

Holy Family Primary School

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**Holy Family (Corpus Christi Parish)
Early Learning and Care Centre**

GOWRIE



**CARE OUT OF SCHOOL
HOURS**

(COOSH)

Policy



Care Out Of School Hours Policy

Related Policies

COOSH has developed their own set of guiding Policies and Procedures. These documents have been developed with input from all key stakeholders. The policies and procedures file are accessible all times. It is a requirement of the Holy Family School Board that all core policy documents are reviewed on a 24-month cycle.

Purpose

Holy Family Care Out of School Hours – (COOSH) offers Before School Care, After School Care and Holiday Care to the families of Holy Family Primary School and Holy Family Early Learning Centre.

COOSH was established in 2001 by parents of Holy Family School to provide a reliable and consistent childcare service for working families. Priority will always be given to permanent bookings over casual bookings.

COOSH is committed to providing a fun, safe, warm, positive and stimulating environment for all those involved with the service. COOSH also aims to make the programs relaxed and informal for children as they operate 'out of school hours'.

Holy Family school runs and operates two COOSH programs: Junior COOSH and Senior COOSH.

Junior COOSH utilise the Early Learning and Care Centre (ELCC) and provides care programs, which are tailored for preschool to year 2 children. We operate at a ratio of one educator to eleven children (1:11) as per the national standard.

Senior COOSH utilise A block (opposite the school front office) which is tailored for our year 3 to year 6 children. Senior COOSH operates at the same ratio of one educator to eleven children (1:11).

