

**WILLIAM CLARKE
INTERESTED IN
BEFORE & AFTER
SCHOOL CARE**



**WILLIAM CLARKE
COLLEGE**
CHRIST OUR WISDOM



AT WILLIAM CLARKE COLLEGE
BEFORE AND AFTER SCHOOL CARE,
WE SEEK TO PROVIDE A **VIBRANT** AND
NURTURING SETTING FOR STUDENTS WHERE
SKILLS ARE HARNESSSED AND NEW
FRIENDSHIPS ARE FORMED



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PHILOSOPHY

The William Clarke College Before and After School Care Centre primarily exists for the children of parents who are working, training or seeking employment out of College hours. We seek to provide a vibrant and nurturing setting for students where skills are harnessed and new friendships are formed. The Centre seeks to develop joyful and competent learners in a caring and Christ-centred environment.

In providing a quality service we are guided by the following philosophy:

We believe in relation to children:

- Each child has the right to be safe. A safe environment enhances children’s autonomy, initiative, confidence and self-worth and enables a child to feel they belong.
- Children have the right to secure, responsive, respectful and reciprocal relationships within an inclusive environment.
- Each child is an individual with a unique pattern of development as well as individual personalities, learning styles and life experiences.
- Children have the right to a child-focussed environment where a wide variety of supervised play and recreational activities support learning and foster the social, emotional, creative and physical development of the child.
- Children have a wealth of knowledge to share. They are competent learners, learning through play in a social context. Participation in the daily programme will allow them to develop a love of learning and prepare them for transitions they experience in life. The programme is based on the learning framework My Time, Our Place.
- Children learn through interaction with their environment. Children are encouraged to be aware of and appreciate the world around them.

We believe in relation to families:

- Families are the paramount influence in a child’s life. The service will support and assist families in undertaking their parenting role through the provision of appropriate resources, information and interaction.
- Family values, traditions and beliefs should be acknowledged and respected.
- Families have a right to partnerships based on mutual trust and open communication. These partnerships will form the basis for all interactions in order to work towards achieving common goals for children.

We believe that in relation to staff:

- Staff are to be valued as individuals and their unique skills and abilities acknowledged and utilised as part of the team building approach.
- Work will occur in a collaborative environment based on a culture of encouragement and support.
- Money is to be allocated to provide staff with ongoing opportunities for professional development.
- Staff will implement a reflective ongoing assessment cycle based on a strengths approach that includes planning, documenting, and evaluating children’s learning through play and participation in the program.
- Staff are committed to a process of continuous improvement.

We believe in relation to community:

- Community members will have access to a high quality service which meets the standards and recommendations outlined in the National Quality Framework.
- The children’s and the Centre’s best interests can be promoted through community education advocacy.

NATIONAL QUALITY FRAMEWORK

From 1 January 2012, the new National Framework for children in School Aged Care – My Time, Our Place took effect. This national body is governed by the Australian Children’s Education and Care Quality Authority (ACECQA). The Framework for School Age Care exists to ensure that children in school age care have opportunities to engage in leisure and play-based experiences that are responsive to the needs, interests and choices of the children attending the service and that contribute to their ongoing development.

There are five outcomes that guide the planning and educational program for children’s wellbeing and learning:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

There is a strong sense of collaboration with children, their families and educators to inform and guide the planning of educational programs. The weekly program is displayed for families near the sign in and out sheets. We value family input into the planning and evaluation of the program.

The National Quality Framework has been established under an applied law system that comprises of the Education and Care Services National Law and Regulations. BAASC is required to adhere to both the Law and the Regulations at all times. Within the Regulations there are a number of policies and procedures related to the provision of a high standard of quality care for the children. BAASC Centre has developed policies and procedures that are specific to the Centre. These policies are available within the Centre for the parents to read and make comment on at any time. The policies are reviewed on an ongoing basis throughout the year.

NATIONAL QUALITY RATING AND ASSESSMENT PROCESS

Regular assessment of school aged care facilities will be conducted against the seven National Quality Standards and will be facilitated through the state governing authority, the Department of Education.

