

HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

# COMMUNITY OF LEARNERS & OUT OF SCHOOL HOURS CARE

*PARENT INFORMATION BOOKLET*

**2020**



PO Box 40030, CASUARINA, NT 0811 | Phone (admin) (08) 89273411 |  
Phone (COL) (08) 8927 1066 | Phone (OSHC) (08) 8927 7011 | Fax (08) 89279971 |

Email: [admin.holyspirit@nt.catholic.edu.au](mailto:admin.holyspirit@nt.catholic.edu.au)

Website: [www.holyspiritnt.catholic.edu.au](http://www.holyspiritnt.catholic.edu.au)

# **Welcome to Holy Spirit Catholic Primary School**

## **Community of Learners & Out of School Hours Care**

*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

<b>Principal/Director</b>	TBA
<b>Assistant Director COL</b>	Sharon Floyd
<b>Early Childhood Educator</b>	Itabo Boitshwarelo
<b>Early Childhood Educator</b>	Bronwyn Tranter
<b>Early Childhood Educator</b>	Wati Salam
<b>Early Childhood Educator</b>	Miriam Antenor
<b>Early Childhood Educator</b>	Alex Ward
<b>Early Childhood Assistant</b>	Makaela Hunt
<b>School-Aged Care Educator</b>	Faye Ciubal
<b>School-Aged Care Assistant</b>	Helen Wallace
<b>School-Aged Care Assistant</b>	Sabrina Ciubal
<b>School-Aged Care Assistant</b>	Samantha Crimmings
<b>School-Aged Care Assistant</b>	Rowan Dally
<b>School-Aged Care Assistant</b>	Isabelle Garland
<b>School-Aged Care Assistant</b>	Mila Lu
<b>School-Aged Care Assistant</b>	Amelia Llewellyn
<b>Finance Officer</b>	Lee Mian Chong
<b>Finance Officer</b>	Tammy Richards
<b>Admin Officer</b>	Yolanda Gray
<b>Grounds person</b>	Yin Jongue
<b>Canteen</b>	Janine Wetherall

## **Philosophy**

*To Live, To Love, To Grow in Christ*

At Holy Spirit Community of Learners we are an active part of the Holy Spirit Catholic Primary School Community participating in school events and school readiness experiences.

Our philosophy is to create a positive, inclusive learning environment that encourages children to explore their own self through play-based experiences.

Our educators are committed to building positive, trusting relationships with children enabling them to grow and learn as individuals. We aim to act in the best interests of the child and we respect that each child has a right to play.

We believe in creating a friendly, caring and respectful environment for the children and families and we aim to provide children with a love of learning.

Our program is play-based that caters for individual children, group experiences and teacher-initiated experiences and is flexible, adaptable and spontaneous.

Our educators work collaboratively with families and the local community to ensure we provide a quality service that fosters positive outcomes for children, families and the wider community.

Our educators are committed and dedicated to providing a respectful work environment where we work collaboratively to support one another.

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, 24 hrs notice is required for Outside School Hours Care and 42 hours for Vacation care.

Policy EYSAC 13

### **Community of Learners Fees**

Fulltime                      \$ 405.00\*

Daily                        \$ 100.00\*

(Fees are subject to change)

\* (Effective from January 2020)

Policy EYSAC 14

### **Outside School Hours Care Fees**

Before School Care                      \$ 12.00

After School Care Booked                      \$ 27.00

After School Care Casual                      \$ 37.00

Vacation Care Full time                      \$ 295.00\*

Vacation Care Daily                      \$ 77.00\*

(Fees are subject to change)

\* (Effective from April 2020)

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 through the electronic sign system or 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
- ✓ Wide or broad brimmed hats must be worn – caps are not acceptable hats to wear.
- ✓ SunSmart clothing
- ✓ Enclosed shoes must be worn – thongs not permitted
- ✓ Any special items required for the day's activities, for example swimming clothes or a bike/scooter.

#### **Bike Safety at Vacation Care:**

- Please ensure appropriate footwear is worn - sneakers are required if children are riding bikes or scooters.
- Helmet's must be worn whilst riding bikes and scooters
- Children can only ride their own bike– children's bikes are positioned for that child not for their friends. This also applies to siblings.
- Please ensure your child's bike is functional i.e. brakes are working, chains, tyres pumped

#### **Excursions during Vacation Care:**

- Children must wear the school uniform on the days we leave the premises.

***Electronics and personal items/toys are not permitted at Vacation care.***

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

## **Curriculum**

### **Community of Learners**

- ✓ Early Years Learning Framework
- ✓ NT Preschool Curriculum
- ✓ 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



## **Management of Unwell Children at Community of Learners**

Sick children cannot be admitted to the centre to safeguard the health of other children and staff members.

A child who has the following cannot be admitted:

- ear, eye or discoloured nasal discharge
- an undiagnosed rash
- high temperature, that is 38 degrees centigrade or higher
- infectious sores or diseases (children need a Doctor's clearance before re-admittance)
- vomiting and/ or abnormally loose bowel actions for that child (exclude for 24 hours after last bout)
- any obvious signs of ill health (children with asthma - obvious difficulty breathing, rib retraction, etc.)

staff with symptoms will not attend work or will be sent home if they start to display these symptoms at work.

In order to prevent illness in other children and staff, refer to the recommended minimum exclusion periods in the following publication: National Health and Medical Research Council, Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition) Nov 2012.

## **Onset of Illness at Community of Learners and Outside of Hours School Care**

- The parents / guardians will be notified and asked to pick up child as soon as possible. The responsible person will complete the Notification of Serious Incident (S101) form (see Related Policies, Legislation and Documents), ask parents to sign and email a copy to the Approved Provider.
- If a child has a high temperature that reaches 37.5 degrees parents will be notified and the child's temperature will be monitored. Once the child's temperature reaches 38 degrees the parents will be notified and if the parents or other emergency contacts have not responded, nor or cannot collect their child, an ambulance/ clinic will be called. Physical steps to try to reduce the child's temperature will be taken, i.e. removing excess clothing, laying child in a cool place and encouraging the child to drink cool water.
- In the event of an outbreak of an infectious disease, staff, families, visitors, the WH&S Officer at CENT and the Approved Provider will be notified immediately to help minimise the number of children or staff that become unwell. The Notification of Serious Incident (S101) form (see Related Policies, Legislation and Documents) will be completed and emailed to the Approved Provider. Staff will recommend that parents seek medical assistance and a Doctor's Clearance will be needed for re-admittance to the centre.

## **Class Dojo App**

*Class Dojo* helps educators, school leaders and parents/carers have the power to create and build amazing classroom communities. It is a safe, beautiful and simple communication app that is available to all parents/carers and staff of Holy Spirit Catholic Primary School and Community of Learners.

All parents/carers are invited to sign up for *Class Dojo* at Community of Learners. Throughout the year educators may connect with parents/carers by sharing photos, videos and messages during the school day.

*Class Dojo* allows and provides parents/carers up to date information and photos of how their child's day is going.

## **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 or send an email if your child is absent.. 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.