

Family Handbook

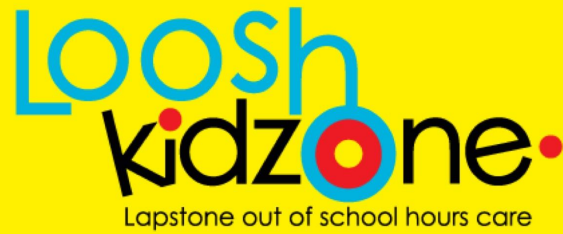
Loosh  
kidzone

Lapstone out of school hours care

**\*IMPORTANT**

Please ensure you read the family handbook before your child starts attending LOOSH

*Thank you*



Phone: 02 4708 1850 Mobile: 0468 928 582  
 Lapstone Public School Grounds, Explorers Road,  
 Lapstone, NSW, 2773

Email: loosh01@outlook.com

Before School Care: 6:45am- 8:45am

After School Care: 3pm- 6:30pm

Vacation Care: 6:45am-6:30pm

**Childcare provider numbers**

Before & After School Care... 555 077 544S

Vacation Care.....555 007 545K

# Welcome

Welcome to LOOSH Kidszone, a place where children are treated with respect, compassion and equity. We see LOOSH as being a place that provides a safe environment for children to be encouraged to develop through play as individuals and social beings.

Lapstone OOSH and Kids Zone has offered a licensed OOSH service to Lapstone and the Lower Blue Mountains Community since 1996.

Lapstone OOSH and Kids Zone is well placed in the community on Lapstone Public School grounds, with a handy bus stop and a Blue Mountains bus service providing travel arrangements for Lapstone, Glenbrook and St Finbars School students.

This enables these students to attend the morning and afternoon sessions at LOOSH, with a smooth transition from the LOOSH to school and back.

We believe in developing strong ongoing relationships with children, families and the community. We encourage collaboration and participation in a way that is relevant and provides families and community with choices as to their level of participation. We

acknowledge that many families and community members have busy lives and for this reason, fundraisers are not required but invitations to share a skill or lend a hand is extended to all families. This relaxed partnership approach aims to support a holistic view of the child, as a capable learner, learning best through play, social engagement and with family plus community engagement. We aim to give children a sense of themselves as people with rights, and with a sense of responsibility for the rights of others.

We treasure the Blue Mountains and the natural environment and we foster a sense of importance for a sustainable future.

We respectfully acknowledge the Darug and Gundungurra people as the Traditional Custodians of the land we live and work on. We also acknowledge that we are a multicultural society, and value diversity of cultures, religions, and beliefs.

We base our curriculum on the Australian My Time, Our Place (MYTOP) Framework for everything we do as educators. It guides our work and inspires us to provide an enriching educational experience to every child, inclusively.

We recognise the social and cultural nature of learning in middle childhood based on the work of Dewey, Malaguzzi, Vygotsky, Ericson and theorists that promote children's wellbeing and emergent learning. We encourage project work, pre-planned activities(P.P.A), critical reflections and follow ups throughout OSHC and Vacation Care.

We aim to listen to children's voices and provide all children with a voice. We give particular care and attention to being inclusive, of children that may be: younger, quieter or may feel like the minority figure in the group. Therefore, we are mindful of inclusion based on: culture, race, age, gender, lifestyle, ability and or status. We provide opportunities to make children's learning visible to them and others in multiple ways. We aim to provide a rich learning environment that inspires and supports children to think, to wonder, to investigate and to research their understandings of the world around them. We are committed to improvement via a QIP process that inspires us to look critically at our practices, policies and beliefs.

## **FEES**

### **Permanent Bookings:**

Before School Care \$16.00

After School Care \$20.00

### **Casual Bookings:**

Before School Care \$21.00

After School Care \$25.00

### **Vacation Care Bookings:**

Pre-booking: \$50.00

Casual Booking: \$55.00

A \$20 annual association membership fee for permanent booking for Before & After School Care and \$10 annual association fee for casuals and vacation care bookings will also be added to your first invoice. No cash payments can be made at Loosh as no cash is kept on the premises .