The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children’s health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership

The quality rating and assessment process is an ongoing system by which the Centre is continually striving to improve the quality of care that it provides. Additional information about the system can be found by visiting www.acecqa.gov.au

FEES

Fees Payable January 2021 (Vacation Care applies from 1 December 2020)

Session	Times	Type	Fee
Before School Care	7:00am to 8:45am	Permanent	\$14.80
		*Casual	\$19.80
After School Care	3:00pm to 6:00pm	Permanent	\$25.10
		*Casual	\$29.30
Vacation Care	7:00am to 5:30pm	Incursion	\$89.00
		Excursion	\$99.00
Late Pickup	per 15 mins or part thereof	All Sessions	\$20.00

*If you require a casual booking please contact the BAASC Co-ordinator on 0409 308 835.

LATE PICKUP FEE

A Late Pickup Fee will be charged at \$20.00 for every 15mins or part thereof after 6:00pm for After School Care and after 5:30pm for Vacation Care.

LATE PAYMENT OF FEES

Late Payment of Fees will be charged at \$10 per week. Please see "Payment of Fees" for further information.

VACATION CARE

Vacation Care is charged on a per day basis. The dates of incursion and excursion days are advertised at least three weeks prior to each Vacation Care period.

Incursion days: \$89
Excursion days: \$99 – Some Excursion days may attract a higher fee.

CHILD CARE SUBSIDY

From 2 July 2018 the Child Care Benefit and Child Care Rebate were combined to become the Child Care Subsidy (CCS). Our Centre is an approved Child Care Centre. The Australian Government provides CCS to help eligible Australian resident parents reduce the cost of their fees at approved centres. CCS is based on combined family income and parent activity levels. Subsidy is paid to the childcare centre.

Families wishing to claim CCS must register with Centrelink at my.gov.au. Centrelink is responsible for assessing all CCS calculations. Our child care centre is responsible for submitting attendance data to government for assessment. You will need to supply the centre with dates of birth and Centrelink customer reference numbers for both you and your child. Those details, together with attendance details will be linked to government, who will require you to accept the enrolment details through my.gov.au in order to receive CCS if approved. If a child is absent for fourteen continual weeks, government automatically exits the child. Subsidy is not paid for Absences immediately prior to exiting or at the very beginning of enrolling or re-enrolling. If the child returns, the centre will re-enrol the child and the parent must re-accept enrolment at BAASC in their Centrelink account in order to re-activate subsidy.

When a child is first enrolled at BAASC, the family must nominate the parent who is (or will be) registered to claim CCS. Changes to the nominated parent will only apply from when the family notifies the Centre in writing.



PAYMENT OF FEES

Attendances are submitted to the government weekly. The government pays the applicable CCS back to the College, and the net fee is recovered from parents twice per term by direct debit authority using a debit or credit Visa or Mastercard. Parents have access to statements on the BAASC Portal at any time. Parents will receive an email alert and statement three days in advance of payment processing.

Completion of the “Direct Debit Authority” is a requirement for registering your child with the Centre, so please ensure the authorisation accompanies your registration.

Payments that decline or fall into arrears will incur a \$10 charge per week overdue.

Vacation Care is part of BAASC, and the same Direct Debit Authority forms are applicable.

ABSENCES

Each child is allowed 42 absence days in a financial year without supporting documentation and still be eligible to receive CCS on those absence days. Additional absence days may be CCS funded if documentary evidence is supplied for permitted circumstances e.g. illness with a medical certificate.

It is important that our attendance records are accurate. If your child will not be present at a pre-booked session, whether a casual or permanent booking, you MUST let the Centre Co-ordinator know in advance to avoid unnecessary confusion and concern. Notice must be in writing (email accepted) even if first contact is by phone. The roll is checked at the beginning of each session to make sure all children are present. Centre policy requires staff to carry out a search for any child not reported absent and not present at roll call.

ADMINISTRATION OF MEDICATION

If a child has a condition which requires medication (however occasional) parents must complete and sign relevant forms available at the Centre in accordance with Medication/Asthma/Anaphylaxis policy. Medication must be in the original container. Over the counter medications will not be administered unless prescribed by a doctor.

