Educator

Jai Camfield – Casual Educator

Michelle Mansson – Casual Administration Officer

## Our Commitment to Child Safety

Our Service is committed to ensuring the safety and wellbeing of children is always maintained whilst being educated and cared for by Educators and staff at Grays Point Activity Centre. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm, and neglect. We understand our responsibilities and statutory duty of care to comply with the Child Safe Standards to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our staff carry out their responsibilities as mandatory reporters as required by Law under the Children and Young Persons (Care and Protection Act 1998) and maintain up to date with knowledge of Child Protection Law.

Our staff are recruited through a robust screening process to ensure they display the right personal qualities and experiences to provide high quality supervision and care, in addition to holding a validated Working With Children Check.

We have a zero tolerance for inappropriate behaviour towards children and any breach of Child Protection Law. Any allegation or concern will be responded to promptly by management. We request that you contact our Centre Manager/Nominated Supervisor if you have any concerns.

Karen Graham - [manager@gpactivitycentre.org](mailto:manager@gpactivitycentre.org)

## Child Safe Standards- The NSW Child Safe Standards

The Royal Commission into Institutional Responses to Child Sexual Abuse recommended 10 Child Safe Standards, drawing on its findings, research and consultation about what makes organisations child safe.

The [Child Safe Standards](#) provide a benchmark against which organisations can assess their child safe capacity and set performance targets. The Standards provide tangible guidance for organisations to drive a child safe culture, adopt strategies and act to put the interests of children first, to keep them safe from harm.

The 10 Child Safe Standards are:

- Child safety is embedded in organisational leadership, governance and culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are taken into account
- People working with children are suitable and supported
- Processes to respond to complaints of child abuse are child-focused

- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse to occur
- Implementation of the Child Safe Standards is continuously reviewed and improved
- Policies and procedures document how the organisation is child safe.

The Office of the Children's Guardian is an independent statutory body that promotes the interests, safety and rights of children and young people in NSW. The core functions of the Office of the Children's Guardian include administering Working With Children Checks, Reportable Conduct Scheme and implementation of the Child Safe Standards.

The National Principles for Child Safe Organisations embed the Child Safe Standards recommended by the Royal Commission. The National Quality Framework (NQF) Review is currently exploring options to embed these under the NQF.

## Code of Conduct

The Code of Conduct establishes the standards for all employees of our Service. Employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's Code of Ethics. The values that underpin our work ethic include equality, respect, integrity, and responsibility.

Parents will:

1. Act respectfully toward staff, children and other adults at the Centre.
2. Always use a calm and considerate tone.
3. Consider children's feelings and protect them from witnessing heated discussions.
4. Under no circumstances confront other parent's child/ren at the Centre.

Parents/guardians will be asked to sign and agree to our Code of Conduct & Expectation Charter.

Staff may ask a person to leave the premises if they feel intimidated in any way.

Police may be called if the person does not respond when asked to leave.

## Our Educators and staff

Our Service is made up of a team of high-quality professional Educators that are committed to and passionate about school-aged care. Our staff promote the human rights, safety and wellbeing of all children and consider and respect the diverse backgrounds and needs of children.



We create an environment that promotes and enables children's participation and is welcoming, culturally safe, and inclusive for all children and their families.

All staff hold valid Working with Children Checks and all Responsible Persons (placed in charge of the day-to-day running of the Service) have approved First Aid, Emergency Asthma and Anaphylaxis qualifications. All staff are encouraged and supported to attend professional training and development to further their knowledge and skills. For further details on the qualifications of our Educators, please see our Nominated Supervisor or visit our website -<https://www.gpactivitycentre.org/our-staff>.

Our Educators consider children's learning styles, abilities, interests, linguistic and cultural diversity and family circumstances when planning and implementing learning programs. We support and respect the history and backgrounds of Aboriginal and Torres Strait Islander people and aim to foster each child's sense of identity.

## National Quality Framework

Our Service complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law and National Regulations, the National Quality Standard and a rigorous assessment and rating system. Our educational program and curriculum are based on the School Aged Care Learning Framework - My Time, Our Place.

We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our Service to identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement.

*Additional information about the NQF can be found at <https://www.acecqa.gov.au/nqf/about>*

## Feedback and Regulatory Authorities

If in doubt about any Centre Policy or if you have any feedback or recommendation on how the Centre can be improved, please speak with the Nominated Supervisor or phone 02 9540 2020 or 0427 741779 or email to [manager@gpactivitycentre.org](mailto:manager@gpactivitycentre.org).

In the event of a problem/concern not being solved or you are still not satisfied please direct suggestions and complaints in writing to:

The President  
Grays Point Activity Centre Management Committee  
109 Angle Road,  
Grays Point NSW 2232

Or email Activity Centre President <president@gpactivitycentre.org>  
or raise them at the regular Committee meetings.

Our Service is regulated by the national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below:

#### NEW SOUTH WALES

Early Childhood Education Directorate  
NSW Department of Education Phone: 1800 619 113  
Locked Bag 5107 PARRAMATTA NSW 2124  
[www.education.nsw.gov.au/](http://www.education.nsw.gov.au/) email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

If you remain dissatisfied, you may contact the NSW Office of the Children’s Guardian  
<https://www.kidsguardian.nsw.gov.au>.

Please see our “Management of Complaints Grievance Handling” Policy.

## Staff/child ratios

We comply with the National Regulations for Educator to child ratios across our Service to ensure adequate supervision is provided for all children.

GPAC roster on staff to children ratio with a maximum of 15 children to 1 Educator. Each shift there is at least one staff member fully qualified in First Aid and Anaphylaxis and Asthma Management and all staff over the age of 18 years have Working with Children Check (WWCC).

