



ADDRESS

Beechwood Parents & Citizens Association
ABN: 60 143 682 484
614 Beechwood Road, BEECHWOOD NSW 2446

CONTACT

Phone: 0417 699 026
Email: bpsboosh@gmail.com

PARENT HANDBOOK

Welcome to Beechwood Out of School Hours Care Program (BOOSH).

Our Out of School Hours Program aims to provide a safe, secure and stimulating environment for children at the highest possible standard.

Please read this handbook and keep for your reference. The Co-Ordinator is available to answer any queries or questions you may have.

Our policy folder is accessible to you at all times. This folder will be kept in the office; if you wish to view our policies, please see a staff member. Our policies are always being updated and reviewed. Keep your eye out on the notice board for a policy on review, there will be space provided for you to add any comments, suggestions, or changes you would like to add.

Your input is highly valued and ensures quality care and the smooth running of this service.

We hope your child/ren enjoy their time with us.

Centre Philosophy

BOOSH's aim is to provide quality care, accessible outside school hours. We are committed to being a safe, creative and an enjoyable home away from home for your children.

Boosh Staff

BOOSH has a Coordinator who has suitable qualifications and experience in the implementation of children's activities in a recreational setting.

The BOOSH Coordinator ensures that all administrative, policy and programing requirements are met. The BOOSH Coordinator is available to discuss any of your concerns. All Staff are chosen for their formal qualifications, experience in childcare, confidence, enthusiasm, teamwork and supportive, caring nature. Staff are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment. Boosh complies with all requirements outlined by the Regulator.

The Centre reserves the right to decline any request for enrolment, or to terminate the provision of care with seven days written notice to the family. This situation would be exceptional but may be required due to discipline issues or continual issues with payment of fees.

Hours of Operation

Monday to Friday 6:30am – 8:30am and 3pm – 6pm

During NSW Public School Government terms.

The Centre is closed on weekends, public holidays and pupil free days.

Fees

BOOSH operates on a not-for-profit basis. It is run using Government funding, student fees and donations. Surplus will be expended on equipment and resources for the children's programs, minor upgrades and service improvements as specified by the Management Committee.

Mornings: \$14.00 Permanent \$16.00 Casual (not currently available)
Afternoons: \$21.00 Permanent \$24.00 Casual
(Maximum before CCS rebate)

A \$100.00 Enrollment deposit is required per child prior to enrolment conformation

Fees are set by the P&C management and are subject to alteration from time to time. Fees are charged on all booked sessions.

Invoices go through to OWNA App every Monday.

Fee Assistance

The Child Care Subsidy (CCS) is accessible for all families, as the programs at this service are funded by the Commonwealth Government and registered with the Department of Human Services. To claim the CCS, families must be registered with Centrelink and must have a Child Reference Number (CRN) for each child.

When registering with the Family Assistance Office please quote the following Customer reference number:

After School Care – CRN 407 337 929A

Payments

Payments are made by Direct Debit. A Direct Debit Authority will be supplied to you and must be completed and returned prior to enrolment commencing.

Payments can be made either weekly or fortnightly.

Overdue fees

Parents are encouraged to discuss any difficulties that they may have in paying fees with the coordinator, who will discuss and make suitable arrangements for payment of fees as well as informing them of other avenues for financial support where required.

Enrolment

An enrolment form must be filled out before your child can attend the BOOSH Program. No child will be accepted unless an enrolment form is completed. A new enrolment form must be completed each year.

These forms are available from the Beechwood Public School Office, or the BOOSH office.

All sections must be completed and signed, and a copy of your child's birth certificate and immunization record, and any medical plans must accompany the enrolment form for enrolment to be excepted.

Please ensure that your emergency contact is reliable.

Please designate who is able to pick up your child.

All medical and behavioral information must be placed on the form.

Parents must inform the coordinator on duty of any changes of contact numbers and address.

If there are any court orders in place for the child, a copy of the court order must be supplied, this is to be kept on file in a lockable filing Cabinet.

Parents are advised that it is their responsibility to notify staff of any changes to their current details.

We have a registered number of places for each program. Once maximum enrolments are received, any further applications are placed on a waiting list and will be contacted by the coordinator when a place becomes available.

OWNA

OWNA is the CCS App that BOOSH use for all our documentation, communication and invoicing. Once your children are enrolled you will be sent an email to invite you to download the app and log in, all invoices and statements go through to family accounts tab on the Owna app.

