



Wannabees OOSH
(Outside of School Hours Care)

Family Handbook

Shop 2042 136 Pacific Hwy, HORNSBY NSW

HORNSBY DIRECT LINE: 84060949 / 0421424433

hornsbym@oosh.wannabees.com.au

C1/ 1-3 Rodborough Road, FRENCHS FOREST NSW

FRENCHS FOREST: 80216902 / 0421424433

frenchs-forest@oosh.wannabees.com.au



Philosophy

Wannabees oosh provides a fun, safe and nurturing environment. Our imaginative play concept boosts social and emotional skills and builds confidence.

Wannabees OOSH programs cater for children's physical, social, cultural and emotional needs. Our activities and programs are guided by the framework developed by the Australian Government my time our place. We welcome feedback from families and the community and are receptive to new ideas.

Our programs are supported by well developed policies and procedures which are reviewed systematically. A copy of our Policy Handbook is available on display in the reception for parents to consult.

Our philosophy centres on the belief that childhood is a special time; a time in which play contributes significantly to development; where the opportunity to form friendships, learn social skills, create, discover and experience fun and enjoyment in their time out of school is the right of every child; and throughout this special time each child will be valued and acknowledged for those aspects of character that make them unique regardless of race, cultural background, religion sex or ability.

Services provided/ Hours of Operation

Wannabees OOSH is an approved provider with 45 available spaces for Before and After School care for children from kindergarten to year 6.

Before school care operates Monday to Friday from 7:00am to 9:00am and After school care from 3:00pm to 6:15pm .

We follow the public school terms throughout the year and we do not provide vacation care.



Staff

Wannabees staff is so passionate about working with kids, all staff have working with children check, most of them are qualified in First Aid and anaphylaxis.

All staff are trained in Child Protection and are mandatory reporters.

Our staff is very engaging, energetic and have previous experience working with children, the majority have been working with us in the play center as educational guides.

Our oosh coordinator has tertiary education in children services and a vast experience in similar roles in childcares and oosh centers.

Enrolment

Permanent Bookings

Once a permanent booking has been accepted the enrolment will continue automatically from term to term until the end of the year or until 2 weeks notice in writing is given to cancel the booking.

At the end of the year if new positions become available, these will be offered to parents on waiting list.

Casual Bookings

These can be booked by phoning Wannabees **the day before** the care is required. Casual places cannot be guaranteed.

Immunisation

Documentation required as proof of immunisation status is the Immunisation History Statement from the Australian Childhood Immunisation Register via Medicare.

Child Care Subsidy

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care.

Wannabees Oosh is approved for child care subsidy to help you with the cost of your fees. For more information visit

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>



Fee Payments/ Structure

The bond secures a child's placement at the service, and is refundable at the termination of the child's place, provided that two weeks notice in writing is given. The bond may be used to cover and/or settle your final account.

Daily Fees: (CCB & CCR apply)

- Before school care \$25.
- After school care \$38
- Combined BSC & ASC \$60
- Casual bookings \$40

Permanent days are not flexible, transfers may be negotiated depending on vacancies or ability to move other children. Fees have to be paid even if your child is absent on a particular day or days including periods of illness and, parents annual leave.

No fees will be charged during NSW school holidays.

Wannabees is directly linked to CCS. Families are only required to pay the daily gap fee applicable to their financial circumstances. Fees must be paid fortnightly in advance (an estimated CCS rebate is calculated). Families will be provided with a statement of fees every week.

Payment of fees are on direct debit, casual bookings can be paid with eftpos or cash at the center

Absences

If your child is to be absent from After School Care it is essential that you notify Wannabees on 80216902, 0421424433 or by email: liliana@wanna-bees.com.au.

This will assist in ensuring the safety of all children. Absences are included in the weekly fee and no refunds are made. Families are currently allowed 42 absences per financial year per child before Child Care Benefits for absences are withdrawn.

Cancellations

If a child's place is cancelled for Before and/or After School Care, two weeks notice or payment in lieu is required. Any balance of fees paid will be refunded. Refunds will not be given for care not used due to absences/public holidays/sickness.



Policies and Procedures

Dropping off and Picking up

On arrival the person delivering the child to the centre will be required to sign the child in, via the digital kiosk. It is requested that the person delivering the child make the child's presence known to the educators on duty before leaving the child. Any special requirements can be communicated at the time.

