NOT JUST A COMMUNITY CENTRE, BUT A CENTRE FOR THE COMMUNITY!

OUT of SCHOOL HOURS PROGRAMS 2009
Information Booklet

Quantin Binnah
Community Centre Inc.

9742 5040
INTRODUCTION
Welcome to our Out of School Hours Care Program. Quantin Binnah Community Centre Inc. is situated at 61 Thames Boulevard, Werribee and offers a variety of services and programs to local residents. These include Activity and Play Groups, Child Care, Community Rooms for Hire, Kindergarten, Maternal and Child Health, Adult Education and Out of School Hours Care.
Quantin Binnah Community Centre is operated by volunteer local residents. Together they form a Committee of Management. Many of the management group members and those who are involved with the Centre in a different capacity are also users of one or more services provided from the Centre.
With most services and programs operating from the one building and used for various activities, the Centre is referred to as a “Multi-purpose Integrated Facility.” The Centre recognises that services being offered should meet the needs of the users of those services. To this end, the Centre encourages community members, service users etc. to be part of the Centre, to be involved in the management group, to be part of decision making and have a say in how the Centre and Services are run.
Quantin Binnah Community Centre provides a range of Child Care facilities. The Centre is run by a Committee of Management, consisting of up to fifteen people from the surrounding community. The Committee of Management has a commitment to all users of the Centre and welcomes any input or ideas. Association membership by any Centre user is encouraged.

PHILOSOPHY
Aims and Philosophies of the Centre
For children and families to feel happy, relaxed and secure in the Centre’s environment.
To foster a sense of importance of self and peers, and to have respect for self and peers.
For each school age child to develop and progress at their individual pace, bearing in mind the general milestone range within their age group.
For children, families and staff to develop strong trusting bonds with open communication.
For fun and sense of humour for life to grow and flourish and withstand the rigours of each day.
For all to have an awareness and sensitivity of the special and individual needs and qualities of all who move within the Centre, family and community at large. To provide an environment and program that reflects, incorporates and respects the diverse multi-cultural make up of our community.
To provide a program that gives all school children equal opportunities.
For children to gain an appreciation of social expectations in a positive, sensitive and caring manner.
ATTENDANCES - Drop-off and Pick-up of Children
Parents are required to negotiate appropriate days for the drop-off and pick-up of children with the Leader. Where the child is to be picked up from the school, the parent must notify the child’s school and program staff to give permission for the child to be picked up from school. Parents must sign the attendance book when dropping off and picking up children. If a child has not been booked in through Quantin Binnah, and the school notified, the child will not be collected from the school as the Leader must have parent permission to do so. Parents are required to pick-up their child/children from the Centre / School no later than 6.00 pm. If parents are unable, for legitimate reasons, to pick up their child by this time they are required to telephone the Centre and inform staff. If a parent does not arrive to collect their child by 6.00pm and no contact has been made with staff, the person nominated in enrolment form to collect the child in an emergency (other than parents) will be contacted. When a child has not been picked up by 6.00pm the Late Collection Policy will be acted on.

LATE COLLECTION

A Late Collection fee will be imposed to cover staff costs. If a child is not collected by 7pm, a delegated Committee of Management member will care for the child until contact can be made with the parent/guardian. If your child is required to be collected by another person, apart from parents please ensure you have completed a form with the person’s details on it for the safety of your children.

SPORT

There are days when the weather is fine. We aim to utilise days like these for outdoor play, thus, all children will be taken to the Westgrove/Woodville/ Newport Lakes /Manor Lakes Oval for organised sports or free play. Children will have their bags at the school and can be signed out without returning to the centre if at Westgrove or Manor Lakes College.

CANCELLING OF CARE

Parents are required to notify Quantin Binnah to cancel a booking. Fees will be charged as per normal (regardless prior cancellation) unless a medical certificate is provided, as is for Vacation Care. All parents requiring casual care are asked to ring between 9.00am – 2.00pm to ensure a booking is available for that day.