BEHAVIOUR MANAGEMENT

BAASC service has a code of conduct that aligns with the College Behaviour Management policy. The procedures outlined for students during College hours are also be applied to students attending BAASC with some modification. The Before and After School Care Behaviour Management policy is outlined in the following table:

Before and After School Care	
Two warnings per term provided for low level infringements. These warnings are recorded in the student diary. Each term students are given a ‘clean slate’ and have two more chances before being placed on a level 1 consequence.	
Level 1	Reminder of expectations. Warning given.
Level 2	Consequence in the BAASC room (eg. Time out). Note in Communication Diary and Conversation with parent on the day of the incident.
Level 3	Consequence relevant to the behaviour while attending BAASC. Parent/BAASC Co-ordinator meeting where the possibility of exclusion from BAASC is discussed.
Level 4	Consequence relevant to the behaviour while attending BAASC. Parent/ BAASC Co-ordinator/Head of Primary School meeting where the possibility of exclusion from BAASC is discussed again.
Level 5	Consequence relevant to the behaviour while attending BAASC. Parent Meeting with relevant Head of Primary School and exclusion from BAASC for a specified period of time.

The Behaviour Management policy for Before and After School Care is displayed in the Centre.

COMPLAINT AND GRIEVANCE PROCEDURES

If there is something you wish to provide feedback about please speak to the educator involved or the Co-ordinator in the first instance. Should you still be unhappy please follow the grievance procedure displayed on the notice board in the BAASC Centre.

DAILY ROUTINE

Before School Care	
7:00am	BAASC Opens
7:00am – 8:20am	Children arrive Breakfast available if required Indoor free play – unstructured activities
8:20am – 8:30am	Pack away and collect belongings Children dismissed Years 1 – 6
8:30am – 8:45am	Escort Preparatory and Kindergarten children to classrooms

After School Care	
2:00pm – 2:45pm	Staff prepare afternoon tea set up necessary equipment
2:45pm	Preparatory move directly to BAASC
3:00pm	K – 6 move directly to BAASC
3:00pm – 3:30pm	Afternoon tea served. Children need to apply sunscreen and wash and wipe hands before and after eating
3:30pm – 4:00pm	Children can begin homework, play indoor games, or play in the secure playground
4:00pm – 5:00pm	Children can participate in the programmed activities and/or free play
5:00pm – 5:30pm	Late snack provided Children can participate in the programmed activities and/or free play
5:30pm – 6:00pm	Children can help tidy the Centre and play inside.

ENROLMENT

To enrol your child you must complete an Enrolment Form available on the BAASC section of the College website. This form contains medical consent in case of an accident. It specifies who may collect your child from the Centre. It also includes the mandatory Payment Authority. The enrolment form must be completed in full PRIOR to enrolling a child, including proof of a child’s vaccination

status. Enrolment will not be accepted without all required documentation being submitted.

Please Note: The Centre MUST be informed of any court orders relating to the custody of the child. The Centre Co-ordinator MUST sight and keep a copy of any such order affecting custody of children in the Centre’s care.

PREPARATORY ENROLMENTS

Prep children are welcome to attend BAASC on a trial basis. If a child is able to settle into the BAASC environment he/she will be able to continue with their enrolment at BAASC. If a child is unable to settle into the BAASC environment a decision may be made to place the child’s enrolment on hold for a period of time.

PERMANENT BOOKINGS

Under the Child Care Subsidy (CCS) system, permanent bookings are known as routine bookings. To be eligible for subsidy, a Complying Written Agreement (CWA) must be in place. A CWA itemises key terms of the enrolment. Our application form is in effect a CWA. For permanent bookings we will create a ‘Routine and casual CWA’ so that any casual days occurring from time to time can happen under the agreement.

Permanent bookings secure your child’s regular attendance at the centre.

Subject to available spaces, permanent bookings may be transferred from one day to another in the same week (Monday to Friday) providing you notify the Centre Co-ordinator in writing (email accepted). Transfers will only be accepted when swapping sessions of the same fee/cost between similar sessions (i.e. you cannot change a morning session to an afternoon session).

