CARDIJN
COLLEGE
GALILEE CAMPUS



GALILEE CAMPUS
OUT OF SCHOOL HOURS CARE
PARENT/CAREGIVER HANDBOOK


FABER-CASTELL
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WELCOME STATEMENT

We welcome your family to the Cardijn College - Galilee Campus Out of School Hours Care (OSHC) community.

PHILOSOPHY

The Cardijn College Galilee OSHC takes pride in providing high quality care. Cardijn College has a vibrant and inclusive learning community inspired by the dual charisms of Joseph Cardijn and St Marcellin Champagnat. Our OSHC follows the College values that are shaped by the five pillars of Marist ethos: Presence, Simplicity, Family Spirit, Love of Work and In the Way of Mary. At the Galilee campus students are expected to be welcoming, respectful, compassionate, and committed.

Galilee OSHC empowers all students to feel happy, safe, nurtured and a sense of belonging. Within our service the importance of play based learning is highly valued. We believe that all students are individuals with their own identities, interests, strengths and ideas. They learn best when their voices, choices and experiences are valued and respected. We believe students learn best when given autonomy in their environment. We believe in the importance of providing a developmentally appropriate program that is flexible and perceptive to the changing needs and interests of all students.

This is maintained through educators regularly working in partnership with students, their families, and the College community.

OSHC CONTACTS

Director	Katie Breed
Assistant Director	Lisa Brown
Email	oshc@galilee.catholic.edu.au
Phone	0411 382 054

OSHC GENERAL INFORMATION

The following are Galilee OSHC & Vacation Care/Pupil Free Day fees, please note they are BEFORE any CCS subsidy.

SESSION	TIMES	RATES
Before School Care (Breakfast included)	**6:30am – 8:30am**	$20.00 for recurring bookings $27.00 for casual bookings Fee before Child Care Subsidy
After School Care (Pricing includes snack consisting of a selection of fruit and veggies and second snack)	**3:00pm – 6:30pm**	$30.00 for recurring bookings $38.00 for casual bookings Fee before Child Care Subsidy
Vacation Care Homebased Themed activities for the day at OSHC. (Pricing includes resources for activities, snack)	**7:00am – 6:00pm**	$70.00 Fee before Child Care Subsidy
Vacation Care Incursion Homebased when a company visits the service for activities.(ie magic show, games 2U) (Pricing includes resources for activities, incursions, snack)	**7:00am – 6:00pm**	$85.00 Fee before Child Care Subsidy
Vacation Care Excursion. Generally, we will hire a chartered bus and take the group off site. (ie movies, laser tag) (Pricing includes resources for activities, excursions, snack)	**7:00am – 6:00pm**	$88.00 Fee before Child Care Subsidy
Pupil Free Day Homebased Themed activities for the day at OSHC. (Pricing includes resources for activities, snack)	**7:00am – 6:00pm**	$67.00 Fee before Child Care Subsidy

There is a $1.00 per minute fee if your child/ren arrives before or after the opening and closing times.

Fees are charged per child, per session. An OSHC session is a standard block of childcare and is billed at the flat rate above. Children may attend the entire session time, or part of it, however fees remain the same.

Any requests for bookings under 48 hours will be added as a casual booking if a space is available.

You must add all your emergency contacts and people who are authorised to collect. We will not be able to release your children to people who are not given collection authority. If there is a family friend or a once off change for someone to collect your child/ren. Please notify the OSHC Director in writing. This can be in email or to the OSHC mobile number and OSHC Educators will be required to sight their ID the first time. If we are not made aware of someone new collecting your child that isn't authorised to collect on Xplor, we will not be able to release your child/ren.

Please note you must have a minimum of 2 emergency contacts in addition to the primary account holder.

AFTER SCHOOL CARE EMERGENCY BOOKINGS ON THE DAY

If you need your child to be booked into OSHC on the day please contact **0411 382 054** or **oshc@galilee.catholic.edu.au**

FEE REBATE CCS

Galilee OSHC is an approved childcare service provider. This means that you may be eligible to receive the Child Care Subsidy on all OSHC fees. Phone **Centrelink** on **136150** or via their website on **www.centrelink.gov.au** to confirm your eligibility and provide your CRN details to us. Please contact our Director directly for any questions.

PICKING UP AND DROPPING OFF CHILDREN

Collection and drop off must be made by an authorised parent/caregiver/family member who must be over 18 years of age.

BEHAVIOUR

We expect children to participate in OSHC and Vacation Care with respect and care for others. If unsafe behaviour is observed, children will have a restorative conversation with an educator or the Director or asked to move to another activity. In cases of ongoing unsafe behaviour, a caregiver will be contacted to collect the child. We do not tolerate physical or violent behaviour.

SUN PROTECTION

Children are required to wear hats all year round for outside play. Sunblock is provided during the day.

MEDICATION

If your child requires any medication, a medication authority form signed by a Medical Practitioner or Pharmacist must be provided to the OSHC Director as per our Medication Policy. This includes asthma puffers, prescription medication and over the counter medications/creams. Medication must be handed to OSHC staff for them to administer when required.

RISK MINIMISATION PLANS

It is now the law for our service to obtain Risk minimisation plans for children who have but is not limited to Asthma, allergies and diabetes please contact to the OSHC Director for a copy of the form.

