



# Family Handbook



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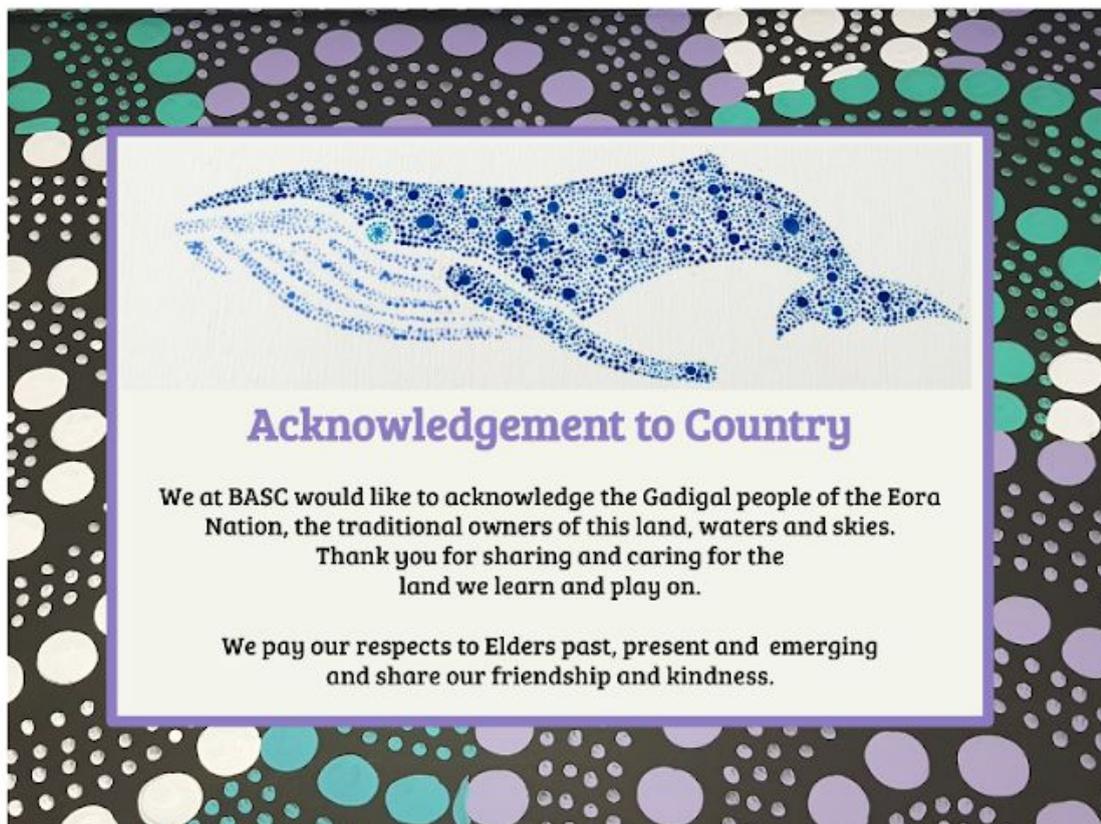
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# Introduction

## BASC Philosophy

### Our Philosophy

We aim to provide a safe, nurturing and engaging environment where children can learn through play, and feel like they belong.

We endeavour to maintain positive relationships and encourage collaboration between educators, children, families and our school community.

We believe taking risks, bare feet & getting dirty are an important part of every childhood.



We feel including homework time in our program can assist our families in their busy lives.

We promote inclusion and encourage individual interests while fostering independence.

We aim to make sustainability a priority in our community and strive to provide a high quality service through continuous improvement.

We accept and value the rights of every child and celebrate the cultural diversity in our community.

## Welcome to Bondi BASC - Being, Belonging, Becoming.

Welcome to Bondi Before & After School Care (BASC). We are a non-profit, community based organisation managed by a voluntary parent committee. Parent participation is vital for our service, all our families are encouraged to play an active role in our centre.

At BASC we provide a Before & After school as well as a Vacation care service for school aged children on a permanent basis, we also accept casual bookings if space is available.

Our educators welcome, support and stimulate children through engaging activities in diverse environments. BASC is a place where children can develop a sense of belonging, learn to appreciate being in the moment and becoming the best they can be.

We collaborate with children and their families to create a program based on the values and interests of our children, families, educators and the community.

Drop in and visit the centre at any time to meet our educators, view activities & policies as well as discuss any additional needs your child may have.



BASC follows the National Quality Framework for Out of School Hours Care and adheres to all relevant industry and workplace legislation.

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services in areas that impact on a child's development and empower families to make informed choices for their children.

## National Laws and Regulations

The national laws & regulation that govern the Education and Care industry consists of the;

- Education and Care Services National Law
- Education and Care Services National regulations.

These laws and regulations are embedded in the BASC policies & procedures, available to be viewed on the BASC website [bondiaftercare@gmail.com](mailto:bondiaftercare@gmail.com).

## National Quality Standards

The National Quality Standard (NQS) sets a high national benchmark for education and care services in Australia. The NQS includes 7 quality areas. Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

<b>QA1 - Educational program and practice</b>	Educational programs and practice of educators are child-centred, stimulating and maximising opportunities for enhancing and extending each child's learning and development.
<b>QA2 - Children's health and safety</b>	Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and wellbeing.
<b>QA3 - Physical Environment</b>	Physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.

