



# **BEFORE AND AFTER SCHOOL CARE**

## **PARENT HANDBOOK**

**2017**

## **VISION STATEMENT**

The purpose of Pacific Hills Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence founded on Biblically-based beliefs, values and behaviour.

## **PHILOSOPHY**

At Pacific Hills we provide a BAASC service for school families whose children are in Prep-Year 6. In providing a quality service we believe that:

- Each child is made in God's image and should be valued, respected and cared for
- Each child has individual gifts, qualities and personalities to be encouraged and developed to be God's person in this world
- Each child should be provided with a safe and stimulating environment
- Families provide the major influence in a child's development and that BAASC will support families in the child's development
- BAASC will recognize and support and show respect for cultural differences
- Provide ongoing professional development opportunities for staff to expand their understanding and abilities in their specific role

**Welcome to**  
**Before and After School Care at**  
**Pacific Hills Christian School**

<b>Principal:</b>	Dr Ted Boyce
<b>Head of Junior School:</b>	Mr Scott Cousins
<b>Coordinator:</b>	Mrs Belle Korhonen

9 – 15 Quarry Road,  
DURAL NSW 2158  
Locked Bag No 3  
ROUND CORNER, 2158  
Telephone: (02) 9651 0700  
Facsimile: (02) 9651 3513

Junior School Office: (02) 9651 0756

**BAASC**  
**Direct phone: 9651 0725 (6:30 - 8:30am and 2.45 - 6.30pm)**

Email: [baasc@pacifichills.net](mailto:baasc@pacifichills.net)

Dear Parents,

We are very excited to introduce Before and After School Care in 2017. With the introduction of Before School Care, we also have increased the maximum number of students across both services cater for up to 60 students each day.

Our new and improved facilities and programs provide the children with a wide range of engaging activities each morning and afternoon.

Oliver, one of our staff members, designed the BAASC logo. The colours chosen incorporates the colours found in the Pacific Hills Christian School logo. This represents the inclusion of BAASC into the School's culture, purpose and goals. The playground equipment in the logo reflects the fun and engaging nature of BAASC, and the importance placed on the children enjoying their time before or after a big day of doing their best at school.

BAASC at Pacific Hills is fully registered and rated by the Department of Education and Communities. We have been recognised as providing outstanding care through quality programs, and fostering quality relationships between staff and students.

Should you have any questions about BAASC at Pacific Hills, please do not hesitate to contact the BAASC School Coordinator, the Junior School office or speak to me at anytime.

Yours in His Service



Mr Scott Cousins  
Head of Junior School

**BAASC** will endeavour to provide:

- An environment where all children are valued because God, who gives them their dignity and worth, created them in His image. All children are welcomed.
- An extensive and balanced range of activities that is stimulating, challenging and fun for each student. They will cater for a range of ages, abilities and interests. BAASC is meant to be a fun, learning environment.
- Play is a vital part of learning and the BAASC environment will provide a variety of supervised and recreational activities fostering the social, emotional, creative and physical development of each child.
- A happy and safe environment where children enjoy the experience and where parents/carers feel confident in the knowledge that the environment is a safe place for their children and that they are being well cared for.

## **ABSENCES**

If your child is booked in for After School Care and not attending, please notify the Junior School Office by phone, or email BAASC centre before **11:00am** to avoid being charged for that day.

If your child is booked in for Before School Care and not attending, please notify the Junior School Office by phone the day prior if possible, or email BAASC centre as soon as possible in the morning.

Repeated absences in the morning, without notification, will incur the usual morning fee.

## ACTIVITIES

### These include:

Board Games	Art
Outdoor Play	Design Group Activities
Indoor Play	Cooking
Playground	Painting
Free play	Craft
Clay Modelling	Drama
Games	

## AFTERNOON TEA

The BAASC Centre provides afternoon tea for each child which can consist of fresh fruit, water, cheese and crackers, meat balls, wraps and sandwiches with various toppings. The foods we choose will preferably be free of preservatives and food colouring. There will be days when cooking is an activity and this will be a special 'treat' day. If your child has any food allergies or food restrictions, please inform the Coordinator of the Centre and list it on your Enrolment Form. The menu follows guidelines from the 'Healthy Food' list.

