

## Requirements and Reminders

All personal items are to be labelled with your child's name. Please check the lost property box regularly for items belonging to you.

Treasures from home- it would be appreciated if children did not bring along toys from home as this only leads to a lost toy and an unhappy child.

If your child requires spare clothes, please ensure these are labelled and in their school bags in case of a toileting accident.

Please provide the following to secure your enrolment for your child:

- . 1) Complete in full the Enrolment Form
- . 2) Provide a copy of your child's birth certificate or passport and immunization forms.
- . 4) Payment is 2 weeks fees in advance.

It is your responsibility to contact the Family Assistance Office in regards to your eligibility for childcare benefit or childcare rebate. The contact number for Family Assistance Office is 13 61 50.

We look forward to meeting you and your child.

Kind Regards  
Josephine and Jessica

# Discovery Kids

## Before and After School Care



# Parent Handbook



## The Educators of Discovery Kids Before and After School Care welcomes you and your family.

The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically. We are proud of our ability to provide quality care and education for the children at our service and look forward to a fulfilling and enjoyable association with your family.

Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a programme that responds to the child's needs and interests.

Please refer to the schools web page on the Discovery Kids website for specific opening hours.

The centre is staffed by appropriately skilled and experienced teachers and childcare educators who act as a team to provide care for the children.

When permanent staff is absent, relief staff are employed to look after your children. We believe that continuity of care is important for your children, therefore every endeavour is made to use the same relief staff so that children know them.

Our service is government assisted and we follow the guidelines of Childcare Licensing Regulations

Once again welcome, we hope your experience and time with us will be both happy and beneficial.

Josephine Rodi-Germano  
Director  
Bachelor of Arts (Education)  
Bachelor of Education  
Services  
Justice of the Peace

Jessica Milland  
Director  
Bachelor of Education  
Certificate III in Children's  
Diploma of Children's services

## Parent Involvement and Communication

1. Please feel free to discuss any issues you may have with the coordinators.
2. Please ensure you use proper judgement when sending your child to the service- if they are not well enough for school then they are not well enough for the before and after school care.
3. Please understand that sending your child ill, especially with an infectious sickness, will only cause a snowball effect and other children and adults will also become unwell.
4. We will try our best and always use good judgement whilst taking care of your child.

## Medication

Educators will only be permitted to administer medication to a child if a signed authority accompanies it to Administer Medication from the caregiver.

## Medical Action Plans

If your child requires an Action Plan for Asthma, Diabetes or Anaphylaxis, please ensure this is handed into the staff along with your enrolment form.

## Accidents

In the case of a child becoming ill or injured, all efforts will be made to contact the parent and emergency contacts. If this is not possible, the child will be taken to the nearest medical Centre (depending on severity).

The staff member who witnessed it will record any accidents that do occur at the Service, on an Accident Form. If your child was significantly hurt (more than a small graze) 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.

## Evacuation Procedures.

Discovery Kids will follow the Emergency Plan as outlined by the school.

## FEES

Fees are to be paid via Bank Transfer or EZI-Debit

**Bank details are displayed on your weekly statement which are sent out Mondays.**

Please write your child's full name as the reference.

Fees are to be paid 2 weeks in advance. An email, SMS or phone call will be sent if fees are in arrears.

Please abide by the centre policy by paying two weeks fees in advance on enrolment. Fees must be kept in advance at all times. Failure to do so may result in your child's placement being cancelled.

1. Casual booking requires 7 days or more notice to cancel or swap to another day.
2. Changes can be made within 24 hours of booking at no charge
3. 7 days notice is required to be eligible for the holiday rate- 50%
4. Costs are as follows, and work on block times:
  - Before School Care 7:00-9:00am (**\$25** Breakfast included)
  - After School Care 2:45-6:00pm (**\$35** afternoon tea included)
  - All casual bookings incur **\$2** booking fee

**PLEASE REFER TO THE SCHOOL WEBPAGE ON THE DISCOVERY KIDS WEBSITE FOR SPECIFIC OPENING HOURS.**

[www.discoverykidsoshc.com](http://www.discoverykidsoshc.com)

Please understand that 2 weeks notice must be given to cease attendance. you will still be charged attendances for the 2 weeks from the date given.

5. All enrolments for all bookings at the centre are understood to be on a continuous and regular basis unless otherwise stated.

**FEES ARE DUE 2 WEEKS IN ADVANCE.**

## The National Quality Framework

Discovery Kids follows the National Quality Framework for OSHC and adheres to all relevant industry and workplace legislation. Staff are employed for their industry experience, training and suitability for working with school-aged children.

The National Quality Framework was established on January 1, 2012 and must be applied in all OSHC services.