SECURITY

What your child brings to OSHC is their responsibility. OSHC will not be responsible for special toys/treasures that your child brings.

VACATION CARE

Vacation care is open from 7.00am to 6.00pm. The program and bookings are released two weeks prior to the commencement of Vacation Care.

Please only book for what you need as bookings fill up quickly. If you have a booking, you no longer require please let the service know as soon as possible.

PRIORITY OF ACCESS

The Australian Government has Priority of Access Guidelines for allocating places in these circumstances. These guidelines apply to CCB approved centre-based Long Day Care (LDC), IHC, Family Day Care (FDC), and Outside School Hours Care (OSHC) services. They set out the following three levels of priority, which childcare services must follow when filling vacant places:

- **Priority 1** – a child at risk of serious abuse or neglect
- **Priority 2** – a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
- **Priority 3** – any other child

FOOD PROVIDED

Breakfast will be provided for children who arrive at Before School Care before 8.00am.

A healthy snack is provided for children at After School Care as soon as everyone arrives at the OSHC House from school. Snack includes a selection of seasonal fruit, vegetables, crackers and bread 'n' spread. A second snack is portion size snack that is in line with the healthy guidelines. We do provide gluten-free options and other dietary needs as long as the OSHC Director has been made aware of this requirement.

Children are required to bring a packed recess, lunch and drink bottle on Vacation Care and Pupil Free Days. Breakfast is provided before 8.00am in the mornings if required. All snack and breakfast are included in the fee pricing.

ELECTRONICS FROM HOME

All electronic devices from home are not permitted during OSHC and Vacation Care.

MOBILE PHONES

Mobile phones are not to be used during Vacation Care.

ATTENDANCE

Galilee OSHC provides care to enrolled children from Reception to Year 6. Due to space shortages children who are enrolled to start Reception may book in for Vacation Care for the January/July holidays only of the year they are expected to start Reception. We recommend that children who are still four and have not yet started school do not attend our excursion days in December/January. This is to support all children to be successful in our service.

GALILEE OSHC HOW TO REGISTER

https://prodadmin.myxplor.com/enrollment_v2/centre/kN6Lot84Y3Rt3UWdlvtIXw

Use the link above to register your child.

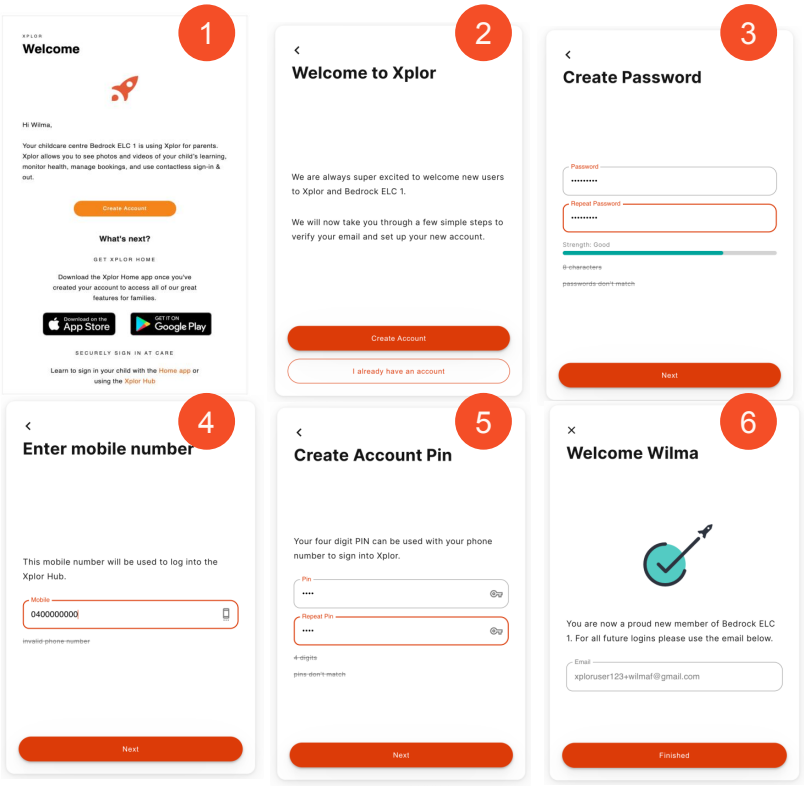

GALILEE

Xplor Home

For Parents

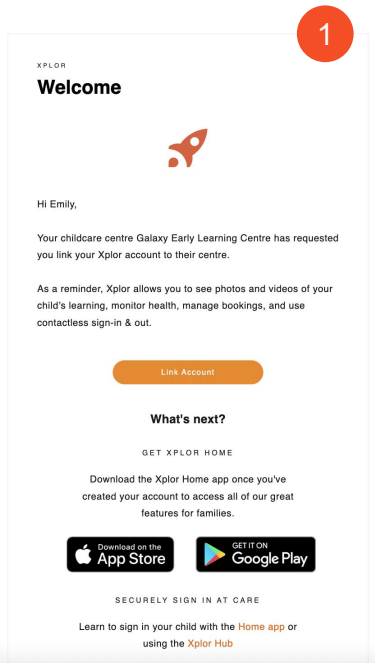
Setting up your Xplor Account for the first time