BSB: .....062 411  
Account Number: ..... 100 216 78

There is also a fund-raising levy of \$10 per term per family that is added to the invoice in week one of term.

If fees are not paid with 14 days of the received invoice a \$5 late payment fee will be added to the account.

## **CANCELLATION**

If families no longer require the service 14 days written notice is required to ensure no further charges are made to the account.

If a child is absent due to family holidays, doctor appointments ect, 7 days written notice is required for no fees to be applied.

If a child is absent for a session and no notice is given a \$5 non-notification fee may be added each time to the account.

## **CHILD CARE BENEFIT**

Child Care Benefit is available to families using the service.

Families may need to contact Family Assistance Office on 13 61 50 to obtain a Customer Reference Number (CRN) to be eligible for the reduced fees.

## **ARRIVAL PROCEDURE**

Children are not to be left at the centre at any time prior to the opening hours of the service. Children must be signed in by a parent/guardian before leaving the service.

## **DEPARTURE PROCEDURE**

Children must be collected before closing time of the service. If parents/guardian fails to arrive before closing time families may be charged a late fee.

A parent/guardian or authorised person may collect the child ensuring they have signed out on the roll, alongside an indicated of the time collecting.

If a parent/guardian or authorised person hasn't collected the child before or staff are not familiar with the person they will be required to show photo ID before collecting the child/ren.

## **EXTRA CURRICULAR ACTIVITY**

Parents/guardians must complete an extra curricular activity form before a child may be able to attend/leave the service for a period of time to attend other activities (band, ukulele, karate, dancing, yoga, ect).

## **FOOD AND NUTRITION**

Nutrition and healthy eating is an important lifestyle choice LOOSH supports. LOOSH provides a high quality variety for breakfast and afternoon tea options catering to all children's needs. LOOSH has children who have Anaphylaxis to egg, nut and milk. We ask that children refrain from eating packaged food from there

bags- fresh fruit & vegetables are also available, as well as cheese and crackers.

## **PARENT COMMUNICATION**

Families will be informed of all relevant issues, upcoming events or service information via direct contact, notice boards, LOOSH Facebook page, newsletters, emails or invoices.

If families wish to discuss or exchange detailed information about their child or the service please approach the Co-ordinator or arrange an appropriate time to suit both parties.

## **GRIEVANCE PROCEDURE**

Parents are encouraged to speak to staff about any concerns they may have. LOOSH acknowledges the right of the individual to express grievance without bias. LOOSH also has a suggestion box available at all times available for all families, children and members of the community.

## **SUN PROTECTION**

All children are required to wear a hat and sunscreen for outdoor play when over the UV level 3. If children don't have a suitable hat, LOOSH will provide a hat for the session. Staff will role model the correct behaviour alongside remind children to wear hats and reapply sunscreen at appropriate times.

## **RISK MANAGEMENT**

LOOSH has risk management plans in place for high risk areas around the service, such as water safety, hazardous materials and management of animals. If you would like to read the risk management plan they are located at the sign in desk at LOOSH.

## **MULTIMEDIA**

Committee approved G/PG movies, television and computer games are available at appropriate times for both educational and enjoyable purposes. Families have the right to refuse this decision on the enrolment form.

Technology also has a block on all sites except those used for homework. Access to restricted sites requires certified staff password to ensure only age appropriate content is accessible by the children.

## **INCIDENTS & ACCIDENTS**

The children at Loosh are supervised at all times.

However, accidents can happen. When this happens the children involved will be attended to immediately and assisted by a qualified staff member with a first aid qualification.

Depending on the incident a report will be made, or if hospitalisation is required an ambulance will be called, staff will accompany the child and family will be informed immediately.

## **SICKNESS & MEDICATION**

Sick children and/or children with a contagious illness may not be able to attend the service to maintain the health & wellbeing of all others in conjunction with the "5th Edition Staying Healthy, Pub 2012".

Children requiring medication while at LOOSH will need a form completed by a parent/guarding alongside the medication in its original

packaging, dosage, time to be taken ect.

## **BEHAVIOUR MANAGEMENT**

The staff aim to provide a positive and consistent method in relation to behaviour allowing the children to know the LOOSH rules and expectations. LOOSH aims to encourage the children to take ownership, self control and enhance positive sense of self worth. Behaviour support plans are also available catered to the individual child in collaboration with family and staff to meet the needs of the child to the best of our ability.

