



YARRANLEA LIMITED FAMILY HANDBOOK

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OUR VISION

Success with a

SMILE

Small Multi-age Inspirational Learning Environment



SMALL

MULTI-AGE

INSPIRATIONAL

LEARNING

[Table of Contents](#)

Welcome	7
Philosophy	8
VISION – Success with a SMILE:.....	8
Why SMILE?.....	8
School Information	8
School Times	9
Uniform	9
What to Bring to School?.....	10
School - Contacts.....	12
Absentees.....	12
Staff Information – Our Teaching Team	14
Our OSHC and School Administration	16
Our Administration.....	16
Our Commitment to Child Safety	17
Employee Code of Conduct.....	18
Our Teachers, Educators and Staff	18
Curriculum and Teaching.....	18
Griffith University Partnership.....	19
Sport.....	19
Behaviour Guidance	19
Sun Safety.....	19
Sun Hat.....	20
Communication	20
Newsletters	21
Reporting to Parents	21
Documentation of Children’s Learning.....	21
Key Information.....	22
Leaving School Grounds	22
Drop-off and Pick-up Zones.....	22
Parking.....	22
Change of Details	22
Authorisations	23
Transportation.....	23
Excursions, Incursions and Camps.....	23

Photographs, Social Media and Promotion	24
Medical Conditions - Allergies, Asthma, Diabetes or Epilepsy.....	24
School Devices/Resources	24
Mobile Devices	25
Family Law and Access	25
Inclusion of All Children.....	25
Authorised Nominees.....	25
Community Meetings.....	26
Sustainability	26
Family Involvement	26
Volunteers	26
Your Occupation or Hobby	27
Your Home Cultures	27
Reading.....	27
Recyclable Items.....	27
Special Events.....	27
Suggestions	27
Community Liaison and Dispute Resolution	27
Policy Documents	28
School Governance.....	28
Parent Code of Conduct	28
Parent, Caregiver and Guardian	28
Breaches.....	29
Vexatious Complaint	29
Part 6 – Education (General Provisions) Act 2006.....	29
Code of Conduct: Responsibilities	30
Child Protection Policy	31
Health and Safety	31
Working with Children (Risk Management and Screening) Act 2000 (Qld).	31
Health and Hygiene	31
When Should I Not Send My Child to the School/Service?.....	31
If a Child Becomes Ill during School Hours/Service:	32
Infectious Diseases	32
Immunisation	33

Medication	33
Incidents, Injury or Trauma	34
Safety in Our School and OSHC Service	34
Emergency and Evacuation Procedures	34
Drop-off and Pick-up Time	35
Workplace Health and Safety	35
Social Media	35
Privacy and Confidentiality	36
Policies and Procedures	36
Parent Participation and Feedback.....	37
School Enrolment Information	37
School - Future Enrolments (Waiting List) – Located on the Yarranlea School Website	37
School - Enrolment Procedure	37
School - Enrolment in Prep.....	38
School Fee Schedule –2024.....	39
Appendix 1 - OSHC Service Only:.....	40
Outside School Hours Care Philosophy	40
OSHC - Our Goals.....	41
OSHC - Priority of Access and Non-Discriminatory Access	41
OSHC - National Quality Framework	42
OSHC - My Time, Our Place	43
OSHC - Vacation Care	43
OSHC - Enrolment Information.....	43
OSHC - Enrolment Form	44
OSHC - Inclusion of All Children.....	44
OSHC - Fees 2024	45
OSHC - Statement of Fees	46
OSHC - Payment Methods.....	46
OSHC - Other Fees and Charges	46
OSHC - Penalties.....	46
OSHC - Late Collection Fee	46
OSHC - Overdue Fees	46
OSHC - Cancellations and Refunds	47
OSHC - Child Care Subsidy (CCS).....	47

OSHC - Complying Written Agreement (CWA)	47
OSHC - Allowable Absences.....	48
OSHC - Permanent and Casual Bookings	48
OSHC - Technology, Television, and Devices (including Mobile Phones).....	49
OSHC - Food/Menu	49
OSHC - Physical Play	49
OSHC - Toys	50
OSHC - Community Information.....	50
Map of Yarranlea Primary School and OSHC	50

Welcome

Yarranlea Primary School provides a unique learning environment. Yarranlea is an independent organisation that values a learning partnership between students, their families, and teachers, creating a community. Yarranlea is a small, student-focused school operating in a conventional classroom set-up catering for multi-age, that tailors 17 United Nations Goals and incorporates these into the Australian National Curriculum. Therefore, students will study a whole year around a theme such as Water, Life etc. Our teachers facilitate excellent social and educational outcomes relative to the unique skills and abilities of our students. Being a small school, we can support students to believe in themselves and to help achieve their potential.

We believe that as a small school every student can build strong relationships with their peers and teachers. We also believe that a multi-age school does not define a child's performance by chronology, but by their specific learning needs. We strive to inspire our children to reach beyond their own expectations. Yarranlea Primary School understands that to achieve their goals we must provide children with an inspirational learning environment that empowers them to meet the challenges of a rapidly changing world.

*Yarranlea Primary School builds strong relationships so that children
fulfill their potential.*

*Our multi-age school does not define a child by chronology, but by their
unique qualities that thrive within a positive learning experience.*

Teacher quality and professionalism are linked to higher academic achievement, but the influence of good teachers goes further than good academic results. The best teachers enhance children's experience of school as well as increase their learning.

The evidence shows that when students have good relations with their teachers their performance and sense of belonging at school benefit. Part of the responsibility schools have to parents is to make a child's time at school a positive experience, regardless of their achievement level. Longitudinal studies confirm the significant difference a positive school experience can make - young people who enjoy being at school, enjoy learning and feel safe and secure are more likely to do well in all dimensions of their post school life.

Every parent, Principal and teacher knows that schools are about more than academic outcomes — they are about personal growth, psychological and social development, the development of dispositions towards learning, and general wellbeing. Parents want their children to have a well-rounded education with a strong emphasis on learning life skills.

David Costin

Principal

Dip.Ed., B.Ed., M.Ed., Cert. IV Train & Asses., TESOL Cert.

Philosophy

Yarranlea is a small, student-focused school operating in a conventional classroom set-up catering for multi-age, that tailors 17 United Nations Goals and incorporates these into the Australian National Curriculum. Our teachers facilitate excellent social and educational outcomes relative to the unique skills and abilities of each student. Yarranlea is an independent organisation that values a learning partnership between students, their families and teachers, creating a community where we constructively work with each other to enable our students to believe in themselves and to achieve their potential.

VISION – Success with a SMILE:

Small; Multi-age; Inspirational; Learning; Environment.

Why SMILE?

Our vision for our school is defined by a SMILE and we believe that when a community smiles together then it is aligned to a common value system and able to achieve its goals. We believe that our school must remain small so that every student builds strong relationships with their peers and teachers. We also believe that a multi-age school does not define a child's performance by chronology, but by their specific learning needs. We must also strive to inspire our children to reach beyond their own expectations of themselves and to achieve their goals, providing children with an inspirational learning environment that empowers them to meet the challenges of a rapidly changing world.

School Information

Our School caters to primary aged children and young people (5 to 12 years). Yarranlea Primary School is a multi-age school, with classes being:

Puggles – Prep to Year 1,

Kookaburras – Year 2 to Year 3,

Dingoes – Year 4 to Year 6.

Yarranlea can support students according to their needs. Children can arrive from 8:30am. School learning starts at 8:50am. Throughout our school day the children are given 4 breaks. This is to create a better learning environment for our children, allowing them time to refuel their minds in the first break with morning tea, second break entails a small play break to refresh, third break is their main lunch break and playtime. Fourth break is a short time to refresh for the final lesson of the day. School finishes at 3:00pm.

Children gather their work and pack their bags ready to be escorted by our Teachers and Principal. Puggles are greeted by parents at our gate or just inside, and for the Kookaburras and Dingoes, a short walk up to the pickup zone where parents are waiting in their vehicle for collection.

School Times

Below is an outline only – the actual daily timetable may differ depending on different class activities.

One of the delights of our small school is the ability to vary the timetable according to the daily program.

- 8.30am arrive
- 8:50am school start
- 9.00am - 10.00am morning session
- 10.00am - 10.15am morning tea
- 10.15am -11.15pm second session
- 11.15am -11.30pm second break
- 11.30am -12.30pm third session
- 12.30pm -1.15pm lunch
- 1.15pm -2:00pm fourth session
- 2.00pm -2.15pm afternoon break
- 2.15pm -3.00pm final session
- 3.00pm pick up

The morning session is the peak “learning” time of the day, it is therefore important that **children are ready to start at 8:50am.**

Parents/guardians are requested to respect the school hours and not disturb classes whilst they are running.

When collecting your child in the afternoon, be aware that OSHC is licensed for the use of all school areas from 3:00pm. There are regulations that we need to follow. Unfortunately, OSHC children cannot mix with children that are not enrolled in the OSHC services during morning or afternoon care, (before 8:30am, after 3:00pm) families are unable to utilise the spaces within the school at these times.

As we are a small school community, a compromise until 3:15pm has been negotiated. We ask that you please leave the playground area by this time. Any children not collected by this time will be booked into OSHC. For drop off in the morning, 8:30am is the earliest time as this is when the Before School Care session is completed.