<b>QA4 - Staffing Arrangements</b>	Qualified and experienced educators, who develop warm, respectful relationships with children, create predictable environments and encourage children's active engagement in the learning program.
<b>QA5 - Relationships with Children</b>	Relationships with children are responsive, respectful and promote children's sense of security and belonging.
<b>QA6 - Collaborative Partnerships with Families &amp; Communities</b>	Collaborative relationships with families are fundamental to achieving quality outcomes for children, and community partnerships based on active communication, consultation and collaboration are essential.
<b>QA7 - Leadership &amp; Service Management</b>	Effective leadership and governance of the service contributes to quality environments for children's learning and development. Effective leaders establish shared values for the service and set clear direction for the service's continuous improvement.

## Assessment & Rating



The assessment and rating process occurs approximately every 3 years and is made up of, a submission of the service Self Assessment against the 7 q and a visit by an Assessment and Compliance Officer from Department of Education and Communities (DEC) to assess the practices of the staff and the overall service in regards to the National Quality Standards

We are very proud to have been rated as 'Exceeding' the national quality standards by, Australia Children's Education and Care Quality Authority (ACECQA). We believe this rating reflects the amount of care and effort our staff, families and community put in when creating a centre where children feel that they can belong.



I like making stuff in arts & craft, I LOVE the evening snack, chocolate strawberries are my favourite! - Minnie (year 1)

## My Time Our Place

Under the National Law and Regulations, services are required to base their educational program on an approved learning framework, focused on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

The Framework acknowledges the importance of play in children's learning & development, that their learning is not limited to any particular time or place, with an emphasis on developing life skills and a sense of enjoyment.

It recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that children in all school age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities. (My Time Our Place, Framework for School Aged Care in Australia 2011)

The Framework for school age settings is My Time Our Place, at BASC the principle, practices and outcomes of My Time Our Place guide decision making, programming & practices at the service.



### Principles

In school age care settings the Principles underpin practice that is focused on collaborating with all children to make progress in relation to the Outcomes (My Time Our Place, Framework for School Aged Care in Australia 2011)

Secure, respectful  
and reciprocal  
relationships

Partnerships

High expectations  
and equity

Respect for  
diversity

Ongoing learning  
and reflective  
practice

### Practice

The principles of school age care pedagogy underpin practice. Educators draw on a rich repertoire of pedagogical practices to promote children's learning by:

Holistic approaches

Collaboration with  
children

Learning Through Play

Intentionality

Environments

Cultural Competence

Continuity &  
Transition.

Evaluation of  
Wellbeing & Learning

### Outcomes

The following Outcomes demonstrate how the three elements of the Framework: Principles, Practice and Outcomes combine to guide program decision-making and assessment to promote children's opportunities for belonging, being and becoming.

**OUTCOME 1:**  
Children have a  
strong sense of  
Identity

**OUTCOME 2:**  
Children are  
connected with and  
contributed to their  
world

**OUTCOME 3:**  
Children have a  
strong sense of  
wellbeing

**OUTCOME 4:**  
Children are  
confident and  
involved learner

**OUTCOME 5:**  
Children are  
effective  
communicators

*"The calm and confident team at BASC made it easy for first time Kindy parents to transition their kids to big school. I couldn't manage without them!"  
- Michelle (BASC Parent)*

## Educators

BASC has a team of experienced educators who are trained in child protection, first Aid, anaphylaxis and asthma management qualifications up to date, with a staff development week held annually.

BASC educators act in the appropriate manner required to provide a positive role model for the children, and are responsible for the full implementation of guideline requirements in policies under Children's Services Regulations.

Our Educators are each responsible for one of the 6 Year groups from K to 5 / 6. We feel this enables us to provide continuity of care for our children, as well as creating an opportunity for the children to develop more meaningful, reciprocal relationships with their year group educators.

### The BASC team is comprised of:

- Managing Director - Li McLean
- Director - Matt Godman
- Coordinator - Benni Haupt
- Educational Leaders – Natasha Otormin & Vivienne Wiess
- Work Health & Safety Officer – Luke Mclean
- Inclusion Support Officer – Arran Idema-Lowe
- Customer Accounts Manager - Geordie Mclean
- As well as a dedicated team of permanent and casual Educators who you can get to know through our Meet the Educator profiles found on the BASC website [www.bondibasc.com](http://www.bondibasc.com) .

## BASC Management Committee

Bondi Before & After School Care relies on the voluntary work of parents. The Management Committee consists of a group of dedicated parents and school staff representatives, who assist in the running of the Centre. All families are welcome to attend the committee meeting held once a term, to share your fundraising ideas, offer any suggestions to help with the continual improvement of our centre.

*I love playing games like ship shark shore, bullrush & tips, especially with the educators -  
Cadem (Year 2)*

## Family Participation

Family input & collaboration is extremely valuable to our service as we aim to create the most positive and supportive environment possible for our children.

We seek input from our families through many ways; informal conversations, question of the week on our family notice board, emails. surveys etc. Family feedback is vital in ensuring the continuous improvement of our service as we gather information for future planning.

