



*"To Live, To Love, To Grow In Christ"*

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

## PARENT INFORMATION BOOKLET

# 2024

## COMMUNITY OF LEARNERS & OUTSIDE OF SCHOOL HOURS CARE

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## ***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.

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## **COMMUNITY OF LEARNERS 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.

We respect the Larrakia people's spiritual relationship with their country and acknowledge the continuing importance of their language, heritage and culture.

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 ensure children's health, safety and well-being are embedded into our daily practices. We 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 Management, Leaders and Educators are committed and dedicated to providing a respectful work environment where we work collaboratively to support one another.

## **OUTSIDE OF SCHOOL HOURS CARE PHILOSOPHY**

To Live, To Love, To Grow in Christ

At Holy Spirit Outside of School Hours we embrace our Catholic identity and encourage children to live, to love and grow in Christ.

We respect the Larrakia people's spiritual relationship with their country and acknowledge the continuing importance of their language, heritage and culture.

Our philosophy is to create a welcoming, stimulating, positive, fun, inclusive environment that encourages primary school aged children to engage with their peers and educators.

We aim to install values such as kindness, honesty, integrity, trust, responsibility, respect, empathy, collaboration, open-ness, compassion and self-discipline. We encourage children to show the "Spirit of Jesus".

Our educators are committed to ensuring that primary school-aged children are provided with a freedom of choice in experiences which is balanced with age appropriate programming and opportunities for child initiated planning.

We aim to utilise the resources, equipment and play spaces so children can adapt to provide opportunities to explore, learn, communicate and grow.

Our educators are committed to building positive, trusting relationships with children enabling them to grow and learn as individuals.

We aim to ensure children's health, safety and well-being are embedded into our daily practices. We act in the best interests of the child and we respect that each child has a right to play.

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 Management, Leaders and Educators are committed and dedicated to providing a respectful, trusting, honest work environment where we work collaboratively to support one another.

## **STAFFING**

Our Community of Learners caters for children aged 3 to 6 years and is licenced to accept up to 44 children per day. The ratio is 1:11. We have an Early Childhood teacher, Diploma trained educators and regular relief staff.

Our OSHC service caters for primary aged children and is licenced for 90 children per day. The ratio is 1:15. We have a Diploma trained team leader and regular casual educators to assist us in the operation of the service.

## **COMMUNITY OF LEARNERS FEES**

Full-time     \$465.00\*

Daily            \$120.00\*

Please note fees are subject to change

\*Fees are effective from January 2024

## **OUTSIDE OF SCHOOL HOURS CARE FEES**

Before School care                    \$15.00\*

After School Care booked            \$35.00\*

After School Care casual            \$45.00\*

Vacation Care Full-time            \$335.00\*\*

Vacation Care daily                    \$90.00\*\*

Please note fees are subject to change

\*Fees are effective from 31<sup>st</sup> January 2024

\*\* Effective from April 2024

## **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 at least two weeks over the Christmas holiday period. Educators will advise these dates.

## **MANAGEMENT OF CENTRE**

The Director is responsible for the day to day management and administration of the Centre and is available Monday to Friday. The Director attends monthly School Board meetings to provide information to the school board on both services. The Director also sits on the school's leadership team.

## **FAMILY PARTICIPATION & INVOLVEMENT**

Family members are welcome to visit the Centre at any time, whether just to visit the children or become actively involved. If you do intend to be actively involved you will need an OCHRE card.

Educators at the centre are always interested in new ideas. If you would like to share your special skills with us (i.e. playing an instrument, singing songs in another language, translating words to make multicultural posters) please see the Team Leader in your child's room.

## **SETTLING PROCESS FOR CHILDREN**

Children who have just begun child care are often unsettled and upset when their parents leave. We would like to make this transition less traumatic for everyone concerned. It often helps if your child comes to visit the centre a few times before they start. This starts with our enrolment interview where your child will have an opportunity to explore the environment whilst you are present.

The frequency and length of the visit depends on the child. You can consult with the educators or Director on what to do.

If your child is upset when you need to leave, we have found it is better if you say goodbye to your child, reassure them that you will be back later and give them to a staff member who will comfort your child. In our experience children settle down quickly this way and do not cry for very long. Educators reassure the children and comfort them. You are welcome to ring up later to find out how your child is settling. Please talk to one of the educators if you have concerns as we have lots of strategies to assist you with the transition to COL.

## **ENROLLED DAYS**

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 must be in writing. There are forms available from the front office, on the school website and at Community of Learners.

You may renegotiate you're the days you have your child enrolled with the Director. Changes will be subject to availability. If you reduce sessions or wish to withdraw your child from Community of Learners we require at least two weeks notification. For our OSHC service we require 24 hours' notice and 42 hours for Vacation Care.