## **STAFF**

The ratio is 1 staff to 15 children, however at LOOSH we maintain one staff member over ratio at all times to ensure all needs are met depending on the situation. While on excursions the ratio is 1 staff to 8 children, and 1 staff to 5 children when near water.

## **POLICIES**

LOOSH policies and procedures are available 24/7 at the front deck in the folder "Policies" for all families and visitors to have a look.

It's important all stakeholders of LOOSH follow the policies and procedures.

Polices and procedures are updated each year to ensure they are current and up to date. If there are any questions regarding policies or procedures please ask the Co-ordinator for clarification.

## **EMERGENCY PROCEDURE**

As LOOSH is placed in the lower Blue Mountains we are

at a high risk of Bush Fire especially in the Summer months.

It is important that parents provide the service with adequate information in case of an emergency.

If there is a Fire in the Lower Blue Mountains LOOSH will be closed. We apologise for the inconvenience, however as we are in the top 5 of high risk schools and do not have private transport, we need to ensure the safety and wellbeing of all stakeholders incase of an emergency or evacuation.

## **TRANSPORTAION**

LOOSH is able to provide the local community thanks the Blue Mountains Public Bus Company.

Glenbrook and St Finbars students are escorted to and from the Lapstone Bus stop by a staff member. The staff will wait with them and ensure all children reach their final destination to the best of their ability and are accounted for.

## **DAILY ROUTINE & PROGRAMMING**

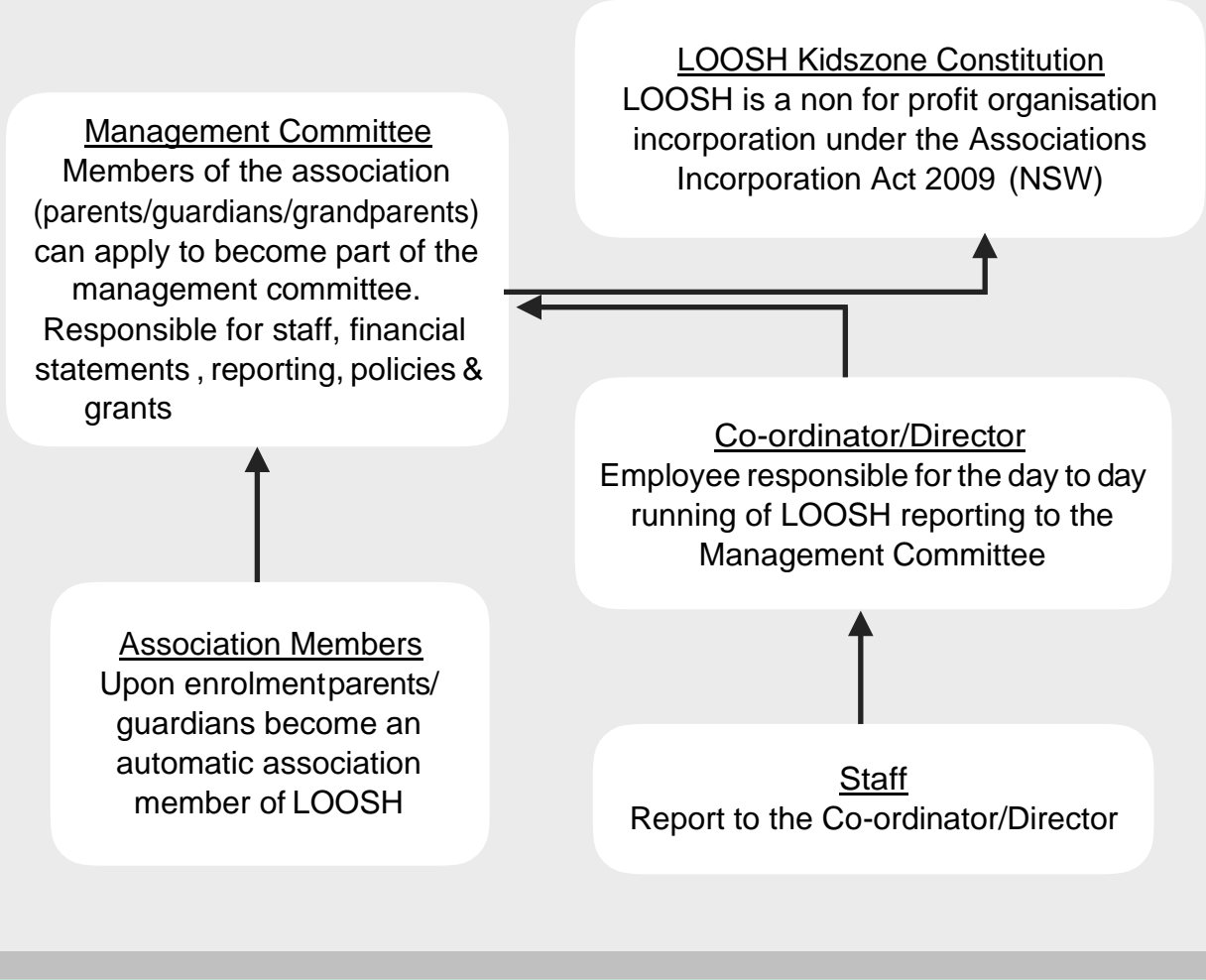
LOOSH invites all stakeholders to be apart of the children's ongoing progress and personal development documented on the SkoolBag app.