Uniform

The school uniform should be worn every day unless otherwise advised.

- School Polo Shirt, with school logo
- School Shorts, navy (boys & girls)
- Socks, navy or white (not ankle socks) or navy tights for winter
- Shoes/runners, predominantly black or predominantly white - (with non-marking soles required for tennis)
- School Jacket, with school logo
- Neat dark blue jeans (long) (boys & girls) - frayed and/or faded jeans are unacceptable.

- School Hat, navy (a hat must be worn for all outdoor activities)
- Sunglasses (recommended but optional - children's sunglasses can be purchased from the Qld Cancer Council)
- Swimming togs, swim shirt, swim cap and towel are required for swimming lessons. All these items should be packed in a named waterproof swim bag. Goggles are recommended.
- Long hair (shoulder length) to be pulled back in a neat ponytail or plait. Navy headbands, ribbons or scrunchies may be worn.

For safety reasons, wearing jewellery at school is discouraged however a wristwatch and stud earrings are permitted. Other jewellery requests - refer to School Principal.

The uniform order form is available on the school Website: yarranlea.qld.edu.au/uniform/

ALL UNIFORM ITEMS, BAGS, HATS, PENCIL CASES, LUNCHBOXES & DRINK BOTTLES MUST BE PERMANENTLY MARKED WITH YOUR CHILD'S NAME.

What to Bring to School?

Lunch – a healthy lunch...

- Should be packed in a lunchbox or cool pack
- Make sure it is easy to open and handle depending on your child's age
- An ice pack in the lunchbox helps keep things fresh
- We cannot store lunchboxes in the fridge
- Do not send things that need heating or cutting
- If a spoon or fork is required, please send one in the lunchbox
- Don't send knives
- Always make sure that the lunchbox is in the school bag not on the kitchen bench
- **We are a nut free and nut aware school/OSHC service**

Tuckshop is not available at the school and children may not purchase food at the University food outlets. (There may be times when the P&F will organise a 'Tuckshop' for the children to experience, however this would be occasionally only and you will be notified should this occur.)

Snacks – small easily eaten snacks are recommended for short breaks – dried fruit, a small portion of fresh fruit, cheese, carrot or celery sticks etc.

Snacks and lunch items must not be shared with other students. This is to protect children who may have allergies and ensure parents are aware of what their children are eating.

Drinks – water is best! No soft drinks.

Pencil cases are not needed as all stationery needs will be supplied by the school.

Sunscreen and Insect Repellent – if you do not want your child to use the school's supply, please make sure your child has their own in their bag. Please name these items.

YARRANLEA IS A NUT FREE AND NUT AWARE SCHOOL.

Please be aware that there are students at the school who have an extreme allergy to nuts. Therefore, we ask that no nuts or nut ingredients be given to children for their snacks or lunch. Examples of this is Peanut Butter Sandwiches, Nut muesli bars/Nutella/Satay meals. Please be aware that pre-packaged carrot cake and banana bread may also have nuts.

STUDENTS ARE AWARE OF ALLERGIES AND NOT TO SHARE FOOD WITH OTHER STUDENTS. Except for special occasions such as class celebrations, food is not to be shared at school.

For The Younger Students

School can be exciting, challenging, confusing and tiring for our youngest students – and perhaps for parents too! We all want to work together to make your child's transition into school life as smooth as possible.

Remember, it will take a little time to settle into school but if you have any concerns, please email the Principal and make an appointment to come in and have a chat.

Keeping up with the older children in a multi-age class can be very tiring for small children. You can expect, at first, that your child may be exhausted after a big day at school. Please make sure they get a good night's sleep.

Please make sure your child can manage their own belongings. Perhaps practise with your child packing their bag and lunchbox. Do they know how to open and negotiate their lunch and snack containers and their contents? Are they confident to let someone know when they need to go to the toilet? Can they use the toilet properly? Before swimming lessons begin, make sure they can manage changing and keeping their clothes in their bag. Please ensure everything is labelled.

Little ones sometimes do have accidents; please pop in a change of clothes in a large, clear, named, snap-lock plastic bag.

Toys should be left at home, so if your child has an attachment to a particular comfort teddy, toy or object, please speak to the teacher about how to manage this at school.

School - Contacts

Mobile: 0499 247 290 Main Number & 0499 654 546 (Back-up)

Email: admin@yarranlea.qld.edu.au

Website: <https://yarranlea.qld.edu.au/>

At Yarranlea Primary School, we believe that it is always best to speak to each other in person. However, modern life is busy, and we appreciate that sometimes that is not possible.

Please be aware, the phone will not usually be answered during class teaching times. Please leave a message/text or send an email. Should you not be able to speak with the teachers directly, email is the preferred method of contact for all non-urgent messages. Please note that all staff are unavailable on weekends or from end of school day to respond to emails.

While every effort is made to respond to emails or messages in a timely way, to receive a fully considered response by the appropriate staff member, please allow 2 working days.

Please note from 7:00am - 8:30am and from 3:00pm -6:00pm the phone will be manned by OSHC staff.

Absentees

If a child is absent from school, please contact the school as soon as possible. A phone text message in the morning before 8:30am is greatly appreciated or email absences@yarranlea.qld.edu.au.

Staff Information – Our Teaching Team



David Costin

Teaching Principal

David has been teaching for 40 years. He has been fortunate to serve in most parts of the state of Queensland from Mt. Isa to Ipswich. In his teaching career he has attained the positions of Curriculum Adviser, Deputy Principal and Principal of both small schools and medium sized schools. He is passionate about small schools and believes they bring out the best in students.

David is a strong advocate for multi-age teaching and the integration of technology into the classroom.



Rebecca Zouliou

Teacher

Before completing her teaching degree, Bec worked as a Childcare Lead Educator and Early Childhood Teacher in a long day-care service. Bec was an early year's teacher for 2 and a half years. She undertook two practicums at Yarranlea Primary School working with the Year 2-6 students. After Bec finished her practicums at Yarranlea, she travelled to London to teach as an Early Years Teacher.

In the classroom, Bec provides learning through play and hands-on learning experiences focusing on curriculum and social emotional learning in and outside the classroom.



Rebekah Woelz

Teacher

Rebekah Woelz received her Primary Education Teaching degree from Griffith University in mid-2020.

Rebekah began her tertiary education journey studying Journalism; and has a keen interest for the art of writing.

Rebekah completed her final university practicum at Yarranlea and has gained experience working across all our year levels.

Rebekah believes that learning should be fun and engaging, and that children engage best when a combination of teaching practices is used. Lessons, therefore, include a range of auditory, visual, and kinaesthetic learning experiences, combined with both written book work and the use of technology to achieve a set outcome.

Rebekah believes in encouraging students to always try their best, and that creating a safe and supportive learning environment for all students is a fundamental aspect of student success in a classroom.

**Sarah Dionysius****Teacher**

Sarah joined Yarranlea after teaching for two years in a small, remote primary school in North Queensland. She has a background in journalism and worked for the Sunshine Coast Daily before receiving her Master of Education from the University of the Sunshine Coast. During her remote service she taught in a multi-age classroom, catering for a Prep to Year Three class, as well as a Year 4 to Year 6 class. This experience helped to hone her skills as a multi-age teacher and gave her an immense appreciation of the benefits of a small school environment. Sarah is passionate about providing a positive learning environment that allows for all students to reach their potential and to feel safe and secure. She believes in building strong relationships with students and tailoring their learning to adapt to their needs. Sarah aims to empower students and to equip them with the skills they need to be successful beyond their primary school years.

**Carmen Hooper****Teacher - Music Specialist**

Carmen has over 20 years' experience as an Instrumental Music Teacher, working with both Primary and Secondary students. She completed her Graduate Diploma in Teaching and Learning and is now adding the classroom dimension to her teaching repertoire.

Carmen believes that music has the power to positively influence young lives, and strategically utilises music as a means of connection for students in their discovery and learning. Though trained as a "classical" violinist, she is equally passionate about introducing students to as many musical genres as possible. Carmen believes that learning and fun are inextricably linked.



Stephanie Kennedy

Teacher Aide

Stephanie has spent the last 5 years working as a teach aide in ages Prep to Grade 6 after 18 years working in Early Childhood and as a Centre Director.

This included developing strategies for holistic child inclusion, learning and wellbeing as well as supporting team members skill development and facilitation in this space. Steph also focuses on environments for successful learning, strengths and interests-based experiences, emotional regulation support practices and the inclusion of nature play for an overall “whole” education.

Our OSHC and School Administration



Maree Pooler

Outside School Hours Care Director/Coordinate/Nominated Supervisor

Maree has over 25 years’ experience in the Child Care Sector starting with Family Day Care, caring for multiple ages. Maree completed her Advanced Diploma in Children’s Services – Child Care and continued to care for School Age Children as her forte. Maree completed her time in Family Day Care after 10 years and continued working with School Age children in OSHC services. Within this time, she has renovated and established services working alongside several diverse communities.

Maree values exploring new ideas with the children showing and merging their ideas into action, extending thoughts, and encouraging new approaches and experiences.

Our Administration



Sally Silva

Business Manager

Sally has a wealth of experience in Commercial Accounting across various industries. She has been with Yarranlea for several years, working part time and is loving the diversity of her role.



