



Parent Handbook



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Our Vision With family, faith and friendship, we are empowered to be architects of our own learning.

Our Mission In the image of Jesus, we commit to excellence in Catholic education with the wisdom to be a merciful and respectful community with the courage to be successful 21st Century Learners.





Holy Family Parish

Holy Family Catholic Primary School is located within Holy Family Parish in Sanderson.

Phone
(08) 8927 5454

Mass Times	
Monday - Friday	8.30am 6.00pm
Saturday	8.30am 6.30pm (Vigil)
Sunday	9.00am 10.30am (Ethnic) 5.30pm

Parish Based Sacramental Program

The initiation of children into the sacramental life of the Church is coordinated by the Parish and supported by our school.

In Holy Family Parish, formal preparation for the sacraments of Reconciliation, Eucharist and Confirmation takes place within the context of Parish coordinated programs, which embrace all children eligible for the sacraments.

Holy Family Catholic Primary School, which is part of the Parish community, has an essential role to play in offering systematic instruction in the Catholic faith to complement and support the Parish coordinated sacramental programs.

Reconciliation takes place in Term One for students in Year Three and above.

Eucharist takes place in Term Two for students in Year Four and above.

Confirmation takes place in Term Three for students in Year Six.

Religious Education

Religious Education has a central focus at Holy Family Catholic Primary School. Christianity permeates all areas of education; not only through Religious Education, but also through the way we support, teach and demonstrate Catholic traditions, teachings and values. It is in the way that we relate to our students – through positive reinforcement, compassion, respecting the individual, and celebrating our differences – that we engage and challenge our children in the Catholic faith.

The Religious Education curriculum is titled “Journey in Faith”. The program seeks to meet the needs of students in a changing world.

The school provides opportunities for students and staff to participate in prayer, liturgy and sacraments through class and whole school experiences.

The whole school celebrates the Eucharist together at least once a term. We also celebrate liturgies for particular events such as Easter, Mother’s Day, Father’s Day and Advent.

Our school also supports Project Compassion, Caritas and Catholic Mission through fundraising endeavours.

Human Development

Made in the Image of God (MITIOG) is the program used for human sexuality education in Northern Territory Catholic Schools. It incorporates a sequential curriculum firmly based on Catholic moral teaching.

At each year level, students are presented with an integrated course that gives emphasis to age appropriate issues and information. Specific information for each year level will be sent home prior to these lessons taking place.



Parents & Friends

The Parent & Friends (P&F) is an integral part of the school community and provides a formal structure for parents interested in the welfare of the students:

- To plan and organise activities for the benefit of the school and the ongoing development of students.
- To organise community events to raise funds for the school.
- To work with the Board to further the wellbeing of the school community through facilitating the partnership between the School, the Parish and home.
- To support the Board and the Principal to promote a sense of community spirit within the School through the organising of community functions and events.
- To support new families and, where the membership and resources of the P&F allow, families in need.

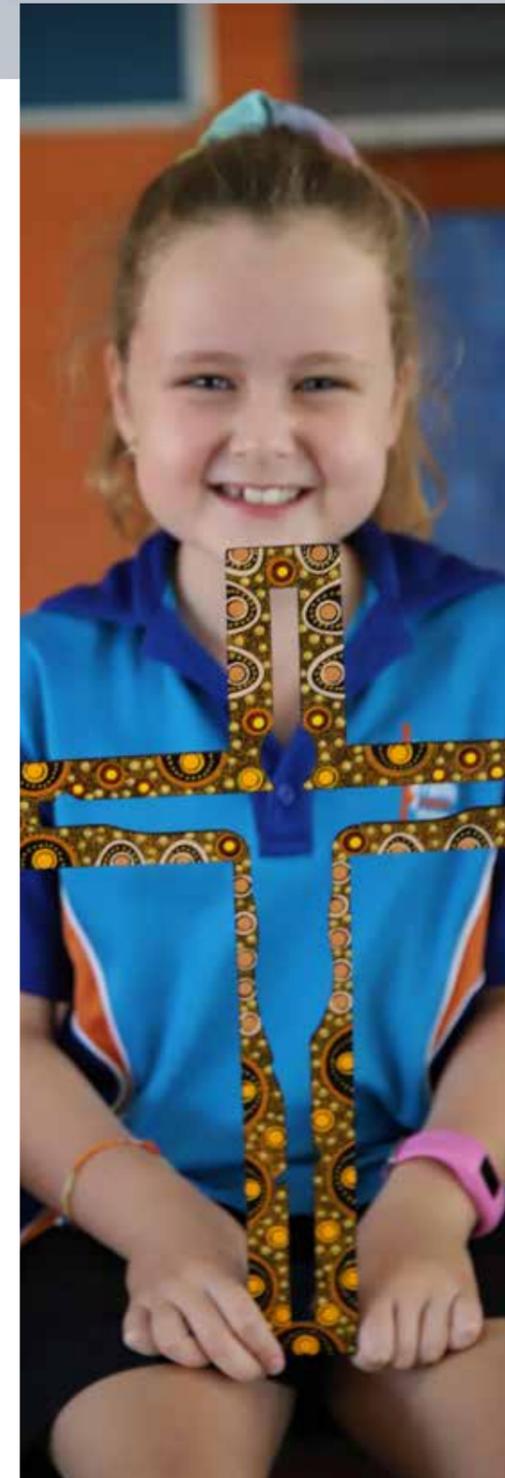
The Parents & Friends group meets each term. The school is very dependent on the support of the P&F in matters of building school community and fundraising. Several events are held each year. All parents are invited to support these events.

If you would like to join the Parents & Friends group, please contact the office.

School Board

The School Board assists in the management and policy development of the school. The group is an advisory body consisting of the Parish Priest, parents, Principal and a teacher representative. The Board meets twice per term.

If you would like to join the School Board, please contact the office.



Our Primary School

Holy Family Catholic Primary School is situated in Karama, one of Darwin's northern suburbs. It is very close to a shopping centre and Leanyer Water Park and about 15 minutes from Darwin CBD.

Our school was built and opened in 1983. Holy Family Parish Church and O'Loughlin Catholic College are adjacent to the school. Proximity to O'Loughlin Middle and Senior School means that families have the opportunity for their children to be educated from the beginning of primary schooling through to the completion of secondary studies all in the one location.

With approximately 250 students, our School enjoys many of the advantages of being a smaller community. Currently, there are ten classrooms catering for students from Transition to Year Six.

We also have an Early Learning Community for two and a half to five year olds. This centre provides long term day care and offers both an educational program and activities based around experimental play. It also has a preschool program facilitated by a teacher.

Our After School Care and Vacation Care programs operate for families that require these services due to parent/work commitments.

Our Learning Powers project began in our school in 2015 and is being supported by an educational consultant to implement ongoing improvement in the school. We chose this as a framework for talking about and designing learning. It is about students learning how they learn. The seven learning dispositions are – Changing and Learning, Critical Curiosity, Meaning Making, Creativity, Resilience, Strategic Awareness and Learning Relationships. We are using these dispositions to frame our teaching and learning in the school to develop our students into deep, engaged learners or as our vision says architects of their own learning. Learning Power uses current research to support teachers to grow their teaching in the classroom. Through this project and with teachers and parents supporting each other, Holy Family Catholic Primary School is working

at the forefront of education.

School Hours

Commencement	8.20am
Recess	10.30am – 10.50am
Lunch	12.50pm – 1.40pm
Dismissal	2.50pm

School Fees

School fees are invoiced at the beginning of the year. It is an expectation that fees will be paid in full by the end of the current school year. We offer split billing of school fees for families that have shared billing arrangements. Several payment options are available.

Payment plans can be arranged upon request.

Outstanding fees place unnecessary pressure on the school to provide facilities and resources for the benefit of students. There is always an opportunity for parents who are experiencing financial difficulty to contact the Principal/finance manager to discuss options.

The School Fee Collection Policy:

1. Statements will be issued by Week Four of Term One.
2. Subsequent statements for term payment arrangements will be sent out at the beginning of Term Two, Three and Four.
3. Updated statements for all families will be sent via email at the beginning of Semester Two.
4. Fees are due and payable upon receipt of statement unless a payment plan is arranged.
5. Payments by plan need to be finalised by Week Eight of Term Four unless alternative arrangements have been agreed too.
6. We accept payment by Direct Debit, EFT, Cash, Cheque, BPAY and Eftpos. We also accept Centrepay through Centrelink.

7. Failure to pay or adhere to the payment arrangement will result in a request to attend an interview with the Principal.
8. In accordance with the Catholic Education NT Diocese of Darwin Fee Collection Policy and in conjunction with Holy Family Catholic Primary School Fee Policy, failure to pay outstanding fees may result in your account being referred to a debt collection agency and you will be responsible for any debt collection and/or legal costs incurred in recovery.

Enrolment

Our school caters for children from Transition to Year 6. In the Northern Territory, Transition is the first year of formal schooling. To be eligible for enrolment in Transition at the commencement of a school year, your child should turn five before June 30th of that year.

The enrolment process is outlined below.

1. Parent interview with the principal
2. Completion of enrolment form
3. Provision of required documentation
 - Birth certificate
 - Baptism certificate (if applicable)
 - Immunisation records
 - Previous two full semester reports (from previous school)
 - NAPLAN results (if applicable)
 - Family court documents (if relevant)
 - Specialist/therapist reports if special needs are a consideration

Children with a diagnosed disability or special learning needs may seek enrolment. At interview time, the Principal and Inclusion Support Coordinator will discuss with the family the level of support that may be required. Inclusion staff from Catholic Education Office NT may be consulted about enrolment where funding is required to meet the needs of a child with an identified disability.