At the Service:	1:15
Excursions:	1:8
Swimming/water-based activities:	1:5

## Educational Program

We provide a range of both structured and non-structured play-based learning experiences that are designed to be stimulating, challenging, inclusive and meet the needs and interests of all children attending our Service. The development of our program is informed through ongoing observations, evaluations and collaboration between Educators, children, families and relevant stakeholders.

Our Service's curriculum follows the My Time, Our Place Framework for School Age Care in Australia.

The Framework has been designed for use by School age care Educators working in partnership with children, their families, and the community, including Schools. It represents Australia's first national framework for School age care to be used by School age care Educators and aims to extend and enrich children's wellbeing and development in School age care settings.

Educators guided by the Framework will reinforce in their daily practice the principles laid out in the United Nations Convention on the Rights of the Child (the Convention). The Convention states that all children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities. The Convention also recognises children's rights to be active participants in all matters affecting their lives and respects their family, cultural and other identities and languages.

The Framework acknowledges the importance of play and leisure in children's learning and development and that their learning is not limited to any particular time or place. Developing life skills and a sense of enjoyment are emphasised. The Framework recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that children in all School age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities. (My Time, Our Place)

## My Time, Our Place

Fundamental to the Framework is a view of children's lives as characterised by Belonging, Being and Becoming. From before birth, children are connected to family, community, culture and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential Educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

### BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood, and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

### BEING

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities and meeting challenges in everyday life.

### BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs as children learn and grow. It emphasises learning to participate fully and actively in society.

## Goals for your child at our Service

*Children in School age care settings are challenged to be curious about what is of interest to them while at the same time developing self-identity and social competencies.*

*(adapted from Stig Lund, Danish National Federation of Early Childhood Teachers and Youth Educators and Nordic Teachers Council)*

In School age care settings Educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. School age care settings pay attention to the needs and interests of individual children within a context that promotes collaboration and active citizenship. Children in School age care settings have choice and control over their learning as they collaborate with Educators to extend their life skills and develop dispositions towards citizenship (My Time, Our Place, Framework for School Age Care 2022).

The following 5 outcomes are outlined in the Framework for School Age Care-My Time, Our Place:

Outcome 1: Children and young people have a strong sense of identity

Outcome 2: Children and young people are connected with and contribute to their world

Outcome 3: Children and young people have a strong sense of wellbeing

Outcome 4: Children and young people are confident and involved learners

Outcome 5: Children and young people are effective communicators

We strongly encourage communication between families and Educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; children's first and most influential Educators.

## Documentation of Children's Learning

Children's learning may be documented in a variety of ways to assist with ongoing reflection, evaluation and assessment of their strengths, interests, behaviours and relationships. Documentation may include:

Learning stories, work samples, suggestions from the child, follow up activities, videos and photographs.

The individual child's documentation is maintained and used as a direct tool for critical reflection, evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not to be used as a means of comparison between peers or stereotypes. If you would like to review our information, please speak to our Educational Leader or Centre Manager.

## Communication

We work in partnership with you and your family. We support and encourage communication with your child's Educators about your child's unique needs and their general enjoyment of their day at our Service. Everybody has a preferred time and method of communication. Sometimes, mornings and afternoons can be a little rushed, and not the best time to discuss your child's day and enjoyment at the Service. You are encouraged to talk to our Nominated Supervisor or arrange to meet an Educator at a mutually convenient time.

We have many types of communication we use for families, including:

- Termly Newsletters
- Phone calls and text messages
- Announcement-only WhatsApp group
- Emails
- Posts to the Xplor Home App
- Face to face
- Formal meetings
- Facebook closed group
- Digital images and videos displayed on television at the Service
- Weekly program and menu displays

## Enrolment Information

Prior to your child commencing at our Service, you will be required to complete an online enrolment form to register or reenrol each year, provide documentation, pay an Annual Membership Fee and attend a Centre orientation.

<https://www.gpactivitycentre.org/enrolments>

## Enrolment Form

If you require assistance completing the enrolment form, please contact our Administration Officer for assistance.

We will require a copy of your child's Birth Certificate and Immunisation History Statement from the Australian Immunisation Register. Please note, the names written on the enrolment form must match the names on your child's Birth Certificate to meet legal requirements. Enrolment Records will be required to be updated annually or whenever your circumstances change.

## Family Law and Access

Our Service will uphold any responsibilities or obligations in relation to Family Law and access to the Service. We require certified copies of any Court Order, parenting orders or parenting plans, relating to your child and request that if situations change, a copy of the Court Order is provided to our Service. We will only allow children to leave the Service with the written permission of the custodial parent/guardian. Without a Court Order we cannot stop a parent collecting a child. Unless your Court Order is on file with us, we must provide equal rights to both parents.

Evidence of Court Orders or agreements must be considered part of the enrolment to minimise the likelihood of distressing situations occurring in the future.

All documentation relating to custody and access are held and maintained securely.

If your family situation changes after initial enrolment, please let us know.

## Authorised Nominees

You will be requested to provide information about authorised nominees on your child's enrolment form. These are persons that you provide permission to:

- Collect your child from the Service
- Provide consent for medical treatment for your child from a medical practitioner, Hospital or Ambulance Service

- Provide consent for the transportation of your child by an Ambulance Service
- Provide consent to go on an excursion

Please understand that it is essential we have up-to-date information on your child's enrolment record in case of an emergency. It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

- Your residential address
- Health of your child
- Telephone/mobile numbers
- Contact details for any parent or authorised nominee
- Family changes (parenting orders)
- Emergency contact information details etc.

## Authorisations

The enrolment form will include additional authorisations for our Service to seek medical treatment and emergency transportation for your child if required. Authorisations will also be requested for permission to administer emergency medication to your child in the case of an Asthma or anaphylaxis emergency (Ventolin or Epi-pen), permission to access medical treatment and transport in case of an emergency.