TOYS GAMES AND EQUIPMENT

If your child’s school accepts toys, games and other equipment at their venues please explain to your child that these must be kept in their bags whilst in our care. Quantin Binnah is not responsible for any lost property or any type of clothing.

VACATION CARE

All children must be at the centre or school by 9.00am on excursion days. Children who are late will have to go back home with parent/guardian.
## FEES

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<thead>
<tr>
<th>Fee Schedule</th>
<th>Permanent</th>
<th>Casual</th>
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</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$10</td>
<td>$12.50</td>
</tr>
<tr>
<td>After School Care</td>
<td>$11</td>
<td>$13.50</td>
</tr>
<tr>
<td>Early Pick Up</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Curriculum Day</td>
<td>$35</td>
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</tr>
<tr>
<td>Vacation Care Day</td>
<td>$42</td>
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**Permanent Care** is when you have booked a permanent day or days of the week for your child. This booking assures you of a place and is paid for regardless of whether your child attends or not (as in long day child care).

**Casual care** is when you have not got a permanent booking but phone in hoping a place is available. If a booking is made and your child does not attend the booking fee will still apply.

Fees must be paid two weeks in advance. An enrolment fee of $40.00 will be paid, $15.00 for administration and $25.00 fees in advance.

**Vacation Care must be paid 7 days after being advised of fee.**

**Non-payment of fees will jeopardise placement.**

## CHILD CARE BENEFITS

All families are eligible for some form of Childcare assistance.

For further information contact the Family Assistance Office. When calling the Family Assistance Office give them the code for the service that your family will be attending. They will then provide you with a Childcare Benefit percentage plus your eligible weekly hours.

<table>
<thead>
<tr>
<th>Childcare Benefit</th>
<th>Family Assistance Office</th>
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<tbody>
<tr>
<td>QB Before School Care</td>
<td>555 008 413 C</td>
</tr>
<tr>
<td>QB After School Care</td>
<td>555 008 257 K</td>
</tr>
<tr>
<td>QB Vacation Care</td>
<td>555 011 278 V</td>
</tr>
<tr>
<td>Woodville PS Combined OSC</td>
<td>407 090 574 C</td>
</tr>
<tr>
<td>Woodville PS Vacation Care</td>
<td>407 152 069 C</td>
</tr>
<tr>
<td>Manor Lakes College Combined OSC</td>
<td>To Be Advised</td>
</tr>
<tr>
<td>Manor Lakes College Vacation Care</td>
<td>To be Advised</td>
</tr>
<tr>
<td>Newport Lakes PS Combined OSC</td>
<td>407 249 318 X</td>
</tr>
<tr>
<td>Newport Lakes Vacation Care</td>
<td>407 249 331 K</td>
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</tbody>
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MEDICAL TREATMENT/MEDICATION
If a child develops a serious medical condition or suffers an accident requiring immediate medical attention he/she will be taken to the Hospital accompanied by a staff member and parents are required to attend as soon as possible. Authority for this is signed at time of enrolment. Parents should be aware an ambulance will be called if it is felt that it is required and family will be responsible for any expense.
If your child requires any form of medical treatment in the form of medication or specialised creams, a consent form must be correctly completed.

Medication needs to be clearly labelled with correct names, dates and prescribed doses to be given, otherwise we cannot administer the dose. A clear and specific reason for the medication needs to be included because the term “as needed” is not legally specific enough. It is essential that parents inform staff of any health related problems concerning their child. Allergies or chronic conditions which your child has should be discussed with staff members. The level of care needed for a child who is ill is likely to interfere with safety and well being of children in the Centre.
You should therefore ensure you have alternative arrangements available for your child if he or she is sick.
For all to have an awareness and sensitivity of the special and individual needs and qualities of all who move within the Centre, family and community at large.

CUSTODY AND ACCESS
If a parent is experiencing problems associated with custody and access, then please discuss this with the Centre Manager or the OSHC Co-Ordinator. A copy of a current custody order is required for our file and we will do the utmost to abide by this. If there is any likelihood of problems associated with collection of a child, it is a parent’s responsibility to notify the Centre Manager or the OSHC Co-Ordinator of any changes to court orders.