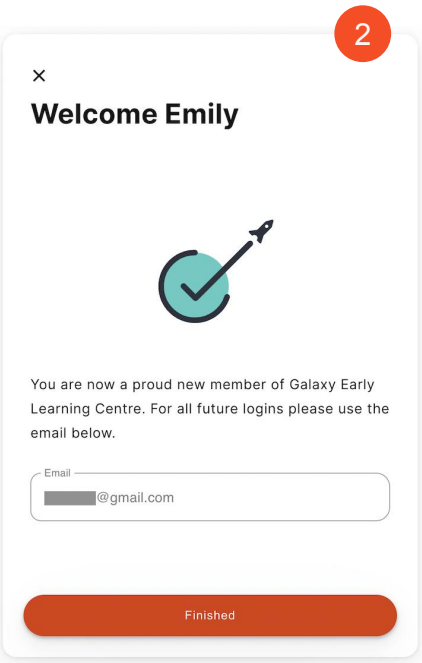
1. Check for an invitation email in your Inbox and select **Create Account.**
2. Click **Create Account.**
3. Tap **Password.**
4. Enter **Mobile Number.**
5. Enter **Account Pin.**
6. **All Done!**



Already have an Xplor account?

1. Check for an invitation email in your Inbox and select **Link Account.**
2. **All Done!**
   The system will automatically detect if your email address is currently registered with Xplor and will automatically merge your accounts together





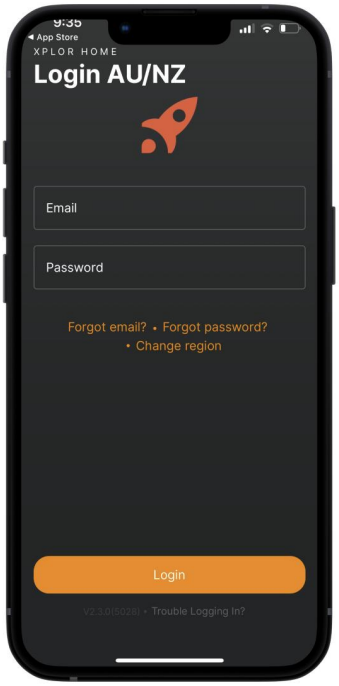
Logging In

Now that you have set up your account with Xplor and your service, you are now ready to log in to either the Home App and Home Web!

1. Check for an invitation email in **Download the Home App** via the Google Play Store or Apple Store.
2. Login using your **Email** & **Password.**
3. All Done!

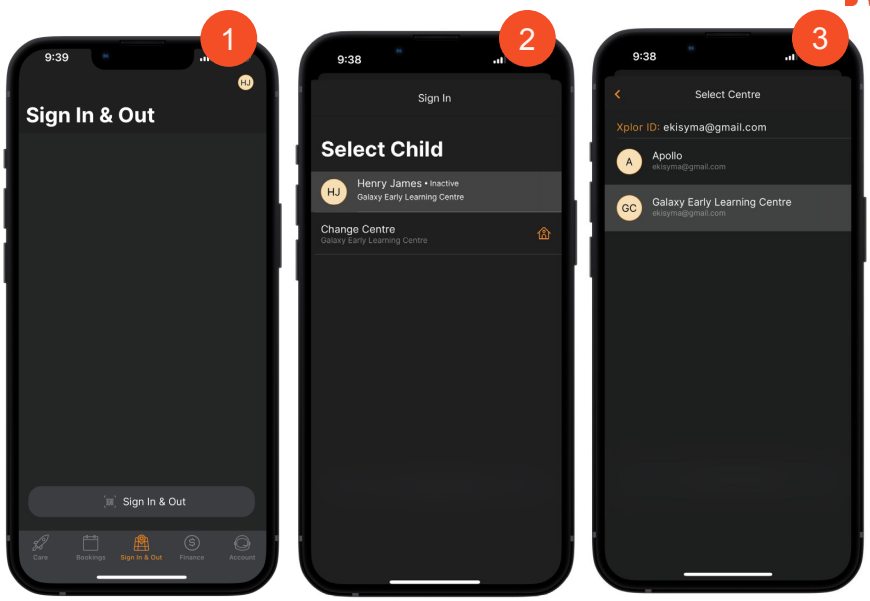
   You can also log in any time on the Parent Home Web platform by going to **home.myxplor.com.**

   [See here for Home App FAQs]