At BASC we encouraged families to contribute ideas, feedback or skills into our program and service. We understand our families lead busy lives and have many commitments, but there are a number of ways in which you may be involved, including:

- Share your ideas for activities & menus.
- Attending committee meetings.
- Run a discussion, educating children on your profession.
- Join in or run an activity eg. Knitting, art, sport, etc.
- Demonstrate or perform a special talents eg. musical instrument
- Share some insight into your cultural background

## Operation and Administration

### Operating Hours

Hours of Operation			
Session	Days	Opening Hours	General Information
<b>Before School Care (BSC)</b> *During school terms	<b>Monday - Friday</b>	<b>7:30am - 9:00am</b>	8.30am - Playground supervised by a school teacher. *Term 1 - Educators walk kindergarten children to their class at 9am.
<b>After School Care (ASC)</b> *During school terms	<b>Monday - Friday</b>	<b>3:00pm - 6:00pm</b>	Term 1 - Kindergarten children are collected by educators from their class at the 3pm bell.
<b>Vacation Care (VAC)</b> *2 weeks of each school holidays.	<b>Monday - Friday</b>	<b>8:00am - 6:00pm</b>	VAC programs are released 4 weeks prior to holiday periods.
<b>BASC Closures</b>	<ul style="list-style-type: none"> <li>● Public Holidays</li> <li>● Pupil Free Days (the first day of Terms 1, 2 &amp; 3 as well as the last 2 days of Term 4.)</li> </ul>		<ul style="list-style-type: none"> <li>● 2 to 3 weeks over Christmas &amp; New Years.</li> <li>● Staff Development Week - 1 week in January before school returns in the new year.</li> </ul>

### Bookings & Fees

#### Permanent Bookings

- A permanent booking is when a child attends the same days each week.
- These fees are set at a lower rate than a casual booking
- Families can email the Bondi BASC Admin Team at [bondiaftercare@gmail.com](mailto:bondiaftercare@gmail.com) to request any permanent Before or After School Care sessions.
- Families must provide 2 weeks' notice via email, for any changes or cancellations to a permanent booking
- Please note that fees apply for absent days.



## Casual Bookings

- A casual booking is when a family has no set days and chooses to book different sessions at random.
- Casual bookings are charged at a higher rate than a permanent booking and are subject to availability.
- Families can check casual availability, and book a casual ASC, BSC or VAC session for their child through the My Family Lounge app.
- Please note all Vacation Care sessions are classified as casual bookings and must be booked through the My Family Lounge app

I like Aftercare because we get to have so much yummy food and I love the arts and crafts room because I'm a great artist - Tilly (Kindy)

### Daily Fees

Standard fees before the Child Care Subsidy has been applied

Bookings	Permanent	Siblings	Casual
<b>Before School Care (BSC)</b>	<b>\$20.00</b>	<b>\$15.00</b>	<b>\$25.00</b>
<b>After School Care (ASC)</b>	<b>\$23.00</b>	<b>\$18.00</b>	<b>\$27.00</b>
<b>Vacation Care (VAC)</b>	<b>n/a</b>	<b>\$50.00</b>	<b>\$55.00</b>

### Additional Fees

<b>Annual Registration</b>	<b>\$50.00</b> siblings \$15.00
<b>Unexplained Absence</b> - if BASC is not notified of a child's absence before the session start time.	<b>\$10.00</b>
<b>No Prior Booking</b> - if BASC accepts a child into a session without a prior booking.	<b>\$10.00</b>
<b>Late Collection</b> - per 15 minute block when your child is collected after 6pm.	<b>\$20.00</b>
<b>Overdue Account</b> - per invoice when account is over 2 weeks late.	<b>\$20.00</b>

## Billing Information

### Providing Your Billing Details

Bondi BASC uses an automatic Direct Debit system, through the provider 'Debit Success', to process all booking, attendance & service fees. Families are required to provide their billing details when completing their child's online enrolment form (please see the 'Family Direct Debit' section on the enrolment form).

### Billing

- Families have the option to choose funds being withdrawn from either a bank account or a credit card.
- All accounts are debited on the Monday following your child's bookings.
- Please ensure you have sufficient funds in your nominated account &



allow up to 1-2 business days for the transaction to be processed.

- The BASC Annual Registration Fee will be charged on the Monday following your child’s first booking of each year.
- Families are emailed a ‘Statement of Account’ every Monday detailing all of their account transactions & bookings for the previous week
- Families can request a Statement of Account for any given period of time via email.
- A breakdown of all fees and charges can be viewed under ‘Account Transactions’ on the statement of account.

### Failed Payments & Overdue Fees

- Families are notified via email when a direct debit payment has failed to be processed. Families will be asked to authorised Bondi BASC to process the payment again and to update their billing details if required.
- Debit Success may charge a \$14.95 dishonour fee for any payment that fails to be processed.
- It is each family’s responsibility to ensure they update their billing details, before the Monday billing date, when switching banks or if their credit card is lost, stolen or expired.

As we are a non-profit organisation we depend on on-time family payments for the daily operation of our centre. For parents with overdue fees, the following procedure will apply:

Failed Payment	Actions to Recover Outstanding Fees
1st Week	- Email to Billing Account Holder
2nd Week	- Email & SMS to Billing Account Holder
3rd Week	- Email & SMS to Billing Account Holder - \$20 Late Payment Fee applied
4th Week	- Email, SMS & Phone Call to Billing Account Holder - \$20 Late Payment Fee applied
5th Week	- Email, SMS & Phone Call to Billing Account Holder - \$20 Late Payment Fee applied - <b>All bookings suspended</b>
Final Step	- If you have not arranged payment with the Bondi BASC Admin Team then all of your bookings will be canceled and offered to the next family on the waiting list. - Debt Collectors may be contacted

### Updating Your Billing Information

It is the responsibility of each family to update their billing details when changing banks or credit cards.

The My Family Lounge app allows families to easily update their billing details:

1. Sign in to the App
2. Select ‘Payment Details’
3. Select ‘Edit’
4. Provide either a bank account or credit card

You can also update your billing details through your child’s enrolment form by signing in to your online My Family Lounge Portal & selecting ‘Edit Enrolment’: <https://www.bondibasc.com/sign-in-register>

## Child Care Subsidy CCS

The Child Care Subsidy is the means tested child care fee assistance provided to families by the Government, which replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) in July 2018,

The Child Care Subsidy is passed on to families as a fee reduction in your weekly statement. To receive the Child Care Subsidy you must be an Australian resident, your child must be aged 13 or under and meet immunisation requirements.