## BEHAVIOUR

There is an expectation that students will exhibit excellent behaviour at all times. Behaviour expectations in BAASC are aligned with those taught in the Junior School. Students will be permitted to engage in all activities when they are fully cooperative with staff and other students.

Parents are notified of their child's inappropriate behaviour and students may be referred to the Head of Junior School as required.

## BREAKFAST

Fruit, yogurt, cereal and toast, juice water and milk.

## CANCELLATION OR CHANGE OF ATTENDANCE

If you hold a permanent booking then you must give 1 weeks' notice **in writing** to the Coordinator if you wish to permanently cancel this arrangement or change days.

If you have a permanent booking and you do not give notice by 11am that your child will not be attending on a particular day, then you will be charged. We employ extra staff for a specific number of students.

## CASUAL CARE

Permanent bookings will be given preference over casual bookings. However, when a vacancy exists, casual places will be available for parents who wish to use BAASC facilities on such a basis.

Casual care **must be booked by 11am on the day required.** Cancellation of casual care is required by 11.00am on the day or fees will be charged.

To book for casual care places please email [baasc@pacifichills.net](mailto:baasc@pacifichills.net) with child's name, class and day or days you wish for them to be enrolled. Confirmation by the Junior School Office or the co-ordinator must be given before your child is able to attend.

## **CHILD CARE BENEFITS**

By sending your child to Before/After School Care at Pacific Hills Christian School, you will be able to claim for a Child Care Benefit but **not** a Child Care Rebate. Pacific Hills Christian School is a Registered care provider for Child Care Benefit purposes (as opposed to an approved care provider).

Your family will need to satisfy the following eligibility requirements to receive Child Care Benefit payments for Before and After School Care fees:

- Residency.
- Immunisation.
- Responsibility for child care payments (either yourself or your partner).
- Work, training, study tests.

If the above requirements are met, you may be eligible for the registered care rate of a maximum of 50 hours of Child Care Benefit per child, per week. This is paid in arrears as a lump sum directly to families who use registered care. It is not income tested and is paid at a fixed rate.

To be assessed, a family needs to submit a claim and receipts with Centrelink within 12 months of the care being provided.

Link to Centrelink claim form:

<https://www.humanservices.gov.au/sites/default/files/documents/fa018-1512en.pdf>.

## **CHANGE OF DETAILS**

Please inform the Coordinator or Junior School Office of any change of address, phone numbers, medical information etc.

## DAILY ROUTINE

### Before School Care

<b>From 6:30am</b>	<b>Students Arrive</b>
<b>6:30 -7</b>	<b>Inside Play/Homework</b>
<b>7- 7:30</b>	<b>Breakfast Service</b>
<b>7:30- 8:15</b>	<b>Inside Play</b>
<b>8:15- 8:30</b>	<b>Pack up</b>

### After School Care

<b>2:45-3:10pm</b>	<b>Students Arrive/ Indoor Play</b>
<b>3:10-3:30pm</b>	<b>Afternoon Tea</b>
<b>3:30-4:30pm</b>	<b>Outdoor Play</b> <i>4pm- Extra Homework time for older students</i>
<b>4:30-5:30pm</b>	<b>Art &amp; Craft Time/ Homework</b>
<b>5:00pm</b>	<b>Fruit</b>
<b>5:30-6:30pm</b>	<b>Indoor Play</b> <i>5pm During Winter</i>

## ENROLMENT

- Enrolment forms can be obtained at the Main and Junior School Offices or the BAASC Centre.
- Enrolment forms **MUST BE FILLED OUT PRIOR TO THE CHILD STARTING** ensuring we have relevant information on our records.
- Please return forms to the Junior School Office or the BAASC Coordinator promptly as there may be a waiting list. Confirmation must be received before a student can attend.
- Enrolment in BAASC will be confirmed.
- All new children and their parents are invited to visit the Centre prior to attendance in order to familiarise themselves with staff and routines.