Bookings

Children can be booked in for permanent set days or on a casual basis which are charged at a higher rate, please note that a casual booking is subject to spots being available. Casual bookings are to be text to the Boosh Phone, and the school notified of the change of routine no later than 2pm on the day required.

Arrival and Departure

On arrival to a morning session and on departure of an afternoon session all children must be signed in and out by an authorized person.

Please keep your list of authorised persons up to date.

Absences

We ask that you do not allow your child to attend the Centre if they are sick. Please advise the BOOSH staff ASAP if your child will be absent for any reason e.g., sporting activities, or if you have picked up your child due to illness. It is important that you contact us for the safety of your child. If your child is absent and you have not informed BOOSH Staff by 2pm full fee will be charged.

Fees for late collection of children

Any parent who collects their children after 6:00pm will be charged a late fee of \$15 per child for the first 15 minutes or part thereof and a further \$1 for each minute they are late, as set by management.

Wherever possible parents should advise BOOSH staff when they will be late to collect their child.

Nutrition

BOOSH provides afternoon tea of a light snack and a fruit platter. If you wish to pack additional food for your child you may do so, please do not include junk/nut foods.

Drinking water will be on offer throughout the afternoon, please ensure your child has their own drink bottle.

All children's individual needs such as allergies etc. are addressed in the menus. Staff keeps a list of all children's allergies or food restrictions near the food preparation area to ensure all staff follow these.

Daily menus are on display and parents are welcome to view these at any time.

We have risk minimization procedures in place for children with nut allergies. We ask all parents to not give their children foods that contain nuts.

Sun Protection

The center has a 'NO HAT NO PLAY' policy. Children who do not have a hat must play in the sheltered area. Students are encouraged to apply the 30+ sunscreen protection supplied by BOOSH. If the child has a skin reaction to the sunscreen it is the responsibility of the parent to supply a suitable sunscreen for their child.

Homework Time

BOOSH has a specific time set aside in our Monday afternoon routine where children are encouraged to do their homework and assistance from staff is given when needed. While completion of homework is encouraged, children will not be forced. We ask parents who wish for their child to complete homework while at BOOSH, to assist us in this area by reminding and encouraging children on a regular basis.

If children do not have homework or have already completed it, they are encouraged to read a book or have time on the iPad. If you do not wish for your child to use the iPad during their time at Boosh please inform us.

Medication

Parents who require medication to be administered to their child at the center must complete a signed medication form. The prescribed medication must be handed to BOOSH staff and will only be administered from its original packaging. Non-prescribed medication will not be given unless a doctor's certificate is provided.

Complaints and Grievances

BOOSH respects parents' right to complain and staff will work with the family to try to resolve any issues that may arise. A complaint can be informal or formal. It can be anything that a parent think is unfair, or which makes them unhappy with the service.

All confidential conversations with parents will take place in a quiet place away from children, other parents or staff not involved.

If a parent has a complaint or comment about the service, they are encouraged to talk to the coordinator who will discuss their concern with them and try to come to a resolution to address the issue.

The P&C Management will discuss the issue with the coordinator and develop a strategy for resolving the problem. Staff will also be informed of any relevant issues that they need to address or be aware of. Parents will be informed of the strategy to be taken.

If any complaint cannot be resolved internally to the Parents / Careers satisfaction, options will be offered such as a meeting with President of the Beechwood P&C.

BOOSH Information

All relevant information will be found at the BOOSH notice board, and on the Boosh Facebook Page. Please take the time out to read the notices and keep up to date with BOOSH happenings.

Our weekly program is also on display. There will be a space allocated for any comments you wish to make.

Parents are asked and encouraged to contribute ideas to the program, therefore ensuring that their child enjoys their time at BOOSH. Parents are invited to spend time at the center.

Boosh Coordinator can be contacted by the
Boosh Phone; 0417699026
Email; booshcoordinator@gmail.com

The following website link is for Families who wish to access the Educational and Care Services National Regulations and Children (Education and Care Services National Law Application) Act 2010.

Educational and Care Services National Regulations
<http://www.acecqa.gov.au/national-quality-framework/national-regulations/>

Children (Education and Care Services National Law Application) Act 2010.
<http://www.acecqa.gov.au/national-quality-framework/legislation/>