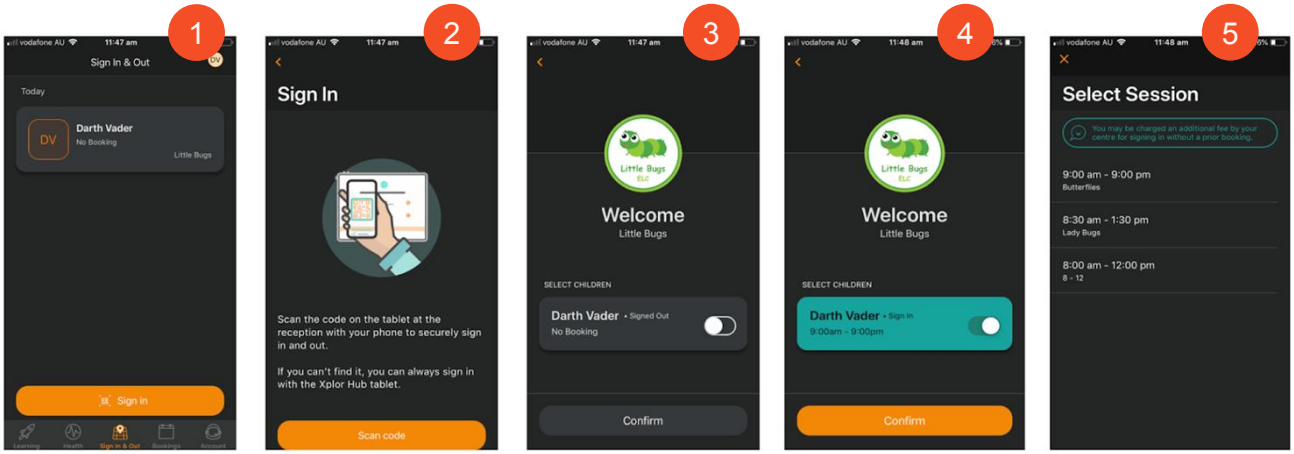
Toggle between different services

1. Open the **Xplor Home App**
2. Click on the circle in the **Top Right Hand Corner**
3. Select **Change Centre**
4. Select the **Service** from the list



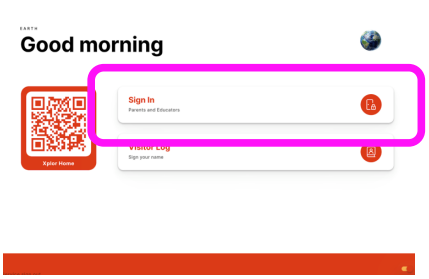
Sign In Option 1: QR Code

You can sign your child in/out of care through the Home App by using the QR code located on the HUB

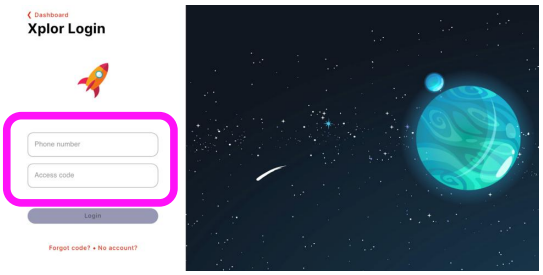


1. Tap the 'Sign in & Out' Tab
2. Tap scan code and scan the code on the HUB tablet
3. Toggle on the child you'd like to sign in or out
4. Confirm
5. Select the session

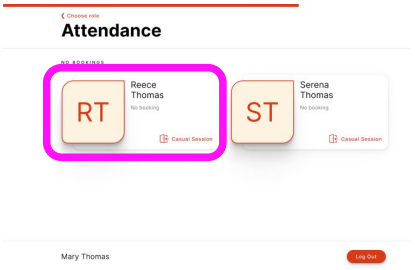
Sign In Option 2: Mobile and Pin



1 Tap **Sign In**



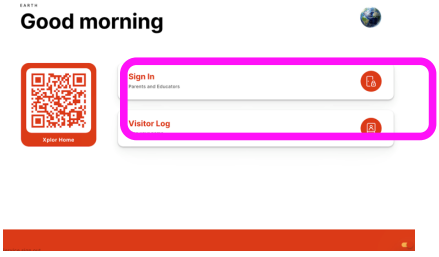
2 Enter **Mobile Number** and **PIN**



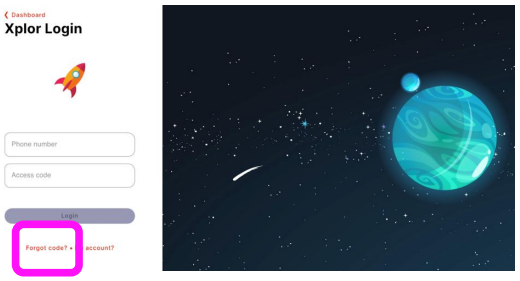
3 Tap your child's name to sign in or out