Each year there will be a re-enrolment period beginning at the start of Term 4. At this time, only parents with existing places can re-enrol. New enrolments are



then taken from Week 2, in Term 4. Should a waitlist be required, currently enrolled families will be given first option to re-enrol in that 2 weeks before the new enrolments are taken. After Week 2, all enrolments are taken on a 'date received' basis.

## ENROLMENT ATTENDANCE - PERMANENT BOOKINGS

- The Coordinator is responsible for all enrolments. You may ring the School Office to book your child in or to cancel a casual booking.
- Children will be booked in for specific days. If a child is unable to attend and we have not been notified by 11am, **the fee for the day must still be paid**. The child can be booked in for extra days (casual days) on the condition that:
  1. There is a place available.
  2. The Coordinator has been informed the day prior to attendance.
  3. Please contact by email or the Junior School Office or BAASC if your child is unable to attend on their regular attendance day.

## EVACUATION

There is an evacuation procedure which is clearly displayed within the centre. Evacuation drills will be carried out regularly. Should this occur when you are collecting a child, please cooperate with the Centre Coordinator.



## FEES

A daily flat rate fee will apply, whether your child is permanent or casual. This must be paid for every day your child is booked in.

MORNINGS	\$13.00
AFTERNOON- before 4pm	\$ 9.00
AFTERNOON	\$25.00
If after 6:30pm	\$15.00 per 15 minutes or part thereof.

If you have a permanent afternoon booking and you do not give notice by 11am that your child will not be attending on that day, then you will be charged.

## HOMEWORK

Parents must make arrangements with their child/ren regarding homework at the Centre. We will help wherever possible but cannot be responsible for homework not completed. Homework is done in a supervised environment from 2:45 – 3:15pm. We will encourage the children to do their homework whenever possible.

## HOURS

- The BAASC Centre operates from 6:30am – 8:30am and 2:45pm - 6:30pm, Monday to Friday.
- Children **MUST** be picked up by 6:30pm **PROMPTLY**, otherwise additional fees will be charged for every 5 minutes after 6:30pm.
- The Centre is not available during school holidays, public holidays, or pupil free days.
- If you are unable to collect your child/ren by 6:30pm, please notify the BAASC Coordinator by either telephoning the school on 9651 0700 and following the prompts or BAASC directly on 9651-0725 so arrangements can be made relating to your child's collection.

Children attending BSC will be walked to the Junior School playground at 8:30am. Children will not be permitted to leave before this time, even if the playground is supervised.

## MEDICATION

Prior to 3pm all students needing to take medication will visit the school nurse. After these time arrangements must be made by the parents with the Coordinator.

## PARENT INTERVIEWS

If you wish to discuss any aspect of your child's involvement in the program, please make an appointment with the BAASC Coordinator.

## RECORD OF ATTENDANCE

Children will be marked on the roll each day. Parents, or authorised person, **must** sign out each day. A special Attendance Book will be placed at the door of the Centre for this purpose. At **no time** will we permit a child to leave the BAASC to walk home, no matter how close they may live to the school. Children must be accompanied by a parent or guardian.



## **SUN PROTECTION**

The no hat no play rule that operates in Junior School will also operate in BAASC. Parents should advise their children regularly of the need to protect themselves by wearing hats and sunscreen.

## **TOYS**

We do not encourage children to bring their own toys into the BAASC.

## **WAITING LIST**

As we have a restriction to the number of children we can accommodate in BAASC, your child may be placed on a waiting list. You will be notified of this upon application. You will be contacted when a place becomes available. Current families will receive priority to re-enrol each year, for the days they are currently enrolled.

