Campbell After School
Activity Centre
Parent Handbook
2016
Welcome to Campbell After School Activity Centre.

CASAC provides for the Before and After school needs of children aged between 4-12 (Preschool & School age), of the Campbell Primary School community. Students from neighbouring primary schools may also use the service if places are available. CASAC provides a supervised, safe, caring, enjoyable and effective childcare facility within the Campbell Primary School premises.

The Centre is a non-profit, self-funded, run by the CASAC Management Committee under the direction of the Campbell Primary P&C. This consists of the Convenor, Secretary, Treasurer, Committee members and Centre Director.

The information in this Parent Handbook is to help users of CASAC, please do not hesitate to contact the Director, Pam Villatobas, on 6247 1287 or mobile 0403 278 368. Email carvis@bigpond.com

**Location**
CASAC operates from the Sustainability Centre
C/- Campbell Primary School
Chauvel Street, Campbell ACT 2612

**Hours of operations**
CASAC open from Monday to Friday excluding Public Holidays.

**Before School Care**
7.30am – 8.45am

**After School Care**
3.00pm – 6.00pm

No children will be accepted before opening hours.

**Usage of Service**
CASAC is a service provided for parents of children who attend the school during school terms. The Centre can take children from the age’s 4-12 years. The Centre and employees respect the diversity of all children’s backgrounds and abilities and will accommodate the individual needs of every child. Families are invited to share information about their skills, interest and views during enrolment and through everyday interaction with the Centre.

**Enrolment**
All Students from the Campbell Primary School community are eligible to attend CASAC. Students from neighbouring Primary School are welcome to enroll if places are available. Enrolment forms are available from CASAC office and also the Schools Front Office. Our Licence states that children must be registered before attending CASAC. Forms can be obtained from the centre between 7.30am – 9.00 am or 2.00pm-6.00pm.

Reference CASAC Staff/Management Committee, 2016
It is a policy and license condition of this facility that:

- An enrolment form is to be completed and kept up to date for each child.
- Positions are limited to 100 places per day at Before and After School Care.
- Permanent bookings take preference over casual bookings.

At the end of every year families need to:

- Children’s enrolments roll over into the next year, unless otherwise stated.
- Each December new enrolment forms need to be update for the commencing year.

**Booking Procedures**

**Permanent Booking**
To ensure that care will be provided for your child/children a booking slip must be completed. The booking remains effective for the period indicated. If your child/children do not attend the Centre at the time you have requested, you are still obligated to pay for the care. Payment is required in order to retain your permanent place. For the purpose of claiming child care benefit, a doctor’s certificate is required if the absence is related to an illness. For further clarification, please speak to the Director. Please be aware that a permanent booking is valid until notice is given otherwise.

**Casual Bookings**
A casual booking will only be available when there are positions not being used by families that require permanent care.

**Cancellation of bookings**
Parents are asked to give a least one weeks notice in writing before terminating their child’s booking at CASAC. The Centre reserves the right to charge fees for up to one week if reasonable cancellation notice in all the circumstances is not given.

**Priority of Access**
The Centre is available to all children attending Campbell Primary School during school terms. If an excess demand exists for care, applications will be priorities and waiting lists will be developed. Applications are made for waiting list places by completed an enrolment form.
**Additional needs**
The centre will accommodate children with additional needs, if these needs can be safely met. Parents are urged to meet with the Director prior to enrolment to discuss the child’s needs and any other relevant information.

The Centre can also contact ACT Inclusion Support Agency, a government agency that offers support and funding for additional staffing if required to help meet the needs of the child.

**Fee Structure**

<table>
<thead>
<tr>
<th>Service</th>
<th>Permanent</th>
<th>Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before School Care</strong></td>
<td>$7.00</td>
<td>$8.00 (Includes Breakfast)</td>
</tr>
<tr>
<td><strong>After School Care</strong></td>
<td>$16.50</td>
<td>$17.50 (Includes Afternoon Tea)</td>
</tr>
</tbody>
</table>

**Late Fee Policy**

- **1st letter** – states that your payment has been late and has incurred a late fee of $15.00. This will be attached to the statement.
- **2nd letter** – states that your payment has been late again and has again incurred a late fee of $15.00. A warning about having to pay fees up front for the term or exclusion will apply. This will be attached to the statement.
- **3rd letter** – advises that up front fees are now required to be paid for the term or the family will be excluded from the services. This will be mailed.
- **4th letter** – if the family still does not comply with the policy the family will immediately be excluded from the service and will be forwarded to the Debt Collector.