School Uniforms



Students are expected to wear the full school uniform each day. Please mark all clothes, shoes and hats with your child's name. Uniforms may be purchased from the school office. The Uniform Policy is available upon request.

Girls

School shirt with school logo and black skirts or shorts, blue school hat, black shoes/sneakers and white socks (which come above the ankles).

Hair ties must match colours in the uniform.

Boys

School shirt with school logo, black shorts, blue hat, black shoes/sneakers and white socks (which come above the ankles).

School Hats

Blue broad brimmed hats are part of the school uniform and are compulsory during sport periods, recess, lunch times and on excursions. The school recommends the hat be worn to and from school. Hats are available to purchase at school. No other hats are to be brought to school.

Windcheaters

Blue zippered windcheaters with the school logo are available for purchase for cooler mornings.

Jewellery

Students may wear watches, small sleepers or studs. No other jewellery is permitted.

School Uniform Pricelist

Girls Black Skorts	
Sizes 2 to 14	\$20.00
Unisex Black Shorts	
Sizes 4c to 16c	\$20.00
Girls & Boys School Shirts	
Sizes 4 to 16	\$30.00
Sizes S, M, L	\$30.00
Hats	
Hats (S-M, M-L)	\$15.00
Blue Windcheaters	
All sizes	\$30.00



Like the Green Tree Frog, I grow and change.



Like the Bush Bee, I can work with others and on my own to be successful.



Like the Eagle, I see what I need to do to achieve my goal and take responsibility.



Like the Crocodile, I can overcome challenges and keep going when things get tough.



Like the Dolphin, I am free to develop my own ideas and take risks.



Like the Green Ant, I use what I know and what others know to build meaning.



Like the Tata Lizard, I can become a learning detective, searching for answers or clues to my own or others questions.



About Our School

Allocation To Classes

Students are placed in classes at the discretion of teachers who endeavour to ensure the best placement for all. Academic, social, emotional and behavioural needs are all taken into consideration.

Buddy Classes

A buddy system operates within the school where older students are buddied with a younger class group. This provides opportunities for building relationships and friendship between older and younger children.

Behaviour Management

At Holy Family Catholic Primary School we aim to provide a safe, happy, learning environment for all students, staff and parents.

With minor classroom incidents teachers follow the 'One, Two, Three – Remind, Warn, Act' procedure which may include a short period of time out. Major incidents such as bullying, harassment, violence or disrespect are referred to the Deputy, Religious Education Coordinator or Principal. These may result in detention or internal suspension. Parents are kept informed of any major incidents.

Privacy

The school adheres to privacy regulations. The school Privacy Policy is available on request.

Library

Each class participates in library lessons during which there is time to borrow/exchange books. They require a library bag to safely keep their book. Any lost or damaged books must be replaced or money paid for a new book. The value of a replacement book can be determined by enquiring at the office.

The library is open at lunch breaks during the warmer times of the year. Children may enjoy a book or play board games during this time.

Homework

Homework is set each week to reinforce school work and to encourage the development of good study habits. Parents/supervisors of homework are encouraged to listen to reading, spelling, tables etc. and/or to sign homework as required. The Homework Policy which outlines expectations for each year level is available on request. Homework, excluding reading, is optional at Holy Family Catholic Primary School. A note where families can opt in and out is sent home at the start of each term. Please complete and return to classroom teacher.

Homework Centre

The Homework Centre is for Aboriginal and Torres Strait Islander students from Year Two to Year Six. Students receive assistance to complete homework tasks and to assist with literacy and numeracy skill development. Homework Centre is funded by the Commonwealth Government and is operated by school staff. Operating day varies from year to year but runs from 2.50pm until 4.15pm. An afternoon snack is provided.

Catholic Care N.T.

A counsellor is employed for one day per week to support children with social, emotional and/or behavioural difficulties. Before counselling sessions begins there is an initial consultation with parents. Referrals for counselling may be initiated by school staff in consultation with parents/Principal or at the request of a parent. Forms are available from the office.

Partnerships/Parental Involvement

Parents have always been the first educators of their children. Research also conclusively finds that parental engagement in their children's formal education leads to increased learning outcomes. Parental engagement includes, but is not limited to partnerships between families and schools to promote children's learning and wellbeing.

Open and honest parent/school liaison is vital for a child's education and development to be happy and successful. We encourage and welcome parental involvement in all aspects of school life. We understand a parent's role in the partnership to include assisting in the classroom with literacy or numeracy support and reinforcing good habits in reading, homework activities at home and participation in fundraising activities.

Student Health & Wellbeing

Headlice (Nits)

Nits are a recurring problem throughout schools in the Northern Territory. Nits spread through contact from one person to another. Parents should constantly check children's hair. In the interests of healthy children, the school will contact parents when a child is obviously in distress because of a nit infestation. A note is sent home to all parents in a particular class if there is a problem with nits in that room.

Medication Policy

If a child has prescription medication, the medication must remain in the original packaging with the name and dose required on the label and a medication request form must be completed by the parent. Over-the-counter medications will be administered at school only when a medication request form has been completed by the parent.

Medical Plans for asthma/anaphylaxis or allergies need to be provided and updated each year.

School Canteen

The canteen is run by O'Loughlin Catholic College and caters for lunch orders only. The canteen is not open for recess or 'over the counter' sales.

Lunch orders are to be made online using <https://www.quickcliq.com.au> and need to be made before 7.00am.

Coolroom

Students lunches are kept cool and fresh in a coolroom. Students are responsible for placing their lunches in crates each morning. The crates are then collected from the classrooms and placed in the coolroom until lunchtime. Snacks for recess stay in the child's school bag. Since the mornings are long, healthy and substantial food is recommended for both recess and lunch. Please do not provide junk foods such as chips, coke, Twisties, lollies etc. as these foods have little nutritional value, impair concentration and can often have a negative impact on health and behaviour.

Water Bottles

All children are asked to bring a labelled water bottle for use each day. Children are also asked to bring their own water bottles on school excursions and sporting events to ensure they remain well hydrated. Water bottles can be refilled using the bubblers throughout the day.

Sunsmart

Students must wear the school hat at recess and lunch. Otherwise, they must sit in a designated area. Hats must also be worn during sport lessons. Students are always encouraged to Slip Slop Slap during outdoor education activities. Please pack a roll-on sunscreen in your child's bag. Parent volunteers are also asked to model sunsmart behaviour. Please advise the school if your child has any particular sunscreen allergies.

School Dental Service

All school aged children are able to access the government School Dentist. Please visit <https://nt.gov.au/wellbeing/pregnancy-birthing-and-child-health/dental-services-for-children> for more information.

Communication with Home



Important Dates and Events

Dates for your diary are a regular feature of our newsletter. This is valuable information of what is happening throughout the school. Please ensure you record the dates to use as a reference throughout the year.

Parent / Teacher Liaison

At the beginning of each term, teachers provide parents with a classroom newsletter that includes an overview of the term, including units of work and important messages.

Routines and expectations are clearly explained also.

Academic reports are sent home at the end of Term Two and Four. Face to face parent/teacher interviews are held early in Term One and Three and are around goal setting and progression on learning goals for your children. Parents may also request an interview with the class teacher at any time.

Newsletter

The School Newsletter is sent fortnightly on Wednesdays via email to every family. If you are unable to access email, please ask the office to send home a hard copy with your child.

Class Dojo

Class Dojo is a simple, safe classroom management program that helps teachers encourage students in class through the use of a points system. Teachers can share what is happening in the classroom with parents via a class page and allows for easy communication with parents through a message service. Each class will create their own Class Dojo page at the start of the year and an invitation for parents to join will be sent home with children.

Facebook

Holy Family Catholic Primary School has its own Facebook page titled, 'Holy Family Catholic Primary School, Karama, NT'. This page provides a fantastic platform to showcase all the wonderful things happening within our school. Our Facebook page is constantly monitored and reviewed to ensure that it effectively reflects the needs of our school and social media practices. As we will be posting images and videos of students participating in school events and learning activities, we require your permission to do this. At times, we may also post a student's name (not last name) to acknowledge student achievement. Please complete the permission slip (in enrolment pack) and indicate if you 'do' or 'do not' give permission for the school to post images of your child/ren.

Getting to & from School

Commencement of School

The school day begins at 8.20am with the first bell. It is expected that students from all classes will be at school by this time and ready for lessons to begin at 8.25am.

Please ensure your child is at school on time and ready for a positive start to the day. A late arrival is unsettling for the child as well as the teacher and class.

Supervision Before and After School

The school does not accept responsibility for the supervision of students prior to 8.00am and after 3.00pm each school day. Please ensure that your child is not at school too early and that they go home promptly in the afternoon unless they are attending After School Care. Children who arrive prior to 8.00am are required to sit outside the front office until the supervising teacher takes up duty.

Dismissal

All children are dismissed at 2.50pm. Students who are walking home or riding bikes will be escorted across the appropriate crossing and students travelling by bus will be seen safely across the road to the bus stop. During severe thunderstorms, students will be detained inside the classroom until they are either collected by parents or the all clear is given. Parents collecting children in cars are asked to observe all signs in the drop-off/pick-up zone. Parents who are dropping off/picking up students to/from the Early Learning Centre between 8.00am and 8.30am or 2.30pm and 3.30pm must not park in the drop-off area. In the interest of safety, parents are requested to observe speed limits around the school and to drive at a safe 5km/h within the school grounds. If you are picking up or dropping off students across the road, please insist on them using the crossing.

Children not collected by 3.15pm will be required to go to After School Care which incurs a cost.

Bike Safety

Students riding bikes must wear a helmet. Bikes need to be locked securely during the day to the bike racks provided. Students must walk bikes within the school grounds and across the school crossing. Please ensure your child knows how to ride safely on the road.