There are three factors that determine a family's level of Child Care Subsidy. These are:

- [Combined annual family income](#)
- [Activity test](#) – the activity level of both parents
- [Service type](#) – type of child care service and whether the child attends school

There is also additional fee assistance for vulnerable families through the [Child Care Safety Net](#).

Families can get an estimate of what they may be entitled to by entering their details into the [Department of Human Services Payment and Service Finder](#).

## Allowable Absences

Families are entitled to receive the Child Care Subsidy for up to 42 absences for each child, per financial year. You can use these absence days for any reason, including if the child is overseas, without providing evidence. You will not be eligible to receive the CCS for any absences over 42 days in a financial year.

You can only use an absence day after your child has physically attended the service for the first time. In special circumstances, you may receive CCS for more than 42 absence days. Your CCS will be automatically cancelled if your child leaves the service or hasn't attended child care for 14 continuous weeks



## Routines and Procedures

### Enrolment Procedure



Families are required to complete the BASC online enrolment form before their child attends the service, Families have the responsibility of updating the child's enrolment form each year and as changes occur.

Families should inform BASC of any changes to personal details as it can affect the service we provide for your child. Any changes to phone numbers, addresses, or authorised persons to collect your child must be communicated to the centre director.

Changes in your home life may affect your child's behaviour or routine, this information may be useful for our educators in their day-to-day dealings with your child. Please keep the centre up to date with any changes.

Permanent bookings carry over each year, with 2 weeks' notice required for any changes or cancellations. Casual bookings will be subject to availability and have an extra cost.

## Priority Access / Waiting List

Bondi BASC endeavours to give priority to those families in our community who are most in need, therefore if there is a limited number of vacant places or in cases where a waiting list has been created, priority will be given to the below enrolment categories:

Bondi BASC endeavours to give priority to the below enrolment categories:

1. Child at risk of abuse or neglect
2. Family in an emergency situation
3. Aboriginal & Torres Strait Islander families
4. Families which include a person with a disability
5. Low income (under \$45,000)
6. Children in socially isolated families
7. Single parent families (sole custody)
8. Single parent families (joint custody)
9. Both parents are working, training or studying

\*Documentary evidence may be required

Sub-Categories

- Siblings
- Date booking request received



## Access & Custody

If there are any court orders affecting custody of your child, please ensure you provide a copy for our records. Educators cannot restrict access to a parent without legal documents.

*I like After Care because I get to play with the kitchen set and cleaning it - Gabriel*

## Signing In & Out



At Bondi BASC we use the 'QK Kiosk', an electronic signing in and out system. Families and those authorised to collect children will use their phone number and a personal pin code (set up with educators at the first drop off/pick up) to sign children in and out of the service.

To ensure the safety of your child please do not give out your phone & pin numbers. If you wish to add someone to your authorise pick up list, login to your 'Enrolment Management' page and add the new contact details to your child's 'Enrolment Form'. Ensure you authorise this person to collect your child and then select 'Submit' so this new

information is updated in our system. Each authorised person will then set up their own personal pin.

For the safety of all children it is vital that families recognise the importance of signing children in and out of each session they attend BASC. Signing in & out will ensure your child is accounted for, appropriately supervised & guarantee BASC educators have the accurate number of children in attendance in the case of an emergency.

## Delivery & Collection of Children

- Please ensure that educators are aware of your child's arrival and departure of the centre.
- Children are not to be left at the service unattended at any time prior to the opening hours of the service.
- Children must be collected before closure of service at 6pm.
- Any person who is collecting a child from the service must be over 18 and listed as an authorised nominee on the child's enrolment form with their contact details.
- The authorised nominee who is collecting a child must sign the attendance register and record the time of collection and their signature.
- If a person who is not on the collection list arrives to collect a child, written authorisation will be sought from an authorised nominee before the child is able to leave the service. Educators will also request identification from the person collecting the child.
- During After School Care we offer your child a choice of activities which are run simultaneously in a variety of environments, we do have the luxury of walkie talkies but please understand that you may need to be patient when collecting your child. If you find yourself in a hurry we advise that you ring ahead so educators can prepare your child for your arrival, but we do encourage families to visit the environment your child is playing in to see what activities they are engaged in while they attend BASC.



## Absences

- Families are required to notify staff whenever their child will not be attending BASC on their permanent day to prevent staff from having to conduct a search & ensure your child is safe and accounted for during our busiest period.
- If a child is collected from school without BASC staff being notified an Unexplained Absence fee of \$10.00 will be charged.
- For permanent attendees fees still apply if your child is absent.
- Each child is eligible to receive the child care benefit for 42 days absent per financial year. Absences exceeding 42 days will not be eligible to receive the childcare benefit discount.



## Late Collection of children

We expect children to be picked up before 6pm but if you are running late due to unforeseen circumstances please notify BASC via telephone as soon as possible, so we can inform your child and avoid unnecessary anxiety.

If children are collected after 6pm a \$20 late fee will be charged for each 15 minute block of time that passes. If staff have been unable to contact parents, authorised nominees and emergency contacts by 7pm, your child will be taken to Bondi Police Station.

## Extra-Curricular Activities



If your child will be attending an Extra-Curricular activity during a session that they are booked into attend BASC you will be required to complete an [Extra-Curricular Activity Permission Form](#) stating that your child will be out of the BASC educators care during the time of the activity.

