

**BAKEWELL PRIMARY SCHOOL COUNCIL  
OUTSIDE SCHOOL HOURS CARE**



**PARENT INFORMATION  
HANDBOOK  
2017**

**Welcome to Bakewell Outside School Hours Care (OSHC)  
(OSHC 1, OSHC 2 and OSHC 3).**

***This handbook aims to provide new families with a summary of our programs, policies and procedures at Bakewell OSHC.***

We trust your time at Bakewell OSHC 1, OSHC 2 and OSHC 3 will be an enjoyable one.

## **OUT OF SCHOOL HOURS CARE PROGRAMS**

The Bakewell OSHC is a School Board run program which provides care for primary school aged children (5 by 30 June) **after school** and during the **vacation periods**.

The **After School Care** provides a child-orientated program with a diverse range of programmed activities, which include art, craft, cooking, sport and child directed activities within a safe, caring and supportive environment.

**Vacation Care** provides long day care for children during school holidays. The program includes an extensive range of activities and excursions and caters for the diverse ranges of ages and developmental needs of children using the program.

## **PHILOSOPHY**

At Bakewell OSHC and in accordance with “My Time, Our Place” framework, we support children in realising their goals and potential now, and into the future. We believe that children can achieve their personal best in an environment and community that is free from bias and discrimination. We support our Educators to challenge discrimination and to advocate for children’s rights to ensure quality outcomes for all children. At Bakewell OSHC we believe children have the right to:

- be listened to
- be respected and show respect for each other
- be responsible for their own actions
- be part of the solution
- be safe and happy
- make new friends
- be active learners
- be important contributors to their community.

At Bakewell OSHC we acknowledge the critical role that families have in raising children and we work together to recognise, support and advocate for families. We are committed to continuing to improve our quality of care to ensure the best outcomes for all children.

## **GOALS**

Bakewell OSHC aims to:

- help children learn and communicate the skills to help resolve conflict and differences
- always listen to the children and make sure the children are safe, happy and in a fun and engaging learning environment
- encourage children to learn the unique differences in everyone and respect the cultural diversity in our community, whilst maintaining partnerships with families and community links

## **CONFIDENTIALITY**

The Bakewell OSHC will protect the rights and privacy of all users of the service by ensuring all information collected is kept in a safe and secure place. Authorised personnel will only be allowed to access the information to fulfill their responsibilities at the service.

For further information please see Confidentiality Policy.

## **ENROLMENT PROCEDURES**

Bakewell OSHC has a maximum capacity of 204 children at any one time for After School and Vacation Care programs. Any family attending Bakewell Primary School can use the OSHC service on a full-time or part time basis **subject to the availability of places**.

Bakewell OSHC is divided into three areas:

- OSHC 1 – Preschool
- OSHC 2 – Old Assembly Hall
- OSHC 3 – Courts Stage Area

## **LICENSING REQUIREMENTS /POLICY INFORMATION**

Bakewell OSHC follows the requirements of the Education Care Services National Regulations Act 2011. For further information please see the Director who can provide you with a copy of the Education Care Services National Regulations to view. We have a range of policies to help run the service that assist the Service to run smoothly and effectively. If you wish to view the policies or believe a policy needs to be reviewed please see the Director for further information.

The OSHC service does have a waiting list for After School Care. The waiting list form will need to be completed. When notified of a placement information will be given to parents and an enrolment form must be completed and returned with a \$100.00 security bond per child to the front office. The days of care, number of children, whether a sibling is already in care, and family circumstances will be all taken into account when placing children in the program.

It is the parent's responsibility to contact the school on a regular basis to monitor the progress of their child/children's enrolment into the program.

The Vacation Care program is a separate program organised through Bakewell OSHC. This program is available for any family attending Bakewell Primary School. Children attending the After School Care program are not automatically enrolled in Vacation Care programs. A separate enrolment form for each Vacation Care program must be completed and returned to the front office with a deposit of \$50.00 per child to secure places. This is a popular program which fills quickly. Once maximum numbers have been reached, enrolments are closed. Children will not be accepted to Vacation Care programs if outstanding fees for After School Care and previous Vacation Care programs are not paid in full. Due to the high demand of the Vacation Care program once you have booked places and Vacation Care has commenced you are required to pay for the booked care regardless of time used.