Bus Travel

All students attending primary school can travel for free on all scheduled services on the Territory's existing school and public bus network. Timetables, route maps and the Code of Conduct is available on <https://nt.gov.au/driving/public-transport-cycling/public-school-buses/darwin-timetables-and-maps>

Please discuss bus safety with your child. After stepping off the bus, ensure your child waits for the bus to leave before crossing the road to ensure that they can be seen by all motorists.

Absences From School

To ensure the safety of all students, parents are asked to notify the school of any absences before 9.00am each day. This may be done by phone, email or by a note with another family member. If a child is to be away from the school for an extended period, the child's position is only guaranteed for one term providing arrangements have been agreed with the Principal. School fees are still applicable for the period of absence.

Leaving School Premises

Any parent wishing to take their child from either the class or playground during school hours must notify the office or class teacher before collecting the child. It is a requirement to sign the book in the office stating the time and who collected the child.

Emergencies

The school has policies and procedures in place in the event of emergencies such as fire or cyclone or when a lock down is needed on the school property. Fire drills and practice lock downs are conducted during the year. In the event of a cyclone, parents should listen to radio broadcasts and collect their child promptly from school once announcements have been made. Please ensure you notify the school promptly of any changes to phone numbers, address and emergency contact people.

School Curriculum



With the emphasis on learners and learning, Holy Family Catholic Primary School endeavours to:

- Celebrate and embrace the Catholic identity of the school community
- Advance the educational outcomes of the school community
- Do our best to aim for all students to meet national benchmarks in literacy and numeracy
- Work together with parents and the community to foster an atmosphere of academic excitement

At Holy Family Catholic Primary School we design learning sequences following the context of the Australian Curriculum.

Inclusion Support

The Inclusion Support program supports children with low, moderate or high needs in areas of social, emotional, cognitive, behavioural and physical learning. Education Adjustment Plans, drafted by class teachers and the Inclusion Support Coordinator, with input from therapists, enable identified children to learn more effectively in mainstream classes on modified tasks. Inclusion Support Assistants and Teacher Assistants provide some classroom support for identified children in mainstream classrooms and small group withdrawal for specific programs. These programs are implemented under the direction of the Inclusion Support Coordinator.

- **Therapists**
The Catholic Education Office employs a Psychologist, Speech Pathologist and an Occupational Therapist for individual assessments and consultations.
- **English as an Additional Language/ Dialect (EAL/D)**
EAL/D students are supported within mainstream classes and where necessary their tracked against the Australian Curriculum EAL/D learning progression proficiency.

Languages Other Than English (LOTE)

The Australian Curriculum indicates that all students to engage in learning a language in addition to English. Language lessons are therefore offered to students from Transition to Year Six. Students attend these lessons once a week to learn about a particular language and culture.

Health and Physical Education

The Health and Physical Education learning area focuses on the development of the mental, physical and social wellbeing of each individual.

Students are involved in a range of learning experiences in an encouraging environment where the emphasis is more on participation than competition. Students are encouraged to set personal goals, to develop skills, to take pride in their achievement, to develop an enthusiasm for physical activity and to become committed to pursuing an active life style.

The school offers:

- Comprehensive school swimming program. School Swimming Carnival and Interschool Swimming Carnival
- Perceptual Motor Program (PMP) for Transition, Year One and Year Two
- School Athletics Carnival and Interschool Regional Athletics Carnival
- Visits from Development Officers for various sports
- Participation in Darwin region school sport program. This offers a variety of sports.

Preceptual Motor Program (PMP)

The Perceptual Motor Program offers a range of activities for students from Transition to Year Two. Perceptual Motor training provides multi-sensory experiences, which give the child a wide range of experiences in seeing, hearing, touching, making perceptual judgements and reacting. The program is sequentially structured so that the child gains a progressively higher order of skills. Volunteer parents are always very welcome to assist with this program.

Outdoor Education and School Camps

Years Four to Six participate in camping programs ranging in duration from one to two nights. These include cabin stays at Batchelor and tent stays at suitable locations such as Adventure Bound and Territory Wildlife Park.

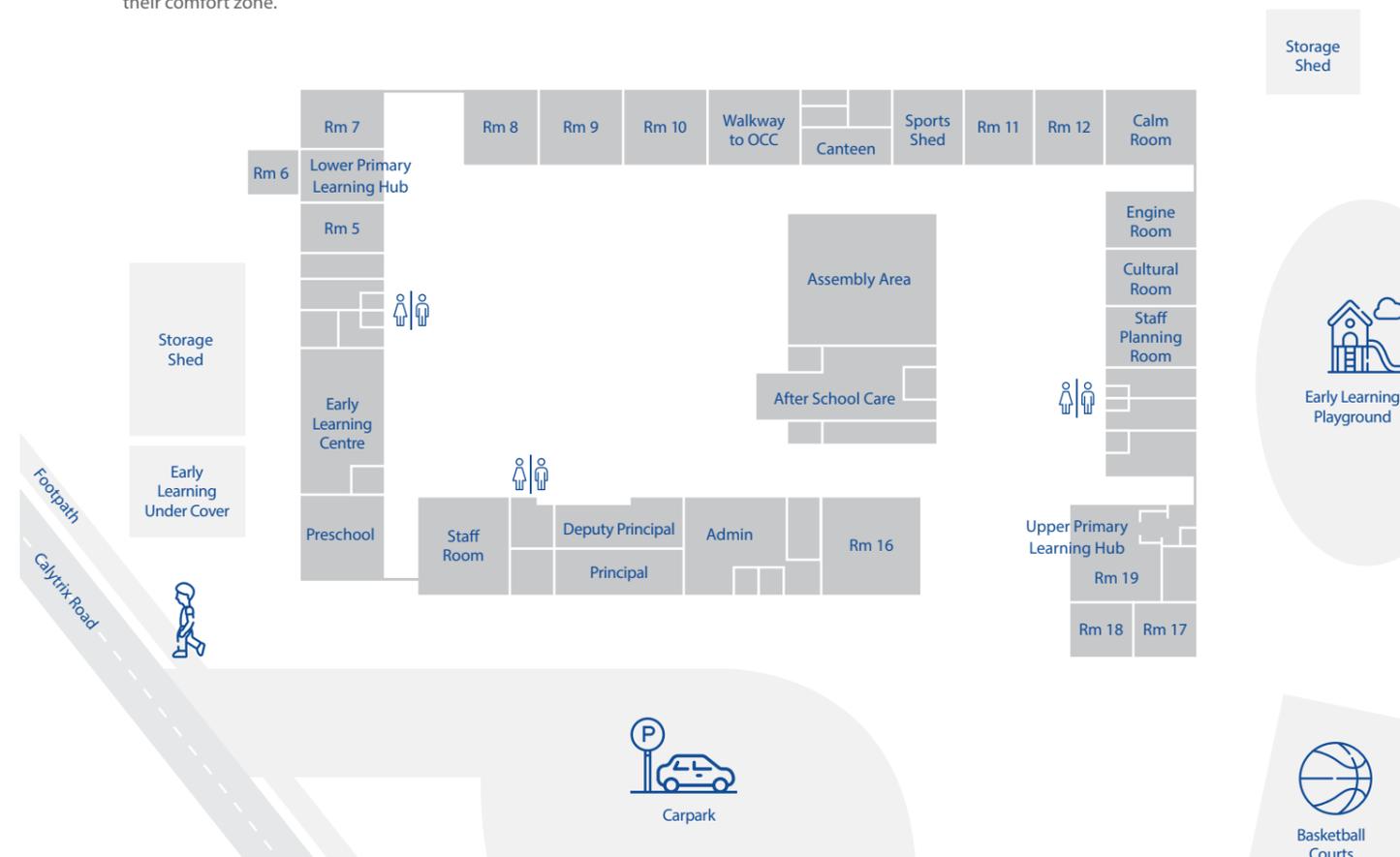
Wilderness style camps, where the children pitch their own tents and organise their own sleeping areas, are for the upper grades. Team work, team building and a sense of achievement are a major part of the learning outcomes for the program. Activities such as abseiling, rock climbing, canoeing, team building games, high ropes challenge course, flying fox, bushwalking and orienteering provide children with the opportunities to experience challenges outside their comfort zone.

Ochre Cards

Parents are invited to join their children on camps or excursions. To do this, a current NT Working with Children Card (Ochre Card) must be presented to the office.

Life Education

Life Education is a program taught throughout Australia. It is a health promotion and drug education program, which aims to promote strength and resilience in young people. The Life Education Van visits the school annually.



Early Learning Centre



Holy Family Early Learning Centre (ELC) offers an educational care program for children aged two and a half to five. To ensure that your child experiences the full range of educational activities that are planned throughout each session, a minimum attendance of four hours is recommended. Whilst family circumstances and requirements for childcare differ, ideally children younger than four should attend two full days initially, progressing to full time attendance. By the age of four we encourage full time attendance to ensure the best preparation of your child for school life.

We encourage parents to be involved in the life of the Centre as much as possible. However, we also understand that parents share many other commitments. We value your support and contributions, which assist us in maintaining a high quality of service to your family. To ensure we provide the highest quality care and education, we follow established guidelines, policies and procedures, which are based on our philosophy.

We hope your association with the Centre is an enjoyable one and we look forward to working with you. We would like you to feel that the Centre and its activities belong to you as well as to the children. You are always welcome to spend time in the Centre with your child.

Early Learning Centre Philosophy

Our Early Learning Centre has a strong connection with the School community and our Catholic faith to ensure the children feel a sense of belonging. We value collaboration between families and staff while being led by the children through their interests, it encourages a desire for learning that, if nurtured, will continue throughout the children's schooling years and beyond. Our priorities are that our children feel safe, loved, respected and empowered.