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- A national legislative framework
- A National Quality Standard
- A national quality rating and assessment process through the new national body known as the Australian Children's Education and Care Quality Authority (ACECQA)

## Our Vision

Discovery Kids connects people to their communities to live happier, healthier lives.

## Our Areas of Focus

In everything we do we focus on family values and healthy living.

## Philosophy

Our service recognises the importance of middle childhood as being a stage of continual growth and development. As such, our educators will endeavor to provide an environment that will challenge, stimulate and support each child on an individual level.

☐☐☐ We aim to provide a physically safe and emotionally secure environment where children can explore, socialise and expand their interests through play using a variety of experiences.

☐☐☐ We encourage a supportive, confidence-building atmosphere that promotes physical, emotional, intellectual, creative and social growth.

☐☐☐ We are inclusive and value children with diverse family backgrounds, abilities, additional needs and religious affiliations.

☐☐☐ We believe that all children are equal and have the right to be treated with dignity and respect.

☐☐☐ We offer an environment with programs to support each child's capabilities and interests according to their needs.

☐☐☐ We support the family unit by acknowledging the importance of the link between the family and the childcare option that they choose. We encourage a spirit of warmth and respect between parents/carers, and the children.

☐☐☐ We provide qualified/qualifying educators who show genuine care, support and concern for the children in their care and a service that is safe and well supervised. Our service operates under strict workplace health and safety legislations and acknowledges and respects all individuals and their confidentiality.

## Program Content

Discovery Kids strive to meet the following program content objectives:

- Consistently call the roll, follow sign in/out procedure and safety guidelines etc.
- Constant attention to the safety and wellbeing of the children.
- Our Vision, Areas of Focus, Commitment and Philosophy as set out previously in this ☐☐☐ handbook.
- Learning through child-directed play and incorporating positive healthy attitudes about play into children's lives.
- Our programs will incorporate all five outcomes of 'My Time Our Place'

Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to their world.

Outcome 3: Children have a strong sense of wellbeing.

Outcome 4: Children are confident learners.

Outcome 5: Children are effective communicators.

- Learning the value of daily rituals allows us to express feelings and opinions, overcome anxieties, celebrate success, understand rules, give feedback and build relationships with our peers.

## Program Content Continued...

- Activities which contribute to children's strengths-based understanding of themselves, their family, their peers and their community.
- Healthy diet and lifestyle.
- An inquisitive attitude to knowledge and understanding.
- Developing children's creativity.
- A positive attitude towards homework and school.
- Use of quiet space and time.
- Learning and practicing life skills in a safe, supportive but not formally-evaluated, environment.
- A positive pro-active attitude to the environment and the local community.

## HOMEWORK

If requested by the parents or caregivers (on enrolment form) children will have access to a quiet place to complete their homework.

If you would like one on one tutoring this will be available at an extra cost. Please see one of the Coordinators for further details.

## Sign In and Out

Parents need to sign their child/ren in and out of the centre at the time of arrival and departure. This procedure is a legal requirement of the funding body as it is linked to your Child Care Benefit (CCB). As signing in and out is part of a legal process, only those over 18 years of age should legally take responsibility for this. Your cooperation in this matter is appreciated.

## Confidentiality

We acknowledge and respect confidentiality

## Custody and Access – Court Orders

If a parent is experiencing problems associated with custody and access then please discuss this with the Service coordinator. A copy of a current Family Court Order is required on enrolment and we will do our utmost to abide by this. If there is the likelihood of problems associated with the collection of your child, it is the parents' responsibility to advise the Service coordinator and to provide information about any change to court orders.



## Food and Nutrition

We offer a nutritious breakfast and afternoon tea based on the five food groups. Educators use this opportunity to discuss the nutritional content of the food provided. Children are given the opportunity to develop their self-help skills through food preparation and are encouraged to use best practice in regards to food safety measures.

Educators aim to provide an eating environment that assists with the sharing of family and multicultural values. Educators aim to create an atmosphere, which is calm and incorporates the teaching of appropriate social skills.

Children will have free access to drinks in their bags- however please only provide water.

Please feel free to come in and see the prepared food menus for breakfast and afternoon tea.

### Additional Dietary Requirements

Discovery Kids educators will endeavor to provide assistance and support to any child with additional dietary requirements. Parents must inform educators upon enrolment about these requirements.



If you have any concerns or questions that office staff can't help you with please contact Education and Care Regulatory Unit

### Address:

Level 1, 111 Wellington Street  
EAST PERTH WA 6004

### Website:

[www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

### Email:

[ecru@dlgc.wa.gov.au](mailto:ecru@dlgc.wa.gov.au)

### Phone:

(08) 6551 8333

### Fax:

(08) 6552 1555