**Cancellation of Care**
Parents are to contact CASAC when child/children will be absent. Full fee is charged on the day of absence unless notification is received by CASAC Director by Friday 8am of the previous week.

**Late pick up fee**
A late fee of $15.00 for the first 15 mins, then $15.00 per 15 min there after will be charged if children are not picked up by 6.00pm. Families, who are frequently late, may be asked to leave the centre.
Payment of fees
Each Friday on an even week a CASAC Statement will be emailed out, payment is required by the following Thursday. Payment will be by direct debit details below. Payment made by personal cheques need to be passed by the Parent Sub Committee. We would appreciate accounts to be finalised on time or a $15.00 late fee will be charged. Any problems with payment of your fees please see the Director. If a family continues to make no payments the child/ren may be excluded from CASAC care. The CASAC Sub Committee may engage the services of a debt collector, or take legal action if fees remain unpaid and the Management Committee has approved no arrangements for late payment.

Cheques need to be made out to CASAC.

WESTPAC

Direct debit- Account no: 330474, BSB 032724 and child’s name.

Fee inquiries
Any problems or queries please contact the Director. Families experiencing financial difficulties should contact the Director, preferably prior to the account becoming overdue.

Insurance
Children who are enrolled at CASAC are covered by Civic Insurance Brokers. All children are covered by public liability insurance.

Childcare Benefit
CASAC is registered with the Commonwealth Government as a childcare provider, all parents are eligible for assistance with fees. For further information, please contact Human Services (FAO) on 136150 to register. CASAC will need an assessment notice from FAO before your account can be reduced.

CASC service provider code
Combined 555 006 598L

Please remember it is your responsibility to notify Human Services (FAO) of any changes to your personal situation e.g. income, change of child care services.

Transportation of Children
Before school care finishes at 8:45am. The children are then engaged in outdoor activities until the bell at 9.00am. In regard to Preschool, the children are escorted and collected all year. After school care commence at 3:00pm, when the bell rings the children walk down to the CASAC Room. A staff member escorts and collects the kindergarten Children each morning and afternoon and brings them down to the CASAC Room until they are comfortable to walk down
themselves (usually end of term 1). When the children arrive at 3:00pm we have a roll call and a brief meeting to inform them of our daily activities and news events for the day.

**It is a policy and license condition of this service that:**
An enrolment form is to be completed and kept up to date. A parent or acceptable nominated care giver over 16 years of age must sign the register each day upon dropping off and collection of a child. Positions are limited to 100 places. Parents are invited to ask for their child to be placed on the waiting list if all positions are taken.

**Management**
The Director manages the daily operations of CASAC under the direction of the CASAC Management Committee. The Management Committee is a sub committee of the school P&C. The Committee holds regular meetings at least once per term. All interested parents are welcome to attend these meetings. A notice of the meeting will be displayed at the sign in/out table, a least one week prior to the meeting. The Management Committee is elected every year at the CASAC GM, held during term 1.

**Staffing**
The centre is staffed by a childcare Director Level 3 and Child Care Workers Level 1, 2 and 5. Our staff ratios are one staff member for every eleven children, on excursions the ratio is reduced to one staff member for every eight children and swimming or water events the ratio is one staff member for every five children.

**National Quality Framework**
CASAC is registered with the Australian Children’s Education and Care Quality Authority (ACECQA) for Outside School Hours Care Quality Framework. ACECQA is a Commonwealth Government initiative linked to Child Care Benefit and funding approval for outside school services. The aim of ACECQA is to provide school age children in outside school hour’s care throughout Australia with high quality care that best promotes their learning and development while recognising the importance of recreation and social interactions. ACECQA ensures that children in care have stimulating, positive experiences and interactions that foster their self esteem and confidence. It does this by defining quality areas in outside school hour’s care, providing a way to measure the quality of care provided by the service and identifying areas for on going quality improvement. Parents and guardians play an important role ensuring our service maintains high quality childcare. Throughout the process we will be asking for your support and input by completing and returning various surveys and suggestions etc.
CASAC also operates under a legislation of ACECQA incorporating the National Standards. The legislation covering Children’s Services is administered by the Children’s Education and Care Assurance a section of ACT Department of Education and Community Services, who are responsible for Licensing and monitoring of our service to ensure conditions are adhered to at all times.