Reviewed and updated July 2020 in consultation with staff and families.

Regulations Where we refer to regulations in this Handbook we are referring to Education and Care Services, National Regulations December 2013 and as amended from time to time. A copy of these regulations is kept on site at the Early Learning Centre.

Goals

Our goals are to:

- Provide a rich variety of experiences where children can explore, talk, share, play, sing, laugh, dance, listen, create, experiment and develop problem solving skills.
- Challenge children and encourage them to believe in themselves and their abilities, take risks, grow in self-confidence and develop to their full potential.
- Welcome parents and encourage them to become actively involved in the life of the ELC.
- Create an environment in which staff, families and children maintain open communication at all times.
- Model the values of love, justice and respect for all through our daily interactions with staff, children and families.

Hours of Operation

Monday to Friday	7.15am – 5.45pm
Public Holidays	Closed
Christmas to New Year	Closed for a nominated period

Regulation 11

Staffing

All Early Learning staff are dedicated to providing your child with quality care and education. Senior Staff are required to hold a current Senior First Aid Certificate, as well as have training in anaphylaxis and asthma management. All staff hold an up to date Working With Children's Card (Ochre). Relief staff may be employed when permanent staff are sick or on holidays. Staffing ratios are in accordance with the Care and Protection of Children Act. All of our staff are committed to ongoing training and professional development.

Fees

Fees may slightly increase year to year at the discretion of the School Board.

Two weeks in advance needs to be paid at time of enrolment. Regular payments are then required and accounts are to be kept two weeks in advance.

- All payments can be made at the front office of the school.
- Please contact the Finance Manager as soon as possible if there are any difficulties meeting payment commitments.

Bank details

Account Name	Holy Family Catholic Primary School
BSB	085-933
Account no	39-895-1665
Reference	Surname ELC



Enrolment

Enrolments will be accepted according to the Commonwealth Government "Priority of Access" Guidelines. Full-time, full day care is available for children aged from two and a half to five. Half day enrolments are based on availability and the discretion of the Principal. This option is considered for preschool aged children only. Priority is for full day enrolments. Continuing half day enrolments are subject to change. Permanent changes in enrolments may not be possible until vacancies occur. Public Holidays cannot be substituted for alternative days as the Centre maintains only permanent bookings. An interview is conducted with each family prior to admission at which time parents will complete all necessary documentation for enrolment. Parents are provided with a copy of:

- Parent Handbook
- Enrolment form
- Immunisation advice

Parents are required to return the enrolment form and relevant documentation to the Early Learning Centre one week prior to commencement day.

Regulations 158, 160, 161, 162

Age Groupings

Please note that children do not automatically move from the Early Learning Centre to Preschool as soon as they turn four.

Our Preschool program runs Monday – Friday from 8.00am – 12.00pm. Children who turn four before June 30th will be automatically put into the Preschool group. Children turning four after June 30th will stay in the younger group. These groupings are flexible according to the child's requirements. Occasionally younger children may attend the Preschool group, depending on enrolment numbers. This does not mean that a younger child will then attend Transition the following year, they will be put into the Preschool group again with their age group.

Orientation

A visit to the centre is part of the initial interview and one of the educators will spend some time showing families around and answering questions. This enables parents and carers to see the facility first hand and ask questions about what they see and how their child may fit in. Parents are encouraged to return to the Centre with their children and spend time together at the ELC to assist with the settling in period. We are fully aware of the emotions involved in leaving/being left in a childcare situation and discuss with parents the strategies educators can use to help their child/ren (and parents transition) to the new environment.

ELC Uniforms

Children are welcome to wear Holy Family School's uniform, however this is not compulsory. If you wish to do so, they can be purchased through the front office. Please include a change of clothes in your child's bag on a daily basis.

We recommend children wear the school hat as it is safer for play in the sun. Please provide a labelled hat to keep at the Centre. Children must wear a hat and sunscreen at all times when outdoors. Please inform staff if your child is allergic to any sunscreens. Occasionally we experience an outbreak of mosquitoes outside. We use home brand insect repellent on the children on particularly bad days. Please let staff know if you do not give permission for us to use this on your child.

Please ensure your child has a pair of shoes to wear at the centre. We encourage the children to be wearing shoes when/if we are walking around the school grounds.

Please remember to label everything that comes to the Centre including socks, bags etc.

About ELC

Parent Grievance Procedures/ Conflict Resolution

All staff shall foster an atmosphere in which parents feel free to outline a grievance in the knowledge that they will be dealt with fairly and sympathetically. It is essential that matters be investigated until the complainant is satisfied with the outcome.

1. Discuss the problem with a staff member
2. If not satisfied contact the Assistant Director
3. If you are not satisfied address further with the Principal (08) 8927 6188
4. If the problem still hasn't been resolved write the grievance down in letter form to the Director of Catholic Education Northern Territory
5. If you are still not satisfied please contact the approved provider at Catholic Education Northern Territory, (08) 8984 1400
6. The complainant may also choose to contact Quality Education and Care on (08) 8999 3561.

Child Care Benefit/Allowable Absences/Sick Days

Child care subsidy is administered through Centrelink based on parental income testing. You need to advise Centrelink that your child is starting at the centre. When approved, the centre then receives reduced fees according to their calculations.

Each child receives a new set of initial 42 absence days at the beginning of the financial year, (July 1st to June 30th). These absence days cannot be reported before a child has begun care or after a child has left care.

Once a child has reached the allowable absence threshold a doctor's certificate can be provided to allow extra absences.

For more information contact Family Assistance Office (FAO) on 136 150.

Holidays

Written notification of holidays is required at least one week in advance to assist us with staffing and food arrangements. A reduction in fees of 25% whilst on holidays is offered. A holiday form must be completed and signed by the parents/guardians and given to the Centre or school office. Holiday forms can be requested from any staff member and also accessed through email, or at the front office. To be eligible for the reduction in fees the period must be equivalent to a minimum of one week of booked care taken at any time.

The option of cancelling care with a guarantee of securing your child's spot is offered for up to two weeks after our Christmas closure break.

Change of Booking

A form needs to be completed to change a booking. Please note that this is a Government requirement. Change of days requires two weeks notice unless advised otherwise.

End of Care

Written notification is required at least two weeks, or more, prior to the child's last day. A "Notification of End of Care" form must be completed and given to the Centre or the front office. If two weeks notice is not given you will still be charged for the two weeks care at full rate as it does not attract Centrelink rebates if the child is no longer attending.

If your child is leaving the Centre to attend Transition at Holy Family Catholic Primary School, a school enrolment form must be completed and given to the school office before your child may begin the school year. If a form is not completed you may be charged full fees.

Toileting

It is recommended that children coming to the Early Learning Centre are already toilet trained. Staff will assist children to change (please remember to include labelled spare clothes in your child's bag) if they have little accidents and will help the children to become more independent with their dressing skills.

Regulation 77

Birthdays

We encourage parents to let children share their special day with friends. Most children like to bring a cake; however, fruit can make a lovely change. Please check with staff to determine what would be most suitable.

Treasures from Home

Children are not encouraged to bring toys from home to the Centre. Toys from home cause unnecessary conflict between children and they tend to get lost or broken. If toys are brought in, they will be taken away on arrival and put in the "Toys from Home" box, for parents to collect later.

However, as part of our program we may invite children to bring a special item in for a "show and tell" session. On these occasions, please clearly write your child's name on the item.

Show and tell day will be advised each term.

Changes to Information

Please notify us promptly of any changes to information regarding your child. Change of contact numbers, address, employer and persons authorised to collect your child are most important so that we are able to contact you at all time.

Parental involvement in the centre

Parents are encouraged to participate in the life of the centre, this can occur in a variety of ways.

- Parents are welcome to stay and spend time reading or generally interacting with their children
- Invited to join in excursions
- Share their cultural backgrounds with the service
- Encouraged to attend the Centre for special occasions
- Invited to offer their interests and skills and participate/contribute to the program for their child and the group as a whole
- Sharing skills
- Fundraising

Changes of contact details

Please notify the school promptly of any changes to information regarding your child. Change of contact numbers, address, email, employer and persons authorised to collect your child are most important so that we are able to contact you at all times.



Behaviour Management

We aim to provide a safe, happy learning environment for all children, staff and parents at the Centre. Therefore the following guidelines apply:

- Positive guidance directed towards acceptable behaviour with praise freely given
- Discipline will always be very constructive:
 - Suggesting alternate acceptable behaviour
 - Keeping the child busy by re-directing them to alternative activities
 - Talking with the child about feelings and the consequences of their behaviour
 - Focusing on the behaviour and not on the child
- Behaviour guidance and management strategies should be framed in positive language to enhance the child's self esteem, encouraging the children to believe that acceptance does not depend on their behaviour

- The environment will be arranged so that disciplinary problems can be minimised by:
 - Ensuring the activity is supervised adequately, and it is developmentally and age appropriate
 - Ensuring that there is convenient storage available so that the children may easily assist with "packing up" and activity selection
 - Ensuring that there is a balance of quiet and active "user friendly" spaces for indoor and outdoor play.

The children are involved in the development of the group's behaviour guidelines.

Major incidents of inappropriate behaviour will be dealt with by following the 1, 2, 3 - Remind, Warn, Act procedure that is used within the school.

Major Incidents

- Offensive behaviour – language, actions
- Bullying/harassment/teasing
- Violence, including biting
- Damage to property
- Disrespecting staff

1. Remind

A reminder of the rules. There is an opportunity here for the child to make a better choice.

2. Warn

Warning of consequence if a behaviour continues.

3. Act

"Time beside me" is given for a short period of time to be specified by the staff member present. Children do not leave the room for time out, but sit away from the group beside a staff member. It may be appropriate for the child to decide when he/she is ready to return to the group.

