SPLASH (St Paul Lutheran After School Hours) Policy

1. Broad Objectives

Objective
St Paul Lutheran School OSHC/SPLASH provides a professional childcare service to the families of St Paul Lutheran School, whilst adopting and maintaining a caring Christian environment.

Philosophy
The St Paul Lutheran Out of School Hours Care (OSHC) program aims to provide quality recreational care for all children of school age. This recreational care incorporates play-based activities, monitoring of homework and development of social and life skills. The program will be informed by the My Time, Our Place Framework for School Age Care in Australia.

It is the belief of SPLASH management that the provision of well-supervised care for children on their own school/church campus is a significant contribution towards our continued support to parents. SPLASH is committed to offering a secure, familiar and safe environment that extends the Christian care of our school and church community. SPLASH adheres to the standards as outlined in the National Quality Framework for Early Childhood Education and Care.

All children have the right to be treated with respect; therefore SPLASH staff members endeavour to ensure that no child is discriminated against due to their race, religion, ability, language or gender. Users of this OSHC facility are often working parents, and therefore are not able to have daily contact with the school. SPLASH sees the OSHC program as a vital link and information-exchange for those parents. The program enhances the already well-established relationships between St Paul Lutheran School and its parents.

2. Procedural Guidelines

Enrolment and Contact Details
Families utilising the service must enrol their children via the enrolment form supplied. In order to care appropriately for each child, special needs relating to diet, health or behaviour are clearly articulated on the Enrolment Form. Parents are to notify SPLASH staff immediately of any change contact or medical details. As part of the enrolment process, the Director will ascertain needs of families and allocate places as available.

Location
SPLASH operates from the St Paul Lutheran Church hall at 44 Audrey Avenue, Blair Athol.
Session Times
Before School: 7:00 am - 8:30 am
After School: 3:15 pm - 5:00 pm, 3:15 pm - 6:15 pm
Pupil Free Days: 7:00am - 6:15 pm
SPLASH is closed on public holidays and during school holidays.
The hours of operation are in accordance with Outside School Hours Care Registration. Should there be any alteration to these times, parents will be notified in advance.

Fees
SPLASH is a self-funded program and, as such, all fees must be paid promptly. Payment may be made at the St Paul Lutheran School front office or via bank transfer. Details of fees are stipulated in the SPLASH pack.
A Child Care Rebate is available to families approved by the Family Assistance Office. Information relating to the rebates can be sourced from the Family Assistance Office or the SPLASH Director.

Absenteeism
In the event of children who have a permanent booking not attending SPLASH, the regular charge will be applied.

Emergency Care
St Paul Lutheran School takes it duty of care responsibilities seriously and will not leave any child unsupervised in the event of specific need for emergency care. St Paul Lutheran School OSHC/SPLASH will ensure that a number of places will be available each night to cover any emergency care required.
School supervision begins at 8:30 am. Children found on the school grounds, unsupervised by a parent or guardian, before this time will be escorted to SPLASH. Similarly, school supervision ceases at 3:35 pm. Any child not collected at this time will be escorted to SPLASH. Fees will be charged according to the current rates.

Departure
All children must be signed out of SPLASH by a parent or guardian, or another adult nominated by a parent or guardian. Written authorisation must be given for an adult other than those listed on the child’s enrolment details to collect a child. The Director must be informed of any order affecting the collection of children.

Priority of Access
Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has “Priority of Access Guidelines” for allocating places in these circumstances. The guidelines only apply to Child Care Benefit approved child care. They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places.
Priorities:
• First Priority: a child at risk of serious abuse or neglect
• Second Priority: 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'
• Third Priority: any other child.

Within these main categories priority should also be given to the following children:
• children in Aboriginal and Torres Strait Islander families
• children in families which include a disabled person
• children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of $41,026 for 2012-2013, or who or whose partner are on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority.

3. Duty of Care

Illness
Any child with a contagious medical condition is not permitted at SPLASH. Should a child become ill while attending SPLASH, a parent and/or contact person will be informed and the appropriate arrangements will be made for the child to be collected. In the event of a serious accident, all necessary action will be taken and parents will be notified.

Medication, Allergies and Diet
Details regarding medication, allergies and dietary needs must be clearly articulated on the enrolment form. The Director will seek additional written information from parents or guardians as required, to ensure the safety of children.

Behaviour Management
SPLASH works closely with the staff of St Paul Lutheran School with regard to student behaviour. Higher-level aspects of the school’s Behaviour Management Policy are closely linked with SPLASH policy, enabling follow-up of unacceptable behaviour to take place during the school day. In the case of ongoing negative behaviour, the Director will discuss the situation with the parents. Should the situation not be resolved and if negative behaviour persists after reasonable measures have been taken to involve the child positively, SPLASH management reserves the right to terminate the enrolment.

SPLASH Policy
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