Policy

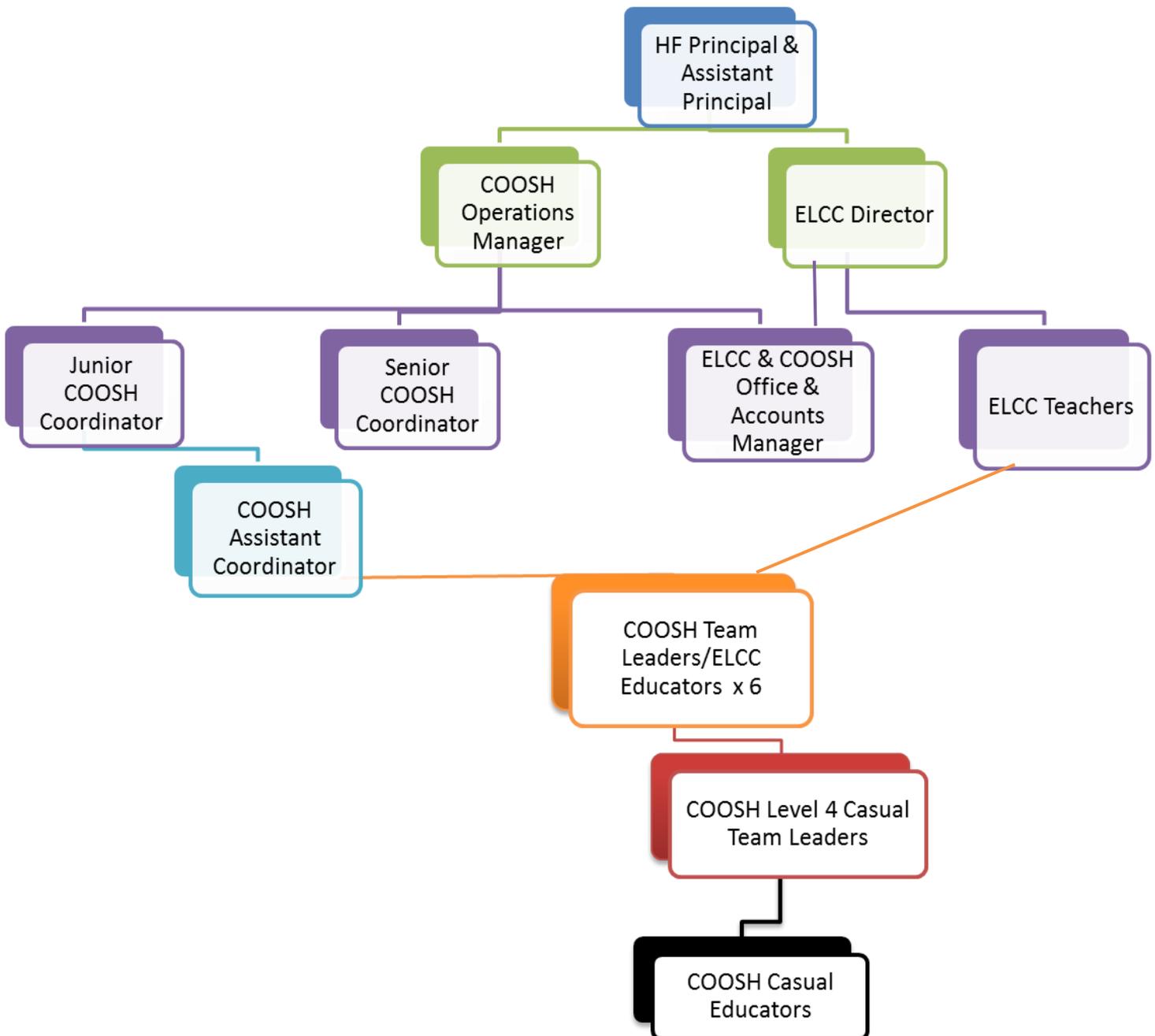
Governance

Both COOSH services are registered with the ACT regulatory body – Children's Regulation and Policy Authority (CPRU).

Under the National Quality Framework (NQF) both Junior and Senior COOSH adopts the Catholic Education Office School Aged Care guidelines and the “My Time, Our Place” framework as the core documents to guide and shape programming and planning for the children. Preschool COOSH children come under the “Early Years Learning Framework”, a document very similar to My Time, Our Place.

Oversight for COOSH is provided by the Holy Family School Principal and Assistant Principal. A parent representative from the School Board assists the Assistant Principal and Operations Manager in their roles.

Governance Structure



Philosophy

Holy Family COASH

Our Mission

To work collaboratively with families, children and educators to ensure our Mission aligns with Holy Family Primary School and Early Learning and Care Centre, we aim to:

- Create strong rapport with children to ensure they feel safe, happy and confident
- Establish a safe, fun, inclusive and caring environment for all children in which they can learn, grow and excel
 - Support children to confidently make choices and take risks

Our Philosophy

(Beliefs about partnerships and why we are Educators)

PARTNERSHIPS

WE WILL:

- Work collaboratively with children, families and the community
- Listen to, use and nurture children's interests, ideas, thoughts and opinions
- Work together effectively as a team, ensuring cooperation and communication
- Develop ourselves (as individuals and a team), so that we as Educators grow and become more knowledgeable and experienced
- Provide a program that both children and staff are proud to be a part of

WHY WE ARE EDUCATORS

- To make a positive difference in children's lives
- We believe that children have voices that deserve to be heard
- To support and encourage children to reach their full potential

Procedures

Staffing

We ensure that staffing meets the minimum requirements as set out by the Education and Care Services National Regulations and the Children's Regulation and Policy Unit.

As such we require the following of our staff:

- **Operations Manager** – must hold Diploma in Children's Services or equivalent and First Aid Certificate.
- **Junior and Senior COOSH Coordinator** – must hold or be currently working towards Diploma in Children's Services or equivalent and First Aid Certificate.
- **Team Leaders** – must hold or be currently working towards Diploma in Children's Services and First Aid Certificate.
- **Childcare Worker Level 4/Team Leader** – must have completed at least 50% of their bachelor of education or equivalent as decided by the Australian Childcare Education and Care Quality Authority (ACECQA).

In conjunction with these qualified staff, COOSH employs a number of casual staff that may be unqualified or childcare workers level 1, 2, 3.

Fee Policy & Structure (See Attachment 2 – Fee Schedule)

Both **COOSH** programs are privately funded services. We do not draw on any government funding for student places. Attendance at COOSH is based on parent's capacity to pay the assigned fees. We are unable to offer fee remission. Fees for the Before and After School Program are charged during school terms only (i.e. for 40 weeks). Fees can be paid by EFTPOS, direct deposit or by credit card authorisation.

COOSH accounts are sent via **email** on the Tuesday following the end of each week (beginning week 1 of each term), with payment due within 6 days*. Invoices for the holiday programs are issued upon booking. Enrolments are only be accepted from families with no outstanding debt (i.e. all Before and After School Program fees must be paid). Full payment of the holiday program fees is required by the end of week 9.

Where accounts are more than 14 days overdue, a reminder is sent. Where accounts are more than 30 days overdue, or where the account is habitually overdue, access to COOSH are suspended until the debt has been cleared. Action for debt recovery is taken if required. If parents are experiencing difficulty in paying fees, they are encouraged to discuss the matter with the Operations Manager in the first instance.

*This is with the exception of children in preschool attending COOSH – where parents are charged a fortnight in advance, the same time as their **preschool** fees.

Additional Fees

- \$1.00 per minute is charged for children who are collected after 6pm.
- \$5.00 administration fee per casual booking.
- \$5.00 penalty fee for a lack of notification of student absences/attendance.

Additional fees are to offset additional staffing and administration costs in managing additional bookings, tracking absent children and penalty rates for staff staying beyond 6pm.