All major incidents will be reported to parents when the child is collected.

There may be times when a child is sent home due to extreme, repeated behaviour that is causing harm to other children (eg. biting). It may then be appropriate to meet with parents about any behaviour causing concern and to complete a "Collaborative Individual Learning Plan". It is always the aim of the Centre to work with parents to achieve the best outcome for their child.

Student Health & Wellbeing

Authority to Administer Medication

If a child requires medication, an 'Authority to Administer Medication' form must be completed and signed by the parent. If your child will require medication every day or most days (i.e. Ventolin puffer, antibiotics etc.) you will need to complete a 'Long Term Medication Authority' form.

In the case of Ventolin for management of asthma, an 'Asthma Plan' must be completed by the doctor and parent with details of how this is to be administered. This is also applicable for children who are at risk of anaphylaxis. These plans are then placed in the storage area for staff to view readily. Please ask staff for any of the above forms at any time.

Over the counter medication cannot be given by staff and prescriptive medication must be clearly labelled and named with the doctor's instructions. Prescriptive medication will only be given for the named prescribed person. All medication is locked away from the children.

Medication is not to be sent in children's bags at any time.

Regulations 92, 93, 94, 95

Accidents/Incidents

Staff members record any accidents on an 'Incident, Injury and Illness' record. If your child has been hurt during the day, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child throughout the day. If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will be called. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parent's responsibility. All incidents will be reported to parents when they collect their child. As a courtesy we now phone all parents if their child has sustained a head or eye injury. There may be other circumstances where the certified supervisor also chooses to notify a parent of an injury by telephone.

Regulations 85, 86, 87

Hygiene

Strict hand washing procedures are implemented. Children will be encouraged to wash and dry their hands on arrival, before and after meals, after using the toilet and after messy activities. We encourage you to continue this practice at home.

Regulation 77

Nutrition

Meals are prepared at the Centre. We aim to provide a nutritionally balanced menu, including, morning tea, lunch, afternoon tea on a daily basis. These meals and snacks will be appropriate to the children's developmental needs and supply 50 to 75% of the "Daily Recommended Nutritional Requirements". Fruit will always be offered at the end of every meal in accordance with our dental policy. Cooking activities for the children are also planned regularly and the products shared.

Drinks are available at each mealtime and cold water is freely available. Children are encouraged bring a water bottle to the Centre each day. They will be encouraged to refill their water bottles regularly from the bubbler during the day.

Breakfast may be brought into the Centre but must adhere to our health nutrition policy and cannot include nuts.

If you have any concerns regarding your child's nutrition, the meals provided or allergies your child may have, please let us know. A weekly menu is posted on the noticeboard.

Regulations 78, 79, 80

Communication with Home

Sick Children/Exclusion

We are sure parents would appreciate our concern for protecting the health of all children attending the Centre. The Assistant Director reserves the right to send home or refuse attendance to any child who is considered too unwell to attend, or whose illness may affect the health of other children.

In cases where a sudden illness occurs, or where the Director considers a child to be showing signs of infectious or contagious diseases (e.g. mumps, measles, chicken pox, school sores etc.) the parents will be notified immediately and asked to collect their child. Infectious children or adults are not permitted to enter the Centre until they have been cleared by the exclusion policy.

Regulation 88

Sleep/Rest Times

If your child usually requires a rest during the day, please let us know the times and normal requirements for going to sleep. Our quiet rest/relaxation time is from 12.15 pm daily, we encourage all the children to 'rest their bodies, if after half an hour they have not fallen asleep, there will be quiet activities on offer. At times, rest or sleep is offered if the child appears particularly tired or upset. It is your responsibility to supply a small cushion for your child which will then be placed in individual bags with names on them. Bedding will be washed weekly at the centre and mattresses will be sanitized daily.

Regulation 81

Sunsmart policy

All children will apply sunscreen prior to going out in the afternoon and parents are advised to apply sunscreen prior to arrival at the centre in the morning. The centre has a no hat no play policy which means the children will need to stay undercover if they do not have a hat for outdoor play.

Regulation 77

Assessment & Reporting to Parents/Observations

Reporting to parents is an ongoing process and you are welcome to speak with educators at any time about your child/children's progress. Occasionally they may not be able to spend the time discussing this with you due to staffing ratios, however, an agreeable time will always be organised if this is the case. Throughout the year we develop learning stories. From these stories we create programs that develop children's interests while also addressing their needs. Your child's stories will be placed in their learning journal portfolios. We welcome your input into the portfolios and encourage feedback regularly. The children will bring these portfolios home at the completion of the calendar year.

If your child is found to have needs in any area, we will notify you and with your permission to access expert advice through Early Childhood Australia Inclusion Support Team and the Early Intervention Team can be sought through the Northern Territory Government Children's Service's Development Team.

Regulations 74, 75, 76

Quality Improvement Plan (QIP) & Assessment Rating Process

The Centre participates in the QIP Assessment and Rating Process. Policies and procedures and the improvement plan are constantly reviewed and revised as necessary.

Regulations 55, 56



Child Protection/Mandatory Reporting, Confidentiality

Any person who believes on reasonable grounds that a child is suffering (or has suffered) maltreatment is required to report this fact to either an officer from Office of Children and Families Child Protection Team or a member of the police force. Failure to comply with these provisions of the Community Welfare Act can result in a penalty.

Child protection hotline number 1800 700 250.

This service refers to the Catholic Education Council Policy Statement, Policy and Procedures for the identification and notification of child abuse and neglect. Every employee is provided with clear written guidelines/legislation detailing what information is to be kept confidential, what confidential information they may have in order to fulfil their responsibilities, how this information may be accessed and who has a legal right to know particular information. Confidential conversations that educators have with parents, or the Director/Assistant Director has with educators will be conducted quietly and away from others.

Regulation 84

What to Bring

1. A bag with a spare clothes and a few spare sets of underwear.
2. A hat to leave at the Centre.
3. A pair of shoes.

Please ensure all personal items are clearly named.

Please feel free to discuss any aspect of your child's education or development with any of our staff.

Chicken Pox

Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in unimmunised children and less in immunised children.

Conjunctivitis

Exclude until discharge from the eyes has ceased.

Diarrhoea and vomiting (gastroenteritis)

Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion.

Diphtheria

Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

Hepatitis A

Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.

Impetigo (School Sores)

Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.

Influenza

Exclude until child feels well. No coloured discharge from the nose.

Measles

Exclude for at least four days after the onset of the rash.

Mumps

Exclude for nine days or until swelling has gone (whichever is sooner).

Ringworm

Exclude until the day after appropriate treatment has started.

Rubella (German Measles)

Exclude until fully recovered or for at least four days after the onset of the rash.

Whooping Cough (Pertussis)

Exclude until five days after starting appropriate antibiotic treatment for 21 days from the onset of coughing.

* A full 'Time Out' list is available in the Centre for children or staff with, or exposed to, infectious diseases.

Getting to & from the Centre



Delivery & Collection of Children

To ensure that children arrive and depart safely and happily we ask that:

1. Parents only use the main entrance to the Centre via the school courtyard or through the front office.
2. Children are always escorted to a staff member on arrival and never left at the gate.
3. Parents acknowledge the child's arrival and departure with a staff member.
4. Parents sign children in and out on the sign in/out register each day (this is a most important legal document).

If you are unable to collect your child from the Centre, please call or notify the Centre in writing as to who will be picking up your child. This person must be (over 16) and an authorised person noted on your child's enrolment form and he/she will be asked for identification on arrival at the Centre.

Please note that the Centre is not legally open until 7.15am, therefore you cannot drop your child off any earlier than this. If you are going to be late any time, please contact the Centre on (08) 8927 6188, after school hours you will be given an option to go through to the Centre phone. The centre closes at 5.45pm.

Regulation 99

Our late fee is \$5.00 per minute.

Car Parking

Car parking is available in the main car park in front of the office. No parking is allowed in the school drop off/loading zone at any time, as it congests the flow of traffic and may endanger children in the area. Please exercise considerable care in either area, as there are many pedestrians and children can be very unpredictable. Please observe the 5km/hour sign. The Centre is only accessible through the school office between 8.30am and 2.45pm daily.

Saying Goodbye

It may be difficult to leave your child at the Centre for the first time. Staff understand it is as hard for parents as it is for children, so please call if you would like to check on your child.

Here are some suggestions on how to leave your child:

- Say, "Goodbye, I'm going now and I will be back this afternoon".
- Give them a kiss and a hug, then leave.
- Don't leave then come back if you hear your child crying. This confuses children and just makes it harder for you to leave.
- Always farewell staff so that they know you are leaving. This is a signal for them to give a little extra support to your child should they need it.
- Parents and children need time to adjust. Allow time so your child can show you things and places that interest them on your arrival and departure.

Bikes

Children are invited to bring their bikes and scooters to the Centre. Please do not leave them just inside the door as this creates a trip hazard. Children will only be allowed to ride bikes if wearing their own helmet.

Bikes are not stored at the Centre and are required to be taken home as they will not be safely secured at the end of the day.

Daily Routine

Our daily routine enables us to provide a stable learning environment for all children. The routine reflects the individual needs of the children as well as the group as a whole.

7.15am	Centre opens Settle in time, puzzles and quiet play
8.00am	Pre-School group taken to their room
9.30am	Wash hands/morning tea
10.00am	Indoor/outdoor group activities ELC structured learning activities Wash hands
11.30am	Split lunch – Wash hands – ELC lunch Clean up after lunch and then rest quiet time after lunch Wash hands
12.00pm	Lunch – Preschool lunch and mat time Quiet time/sleep time begins
1.00pm	Inside/undercover group activities
2.30/2.45pm	Mat time Apply sunscreen Wash hands Groups combine outside for afternoon tea and outside play
4.45pm	Children assist staff in packing up the sand pit and yard, then quiet activities on the verandah or inside
5.45pm	Centre close

Our routine is flexible and may change to suit the children, the weather or to include school events.