## Photographs, social media, promotion

As part of the enrolment process, we will also ask for your permission to take photographs and video of your child during normal activities and excursions for sharing with our parent community through social media/displayed at Service and/or to promote our Service to the community through marketing and promotional materials. Photographs and video may also be used as part of our observation and programming process.

## Medical conditions- Allergies, Asthma, Diabetes or Epilepsy



It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, Asthma, risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any allergy or Asthma on the enrolment form.

Our Service requires a medical plan or Allergy/Asthma/Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement at the Service. In consultation with the Nominated Supervisor, you will be asked to develop a Risk Minimisation Plan and Communication Plan to assist our Educators and staff. Any prescribed medication that your child may require must be brought into the Service and remain on premises each day your child attends our Service.

To ensure the safety and wellbeing of your child, please update your child's Medical Management Plan/ Action Plan every 12 months or whenever a change in their medication or treatment occurs (Australasian Society of Clinical Immunology and Allergy) (ASCIA).

## Diagnosed disability or additional support needs

If your child has a diagnosed disability, learning or behavioural needs that require additional support, please speak to our Nominated Supervisor at least 4 weeks prior to enrolment. Our Centre has a commitment to making reasonable adjustments to support the access and participation of all children. It is important an initial discussion occurs early so that we can establish a collaborative strategy to support your child's transition into and inclusion in our Service. We have a holistic and strengths-based view so it is important that we gather information on your child's strengths, interests and learning preferences as well as their support needs.

We provide a supportive and inclusive environment that allows each child to fully participate in quality education and care. We aim to develop and sustain supportive and collaborative relationships with families and promote regular, respectful discussions about how we can support your child to have equitable access to resources and participation at our Service. If your child has a National Disability Insurance Scheme (NDIS) package, we encourage your consent to contact services and/or therapists who are working with your child to seek information regarding their learning plan to support continuity of learning. Our Service has an active Strategic Inclusion Plan and may be able to apply for additional funded support through the Inclusion Support Program (ISP) to assist your child's access.

## Excursions/Incursions

As part of our program, we, on occasion will plan excursions within the local community and incursions at the Service. While these activities enhance the program, children's learning experiences and involvement in the community, they are optional. Safety is an essential part of all excursions, and they are only undertaken after Risk Assessments have been conducted and risk management strategies implemented.

Written authorisation will be requested from parents prior to any activity and must be received by the Service before any child can participate in the excursion. During any excursion, we may also supply your child with an 'excursion t-shirt' to wear for the duration of the excursion. Attendance records are maintained accurately, a qualified First Aid officer is always present, staff ratios based on the Risk Assessment are strictly adhered to as a minimum and children are always supervised. For further information, please refer to our Excursion Policy.

## Workplace Health and Safety

We are committed to providing an environment that is safe and healthy for every employee, volunteer, child, family and visitor. We have made every reasonable effort to minimise the risk of serious injury and request all persons to our Service to adhere to our Policies regarding Workplace Health and Safety.

Each morning and afternoon, our Educators conduct Hazard Safety Checks of the indoor and outdoor environment and will alert management of any potential risk or hazard to children to ensure this is rectified before children use the equipment or area. This also includes air quality, wind and fire ratings.

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work Health and Safety, please contact the Nominated Supervisor immediately.

## Other Children

Children or siblings who are not registered with the Centre are the responsibility of their family/guardian and are not to enter the Centre without the Responsible Person's permission.

Children of Activity Centre are not allowed to play with their friends or other children visiting the School grounds that are not registered or booked in with us during Service hours.

## Fees, rebates and attendance

### Fees

Grays Point Activity Centre is a not-for-profit Service. Fees are reviewed annually by the Management Committee. As the Centre is a Service to the community it is important that fees are paid promptly and in full. Please refer to our Fees Policy and steps taken for debt recovery.

Annual Membership fee: \$60.00 per annum per family

Below is our full fee schedule, before Child Care Subsidy (CCS) has been applied.

Permanent Before School Care: \$24.00 per session

Casual Before School Care: \$28.00 per session

Permanent After School Care: \$31.35 per session

Casual After School Care: \$35.35 per session

GPPS student Vacation Care / Pupil Free Day: \$80.00 full day

GPPS student Casual (late booking) Vacation Care / Pupil Free Day: \$85.00

Non-GPPS student Vacation Care: \$85.00 full day

### Penalties

Non-Notification of absence Fee: \$10.00 per child not communicated to GPAC prior to 3:10pm

Late Pick-up Fee: Incremented as per fees Policy.

Late Submission of Vacation Care form: \$30.00 per family (e.g. Vacation Care Form returned after due date)

Vacation Care Amendment Fee: \$10 per amendment request

Late fee for invoice: \$10.00 (following our Fee Policy)

Incursion Fee/Excursion: Fee listed on booking form (non-refundable)

## Statement of fees

Guardians enrolling must acknowledge responsibility to pay the fee to attend GPAC. Families are required to read, tick and acknowledge the *Payment of Fees and Disclaimer/Informed Consent* of the Services through their enrolment.

Fees are invoiced per our software and Xplor Home App. Please check these statements to ensure all details are correct and accurate. If there is any discrepancy, please contact the Administration Officer as soon as possible.

## Payment methods

Fees can be paid in regular instalments via bank transfer or direct debited.

The preferred method of payment is by direct debit (\*Xplor fees apply) or bank transfer to our bank account.

***GPAC bank account number details:***

**Grays Point Activity Centre Inc**  
**ANZ**  
**BSB 012 341**  
**A/C 292387787**

You can sign up to direct debit at any time through the Xplor Home App

If fee payments have not been received by the due date of the invoice your child/ren's placement may be cancelled. Please note that additional charges may apply for any failed transactions because of insufficient funds.