Child Care Benefit (CCB)

Child Care Benefit is a payment from the Australian Government that helps families with the cost of childcare. The CCB is a direct reduction off the weekly fees. This is applied to the account so parents that are eligible for CCB will only pay the gap. Parents receiving the Child Care Benefit can have up to 42 allowable absences each financial year. If a child has more than 42 absent days without a Doctor's Certificate they may lose their Child Care Benefit.

Child Care Rebate (CCR)

Child Care Rebate assists parents or guardians with out-of-pocket expenses for approved childcare. This is not means tested. Out of pocket expenses are total childcare fees less Child Care Benefit. Child Care Rebate covers 50% of out of pocket childcare expenses. As of 6 July 2011, the CCR is paid to families (or the centre) either weekly, fortnightly, quarterly or annually. This means that families only have to pay the gap fee.

For the centre to reduce a family's fee, parents must provide the Centrelink Customer Reference Number (CRN) for both their child and themselves. For more information or to apply for CCB and CCR parents need to contact the Family Assistance Office at 136 150.

Bookings

Permanent Bookings

It is assumed that permanent bookings operate for the whole year. A one week cancellation notice to the Operations Manager in writing (email or hard copy) is required if families wish to cease using the service, or change a permanent booking.

The Operations Manager must be notified if a child is absent from the centre for any reason e.g. sickness. A \$5.00 penalty fee for non-notification of student absences apply. All permanent bookings must be paid for, whether the child attends or not.

Shift workers are able to guarantee a regular booking for their child/ren based on their work requirements. Parents are required to email the Operations Manager in the month preceding the start of the period of care required.

Casual Bookings

All casual bookings must be phoned through to the Operations Manager by 6.00pm on the day before care is required. Parents are advised that Casual bookings are subject to available places. A \$5.00 administration fee for all casual bookings is charged. A \$5.00 penalty fee is also charged for failure to notify COOSH of student absences/attendance.

NOTE: A casual booking may include multiple days and / or multiple children.

Emergency Care

In the event of a family emergency the Operations Manager will always accommodate family needs. Parents are required to contact Operations Manager by phone to arrange emergency care requirements. Usual session fees apply.

Holiday Program Bookings

The holiday program outline (including planned excursions) and holiday program booking form is provided to parents in Week 6 of each term. The forms are available online and can be found at <http://holyfamily.act.edu.au/services/coosh/holidayprogram.html>. Parents are required to return the form (either by email or in person) by the end of Week 8. Permission to attend all excursions is given by parents when they submit the Holiday Program booking request form.

Legal Requirements for Families

Enrolment Forms

Enrolment forms are to be completed by new families before using the COOSH services. Existing families will only be required to complete a new enrolment form when their child transitions from Junior COOSH to Senior COOSH. It is the parents' responsibility to provide the Operations Manager with changes of personal contact details. The parent that signs the form is legally responsible for ensuring all invoices are paid in a timely manner.

Court Orders

It is important that the Operations Manager be aware of any custodial or other arrangements regarding access to a child. This is to prevent any unauthorised people collecting a child from the centre or having access to the child while they are attending the centre. The parent is to provide COOSH with a copy of any court orders when lodging an enrolment and updated copies when these orders change. It is also the responsibility of parents to ensure that all contact details are up to date and any matters of concern are discussed with the Operations Manager as early as possible.

Signing the Register

Parents are required to note the time and initial the attendance sheets daily upon dropping off or collecting their child from COOSH.

Collection of children

If the usual person is not collecting the child, COOSH staff require written authority and notification before they can allow a child to leave COOSH. This is essential, so parents must ensure that they notify the Operations Manager accordingly for the safety of their child. Photo identification must be shown by the authorised person on collection of the child.

Complaints Procedure

Parents have the right to a positive and sympathetic response to their concerns. Every child at the centre has the right to a positive and safe environment in which to play and develop. Complaints or concerns should be discussed with the Operations Manager. All complaints will be resolved in a fair, appropriate and confidential manner.

If a solution is not reached the School Principal will be asked to help mediate the situation. Issues that cannot be resolved satisfactorily at a School level will be referred to the Principal Human Resources Officer: Professional Development and Support Section, Catholic Education Office.

References

Nil

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	March 2014
School Contact Officer:	Anne-Marie Marek

COOSH PROGRAMS

COOSH provides three different programs for children from preschool age to year 6. Each of our programs are designed for different purposes at different times of the day. As such each program has its own program goals. These program goals enable staff to tailor the environment and activities to meet the needs of the children in that program.

Below is a brief description of each of the programs offered at COOSH.