Excursions

We believe that excursions are an integral part of children's learning. A local excursion form is included on enrolment form which covers outings to different areas of the school. Other excursions may be to the museum, shopping centre, the beach, a park or to a concert or event that is being held in Darwin. We will notify you if an excursion is coming up and you will need to sign a permission form before your child can attend. Parent participation is highly appreciated when taking groups on excursions to assist with supervision. A risk assessment is undertaken for every external excursion. Parent assistance is actively encouraged for all excursions.

Regulation 99

Programming

Our Centre uses the Early Years Learning Framework (EYLF) for programming. Educators develop early learning programs that are responsive to children's ideas, interest, strengths and abilities in the context of their families and communities.

The framework outlines a vision and an education program that promotes wellbeing and learning in a culturally responsive, safe and supported setting. It describes the early childhood years as a time of belonging, being and becoming.

Early learning programs must have value and support play as the vehicle for developing children's thinking, communication and social skills. They must be implemented in partnership with families.

The EYLF focuses on the following outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Regulations 73, 74, 75

Educational Experiences

This time has been allocated for specific and direct teaching. At this time, the group is split into two developmental groups to enhance the children's learning. The Early Learning Centre and the Pre-schoolers are often involved in similar group activities, but the Pre-schoolers take part in a structured pre-school program, the emphasis changes to suit the level of development of the groups. Children will also participate in prayer and liturgy.

Outside School Hours Care Program



Holy Family Catholic Primary School (HFCPS) Outside School Hours Care Program (OSHC) offers a happy, safe and caring environment with a wide range of age-appropriate activities including art, craft, cooking, sport and games.

Our aim is to make this extra time at school enjoyable and fun for all children.

Our dedicated outside school hours care room, the undercover area, the Music/Drama Centre, the Integrated Learning Centre, both courtyards, the basketball areas, and the Early Childhood Playground and Middle Playground areas are used for HFCPS OSHC.

Children are encouraged to use their initiative, develop self-discipline, independence and respect for others, their property and the environment, according to the vision and mission of our school. We trust that all children enjoy their time at HFCPS OSHC.

We encourage parents to participate and input into our daily programs and operations by making suggestions and taking notice of our policies. We also encourage parents to be active participants with any special skills and talents you may have that you would like to share with the children at OSHC. We understand parents time is limited but we do value your input, support and contributions.

Our OSHC facility is generally for enrolled students of Holy Family Catholic Primary School. Children in Transition to Year Six may attend. For children with special needs, we liaise with the Early Childhood Australia NT for access to funding and program support.

Our Vacation Care service operates for ten weeks per year from 7.30am – 5.45pm daily and a comprehensive program is offered with a variety of activities and excursions on offer.

Our Philosophy

- Rights of the children are paramount
- Children are confident and involved learners
- Equity inclusion and diversity
- Australian Aboriginal and Torres Strait Islander cultures are valued
- The role of parents and families is respected and supported
- Best practice is expected in the provision of education and care service

We believe that all children:

- Have individual gifts and talents to share with others and we recognise and celebrate their differences
- Should grow in personal responsibility
- Need guidance and be good role models to develop self-discipline to enable them to have healthy and life giving relationships
- Learn best by interacting with others
- Learn best when they are having fun
- Are special and have the right to be treated equally and with respect
- Are to be encouraged to respect different cultural origins
- Should be challenged and encouraged to be themselves so that they will grow in self confidence

Fees & Charges – ASC

All fees are required to be paid fortnightly in advance.

A 25% discount is offered for notified holidays to secure your position. A total of five weeks per year is allowed.

Hours of Operation – ASC

2.45pm – 5.45pm On school days

Fees & Charges – Vacation Care

Fees will be dependent upon days attended and the number of children. The front office will inform families of fees and charges.

Hours of Operation – Vacation Care

Ten weeks per year during school holiday periods.

7.30am – 5.45pm Monday – Friday excluding public holidays



Enrolments, Bookings & Fees

Enrolment/Orientation

Enrolment forms are available at the school office. Please notify us promptly of any changes to information regarding your child. It is important that the Centre be notified of changes in contact numbers, address, employer and persons authorised to collect your child. We must be able to contact you at all times. Please also notify the school or Centre if there are changes to the days the child wishes to attend HFCPS OSHC. Additionally an orientation to the service should be completed with either the Assistant Director or Team Leader. This provides parents with valuable information about the service that their child will be accessing and an opportunity to receive this handbook which gives parents valuable information about the service and its operation. A form must be completed for each child, and where necessary, a health support and personal care plan provided as well.

Regulations 158, 160, 161, 162

Bookings & Cancellations

Each family are expected to make bookings, in advance, for the care sessions required. Information must include dates, times and the names of children who will attend, to ensure that the service is prepared with resources, training and staffing to meet the children's needs. The program and educator rosters are based on bookings and so the service will charge fees for care that is not used.

Permanent Booked Days: This requires a parent to pay for the booking regardless of whether the child attends or not. In order to cancel a 'Permanent Booked Day', parents will need to give the Assistant Director at least two weeks written notice. All fees associated with permanent bookings should the child not be able to attend care (for any other reason other than illness), shall be required to pay full fees. This will apply in accordance with allowable absence provisions. Fees are charged up to the exit of the service.

For Vacation Care any changes to original signed booking forms, must be in writing and approved otherwise fees will be charged.

Cancellation Fee: For permanent bookings two weeks notice must be given or full fees will be charged.

Casual Bookings: This can be made on the day required. However there is no guarantee that a position will be available on that day. This is care that is phoned in or booked on a day to day basis according to casual requirements. The fees are more expensive, however no holding fees or charges apply as care is not booked on a permanent basis. It is essential that parents phone and book ahead of time as we adhere to staff ratios and licensed places.

Holidays in School Term: Two weeks notice in writing is essential for parents to ensure they are offered a reduction in fees (holding fee) for this time. This will ensure a place for your child/children in After School Care. Holidays need to be taken in a one week block or more to be eligible for this reduction. A maximum of five weeks can be taken in a calendar year. Thereafter, full fees apply for further holiday periods in the same year.

Childcare Benefits – Child Care Subsidy (CCS): Families of children attending primary school seeking childcare benefits for the first time will be required to meet the Commonwealth Government's immunisation requirements.

Eligibility for childcare benefits will be maintained in fees paid. Where the child is absent and the absence meets the allowable absences guidelines in the Commonwealth Outside School Hours Care Hand Book. CCS is income tested by Centrelink and determined according to this.

Regulations Where we refer to regulations in this Handbook we are referring to Education and Care Services, National Regulations December 2013 and as amended from time to time. A copy of these regulations is kept on site at the Early Learning Centre.

About OSHC



Payment Options

Fees are payable fortnightly, in advance, either by cash, or Eftpos from Monday – Friday at the front office from 8.00am – 4.00pm. Credit card payments can be made over the phone and direct deposits can also be made to the following account:

Bank details

Account Name	Holy Family Catholic Primary School
BSB	085-933
Account no	39-895-1665
Reference	Surname OSHC or Vac

Casual – Fees are to be paid for each day your child attends.

Permanent Full Time/Part Time – Fees are to be paid for each day your child/ren has been booked whether the child attends or not, as the place is kept until ASC has been notified (no longer than two weeks).

Late Fees – Parents collecting children after 5.45pm will be charged \$5.00 per minute.

Cancellation Fee – For permanent bookings two weeks notice must be given or full fees will be charged.

Holidays – Provide two weeks notice in writing that your child/ren will be away from the service for a minimum of one week blocks there will be a reduction of 25% applied to your fees (holding fee) to hold their place.

All Fees are to be paid fortnightly in advance.

Placements will be at risk if fees get behind.

Placements booked must be paid for whether they are used or not- for both part time and full time placements.

Casual positions are not guaranteed, they are considered according to staffing ratios and licensed places.

Family Assistance Office Child Care Payments

The Family Assistance Office has childcare assistance payment options to help families pay for their child care fees.

Child Care Subsidy (CCS) may be available to families that meet the eligibility criteria, this subsidy is paid direct to the service to help reduce the cost of your out of pocket expenses.

For more information on CCS, please visit My Child Webpage at www.mychild.gov.au or contact the Family Assistance Office on 136 150.

Our CCS Service ID is 190 007 551B (for both ASC and Vacation Care). You will be required to link the service to your child in myGov.

General Information

HFCPS OSHC aims to support families by providing quality care to children to promote the 'Belong, Being and Becoming' through play and leisure opportunities that are meaningful to children and support their wellbeing. HFCPS OSHC recognises the fundamental importance of social interaction and recreations for school aged children.

Licensed Places: 60 places
Staffing Ratio Requirement: 1:15

Our staff are dedicated to providing your child with quality care and education. There is always a staff member on duty that holds current Senior First Aid Certificate, and emergency asthma management training. Additionally all staff will complete anaphylaxis and fire awareness training. Staff from the Early Learning Centre or relief staff may be employed when permanent staff are sick or on holidays. All staffing levels are set in accordance with the Child Care Act and Regulations.

Parent Participation

Parents are always invited and are most welcome to participate in the program by sharing special skills, e.g. cultural connections, cooking, puppet making, music, collecting materials for art and helping with social functions. Your involvement helps us provide an enriched program for all.

Treasures from Home

All care but no responsibility is taken for treasures from home.

Lost Property

Please check the lost property box regularly outside the front office. Naming of items such as hats, socks and shoes can help staff locate the owners of lost property. The lost property box will be emptied at the end of each term.