Educators are unable to permit children to leave the BASC centre without a signed permission form. Please ensure that you have discussed drop off and pick up arrangements with your child and the extra - curricular instructor as BASC Educators cannot take responsibility for drop off and collection of your child as they have a duty of care to the children attending BASC and this would affect our staff to child ratios.

## Educator to Child Ratios

BASC has a minimum of 2 staff on duty at all times, with an additional carer allocated for children with special needs.

BASC comply with the national standards of:

- 1 educator to 15 children at the centre.
- 1 educator to 8 children on excursions.
- 1 educator to 5 children with water activities.

## Complaints & Concerns



If a family has a complaint or comment about our service they are encouraged to contact the BASC Director who will arrange a time to discuss the concern and come to a resolution. You can email the Director Matt Godman at [matthew.godman@bondibasc.com](mailto:matthew.godman@bondibasc.com)

If the complaint is not handled to the satisfaction of the parent they should discuss the matter with the president of the BASC Parent Management Committee. Alternatively they can contact the regulatory authority on [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

*"What a fabulous nurturing and educational environment the team provide. Such wonderful, calm, warm and down to earth people who truly make my kids feel loved, safe and happy. There's also the wonderful parents behind the scenes who have put in much time and effort too. A fantastic community. Whenever I collect my kids from After Care I always get that warm, fuzzy feeling-makes me feel good to know my kids feel good!" – Bev (BASC Parent)*

# Our Program

## Our Program – Learning Through Play



At BASC we believe play is a valued process not only for enjoyment and leisure, but also for learning. Through play, children develop a sense of identity and an understanding of their social and cultural worlds. Children use play to explore and understand cultures, communities and friendships

At BASC we plan our program weekly, we ensure that we incorporate a range of activities to meet the diverse needs and interests of the children that attend our service. These activities promote the development of social, cognitive, emotional, physical and creative skills and include art, craft, outdoor games, sport, dance, drama, music, science and more. We carry out these daily activities in conjunction with activities planned for the term run by parents and local community groups eg. Hula hooping, African drum & dance, move to calm and BMX/Skateboarding.

Along with our planned activities children always have the opportunity to partake in spontaneous play, prompted by children's interests & imaginations. Educators facilitate these spontaneous activities by having a range of equipment and material easily accessible & readily available for children's use.

Children have freedom and choice within the centre; they are encouraged to participate & understand the benefits of planned activities however if they do not feel like it, are able to follow another interest. We ensure that our program reflects the multicultural society that we are situated in, this is particularly evident in our daily menu which features an array of various cuisines including Italian, Chinese, Middle Eastern and Mexican.

When planning we gather ideas from children and parents from the centre to ensure that our program is as engaging as possible, we also plan particular activities for intentional teaching of skills including communication, collaboration and knowledge building in a play based environment.

We base our program on the My Time Our Place framework (2011), each activity we plan is an opportunity for children attending the service to achieve the outcomes which form part of the framework. Children and educators work together to document activities that occur within the centre using photographs, drawings and writing. Make sure you sign up for ClassDojo if you would like to see what we get up to at BASC, or ask your child or one of our friendly educators to show you the BASC floor books or take a look at our wall displays!



## Weekly Program

We aim to provide a program which reflects our values and those of the children, families and community. We believe in providing healthy & nourishing meals and fun and engaging activities where children can learn through play in a safe and nurturing environment

To ensure our children’s knowledge, strengths, ideas, culture, abilities & interests are the foundation of our program (QA1 Program and Practice - Element 1.1.3), children are involved in all aspects & stages of our program and planning cycle.

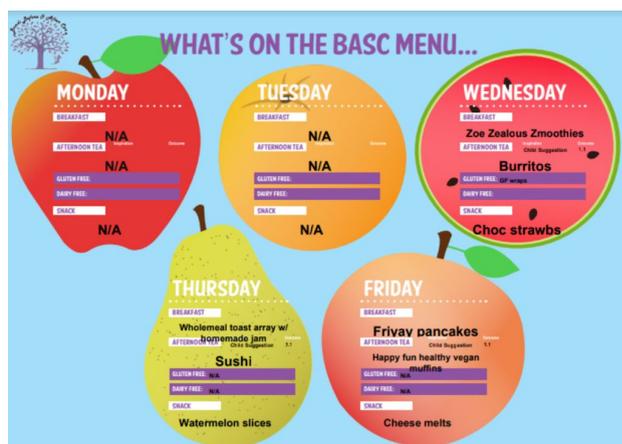
The children & Educators of each year group rotate the responsibility of planning, running and evaluating the planned weekly activities for one of the center's learning environments.

- Arts & Craft
- Outdoors Kindy Playground & Top feild
- Games room
- Group Activity
- Front Desk
- Kitchen / Afternoon Tea

Each week our Educators collaborate with the children in their year group to plan meals and activities for the environment they will be responsible for during the following week. When an individual child requests a specific activity their name is displayed on the program to encourage a sense of ownership over the activity and build their self-esteem.

This program will be posted on the Class Dojo app and displayed at the BASC sign in desk so families and children can view the planned activities for the coming week.