Sign In Option 3: Email and Password

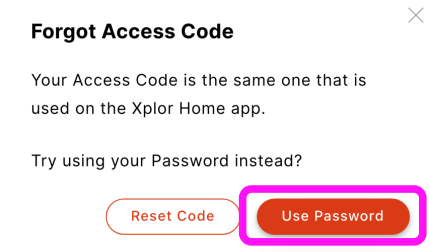
1 Tap **Sign In**



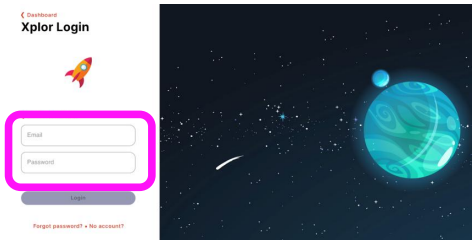
2 Tap **Forgot Code?**



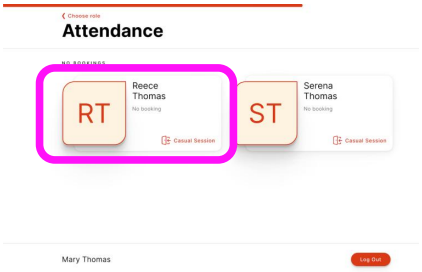
3 Tap **Use Password**



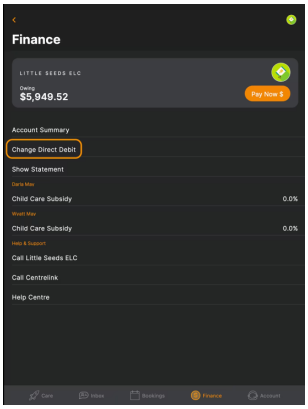
4 Enter **Email and Password**



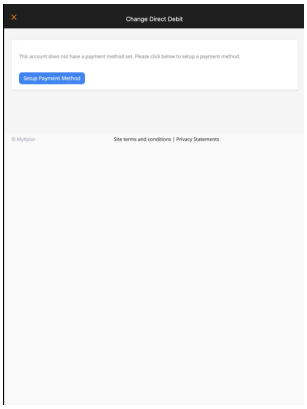
5 Tap your child's name to sign in or out



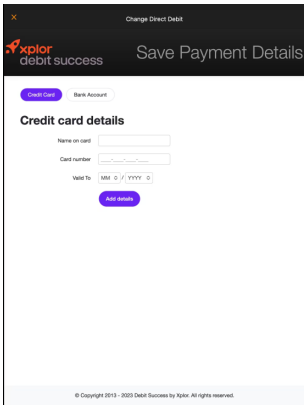
Adding/Checking Direct Debit details through the Home App



1 In the Home App, navigate to **Finance > select the centre**

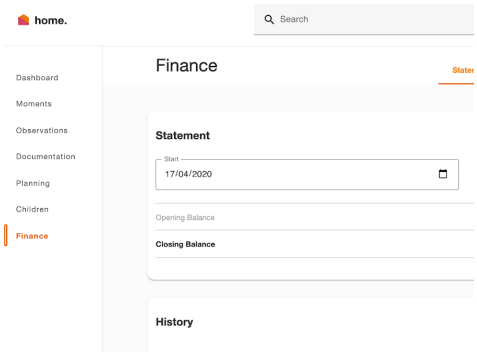


2 Click **“Setup Direct Debit”** and follow the prompts

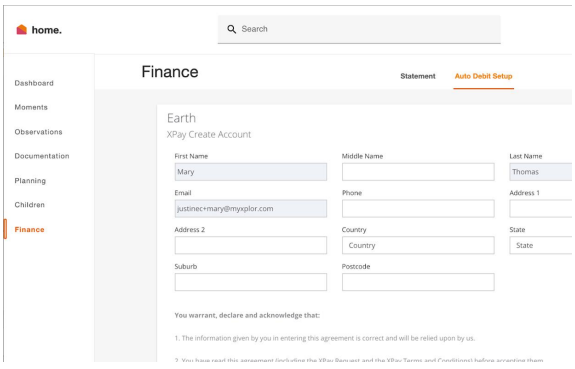


3 Enter details and select **"Add Details"**

Adding/Checking Direct Debit details through the Home Web

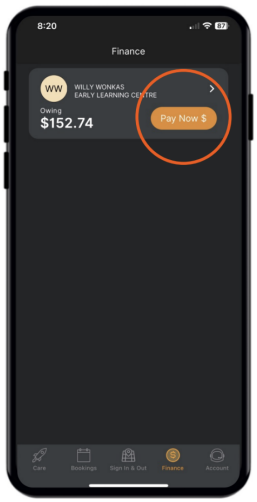


1 Login to **home.myxplor.com** then click **“Finance”**

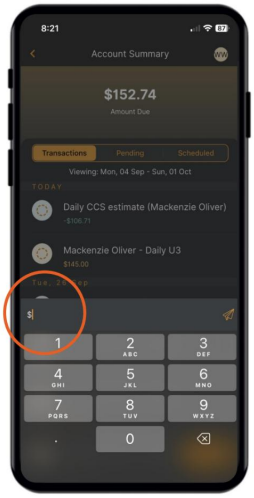


2 Click **“Auto Debit Setup”** and follow the prompts

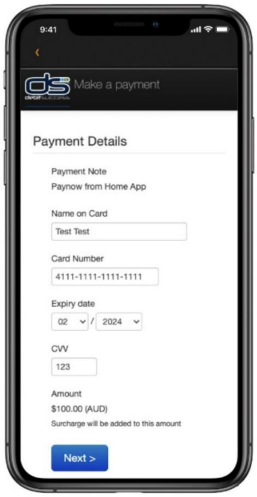
Using Pay Now



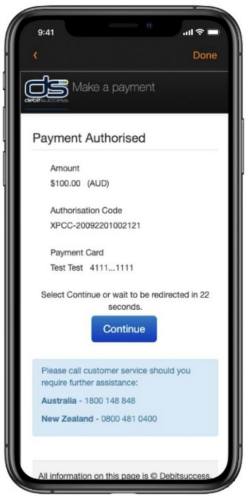
1 Go to **Finance** then click **Pay Now**