Enrolment forms for After School Care programs are available from the Front Office or After School Care Centres. Vacation Care enrolment forms are available Monday of Week 6 each term.

**NO CHILD IS ALLOWED TO ATTEND BAKEWELL OSHC WITHOUT AN ENROLMENT FORM. IF YOUR CHILD HAS ANY MEDICAL, DIETARY, OR SPECIAL NEEDS IT MUST BE DOCUMENTED ON THE ENROLMENT FORM, WITH ANY MEDICAL MANAGEMENT PLAN AND DISCUSSED WITH THE DIRECTOR.**

## **HOURS OF OPERATION**

OSHC 1 operates from the Bakewell Preschool.

OSHC 2 operates from Old Assembly Hall

OSHC 3 operates from Demountable 9

After School Care – 2.30pm – 5.45 pm

Vacation Care – 7.30am – 5.45 pm in two locations:

- Location 1 – Old Assembly Hall and Demountable 9
- Location 2 – Courts Stage Area

Vacation Care has a close down period of two weeks during the Christmas break. Parents will be advised of the date in Term 4.

- **Late penalty fee** will be charged **\$1.00 per minute per child** after 5.45pm for both After School Care and Vacation Care.
- We are closed on Public Holidays.

## **CONTACT TIMES**

We can be contacted by phone during operating hours on 8931 1604 or you may leave a message at the front office on 89310487 during school hours. Alternatively we can be contacted through email at [asc.bwps@ntschoools.net](mailto:asc.bwps@ntschoools.net).

There is a parent communication book at the sign out folder where parents can remind educators of events e.g. children won't be attending the service the following day.

## **COLLECTION OF CHILDREN**

Children are only to be collected by their own parents or authorised persons identified on your child's enrolment form. No child will be allowed to leave the Service with any person who is not authorised in writing or by telephone by the parents. The person collecting your child must have photo identification to show the Director/Co-Director. Children under the age of 16 cannot collect a child without prior written permission. Children need to be collected by an authorised adult and are not to leave the service on their own (unless special circumstances allow for it, and the appropriate paperwork has been filled out). Once your child has been signed out they are required to leave the service with their parents.

Attendance records must be signed on a daily basis. The attendance records are in the folder on the bench near the front door. The time of collection and a signature must be recorded on your child's attendance sheet; all absent days require a signature by the parent alongside the day absent. Please advise our educators when you are leaving the Centre with your child.

Vacation Care Program: Please sign your child's attendance sheet on arrival and departure each day. Enter the time of arrival and departure and initial/sign the corresponding day.

For further information please see Delivery/Collection of children policy.

## **LATE COLLECTION OF CHILDREN**

Children must be collected by 5.45pm when the program finishes. Late pick-ups will be charged at \$1.00 per minute per child after 5.45pm for both After School Care and Vacation Care.

If you are unable to collect your child by 5.45pm due to an unavoidable emergency, you must ring the Centre and advise the Director. If you need to organise an unauthorised person to collect your child you must provide full details about this person. Photo-identification will be required to release the child into their care.

If you have not contacted the Centre or collected your child by 6.00pm, the Director will try to first contact you, and if unsuccessful, contact emergency people on your child's enrolment form. If no one can be contacted and your child has not been collected thirty minutes after closing time at the Centre, the police will be contacted.

For further information please see Procedure for Late Collection of Children.

## **FEE POLICY**

- Fees cover session periods, regardless of time used.
- Booked care must be paid for.
- All public holidays and pupil free days are charged for as long as OSHC is operating on the next business day. In the event we are not operating on the next business day then casual fees will be charged but will not exceed the fulltime fees of \$80.00.
- Fees are to be kept two weeks in advance and finalised by Week 9 of each term as set out in the CCB conditions for After School Care.
- Fees are to be paid in full by the end of Vacation Care programs.
- Failure to pay fees on a regular basis will result in cancellation of the family placement and could affect the access to Vacation Care.
- Child Care Benefit (CCB) is available through Centrelink and is the parents' responsibility to connect their children to the service.
- Fees may be paid through EFTPOS facilities at the Front Office.
- Parents may pay their fees via direct deposit online, the details are:

**Westpac Palmerston  
Bakewell Primary School  
BSB 035318  
A/C 122585**

Please identify payment with your name and OSHC.