	TERM 1	WEEK 2	COUNTRY OF THE WEEK	
	OUTDOOR Kindy	PLAYROOM Year 4	ARTS & CRAFTS 2	SPM ACTIVITY Year 5/6
<b>MON</b>	Soccer Inspiration: Child Interest 3.2 Outcome: 3.2	World puzzle Inspiration: Child Interest 4.3 Outcome: 4.3	Collages Thanks Tillo M Inspiration: Child Input 1.2 Outcome: 1.2	Step back catch Inspiration: Child Interest 4.3 Outcome: 4.3
<b>TUES</b>	Stuck in the mud Inspiration: Intentional Teaching 6.1 Outcome: 6.1	Volcano Thanks ines Inspiration: Child Input 4.2 Outcome: 4.2	Noongar season drawings Inspiration: Aboriginal Perspective 2.2 Outcome: 2.2	Infinity Tips Inspiration: Child Interest 1.4 Outcome: 1.4
<b>WED</b>	Cat and mouse Inspiration: Intentional Teaching 1.4 Outcome: 1.4	Language Club Inspiration: Multicultural 4.1 Outcome: 4.1	Recycled House Making Thanks Paula G Inspiration: Child Input 1.2 Outcome: 1.2	Dodgeball Inspiration: Intentional Teaching 2.2 Outcome: 2.2
<b>THUR</b>	Line Dancing Inspiration: Intentional Teaching 3.1 Outcome: 3.1	Murder wink Thanks Toby Inspiration: Child Input 4.2 Outcome: 4.2	Animal Spring craft artworks Inspiration: Child Input 4.1 Outcome: 4.1	Cricket Inspiration: Intentional Teaching 1.1 Outcome: 1.1
<b>FRI</b>	Duck, Duck, Goose Inspiration: Intentional Teaching 1.4 Outcome: 1.4	Just dance Inspiration: Child Input 4.3 Outcome: 4.3	Drawing Competition Inspiration: Intentional Teaching 4.1 Outcome: 4.1	Chinese new year party Inspiration: Multicultural 2.2 Outcome: 2.2



## My Time Our Place - Understanding Our Program

### Inout & Inspiration

Educators collaborate with children and families to plan play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. The following terms are used on our program to highlight what inspired educators in collaboration with children to plan each activity.

- **Children’s input** - activity chosen by an individual child or group of children for the program.
- **Family input:** based on family idea or suggestion
- **Children’s interests** - activities educators have observed children eager to engage in or current trends.
- **Community & Culture:** based on community values, events, cultures or celebrations
- **Aboriginal Perspectives** - Activity that explores the stories, history & culture of First Australians.
- **Intentional teaching** - an activity planned by educators to educate children on a specific topic or skill.
- **Extension of learning:** further learning based on previous activities

### Outcomes

We use the 'Australian Children's Education and Care Quality Authority' (ACECQA) approved learning framework, ["My Time Our Place"](#) to guide us in our practice, ensuring we understand our roles as educators and provide the best possible care for children, supporting their learning and wellbeing.

The BASC program follows "[My Time Our Place](#)" the approved learning framework for school aged care (2011). My Time Our Place guides the practices of our Educators, ensuring they understand their roles as educators to provide the best possible care for children, supporting their learning and wellbeing.

All planned activities consider the developmental needs, interests, experiences and individual differences of each child are opportunities for children to achieve the following learning outcomes which form part of the framework:

<b>Learning Outcome 1</b> Children have a strong sense of identity	<b>Learning Outcome 2</b> Children are connected with & contribute to their world	<b>Learning Outcome 3</b> Children have a strong sense of wellbeing	<b>Learning Outcome 4</b> Children are confident and involved learners	<b>Learning Outcome 5</b> Children are effective communicators
1.1 Children feel safe, secure and supported. 1.2 Children develop their autonomy, interdependence, resilience and sense of agency. 1.3 Children develop knowledgeable and confident self-identities. 1.4 Children learn to interact in relation to others with care, empathy and respect.	2.1 Children develop a sense of belonging to groups & communities and an understanding of the reciprocal rights and responsibilities necessary for active communication 2.2 Children respond to diversity with respect 2.3 Children become aware of fairness 2.4 Children become socially responsible and show respect for the environment.	3.1 Children become strong in their social and emotional wellbeing 3.2 Children take increasing responsibility for their own health and physical wellbeing	4.1 dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination & reflectivity. 4.2 Children use a range of skills and processes such as problem solving, enquiry, experimentation, hypothesizing, researching and investigating. 4.3 Children transfer and adapt what they learned from one context to another 4.4 Children resource their own learning through connecting with people, place technologies and natural & processed materials.	5.1 Children interact verbally and non-verbally with others for a range of purposes. 5.2 Children engage with a range of texts and gain meaning from those texts. 5.3 Children collaborate with others, express ideas and make meaning using a range of media and communication technologies.

## Daily Routines

Below is a brief outline of what you can expect during each BASC session. Please note weather and unexpected events mean these are subject to change. Pack up will begin approximately 30 minutes prior to close of session.

Daily Routines		
Before School Care (BSC)	After School Care (ASC)	Vacation Care (VAC)
<b>7:30am</b> <ul style="list-style-type: none"> <li>● Sign-In</li> <li>● Breakfast</li> <li>● Activities</li> </ul> <b>8:30am</b> <ul style="list-style-type: none"> <li>● Option to enter the school playground - with a school teacher supervising</li> </ul> <b>9:00am</b> - BSC Closes	<b>3:00pm</b> <ul style="list-style-type: none"> <li>● Kindy Collection</li> <li>● Roll Call</li> </ul> <b>3.10pm</b> <ul style="list-style-type: none"> <li>● Afternoon Tea</li> <li>● Homework</li> </ul> <b>4:00pm</b> - Play environments open (Outdoors, Art & Craft, Gamesroom) <b>6:00pm</b> - ASC Closes	<b>8:00am</b> - Sign in & free time in play environments <b>10:00am</b> - Roll Call, recess & safety talk. <b>10:30am</b> - Start of Activities <ul style="list-style-type: none"> <li>● Incursions</li> <li>● Excursions</li> <li>● Lunch</li> </ul> <b>3.30pm</b> - Afternoon Tea <b>6:00pm</b> - VAC Closes

## Homework

At BASC we believe that homework can be an enjoyable experience when working alongside peers in a supportive environment. We include homework in our daily After School Care program to provide extra support to our families who may have limited time to spend with their children at night.