Miyako Poulsen
Finance Administrator

Miyako is a qualified accountant with over 20 years of financial accounting, consulting and auditing experience. She joined Yarranlea in May 2023, and is loving working in the supportive school environment.



Adrienne Innes
Chairperson of the Yarranlea Limited Board

Adrienne established Yarranlea Limited in October 2013 with the specific goal of opening Yarranlea Primary School and continues to volunteer her time as Chairperson.

Adrienne is a qualified lawyer and has considerable experience in managing small organisations in both the “for-profit” and “not-for-profit” sectors.

Her focus areas at Yarranlea include HR support, school administration and financial management. Adrienne works for Qantas.

Our Commitment to Child Safety

Our school and OSHC service is committed to ensuring the safety and wellbeing of children and young people is maintained at all times whilst being educated and cared for by all staff at Yarranlea Primary School. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm and neglect. We understand our responsibilities and statutory duty of care to comply with both the Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our staff carry out their responsibilities as mandatory reporters as required by law under the Child Protection Act 1999 (Qld) and maintain up to date with knowledge of child protection law.

Our staff are recruited through a robust screening process to ensure they display the right personal qualities and experiences to provide high quality learning and care.

We have a zero tolerance for inappropriate behaviour towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our School Principal (d.costin@yarranlea.qld.edu.au) or Nominated Supervisor (m.pooler@yarranlea.qld.edu.au) if you have any concerns.

We aim to ensure our school and OSHC service is a tobacco, drug, Vapour, and alcohol-free environment at all times in accordance with Education and Care National Law and Regulations. Smoking or vaping is not permitted in or on surrounding areas of the school/OSHC service by educators, staff, parents, or visitors.

Employee Code of Conduct

The Code of Conduct establishes the standards for all employees of our school/service. We all adhere to *Yarranlea Ltd. Staff Code of Conduct Policy* in compliance with *Education (General Provisions) Act 2006*. In addition, OSHC employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's Code of Ethics. The values that underpin our work ethic include equality, respect, integrity, and responsibility.

Our Teachers, Educators and Staff

Our school/OSHC service is made up of a team of high-quality professional teachers/educators that are committed to and passionate about education and school aged care. Our staff promote the human rights, safety and wellbeing of all children and consider and respect the diverse backgrounds and needs of children.

We create an environment that promotes and enables children and young people's participation and is welcoming, culturally safe and inclusive for all children and their families.

All staff hold valid Teaching/Working with Children Checks Cards and have current approved First Aid, Emergency Asthma and Anaphylaxis qualifications.

Our teachers and educators take into account children's abilities, interests, linguistic and cultural diversity, and family circumstances when planning and implementing learning programs. We support and respect the history and backgrounds of Aboriginal and Torres Strait Islander people and aim to foster each child's sense of identity.

All staff are encouraged and supported to attend professional training and development to further their knowledge and skills.

Curriculum and Teaching

The teaching framework that drives the curriculum at Yarranlea is based on a multi-age philosophy. Essentially, this means that each student has a differentiated learning plan and learning is customised to the student's strengths.

The teaching is not based on a traditional horizontal structure typically delineated by year levels, which is the predominant teaching framework in schools in Australia.

The core curriculum, based on the Australian Curriculum, builds a solid grounding in the fundamental Learning Areas of English, Maths, Science, Humanities and Social Sciences, Health and Physical Education, Languages (Japanese), Technologies and The Arts. Enriching activities, camps, creative

engagement, choirs, international culture and beliefs, language experiences and excursions are integrated into the core program to allow students to explore their fuller interests and skills.

Japanese studies are taught at Yarranlea Primary School from P- 6. All year levels will participate in Japanese studies. This is unique as other schools do not begin these lessons until a later age groups.

The Yarranlea Primary School Music program is taught to all year levels.

Griffith University Partnership

Yarranlea Primary School promotes positive curriculum initiatives and partnerships with Griffith University and joint projects with university staff and students (e.g., preservice teachers) may be incorporated into the school curriculum program. Preservice teachers may also be invited to participate in seminars and workshops held from time to time at the school. Preservice teachers are able to complete their practicum service within our classrooms.

Sport

Swimming lessons take place at the Griffith Aquatic Centre pool in Terms 1 and/or 4 (subject to pool availability and weather). Students are also provided with the opportunity to participate in other sports such as Inter-school competitions which will be arranged in conjunction with other small schools in the district.

Behaviour Guidance

Teachers and Educators follow our *Behaviour Guidance Policy* that extends across the whole school and service giving consistency of expectations. This policy allows children and young people to develop self-discipline, respect for others, for property, and respect for self, whilst learning to regulate their behaviour in different environments.

Our school and service has a set of rules which we have developed along with the children and families. We use these rules as a point of reference to guide children's behaviour in a positive manner. This ensures that children have a clear understanding of the minimum expectations of their behaviour whilst in our care.

If you require further information on this policy, please ask educators and refer to the Policy manual. This policy is reviewed to ensure we can respond in ways to support our student cohort.

Sun Safety

Children and educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturer's recommendations. We have a Sun Smart station where children can apply sunscreen upon arrival to After School Care and before playing outside during Vacation Care.

Sun Hat

The Yarranlea Primary School and OSHC service operate a **'no hat, no outdoor play'** Play policy. Only children with hats will be allowed to play outdoors during breaks and during physical education lessons. Perhaps keep a spare hat in the car and always make sure hats are named.

Due to hygiene requirements, children will not be allowed to borrow other children's hats. Sunscreen is available at school, or your child may use their own. Please name the sunscreen if supplying for your child. This sunscreen will remain in their bag< however if left out we can identify who it belongs to.

A sun protective hat must be worn every day when playing outside for protection against the sun (this can be their school hat – NO CAP HATS). Please make sure to include it in your child's bag every day regardless of the weather conditions. Please note that educators will enforce the **'no hat, no outdoor play'** rule and children will be instructed to play under shelter or indoors.

Communication

We work in partnership with you and your family. We support and encourage communication with your child's teachers/educators about your child's unique needs and their general enjoyment of their day, the time spent at our Yarranlea Primary School/OSHC service. Everybody has a preferred time and method of communication. Sometimes, mornings and afternoons can be a little rushed, and not the best time to discuss your child's day and enjoyment at the service. You are encouraged to talk to our School Principal/Nominated Supervisor to arrange to meet your child's teacher/educator at a mutually convenient time. This is best communicated by email.

We have many types of communication we use for families, including:

- Newsletters
- Phone calls
- Text messaging
- Emails
- Schoolzine Push Notifications and Emails
- Face to face
- Formal meetings
- Letters

Newsletters

Newsletters and other notices will be published via the Schoolzine Platform/App and via email when needed. Please make sure that the school has your preferred email address and please read the newsletter when it arrives. The newsletter is the main communication channel from the school to parents. All parents should connect to the Schoolzine App.

Reporting to Parents

School reports will be emailed at the end of each semester (Terms 2 and 4) and will be supplemented by a parent interview in Terms 1 and 3 if requested.

Oral reporting occurs at the end of Term 1.

Version 9 of the Australian Curriculum has been introduced in year 2023 and over the next few years which will mean changes to the report card structure.

At any other times it is important that an appointment be specifically made for parent/teacher interviews so that the teacher may make an accurate report and give adequate time to listen to any concerns.

Children in Years 3 and 5 also undertake NAPLAN testing in aspects of literacy and numeracy during Term 1.

Documentation of Children's Learning

Both in the school and OSHC service documentation of learning and outcomes occurs.

Children and young people's learning may be documented as a part of our continual planning cycle. Documentation may be collected in a variety of ways to assist with ongoing reflection, evaluation and assessment of their wellbeing, strengths, interests, behaviours, and relationships. Documentation may include:

- child's profile
- child details form
- goals from families and educators
- observations
- objectives for further development
- work samples
- checklists

Key Information

Leaving School Grounds

Children are NOT Permitted to leave the school grounds without permission from the teacher.

Drop-off and Pick-up Zones

Prep: for dropping off and picking up children, parents and caregivers are requested to drive to the rear of the school. Take extreme care and be patient. The driveway is narrow and often busy. Enter from the car park entrance – double gate - near sand pit area.

Year 1 to Year 6: at the drop off/pick up zone at the top laneway area. Principal/teachers will be at this area to supervise drop off and collections.

If your arrangements change during the day for an earlier collection please telephone the school to advise who will be collecting your child and what time. Collection to be from our double gate entry.

Parking

Parents are asked to abide by the University rules with regard to parking and to observe all road safety rules and signs. Griffith University will issue fines for infringement of parking and road rules. Parking is at a cost if not in the car parks allocated in front of the entry to school.

Volunteers attending the school during school hours should speak to the Principal in advance regarding parking arrangements.

DO NOT PARK IN THE PSYCHOLOGY CLINIC PARKING AREAS AT ANY TIME. THE PSYCHOLOGY CLINIC MAY BE RUNNING EVEN AFTER HOURS AND WEEKENDS.

Short-term parking is available in metered areas (multi-meter bays) and loading zones. There are 20minute general loading zones on Social Sciences Road, other 20-minute general loading zones immediately after the zebra crossing near the maintenance buildings on Circular Drive.

Longer term parking is available in the campus car parks. Please refer to the Griffith University website for further details.