- If you experience difficulty paying your fees, please discuss with the Business Manager, Leonie Commons as soon as possible.

## **FEE STRUCTURE**

### **After School Care**

#### **Group 1**

Permanent \$90 per week (5 days per week for 10 weeks/term)

#### **Group 2**

Permanent \$90 per week (nominate 4 days per week for 10 weeks/term)

#### **Group 3**

Permanent Part Time \$65 per week (nominate 3 days per week for 10 weeks/term)

#### **Group 4**

Permanent Casual \$30 per day (nominate days per week for 10 weeks/term)

#### **Group 5**

Emergency Casual no notice \$35 per day

### **Vacation Care**

Full time fee \$225 per week

Casual days \$50 per day

## **CHILD CARE REBATE AND CHILD CARE BENEFIT**

To help with child care costs, the Australian Government offers two types of financial assistance: the Child Care Rebate and the Child Care Benefit.

It is important to remember that the Child Care Rebate is not income tested. You may be eligible to receive this rebate even though your family income is too high to receive the Child Care Benefit.

### **What is the Child Care Rebate?**

- You may choose to receive the Child Care Rebate on a weekly or fortnightly basis, paid either to your childcare service as a fee reduction or directly to your bank account.
- Whether you receive a weekly or fortnightly Child Care Rebate payment depends on when your childcare service submits your attendance data.
- You can still choose to receive the Child Care Rebate payments quarterly or annually as a lump sum directly to your bank account.
- If you currently receive the Child Care Rebate and would like to receive weekly or fortnightly payments for the Rebate for the next financial year, you should inform the Department of Human Services.
- The Child Care Rebate pays up to 50 per cent of your out-of-pocket expenses for child care up to an annual cap.
- It is **NOT income tested**, so you may be eligible to receive it even if you don't get the Child Care Benefit from your fees.
- Your out of pocket child care costs are calculated after deducting any Child Care Benefit from your fees.

Family Assistance Office (FAO) allows families up to 42 allowable absent days (AA) every financial year. If families go over 42 then they will no longer eligible to receive CCB on any absences after the date of the 42nd absence. It will then be the parent's responsibility to pay full fees for these days. If you have a doctor's certificate for a child please give a copy to the Director who will attach this to the sign in sheet. These will be put down as approved absent days and will not be counted among your 42 allowable absent days. It is the parent's responsibility to keep track of their AA days. All AA are required to be signed by parents.

For further information please see the Director.

FAO will ask you for the following details:

<b>SERVICE PROVIDER NAME</b>	<b>SERVICE PROVIDER NUMBER</b>
Bakewell After School Care	406021922A
Bakewell Vacation Care	555011906S

## **CANCELLATIONS**

If your child is sick or will not be attending the service on a day that he/she has a regular booking, you must telephone the Director/Co-Director after 12 noon on 8931 1604 or email [asc.bwps@ntschoools.net](mailto:asc.bwps@ntschoools.net). If you know your child is going to be away, please write it in the diary near the sign in folder. If you are going away on holiday's you need to put it in writing at least two week's notice if possible. This prevents Educators from unnecessarily having to look for your child.

## **CEASING CARE**

Two weeks notice in writing is required if your child is to cease care. Two weeks fees may be paid in lieu of notice. Once your child has ceased care, a cheque will be issued and posted out to you for your security bond, or you can put it towards your fees. Changes to booked places will require one week's notice in writing.