OSHC Rules

Children will:

- Enjoy themselves and have fun
- Use good manners at all times
- Treat others with respect
- Respect others personal space
- Respect others property
- Be considerate of others during play
- Wear shoes at all times
- Wear hats for all outside play
- Only bring toys to share with others
- Try to resolve their own problems or disagreements
- Seek adult assistance if unable to resolve their own problems

Emergency Procedures

Safety drills are carried out a minimum of once per term or more often when required according to staff and children changeover. The procedures are displayed around the OSHC room.

Cyclone Procedure

If a Cyclone Warning is issued prior to 2.30pm on a school day, the School Cyclone Policy will be implemented and there will be no ASC program that day. If a cyclone warning is issued during operating hours, every effort will be made to contact parents. If unsuccessful, the emergency contact will be called. If contact cannot be made, the remaining children will be evacuated to Casuarina Senior College as per the School Cyclone Policy. In the event of a cyclone threat, parents should be advised by radio broadcasts.

Supervision

The National Quality Standard of Early Childhood Education child ratios states 1:11 for pre-school children and 1:15 for school age children. For excursions a risk assessment will be undertaken to determine how many staff are required.

We will maintain these ratios at all times.

Quality Improvement & Accreditation

HFCPS OSHC will be participating in the Accreditation System and Quality Improvement. QIAS aims to provide children high quality care that best promotes their learning and development. The broad objectives of QIAS are there to ensure that children in OSHC programs have stimulating positive experiences and interactions that foster all aspects of their development. It does this by defining quality in OSHC services and providing frameworks for measuring quality in OSHC settings.

Inclusion

HFCPS OSHC program is designed to include children from all backgrounds and abilities regardless of culture, religion, gender, race and ability or income status.

We aim to cultivate and promote an equal opportunity environment and promote equity and justice for all children, staff parents and families.



Photographs

Throughout the year we will be taking photographs of the children undertaking activities. Please sign the consent section regarding photographs on the enrolment form. If you do not wish your child to have his/her photograph taken or placed on display, please notify the coordinator.

Complaints/Parent Concerns

All staff shall foster an atmosphere in which parents feel free to outline a grievance in the knowledge that they will be dealt with fairly and sympathetically. It is essential that matters be investigated until the complainant is satisfied with the outcome.

- Discuss the problem with a staff member.
- If the issue is not resolved in the first instance please contact the Assistant Director: on (08) 8927 6188 to discuss and arrange a meeting time if required.
- Complaints can be further addressed with the Principal of Holy Family Catholic Primary School on (08) 8927 6188.
- Additionally complaints can be directed to the approved Provider of the service at Catholic Education Northern Territory (CENT) on (08) 8984 1400.
- Contact details of Quality Education and Care NT; phone: (08) 8999 3561, fax: (08) 8999 5677, email: qualitycent.DET@nt.gov.au, postal: GPO BOX 4827, Darwin NT 0821.

Documentation

Documentation is required to evidence court-ordered shared custody.

A health support and personal care plan must be completed by parents for individual children to outline and health issues or medical requirements for their child.

Overdue Fees

In the first instance a reminder will be included in the statement for the Parent to pay the overdue account.

If the account is overdue and no payment has been received after the reminder, a letter requesting payment of fees will be sent home with the current statement.

If fees continue to stay in arrears after the letter has been issued, care will be ceased for the child and parent will be notified of this in writing.

- The child/children will be denied access to the service until all outstanding debts are paid.
- Families will be issued with a final account noting that they have previously received (a nominated number of) accounts and that their child/children have been denied access to the service. They then have a nominated number of days to finalise their account or a debt collection agency will be engaged to deal with the matter. Families will be responsible for any debt collection and/or legal costs incurred in recovery.

- The Approved Provider will be informed when children have been denied access to the service.
- For families with special circumstances: Families can contact the office and organise a payment plan.
- If no arrangement has been made, Parents will be contacted and informed that continued enrolment is dependent on the payment of fees outstanding.
- The school may, at its discretion, exclude the child temporarily or permanently from further attending the service if parents have not met the requirements as advised to them.

Penalty for Late Collection

A late fee of \$5.00 per minute may apply if the parent/guardian is late and if the situation continues.

The parent will be asked to sign a 'Late Collection Book' which is then used by the Book Keeper to charge the overdue account.

This information should be explained fully as part of the enrolment process.

Families need to regularly ensure that their contact information as well as the names of those who can collect children is kept up to date.

Behaviour Management

Our basic approach to behaviour management is one of respect for the child. Positive encouragement, redirection and reasoning will be used to help develop appropriate behaviours. Discipline will always be appropriate to the developmental level of the child. HFCPS OSHC adheres to the school's Behaviour Management Policy.



Student Health & Wellbeing

Hats and Shoes

In the interests of health and safety it is mandatory for all children to wear hats when outside play is involved. Children must always wear shoes.

Nutrition

Meals are prepared in the school kitchen by OSHC staff. We aim to provide a nutritionally balanced menu, including, afternoon tea on a daily basis. These meals and snacks will be appropriate to the children's developmental needs, with input from the children and families HFCPS OSHC provides a selection of fresh fruit each day with an additional hot or cold snack. Nutritional requirements are taken into account when planning menus. We work on a rotational menu and these can be viewed at any time. The menu for the week is always displayed on the parent notice board just inside the main entrance to OSHC.

Drinks are available at each mealtime and cold water is freely available. Children are encouraged to fill up their water bottles at the bubbler during the session.

Occasionally, children participate in cooking cakes and biscuits to add to afternoon tea. Special dietary needs are accommodated.

Regulations 78, 79, 80

Please do not bring any food from home, as the food may have deteriorated through the day. Let us know if you have any concerns regarding the food provided or allergies your child may have.

If at any time the Centre has a child who is at risk of anaphylaxis a notice will be posted on the main notice board to ensure all parents are aware of the triggers.

Hygiene

Strict hand washing procedures are implemented. Children will be encouraged to wash and dry their hands before and after meals, after using the toilet and after messy activities. We encourage you to continue this practice at home.

Regulation 77

Authority to Administer Medication

If a child requires medication, an 'Authority to Administer Medication' form must be completed and signed by the parent. If your child will require medication every day or most days (i.e. Ventolin puffer, antibiotics etc.) you will need to complete a 'Long Term Medication Authority' form. Please ask staff for a form. In the case of Ventolin for management of asthma, an asthma plan must be completed by the doctor and parent with details of how this is to be administered. This is also applicable for children who are at risk of anaphylaxis. These plans are then placed in the storage area for staff to view readily.

Over the counter medication cannot be given by staff and prescriptive medication must be clearly labelled and named with the doctor's instructions. Prescriptive medication will only be given for the named prescribed person. All medication is locked away from the children.

Medication is not to be sent in children's bags at any time.

Regulations 92, 93, 94, 95

Accidents/Incidents

Staff members record any accidents on an 'Accident/Incident' form. If your child has been hurt during their time at OSHC, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child throughout the day. If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will be called. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parent's responsibility. All incidents will be reported to parents when they collect their child. If any major incidents occur a full accident report will be completed and shown to the parent for signing. As a courtesy, we phone all parents if their child has sustained a head or eye injury. There may be other circumstances where the certified supervisor also chooses to notify a parent of an injury by telephone.

Regulations 85, 86, 87

Emergency Medical Treatment

If emergency medical treatment is required, all efforts will be made to contact the parents and doctor. If we cannot locate the parents and hospital treatment is deemed necessary, we will follow this procedure unless otherwise informed. There is at least one staff member with a current First Aid Certificate present at all times.

Allergies

If you are aware of any allergies to food, drinks, insect bites or medications, it is important that we are informed for the comfort and safety of your child. We also require management plans from the doctor.

Sick Children

We are sure parents appreciate our concern for protecting the health of all children attending HFCPS OSHC. If a child is unwell he/she may be made comfortable in the Outside School Hours Care Office. The Assistant Director reserves the right to send home or refuse attendance to any child who is considered too unwell to attend, or whose illness may affect the health of other children. In cases where a sudden illness occurs, or where the Assistant Director or Team Leader considers a child to be showing signs of infectious or contagious diseases (e.g. mumps, measles, chicken pox, school sores), the parents will be notified immediately and asked to collect the child.

Regulation 88

Infectious Diseases

Any child with an infectious disease may be excluded from the Centre, as per the government minimum exclusion guidelines.

Chicken Pox

Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in unimmunised children and less in immunised children.

Conjunctivitis

Exclude until discharge from the eyes has ceased.

Diarrhoea and vomiting (gastroenteritis)

Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion.

Diphtheria

Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

Hepatitis A

Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.

Impetigo (School Sores)

Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.

Influenza

Exclude until child feels well. No coloured discharge from the nose.

Measles

Exclude for at least four days after the onset of the rash.

Mumps

Exclude for nine days or until swelling has gone (whichever is sooner).

Ringworm

Exclude until the day after appropriate treatment has started.

Rubella (German Measles)

Exclude until fully recovered or for at least four days after the onset of the rash.

Whooping Cough (Pertussis)

Exclude until five days after starting appropriate antibiotic treatment for 21 days from the onset of coughing.

* A full 'Time Out' list is available in the Centre for children or staff with, or exposed to, infectious diseases.

Communication with Home



Parent Information

A Parent notice board is situated in the front foyer; please check this as it may have valuable information regarding the program at HFCPS OSHC. There is a parent communication book next to the sign-out register also for any messages or feedback you may like to provide. Please use this book to communicate with the staff. Verbal communication occurs regularly if you would like to relay a message the staff will write it in their communication book. Emails can also be sent to admin.holyfamily@nt.catholic.edu.au as this gets passed on to the team leaders and staff. HFCPS OSHC has updates included in the school newsletter.