The LOOSH menu, daily routines and weekly programs are visually displayed on the white board at the entrance of the service.

We invite families to provide feedback and input into the program where ever possible.

How

# LOOSH works



## LOOSH wants you!!

LOOSH relies on the parents/guardians and family members of the service to become an active member of the Management Committee. We are also looking for new punctual and involved members especially as without a Management Committee LOOSH is unable to run and provide for the community.

Being a member of the Management Committee involves attending a meeting once a month to discuss issues, events and future ideas for LOOSH.

A well supporting Management committee results in a clear and effective management of the service and scheming a high standard for your children.

Being a member also allows you to have an input in your child's future and waves the association levy fee each term as an extra bonus.



# Family Information Checklist

The following checklist will help ensure families have been provided with the adequate information before sending their child to LOOSH for the first time alongside ensuring all the required documentation is supplied to the service to provide the best possible care available.

Please tick and sign the list to verify that you are satisfied with your family induction and provided with all the required documentation.

	Families are introduced to staff and Co-ordinator of the service	<input type="checkbox"/>
	LOOSH is provided with an enrolment form per child	<input type="checkbox"/>
	LOOSH is provided with child/ren CRN, family CRN and immunisation records to be eligible for child care rebate	<input type="checkbox"/>
Families have been provided with a LOOSH Family Hand Book and information outlining :	LOOSH service hours, before school and after school routines and vacation care routines	<input type="checkbox"/>
	LOOSH fees, payments method and cancellation procedure	<input type="checkbox"/>
	LOOSH dropping off and picking up procedure	<input type="checkbox"/>
	LOOSH value to nutrition and ensuring we maintain an egg, nut and shellfish free service	<input type="checkbox"/>
	LOOSH sun safety awareness	<input type="checkbox"/>
	The availability of LOOSH risk management plans, policies and procedures	<input type="checkbox"/>
	LOOSH parent/guardian/family communication, complaints and grievance practices	<input type="checkbox"/>
	LOOSH obligation and requirements in relation to incident, accident, medications and additional needs	<input type="checkbox"/>
	LOOSH bush fire and emergency practices and policies	<input type="checkbox"/>
Additional information if required:	Individual care plan for dietary requirements	<input type="checkbox"/>
	Individual Emergency Care Plan - Asthma, Anaphylaxis, Allergy or Medical condition	<input type="checkbox"/>
	Behaviour Support Plan	<input type="checkbox"/>

## Please Sign

I \_\_\_\_\_ have received and understood the above information and agree to the conditions set by Lapstone Out of School Hours Inc. (LOOSH)

Parent/guardian Signature \_\_\_\_\_

Co-ordinator Signature \_\_\_\_\_

Date: \_\_\_\_\_