## **WRITTEN AUTHORISATION**

This is required for any person to collect your child other than those stated on the Enrolment Form. We will not allow a child to leave with another adult not known to us without parental authorisation.

## BAASC Application Form 2017

1/ FAMILY DETAILS									
Family Name									
Child's Name		Class	Gender	Date of Birth	Interests				
Address:								Postcode	
Parent's Mobile:				Name:					
2/ ATTENDANCE DAYS <input type="checkbox"/> Permanent Or <input type="checkbox"/> Casual <input type="checkbox"/> BSC <input type="checkbox"/> ASC Start Date:									
		Monday	Tuesday	Wednesday	Thursday	Friday			
6:30am – 8:30am									
2:42pm – 4:00pm									
2:42pm – 6:30pm									
ATTENDING AFTERNOON CLASSES AND PERMISSIONS									
Is your child/children attending an approved afternoon activity? (eg. Dance, Music, Sport) <input type="checkbox"/> Yes									
If 'yes' please provide details of <b>the times, duration and location of activity. Children CANNOT leave or arrive to BAASC without us knowing this information.</b>									
Child:	Activity:			Day:	Times:				
Child:	Activity:			Day:	Times:				
Child:	Activity:			Day:	Times:				
Child:	Activity:			Day:	Times:				
Does your child(ren) have permission to be collected by anyone else? <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, by whom?									
3/ MEDICAL INFORMATION									
Family Doctor's Name									
Address									
Phone									
Medical History	Child 1		Child 2		Child 3		Child 4		
First Name									
Medical History Details									
Medicare Number									
Medication									
Allergies									
Panadol Permission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Immunisation Status									
Copy of current Immunisation Form <b>attached</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

#### 4/PARENTS INFORMATION

Details	Mother / Guardian	Father / Guardian
Name		
Address		
Home Telephone		
Work Telephone		
Mobile		
Email		
Occupation		

#### 5/ FAMILY STATUS Please tick as appropriate

<input type="checkbox"/> One Parent Family	<input type="checkbox"/> One Parent Working
<input type="checkbox"/> Two Parent Family	<input type="checkbox"/> One Parent Working <input type="checkbox"/> Both Parents Working

#### 6/ EMERGENCY CONTACT (if parents are unable to be contacted)

Details	1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference
Name		
Address		
Relationship to child		
Home		
Work		
Mobile		

#### 7/ FEES

<b>Morning</b>	\$13 per morning.	
<b>Afternoon</b>	\$9 if picked up before 4pm	\$25 if after 4pm
<b>Afternoon 4pm)</b>	\$25 per afternoon (\$9 if collected before 4pm) *Subject to change	<b>\$15 per every 15 minutes(or part thereof) after 6:30pm</b> *Subject to change

**Billing** Fees are charged at the above rates, determined by the Centre, and billed monthly in arrears. Fees rise annually.

#### CANCELLATIONS

Two (2) weeks' notice is required *in writing* to the Coordinator to cancel a **permanent booking**. One (1) day's notice is required for cancellation of casual bookings. **If you have made a booking and you do not give notice that your child will not be attending, you will be charged.**

Please email: [baasc@pacifichills.net](mailto:baasc@pacifichills.net) before 11.00am) OR Call JSO: 9651 0756

#### 8/ CONSENT

Whilst every care will be taken of your child/children while they are at the Centre, the staff can in no way be held responsible for any accident, which may occur. In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact the parents before such treatment is sought. However, should this not be able to be done it will be necessary for authority to be given for the treatment to be undertaken. Parents are therefore asked to complete and sign the following

*I hereby give permission for the staff at Pacific Hills Christian School – After School Care Centre to seek medical attention for the above child/children in the event of an accident/emergency.*

**Signature of Parent/ Guardian**

**Date**

I / We certify that the information given above, to the best of my / our knowledge is correct. I / We also agree to pay all fees as they become due.

**Signature of Parent/ Guardian**

**Date**