Change of Details

Should you have a change of address or telephone number (including business or mobile phone and email), please notify us as soon as possible.

Please also advise us of a change of emergency contact numbers. Also advise the school of any changes in custody arrangements, medical conditions, medications, and vaccination records. It is also very important to ensure that any supplied medications are within their expiry dates. All medication must be chemist labelled with child's name, medication description and directions. No medication is to be kept in child's bag.

Please understand that it is essential we have up-to-date information on your child's enrolment record in case of an emergency. It is important that you notify Yarranlea Primary School and OSHC service of any changes to enrolment information including:

- your residential address
- health of your child
- telephone/mobile numbers
- contact details for any parent or authorised nominee
- family changes (parenting orders)
- emergency contact information details etc.

Authorisations

The online enrolment form will include additional authorisations for Yarranlea Primary School and OSHC service to seek medical treatment and emergency transportation for your child if required. Authorisations will also be requested for permission to administer emergency medication to your child in the case of an asthma or anaphylaxis emergency (Ventolin or Epi-pen), permission to access medical treatment and transport in case of an emergency. Parents must also provide the name, address, and contact details of any person authorised to transport your child or arrange transportation for your child. This may be for authorisation for your child to go on an excursion and/or for your child to be transported by Yarranlea Primary School and OSHC service.

Transportation

As part of Yarranlea Primary School and OSHC service activity, we provide transportation between our location to other locations during school hours, outside of school hours, or school holidays whilst participating on excursions. The safety of children and young people enrolled in our service is paramount and we take every reasonable precaution to protect children from any hazard that could cause injury or harm. We undertake comprehensive risk assessments, ensure adequate supervision and ensure all attendance records are checked and maintained when children embark and disembark a vehicle. Educator to child ratios are strictly adhered to at all times. For regular transportation, including transporting your child to and from school, written authorisation will be required once every 12 months unless circumstances change. Any other forms of transportation will require individual written authorisation. Please see our *Safe Transportation Policy* for further information. All transportation has seatbelts.

Excursions, Incursions and Camps

As part of our program, we will plan excursions within the local community and incursions at Yarranlea Primary School and OSHC service. The school holds a triennial trip to Canberra for our Years 4, 5 and 6 students.

These activities enhance the program, children's learning experiences, and involvement in the community. Safety is an essential part of all excursions/incursions and they are only undertaken after risk assessments have been conducted and risk management strategies implemented.

Written authorisation will be requested from parents prior to any activity and must be received by Yarranlea Primary School and OSHC service before any child can participate in the excursion/incursion. During any excursion/incursion, attendance records are maintained accurately, a qualified first aid officer is always present, staff ratios based on the risk assessment are strictly adhered to as a minimum and children are supervised at all times. For further information, please refer to our *Excursion Incursion Policy*.

Photographs, Social Media and Promotion

As part of the enrolment process, we will also ask for your permission to take photographs and video of your child during normal activities and excursions/incursions for sharing with our parent community through social media and/or to promote Yarranlea Primary School and OSHC service to the community through marketing and promotional materials. Photographs and video may also be used as part of our observation and programming process.

Medical Conditions - Allergies, Asthma, Diabetes or Epilepsy

It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, asthma, risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any medical conditions, allergy, or asthma on the enrolment form.

Yarranlea Primary School and OSHC service require a Medical Management Plan or ASCIA Asthma/Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement at the school and service. In consultation with the School Principal and Nominated Supervisor, you will be asked to develop a Risk Minimisation Plan and Communication Plan to assist our teachers, educators and staff. Any prescribed medication that your child may require must be provided each day they attend our school and service. Parents are required to complete a medical form on receipt of any medication. All medication must be chemist labelled or we are unable to accept the medication. Anaphylaxis medication must be supplied when your child commences school/ attending OSHC service.

To ensure the safety and wellbeing of your child, please update your child's Medical Management Plan/ Action Plan every 12 months or whenever a change in their medication or treatment occurs. (Australasian Society of Clinical Immunology and Allergy) (ASCIA).

School Devices/Resources

Laptops, Books, iPads, Surface Pros, musical instruments, sports equipment, and any other school resources used by the children during the term should always be treated with care and, if borrowed from the school site, returned to the school when requested. School devices and resources should not be borrowed without the permission of a teacher. Parents are responsible for the monitoring of the internet. They must report if they receive any phishing emails or inappropriate Teams chats.

Before any school devices are sent home parents must sign a service agreement and a deposit of \$100 is required.

Mobile Devices

Mobile devices are not permitted to be utilised as we provide a balance of activities for students where a mobile device is not required. Some children with a disability or health condition may rely on the use of a mobile device for support needs will be exempt from this restriction. Exemption requests must be made to Management or the Approved Provider and clearly documented in the child's enrolment record. If a child must bring a mobile device the parent should ensure that the child is made aware of our Student Mobile Device Policy and that the device must be kept in the child's bag or handed to the teacher for locking in a safe compartment. during school time (exception being if for a medical device).

Family Law and Access

Yarranlea Primary School and OSHC services will uphold any responsibilities or obligations in relation to Family Law and access to the school and service. We require certified copies of any court order, parenting orders or parenting plans, relating to your child as part of the required enrolment documentation and request that if situations change, a copy of the Court Order is provided to Yarranlea Primary School and OSHC services. We will only allow children to leave the school/service with the written permission of the custodial parent/guardian. Without a Court Order we cannot stop a parent collecting a child. All documentation relating to custody and access are held and maintained securely in accordance with our *Record Keeping and Retention Policy*.

Inclusion of All Children

If your child has a diagnosed disability or learning, behavioural or other diagnosed difficulty, please speak to our School Principal. We provide a supportive and inclusive environment that allows each child to fully participate in quality education and care.

We aim to develop and sustain supportive relationships with families and encourage discussions about how we can support your child to have equitable access to resources and participation.

Yarranlea Primary School may be able to apply for additional support through the Personalised Learning Plan (PLS) to assist your child's access.

Authorised Nominees

You will be requested to provide information about authorised nominees on your child's enrolment form. These are persons that you provide permission to:

- collect your child from Yarranlea Primary School and OSHC service
- provide consent for medical treatment for your child from a medical practitioner, hospital, or ambulance service
- provide consent for the transportation of your child by an ambulance service
- provide consent to go on an excursion, incursion and camps

Community Meetings

Yarranlea Primary School's P&F meet once a month to discuss matters and promote productive partnerships that will have a positive impact on the school community and achieve the best possible outcomes for our students.

The aims of the meetings are:

- To build positive community relationships
- To provide or assist in the provision of financial or other resources
- To support the school and its Philosophy

Sustainability

Our school/service is passionate about sustainability. We believe in supporting children and young people to appreciate and care for the environment by embedding sustainable practice into the daily operation of our service, infrastructure, and teaching. Further, we support children to appreciate that sustainability embraces social and economic sustainability as we engage in concepts of social justice, fairness, sharing, democracy, and citizenship.

To empower our sustainability program, we emphasise children and young people's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, developing an appreciation of the natural world, encouraging them to participate in a recycling program and reducing energy and conserving water. We aim to provide children and young people with the skills and knowledge required to take an active role in caring for the environment and to think about ways they can contribute to a sustainable future.

Family Involvement

We welcome and encourage the involvement of all parents/families at our school/service. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities, and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

Volunteers

Parents/guardians (grandparents! and carers) are encouraged to volunteer through the P&F.

If you have specific skills that you feel may be of particular use either in the classroom, or in the maintenance of buildings or grounds, please make this known. Your child's teacher may request parents to assist in their program, this may be reading to the class or talking with the children about an experience, holiday, or other forms of activities.

Griffith University students may also volunteer at the school from time to time.

Your Occupation or Hobby

You are the most important person in your child's world. We welcome all parents to the school/service to talk about their occupation or hobby (e.g., music, craft, cooking). Everything parents do interests children, and these talks are the best educational resources you can provide for the school/service.

We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

Your Home Cultures

We aim to foster relationships among families and community and invite you to share aspects of your culture, history, language, and celebrations with our school/service. Your involvement greatly assists us to enrich the lives of all our families and children.

Reading

Children love to be read to. If you or your parents have the time, please contact your teacher/room educators to organise a day for reading. We love grandparents visiting our school/service.

Recyclable Items

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (not toilet roll tubes nor egg or milk containers because of hygiene and allergy issues) paper or anything interesting from your work is much appreciated.

Special Events

Our school/service organises special events throughout the year. We will communicate these to families in a timely manner. We encourage parent input in all aspects of these events. Some of these include fundraising, celebrations, and information sessions.

Suggestions

Parents are welcome to email or call the school/service for an appointment if you have any suggestions or ideas on how we best can work together in the school/service, please let us know.

If you have any concerns, please see your teacher, child's educator, School Principal or the Nominated Supervisor. We have a grievance/complaints procedure if you would like to formally raise any concerns.

Community Liaison and Dispute Resolution

Where families have any concerns or problems, Yarranlea Primary School requests that there is an attempt to informally resolve the issue by speaking to a member of staff as soon as possible. If the matter concerns a particular staff member, an attempt should be made to resolve the matter directly with that staff member. When it is not possible, or appropriate, to discuss an issue directly, or other

children or adults are likely to be present, an email should be sent, and a confidential appointment requested.