To cancel a permanent booking, two weeks written notification MUST be given.

Permanent bookings falling on a public holiday or pupil free day are non-chargeable.

CASUAL BOOKINGS

If a child is to attend irregularly or occasionally, then a casual booking may be made in writing (email accepted) or by phoning the Centre prior to use. Phone bookings are to be followed up in writing or by email.

Casual bookings may be cancelled provided notice is given prior to 7:15am for a morning session or 3:00pm for an afternoon session. If the appropriate notice is not given payment is still required.

A Direct Debit Authority form is required for processing of all payments.



EVACUATION POLICY

The Centre has an evacuation procedure, which is clearly displayed within the Centre. Evacuation drills will be carried out regularly in accordance with Regulating Requirements.

EXCLUSION OF SICK CHILDREN

Students who are sick children should not be sent to BAASC or Vacation Care. If your child is unwell and cannot fully participate in the daily activities please keep them at home. This ensures your child can recover and prevents spreading illness to the children and staff. We ask that you notify the Co-ordinator if your child will be absent from BAASC. If your child becomes ill we will call you or your child's authorised nominee to arrange collection of the child. If the service suspects your child has an infectious disease, the child may be excluded until a medical certificate is lodged stating they are not contagious. Any child that is not fully immunised may be excluded if there is a vaccine preventable disease at the service.

FOOD

An optional light breakfast is offered each morning, if staff are advised by parents. A balanced and nutritional afternoon tea is provided each day. Birthday cakes are most welcome at the time of your child's birthday. William Clarke College is an "Allergy Aware" School.

If your child requires a special diet please also notify the Co-ordinator so staff can ensure the child receives the correct food at meal times.

HEALTH INFORMATION

Should your child have a specific health requirement such as an Asthma plan or Anaphylaxis plan please ensure that you inform the Co-ordinator and provide a current action plan. A BAASC Management Plan and Risk Minimisation Plan will need to be completed in consultation with staff. Staff hold current first aid certificates and have been trained in Asthma and Anaphylaxis management. Please notify the Co-ordinator of any changes to your child's plan.

HOMEWORK

The Centre will provide a supervised homework area. It is the children and parent's responsibility to ensure homework is completed. Staff will provide assistance when required.

LATE PICKUP

The Centre closes at 6:00pm. Please contact the BAASC mobile (0409 308 835) as soon as you know

you are going to be late. Any parent/guardian who collects a child after 6:00pm will incur a fee (see Fees Schedule). If a child is not collected by 6:30pm and no contact can be made with parents or emergency authorised nominees, then the staff have no option but to place the child under the supervision of either the Police and/or Department of Family and Community Services.

MANAGEMENT

William Clarke College Before and After School Care is part of the College community. As such the College through the assistance of the Centre Co-ordinator and staff, decides matters of policy, fees, staffing and all matters relating to the running of the Centre. Parents with any problems, suggestions or queries are encouraged to present these to staff and the Co-ordinator.

BAASC is an environment that supports, reflects and promotes equitable and inclusive behaviours and practices, and respects individuals and groups of people in accordance with College policy and a Christian perspective. Diversity and inclusion are crucial elements of the Centre's operating philosophy. If parents or students have issues/concerns related to these areas, please contact a member of the BAASC staff or the Head of Primary School.

ORIENTATION

All children attending the BAASC Centre for the first time are supported through an Orientation process to familiarise themselves with the Centre and its facilities. This helps the children to quickly develop a sense of belonging to the Centre. New parents to the Centre are also supported through an Orientation process as they familiarise themselves with the procedures and practices within the Centre.

PARENT INPUT

We value family input into the program. Ways in which you could be involved include:

- Participating in policy and procedure review
- Assisting with the review of the Quality Improvement Plan (QIP)
- Sharing a skill or something about your career, family interest, background or culture
- Staying and participating in the activities
- Providing suggestions and ideas for inclusion in the programme as well assisting with the evaluation process
- Please speak to the Co-ordinator about how you can be involved

**SIGNING IN AND OUT
(COLLECTION OF CHILDREN)**

Parents must sign their child in and out using one of the electronic sign-in devices. This is vital to the running of the Centre and most importantly, for insurance purposes. The Centre must be able to account for all children should an emergency arise. Actual sign-in/out times are submitted to government under regulation.

