

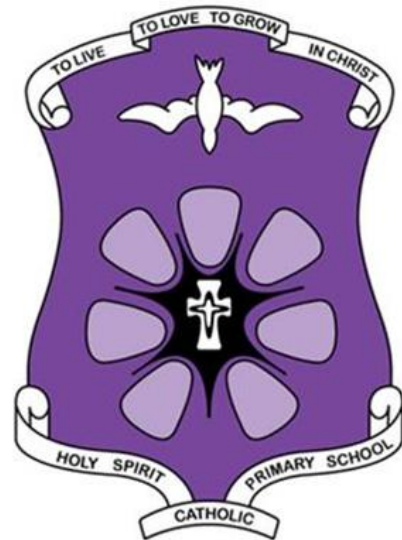
HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

2016

EDUCATION AND CARE SERVICES

PARENT INFORMATION BOOKLET

Community of Learners & Out of School Hours Care



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Welcome to Holy Spirit Catholic Primary School

Education and Care Services

We are delighted that you have chosen us to be partners in your child's journey of lifelong learning. We take this partnership seriously and encourage you to be as involved as you can in our programme. We see everyone as being on the journey of lifelong learning where we construct and reconstruct our knowledge and understanding of the world. This is primarily shaped by the people around us, firstly our families, then our wider networks. As such there a variety of services at Holy Spirit Catholic Primary School to support the individual needs of children and families. We look forward to partnering with you on the next chapter in your children's journey.

STAFF LIST

Principal/Director	Simon Duffy
Assistant Director	Adam Darcey
Coordinator COL	Bronwyn Tranter
Coordinator OSHC	Cherry Valenzuela
Early Childhood Educator	Wati Salam
Early Childhood Educator	Itabo Boitshwarelo
Early Childhood Assistant	Honghua Liu
Early Childhood Assistant	Kani Rasas
Early Childhood Assistant	Luzia Oliveira
Early Childhood Assistant	Ayak Jamesmagok
Early Childhood Assistant	Virginia Bakundukize
School-Aged Care Assistant	Faye Ciubal
School-Aged Care Assistant	Zara Geraghty
School-Aged Care Assistant	Lori Short
School-Aged Care Assistant	Caitlin Lawless
School-Aged Care Assistant	Jennifer Packer
School-Aged Care Assistant	Monica Cole
Library/Hubworks	Kath Baylis
Finance Officer	Lee Mian Chong
Admin Officer	Yolanda Gray
Finance Officer	Tammy Richards
Grounds person	Yin Jongue
Canteen	Janine Wetherall

Philosophy

To Live, To Love, To Grow in Christ

The elements of belonging, being and becoming are the foundations on which our philosophy rests. These elements ensure that children are provided with meaningful and authentic opportunities to reach their full potential in a nurturing and inclusive environment.

To achieve these elements we adhere to the following beliefs:

- We embrace our Catholic identity and encourage students to live, love and grow in Christ.
- We believe children are capable and competent learners that construct their own meaning of the world around them.
- We believe children learn through play and that play can take many forms.
- We provide an emergent, enquiry-based curriculum that is developed from children's strengths and interests in accordance with the Early Years Learning Framework and My Time Our Place framework for school-aged care.
- We believe that children learn from all of their experiences and that their learning is shaped by their family and the community they live in.
- We believe families are the first and foremost educators of their children and that through establishing effective partnerships with families will better inform our practice.
- We believe the environment is the third teacher and the resources we provide reflect the children's interests and strengths, and is inclusive of all children regardless of cultural background or ability.
- We recognise the UN Convention on the Rights of the Child and we support our children to exercise their rights and advocate for the rights of children everywhere.
- We believe that all educators need to work collaboratively to achieve the best outcomes for children.
- We believe participating in professional development is essential to help achieve improved outcomes for children.
- We believe that nothing occurs in isolation and the community in which we live and work has an important impact on our lives and those of the families and children. We strive to engage positively with our community.

We acknowledge the Larrakia people, past present and future who are the traditional custodians of the land on which we play and learn together.

Enrolment

It is essential to book the days you require care for your children. This is done initially through the enrolment form. All variations to the original booking need to be in writing. There are forms available from the front office, on the school website, at the Community of Learners and at the Outside School Hours Care building. **Insufficient notice for variations with your enrolment may incur additional charges**. Two weeks notice is required for the Community of Learners and 24 hrs notice is required for Outside School Hours Care.

Policy EYSAC 13

Community of Learners Fees

Fulltime \$ 350.00

Daily \$ 80.00

Outside School Hours Care Fees

Before School Care \$ 9.00

After School Care \$ 21.00

After School Care Casual \$ 31.00

Vacation Care Full time \$ 255.00*

Vacation Care Daily \$ 62.00*

(Fees are subject to change)

* (From April 2016)

Policy EYSAC 14

Hours of operation

Community of Learners	7:00am to 5:30pm
Before School Care	7:00am to 7:45am
After School Care	2:30pm to 5:30pm
Vacation Care	7:00am to 5:30pm

All services operate from Monday to Friday excluding public holidays. Vacation Care operates during school holidays and school closures. Before and After School Care operate during school terms. All services will close for two weeks over the Christmas holiday period. Please see staff for details on these dates.