## Fees in arrears/ Financial Support

If fees are outstanding, we will impose a late payment fee.

Should fees still be outstanding, a debt recovery process will be implemented, and additional late fees added to your account. GPAC reserves the right to suspend/withdraw your child's enrolment if your account is in debt. Please refer to our Fees Policy for further information.

If you are experiencing financial hardship, please speak to the Nominated Supervisor, Treasurer or Centre Manager. Additional Child Care Subsidy (ACCS) may be available to support your family. We may be able to organise a payment plan before your fees go into arrears.

## Child Care Subsidy (CCS)

Child Care Subsidy helps families to help with the cost of childcare aged 0-13 years. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

- Combined annual family income
- Activity test – the activity level of both parents
- Service type – type of childcare Service and whether the child attends School

Families who wish to receive Child Care Subsidy as reduced fees must apply through their Centrelink account. This includes completing the Child Care Subsidy activity test. Child Care Subsidy can be paid directly to our Service to be passed on to families as a fee reduction. GPAC cannot amend this amount advised through our accounting software it is populated by Services Australia. Families will contribute to their childcare fees and pay the difference between the fee charged by our Service and the subsidy amount received. This is called the 'gap fee'.

Families need to contact the Services Australia to be registered and assessed and to inform them about their child starting care with the Centre. (Phone 136 150) or visit <https://www.servicesaustralia.gov.au/>

*Please quote following details when speaking to a phone call operator:*

*Grays Point Combined Before & After School Care*

*Customer Reference Number (CRN)*

*# 555 006 889L*

*ABN 21 495 573 493*

On enrolment we will need the Customer Reference Number (CRN) of the person linked with the child, along with the child's CRN so we can confirm the attendance and ensure that you are receiving the appropriate subsidy.

## Complying Written Agreement (CWA)

A Complying Written Agreement (CWA) is an agreement between our Service and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must approve the enrolment information within the CWA via your Centrelink App as well as through Xplor.

## Allowable Absences

Parent/guardians must notify the Service by 3:10pm if a child will be absent from an After-School Care session. This is so that staff aren't searching the premises for a child that has been collected or was not at School. Please note that a \$10.00/child fee applies for failure to notify us of your child/ren's absence.

We encourage families to notify the Service as soon as possible if your child will be absent for any day or session you have booked. It is recommended that absences are notified to the Service by email the week prior to knowing [admin@gpactivitycentre.org](mailto:admin@gpactivitycentre.org) or through text message [0427 741779](tel:0427741779).

Child Care Subsidy will be paid for any absence from an approved childcare Service your child attends for currently up to 42 days per child per financial year. This excludes before a child's first physical day or care and after their last physical day of care at GPAC. Additional absences beyond 42 days may be approved for specific reasons with supporting documentation. Please talk to us about additional absences.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your [Centrelink online account](#). You can also do this using the Centrelink app.

Public Holidays will be counted as an absence if your child would normally have attended the Service on that weekday, and fees have been charged for that day for your child. If your child has not attended our Service for 14 continuous weeks, your child's CCS enrolment will cease, and Centrelink will stop paying your CCS subsidy. You can email GPAC Administration to create a new CCS enrolment.

## Permanent and Casual Bookings

Permanent bookings are an ongoing booking that:

- Remains the same from one week to the next.
- Must remain unchanged.
- Are chargeable regardless of attendance.
- The only exception is Year 5/6 camp.

Permanent users are families who have a regular pattern of attendance at the Centre (e.g.: every Thursday or every morning). Permanent users pay to keep that position regardless of whether they use it or not.

Guardians who are employed via a work roster - Families needing bookings fitting into work roster, care would need to either have a permanent payable booking and their children will be marked as absent on the days care is not required. Once their limit of allowable absences is reached (this is absences where CCS will still apply) they can apply for Additional Absences OR use GPAC casually (if there is a vacancy) if they require. GPAC does not offer permanent bookings around your work roster changes, bookings are via permanent days.

Casual bookings are one off booking that:

- Can be booked at the last minute for emergency care, provided we have vacancies. If there isn't a vacancy, we will put your child on a casual waiting list and will contact you if a vacancy becomes available.
- Are designed to support families taking on casual work and shift work.
- Cannot be guaranteed a position in the Centre when numbers already meet Educator to child ratios or resources are not adequate.
- Casual bookings can be made by texting the GPAC mobile on 0427 741779 or via the Xplor Home App. They are not confirmed until the Centre confirms them with you. Please do not assume there is availability for your child.
- Can be cancelled at no cost, provided 48-hour notice is provided to the Centre via email or text message.

Vacation Care including Pupil Free Day bookings:

- Bookings are taken separately to Before & After School Care bookings. GPAC will release a program of activities and a Vacation Care and/or Pupil Free Day booking form which is to be completed and returned to GPAC. If you book after the closure of Vacation Care higher fees are higher.

## Waiting list

### Permanent waiting list:

If you would like to increase your child/ren's permanent sessions but there are no permanent vacancies, your child/ren will be placed on a waiting list until a position becomes available. Positions will be allocated in order of application, whilst adhering to our Priority of Access process.

### Casual waiting list:

We will create a casual waiting list for casual bookings that have been requested for a session that we are at capacity. If positions become available, we will allocate them in order of application.

## Vacation Care

Our Service provides Vacation Care during the School holidays. Our program includes a variety of activities including excursions, themed and incursion days. The program and booking form will be available to families usually in week 5 or 6 of Term. Parents/guardians will need to complete and return by the specified cut-off date and pay the fee to secure your child/ren's position. Ad hoc Vacation Care days can be booked provided the booking form has been submitted within the relevant timeframe and we have availability for your requested session.