## **PROGRAMMING**

The program at OSHC provides a variety of indoor and outdoor activities. The program will reflect individual interests and needs of children, and allow children to initiate their own choices of activities under the supervision of educators. OSHC participates in a variety of sensory/messy play activities. If you do not want your children participating in these activities please see the Director/Co-Director. Parent's suggestions for the program are greatly appreciated and encouraged. The students are also encouraged to have input into the program. The suggestion box near the sign in folder is available for parents to use. Children are asked for regular input which tells the service what kind of activities they enjoy.

## **MULTI-CULTURAL**

At Bakewell we strongly believe in providing a multi-cultural environment and program. We will do this by celebrating a wide variety of holidays and celebrations such as Chinese New Year, St Patrick's Day and Christmas.

We believe this will help against discrimination and prejudice and develops tolerance. If you have any concerns with your children participating in these activities please see the Director or Co-Director.

For further information please see relevant policy.

## **BEHAVIOUR MANAGEMENT**

Bakewell OSHC promotes acceptable behaviour guidelines to ensure all children have fun within a safe and secure environment. The Bakewell OSHC Behavioural Guidelines have been developed by the children and educators at the Centre identifying rules and consequences for unacceptable behaviour.

Breaches of the behavioural guidelines will be recorded on an Incident and Accident Report form. The Director will ask the parents to read the details and sign the acknowledgement of the incident and management strategies used by educators to foster positive behaviour. Where a child continues to use unacceptable behaviour, which places educators, children or school property at risk, suspension or expulsion from the program may be considered.

We recommend that parents/carers take time to discuss the rules and consequences of unacceptable behaviour prior to their child/children attending the program.

For further information please see Behaviour Management Policy.

## **ILLNESS**

Bakewell OSHC is required under Government Legislation to exclude children with infectious diseases from the programs. Common ailments include Chickenpox, Giardia, Ringworm and Conjunctivitis. Children will not be admitted back to the program without a medical certificate. For information on other infectious ailments please see the Director/Co-Director.

Parents are asked to consider the welfare of all children and educators at the program. Parents/carers must advise the Director if their child has been sick since last attending the program. Children are not to be brought to the program if they have been unwell during the night, or display symptoms of fever, headache, rash, vomiting or diarrhoea. Bringing sick children into care is a breach of contract and if it happens again we may consider their sustainability for a spot within our service.

If a child becomes unwell at the program the parent/carer will be notified to collect their child. The child will be monitored and kept inside until collected. In extreme emergencies due to illness or accident the Director/Co-Director has the authority to call an ambulance or doctor if urgent medical attention is required. Parents will be responsible for medical and ambulance costs incurred.

For further information please see Illness Policy.

## **MEDICINES**

Medication will not be administered by educators, without written instruction from the parent or carer. Forms are available from OSHC. These need to be filled out, dated and signed and given to the Director/Co-Director. Medication must have the original label identifying the child's name and prescribed dosage. Medication that is out of date will not be administered to the child. Parents of children that suffer from asthma, epilepsy, anaphylaxis, diabetes or ADD must provide their own ventolin, epipen and medication and discuss a Medical Management Plan with the Director/Co-Director. Under no circumstances are children allowed to keep medicine in their bags. Children who come to the After School Care program and have had medicine administered by the school front office, must hand over the medicine to the Director to look after until they are collected.

For further information please see Medication Policy.

## **ACCIDENTS**

All accidents are reported on an Incident, Injury, Trauma and Illness Form. On collection of your child you will be asked to read the report details and sign your acknowledgement of the procedures carried out by educators.

Educators qualified in Senior First Aid will look after children with minor injuries. Parents will be contacted to collect children with severe injuries and where appropriate the Director/Co-Director will call for an ambulance or nominated doctor on the child's enrolment form, if urgent medical attention is required.

For further information please see Accidents Policy.

## **FOOD AND ALLERGIES**

Afternoon tea is provided at After School Care. The weekly menu includes a variety of different snacks, fruit and vegetables.

Food allergies must be filled out on your child's enrolment form and discussed with the Director. A list of restricted products/foods will assist to ensure food is suitable for your child. Every effort is made to ensure the food provided is suitable for all children in care.

