



GALLOPING GUMNUT MOBILE CHILDREN'S SERVICES

Perthville Out of School Hours

POOSH


Perthville Public School

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INFORMATION HANDBOOK



About Us

Galloping Gumnut Mobile is a Service that provides quality educational opportunities to regional, rural and isolated children and families.



The Service has been established for over 20 years and is a not-for profit Community Based Service, managed by a voluntary committee, usually made up of parents. We operate supported Play Sessions and Preschools which receive funding from both the Federal and State Governments. We have been operating a Preschool and Play Session in the Perthville Community since 2010. We have a base in Lithgow and travel to a range of small communities either weekly or fortnightly.

Our new Out of School Hours Service is regulated by the Australian Children's Education & Care Quality Authority (ACECQA) and as such will be Assessed and Rated. As a **brand-new** Service, we have been given a Provisional rating (not yet assessed under the National Quality Framework).

Our Philosophy

Galloping Gumnut Mobile Children's Services believes that all families, regardless of location and circumstance, have a right to accessible and affordable quality education and care for their children. It is our belief that children are unique and have rights. This includes the right to have a voice, the freedom to express themselves and learn through play in an inclusive and sustainable environment.

Our Service supports and values community connections and the building of trusting relationships with families. We respect and acknowledge that all families are diverse and have their own culture and practices. We believe that a commitment to ongoing learning and professional development is essential for the service to continue to adapt to the changing needs of communities and the profession.

The Programme

A range of outdoor and indoor activities will be included in the programme. These will be based on the interests of your child/ren.

MY TIME, OUR PLACE is the Curriculum used in school age care settings. Educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. School age care settings pay attention to the needs and interests of individual children within a context that promote collaboration and active citizenship (*MY TIME, OUR PLACE Framework for School Age Care in Australia 2011*).

Hours of Operation

During School Terms:

After School Care – 3.30pm to 6.00pm

Monday to Friday

Pupil Free Days – 8.00am to 6.00pm

During School Holidays:

Vacation Care – 8.00am to 6.00pm

NOTE: The Service will close for a minimum of 2 weeks during the December/January School holidays.

Arrival and Departure Procedures

Arrivals:

After School Care - Kindergarten children will be collected from their classroom. Other children will be met and signed out into the programme in the presence of staff.

Vacation Care and Pupil Free Days – Parents/carers will be required to sign their child/ren into the programme.

Departures:

After School, Vacation Care and Pupil Free Days: All children must be signed out of the programmes. Only those persons specified on the enrolment form will be allowed to collect children.



Our Service and Staffing

The Service will be located within the school library and is licensed for a maximum of 20 children per day. Children will be enrolled according to the Priority of Access (see page 7).

There will **always** be two staff members in attendance (current staff to child ratios are 1:15). Only experienced and qualified staff are employed to provide quality care for your children. All staff are required to undertake a comprehensive induction process prior to employment and have the necessary Working with Children Checks as required by the *NSW Office of the Children's Guardian*. Staff are also required to hold First Aid Certificates. Additional staff may be employed in some circumstances, such as on excursions.

Meals



After School Care:

Afternoon Tea will be provided each day and is included in the daily fee. This will consist of healthy food choices in line with our Nutrition Policy. A fortnightly Menu will be on display. All special dietary requirements will be catered for. Children will be given opportunities to participate in cooking experiences that contribute to their afternoon tea.

Vacation Care:

The service will provide a light breakfast for early arrivals if necessary as well as morning and afternoon tea.

PLEASE NOTE: Children are required to bring their own healthy packed lunch, including a bottle of water.

Sun Safety



The Service will provide sunscreen (if your child requires a specific brand, you will be asked to supply this). All children will be required to wear a hat during outdoor play.

Clothing



For After School Care, you might like to send along a set of play clothes for your child/ren. As you are aware the weather is very changeable and we recommend that you always send a jacket.