Policy Documents

Current school policy documents are held in hard copy at the school. If you wish to peruse any of these documents, please ask the Principal. Some policies (e.g. Privacy Policy) are also available on the school website yarranlea.qld.edu.au. We ask all parents and guardians to ensure that they are aware of these policies.

School Governance

The current membership of the board is:

- Adrienne Innes (Chair)
- Wendy Smith (Community Liaison Director)
- Leuarne Adams (Marketing Director)
- Jennifer Cartmel (Associate Professor, School of SHS - Human Services and Social Work, Griffith)

The Principal is responsible for the day to day running of the school and for the management of curriculum, reporting and discipline. If the matter cannot be resolved informally with a staff member of Yarranlea Primary School, then contact should be made with the school's Principal. If the matter is still unable to be resolved the contact should be made with the school's Community Liaison Director (Wendy Smith) and the nature and details of the concerns or problems should be put in writing. An appointment will then be made to discuss the issue with a view to successful resolution.

Email the Community Liaison Director at:

communityLiaison@yarranlea.qld.edu.au

Parent Code of Conduct

Parent, Caregiver and Guardian

This Code of Conduct applies to all parents (guardians & carers) who interact within this school and Outside School Hours Care.

Where applicable, this code also applies to volunteers and visitors working or visiting this site.

It applies to all parents (guardians & carers) who are present at any related education sponsored activity/meeting/or function organised within and outside of official hours.

This code is designed to guide parents (guardians & carers) in their dealings with staff, other parents, students, and the wider school community.

All staff and students are guided in similar ways.

This code does not exclude or replace the rights and obligations of individuals under common law. It is supported by State laws and regulations ensuring good order on school sites – Education (General Provisions) Act 2006.

As parents (guardians & carers), volunteers and visitors, there is an expectation of support for the community and wellbeing of the school.

It is important to treat colleagues, children, and families with respect. Bullying or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, or derogatory language or intimidation towards other employees, children, visitors, or families is unacceptable and will not be tolerated.

As parents (guardians & carers), volunteers and visitors there is an expectation that respect of a confidential nature of information gained about a child through a third party will not be discussed with other parents (guardians & carers), volunteers and visitors, your children or any other parties.

If there is any confirmed reported incidents of any of the above expectations being breached, then this matter will be referred to the school board and exclusion of said person or persons may occur for a set period of time.

Breaches

Proven breaches of the parent code, including **vexatious complaints**, may result in action including, but not limited to:

- A. Informal meeting(s) and discussion with the School Principal / delegate with the aim of finding a solution to the concern.
- B. Formal requests by the Principal for conduct to be addressed.
- C. Enactment of the 'Education (General Provisions) Act 2006 – Part 6 - Directions and orders about conduct and orders at, or entry to, premises of non-state schools'.
- D. If there is any confirmed reported incidents of any of the above expectations being breached, then this matter will be referred to the school board and exclusion of said person or persons may occur for a set period of time, and / or possible recommendation to the Director that the student's enrolment be withdrawn.

Vexatious Complaint

A vexatious complaint is a written or verbal report of alleged improper conduct made to an authority intending the report be acted upon without reasonable evidence. Where there is demonstrable absence of reasonable grounds for suspecting the improper conduct and the report is made to cause distress, these proven vexatious complaints will be considered a breach of the Parent Code of Conduct.

Part 6 – Education (General Provisions) Act 2006

The Education and Other Legislation Amendment Bill 2014 was introduced into the Queensland Parliament on 26 August 2014 by the Minister for Education, Training and Employment. The Bill makes

a number of amendments to the Education (General Provisions) Act 2006, including giving principals enhanced powers to deal with hostile persons.

Principals of state and non-state schools are able to give a verbal direction to a hostile person to immediately leave and not re-enter the school for 24 hours or up to 60 days. This may be necessary if someone is threatening the safety of students, damaging property or disrupting the good order and management of the school.

Code of Conduct: Responsibilities

- A. Ensuring you have read, understood and accepted the regulations and conditions of enrolment as outlined in the Family Handbook and the Enrolment Application Contract.
- B. Work in partnership with the school for the common goal of achieving what is best for all.
- C. Support your child/ren in all educational endeavours by giving praise and showing interest in school activities.
- D. Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- E. Support the school in its efforts to maintain a positive teaching and learning environment while following the school's Behaviour Guidelines
- F. Ensure the integrity of confidential, private, and sensitive information is maintained at all times.
- G. Support the school's media expectations by ensuring that photography of other students, parents and staff is not permitted.
- H. Create and maintain open, honest and positive relationships with staff, parents and students.
- I. Ensure your presentation and personal appearance is appropriate for the school community.
- J. Ensure you are free from the influences of alcohol, as appropriate to the occasion, or illegal drugs.
Alcohol may not be consumed during school hours or at any school function at any time school students are present, including those events conducted outside school premises unless expressly permitted to do so by the principal. A school function is any occasion organised by the school and/or in the school's name, including dances, farewells, excursions, sporting fixtures and fund-raising events.
- K. Encourage community building with other parents in your child/ren's year level and across the school.
- L. Value the school community and its reputation especially when engaging with social media.
- M. Do not smoke on school premises and within five metres from entrance/fence line – as per State of Queensland legislation.
- N. Uphold and comply with applicable laws, policies, and procedures at a state and federal level (including Student Protection and Workplace, Health and Safety.)
- O. Disclose fully and accurately any information required by the school in its enrolment process and commit to further update this information as required.
- P. Animals are not permitted to be on school grounds. Please keep all pets at home unless specifically authorised with Principal and Teacher.

Child Protection Policy

The purpose of this policy is to provide written processes about –

- a) how the school will respond to harm, or allegations of harm, to students under 18 years; and
- b) the appropriate conduct of the school's staff and students to comply with accreditation requirements.

Health and Safety

The school has written processes in place to enable it to comply with the requirements of the Work Health and Safety Act 2011 (Qld) and the Yarranlea Primary School has full accreditation from NSSAB - the Non-State Schools Accreditation Board which is overseen by the Queensland Department of Education and Training.

Working with Children (Risk Management and Screening) Act 2000 (Qld).

Responding to Reports of Harm: When the school receives any information alleging 'harm'¹ to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. Full policy available: POL520.11_C Child Protection Policy QLD (supersedes POL002).

Health and Hygiene

Our school/service has effective and systematic risk management systems in place to identify any possible risk of hazards to our learning environment and practices. Strategies are outlined in our COVID Safe Plan. We strictly adhere to Public Health Orders and recommendations to reduce the risk of transmission of the virus.

All staff diligently practice and model personal hygiene measures such as hand washing, cough and sneeze etiquette and disposal of tissues. We request that all children and visitors to our school/service wash their hands or use the alcohol-based hand sanitiser upon arrival.

Our staff teach and model correct hand washing techniques to children and regularly clean and disinfect high touch objects throughout the service to reduce the spread of infection.

When Should I Not Send My Child to the School/Service?

Children come into contact with other children and adults within the school and OSHC service increasing their exposure to others who may be sick or carrying an infectious illness.

To minimise the spread of infections and diseases, and maintain a healthy environment for all children, staff and their families, we implement recommendations developed by the National Health and Medical Research Council (NHMRC)- Staying Healthy in Childcare. Our policies and procedures for Sick Children and the Control of Infectious Diseases are available for all families to view.

Please monitor your child's health and do not bring your child to the school/service if they are suffering from an infectious disease/illness or are generally unwell.

If a Child Becomes Ill during School Hours/Service:

If the child becomes unwell during the OSHC service or school hours the child will be moved to a quiet area and supervised by a staff member. A family member will be contacted as per the emergency contact details registered with the school or service, to come and collect the child. Whilst we acknowledge the difficulties this may cause to some families the safety of all children and staff is of our utmost importance that both the needs of the sick child and remaining children and staff must be considered. When your child is collected, you will be provided with an Injury, Incident, Trauma, and Illness Record completed by the educator which includes information about your child's illness, their symptoms, general behaviour and any action taken. You will be requested to sign and acknowledge the details in this record. If your child becomes ill whilst at school and returns home, please ensure our service is aware.

Your child should not attend the school/service if they have had paracetamol within 24 hours for a temperature. Children who are on antibiotics are to be kept away from the school/service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease. If your child has been vomiting or had diarrhoea, they will be excluded for 48 hours. For certain illnesses, a medical clearance certificate may be required before your child returns.

If your child has been away due to illness, please check with the school/service as to whether or not you will need a certificate before your child returns.

Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding minimum exclusion period for children from a school/service. Please inform staff if your child has any of the following so that we can notify the Public Health Unit and other families of any infectious disease/illness. (Confidentiality is always maintained).

Recommended exclusion periods, please refer to below link to Department of Queensland Health website at:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Immunisation

When enrolling your child at our school/service you will be asked to provide an Immunisation History Statement as recorded on the Australian Immunisation Register (AIR) to prove that your child is up to date with their scheduled immunisations. This statement is available through your online Medicare account through myGov.

For eligibility for Child Care Subsidy and other family payments, immunisation must be in accordance to the National Immunisation Program (NIP) Schedule. If your child is not fully immunised and an outbreak of a vaccine preventable disease occurs at the service, your child will be considered as not being immunised and will not be able to attend the school/service.