Morning tea and afternoon tea is provided at Vacation Care. A weekly menu will be displayed for parents to view. Every effort will be made to provide foods for children with restricted diets and food allergies. Parents may be asked in some cases for children with severe food restrictions to provide their own meals and snacks.

At Vacation Care, parents are to supply their children with a packed lunch every day. This will be refrigerated at all times.

## **CLOTHING AND SUN PROTECTION**

### **After School Care**

All children and educators are required to wear hats for outside activities. Hats must protect the face, neck and ears. Sun visors are not permitted. Children must wear suitable shoes (joggers preferred) for outdoor activities and ball sports. Children will be allowed to take their shoes off if doing safe activities indoors. Children are responsible for their own shoes and socks which must be placed in their bags. A shirt with sleeves is required for children to play outdoors, if children attend the service wearing singlets they will need to stay indoors.

**WE DO NOT LEND OUT HATS TO CHILDREN. CHILDREN ARE NOT ALLOWED TO SHARE HATS. REMEMBER NO HAT NO OUTDOOR PLAY.**

Please see Sun Smart Policy for more information.

## **WATER SAFETY POLICY**

**When the pool is in use at OSHC 1 an Educator will be on duty at all times. Appropriate clothing with sleeves and a towel are required.**

## **VACATION CARE PROGRAM**

Children must be dressed appropriately for messy play/activities and our hot weather. Children must wear shirts which cover their shoulders, wear suitable shoes and have a hat (no visors). Children must bring a bag to the program, to place their shoes and clothes in. It is advisable for children to bring a spare set of clothes and bathers and towel for swimming and water activities.

All clothes must be clearly labelled and it is your child's responsibility to look after their own clothes and shoes.

Bakewell Vacation Care does not have spare clothes for children. If your child does not have a change of clothes and has a toileting accident parents will be contacted to supply a change of clothes for their children.

For excursions, children must have a hat and wear enclosed shoes. High heel shoes are not acceptable. If children's footwear is inappropriate, parents will be contacted to bring appropriate shoes or collect the child if the bus has already left. If children arrive in skimpy tops baring the midriff or displaying inappropriate language parents will be asked to take their children home to change.

Some excursions will require children to supply their own water bottles. These must be clearly marked with their name. Cordial or fizzy drinks are not to be substituted for water.

Sunscreen will be applied prior to outdoor activities. Outdoor activities will not be conducted during the hottest time of the day. Parents are required to apply sunscreen on arrival to the Vacation Care program which is located near the sign in folder.

## **SPECIAL BELONGINGS**

Parents need to be aware of what their children bring to the program. Children are not permitted to bring mobile phones, valuable toys, etc... All items brought to the After School Care and Vacation Care programs are the students' responsibility. Educators will not be responsible for any lost, stolen or broken items.

## **OCCUPATIONAL HEALTH AND SAFETY**

The Bakewell OSHC service protects the health and safety of all Educators and children at the Centre.

### **SMOKING**

Smoking is not permitted on school grounds. The Tobacco Control Act 2002 commenced on January 1, 2003 and it bans smoking in public and work areas including educational facilities. The Regulations to the Act allow schools to have a designated smoker's area, subject to conditions i.e. Educators majority vote, the area not accessible to or in the line of sight of children, area not within two metres of doorways and three metres of air conditioning inlets. Bakewell Primary School Educators voted in February 2016 to have a designated smoking area. This is the only area within the school in which smoking is permitted. All other areas including the school grounds are smoke free.

### **EQUIPMENT**

All equipment, play areas and toys are regularly checked to ensure they are clean and safe for children's use.

For further information please see WHS Policy.

### **CONCERNS AND COMPLAINTS**

If you have a concern or complaint about any aspect of the OSHC program please speak to the Director who will attend to your needs. If you feel the problem is not resolved you may take the matter to the Quality Education and Care NT, contact details are on the parent notice boards. The service has a grievance policy which can be found in the policy and procedures manual.