## Withdrawal from care/Reducing Enrolment Days

We require 3 weeks written notice in Term 1, and 2 weeks written notice for Terms 2, 3 and 4 when withdrawing and/or reducing enrolment days for your child/ren from any permanent booking. To reduce days or withdraw from care, please email [admin@gpactivitycentre.org](mailto:admin@gpactivitycentre.org). Children are not able to attract CCS for any days after the last day your child physically attends our Service. There are some



circumstances where CCS can be paid after the last day your child physically attends with an approved reason.

## Priority of Access

Our Service aims to assist families who are most in need and may prioritise filling vacancies. Please refer to our Priority of Access Guidelines.

## Service Policies and Procedures

You will find a copy of our Service Policies and procedures in the Service. We expect our staff and families to always adhere to our Policies and procedures to ensure we maintain compliance and abide by the National Law and Regulations and Family Assistance Law. If you would like a copy of any particular Policy, and it is not viewable on our website, we are happy to provide you with your own copy.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Centre Manager do so on account of serious and/or extraordinary circumstances.

We are constantly reviewing our Policies and procedures and ask for staff and family participation to ensure our Policies and procedures meet family's needs and adhere to required Regulations. Your involvement helps us to improve our Service and may lead us to change our Policies and procedures. Please refer to our "Policy Development and Review" Policy.

## Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival and signed out on departure using our Xplor Hub kiosk by an authorised person.

As both a legal and insurance requirement, all children must be signed in and out of the Centre by the parent/guardian or by a person authorised by the parent/guardian on the enrolment form. Each authorised contact/parent needs to use their own log-in details to sign children in/out using the electronic system. No parent/guardian may collect/drop off children without using the electronic sign in/out system. Educators are only responsible for children who have been signed in by a parent/guardian or person authorised to sign on your behalf. Please advise our office Admin if you need your authorisations changed.

No child will be allowed to leave our Service with a person who is not stated on the enrolment form unless prior arrangements are made with the Responsible Person and advice has been given in writing. Photo identification will be required for any person collecting children not known to Educators. No child is permitted to travel home or to another activity on their own.

**If your child will not be attending the Centre on any booked day, please inform the Centre prior to their anticipated arrival.**

A non-notification phone fee may be charged if staff need to locate your child. You will be asked to confirm any of your child's/ren's absences on your next log-in at sign-in/out.

If your child has not arrived to a booked session and is subsequently marked absent, you will receive a notification via the Xplor Home app.

## Service Closing Time and Late Collection Fees

Please be aware our Service and program closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the Service after 6:00pm. A late fee is incurred for children collected after 6.00pm. This fee will be added to your account. The late fee is strictly adhered to, as two staff members are required to remain at the Service until all children are collected. If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, we may need to contact the Police or other authorities to take responsibility of your child. The Centre reserves the right to exclude children from future bookings at GPAC if they are repeatedly not picked up on time. Please see Delivery and Collection of Children Policy.

## Social Media

We use social media to communicate, share information and celebrate what is happening in our Service with enrolled families and our Service community.

We promote safety and wellbeing of all children and are committed to ensure safe online environments when engaging in digital technology including social media. Content is regularly scanned, and any offensive language or comments removed immediately, and these users blocked. Photographs of your child will only be added if written authorisation has been provided on the enrolment form. We maintain appropriate privacy of families, children and Educators by not publishing any personal information online.

Stay connected and find us on Facebook @ Grays Point Activity Centre

<https://www.facebook.com/groups/1671053356520619/>

## Parent/Guardian Participation and Feedback

Grays Point Activity Centre Inc (GPAC) is an Incorporated Association bound by the rules of our Constitution. All families using our Service are required to pay an annual membership, completing an enrolment form and renewing their annual membership prior to sending their children to GPAC. The Association is run by a volunteer Management Committee that is responsible for overseeing the Service to ensure it is meeting all legal obligations, management of finances and employment of staff. All families are welcome to attend Committee meetings. Elections of office bearers are held at the Annual General Meeting.

Whilst being located on the Grays Point Public School (GPPS) grounds, the Activity Centre is independent from the School in terms of management of the Service and program and our building is not owned by the Department of Education. Feedback is to be provided to the Nominated Supervisor or President of the Management Committee. Families are always welcome at the Centre. The Centre Manager or Nominated Supervisor will be available at an appointed time to exchange with parents/guardians detailed information about their child/ren if required.

Our Service has an open-door Policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding input to your child's program and observations, volunteering within the Service, and sharing skills and experiences that the children and the program will benefit from and providing feedback.

You can be involved in our Committee. Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We can arrange meetings with your child's Educator at a time that suits you throughout the year and offer email, text message, Facebook, Newsletters and pride ourselves on

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strong verbal communication on a daily basis. We seek input from families on all aspects of the Service but in particular, your child's goals, observations, and program.

If, for any reason you question or do not understand any aspect of the Service or your child's experience we have a Management of Complaints Grievance Handling Policy that supports all stakeholders in our community and like all Policies, is available for families to consult and implement at any time. Copies of our Policies are available at the Service near our Family library and on our website. You are welcome to take a copy home and review at your leisure.

## Family involvement

We welcome and encourage the involvement of all parents/families at our Service. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities, and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. We don't just require Committee members and feedback, but we could also use your assistance with:

## Your occupation or hobby

We welcome all parents to the Service to talk about their occupation or hobby (e.g., music, craft, cooking). Everything parents do interest children, and these talks are the best educational resources you can provide for the Service.

We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

## Your Home Culture

We aim to foster relationships among families and community and invite you to share aspects of your culture, history, language and celebrations with our Service. Our Centre is focussed on a home like environment and your involvement greatly assists us to enrich the lives of all our families and children.