Medication

If your child requires medication whilst at our school/service, you must complete an Administration of Medication Record to give your consent for a staff member to administer prescribed medication to your child. Medication must be given directly to a staff member for appropriate safe storage. Under no circumstances should medication be left in children's bags.

Our staff members can only administer medication that is:

- prescribed by a registered medical practitioner (with instructions attached to the medication or in written form from the medical practitioner)
- in its original packaging and have the original label clearly showing your child's name
- before the expiry/use by date.

If the child is also required to take the medication during school hours, a staff member will take/collect the medication and be signed off by 2 staff when administered to the child.

Any child's prescribed medication such as asthma inhalers, adrenaline auto injectors (EpiPen) or Insulin (for diabetes), must accompany the child each day to our school/service or parents ensure our service has adequate supplies of the required medication at all times.

Upon collection of your child at the end of the day, you or an authorised person will be requested to sign the Administration of Medication Form.

Children may self-administer medication provided written authorisation is provided on the child's enrolment form. Medication must be provided to educators at the start of the session. An Administration

of Medication Record must be completed at the start of the session and at the end of the session to acknowledge the dose and time medication was administered.

Incidents, Injury or Trauma

We aim to minimise the risk of accidents and injury as much as possible however, through play, exploration and adventure, children sometimes have accidents. We always have a staff member with a First Aid, emergency asthma, anaphylaxis management and CPR qualification on shift at all times we provide education and care to children.

In the event of a minor injury, first aid will be provided as required. An Incident, Injury, Trauma and Illness Record will be completed and when you collect your child, you will be notified about the injury and asked to acknowledge and sign the record. If your child injures their head, even if it is a small bump, you will be contacted to advise you of the injury. Our staff member will continue to monitor your child closely and advise if you should come and collect them.

If an injury or incident is serious and we believe urgent medical attention is required, the School Principal or Nominated Supervisor will contact an ambulance immediately. We will then attempt to contact a parent or guardian or an authorised nominee to advise of the situation. If you are unable to meet the ambulance at the service, we will send one of our educators/staff members to accompany your child in the ambulance.

Please note that Ambulance cover is the responsibility of each family. (Qld ambulance service is covered through Medicare and is at no cost.)

An Incident, Injury, Trauma, and Illness Record will be completed, and a parent will be required to acknowledge and sign this record. A copy of any documentation from the hospital or treating doctor will also be requested. Our service will also be required to notify the Regulatory Authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our Approved Provider and the Regulatory Authority to follow up the incident and actions taken by our school and service.

Safety in Our School and OSHC Service

Emergency and Evacuation Procedures

Yarranlea Primary School and OSHC service conducts risk assessments regularly and develop emergency management plans for a range of possible hazards. Throughout the year we follow our policies and procedures to carry out emergency and evacuation drills. These may occur at any given time throughout the school and Before/After/Vacation School Care session. Emergency and evacuation drills are carried out in a well-organised and orderly manner and will simulate a range of possible emergency situations such as fire/bush fire, lock down or flood. Under regulations, we are required to practice emergency and evacuation drills every three months.

Staff and Educators are trained to use the fire extinguishers that are in the school. An emergency evacuation plan and lock down procedure are displayed in every room and exit locations are clearly indicated.

Drop-off and Pick-up Time

We ask that parents be extremely mindful of danger when arriving and departing from our school and OSHC service and closely supervise your child/ren. Children and young people will be effectively always supervised while attending the service.

- Please always hold young children's hands in the carpark area
- Be alert of reversing drivers in the car park as it is very difficult to see small children
- Use the kerbside, rear passenger door
- Never leave a child or infant in the car unattended
- Never leave the front entry door/gate open
- Always do a visual check around your vehicle before driving
- Please ensure children do not enter areas in the school and OSHC service that are for adults/staff only.

Workplace Health and Safety

We are committed in providing an environment that is safe and healthy for every employee, volunteer, child, family, and visitor. We have made every reasonable effort to minimise the risk of serious injury and request all persons to our school and service to adhere to our policies regarding Workplace Health and Safety.

Each morning and afternoon, our staff conduct safety checks of the indoor and outdoor environment and will alert management of any potential risk or hazard to children to ensure this is rectified before children use the equipment or area.

We welcome all feedback regarding the safety of our school/service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the School Principal or Nominated Supervisor immediately.

Social Media

We use social media to communicate, share information and celebrate what is happening in Yarranlea Primary School and OSHC service with enrolled families and our community.

We promote safety and wellbeing of all children and are committed to ensure safe online environments when engaging in digital technology including social media. Our social media accounts are managed by the School Principal and Nominated Supervisor, and we set the highest level of privacy and security settings on the accounts. Content is regularly scanned, and any offensive language or comments removed immediately, and these users blocked.

Photographs of your child will only be added if written authorisation has been provided on the enrolment form.

We maintain appropriate privacy of families, children, and educators by not publishing any personal information online.

Stay connected and find us on <https://www.facebook.com/Yarranlea/>.

Privacy and Confidentiality

We are committed to protecting the privacy and confidentiality of children, young people, individuals, and families and have policies in place to ensure strict confidentiality is maintained.

To plan programs for your child/ren, we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. (This may include Child Information Sharing Scheme or Family Violence Information Sharing Schemes in our state/territory).

We do not ask for personal information about you or your child from other professionals or organisations without your consent.

Our Privacy and Confidentiality Policy is available to view at any time. This policy sets out how we ensure our service acts in accordance with the requirements of the Australian Privacy Principles and the Privacy Act 1988. We ensure all personal information is protected, records and documents are maintained and stored in accordance with Education and Care Services National Regulations and that all staff understand the requirements of the Notifiable Data Breaches (NDB) scheme. Any Privacy complaints will be managed promptly and in a consistent manner as outlined in our Dealing with Complaints Policy.

Yarranlea Primary School and OSHC service are required to keep and maintain detailed records about children, young people, parents, and staff in accordance with relative legislation contained in the National Law and Regulations and Family Assistance Law. We ensure all records are stored in a secure and locked location. We must keep records for the prescribed periods of times as legislated related to child enrolment, attendance, medication records, incident, injury, trauma and illness records, child assessments and any relevant legal information/documents. Full details about record keeping is available in our *Record Keeping and Retention Policy*.

Policies and Procedures

You will find a copy of Yarranlea Primary School and OSHC service policies and procedures in the OSHC service room and the school office has an electronic copy for any requested policies which can be emailed. We expect our staff and families to adhere to our policies and procedures at all times.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures meet family's needs and adhere to required regulations. Your involvement helps us to improve our school and OSHC service and may lead us to change our policies and procedures.

Parent Participation and Feedback

Our school/OSHC service has an Open-Door Policy and actively seeks and encourages families to be involved in the school/OSHC service. This can range from becoming a member of the P & F committee, assisting in school events, becoming a parent representative for your classroom, participating in classroom projects, fundraising and many more activities.

In the school/OSHC service environment assisting in evaluating and adding input to your child's program and observations, volunteering within the school/service and sharing skills and experiences that the children and the program will benefit from and providing feedback.

Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We offer email, SMS, Facebook, Newsletters, and pride ourselves on strong verbal communication on a daily basis. We seek input from families on all aspects of the school/ OSHC service but in particular, your child's goals, observations and program.

If, for any reason you question or do not understand any aspect of the school/service or your child's experience we have a Dealing with Complaints Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available from our OSHC service or via email. You are welcome to take a copy home and review at your leisure.

School Enrolment Information

School - Future Enrolments (Waiting List) – Located on the Yarranlea School Website

- Expressions of interest for future enrolments are being taken now for Yarranlea Primary School.
- Yarranlea Primary School is an independent school and **tuition fees** are payable.
- As a small school, only limited places are available.
- Please download and print the form, then complete and sign the form.
- Scanned or photographed forms can be returned by email to admin@yarranlea.qld.edu.au

School - Enrolment Procedure

- Only children on the Waiting List will be considered for possible enrolment.
- The school will contact families on the Waiting List, so please notify the school of any change of contact details.
- The Principal will arrange **enrolment interviews** which will occur after our Open Day which occurs in Term 2 of the year prior to commencing.
- Enrolment interviews for other year levels, or for enrolments mid-year, are held as necessary when vacancies occur.

- All offers of enrolment are made in writing and enrolment is effective when the Electronic Enrolment Forms are completed and submitted online by the parent/caregiver and the non-refundable confirmation fee has been paid. Prep enrolments are completed by mid-Term 3

School - Enrolment in Prep

Children will need to be five by 30 June in the year they start in the preparatory year class. Please refer to the table below to determine in which year your child will be eligible to start in Prep or Year 1.

Birthdate	Start Prep in...	Start Year 1 in...
Child born 1 July 2018 – 30 June 2019	2024	2025
Child born 1 July 2019 – 30 June 2020	2025	2026
Child born 1 July 2020 – 30 June 2021	2026	2027
Child born 1 July 2021 – 30 June 2022	2027	2028

School Fee Schedule –2024

Additional fees may apply for overseas students and dependents of temporary visa holders.