### **ROUTINES**

<b><u>OSHC 1 Routine</u></b>	
2.00PM	<ul style="list-style-type: none"><li>• All Educators must sign in on time sheets</li><li>• Check menu for any food allergies</li><li>• Complete cleaning procedures and prepare afternoon tea</li><li>• Facilities and hazard checks to be completed and signed</li><li>• Check program and set up for afternoon activities</li></ul>
2.30PM	<ul style="list-style-type: none"><li>• Transition children - Term 1 and 2 children are picked up from A Block, marked off the roll and sunscreen's applied</li><li>• Term 3 and 4 - children walk to the Preschool big gates and wait to be marked off the roll. Sunscreen is applied at the gate</li><li>• The children then come in and hang their bags up and sit down ready for show and tell and discuss daily program</li><li>• Year 1 and 2 children line up near A block toilets to be marked off the roll and sunscreen is applied</li></ul>
3.00PM	<ul style="list-style-type: none"><li>• Organised activities begin</li></ul>
3.15PM	<ul style="list-style-type: none"><li>• Afternoon tea</li></ul>
4.15PM	<ul style="list-style-type: none"><li>• Educators rotate inside and outside</li><li>• Programmed activities continue</li><li>• Activities are adjusted if required</li></ul>
5.10PM	<ul style="list-style-type: none"><li>• Sandpit is packed up (children are encouraged to help)</li></ul>
5.20PM	<ul style="list-style-type: none"><li>• Remainder of outside area packed away and verandahs cleaned and hosed when necessary. Children come inside</li></ul>
5.30PM-5.45PM	<ul style="list-style-type: none"><li>• Children continue inside activities until service closes</li></ul>
5.45PM-6.00PM	<ul style="list-style-type: none"><li>• Educators clean tables and make sure room is ready for Preschool</li></ul>

<u>OSHC 2 Routine</u>	
2.00PM	<ul style="list-style-type: none"> <li>All Educators must sign in on time sheets</li> <li>Check menu for any food allergies</li> <li>Complete cleaning procedures and prepare afternoon tea</li> <li>Facilities and hazard checks to be completed and signed</li> <li>Check program and set up for afternoon activities</li> </ul>
2.30PM	<ul style="list-style-type: none"> <li>Children meet in the Old Assembly Hall</li> <li>Children are provided sunscreen on arrival, then marked off the roll</li> <li>On Monday, Wednesday and Friday - students engage in a game before afternoon tea</li> <li>Tuesday to Thursday we have afternoon tea immediately</li> </ul>
2.45PM	<ul style="list-style-type: none"> <li>Educators do introductions, greetings and daily information is imparted to both Educators and children</li> </ul>
3.15PM	<ul style="list-style-type: none"> <li>Afternoon tea – Lock gates</li> </ul>
3.30PM	<ul style="list-style-type: none"> <li>Organised activities begin. Check program for sports and art activities</li> </ul>
4.15PM	<ul style="list-style-type: none"> <li>Educators rotate inside and outside</li> <li>Programmed activities continue</li> <li>Adjust activities if necessary</li> </ul>
5.20PM	<ul style="list-style-type: none"> <li>Outside area is packed away (children to help)</li> </ul>
5.30PM-5.45PM	<ul style="list-style-type: none"> <li>All children are inside. Inside activities continue</li> </ul>
5.45PM-6.00PM	<ul style="list-style-type: none"> <li>Educators clean tables put up chairs, do outside check, and lock shed</li> </ul>

<u>OSHC 3 Routine:</u>	
2.00PM	<ul style="list-style-type: none"> <li>All Educators must sign in on time sheets</li> <li>Check menu for any food allergies</li> <li>Complete cleaning procedures and prepare afternoon tea</li> <li>Facilities and hazard checks to be completed and signed</li> <li>Check program and set up for afternoon activities</li> </ul>
2.30PM	<ul style="list-style-type: none"> <li>Children mark their names off the daily roll and apply sunscreen</li> </ul>
2.45PM	<ul style="list-style-type: none"> <li>Educators do introductions, greetings and daily information is imparted to both Educators and children</li> </ul>
3.00PM	<ul style="list-style-type: none"> <li>A game is played with all Educators and children</li> <li>Afternoon tea is self served</li> </ul>
3.30PM	<ul style="list-style-type: none"> <li>Organised indoor and outdoor activities begin</li> </ul>
5.30PM	<ul style="list-style-type: none"> <li>Children continue all activities inside until collection by parent/carers</li> </ul>
5.45PM	<ul style="list-style-type: none"> <li>Educators check outside areas</li> <li>Pack up inside activities</li> <li>Clean tables, dishes and sink area</li> </ul>