## Equal Opportunities:

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

## Cultural Relevance:

Our Centre ensures that it is accessible to children and families from differing cultures and languages and encourages children to enjoy activities free from discrimination. We would like your family's involvement in our program and advise us of events that are culturally significant to your family. Our Centre takes a cross-cultural approach to activities within the Centre and incorporates these into programming. We are implementing an active Strategic Inclusion Plan.

## Special events

Our Service organises special events throughout the year. We will communicate these to families in a timely manner. We encourage parent input and support in all aspects of these events.

## Suggestions

GPAC endeavours to send out surveys at least yearly to our families on all aspects of the Centre. There is no need to wait until a survey to provide your feedback to let us know what you think of our Service or to provide contribution. Parents are welcome to visit or call the Service at any time. If you have any suggestions or ideas on how we best can work together in the Service, please let us know or pop it in our suggestions/feedback box (anonymously if you wish). If you have any concerns, please see the Responsible Person or the Centre Manager. We have a grievance procedure if you would like to formally raise any concerns.

## Community Information

We have a community notice board and program wall near the kiosk sign in area at our Service. These boards are used to display relevant programs, menus, notices, updates and reminders for children and families. Please ensure you check this on a regular basis.

## Behaviour Guidance

Educators follow a *Behaviour Guidance Policy and Code of Conduct* that extends across the whole Service giving consistency of expectations. This Policy allows children to develop self-discipline, respect for others, for property and respect for self, whilst learning to regulate their behaviour in different environments.

Our Service has a set of rules which we have developed along with the children and families. We use these rules as a point of reference to guide children's behaviour in a positive manner. This ensures that children have a clear understanding of the minimum expectations of their behaviour whilst in our care. The communication with and support of families in this regard is a pivotal factor of its success.

Please ensure that your child understands the rules, which are displayed at the Centre.

Bullying, swearing, rudeness to staff or continual disruptive behaviour will not be tolerated and can lead to termination of placement. If you require further information on this Policy, please ask Educators and refer to the Policy folder and specifically our Code of Conduct Expectation Charter. Parents are expected to reimburse the Centre for deliberate damage caused by their child to Centre property or equipment.

## Stay within Boundaries

Children are not permitted to leave the School grounds unless escorted by an authorised adult. Children are to ensure that they always stay within sight of Educators. Unsupervised play or wandering around the School buildings is not permitted during Centre hours due to safety considerations.

## Homework

We understand that many children may need to complete homework whilst in care. Whilst we do not offer a one-to-one homework/tutoring program, we can support children by providing them with the space, staff support and resources to complete their homework.

If you would like your child to be encouraged to complete their homework please notify the Responsible Person. Please note that Educators will not force your child to do homework while in care.

## Toys

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, cross contamination, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

## Technology, Television and Devices (including mobile phones and smart watches)

Our Service encourages the use of technology to assist with the implementation of our program, activities and research. Children can access a range of technologies at the Service to facilitate their homework or other areas of interest (such as, song requests during group musical games). This will always be carried out under staff supervision. Permission for children to use computers and other technology is requested in our enrolment form and discussed during orientation.

We respect the right of families to allow children to bring mobile phones, smart watches, laptops and iPads to School. However, we must insist that mobile phones or smart watches are not used during the hours of operation of our Centre as we provide a balance of activities for students where devices are not required. Some children with a disability or health condition, may rely on the use of a mobile device for support needs will be exempt from this restriction. Exemptions must be made to Centre Manager or the Nominated Supervisor and clearly documented in the child's enrolment record.

Inappropriate use of device, including photographing others is unacceptable and can have serious consequences. We allow children in Year 5 and 6 to use these devices during Term time, and children during Vacation Care/Pupil Free Days. These children will need to abide by "Device Agreement" with the Centre. Games played are required to be G rated games at set times only. The Centre assumes no responsibility if games or consoles are damaged or lost. We recommend that you inform us if you do allow your child to bring in these items.

During Term time once acknowledged our “Device Agreement” these senior children can use their devices during programmed time for a set duration. Children all ages may use their electronic device in Vacation Care and Pupil Free Days during set times of 30 minutes up to twice a day provided the “Device Agreement” has been signed.

On occasion we may program a movie during quiet/rest time, wet weather or after 5:30pm when it is dark outside. Consideration is made of the content and the suitability to the age of the children involved. All permitted media (films, music and games) are classified G or PG.

## Food/Menu

Our Service provides a nutritious menu that has been developed in consultation with the Australian Dietary Guidelines. We provide Breakfast and Afternoon Tea. Breakfast is served at BSC prior to 8:00am. Water and milk (optional) are our choices of drinks and water is always available.

Our weekly menu is displayed in the Centre and shared on our Facebook page. Children have the opportunity to contribute to the development of the menu by providing us with suggestions and feedback. We encourage families to do the same and invite families to come and share their recipes and cooking experiences with us.

We cater to children’s individual special dietary requirements by providing alternate options to what is being offered on the menu. Please ensure that your child’s health, allergy and cultural dietary requirements are kept up to date to ensure that our team are providing appropriate food options for your child/ren.

## Allergies

We currently have children attending the Centre who have been diagnosed with anaphylaxis to tree nuts and eggs. Please do not allow your child to bring these foods into the Centre.



## Health and Hygiene

Our Service has effective and systematic risk management systems in place to identify any possible risk of hazards to our learning environment and practices. All staff diligently practice and model personal hygiene measures such as hand washing, cough and sneeze etiquette and disposal of tissues. We request that all children and visitors to our Service wash their hands or use the alcohol-based hand sanitiser upon arrival. Our Educators teach and model correct hand washing techniques to children and regularly clean and disinfect high touch objects throughout the Service to reduce the spread of infection.

