



## Parent Information Booklet

# Out of School Hours Care (Primary-aged Children)



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# WELCOME AND INTRODUCTION

Welcome to Oxley Kids!

We look forward to getting to know you and your family as we partner together to care for your children and help them begin to understand themselves and this beautiful, amazing world.

My prayer is that all families feel welcome and at home when they come to Oxley Kids, and that the children feel a part of the Oxley Kids family. Our brand new, state of the art, purpose built facility provides an amazing backdrop for caring interactions between our staff and the families that use it.

To help you settle in to Oxley Kids, we have produced this information booklet as an easy to follow guide on the most important things you need to know. Adjusting to new situations takes time, especially for young children, but we are here to help.

This booklet will also help you to carefully consider the responsibilities that form the basis of our partnership, in order to make this a positive and encouraging experience for your child.

Of course, if you have any questions about any aspect of our program, staff or facilities, or need to discuss your child or family's situation with us, we are always here to help.

On behalf of all the Staff of Oxley Kids, I wish you and your family every success and a rewarding and memorable experience while at Oxley Kids.

**Kim Sopar**  
**Director**



# MISSION STATEMENT

Oxley Kids is a Christian Early Childhood Centre, committed to excellence in education and care, through which children develop their abilities in a secure, yet stimulating setting. Each child is nurtured in a Christian environment and these Christian values are an integral part of all programs.

As part of Life Ministry Centre Ltd's educational services with Oxley Christian College, Oxley Kids upholds and actively promotes and encourages Christian values.

# PHILOSOPHY

We believe that every person is uniquely created by God and that all have the ability to learn and achieve. We believe that every child should be valued for their individual gifts and should be afforded the opportunity to develop to their full potential. We support children to develop an understanding of themselves in relation to others; nurturing a sense of respect and compassion in order to develop well rounded children with a strong moral foundation.

We believe that children need a warm, safe and secure environment in which to develop and learn - an environment which fosters confidence in themselves and their abilities – a place where they belong. We encourage children to form positive relationships with their peers across all age groups, as well as within their families. We encourage children to celebrate their own, and each other's, rich cultural heritage.

We believe that the family is the child's first and most influential educator and that children's learning occurs when children are strongly connected to family, community, culture and place<sup>1</sup>. We believe that when children feel strongly connected and experience a sense of belonging, they are confident to explore and learn.

We believe that in order to develop to their full potential we must ensure that all aspects of the child's health and well-being are supported. This includes the health, nutrition, spiritual and physical development of the child. Oxley Kids staff will work in partnership with parents to support their child's learning and development. We acknowledge and value parental input and feedback in all aspects of our service.

The requirements of the National Quality Framework are incorporated into our programs and encourage each child to grow in all areas, be it creative, social, physical, emotional or spiritual. We believe in providing a balanced program, involving a variety of experiences which provide opportunity for children to explore, enquire, discover, make meaning, investigate and create. We highly value the role of play in children's learning, recognising that play is a child's natural way of expressing, sharing, extending and modifying accumulated knowledge, skills, attitudes and values.

We believe that staff should be highly professional, well-resourced and trained, and committed to sharing Christian values with children and families. Educators are encouraged and supported to use a diversity of skills and experiences that enrich the children's time at the service.

# OUT OF SCHOOL HOURS CARE (OSHC)

Oxley Kids offers quality Out of School Hours Care (OSHC) for students in Prep - Year 6 in a nurturing and creative environment. In addition, Oxley Kids is a registered provider of OSHC services for Child Care Subsidy (CCS) purposes.

## OVERVIEW

At Oxley Kids OSHC we follow the National Framework for School Age Care, *My Time, Our Place*. We will provide programs which help the school-age child to grow in creative, social, physical, emotional and spiritual realms. We believe in providing a balanced program and interests that involve a variety of experiences for exploration. We value the role of play in children's learning, recognising that play is a child's natural way of expressing, sharing, extending and modifying accumulated knowledge, skills, attitudes and values.

## Hours of Operation and Program

Oxley Kids OSHC will operate on school days 6.30am to 8.30am (2 hours) and 3.30pm to 6.30pm (3 hours).

A light breakfast and a range of activities will be provided in the morning.

An afternoon snack is provided, together with a program of varied indoor / outdoor activities, in the After School session. Where practical, students may be supervised with homework in the afternoon.

### *Outdoor Play*

Oxley Kids has an emphasis on allowing children time to interact with nature. Our rooms are all set up to facilitate a true indoor/outdoor play area, with children encouraged to spend a large amount of time each day in the playground. Our outdoor play spaces have been designed by a Landscape Architect to provide a multitude of natural play experiences and encourage children to explore their world. Research has proven the positive impacts on children's learning when they have time and space to interact with the natural world. This is a priority for Oxley Kids.



