

Welcome to
“THE BEACH HUT”
QUEENS BEACH OUTSIDE
SCHOOL
HOURS CARE



Located at: Queens Beach State School

39 Tracey Street,

PO Box 1365,

Bowen. Qld. 4805

Phone: 07-47850055

Fax: 07-47851608

Email: thebeachhut@bigpond.com

Parent Guide to our Program

Childcare Approval Number:

After School Care: 555-008-832T

Before School Care: 555-008-832T

Vacation Care: 407-189-768J

THE BEACH HUT

QUEEN'S BEACH OUTSIDE SCHOOL HOURS CARE

OUR PHILOSOPHY & GOALS

At “*The Beach Hut* “ we believe that children are paramount to our work. We endeavour to provide a safe, secure and caring environment for all children that will allow them to develop their self-esteem, independence, autonomy, self-discipline and curiosity. We encourage children to learn through their play and develop to their full potential.

We strive to provide a happy and relaxed atmosphere so that children can enjoy their leisure and recreation time after school and at vacation care, and have plenty of time to create, play and relax. We also strive to form positive, trusting relationships with children, so a basis of mutual respect can develop between children and staff.

We strive to create an atmosphere that is free from bias and prejudice, where each child is treated equally and listened to with respect.

Operator:

The Beach Hut's Operating body is the Queens Beach State School P & C Association.

Management:

The Beach Hut's Management body consists of a Sub-committee. This Sub-committee is made up of parents of the centre. At present the Sub-committee members are:

Nicole Atfield– President

Samantha Sharp – Vice President

Karen Nielsen– Secretary

Debbie Rose– Treasurer

Regulatory Government Body

THE BEACH HUT IS A LICENSED CENTRE UNDER SECTION 11 CHILD CARE ACT 2002 – LICENSE NUMBER 12879. The centre complies with all rules and regulations of the Child Care Act 2002 & Child Care Regulations 2003.

The Office for Early Childcare Education & Care is the governing regulatory body that **The Beach Hut** conforms to.

Early Childcare Education & Care,

Level 2 Healthpoint Pharmacy Building, 67-69 Sydney St, PO Box 858,
Mackay. Qld 4740

Phone: (07) 4967 4412 Information Phone: 1800 637 711

Fax: (07) 4967 4424

**THE BEACH HUT IS ALSO AN ACCREDITED CENTRE WITH THE
NATIONAL CHILDCARE ACCREDITATION COUNCIL**

Permanent Members of Staff & their Roles

Janice Suter	Co-Ordinator	(Diploma Children's Services)
Cheryl Brown	Assistant	(Certificate III Children's Services)
Julie Plumb	Assistant	(Certificate III Children's Services)
Thomas Kirchner	Assistant	(Studying Certificate III Children's Services)
Tracey Martin	Assistant	(Certificate III Children's Services Studying Diploma Children's Services)

All staff have Suitability Cards (Blue Cards).

Any Volunteers or casual staff must also hold a Suitability Card.

HOURS OF OPERATION

After School Care

3.00pm – 6.00pm Monday – Friday (School days only)

Before School Care

6.00am – 8.30am Monday – Friday (School days only)

Pupil Free Days

7.30am – 5.30pm

Vacation Care

7.30am – 5.30pm

AGE GROUP ACCEPTED BY THE BEACH HUT

At present the centre accepts children

4 ½ – 13 years of age – Prep to Grade 7 Primary

FEES

As of 13.7.08

After School & Before School Care Booked Days

1 – 5 days per week permanently:-

\$12.50 per child per session

\$11.50 per child per session for 2 or more children (same family)

After School Casual Bookings:-

Bookings made on an irregular basis if available:-

\$14.50 per child per afternoon

Pupil Free Days:-

\$33.00 for a full day per child

Vacation Care:- Effective from Break 4 2008

\$33.00 for a full day per child

Fees are to be paid weekly or fortnightly.

FOR CHILDCARE ASSISTANCE

Childcare assistance is available for those eligible. To be eligible for assistance, parents must ring Centrelink on 136150 and supply them with the required information. They will require our Approval (CRN) number, which are listed below. They will then work out your Childcare Rebate and inform us through correspondence. We then use this formula to work out how much your payment is each week or day based on your percentage. If unsure of this please talk to the co-ordinator for more information.