The Program

The Program aims to:

- Provide care that is safe, positive, nurturing and educational.
- Provide a stimulating environment to encourage creativity.
- Encourage and provide for individual needs, interests and abilities.
- Provide a caring and supportive environment that reflects individual and cultural diversity.
- Provide a flexible service, which supports the differing needs of the parents of Holy Family Catholic Primary School and the wider community.

Our program is also developed to cater for all our children's interests, strengths and abilities. We have planned activities as well as spontaneous activities requested by the children. Our focus when programming is to meet the five learning outcomes as stated in the 'My Time Our Place Framework'. They are;

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners.
5. Children are effective communicators.

Parents are welcome to share their interest and talents to enrich our program.

Programming

Our centre uses the 'My Time Our Place Framework' for programming. This framework assists educators to develop programs that are responsive to children's ideas, interest, strengths and abilities in the context of their families and communities.

The framework outlines a vision and an education program that promotes wellbeing and learning in a culturally responsive, safe and supported setting. It describes the early childhood years as a time of belonging, being and becoming.

Early learning programs must have value and support play as the vehicle for developing children's thinking, communication and social skills. They must be implemented in partnership with families.

Assessment & Reporting to Parents/Observations

Reporting to parents is an ongoing process and you are welcome to speak with educators at any time about your child/children's progress. Occasionally they may not be able to spend the time discussing this with you due to staffing ratios however an agreeable time will always be organised if this is the case.

If your child is found to have needs in any area, we will notify you and with your permission, expert advice can be sought through the specialist services.

Regulations 74, 75, 76

Quality Improvement Plan (QIP) & Assessment Rating Process

The Centre participates in the QIP Assessment and Rating Process. Policies and procedures and the improvement plan are constantly reviewed and revised as necessary.

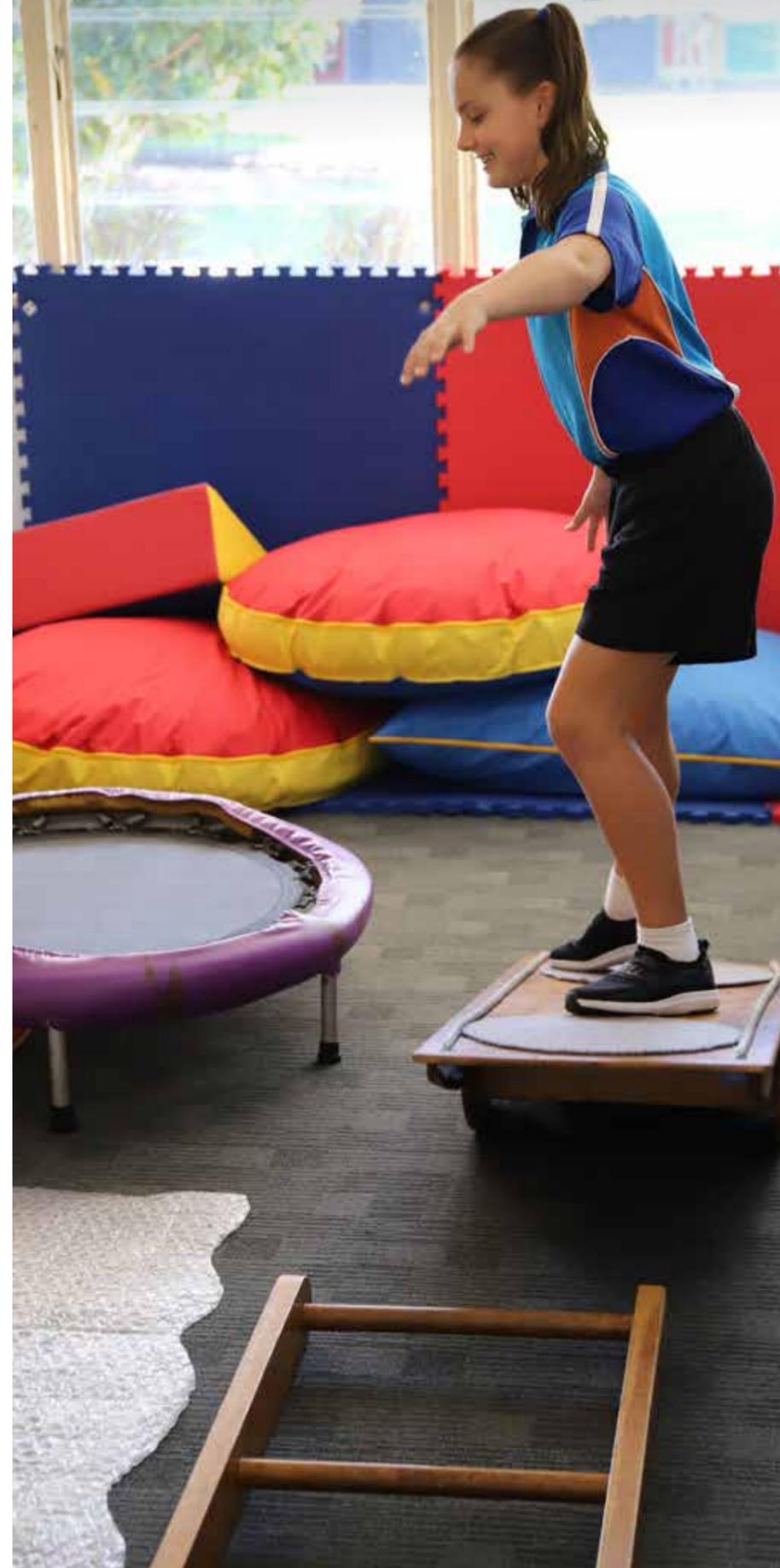
Regulations 55, 56

Child Protection/Mandatory Reporting, Confidentiality

Any person who believes on reasonable grounds that a child is suffering (or has suffered) maltreatment is required to report this fact to either an officer from Family and Children's services (FACS) or a member of the police force. Failure to comply with these provisions of the Community Welfare Act can result in a penalty. This service refers to the Catholic Education Council Policy statement, policy and procedures for the identification and notification of child abuse and neglect. Every employee is provided with clear written guidelines/legislation detailing what information is to be kept confidential, what confidential information they may have in order to fulfil their responsibilities, how this information may be accessed and who has a legal right to know particular information. Confidential conversations that educators have with parents, or the Director/Assistant Director has with educators will be conducted quietly and away from others.

Regulation 84

Getting to & from Care



Departure

To ensure that children depart safely and happily, we advise parents to use the main car park. The back gates will be locked at 3.15pm each day so will not be accessible.

Parents must sign children out on the sign-out register each day (this is a very important legal document).

If you are unable to collect your child from HFCPS OSHC, please notify the staff by phone or in writing as to who will be collecting your child. This person must be an authorised person noted on your child's enrolment form and he/she may be asked for identification on arrival at the Centre.

Family Assistance Office (FAO) also requires that an adult signs for sick or absent days. Children who attend HFCPS OSHC will be signed in by the Certified Supervisor of the day.

Please contact HFCPS OSHC or the office if you are going to be late. A late fee of \$5.00 per minute will apply for child/children who will be collected after 5.45 pm. The Co-ordinator will either arrange an alternative pick-up or wait with the child to ensure his/her wellbeing. If the child has not been collected by 6.00pm and no contact has been made by the parent/guardian the police will be contacted.

Collection of Children

If you are unable to collect your child from the Centre, please call or notify the Centre in writing as to who will be picking up your child. This person must be over 16 years and an authorised person noted on your child's enrolment form he/she will be asked for identification on arrival at the Centre.

If you are going to be late any time, please contact the Centre on (08) 8927 6188. The centre closes at 5.45pm.

Regulation 99

Please note that if you are late picking up your child, the Centre reserves the right to charge a late fee.

Our late fee is \$5.00 per minute.

Daily Routine

Our daily routine enables us to provide an enjoyable environment for all children. The routine reflects the individual needs of the children, as well as the group as a whole. The program and grouping of children is flexible, according to the children's interests. Our routine, which is displayed in the room, is approximately as follows:

2.45pm	All children gather at the assembly area for dismissal
2.50pm	Roll call and apply sunscreen
3.00pm	Programmed activities commence
3.45pm	Wash hands . Afternoon tea in undercover area.
4.15pm	A choice of structured programmed activities and choices are on offer.
5.00pm	Quiet time, everyone returns to main OSHC room for tidy up and quiet activities.

Homework

Children can participate in completing homework any day, we have a dedicated table for them to do this, computer and iPad access can also be negotiated with the staff if this is required. Homework is not the sole responsibility of After School Care staff, but every effort is made to encourage this practice.

Excursions

We believe that excursions are an integral part of children's learning. A local excursion form is included on enrolment form which covers outings to different areas of the school. Other excursions may be to the museum, shopping centre, the beach, a park or to a concert or event that is being held in Darwin. We will notify you if an excursion is coming up and you will need to sign a permission sheet before your child can attend. Parent participation is highly appreciated when taking groups on excursions to assist with supervision. A risk assessment is undertaken for every external excursion. Parent assistance is actively encouraged for all excursions.

Regulation 99

Physical Activity

HFCPS OSHC aims to provide all children with appropriate, frequent and varied physical activity opportunities, focusing on enjoyment and participation, thereby encouraging positive physical activity habits in all children. As part of this process children are required to take part in physical activity for at least 30 minutes on two or more days a week. On Active After School Communities days children are encouraged to participate in a one hour session.





Calytrix Road, Karama NT 0812
PO Box 40870, Casuarina NT 0811

Phone (08) 8927 6188
Fax (08) 8945 2254

Email admin.holyfamily@nt.catholic.edu.au
Website www.holyfamilynt.catholic.edu.au