Please also refer to our many Health and Safety Policies including “Dealing with Medical Conditions and Medical Administration”, “Administration of First Aid”, “Asthma Management”, “Dealing with Infectious Diseases Policy”, “Management of Incident, Injury, Infectious Diseases, Illness and Trauma”.

## Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, co-ordination, motivation, learning and wellbeing. We feel that physical play is a vital part of everyday life and is especially important in an Out of School Hours Care (OSHC) setting given the amount of time children have been non-active in the classroom throughout the day.

Our Service provides children with a wide range of both indoor and outdoor physically active play-based learning experiences. Physical play provides children with the opportunity to:

- *Use their imagination, foster self-esteem and confidence.*
- *Develop strong bones and muscles.*
- *Build resilience and challenge their fears.*
- *Promote peer groups/friendships.*
- *Become more independent.*
- *Test abilities and experience adventure.*
- *Develop flexibility and coordination.*
- *Improve spatial awareness, strength and balance*
- *Develop and improve mathematical concepts.*
- *Be confident as they learn to control their bodies and understand their limits.*
- *Learn to cooperate and share with others.*

- *Promote healthy growth and development.*

## Sustainability

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure, and teaching. In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun, and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in a recycling program, using recyclable materials for art/craft resources, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible. We also have our gardens, compost and worm farm.

## Sun Safety

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturer's recommendations. We have a Sun Smart station where children can apply sunscreen upon arrival to After School Care and before playing outside during Vacation Care/Pupil Free Days.

A sun protective hat must be worn every day when playing outside for protection against the sun (this can be their School hat). The Centre aims to encourage protection from the sun through a 'no hat, no play' approach when UV rating is 2 or above. Please make sure to include it in your child's bag every day regardless of the weather conditions. 'No hat, no outdoor play' rule and children will be instructed to play under shelter or indoors.

When on an excursion where we are sun exposed e.g., swimming outside, children must wear a rash shirt and have a minimum of their shoulders covered. Please see our Sun Protection Policy for further information.

## Recyclable items and donated materials

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (no toilet rolls), paper or anything interesting from your office is much appreciated.

We also welcome material, wool, sheets or fabrics or any other craft scraps you have for art activities. Please share your 'special skill' with us like painting, playing an instrument, can you juggle? etc. Please reach out to our Educational Leader.

## Clothing

Educators will remind children to protect their clothing during activities whenever possible. If families are worried, please have children bring along labelled, old clothing to change into. Staff are not responsible for lost clothing, hats or toys etc children bring to the Centre.

If you would like to donate any reusable or new clothes or School uniforms, we would love them for children to change into if they need.

## When should I not send my child to the Service?

Our Service cares for children before or after a busy and demanding day for the bodies and minds of our children at School and during Vacation Care. We are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care.

To minimise the spread of infections and diseases, and maintain a healthy environment for all children, Educators and staff, we implement recommendations developed by the National Health and Medical Research Council (NHMRC) - *Staying Healthy in Childcare*. Our Policies and procedures for *Ill Children* and the *Control of Infectious Diseases* are available for all families to view. Please monitor your child's health and do not bring your child to the Service if they have a temperature, runny nose, contagious cough or are suffering from an infectious disease/illness or are generally unwell.

If your child becomes ill whilst at the Service, we will contact you or an authorised nominee to collect your child. If your child is unable to be collected, Educators will contact the child's emergency contact for collection. When your child is collected, you will be provided with an *Injury, Incident, Trauma and Illness Record* completed by the Educator which includes information about your child's illness, their symptoms, general behaviour and any action taken. You will be requested to sign and acknowledge the details in this

record. If your child becomes ill whilst at school and returns home, please ensure you notify our Service. The School will not notify us if your child has gone home sick or injured.

Your child can not attend the Service if they have had paracetamol within 24 hours for a temperature. Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease. If your child has been vomiting or had diarrhoea, they will be excluded for 48 hours. If your child has been away due to illness, please check with the Service as to whether or not you will need a certificate before your child returns.

## Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding minimum exclusion period for children from an early childhood education and care service. Please inform staff if your child has any of the following so that we can notify the Public Health Unit and other families of any infectious disease/illness. (Confidentiality is always maintained). Recommended exclusion periods-  
Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services

CONDITION	EXCLUSION
Fever	At least 24 hours after the fever has reduced
Diarrhoea/Giardia	Excluded until at least 48 hours after the diarrhoea has ceased.
Hand, Foot and Mouth Disease	Until all blisters have dried
HIB	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Herpes/Cold Sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu-like illnesses	Colds with fever, nasal discharge, coughing, wheezing are excluded for the period of acute illness (Not including COVID-19)
Measles	Exclude for at least 4 days after onset of rash
Meningitis (Bacterial)	Exclude until well.
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Chicken Pox	Until all blisters have dried

Poliomyelitis	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
Rubella	Exclude until fully recovered or for at least 4 days after the onset of rash.
Salmonella, Shigella	Exclude until diarrhoea ceases.
Streptococcal Infection (Inc Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

## Immunisation

When enrolling your child at our Service you will be asked to provide an Immunisation History Statement as recorded on the [Australian Immunisation Register \(AIR\)](#) to prove your child is up to date. This statement is available through your online Medicare account or Medicare app. For eligibility for Child Care Subsidy and other family payments, immunisation must be in accordance with the National Immunisation Program Schedule. If your child is not fully immunised and an outbreak of a vaccine preventable disease occurs, your child will be considered as not being immunised and will not be able to attend the Service during the outbreak.

## Medication

If your child requires medication whilst at our Service, you must complete a *GPAC Medication Form* to give your consent for an Educator to administer prescribed medication to your child. Medication must be given directly to an Educator for appropriate safe storage. Under no circumstances should medication be left in children's bags.