Families are encouraged to discuss their child's individual needs with the BASC educators as we aim to provide assistance whenever possible, however, given the age range, number of children, other programmed activities, staffing numbers and unforeseeable circumstances, staff cannot take responsibility for completion of all homework; this is the responsibility of the child.



## Excursions

Our Vacation Care program provides opportunity for children to develop connections to their community therefore we offer a variety of excursions throughout our Vacation Care Program. Risk assessments are conducted and for each excursion.

If your place of employment would make an interesting trip or you have any suggestions for the centre we encourage and welcome family input.

*"The programme BASC put together each term is exceptional, and vacation care is the tops. My children were wrapped last holiday that they were attending. For me as a mum it took all the guilty thoughts away, you know the ones I mean ie its holiday why am I still going to school etc. They even commented to other parents about the great time they had. Thanks for doing a great job." - Lorraine Teudt ( BASC parent)*

## Environmental Sustainability

At BASC we encourage environmental awareness by providing relevant experiences and materials to enhance children's sense of social responsibility and respect for the environment. There are many definitions of 'sustainable', but essentially, if something is sustainable, it can keep going indefinitely. By working collaboratively, children and educators can identify environmental issues in our community to focus on. We believe this will provide an opportunity to develop positive attitudes and a responsibility towards nurturing our natural environment.

We aim to achieve sustainability by focusing on.

- Recycling and reusing
- Reducing unnecessary waste
- Reducing the use of chemicals
- Limiting energy usage



## Reconciliation in Action

My Time Our Place highlights the important role Educators play in “Educators recognise that diversity contributes to the richness of our society and provides a valid evidence base about ways of knowing. For Australia it also includes promoting greater understanding of Aboriginal and Torres Strait Islander ways of knowing and being. When school age care educators respect the diversity of families and communities, and the aspirations they hold for children, they are able to nurture children’s wellbeing and foster children’s development. They make program decisions that uphold all children’s rights to have their cultures, identities, abilities and strengths acknowledged and valued, and respond to the complexity of children’s and families’ lives. (

At BASC we promote reconciliation in many ways,

- celebrating NAIDOC week, Reconciliation Day, Mabo Day, sorry day etc,
- inviting First Australians in our local community to run activities during our ASC & VAC program,
- Indigenous Murals in the BASC environments
- planning intentional teaching activities and discussion to celebrate the talents, interests & culture of an influential Aboriginal or Torres Strait Islander Person in the local community or across Australia. By learning the story of this person's life we hope to introduce children to the Australian culture through a fun, meaningful and respectful way. As they see life in Australia through another's eyes, they will recognise differences & similarities that link to their own story.
- Our Educators attend indigenous perspectives training.

We have also made the significant step of forming a Reconciliation Action Plan committee.

A Reconciliation Action Plan (RAP) is a formal statement of commitment to reconciliation developed using the Narragunnawali platform to extend on existing initiatives or to begin a new journey. We look forward to taking the next step & including our children, families & community in our reconciliation journey.

## Children’s Health and Safety

### Menu & Nutrition

We provide a nutritious and colourful breakfast and afternoon tea in a relaxed and enjoyable environment. (“My Time, Our Place” 1.1). All food served at the service is consistent with the child’s own dietary requirements, and takes into consideration the children’s likes and dislikes as well as meeting any cultural requirements of families (“My Time, Our Place” 3.2).

Please notify staff of any allergies or food requirements your child may have. You will need to bring a statement from your child’s doctor confirming the food allergy and including any special instructions or emergency procedures. Menu items with equivalent nutritional value will be substituted for allergy-causing foods.

During Vacation Care, when parents are required to provide food for the day, it is recommended that food be in a thermal/cold pack lunchbox to keep it fresh and cool.



All dry foods are kept in airtight containers and all fresh food is kept in the refrigerator at the appropriate temperature in accordance with the Food Act.

## Administration of Medication



Families who wish medication to be administered to their child (or have their child self administer) at BASC are required to complete a [Medication Form](#).

Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. In the event that a case of emergency requires verbal consent to administration of medication the service will provide written notice to the parent as soon as possible after administration of the medication. In the case of an emergency verbal approval of a medical practitioner or parent may serve.

BASC Educators will only administer fever reducing medication, such as child panadol or nurofen, if

authorised by the child's parents. Other nonprescription medication will not be administered at the service unless authorised by a doctor.

No authorisation is required in the event of an asthma or anaphylaxis emergency however in doing so as soon as possible after that time the parent will be notified and/or emergency services.

## Sun Protection

At BASC our sun protection policy is in line with the Australian Cancer Council recommendations, we aim to take a sensible approach to sun protection that empowers children to take responsibility for their own health and wellbeing.

Our strategy for sun protection is based on children practicing and monitoring their own implementation of sun protection strategies as active learners. This will include children having opportunities to access UV alerts and monitoring the exposure to the sun themselves. When the UV index is 3 or above sun exposure will be minimised and children and educators will be encouraged to wear sun-safe clothing and hats. Children who do not have a hat must play in a sheltered area.