Enrolment, Fees & Charges

Note: The Childcare Benefit (CCB) is available for all Sessions - parents/carers will need to register with Centrelink and provide their child/ren's CRN and date of birth. Full fees will be charged until the Service receives notification of eligibility.

Each family will be required to complete an enrolment form and pay all upfront fees prior to their child/ren commencing with the Service. Enrolments will be allocated in line with the Priority of Access guidelines (listed in the POOSH information brochure).

Enrolment & Administration Fee (upfront fee)

\$30.00 for 1 child up to a maximum of \$40 for 2 or more children for the first year. A re-enrolment fee of \$20 up to a maximum of \$30 for 2 or more children will be charged in subsequent years.

Membership of Association Fee (upfront fee)

\$3.00 New Members and \$2.00 renewal for every other year

Security Deposit for After School Care only (upfront fee) – refundable upon leaving the Service \$50 per family

After School – Permanent Bookings: \$22.00 per child per day and **Casual Bookings** \$24.00 per child per day.

Vacation Care

\$55.00 per child per day

\$52.00 per child per day discounted rate for bookings of 3 days or more in the same week.

An additional fee will be charged for excursions

Pupil Free Days

\$55.00 per child per day

Late Pick Up and Late Fee

In the event that a child has to be at the Service outside of operating hours, and staff have not been advised of extenuating circumstances, the following fees will be applied to your Invoice: \$20.00 for the first 15 minutes and \$20.00 for each additional 15 minutes or part thereof.

Failure to Notify Non-Attendance

For After School Care an additional fee of \$5.00 will be charged when staff have to phone or go looking for a child who hasn't arrived.

Cancellations:

After School Care – 2 weeks' notice is required or equivalent payment of fees. PLEASE NOTE: The security deposit will be applied to any outstanding fees.

Vacation Care/Pupil Free Days - Full fees will be charged unless 72 hours' notice is given that your child/ren will no longer be attending

Health and Wellbeing of your child/ren

Families are advised to keep sick children at home. If any child becomes unwell during the Session, the family will be contacted and asked to collect their child/ren from the Service.

If your child/ren has a known chronic illness or allergy this should be indicated on the Enrolment Form and additional documentation will need to be completed.

If your child/ren requires medication whilst at the Service you must inform staff accordingly and fill out the necessary forms.

**** Please do not leave medication in your child/ren's bag ****

Communications Methods

Families will be asked to indicate on their enrolment form of their preferred method of communication to receive notification in the event that a Session should need to be cancelled.

This would be either by SMS, email or in areas where there is limited internet or mobile phone reception, a landline number.

Policies

Legislation requires the Service to have appropriate Policies and Procedures. A Policy folder is kept at the Service and is available to view. Parents/carers may request a copy of a Policy. All Policies are reviewed on a regular basis and parents/carers are provided with opportunities to be actively involved in this process.



Mobile Phones & Devices

While at POOSH, we follow the school rules when it comes to mobile phones and other devices (iPods and iPads). Please ensure that your child leaves their devices at home (their mobile phone can be left in their bag).

Priorities

Priority 1: *a child at risk of serious abuse or neglect*

Priority 2: *a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the 'A New Tax System (Family Assistance) Act 1999'.*

Priority 3: *any other child. Within these main categories priority should also be given to the following children:*

Priority a) *children in Aboriginal and Torres Strait Islander families.*

Priority b) *children in families which include a person with a disability.*

Priority c) *children in families which include an individual whose adjusted taxable income doesn't exceed the lower income threshold of \$42,997 for 2014/2015, or who or whose partner are on income support.*

Priority d) *children in families from a non-English speaking background*

Priority e) *children in socially isolated families.*

Priority f) *children of single parents.*

Examples: *If you are a single working parent you are a **Priority 2 (f)**. If you are a working single parent and your immediate family has a person with a disability, you are a **Priority 2 (b) & (f)**. If you are a two-parent working family but do not come under any other priority listed **(a)** to **(f)**, you are a **Priority 2**. If you are a two-parent family and one parent is staying at home and not working or studying, you are a **Priority 3**.*



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