STAFF

A staff ratio of 1:10 for Preparatory students and a ratio of 1:15 for students in Years K-6 is maintained with at least two staff present at every session. During Vacation Care excursions, a staff ratio of one to eight is maintained.

SUN PROTECTION

William Clarke College is a member of the SunSmart program. The Centre staff WILL insist on all children being appropriately protected against the sun, especially during the summer months. Parents should inform their child on the need to protect their skin against the sun by wearing clothing with sleeves, hats and sunscreen. Staff enforce a NO HAT - NO PLAY.

TOILETS

Toilet facilities are located adjacent to the Centre. Staff supervise and check these areas regularly throughout the session.

PHOTOGRAPHS

Your child may be photographed participating in BAASC activities. Photos may be posted for BAASC parents to view on Connect (secure College Intranet). Photos will also be posted to the child's BAASC Educate module which can only be accessed by the parent through their BAASC Portal.

BAASC PORTAL

On issue of a username and password, parents will be able to access Statements, view Educate for reflections about their child, update contact details and accept Complying Written Arrangements (which is a government requirement when bookings are established or changes occur).

**ENVIRONMENTAL
SUSTAINABILITY**

The centre promotes sustainability of the environment including solar power, worm farming, composting, recycling, gardening, propagation and power saving.

VACATION CARE

Hours of Operation

Monday - Friday, 7:00am - 5:30pm

Dates for 2020/21

Thur 3 Dec - Wed 16 Dec 2020

Mon 18 Jan - Thur 28 Jan 2021

(Centre closed Australia Day Holiday, Tue 26 Jan)

Tue 6 Apr - Fri 9 Apr 2021

Mon 21 Jun - Fri 25 Jun 2021

Mon 5 Jul - Fri 9 Jul 2021

Mon 20 Sept - Fri 24 Sep 2021

Thur 2 Dec - Wed 15 Dec 2021

VACATION CARE ACTIVITIES

William Clarke College offers an exciting holiday program for students from William Clarke College and local schools aged between 4 and 12 years. Preparatory students may attend from April and must be 4 years old. This program runs daily from 7:00am to 5:30pm, for a selected period of time, every school holidays.

The children participate in a wide range of activities. Incursions and excursions are included in the holiday programme. Onsite activities have included art and craft, science experiments, outdoor play, drama and music, cooking, face painting, slowdown time and much more. Some of the excursions that have been held offsite include Attractivity Entertainment, Monster Skate Park, Code Red Laser Tag, Treetops Adventure Park and Ice Skating.

Specific details regarding the Vacation Care Program and activities that will be offered are provided in the preceding term along with enrolment forms.

VACATION CARE UNIFORM

Students who participate in the Vacation Care Program will be required to purchase a Vacation Care polo shirt to wear on excursions. This is for identification and safety purposes. The polo shirt can be purchased at the College Shop.

For enquiries regarding the Vacation Care uniform please contact Mrs Durelle Zucker on 8882 2401 or dxz@wcc.nsw.edu.au

All items should be labelled with the child's name.





**WILLIAM CLARKE
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Before and After School Care (BAASC)

Centre Co-ordinator: Mrs Sandra Scoular
M. 0409 308 835 (an answering service operates after hours)
E. baasc@wcc.nsw.edu.au

BAASC Morning Session: 7:00am to 8:45am

BAASC Afternoon Sessions: 3:00pm to 6:00pm

Vacation Care Hours: 7:00am to 5.30pm

BAASC is located opposite the K-4 building adjacent to the playground. Park in Gate 5

William Clarke College
1 Morris Grove,
Kellyville NSW 2155

PO Box 6010
Baulkham Hills BC
NSW 2153 Australia

T. 8882 2100 (8:00am to 4:00pm - an answering machine operates outside normal office hours)
E. info@wcc.nsw.edu.au

wcc.nsw.edu.au