CHANGE OF ADDRESS
It is a parent’s responsibility to notify the Centre immediately if there is a change of address and phone number. This also applies to changes of work address and phone numbers. It is most important that the Centre staff are able to contact you quickly should the need arise.

ENROLMENT
To be able to attend these programs the child will be of Primary School age. An enrolment form must be completed in full before the child attends. These can be obtained from the Quantin Binnah Community Centre Office or School venues.

OPERATION
*Hours and Weeks of Operation*
The hours of operation are 6.30 am until 8.45 am Before School Care, 3.00 pm to 6.00 pm After School Care five days per week (Monday - Friday) during school terms, excluding public holidays, Vacation Care 6.30am – 6pm School Holidays
FOOD PROGRAM
Breakfast will only be served for Before School Care during school terms – Monday to Friday. Breakfast will not be provided during Vacation Care days.

Breakfast – Toast with either – honey, vegemite or jam. Weet-bix with milk is provided at the centre. Pancakes, spaghetti or baked beans on toast and scrambled eggs. (Refer to menu of day).
Beverage – milk, milo or water.

Afternoon Tea
Assorted fruit platters (apple, banana, orange, kiwi fruit and seasonal fruits e.g. strawberries, grapes, stone fruits etc.).

Cheese Biscuits and Cake – cheddar cheese, savoury shapes, savoys, saladas, biscuits and cake of the week.

Cooking of the day—(check daily menu).

Children are not to have NUTS brought to the venues. We have NO NUT Policy.

Beverage - Water

N.B. meals are served on a rotational basis. Children are encouraged to provide suggestions and special requests are catered for.

HEALTH, SAFETY & HYGIENE
Illness - The health and safety of all children is of concern to staff and parents using the Centre. Since the Centre does not have separate facilities for the care of sick children, parents are asked not to send children who are ill to the Centre. More importantly, staff/child ratios prevent the staff from providing the degree of individual care and comfort that the ill child deserves.
Staff will ask you to take your child home if it is felt he or she needs to see a Doctor, has an illness which is contagious, or requires prolonged individual care.

BEFORE AND AFTER SCHOOL CARE & VACATION CARE PROGRAMS
These programs involve Quantin Binnah Community Centre, Westgrove Primary School, Bethany Catholic School, Woodville Primary School, Newport Lakes Primary School, Our Lady of the Southern Cross PS and Manor Lakes College.

Vacation Care is held in the Multi-purpose Room of Quantin Binnah, Woodville PS, Newport Lakes PS and that of Manor Lakes College.
All activities are carefully planned and aim to cover art, craft, sport and educational facets of a child’s development. Any program suggestions are welcome, and these should be discussed with the Program Co-Ordinator.
SUB COMMITTEE

This committee comprised of parents, school and Quantin Binnah/ Woodville PS / Newport Lakes PS/ Manor Lakes College representatives meet bi-monthly to discuss Program progress and to report to the monthly Committee of Management meeting. All are welcome to attend these meetings and express their views. Exact dates of meetings can be obtained from the Program Co-Ordinator.

GRIEVANCE PROCEDURES

If parent/s or staff are aggrieved by any aspect of the operation of the program the following is the procedure for lodging complaints or grievances:

The complaint, in writing, must be received by the Program Co-ordinator. Verbal complaints will be accepted if it is necessary to take immediate action or the matter is of a serious or urgent nature. A written complaint covering the issues must follow. It is the responsibility of the Program Co-ordinator to endeavour to look into the complaint, discuss it with the Centre Manager and try to resolve the matter at Centre level. Complaints should not be directed to staff members at any time.

If a satisfactory solution is not forthcoming the complainant will submit a written complaint to the Program Committee Convenor and be available to discuss the issue with the Convenor or at the next Committee Meeting.

If the situation cannot be resolved at Program Committee level the Committee Convenor will seek Committee of Management Intervention.

SUN SMART

Quantin Binnah Community Centre is a Sun Smart Centre.

No Hat—No outdoor play.

Please keep an extra hat for your child in his/her school bag.