## OSHC Registration

Parents are required to register their children for OSHC. Bookings will not be made unless an Oxley Kids Enrolment Form has been completed and provided to Oxley Kids.



You will be invoiced for the Account Setup Fee when applying and billed each week for usage of the program. Enrolment Forms are available on our website [www.oxleykids.vic.edu.au](http://www.oxleykids.vic.edu.au), or from either Oxley Kids reception or the Oxley Christian College administration office.

## OSHC Bookings

### Permanent Bookings

Please note, **bookings are essential**. The Enrolment Form must be completed and returned before the first use of the OSHC program. **Once you have booked a regular place you will be billed for the booking whether your child attends or not. Changes to regular bookings require 2 weeks' notice in writing.**

### Casual Bookings

Casual Bookings may be possible, subject to place availability. Please phone 9727 9200 or email [office@oxleykids.vic.edu.au](mailto:office@oxleykids.vic.edu.au) prior to 2.00pm on the day that the service is required to ensure that a place is available and adequate staffing can be arranged. **Once you have booked a casual attendance, you will be billed for the booking, even if your child does not attend, unless you notify us of a cancellation to the casual booking, prior to 2.00pm.** Bookings received after 2.00pm will be billed as an emergency booking.

### Emergency Bookings

If emergency placement is required, due to parent inability to collect an Oxley Christian College Junior School student before 4.00pm, please call Oxley Kids as soon as possible on 9727 9200.

If your child is brought from the yellow square because no contact has been made with the school for late pick up, your child will be brought to the OSHC program at 4.00pm. You will be billed the emergency fee for the session attended in the OSHC. Oxley Kids will seek contact and medical information from Oxley Christian College to ensure it can properly care for the student.

### Cancellations

**Please advise us if your child is going to be absent. If you do not notify Oxley Kids of your child's absence you will be billed for the time booked, even if it is a casual booking. All regular booked places are billed regardless of attendance.**

## Fees and charges

### Account Setup Fee

- A non-refundable once-only Account Setup Fee of \$100.00 per family is payable on enrolment to Oxley Kids (first child only).

### Usage Charges

- OSHC is charged at a flat fee of \$13.45 per child for Before School Care, and \$22.40 per child for After School Care.
- After School Care for Preps from their early finish time during February incurs a charge of \$22.40 per child for this service. If the child remains in our care after 3:30pm, you will also be charged the After School Care fee of \$22.40 per child.
- Emergency booking:
  - For BSC, if not booked prior to close of business the day prior, you will be charged \$22.40 per child.
  - For ASC, if not booked prior to 2:00pm on that day, you will be charged a fee of \$33.60 per child, subject to availability of places. This includes if your child is left at the Yellow Square and the College staff send your child to us.
- Statements will be sent weekly for all OSHC attendances and bookings, with all accounts with ongoing bookings expected to be maintained in credit by 2 weeks' fees at all times.

## Student Behaviour and Expectations

It is expected that students will obey the rules and regulations while attending Oxley Kids. Any disciplinary matters occurring while attending Oxley Kids will be dealt with under the Oxley Kids guidelines.

## Lost or Damaged Oxley Kids Property

It is the responsibility of the child to take care of all Oxley Kids equipment and property. If it is considered that the child has not fulfilled this responsibility, the cost of replacing or repairing the property will be added to the relevant family's fee account.

## Queries and Complaints

Any ideas and suggestions to improve the quality of care we provide at Oxley Kids are most welcome, and can be given to our Educators or the Director. If you have a complaint or concern, please speak with the Director or Educator, to resolve the matter. All correspondence will be treated in a confidential manner. If discussion of the concern does not result in a mutually acceptable solution, please contact the Director to discuss the matter further.



## Notifying Changes to Personal Details

By signing the Enrolment Form you agree to advise us of all changes of address, telephone numbers, work, email, family, and student medical circumstances as soon as they occur, to enable us to meet our duty of care. You may be asked to complete a new family information sheet from time to time.

## Child Care Subsidy (CCS)

Oxley Kids is approved for CCS. You will need to provide your child's CRN on the Enrolment Form, as well as your CRN and Date of Birth, as this is used as a confirmation by the Department of Human Services.

If you believe you are eligible for CCS and do not have a CRN, please contact the Department of Human Services on 13 61 50.

If you are eligible for CCS, you will be able to claim up to 42 absences during the year.





# OXLEY KIDS POLICIES

Copies of the following Policy documents are available for viewing by parents, at the Oxley Kids office.