2 Enter the **amount** then click the **send icon**



3 Enter your **card payment details** and confirm the amount is correct



4 **Review** your payment details and submit your payment

Managing your child's bookings on the Home App

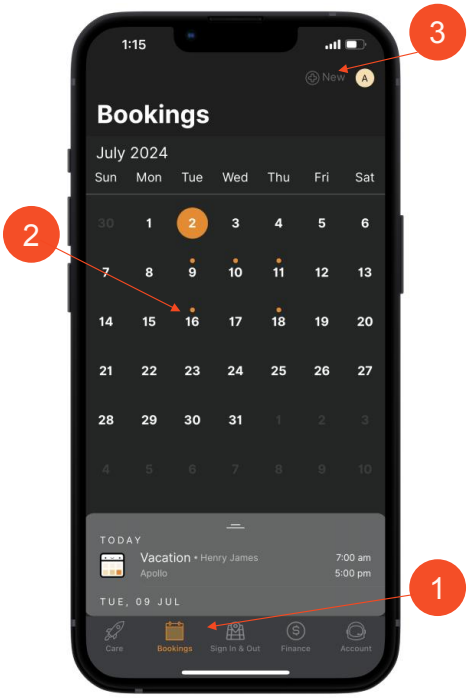
1 Select the **Bookings** option in your **Home App**

2 Any future bookings will be indicated by an **orange circle** in the calendar. You can tap on those dates to view more details about the booking

3 Tap the **+ New** icon on the top right corner to request for additional bookings/absences

5 You will receive a push notification once the service admin has rejected/accepted the booking request

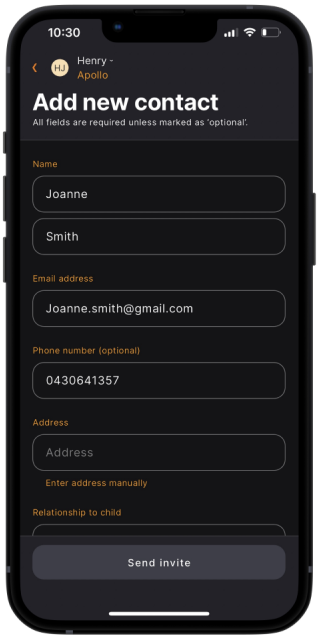
Note: You may not see future bookings until after your services Go Live date



Invite family and/or friends to pick up and drop off your child

How to invite a Contact via the Home App for Collection

1. As the Primary Carer, navigate to **Account** then select **Contacts**
2. Select the Child you are wanting to add a contact to
3. Press the **+ADD** on the top right of the screen
4. Select either **Add Existing Contact** or **Add New Contact**
5. Fill out the **Contact details**
6. Once completed, select **Send Invite**



Invite family and/or friends to pick up and drop off your child - continued

Contact Account Creation Steps

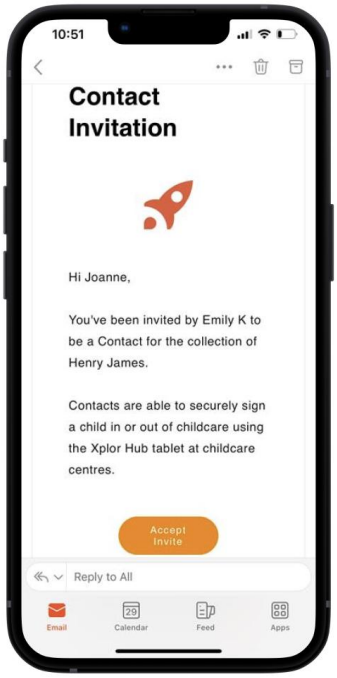
1. Contact will receive a Welcome email to create **password and pin** once you have sent an invite
2. The Contact is to press **'Accept Invite'** and follow the steps to create their account.

Contact sign in options

Option 1: Use Mobile Number and PIN

Option 2: Email and password

Note: Contacts do not have access to the Home App.




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RISK MINIMISATION & COMMUNICATION PLAN TEMPLATE

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The following information must be completed and returned before your child attends the service.
This record will be kept in a confidential location with your child's enrolment record. For more information refer to Managing Medical Conditions in Children Procedure or discuss with the relevant staff at the service.

Service to attach photo of child

CHILD DETAILS			
Name:			
DOB:		Health Professional:	
Education and care service:		Year level:	

HEALTH SUPPORT (Identify if your child has any health care needs)

	Personal Care		Physical Health		Neurodiversity
	Continence		Anaphylaxis and allergy		ADHD
	Infection control		Modified Diet		Anxiety
	Oral eating and drinking		Asthma		Autism Spectrum
	Personal Hygiene		Cerebral palsy		Depression
	Transfer and positioning		Cystic Fibrosis		Eating disorders
	Wound and skin care		Diabetes		Emotional regulation
			Osteogenesis Imperfecta		FASD
			Seizures & Epilepsy		Oppositional Defiant Disorder
			Spina bifida		Sensory Processing Disorder
	Other(specify)				

Provide a copy of any health care plans, action plans or management plans completed by a health professional. Templates can also be accessed on the Early Years Hub

EMERGENCY CONTACT INFORMATION	
Primary Emergency Contact	**Secondary Emergency Contact**
Name:	Name:
Relationships to child:	Relationships to child:
Contact Number:	Contact Number:
If your child requires emergency medical assistance an ambulance will be called, and your child's emergency contact will be notified	

MEDICATION		
Is medication required to be administered in an education or care service?	☐ YES	☐ NO
If yes, a medication agreement must be completed (unless not required as specified in the *Managing Medical Conditions in Children Procedure* page 4).		