Children must be signed out via the digital kiosk when collected. Should a child be collected by someone other than the parent, that person is to be authorised and the permission of authorisation to be with the Children's Services office. A child will not be released into the care of a minor (*under 18 years of age*).

Transportation

Transportation of children from Before School Care to school and from the school for After School Care is by the school bus or private minivans. Our staff members will take the kids to the school in the morning and pick them up in the school grounds at the designated point.

Late Collection

The Centre closes at 6:15pm. If you are unavoidably detained please arrange for one of your authorised contacts to collect your child *prior* to 6:15 pm and contact us on 0421424433. A fee of \$15.00 plus \$1 per minute of lateness will be charged for late collection of children.

Medication

Parents who wish medication to be administered to their child at the Centre must complete a signed Medication Form. The prescribed medication must be handed to Centre coordinator and will only be administered from its original packaging. Non-prescribed medication will not be given unless a Doctors certificate is provided.

Allergies and Food Allergy Awareness

Our services are 'Food Allergy Aware'. Please do not pack to school any food that contain traces of nuts, particularly Peanut Butter and Nutella. Our service requires full allergy documentation prior to commencing care for children with allergies. Please contact the office for a copy of these requirements.



Illness/Accident

If a child is unwell or involved in an accident and unable to join in activities, parents will be contacted to collect him/her. In the event of a serious accident, medical assistance will be sought and parents notified as soon as possible.

Child Management – Positive Behaviour Guidance

We provide an environment where all children, educators and parents feel safe, cared for and relaxed and which encourages co-operation and positive interactions between all persons. Rules are based on safety, respect for others, order, cleanliness and those which help create a caring environment. Positive behaviour will be encouraged, each child's unique characteristics will be positively acknowledged and self-discipline skills developed through example and direction. Educators co-operate with families in order to better understand and plan for each child's needs. Meetings can be arranged via the OOSH Co-ordinator to discuss your child's progress in the OOSH environment.

Routine for Before School Care

The center opens at 7:00am; children can have a light breakfast in our center if needed. The center is organised according to the program and includes a games corner, light craft activities and supervised physical activities. At 8:35am our staff take the children to school and hand them over to the teacher on duty at the school or wait until the bell rings.

Routine for After School Care

Roll call is taken by our staff members at the school before boarding the bus. **(For safety and time efficiency please ensure that wannabees oosh is notified of any absences)**

Children and educators enjoy a nutritious afternoon tea. Each afternoon there is a planned program of activities which includes arts/craft, cooking, science, physical activities, board games, equipment for recreational activity, lego & reading corner and of course the use of our center to boost children imagination and have so much fun.



The children play freely, observing rules and boundaries, where the educators actively engage and supervise the children, supply equipment, skipping ropes, balls etc and organise small and large group co-operative and competitive games.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<ul style="list-style-type: none"> ● Roll Call ● Afternoon tea ● Quiet time * ● Educational activities / quiz ● Physical activities ● Relaxing time 	<ul style="list-style-type: none"> ● Roll Call ● Afternoon tea ● Quiet time * ● Educational games ● Wannabees rooms ● Relaxing time 	<ul style="list-style-type: none"> ● Roll Call ● Afternoon tea ● Quiet time * ● Science/cooking activities ● Physical activities ● Relaxing time 	<ul style="list-style-type: none"> ● Roll Call ● Afternoon tea ● Quiet time * ● Craft ● Sensory activities ● Relaxing time 	<ul style="list-style-type: none"> ● Roll Call ● Afternoon tea ● Free choice, board games, lego ● Physical activities ● Relaxing time

*Quiet time options: Homework, reading, puzzles

Homework Policy

There is a dedicated 15 mins of quiet time after afternoon tea for the kids to choose from: Homework, reading or puzzles.

Children will be encouraged by our staff to do their homework. Our staff will do the best to help children with their homework questions, however this is not a one to one tutoring. Our priority is children's safety and active supervision by meeting staff ratios in all areas.

Communication

The OOSH corner is used to communicate between educators and families. Our Policy Handbook is available for families to consult and is located at the reception. Educators are always happy to discuss your child's progress in OOSH and a more formal meeting can be arranged by contacting the OOSH Co-ordinator.