- Curriculum Development
- Inclusion and Equity
- Acceptance and refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment
- LMC Reportable Conduct Policy
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Epilepsy
- Excursions and Service Events
- Food Safety Policy
- Hygiene
- Incident, Injury, Trauma and Illness
- Nutrition and Active Play (including Food, Beverages and Dietary Requirements)
- Relaxation and Sleep
- Sun Protection
- Supervision of Children
- Water Safety
- Occupational Health and Safety
- Environmental Sustainability
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students
- Staffing
- Interactions with Children
- Enrolment and Orientation
- Fees
- Governance and Management of the Service
- Complaints and Grievances
- Information Technology and Social Media
- Smart Board Use Policy
- Privacy and Confidentiality

## STATEMENT OF FAITH

Oxley Kids believes that the Bible is the inerrant Word of God and Oxley Kids teaches Biblical perspectives as Truth. This Statement of Faith identifies those beliefs. These beliefs will form the basis of our world view, curriculum and activities.

### **The Bible**

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety. They alone constitute the sole and absolute authority in all matters pertaining to Christian faith and practice.

### **Trinity**

We believe there is one God, perfect and holy, existing eternally in three equal divine persons of the Father, the Son and the Holy Spirit. God is the creator and sustainer of all things, both visible and invisible, the heavens, the earth and all that is contained in the universe.

### **Jesus Christ**

We believe that the Lord Jesus Christ is the eternally existing only begotten Son of God, the Lord of all creation who was with God in the beginning and at the appointed time took the form of man, lived a sinless life and died on a cross, being raised again on the third day.

### **Virgin Birth**

We believe that Jesus was the Word made flesh, supernaturally conceived by the Holy Spirit and born of the Virgin Mary.

### **Redemption**

We believe that Jesus Christ lived a sinless life and died as a sacrifice on the cross, shedding His blood for the remission of sin for all mankind. He is the only source of salvation from the penalty and consequence of sin.

### **Resurrection**

We believe that Jesus Christ rose from the dead in His own glorified body for man's justification, ascended into Heaven and is seated at the right hand of the Father.

### **Salvation**

We believe that all men are in a fallen sinful and lost condition as a result of the original sin of Adam and Eve who were created without sin. In this state of depravity man is helpless to save himself and is under the condemnation of God to eternal punishment in Hell. Salvation from this state is solely by grace and is received through genuine repentance toward God and trust in the Lord Jesus Christ. This experience is known as "new birth" and is an instantaneous and complete operation of the Holy Spirit who alone convicts men of sin, leads them to repentance, creates faith within them and regenerates. The regenerate person is indwelt by the Holy Spirit who imparts gifts and manifests fruits through the believer.

### **Second Coming**

We believe the Lord Jesus Christ will visibly return to earth in person to establish His Kingdom. This will occur at a date undisclosed by scripture.

### **Kingdom of God**

We believe that the Kingdom of God is made up of believers from all nations and denominations who are under the headship of the Lord Jesus Christ. The Church is the visible manifestation of the Body of Christ in the local community expressing itself through local congregations.

### **The Christian Life**

We believe that the Christian life is expressed outwardly by conformity to the standards expressed in the Bible which is the sole and absolute authority in all matters pertaining to Christian faith and practice.

## OUR CHRISTIAN VALUES

As a Christian body committed to our faith...

- **we worship God**
  - because He has demonstrated His love to us and deserves our highest praise
- **we seek to model the life of Christ**
  - because through Christ, God has shown us how He wants us to live
- **we uphold the standards of good and right acclaimed in the Bible**
  - because we believe that the Bible is God's Word
- **we rely on prayer and the Holy Spirit**
  - because we believe that God has provided these as a means of relating with Him
- **we spread the Good News and seek ways to serve God**
  - because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live

As individuals...

- **we act with integrity, self control & humility**
  - because we believe that God is just and holds us accountable for our actions
- **we practise moral values such as honesty, patience, justice & mercy**
  - because we believe that God wants us to follow His example of righteousness
- **we base our relationships on love, forgiveness & reconciliation**
  - because we believe that we should follow the example of Christ's love for us
- **we aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others**
  - because we believe that these are gifts entrusted to us by God

As members of the community...

- **we seek to discover who we are and our place in the universe**
  - because we believe that we learn about God through his creation
- **we value the uniqueness of individuals and provide a nurturing, caring environment**
  - because we are all precious in God's sight
- **we show respect, tolerance and live in harmony with others**
  - because we believe in the equal right of all people to live in peace
- **we help those in need from a sense of compassion**
  - because we believe that we should love one another
- **we seek ways to sacrificially serve the community**
  - because we follow Christ's example of serving others

As mankind...

- **we have a hope for the future**
  - because we believe that we are created by God and redeemed by Jesus Christ