<u>Vacation Care:</u>	
7.30AM	<ul style="list-style-type: none"> <li>Inside activities</li> </ul>
8.00AM	<ul style="list-style-type: none"> <li>Inside/Outside programmed activities</li> </ul>
9.00AM	<ul style="list-style-type: none"> <li>Roll Call, Morning Tea</li> </ul>
9.30AM	<ul style="list-style-type: none"> <li>Programmed activities begin</li> </ul>
12.00PM	<ul style="list-style-type: none"> <li>Lunch</li> </ul>
12.30PM-2.00PM	<ul style="list-style-type: none"> <li>Quiet Inside activities</li> </ul>
2.00PM-5.00PM	<ul style="list-style-type: none"> <li>Inside/Outside programmed activities continue</li> </ul>
5.20PM-5.45PM	<ul style="list-style-type: none"> <li>Inside activities, Close</li> </ul>

## **BAKEWELL OSHC FAIR RULES**

### **Our Manners and Respect Rule**

- We speak in ways that help people feel good about themselves, positive language, no putdowns or swearing.

### **Our Safety Rule**

- Hands and feet to ourselves
- Respect each other's private space
- We look after our equipment
- If equipment is intentionally broken/destroyed it is the parent's responsibility to replace or pay for a replacement.

### **Our Clean Up Rule**

- We clean and tidy up the area we were playing in

### **Our Reflection Rule**

- We are responsible for our own behavior
- If we make it difficult for people to feel safe or be safe, then we will be reminded of the rule and we will be asked to play somewhere else, do another activity or sit.

## **EMERGENCY PROCEDURES**

### **WHAT WARRANTS "AN EMERGENCY"**

- Fire/Fire Drill
- Cyclone
- Hostage/Bomb Threat
- Any 'deemed' emergency

Educators and children practice safety drills and emergency evacuations each term to familiarise themselves with the correct procedures should an emergency occur. Depending on the situation, parents/carers/emergency contacts may be called to collect children.

## **EMERGENCY EVACUATION**

### **Fire or Bomb threat**

If children are to be evacuated the whistle will be blown or the fire alarm will ring.

- All children line up quickly and quietly
- No belongings are to be collected (i.e: hats, bags etc..)

<b>OSHC NO 1</b>	<b>OSHC NO 2</b>	<b>OSHC NO 3</b>
Children inside are to line up at the glass doors. Children outside are to line up at the outside gate.	Children inside are to line up in the breezeway. Children outside in the hall line up at hall door closest to playground.	Children inside are to line up at the walkway. Children outside are to line up on the basketball court.

- All groups then walk to the oval near the toilets. One Educator at the front, one in the middle and one at the end of the line.
- Director and Co-Directors to take the roll, sign out folder and First Aid Kit and check the rooms and outside areas thoroughly.
- Toilets and rooms must be checked including in and around playground equipment and sheds.

When children are in a safe place a roll call is conducted, Any missing children or Educators must be located as soon as it is safe to do so. No child or Educators will return to the building until directed to do so by the Fire Department or School Principal.

### **AT ALL TIMES STAY CALM AND REASSURE THE CHILDREN**

#### **Director & Co-Directors**

Call the Fire Department if it has not already been done, collect the Roll and First Aid Kit and check all rooms. The Director and Co-Directors are the last people to leave the building. Conduct a roll call at the designated safe area.

