

Philosophy...

SPOSCI recognizes and supports the community need for quality child care for primary school aged children. Our Aim is to work in partnership with families to foster the development of each child. We provides opportunities and experiences appropriate for primary school aged children to practice and develop their physical, cognitive, creative and social skills in an informal, supervised environment. We value the need for children of this age to exercise their independence so we promote decision making, cooperation and self help skills. Our service embraces and celebrates the diversity of the wider community which is reflected in our program. SPOSCI is a special place that children can call their own.

Aims and Objectives...

The aims and objectives of the program are to

- Provide a safe, supervised, Caring environment appropriate for primary aged children.
- To address the physical, emotional and cognitive needs of the children.
- Encourage children to show respect for themselves and others.
- To be inclusive of children with specific needs.
- Encourage positive interaction between different aged children.
- Provide materials equipment facilities and opportunities for recreational, Creative and co-operative activities in addressing the needs of the children attending the program.
- Provide an activity program appropriate to middle childhood that gives children the opportunity to develop or further their skills and knowledge.
- Provide opportunities for self initiated play.
- Provide a quiet space for children who may need time to themselves.
- Encourage children to have an awareness of and care for their physical well being.
- Promote life skills appropriate to the developmental stage of the children.
- Provide nutritious food and promote Healthy Eating and Lifestyle.
- Promote respect for the environment.

Enrolments and Bookings....

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| Enrolment Form | An enrolment form must be filled out annually. The program offers casual and emergency care places. It is important that you fill out all details on your enrolment form (front and back). Pay particular attention to: Listing all emergency contacts and their telephone numbers; If you have a contact/specific issues order it is a legal requirement that a copy of the court order be kept in our records; Medical conditions of your children include food requirement i.e. vegetarian, lactose intolerant, food allergies, etc. Any Additional needs. If you require staff to administer medication you must fill out a form. |
| Regular Bookings | These are the days stipulated by you upon enrolment. Regular bookings are charged for if your child is absent. |
| Casual / Emergency Bookings | Contact the program leave a message on the answering machine. State your child's name and the day you require care for after care or before care. |
| Change of Circumstance | Please notify us if any changes are to be made in pickup arrangements, if you are running later than usual, or if your child is to be absent on a day when attendance is expected or if your details have changed since enrolment. |
| Signing in Signing out | It is a legal requirement that you sign your child in/out when collecting from the service or dropping your child off at the service |
| Notice of absence | In the interest of your child's safety please make sure you contact the service if your child will be absent when booked. |

Fees & Hours of Operation...

| Service | Fees | Hours of Operation |
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| Before Care | \$8.50 | 7am – 9am. |
| After Care | \$16.00 | 3.00 – 6pm A late fee applies after this time |
| Curriculum Days | \$42.00 | 7am – 6pm A late fee applies after this time |
| Vacation Care | \$42.00 | 7am – 6pm A late fee applies after this time. |
| Late Fee | \$15.00 | After 6pm. Every 15 minutes or part there of. |
| Payment of Fees | <p>We accept</p> <ul style="list-style-type: none"> *cash *cheque *credit card *eftpos *direct debt | <p>As a community based organisation we rely on parent fees for our day to day expenses. We expect that parents make regular payments two weeks in advance towards their childcare fees. Invoices are issued fortnightly in advance via email or post. Statements can be requested at anytime by contacting us at sposci.</p> <p>We understand that sometimes families may experience financial difficulties. In this case we encourage families to approach the service to work out a mutually agreeable payment plan.</p> <p>For direct debit payments BSB 06 6124 ACC 10071730</p> |
| ChildCare Benefit Administered by Family Assistance Office (Centrelink) | <p>Reduces childcare fees</p> <p>To claim 50% child care rebate</p> | <p>Families who want to apply for the 50% tax rebate or for Child care benefit entitlements. For parents who have not signed up to childcare benefit; Application forms for Childcare Benefit are available at the sign out desk. The benefit may significantly reduce childcare fees. Childcare Benefit applies to all our programs and includes casual and emergency care..</p> |
| Vacaton Care Program | | <p>Vacation Care fees are required in advance to secure your child's place at the program. After School and Before School fees must be up to date.</p> |

Staff at the program

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| Staff Ratios | Licensing require after care/before care/Vacation Care: one staff member to 13 children. Excursions: one staff member to 10 children |
| Staff additional needs | Children with diagnosed addition needs are welcome to participate at service when funding is available for a staff member to be employed to assist children requiring additional assistance. |
| Qualifications | Staff either have appropriate qualifications, are working towards qualifications or have experience and an interest in working with school aged children as per licensing requirements. Staff often bring especial skills and interests to the program. Staff are encouraged to have a first aide certificate. |
| Police Clearance | All staff are subject to a national police clearance and must be cleared. Staff and committee members must also have a Working with Children Check. |

Program of Activities

There is a supervising staff member in each play/ activity area at all times.

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| The Cottage | Resources are set out in play areas for Artist Pursuit - drawing, cutting, and pasting. Construction Equipment i.e. Lego, Pattern Blocks etc. Books and Indoor games, etc. Occasional DVD. This area is used for quite active time or as a quiet retreat by children. |
| Playground | Children devise imaginary play and organized games around use of the playground equipment. A variety of sandpit toys are available. The playground also provides areas of retreat for quite time. |
| Canteen | This area is used for preparation of afternoon tea, cooking activities and Special Art Activities |
| Ball Court | A variety of balls and sports equipment are provided for the children to devise games using the park and ball court space |
| Special Activities | We participate in the Active After School Care program and provide instructor in a number of outdoor activities. Regular cooking sessions and special Art activities are also provided. |
| The Hall | We are able to access the hall during vacation care and Tuesday, Thursdays and Fridays for after care. |

Food and Nutrition

The food we provide for breakfast and afternoon tea is thoughtfully prepared with children's nutritional and health requirements in mind.