APPROVAL Nos:-

AFTER SCHOOL CARE & BEFORE SCHOOL CARE # 555-008-832T

VACATION CARE

407-189-768J

As of January 2002 all booked days must to paid for regardless of useage:

This booking system will allow your co-ordinator to be sure of the children attending each day and can then work out the staff-child ratio. The Family Assistance Office allows a certain number of Allowable Absences per child per year. These are allowances that cover sick or away days, where parents only pay the usual fee (less percentage CCB). If these AA's are exceeded then full fees (no CCB) will have to be charged. Please talk to the co-ordinator if more information is required.

IMMUNISATION

Parents applying for childcare for the first time will be asked if their child/ren are up to date with their immunization. Under Child Care Regulations 2003 all children must be immunized to receive Child Care Rebate. Parents have 28 days to bring their child's immunization up to date.

PRIORITY OF ACCESS

Please note the following priority of access guidelines as per Commonwealth OSHC Handbook Chapter 4.3 – for access for children to the centre:-

1st Priority

A child at risk of serious abuse or neglect.

2nd Priority

A child of a single parent who satisfies or parents who both satisfy the work-training-study test under section 14 Family Assistance Act.

3rd Priority

Any other child.

If your child's care has to be terminated due to priority of access, then 14 days notice will be given.

Please talk to the co-ordinator if any more information is required.

If there are no places available then the child/ren can be placed on the waiting list. Please talk to the co-ordinator.

ATTENDANCE

An enrolment form must be completed for each child attending the centre. Details of enrolment form must be regularly updated (annually or when circumstances change). If your situation changes please take the time to inform the co-ordinator as we may need to contact you. **A COPY OF THE ENROLMENT FORM CAN BE FOUND ON QUEENS BEACH STATE SCHOOL WEB PAGE – www.quebeacss.eq.edu.au**

*****Notification** by parents is required if the child/ren will be late or not attending on any booked day. This is very important for the safety of your children. In the event of a child who is booked in fails to arrive and the service has not been notified, it is our policy to firstly search the school grounds and then use the emergency contact numbers to enquire the whereabouts of the child/ren. As you can appreciate this takes time and if this has to be undertaken a **\$2.50 fee** is charged. The centre has message bank and messages are picked up every afternoon.

A late fee will be charged for children collected after 6.00pm.
\$10.00 for the first 15 minutes and
\$15.00 every 15 minutes thereafter.

These fees cannot be included in the childcare rebate. The contact person will be notified at 6.10pm and every 5 minutes thereafter. If no response or no contact person available by 6.30pm, the Department of Families will be notified, and the children placed in the hands of the Bowen Police. Any associated costs will be the responsibility of the parents/carers.

No child will be allowed to travel home on their own unless the co-ordinator has been informed, has written confirmation if possible, and is agreeable to the situation.

Children **can only be collected** by the parents/carers or by a person authorized on the enrolment form. Please contact the co-ordinator if there are any changes to these contacts.

All children must be signed out – in attendance sign in-out book near door – when being collected. Please ensure this procedure is followed.

Any child with special needs will be accepted into the centre if all needs can be met.

MEDICATION

All medication that is to be administered needs to be prescribed by a Doctor and be in a pharmacy labeled bottle/packet. All medication is kept in the fridge in a locked container. The co-ordinator is responsible for administering the medication. Asthma inhalants may be kept by the child if a written letter is received from a Doctor. Non-prescribed allergy medications must be accompanied by a letter from a Doctor.

If a child complains of feeling unwell they will be made comfortable and a parent/carer contacted. If illness appears to be of an infectious or contagious nature the parent will be asked to collect the child and seek medical advice.

FULL PROCEDURES FOLLOWED AS PER HEALTH POLICY.

SAFETY

Safety rules set out in the **Queen's Beach State School** and **The Beach Hut** policies will be adhered to. All staff and children in attendance will be required to wear hats, sensible shoes, and sunscreen when outside. Please make sure that your child always has a hat, and notify the co-ordinator if your child cannot use sunscreen due to allergies etc.

