



Rockhampton Girls Grammar School

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ROCKHAMPTON GIRLS GRAMMAR VACATION CARE PARENT HANDBOOK

"I like to do my homework at afterschool care because I find it makes it much more fun than doing it at home. I also love going outside and playing and playing on all the activities. I find everything more fun at after school care." Halima

The vision at Rockhampton Girls Grammar out of School Hours Care is to offer a program that is child focussed whilst providing quality care in a safe, caring and stimulating environment that fosters all aspects of girl's development.

Rockhampton Girls Grammar out of School Hours Care is open to any student enrolled at the school, from Prep to Year 9. Our service only provides care to Rockhampton Girls Grammar students and children of staff member employed in various position through the school.

A meaningful weekly program is developed at Rockhampton Girls Grammar out of School Hours Care which incorporates the value of play whilst still meeting the day to day requirements of school life (such as homework etc.) and the outcomes developed in My Time, Our Place – Framework for School Age Care in Australia. Outcomes in this framework are designed to capture the complex well-being, development and learning of all children. Constant reflection on the key outcomes of the framework allows our service to optimise the well-being and capabilities of our girls while also supporting the value of the school and the community.

It is our belief at Rockhampton Girls Grammar out of School Hours Care that each individual girl has the right to receive an exceptional standard of care, from educators who take the time to interact with them in a positive manner, listen to, respect and value them and their thoughts, ideas and opinions.

Educators at Rockhampton Girls Grammar out of School Hours Care value and accept that each girl has her own unique skills and qualities. We use this knowledge to enhance the level of care offered to every child, whilst combining their own skills and knowledge with those of the educators to develop experiences that exceed everyone's expectation.

Parents are valued and seen as a fundamental part of our service and strong bonds between the girls, parents and educators are crucial in creating 'our community'. Through our program we strive to develop and increase interactions with all parties by providing a welcoming environment where feedback is offered on a daily basis. Open discussions are welcomed and encouraged with all on issues relevant to the service's operation.

Strong links within the community and a greater understanding of how things work within this community, are created, encouraged and nurtured by allowing children access to different experiences outside those of their day to day lives.

IMPORTANT INFORMATION:

The vacation care program operates Monday to Friday from 7:30am to 5.30pm. On excursion days it is important to ensure that your daughter/s are present at the service by **no later than 8:30am** (unless otherwise arranged prior to the excursion with the OSHC staff).

Vacation care is for students from Prep to Year 9 and is located in the ELC Building on the school grounds. Access is from the car park at the bottom of the school in Little Athelstane Street (off Denham St). All girls are to be escorted and signed in and collected and signed out by an authorised adult each day.

You must provide your daughter with a packed lunch every day (except on excursion days, where meals will be provided as part of the activity) and snacks for morning tea and afternoon tea, a screw

top bottle of water that can be refilled, a wide brimmed hat, closed-in shoes and a spare set of clothes for emergencies.

Vacation Care Fees (2017):

Short session (3 hours)	\$21.00 per day
Long day (7:30am to 5:30pm)	\$54.00 per day
Pupil free day (7:30am to 5:30pm)	\$54.00 per day

Bookings: Vacation care and pupil free days will require a separate booking form to be completed and returned one week prior to care starting.

Cancellation of Vacation Care Bookings: Fees will not be charged if notice is given by no later than 8:30 am on the same day care was required. Allowable absences will be used for all other instances including vacation care cancellations.

Late Pick Up's: OSHC staff members have evening responsibilities and are not expected to remain past 5:30 pm during vacation care periods. Although no child would ever be left unattended, a fee of \$1 a minute will be charged to your account should you be late in picking up your child. If a child has not been picked up by 6:00pm and we have not been able to contact you, we will begin calling alternative contacts to come and pick up your child.

What to Bring: Unless otherwise specified students must bring: Morning tea, lunch, afternoon tea, a drink bottle, sun hat, sensible shoes, spare clothes, swimming tog and towel (if swimming is on the program).

Note: Sunscreen and water is available at all times to every student.

Parents, please ensure that you:

- Sign in and out every day as this is a legal requirement.
- Notify RGGGS OSHC if your child will not be attending on a booked day or charges will still apply.
- Ensure that that all items brought into the service are clearly named.
- If your child is unwell you keep them at home.
- Fill out medication forms are completed when necessary.
- Advise staff of any infectious disease or illness as soon as possible.

Medication: Should your child require medications to be administered during our program; you will need to inform the staff on duty to make the necessary arrangements. It is a service requirement that a Medication Administration form is completed for each time a medication is required.

Adverse Weather/Unforeseen Circumstances: The daily program may have to be altered or amended to accommodate adverse weather conditions or due to unforeseen circumstances. You will be notified of any changes to the program as soon as possible.

License Details: Rockhampton Girls Grammar School out of School Hours Care service is licensed by the Department of Education and Training (Early Childhood), under the Education and Care Services National Law (Queensland) Act 2011 and must comply with this Act and Education and Care Services National Regulation 2014, including, for example, the requirements relating to activities, experiences and programs, educators' qualifications and numbers of educators to children.

Child Care Benefit is available. If you wish to claim the Child Care Benefit, it is your responsibility to register by contacting the Family assistance office and quoting our service provider number which is PR – 00001103.