Educators can only administer medication that is:

- Prescribed by a registered medical practitioner (with instructions attached to the medication or in written form from the medical practitioner)
- In its original packaging and have the original label clearly showing your child's name

- Before the expiry/use by date.

If the child is also required to take the medication during School hours, an Educator will take/collect the medication to/from the School office.

Any child's prescribed medication such as Asthma inhalers, adrenaline auto injectors (EpiPen) or Insulin (for diabetes), must accompany the child each day to our Service or parents ensure our Service always has adequate supplies of the required medication.

Upon collection of your child at the end of the day, you or an authorised person will be requested to sign the Medication Form. Please refer to our Dealing with Medical Conditions and Medical Administration Policy.

## Injury, incidents, trauma or illness

We aim to minimise the risk of accidents and injury as much as possible however, through play, exploration and adventure, children sometimes have accidents. We always have an Educator with a First Aid, emergency Asthma, anaphylaxis management and CPR qualification on shift at all times we provide education and care to children.

In the event of a minor injury, First Aid will be provided as required. An *Incident, Injury, Trauma and Illness Record* will be completed and when you collect your child. You will be notified about the injury and asked to acknowledge and sign the record. If your child injures their head, even if it is a small bump, you will be contacted to advise you of the injury. Our Educators will continue to monitor your child closely and advise if you should come and collect them.

If an injury or incident is serious and we believe urgent medical attention is required, the Nominated Supervisor will contact you immediately. If we cannot contact a parent or guardian, we will attempt to contact an authorised nominee for consent. Where you or your authorised nominee cannot be contacted, or urgent care required we may call an Ambulance. If you are unable to meet the Ambulance at the Service, we will send one of our Educators/staff members to accompany your child in the Ambulance.

Please note that Ambulance cover is the responsibility of each family.

A record of children's accident and illnesses during their time at the Service is kept until the child turns 25 years of age.

An *Incident, Injury, Trauma and Illness Record* will be completed, and a parent will be required to acknowledge and sign this record. A copy of any documentation from the Hospital or treating Doctor will also be requested. Our Service will also be required to notify the Regulatory Authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our Approved Provider and the Regulatory Authority to follow up the incident and actions taken by our Service.

## Safety in our Service

### Emergency and Evacuation Procedures

Our Service conducts Risk Assessments regularly and develops emergency management plans for a range of possible hazards. Throughout the year we follow our Policies and procedures to carry out emergency and evacuation drills. These may occur at any given time throughout the Before/After/Vacation School Care session. Emergency and evacuation drills are carried out in a well-organised and orderly manner and will simulate a range of possible emergency situations such as fire (bush fire), lock down or flood. Under Regulations, we are required to practice emergency and evacuation drills every three months. Every 3<sup>rd</sup> Term we also practice our offsite drill where children are instructed to walk with guidance to our off-site location, 114 Grays Point Road, Grays Point. Permission for your child to participate will be sought prior to the excursion.

An emergency evacuation plan and lock down procedure are displayed at every exit location to GPAC and are clearly indicated.

In the event of a CATASTROPHIC Fire Danger Rating Grays Point Public School will be closed. Activity Centre will also not operate. There will be no one on site.

If a bushfire or building fire breaks out during the operating hours of our Service, and it is safe to do so, we will evacuate our premises and go to the assembly hall of the School (SAFE ASSEMBLY POINT) and will await

further instructions by emergency Services. If advised and we need to, we will proceed from the hall to our evacuation point at the Grays Point Girl Guide Hall, 114 Grays Point Rd, Grays Point. If RFS or the Department of Education advise to completely move out of Grays Point we evacuate by calling U Go Mobility Bus Service to GyMEA Tradies Club, 57 Manchester Road, GyMEA.

## Privacy and Confidentiality

We are committed to protecting the privacy and confidentiality of children, individuals and families and have Policies in place to ensure strict confidentiality is maintained. Grays Point Activity Centre requires certain information to be collected in accordance with administration of the Child Care Subsidy and Regulations or legislation that directly relate to the operation of a children's service.

Chapter 16A allows government agencies/non-government organisations who are prescribed bodies to exchange information that relates to a child's or young person's safety, welfare or wellbeing. This is whether or not the child or young person is known to the Department of Communities and Justice and whether or not the person to whom the information relates give consents to information exchange. GPAC discloses personal and sensitive information to Services staff for specific purpose of administration and care of your child.

To plan programs for your child/ren, we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent unless we are required to do so by Law. On occasions, information such as children's personal achievements, children's artwork and photos are displayed within the Service or are circulated in emails to families of the Service.

Our *Confidentiality Policy* is available to view at any time. This Policy sets out how we ensure our Service acts in accordance with the requirements of the Australian Privacy Principles and the Privacy Act 1988. We ensure all personal information is protected, records and documents are maintained and stored in accordance with Education and Care Services National Regulations and that all staff understand the requirements of the Notifiable Data Breaches (NDB) scheme. Any Privacy complaints will be managed promptly and in a consistent manner.

Our Service is required to keep and maintain detailed records about children, parents and staff in accordance with relative legislation contained in the National Law and Regulations and Family Assistance



Law. We ensure all records are stored in a secure and locked location. We must keep records for the prescribed periods of times as legislated related to child enrolment, attendance, medication records, incident, injury, trauma and illness records, child assessments and any relevant legal information/documents. Full details about record keeping are available in our *Record Keeping and Retention Policy – Governance and Management Policy*.

***Collaborating with our Community to ensure we provide high quality Outside of School Hours (OSHC) services which meet the needs of Grays Point Public School (GPPS) children and their families.***



*Revised July 2020 AV, September 2020, December 2020, Feb 2021 New format KK, March 21 KG, JH May 2022 JH, April 2023 EM, October 2023 KG, April 2024, May 2025*