At least one (1) staff member on duty will hold a current first aid certificate.

Facilities and equipment will be checked regularly to ensure that they are in good working order and safe.

Children will be made aware of the appropriate action in the case of fire or other emergency. Fire evacuation drills are held regularly. In case of any emergency – procedures as per Safety Policy will be followed and parents/carers contacted as soon as possible

BEHAVIOUR

The attendance of children in the program is on the understanding that they conform to a reasonable standard of behaviour. Children will be encouraged, reminded and directed to respect the rights of others and to take responsibility for their own behaviour. Parents will be informed if their child/ren is in any way showing continuing disruptive or violent behaviour, or endangering the safety of anyone on the premises. Please read the policy **GUIDING CHILDREN'S BEHAVIOUR in the centre's policy book**. Attached also is out Bill of Rights for perusal.

ACTIVITIES

A wide range of activities and experiences will be offered each day to help meet the developmental and recreational needs of the children in attendance. The daily program can be obtained from your co-ordinator or viewed on the white board each day. We have at all times, indoor and outdoor activities for your children to enjoy. We believe in delivering to your child the choice of different types of activities to suit their moods. We have quiet play areas, reading corners, indoor and outdoor craft, cooking and energetic outdoor play. Group discussions are held with the children regularly to obtain feedback on activities and to discuss program topics that the children would like to participate in.

HOMEWORK SUPERVISION

The service provides homework supervision between 3pm – 3.30pm each day. If you require this service please inform the co-ordinator. While all help is given, please keep in mind that staff do not have teaching qualifications and homework can only be supervised. We do not have staff ratios to provide one on one supervision. If a child is unwilling to do homework, we will endeavour to encourage the child to try, but will not enforce it.

FOOD AND NUTRITION

For After School Care - A healthy afternoon tea consisting of sandwiches, fruit, savoury biscuits and icy cups.

A comprehensive menu can be viewed at the centre, on the notice board and in the kitchen. Special diets are provided if needed. Please include any needs on your enrolment form and talk to the co-ordinator to ensure that dietary needs are met.

For Vacation Care – A healthy afternoon tea is provided as detailed above. Children will need to bring a healthy morning tea and lunch.

COMPLAINTS PROCEDURES

Parents should feel free to voice any complaints re children, staff, programs or management as per **centre's Grievance Policies**. Please talk to the co-ordinator who will endeavour to rectify any grievances.

PARENT PARTICIPATION

Parents should feel free to visit the centre at any time to observe play, or to participate in their children's activities.

Parents are encouraged to spend some time with their child at the centre if enrolling them for the first time.

Any parent that feels that they have some valuable input into the program are encouraged to come forward and share their knowledge or time with us.

A regular newsletter is sent home detailing activities completed and upcoming at the centre. Please feel free to talk to staff for any information regarding the centre, activities or programmes.

CENTRE POLICIES

The centre has an extensive policy folder which include policies on the following:-

- ✦ Health and Safety
- ⊖ Programming
- ✦ Staffing
- ✦ Management
- ✦ General

These policies can be viewed at any time, and parents are encouraged to put forward ideas or concerns on any policy. Ideas can be left in the suggestion box at the entrance of the centre, or taken up with the co-ordinator.

CONFIDENTIALLY POLICY

All personal information will only be collected in so far as it relates to the service's activities and functions and in line with the relevant legislation. All personal information will be kept in a locked drawer.

All conversations will be conducted in a confidential manner away from children, staff and other parents.

All families have the right to view their personal files at any time. Please see co-ordinator who will provide this information.

For full confidential policy, please refer to CONFIDENTIAL/PRIVACY POLICY in the Centre's Policy Manual, which is situated behind the desk.

PROGRAM AIM

The centre aims to provide a safe, happy and interesting environment of care for your children. We believe that if the children want to return then we are providing the parent with the trust they should feel. Please feel free to discuss any issues that you may have with the co-ordinator. All discussions will remain confidential. All policies are available for your perusal.

All staff are dedicated in providing high quality care for your child.

By completing the enrolment form and registering your children with us, it is understood that you, the parents abide by our service policies.

‘THE BEACH HUT’