HEALTH SUPPORT NEEDS

Please describe the specific health care needs of the child during education and care

_____

_____

TREATMENT/ MEDICATION ADMINISTERED as per the medical management plan and directions on the pharmacy label or original package.

Name of medication (e.g. 'antihistamine' instead of 'Zyrtec' or 'Claratyne'):

_____

Dose and method of application: _____

_____

Frequency of administration: _____

** The name of the medication must match what is written on this form and on the pharmacy label and health care plan.

RISK MINIMISATION PLAN – Strategies to Avoid Triggers
(Prepared by Parents and Service)

- Anaphylaxis, asthma and first aid trained educators are on the premises at all times.
- The medical management plan, risk minimisation plan and medication are accessible to all educators. Discussions to explain where these items are kept are held with parents, educators and volunteers.
- The child's and service medication is stored in the prescribed location for the room and service.
- The child's medication will be checked to ensure it is current and has not expired.
- There is a notification of child at risk of anaphylaxis displayed in the front foyer with other prescribed information.
- The Nominated Supervisor will identify all children with specific health care needs, allergies or diagnosed medical conditions to all new educators, staff, volunteers and students, and ensure they know the location of the child's medical management plan, risk minimisation plan and medication.

- Parents are required to authorise the Medication Agreement Form or the Multiple Medication Agreement Form, and educators will complete administration of medication record whenever medication is provided.
- A copy of parent's Medication Agreement Form or the Multiple Medication Agreement Form is attached to medical management plan and original filed in child's file.
- The Nominated Supervisor will discuss with the parents of any allergens that pose a risk to the child.
- The service will display the child's picture, first name, medication held and location, and brief description of medical condition on a poster/schedule in all children's rooms and prominent places to alert all staff, volunteers and students.

TRIGGERS

List the predominant trigger/s (e.g. eating certain foods, using products containing certain foods, chemicals or other substances, temperature, dust, physical activity, exposure to certain animals or plants, mould, pollen, missed meals etc.) Also triggers include loud noises, lack of routines, highly stimulated environment.

Other Allergy Triggers:

ACTION PLAN (prepared by staff)

What educators, staff and volunteers will do to minimise effect of triggers:

(e.g. Service will be cleaned daily to reduce allergens; Service will use damp cloths to dust so it's not spread into the atmosphere, Child will be supervised to prevent movements from hot or warm environments to cold environments; Child will not feed pets; Educators to clean tables and floors of any dropped food as soon as practical; Child will be supervised while other children are eating and drinking; the Child will only eat food prepared and brought to the service by the parents; the Child's food items will be labelled clearly. Educators may refuse to give the Child unlabelled food; Child to be seated a safe distance from other children when eating and drinking with an Educator positioned closely to reduce the risk of the child ingesting other children's food or drinks, etc). Quiet spaces or visual aids to support child to co-regulate, use of positive behaviour support strategies.

PLEASE NOTE THE RELEVANT RISKS, STRATEGIES AND WHO RESPONSIBILITIES IN THE TABLE BELOW.

Risks	Strategy/Actions	Who is Responsible?

Other comments:

MEDICAL COMMUNICATION PLAN (Prepared by Parents and Service)

This communication plan is prepared in accordance with regulation 90(1)(iii) to set out how:

- relevant staff members, parents and volunteers are informed about the medical conditions policy;
- and, the medical management and risk minimisation plans for the child; and a parent of the child can communicate any changes to the medical management plan and risk minimisation plan for the child.

SERVICE

Educators:

- may enquire about the child's health to check if there have been any changes in their condition or treatment; and
- acknowledge a copy of the Managing Medical Conditions in Children Procedure has been provided & is available in the service.

Management (Director, Responsible person) will:

- advise all new educators, staff, volunteers and students about the location of the child's medical management plan, risk minimisation plan and medication as part of their induction;
- review the child's medical management plan, risk minimisation plan and medication regularly at staff meetings, and seek feedback from educators about any issues or concerns they may have in relation to the child's medical condition;
- regularly remind parents of children with health care needs, allergies or diagnosed medical conditions to update their child's medical management plan, risk minimisation information and medication information through newsletters and information on parent noticeboards; and
- update a child's enrolment and medical information as soon as possible after parents update the information.

Parents will:

- advise the Nominated Supervisor/Director/Responsible Person and educators of changes in the medical management plan or medication as soon as possible after the change, and immediately provide an updated medical management plan, medication and medication authorisation (if relevant);
- provide details annually in enrolment documentation of any medical condition;
- advise educators in writing on arrival of symptoms requiring administration of medication in the past 48 hours and the cause of the symptoms (if known); and
- acknowledge a copy of the Managing Medical Conditions in Children Procedure has been provided & is available in the service.

Parent comment	Parent signature	Staff Signature	Date

CONSENT AND ACKNOWLEDGEMENT

CONSENT		
	The information I have provided is accurate and complete	
	I understand it is my responsibility to keep the education and care service up to date with my child's health support information.	
Name:		Relationship to child/young person:
Signature:		Date:

GALILEE OSHC BEHAVIOUR MANAGEMENT STEPS

Step 1: Verbal reminder: Warning

Strategies such as distraction, redirection and planned ignoring are used.