### **LOCK IN PROCEDURE**

#### **Code One: (*Stranger Danger, Animals, Children's melt down*)**

1. Director/Co-Director alert all Educators via 3 sharp whistles
2. Ensure that all children are inside and remain indoors
3. Lock all access doors to rooms in the building
4. Mark attendance rolls
5. Director/Co-Director to locate missing children
6. Continue working as normal and remain calm
7. Await instructions from Director/Co-Director

#### **Code Red: (*Imminent Danger, Threat*)**

1. Director /Co-Director alert Educators with a continuous whistle
2. Ensure that all children are inside and remain indoors
3. Lock all access doors to rooms in the building
4. Mark attendance rolls
5. Director/Co-Director to locate missing children
6. Remain calm and ensure that everyone is out of sight
7. Await instructions from Director/Co-Director

# Childhood Vaccination Schedule

November 2016

	Hepatitis B	Rotavirus	Diphtheria Tetanus Pertussis Hepatitis B Poliomyelitis Haemophilus influenzae type b	Conjugate Pneumococcal (13vPCV)	Haemophilus influenzae type b Meningococcal C	Measles Mumps Rubella	Hepatitis A	Diphtheria Tetanus Pertussis	Measles Mumps Rubella Varicella	Diphtheria Tetanus Pertussis Poliomyelitis	Human Papillomavirus	Varicella	Polysaccharide Pneumococcal	Adult Diphtheria Tetanus Pertussis (dTpa)	Influenza	
	Engerix <sup>®</sup> -B 0.5ml IMI	Rotarix <sup>®</sup> 1.5ml ORAL	INFANRIX <sup>®</sup> hexa 0.5ml IMI	Prevenar 13 <sup>®</sup> 0.5ml IMI	Menitorix <sup>®</sup> 0.5ml IMI	M-M-R <sup>®</sup> II 0.5ml SC or Priorix <sup>®</sup> 0.5ml IMI	VAQTA <sup>®</sup> 0.5ml IMI	Tripace <sup>®</sup> 0.5ml IMI or Infanrix <sup>®</sup> 0.5ml IMI	Priorix-Tetra <sup>®</sup> 0.5ml SC or ProQuad <sup>®</sup> 0.5ml SC	Infanrix <sup>®</sup> IPV 0.5ml IMI	Gardasil <sup>®</sup> 0.5ml IMI	Varivax <sup>®</sup> 0.5ml SC or Varinix <sup>®</sup> 0.5ml SC	Pneumovax23 <sup>®</sup> 0.5ml IMI	Boostrix <sup>®</sup> 0.5ml IMI	Flu Coclin <sup>®</sup> Junior 0.25ml IMI	Fluarix Tetra <sup>®</sup> 0.5ml IMI
Birth ●	✓															
6 weeks		● ✓	✓	✓												
4 months		● ✓	✓	✓												
6 months			✓	✓												
12 months					✓	✓	□									★ 6 Months
18 months				■			□	✓	✓	⚡						★
4 years										✓						<3 yrs
5 years																5 yrs ★
12 years											✓✓✓			✓△		
13 years												✓				
15 years													■			■

## Vaccine notes:

- ✓ = All children.
- = ORAL VACCINE: First dose must be given by 14 weeks and 6 days of age; Second dose must be given by 24 weeks and 6 days of age.
- = Indigenous people only.
- = All Indigenous children. Non-Indigenous children living in remote communities.
- ✓✓✓ = Requires 3 doses given at 0, 2 and 6 months.
- ★ = Indigenous children only aged 6 months to less than 5 years. All children with a chronic medical condition 6 months of age and over. Give 2 doses, 28 days apart to children under 9 years of age who are receiving influenza vaccine for the first time in their life.
- ⚡ = NEVER to be given as the 1<sup>st</sup> dose of MMR containing vaccine.
- △ = All children receive a dTpa at either 12 or 13 years in 2017.
- = BCG vaccine - for eligible groups and vaccine eligibility please refer to the CDC Immunisation Website: [www.health.nt.gov.au/Centre\\_for\\_Disease\\_Control/Immunisation](http://www.health.nt.gov.au/Centre_for_Disease_Control/Immunisation)

## Information:

NT Immunisation Register:  
 Top End 8922 8315  
 Central Australia 8951 6928





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