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| Afternoon Tea | Chunky fresh fruit salad – green and red apples, oranges, pears, bananas, and seasonal fruit – cantalope, watermelon, grapes, kiwi, strawberries, mandarines, etc. Fresh vegetables – celery, carrot, tomato, mushrooms, cucumber, capsicum, lettuce. Pita bread, cheese, hommus, taziki, avocado dip. We encourage children to drink water |
| Breakfast. | Whole grain bread, fruit loaf, crumpets; cereal – corn flakes, rice Weetbix, oats, museli; milk, soy milk, yogurt, cheese, free-range eggs, fruit juice, fresh fruit, Spreads – jam, honey, vegemite. Special breakfasts; muffins, english breakfast, pancakes, continental breakfast, etc. |
| Cooking Activities | We try to provide a balance with the savoury and sweet recipes we cook. Given a choice the kids would choose chocolate something all the time, missing out on some great taste discovery they didn't know about. Children enjoy the shared experience of eating what they cook, we also get to impart nutritional, hygiene and kitchen safety knowledge. |
| Vacation Care | Due to the threat of scolding injuries we do not prepare 2 minute Noodles and cupasoups. We are able to warm food. Whilst we provide morning and afternoon tea Parents are required to provide lunch. We keep in line with Education Department Policy and we do not allow soft drink. |

Accidents, Injuries and sickness

Staff are not permitted to transport a sick or injured child to a medical facility.

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| Everyday scrapes, bumps and bruises | We Administer first aid where appropriate. We inform you when you pick your child up. |
| Significant injury/ sickness including injury to head. | We contact parents and inform them of their child's injury. Parent may choose to pick the child up early in some instances. |
| Major injury (medical treatment is require). | We contact parent immediately advised of their child's injury and so the parent is able to make a decision in regard to medical attention. |
| Emergency Injury (urgent medical attention is required) | Ambulance contacted immediately. Parents are contacted and informed of injury and action. |

South Perth Out of School Care Inc.

Telephone/FAX: 9368 2059

email: sposci@hotmail.com

www.sposci.org.au

Parent Information

It is important that you acquaint yourself with the information contained in this brochure

Look at some of the activities kids can experience at SPOSCI.....

| After Care | Vacation Care |
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| <ul style="list-style-type: none">▪ Outdoor games▪ Sports Activities▪ Construction▪ Art and Craft Activities,▪ Indoor games, books, DVD's.▪ Sandpit Play.▪ Face Painting▪ Clay Play▪ Gift Making▪ Jewellery making▪ Cooking | <ul style="list-style-type: none">▪ Roller skating▪ Ten Pin Bowling▪ Jungle Gym▪ Herdsman lake discovery centre▪ Gym Bus▪ Sausage Sizzles▪ Movies▪ Spare Parts Puppet Theatre▪ Barking Ghekkos Theatre▪ The Zoo▪ Themed Fancy dress.▪ Bikes and Blades▪ Special cooking activities |

Welcome to South Perth Out of School Care. The following information outlines the procedures, which occur at this service in the interest of the care and safety of your children. We suggest you keep this information in a handy spot for future reference. Please refer to Our Policy Manual, located at the front desk and on the website for more detailed information.

Management of the Service

Under licensing regulations the continued operation of the service depends on a Volunteer Parent Management Committee, we expect that in some part of your child's participation at SPOSCI that you volunteer on the Management Committee. If you are interested in joining the management committee we would be happy to hear from you. Meetings are held on the first Monday of each month at 6pm. Children are welcome.

A special note about....

VACATION CARE

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| Bookings And Fees | <p>A booking form must be filled out to request a place for your child. Booking forms will be sent electronically along with Holiday Care programs in week 6 of the proceeding term. Places fill up early and we often have a waiting list.</p> <p>Changes to bookings must be made 9 days prior to the commencement of the holidays to accommodate parents on the waiting list. Unfortunately, we are unable to guarantee changes to bookings after this time and you will be charged for the place. Fees are expected in advance or by the first Monday of the Holidays.</p> |
| What your children will need | <p>Lunch, Drink, snack. Hat, sunscreen, sensible shoes, weather appropriate clothing. We are unable to prepare 2 minute noodles or cup-a-soup due to the possibility of a scolding accident. We are able to re-heat food from home. We follow the Education Department policy on fizzy drinks and do not allow them at the service.</p> |
| Personal electronic Games | <p>Child and parents were consult in regard to limiting the use of personal electronic games and it has been agreed that children can play these games one hour in the morning and one hour in the afternoon.</p> |
| Bikes, scooters, rollerblades, skateboards | <p>Children can bring this equipment to use at the centre. Helmets must be provided and it is strongly recommended that wrist guards along with elbow and knee pads are provided. If your child wants to share their equipment or if children want to borrow equipment written permission must be obtained from parents in writing.</p> |
| Permission Slips | <p>Parents are required to sign permission slips for their children to attend an outing. Permission slips are available at the front desk.</p> |
| Signing in and Out | <p>It is a legal requirement that parents sign their children into and out of the service each day. In case of an exceptional circumstance parents are asked to call the service to give an estimated time of arrival so a carer can escort your children from the gate.</p> |