Step 2: Verbal reminder: Official warning to child

Strategies such as distraction, redirection and planned ignoring are used.

Step 3: Reflection Time & Restorative Conversation

Child has 5 -10 minutes rethink time away from the group and is encouraged to think about their actions and how they may have affected others.
An educator will have a restorative conversation and go through OSHC expectations.

Step 4: Collection by Parent/Caregiver

Parent/Caregiver will be called to collect their child promptly. If parent/guardian cannot collect in a reasonable timeframe or not at all, they will need to organise someone else to collect.

Step 5: Temporary Exclusion from OSHC

Persistent inappropriate behaviour will result in an initial suspension from the next OSHC day booked in, with a 1-week probation period when attendance recommences. A Behaviour Contract will be put in place and discussed with child, Parent/Caregiver, and school management. If the Parent/Guardians are contacted during this period, a further suspension of one day will occur. Enrolment may be terminated if inappropriate behaviour persists.

Step 6: Termination of OSHC enrolment

If unacceptable behaviour continues after this period, care will be terminated for a period of one Term after reasonable measures have been taken to encourage positive involvement. Negotiation of terms for possible re-enrolment will occur after this period.

The safety and wellbeing of our OSHC children and staff is the utmost importance.

The OSHC Director or Assistant Director may not go through the step sequentially.

Any extreme behaviours will be handled with the director's discretion.

GALILEE OSHC BEHAVIOUR AGREEMENT

At Galilee OSHC, educators are dedicated in providing a nurturing, safe, secure, and respectful environment for all, empowering every child and young person to thrive during their time in our care. Our OSHC actively promotes an inclusive setting where proactive behaviour management is fundamental to our approach. We treat all children with respect and foster their development of the skills and knowledge necessary to navigate social and cultural contexts with appropriate behaviour.

During OSHC and Vacation Care everyone has a right to feel safe and secure. We are committed to fostering a positive and inclusive learning environment where all children, staff, families and third-party individuals feel respected, valued, and supported. We believe that effective behaviour guidance is essential for creating a safe and nurturing environment that promotes personal growth, social-emotional development, and a sense of belonging. Through our behaviour guidance, we aim to empower all children to make positive choices, develop self-regulation skills, and contribute positively to our community. **It is everyone's responsibility to ensure that this happens.**

What we want the children to learn at OSHC:

- Responsibility for their own actions
- Respect for their surroundings, others and themselves
- To develop the skills to make right and safe choices in life

We expect our OSHC children to:

- Use A/Green choices at all times
- Use positive body language
- Use safe hands, feet and words
- Use language that is accepting of all
- Be inclusive and considerate of everyone
- Take care of all equipment and property
- Stay within the boundaries and respect our environment
- Be visible at all times
- Follow instructions immediately
- Respect other people's property

- **OSHC children are responsible for:**
- Following instructions promptly and without arguing
- Playing appropriately with others
- Speaking politely and using manners
- Respecting other children, educators, people, property and self
- Playing within the boundaries

- Staying within sight of a staff member
- Using equipment appropriately
- Asking a staff member for help if needed
- Helping to clean up

Parents/Guardians are responsible for:

- Supporting the OSHC in maintaining a safe and respectful learning environment for all children and educators
- Informing the OSHC Director of issues that may affect their child's behaviour as well as any changes at home that may affect their child's behaviour
- Engaging in regular and constructive communication with OSHC staff regarding their child
- Respecting other educators, children, families, property and self
- Supporting the OSHC in the implementation of the Behaviour Agreement
- Creating consistency in behaviour guidance strategies used at the service and at home
- Collecting their child promptly after receiving a phone call.

Staff are to act upon any inappropriate behaviours and/or actions quickly and discreetly, while following NQS guidelines. They will report to the Director, Assistant Director and/or Responsible Person.

When inappropriate behaviour occurs, staff shall use behaviour management techniques such as:

- Distraction
- Redirection
- Planned ignoring
- Warnings & reminders
- Restorative conversations
- Collection
- Discussion with the OSHC Director
- Temporary exclusion - If unacceptable behaviour cannot be rectified, or if it endangers the safety and wellbeing of others, exclusion from the program will occur.

THE SAFETY AND WELLBEING OF OUR OSHC CHILDREN AND STAFF IS THE UTMOST IMPORTANCE. THE OSHC DIRECTOR OR ASSISTANT DIRECTOR MAY NOT GO THROUGH THE STEPS SEQUENTIALLY. ANY EXTREME BEHAVIOURS WILL BE HANDLED WITH THE DIRECTOR'S DISCRETION.

I _____ agree to the Terms and Conditions stated in this Behaviour Guidelines Contract and agree to support Cardijn College Galilee OSHC in their decisions relating to my child's behaviour.

Parent/Caregiver Signature: _____ Date: _____

I _____ agree to the Terms and Conditions stated in this Behaviour Guidelines Contract and understand the decisions Cardijn College Galilee OSHC staff may need to make in regard to my behaviour.

Child Signature: _____ Date: _____

Director Name: _____

Director Signature: _____ Date: _____





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GALILEE CAMPUS