*"Having my son cared for so well at the end of his school day has brought me much relief. As a working mother I am very grateful for the quality of care he receives, and that he also gets to participate in the engaging programs the wonderful staff are always creating." Libby (BASC Parent)*

## Illness & Infectious Diseases

For the safety of all children and staff, please keep your child at home if he/she is ill. If a child arrives unwell, or becomes unwell during the course of the program, the child will be comforted and cared for until their parents or emergency contact can be notified to collect the child as soon as possible.

The BASC policy on infectious diseases is consistent with National Regulation, which outlines the exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease.

- In conjunction with the school, the service will ensure that parents/guardians are notified of any infectious disease present at the service or school.
- Where a child develops symptoms at the service, parents will be asked to collect the child and seek medical diagnosis.
- Children with infectious diseases will be excluded from the service for the period recommended by the Department of Health.
- Please let us know if your child has been exposed to a disease away from school so that we can watch for symptoms.
- Where there is an outbreak of an infectious disease each enrolled child's parent/emergency contact will be notified within 24 hours under ordinary circumstances.



## Incidents & Injuries

BASC Educators attend training in First Aid in Education & Care which includes CPR, Asthma & Anaphylaxis management.

BASC Educators will treat all minor injuries with the appropriate first aid. Families will be informed by staff and will be required to sign an incident report.

You will be called by the centre immediately if your child sustains a more serious injury. In cases that we perceive to be potentially life threatening, we will call an ambulance to transport your child to a medical facility and will direct you to meet the ambulance.

## Medical Condition Management - Anaphylaxis & Asthma

There are children enrolled at this service who have been diagnosed with anaphylaxis.

For the health & safety of these of these children please avoid bringing the following allergens into the service; Nuts, tree nuts, milk, egg, sesame, poppy seeds & fish

We also ask that you wash your hands on arrival and before departing our service, to minimize the risk of children coming into contact with possible allergens.

If your child suffers from a medical condition such as Anaphylaxis or Asthma you will be required to notify BASC on enrolment through your child's enrolment form. You will also need to provide BASC with an up to date Action Plans and medication (epi-pen/puffer) before your child attends the service and each year before the review & expiry date.

Our Service has a Risk Management plan in place for all children with life threatening allergies which will be communicated to families and emailed with the BASC Dealing with Medical Conditions Policy . The Director and educators have received specific training on Asthma and Anaphylaxis management.

Families will be notified if other allergens need to be avoided please follow for the safety of all children.

## Emergency Procedures

The BASC Emergency evacuation procedure is displayed at the entrance/exit of all BASC buildings. In an emergency please follow the educator’s instructions and make your way to the assembly area at the top field.

All children and Educators will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or threats of violence these procedures will be immediately implemented.

In implementing the practise sessions of emergency procedures with children educators will encourage children to discuss possible scenarios where emergency procedures may be required and support children to come up with solutions and ideas for improving on the procedures or discussing ways to avert emergency situations (“My Time, Our Place” 4.2 ).



Our Emergency Procedures are outlined in BASC Policies folder which are available for parents to view. It is recommended that parents and guardians should familiarize themselves with these policies. Parents who arrive to either drop off or collect their children during an emergency drill or real event are required to participate & follow educators instructions – families must ensure they sign their child in/out before departing.

\*Signing your child in and out of our service is vital in ensuring your child’s safety in an emergency situation. Educators need an accurate attendance roll to ensure all children are accounted for.

## Child Protection

At BASC the safety of children in our care is our highest priority. We strive to provide a child safe organisation by ensuring all educators have been verified as safe to work with children through their current Working With Children Check, are trained in child protection and are aware of their responsibilities as mandatory reporters through our orientation process. Under the [Children and Young Persons \(Care and Protection\) Act 1998](#) it is a legislative requiremen for Educators, As Mandatory Reporters to report any suspected child abuse and neglect to government authorities.



# Additional Information

## Photos

Children will be photographed at the service engaged in a variety of activities. Photos will be used for in-house documentation and for promotional purposes. Only children with permission provided from parents/guardians on the BASC enrolment form will be photographed.

## Technology

The BASC program will reflect the children's current interests, therefore activities such as iPads, computers and movies will be offered within a balanced program of activities. These activities will be educational and a focus on creativity and collaboration & the amount of time will be limited.

Staff will endeavour to ensure that the content of programs and games will be appropriate for all the children present and will not contain inappropriate physical or verbal violence through the explanation of 'rules of use' to the children. Only movies with a rating of G or PG will be shown at BASC.

*"Just started using BASC and my kids absolutely love it, so much so they get cross when they get picked up early! Staff are really friendly & easy going, well organised, great activities & on the whole, BASC has helped our family immensely this year with the ever increasing demands & juggling we all have to face as parents. Would highly recommend to anyone." – Virginia (BASC parent)*



## Donations

BASC is a non-profit organisation that hosts up to 180 children per day. As we tend to go through resources quickly we aim to promote sustainability by welcoming all donations of art supplies, recycled paper & other materials, as well as age appropriate toys & activities in good condition.

*"I like Aftercare because it's fun and exciting and there's always something fun for everyone to do. We can make our own choices, so we're free to do what we want and I can do something new every day. The educators are easy to talk to and try to make everything fun!" – Jade, 2 (10 years old)*

**Please feel free to drop in to the center to have a chat and get to know our team of friendly educators, or call or email us with any questions about our service.**

**We can't wait to get to know you & your child as you become part of the BASC family.**

**THE BASC TEAM.**