The Before School Program

- Time: • 7.30am to 8.50am – Monday to Friday during school terms.
- Venue: • Junior COOSH (preschool – year 2) at Holy Family ELCC, rooms 1 to 4 and ELCC playground.
• Senior COOSH (year 3 – year 6) at A block (opposite front office)
- Available to: • All preschool to year 6 children at HF Primary School and HF ELCC.
- Program Goals: • To provide a nutritious and balanced breakfast for children who arrive early to the centre.
• To provide a relaxed, comfortable and informal environment which enables our children to prepare and get ready for preschool/school (i.e. become awake and alert) in their own time.
• To provide opportunities for social interactions with friends and peers.
• To provide opportunities for self-selection of activities and games across rooms.
• To provide opportunities for physical activities before preschool/school.
- Meals & Snacks • Breakfast is provided between 7.30am and 8.15am.
• The menu is located on the school website under services, COOSH.
• The menu is fully compliant with Nutrition Australia guidelines.

The After School Program

- Time:
- 3.00pm to 6.00pm – Monday to Friday during school terms.
- Venue:
- Junior COOSH at Holy Family ELCC – rooms 1 to 4, ELCC playground.
 - Senior COOSH at A block (opposite the front office)
 - HF School oval and playgrounds.
- Available to:
- All preschool to year 6 children at HF Primary School and HF ELCC.
- Program Goals:
- To provide a nutritious and balanced afternoon snack for all children.
 - To provide a relaxed, comfortable and informal environment for the afternoon.
 - To provide opportunities for social interactions with siblings, friends and staff.
 - We provide a range of self-selected games & activities, and enable the children to engage in self-directed creative play.
 - We provide a quiet environment for children to complete homework tasks or home readers and to be supported and assisted by staff when and where needed (Junior COOSH children have a choice to participate in homework activities, whilst it is compulsory for Senior COOSH children for 20-30 minutes each afternoon)
 - We provide planned creative / craft activities that are based on child interest and input or that is related to what the children are learning in their classes. Participation in these creative experiences will be voluntary.
 - The outdoor environment will be made available to all children between 3.15pm and 5.15pm (weather permitting). Children will be able to select ball games, play on the fixed and mobile playgrounds, spend time in the sandpit and engage in free and creative play with friends and staff.
 - The school oval will be utilised whenever the children wish to play ball sports such as soccer, football etc.
- Meals & Snacks
- Afternoon tea is provided between 3.00pm and 4.00pm.
 - The menu is located on the school website under services, COOSH.
 - The menu is fully compliant with Nutrition Australia guidelines.

The School Holiday Program

- Time:
- 7.30am to 6.00pm – Monday to Friday during school holiday periods. (closed on public holidays)
- Venue:
- Junior COOSH at Holy Family ELCC – rooms 1 to 4, ELCC playground.
 - Senior COOSH in A block (opposite the front office)
 - HF School, oval and playgrounds.
 - Local environs e.g. Fadden Pines, Gowrie Oval.
 - Off-site venues during excursions.
- Available to:
- All preschool to year 6 children at HF Primary School and HF ELCC.
- Program Goals:
- To provide our children with high quality care and with as many opportunities as possible to participate in activities off site – thus enabling a “respite” from school and the school environment.
 - Excursions and activities will be planned after consultation with the children and acknowledgement of their choices.
 - We endeavour to provide as many different and various activities for the children and enable them to have as much free choice and self-direction as possible whilst on-site at the ELCC and A block.
- Meals & Snacks
- Breakfast, morning tea, lunch and afternoon tea are provided each day.
 - Menus are available on request.
 - The menu is compliant with Nutrition Australia guidelines.

ATTACHMENT 2

Preschool COOSH Fees (2015)

Session	Time	Cost
Before School Program (Includes Breakfast)	7.30am to 8.50am	\$16.00 (per session)
After School Program (Includes Afternoon tea)	3.00pm to 6.00pm	\$27.00 (per session)
Holiday Program (Includes all meals and excursions / incursions)	7.30am to 6.00pm	\$70.00 (per day)

Junior COOSH Fees (2015)

Session	Time	Cost
Before School Program (Includes Breakfast)	7.30am to 8.50am	\$16.00 (per session)
After School Program (Includes Afternoon tea)	3.00pm to 6.00pm	\$27.00 (per session)
Holiday Program (Includes all meals and excursions / incursions)	7.30am to 6.00pm	\$65.00 (per day)

Senior COOSH Fees (2015)

Session	Time	Cost
Before School Program (Includes Breakfast)	7.30am to 8.50am	\$16.00 (per session)
After School Program (Includes Afternoon tea)	3.00pm to 6.00pm	\$27.00 (per session)
Holiday Program (Includes all meals and excursions / incursions)	7.30am to 6.00pm	\$65.00 (per day)