Policy EYSAC 13

Payments

Account Name: Holy Spirit Catholic Primary School

Branch Number: 085 933

Account Number: 398 951 673

Reference: Service (COL or OSHC)/Child's initial/Child's Surname

Example: OSHC J Smith

All payments can be made at the front office of the school.

Please contact the Finance Officer as soon as possible if there are any difficulties meeting payment commitments.

Policy EYSAC 14

Late Fee

For children that are collected after 5:30pm we reserve the right to charge a late fee.

Per child: \$50 plus \$1 per minute past 5:30pm

Policy EYSAC 14

Allowable Absences

Each child is entitled to 42 allowable absences per year (inclusive of public holidays). Sick days are not included in this number. A doctor's certificate is required in order to use an unlimited allowable absence. Please bring this certificate in on the first day your child returns to care.

Policy EYSAC 14

Arrival and Pick Up

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

1. Children are always escorted to a staff member on arrival.
2. Parents acknowledge the child's arrival and departure with a staff member.
3. Parents must sign children in and/or out in the sign-in book each day. This is a legal requirement.
4. Written authorisation is provided for any individual that has come to collect the child that is not the primary caregiver/s.

Policies EYSAC 5 and EYSAC 9

What do children need to take to Community of Learners?

- ✓ Bag
- ✓ Water Bottle
- ✓ Bucket Hat
- ✓ SunSmart clothing and apply sunscreen in the morning. We have some available in the centre for you to use.
- ✓ A change of clothes
- ✓ Shoes (sandals/runners/shoes that cover the back of the heel)
- ✓ Any special items required for the planned activities on the day, for example swimming clothes or a bike/scooter.

Please ensure that you write your child's name on all of their personal belongings.

NQS Quality Area 2, Policies EYSAC 4, EYSAC 7 and EYSAC 8

What do children need to take to Vacation Care?

- ✓ Bag
- ✓ Morning Tea and Lunch (Check the activity for the day as sometimes these are catered for)
- ✓ Water Bottle
- ✓ Bucket Hat
- ✓ SunSmart clothing
- ✓ Shoes (sandals/runners/shoes that cover the back of the heel)
- ✓ Any special items required for the day's activities, for example swimming clothes or a bike/scooter.

Please ensure that you write your child's name on all of their personal belongings.

NQS Quality Area 2, Policies EYSAC 4, EYSAC 7 and EYSAC 8

Curriculum

Community of Learners

- ✓ Early Years Learning Framework
- ✓ Play-based education
- ✓ Preschool Program
- ✓ Assessment of Student Competencies
- ✓ Emergent, Child-Centred Program

Outside School Hours Care

- ✓ My Time Our Place Framework for School-Aged Care
- ✓ Play-based Program
- ✓ Emergent, Child-Centred Program

As part of our programs at both the Community of Learners and Outside School Hours Care, we have regular outings and special events that we encourage families to be involved in. Details will be published in newsletters and on display boards in the services.

NQS Quality Area 1, EYSAC 6

Settling In at Community of Learners

The first few weeks when a child is settling into an early years' setting are a time of crucial importance to their later happiness in the setting. All children are individuals and while some children will adjust fairly easily to the new environment and new routines, others will take longer to feel comfortable and secure.

Here are some pointers for helping children to feel comfortable in a new setting:

- ✓ Attend the interview, this helps us to get to know more about your child.
- ✓ Arrange some orientation sessions.
- ✓ Start slowly, leaving your child for short periods of time.
- ✓ Always say good bye properly and remind children when you will return.
- ✓ Talk with staff if you are having concerns, we have lots of strategies to help!

Policy EYSAC 5

Online Portfolios

At both the Community of Learners and Outside School Hours Care online portfolios are used to document individual children's learning. All families have access to their children's portfolio, and families are able to provide feedback to the centre through the site. You will be provided with login details to the email you provided on enrolment.

- ✓ Website for Community of Learners:
<https://hscol.childcarers.com.au/Parents/Login>
- ✓ Website for Outside School Hours Care:
<https://hsoshc.childcarers.com.au/Parents/Login>
- ✓ Free Childcarers App available in the App Store and on the Play Store. Download the app and enter your login details to receive notifications when your children have new learning stories available.



NQS Quality Area 1, Quality Area 6

School App

The Holy Spirit App allows for communication at the touch of a button. You can keep updated with news, events and current newsletters. It also allows you to receive reminders and alerts about school events, check the canteen list, send an email if your child is absent and send photos to the school. The App is **free** and available for all types of smartphones – search for **Holy Spirit NT** on the Apple Store and **Holy Spirit Catholic Primary** on the Google Play Site.

NQS Quality Area 6



Note: All references to policies are from the Catholic Education Office Early Years School-Aged Care Policies which outline compliance with the Education and Care Services National Law and Regulations. These Policies are available for families at both the Community of Learners and Outside School Hours Care Services.