Entry fees			
Enrolment confirmation fee	A non-refundable enrolment confirmation fee of \$400 per student is payable upon acceptance of the offer of a place at the school.		
Enrolment Deposit	<p>Upon confirmation of enrolment, an Enrolment Deposit of \$1,550 is payable. This deposit is payable per student and is non-transferable to a later entry year should enrolment not proceed with the initial requested year level. This deposit will then be provided back to families as a credit to their last fee invoice in the last year of their enrolment.</p> <p>NOTIFICATION OF INTENTION TO LEAVE In accordance with the Enrolment Agreement, at least one full term's notice, in writing, must be given of a student's intention to leave the school. Failure to provide such notice will result in a forfeit of the enrolment deposit paid upon acceptance of the enrolment. A 'term' is defined as the dates specified in the Annual School Calendar, e.g., notification of intention to leave at the end of Term 4 would be required prior to the date of commencement of Term 4.</p>		
Academic fees	<i>Per term</i>	<i>Per year</i>	
Tuition fees (per student)	\$1,550	\$6,200	Includes all compulsory activities specified in the school curriculum, subject materials, textbooks, musical instruments, sports days and excursions as specified in the curriculum but excludes any extra-curricular items.
A fee of \$50 will be added to quarterly tuition fees not paid in full before the start of the first teaching day each term.			
Additional charges			
Students will be charged an annual device levy of \$100, (which is payable with Term 1 tuition fees) which provides each student access to a 1:1 school managed device. The annual levy covers the associated costs of a 1:1 device program such as the purchase of the device, maintenance, software and insurances. Please note there is an excess of \$150 for any claim made for malicious or accidental damage.			
Other items			
Late payments	Students with any fees or levies outstanding at the end of term are not eligible for admission to the next term. Any family dealing with serious financial hardship is invited to proactively discuss this matter with the school's Principal or Business Manager on a confidential basis.		
Student transfers	The school must receive written notice at least one term in advance if a family decides to transfer a student to another school. This notice helps the school to manage vacancies. A full term's fees are payable in lieu of the school not receiving this notice.		

All fees and levies are quoted on a GST-inclusive basis where applicable (most educational services are GST free). Payment by direct deposit.

Appendix 1 - OSHC Service Only:



We would like to begin by acknowledging the Traditional Custodians of the land where the Yarranlea OSHC service is situated, the Yuggera, Jagera, Yuggera and Yugambah peoples of the Turubul Nation. We pay respect to all Aboriginal and Torres Strait Islander Elders past, present and future. We aim to walk gently in your footsteps, learning from you.

Outside School Hours Care Philosophy

Yarranlea Outside School Hours Care believes that each child has the right to be an active member of the community in which they live, to express their opinions and to have their views considered in decisions that affect them.

We believe the best interests of the children and their right to play, learn and develop in a safe and nurturing environment, is the primary consideration in all decision making at the service and is visible in the actions, interactions, and daily work with the children.

We value free play as a tool for children's learning and development. Children play freely every day, so they can make sense of the world in their way, at their own pace. Yarranlea understands that the experiences that children have before/after school and during vacation care are among the most important experiences of their lives.

We believe that children are active learners from birth and through rich, engaging environments and meaningful interactions, we can build a foundation for successful lifelong learning.

We acknowledge that parents and families are the child's primary nurturers, and that respectful, collaborative relationships strengthen the capacity and efforts of families and SAC services to support and promote each child's health and wellbeing.

We acknowledge through all aspects of service delivery, the intrinsic worth and strengths of all children and their families, and their right to equitable access and participation in the community.

The service believes that children have the right to have their individual and cultural identity recognised and respected. We value Australia's Aboriginal and Torres Strait Islander cultures as a core part of the nation's history, present and future.

We value ongoing learning and reflective practice as a way to inform and enrich the decisions made that continuously promote positive wellbeing, learning and developmental outcomes for children.

OSHC - Our Goals

Yarranlea School Age Care has a number of goals on which our service is based. These goals are based on the outcomes for children as outlined in the 'My Time, Our Place' Framework for School Age Care in Australia. Our goals are to encourage children to:

- **Have a strong sense of identity** – the service aims to teach children to demonstrate a capacity for self-regulation, negotiating and sharing behaviours by motivating and encouraging children to succeed when they are faced with challenges.
- **Be connected with and contribute to their world** – the service demonstrates awareness of connections, similarities and differences between people and how to react in positive ways by encouraging children to listen to others and to respect diverse perspectives.
- **Have a strong sense of wellbeing** – the service aims to teach children to show self-regulation and manage their emotions in ways that reflect the feeling and needs of others by showing care, understanding and respect for all children.
- **Be confident and involved learners** – the service aims to teach children to use reflective thinking to consider why things happen and what can be learnt from these experiences by encouraging children to communicate and make visible their ideas, theories, collaborate with children and model reasoning, predicting and reflecting processes and language.
- **Be effective communicators** – the service aims to teach children to convey and construct messages with purpose and confidence, including conflict resolution and following directions by modelling language and encouraging children to express themselves through language in a range of contexts and for a range of purposes including leading and following directions.

OSHC - Priority of Access and Non-Discriminatory Access

This service will ensure that parents and children have access to quality childcare that is appropriate to their needs, regardless of income, social, religious or cultural background, gender or abilities. Priority for places at the service is given to primary school age children between Prep and Grade 6. We are able to provide care for early high school age children if places are available. Prep children are able to commence care from the first day of the year in which they will attend school.

The service will follow the priority of access guidelines set down by the Australian Government Department of Education (Refer to the current Child Care Service Handbook, a copy of which is located at the service). These guidelines will be balanced with the principles of non-discriminatory access and inclusion.

- **Priority 1** - A child at risk of serious abuse or neglect
- **Priority 2** - A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- **Priority 3** - any other child

Within these main categories' priority will be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or who or whose partner are on income support
- Children in families from a non-English speaking background

- Children in socially isolated families

If your child is in the priority group 3, within these guidelines you may be required to relinquish your place to a child who is in the first or second priority group. You will be given 14 days' notice to examine care options for your child. Your child will then be placed on a waiting list and be re-entered into the program when a place becomes available.

OSHC - National Quality Framework

Our OSHC service complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law and National Regulations, the National Quality Standard and a rigorous assessment and rating system. Our educational program and curriculum are based on the School Aged Care Learning Framework-My Time, Our Place.

We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our service to identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement.

Additional information about the NQF can be found at www.acecqa.gov.au/nqf/about.

Our service is regulated by the national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory.

We comply with the National Regulations for educator to child ratios across our service to ensure adequate supervision is provided for all children and young people. Our service always meets the prescribed educator-to-child ratio of 1:15.

'The Framework provides broad directions for school age care educators to ensure children and young people are supported, celebrated and connected to their community, taking account of their wellbeing, learning and development.' (MTOP, 2022, p. 7)

To contact our Regulatory Authority, please refer to the contact details below:

Early Childhood Education and Care, Department of Education

Postal address: PO Box 15033, CITY EAST QLD 4002

Email: ecec@qed.qld.gov.au

OSHC - My Time, Our Place

Fundamental to the Framework is a view of children and young people's lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture, and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential educators. As children and young people participate in everyday life, they develop interests and construct their own identities and understandings of the world. A vision for children and young people's play and leisure is provided in the MTOP Framework:

"All children and young people engage in learning through play and leisure that promotes creative and confident individuals and successful lifelong learners. All children and young people are active and informed members of their communities, with knowledge of Aboriginal and Torres Strait Islander perspectives." (MTOP, 2022, p. 6).

We will create a range of short and long-term goals for your child that we will program to and observe on which will be based on the 5 outcomes outlined in the Framework for School Age Care-My Time, Our Place. These include:

Outcome 1: Children and young people have a strong sense of identity

Outcome 2: Children and young people are connected with and contribute to their world

Outcome 3: Children and young people have a strong sense of wellbeing

Outcome 4: Children and young people are confident and involved learners

Outcome 5: Children and young people are effective communicators

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the educator is to work in partnership with families; children's first and most influential educators.

OSHC - Vacation Care

Our service provides Vacation Care during the school holidays. Our program is developed 4 weeks prior to the end of term and includes a variety of activities including excursions, themed and incursion days. The program and booking form will be distributed to parents in week 8 of each term. Parents/guardians will need to complete and return as soon as possible in order to secure your child/ren's position.

OSHC - Enrolment Information

Prior to your child commencing at our service, you'll be required to complete an enrolment form, and provide documentation. If you are a current family at Yarranlea Primary School, this process was completed with the enrolment of your child to attend the school.

OSHC - Enrolment Form

If you require assistance completing the enrolment form, please contact our administration staff or Nominated Supervisor for assistance. Our enrolment process is electronic. Below is the link for enrolment:

https://www.smartcentral.net/v2/service_profile/show/587

We will require the following documentation:

- a copy of your child's birth certificate or identity documents
- your child's Medicare number (if available)
- certified copies of any court order, parenting orders or parenting plans
- an immunisation history statement from the Australian Immunisation Register

Please note, the names written on the enrolment form must match the names on your child's birth certificate. to meet legal requirements. Enrolment Records will be required to be updated annually or whenever your circumstances change.

OSHC - Inclusion of All Children

If your child has a diagnosed disability or learning, behavioural or other diagnosed difficulty, please speak to our Nominated Supervisor at least [4 weeks] prior to enrolment. We provide a supportive and inclusive environment that allows each child to fully participate in quality education and care.