Please speak with the Director for change of session and withdrawal forms. You are welcome to book casual sessions in addition to permanent bookings. This is subject to availability.



## PAYMENTS

Account Name: Holy Spirit Catholic Primary School  
BSB Number: 085 933  
Account Number: 398 951 673  
Reference: COL or OSHC (Child's Initial) (Child's Surname)  
*Example: OSHC J Smith*

Payments can be made at the front office of the school.

Should you experience any financial difficulties please contact the Finance Officer.

## LATE FEE

There is a \$50.00 late fee plus \$1 per minute if you collect your child after the centre's closing time of 5:30pm. This will be added to your account.

In the event of a child not being collected Educators will make every effort to ring parents/guardians and if necessary the emergency contact numbers on the enrolment form. If no one is contactable the Educators will wait with the child for thirty minutes. After 30 minutes staff will ring first the Director and inform them of the situation and then call Crisis Care and wait until they arrive to collect the child. **Crisis Care Unit Ph: 131611**

A note will be left on the front door informing parents/guardians that their child has been taken to Crisis care.

## **CHILDREN'S PROGRAM**

The team of Educators at Community of Learners use the Early Years Learning Framework (EYLF), the NT Preschool Curriculum to guide their play based educational program. Educators will plan experiences on children's strengths, interest and learning goals. The program is flexible which caters for children's varying interests. The program is displayed at the sign in desk and we invite you to comment and offer ideas about experiences we offer. Educators will keep parents informed of their child's progress through a variety of methods such as daily communication, the child's portfolio and verbal discussions.

At Outside of School Hours care our team of educators utilise the My Time Our Place Framework for School-Aged Care to guide their play based, emergent, child-centred program.

As part of our programs both services have regular special events that we encourage families to be involved in. Details will be published in newsletters and on display boards in the services.

## **SECURITY OF CHILDREN**

This is of great importance to the educators, staff and yourself. Please sign your child in and bring them to an Educator when you arrive at the centre. If somebody other than yourself will collect your child please inform the Educators verbally and they will make a note in our diary. Children will only be released from the centre to a person nominated on your child's enrolment form. The Educators will then request identification.

Children must be signed out of After School Care and signed in for Before School Care to comply with Commonwealth funding agreements and Duty of Care' policies. Similarly parents/carers of children attending Community of Learners must sign in and out of the service each day. Failure to comply with this requirement may jeopardise your child's place at the service and will incur a penalty of \$10 per child per occurrence.

### WHAT CHILDREN NEED TO BRING 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)

***Please write your child's name on all of their personal belongings***

***Toys from home are not permitted in Community of Learners.***

### WHAT CHILDREN NEED TO BRING TO VACATION CARE:

- Bag
- Morning tea and Lunch (Please 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 to wear
- SunSmart Clothing
- Enclosed shoes must be worn – thongs are not permitted
- When attending excursions children must wear their school uniform
- 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

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

## **EXCURSIONS**

On occasion we will take the children out of the centre. If we have arranged an excursion, we will ask you to sign a parent consent form with specific details.

We welcome parents to join us on these excursions.

Appropriate safety measures will be taken at all times. A qualified Educator will be present on all walks and excursions.

All children must wear the school uniform when attending excursions.

## **MANAGEMENT OF UNWELL CHILDREN AT COMMUNITY OF LEARNERS**

When your child is unwell we are unable to accept them as we have an obligation to ensure the health of children and educators.

If your child has the following we are unable to accept them

- 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 being able to attend)
- Vomiting and/or abnormally loose bowel actions for that child (must be excluded for 24 hours from the last bout)
- Any obvious signs of ill health (children with asthma – difficulty breathing, rib retraction etc)

Educators 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 educators, 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 (5<sup>th</sup> Edition) Nov 2012.

## ONSET OF ILLNESS AT THE CENTRE

- The parents / guardians will be notified as soon as a child shows signs of an illness and asked to pick up their child as soon as possible. The responsible person will complete the *Notification of Serious Incident (S101)* form online via the NQAITs if the child seeks medical attention at a hospital (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 and visitors will be notified immediately to help minimise the number of children or staff that become unwell. The Health Department, Approved Provider and WHS Manager will be notified regarding the outbreak of the infectious disease.
- 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 families have the power to create and build amazing classroom communities.

The App enables educators and the Director to communicate update to date information on how their child's day is and information relevant to either COL or OSHC/Vacation Care.

# OUR CENTRE POLICIES

A Policy Handbook can be found at the sign in desk in COL and near the telephone in our OSHC Service and it contains the centre policies outlining procedures and guidelines for educators, staff, parents and children.

You may alternatively like to ask staff if you have any queries.