We aim to develop and sustain supportive relationships with families and encourage discussions about how we can support your child to have equitable access to resources and participation. If your child has a National Disability Insurance Scheme (NDIS) package, we may need your consent to make contact with Yarranlea Primary School and OSHC services and/or therapists who are working with your child to seek information regarding their learning plan to support continuity of learning.

Our OSHC services may be able to apply for additional support through the Inclusion Support Program (SIP) to assist your child's access.

OSHC - Fees 2024

Pricing Guide - Outside School Hours Care - 2024

Before School Care - Permanent	7am – 8.30am	\$19.00 per session
Before School Care - Casual	7am – 8.30am	\$21.50 per session
After School Care - Permanent	3pm – 6pm	\$29.00 per session
After School Care - Casual	3pm – 6pm	\$33.00 per session
Vacation Care & Student Free Days - Permanent	7am – 6pm	\$60.00 per session
Vacation Care & Student Free Days – Casual	7am – 6pm	\$70.00 per session
Absent Holding Fee (24hrs notice or more)		BSC \$10.00 ASC \$14.50
Cancellation Fee (If less than 24hrs notice)		Full Session Fee
Vacation Care Cancellation -includes excursion costs if applicable (After the booking period has closed - Last day of term) There is no swapping of days.	With at least one week's notice will receive a half fee discount (including the full activity cost). Less than 1 weeks' notice will be charged a fee equal to the fee for that session. If payment of excursion has been finalised, the excursion cost will be charged.	
Cancellations made whilst the vacation care booking period (last day of term) is still open will not incur a fee.		

Vacation Care & Student Free Days for children in GRADE 7 upwards will be charged at 50% of the above fees as no CCS Rebate is available.		
Permanent	7am – 6pm	\$30.00 per session
Casual	7am – 6pm	\$35.00 per session
Cancellation Fee		As per cancellation cost above.

OSHC - Statement of Fees

Each fortnight we will send you a statement/invoice via email before your fortnightly direct debit occurs. Please check these statements to ensure all details are correct and accurate. If there is any discrepancy, please contact the Nominated Supervisor as soon as possible.

Families are provided with access to Smart Central to access account information. Each family will be provided with individual log in details, families are reminded not to share passwords or log in details. Families are encouraged to check statements and invoices for any changes to CCS entitlements.

OSHC - Payment Methods

Parents/guardians are required to complete a Direct Debit form upon enrolment. Fees will be deducted fortnightly.

Please note that additional charges will apply for any failed transactions as a result of insufficient funds.

Fees must be paid via Electronic Funds Transfer (EFT) (effective 02 July 2023). If unable to do so please speak with the Nominated Supervisor for other arrangements.

OSHC - Other Fees and Charges

Please note that additional charges will apply for any failed transactions as a result of insufficient funds.

OSHC - Penalties

Non notification of absence (for all types of care): as per the fee schedule full payment will be charged.

OSHC - Late Collection Fee

Parents who collect their child/ren after 6:00pm will incur a late fee of \$20 for the first 15 minutes and \$1 per minute thereafter.

OSHC - Overdue Fees

If there are outstanding fees or where no payment has been made in at least 2 weeks:

- In the first instance, the coordinator/administrator will remind the parent verbally and record when the parent has agreed to pay the account.
- If no payment has been received when agreed, written notification by the Approved Provider will be sent.
- If no arrangements have been made the parent will be contacted by the Approved Provider where the terms of payment are discussed, and parents are informed that continued enrolment is dependent on the payment of the fees outstanding.
- A debt collection agency may be used if payment of fees has not been received.

- The Approved Provider may, in its discretion, exclude the child temporarily or permanently from further attending the service if the parents have not met the requirements as advised to them under the previous paragraph.

OSHC - Cancellations and Refunds

Cancellations of bookings will be made in accordance with the Bookings and Cancellations Policy (see Policy 2.14) and will incur any relevant fees and charges according to such policy.

If a family has permanently cancelled care and their account is in credit, they must provide written instructions to the service indicating:

- If a refund is required and have provided account details for transfer; or
- A donation of the credit balance to the service.

An administrative fee of \$5 will be charged to family accounts when processing a refund payment.

OSHC - Child Care Subsidy (CCS)

Child Care Subsidy offers assistance to families to help with the cost of child care aged 0-13 years. Once the child commences high school the subsidy is withdrawn. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

- 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

Families who wish to receive Child Care Subsidy as reduced fees must apply through the myGov website. This includes completing the Child Care Subsidy activity test. Child Care Subsidy is paid directly to our service to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the difference between the fee charged by our service and the subsidy amount received. This is called the 'gap fee'.

On enrolment we will need the Customer Reference Number (CRN) of the person linked with the child, along with the child's CRN so we can confirm the attendance and ensure that you are receiving the appropriate subsidy.

OSHC - Complying Written Agreement (CWA)

A Complying Written Agreement (CWA) is an agreement between our service and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must approve the enrolment information within the CWA via the MyGov website.

OSHC - Allowable Absences

Parent/guardians must notify the service as soon as possible if a child will be absent from an After-School care session.

We encourage families to notify the service as soon as possible if your child will be absent for any day or session you have booked. It is recommended that absences are notified to the service by text or email.

Child Care Subsidy will be paid for any absence from an approved childcare service your child attends for up to 42 days per child per financial year. Full fees are payable for absences after the initial 42 days. Additional absences beyond 42 days may be approved for specific reasons with supporting.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your Centrelink online account. You can also do this using the Express plus Families mobile app.

Public holidays will not be charged. If your child has not attended our service for 14 continuous weeks, your child's enrolment will be cancelled, and Centrelink will stop paying your CCS subsidy.

Child Care Subsidy (CCS) is generally not payable for absences on the first or last days of enrolment. If a child is due to start enrolment on a set date and does not attend, CCS will not be paid until the child physically attends. Also, if the child does not attend care on their last booked day, CCS may not be paid for any period after the child's last physical attendance at the service. There are some circumstances where CCS may be paid in these situations (including exceptions due to Covid-19 in 2022), please speak with the Nominated Supervisor for further information.

OSHC - Permanent and Casual Bookings

Permanent bookings are an ongoing booking that:

- is a rostered booking
- must remain unchanged for a minimum of 3 weeks
- are chargeable regardless of attendance (unless you have provided the adequate notice to receive the absent fee charge)

Casual bookings are one off booking that:

- can be booked at the last minute for emergency care. This is provided that we have vacancies. If there is no vacancy, we will put your child on a casual waiting list and will contact you if a vacancy becomes available
- are designed to support families taking on casual work and shift work
- can be cancelled at no cost, provided 24-hour notice via email is given

OSHC - Technology, Television, and Devices (including Mobile Phones)

Our service encourages minimal use of technology. To assist with the implementation of our program, activities and research there is limited access. Educational games such as Kahoot may be played.

On occasion we may program a movie during quiet/rest time or wet weather. Consideration is made of the content and the suitability to the age of the children involved. All permitted media (films, music, and games) are classified G or PG.

Mobile phones are not permitted to be used in our service as we provide a balance of activities for students where a mobile device is not required. Some children and young people with a disability or health condition, may rely on the use of a mobile device for support needs will be exempt from this restriction. Exemptions must be made to Management or the Approved Provider and clearly documented in the child's enrolment record.

Should students require internet access to complete homework assignments whilst attending Out of School Hours Care they will be required to confirm with the Coordinator and given permission to access a computer and/or other technological devices within our service.

OSHC - Food/Menu

Our OSHC service provides a nutritious menu that has been developed in consultation with the Australian Dietary Guidelines. We provide Breakfast and a substantial Afternoon Tea.

A weekly menu will be on display on the Community notice board. Children have the opportunity to contribute to the development of the menu by providing us with suggestions and feedback. We encourage families to do the same.

We cater to children's individual special dietary requirements by providing alternate options to what is being offered on the menu. Please ensure that your child's health, allergy, and cultural dietary requirements are kept up to date to ensure that our team are providing appropriate food options for your child/ren.

OSHC - Physical Play

Physical play includes activities that use physical movements to allow children and young people to use their energy, enhance their concentration, co-ordination, motivation, learning and wellbeing. We feel that physical play is a vital part of everyday life and is especially important in an Out of School Hours Care (OSHC) setting given the amount of time children have been non-active in the classroom throughout the day. Our service provides children with a wide range of both indoor and outdoor physically active play-based learning experiences.

Physical play provides children with the opportunity to:

- use their imagination
- foster self-esteem and confidence
- develop strong bones and muscles
- build resilience

- promote peer groups/friendships
- become more independent
- improve strength and balance
- test abilities and experience adventure
- challenge their fears
- develop flexibility and coordination
- improve spatial awareness
- develop and improve mathematical concepts
- be confident as they learn to control their bodies and understand their limits
- learn to cooperate and share with others
- promote healthy growth and development

OSHC - Toys

The OSHC service has an abundance of toys, and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on educators to track numerous toys throughout the day.

OSHC - Community Information

We have a community notice board at the entry to our service. This board is used to display relevant programs, menus, notices, updates and reminders for children and families. Please ensure you check this on a regular basis.

Our staff can also provide information for families about a range of topics including early intervention; supported playgroups; Child Care Subsidy; Aboriginal Child and Family centres; health clinics.

Map of Yarranlea Primary School and OSHC