**Centre Philosophy**
At our centre, each child is respected, as a unique person with his or her own needs, abilities and interest. We recognize that all children learn at individual rates through play, first hand experiences, modeling and imagination. We seek to foster and extend the child’s inquisitive nature by planning for a secure, happy and stimulating environment offering developmentally appropriate experiences. We feel that it is important to see the child as a whole and to develop all aspects of the child-physical, emotional, social, creative, and cognitive and language skills. We believe in the rights of all children regardless of gender, cultural identity, family background and religious beliefs. It also provides the opportunity for children to practice their skills in e.g.:

- Interacting with children their own age and other ages and from different cultures as well as staff members in a relaxed environment
- Co-operation
- Making choices e.g.: children do not have to take part in any activity, but are given choices of things to do; they may choose to simply lie down and be alone or to engage free play.
- Taking responsibility e.g.: responsibility for their own actions based on respect for rights of others.
- In solving problems e.g.: negotiating solutions to disagreements that occur during play.

**Aim**
CASAC aims to provide a professional service that encourages self-esteem, self expression, responsibility and to encourage independence in each child. We aim to create a warm and caring environment, which fosters mutual respect amongst children and between children and staff. Through developmentally appropriate programs, the children are able to relax, pursue leisure activities and creativity at a pace best suited to their individual developmental levels.
The objectives of CASAC are to:

- Provide a service which recognises diverse cultural backgrounds and family structures and meets the needs of the families accessing the services.
- Provide a service that is designed to meet the individual needs, interest and developmental abilities of each child.
- Provide a flexible program, developed with input from staff, children and families, which allow for continual variety and choice.
- Encourage the children to have fun through the program and their social interactions.

CASAC staff are guided by values of:

- Commitment
- Enthusiasm
- Professionalism
- Courtesy
- Helpfulness
- Being responsive to families and children
- Providing high quality services
- Team Work

Programs and activities
The centre offers a varied program for Before and After School Care which includes art/craft, cooking, sport, music games and much more. The program is prepared weekly by the Assistant Director, staff and children. The staff will develop, plan, implement and evaluate a developmental program under the direction of the Director. The aim of the program is for all children to be involved in age appropriate, stimulating, non-gender based, culturally diverse and fun activities. The program will cover a range of activities and experiences from which the children may choose. We have a suggestion box for further programs and activities, which is open to both children and their parents. All activities aim to foster the social, emotional, cultural, creative, physical and recreational skills of each child. The children also have the opportunity to suggest activities in which they would like to participate in. Our daily program is displayed on wall next to the office and is changed weekly.

Routines
Before School Care
7:30am Centre opens.
8.00am Breakfast.
8.20am Breakfast finishes.
8:40am Pack up time and group games on the floor.
8:45am Children are allowed to leave for school and Preschool and Kindergarten children are walked to their units.
After School Care

3:00pm  Children arrive at the Centre and the roll is called and a quick meeting.
3:15pm  Afternoon Tea time
3:45pm  Organised Activities, free play & Outside play. Children’s suggestions implemented.
5:00pm  All children come inside and help clean up.
5:30pm  Group games—children make suggestions and vote on the game they would like to play. Children who do not wish to participate in group time are encouraged to join in, however they can choose something quiet such as reading.
6:00pm  Centre Closed.

Meals and Snacks

CASAC aims to provide safe and nutritious snacks that are consistent with dietary guidelines for children. The emphasis being on breads, cereals, fresh fruit and vegetables, and fresh water will be available at all times for children in Before and After School Care. Our menus and food lists have been inspected and approved by the dietitian at the Canberra Hospital. Our menus are displayed on the notice board in the kitchen. For breakfast at **Before School Care** we provide toast with a variety of spreads as well as fruit and yoghurt. Each morning milk or juice, and water is always available. **Breakfast is served until 8.30am.**

At After School Care, Afternoon tea is set out on a table and served out by a staff member so all children are able to have a variety of food to eat. Afternoon Tea is set out on a table and served out by staff members so all children are able to have a variety of food to eat. Afternoon Tea consists of a tray of seasonal fruits and vegetables, a tray of various sandwiches and semi-sweet biscuits and spreads. The children cook on average twice a week, from recipes available in our selection of cookbooks. The recipes include pizzas, biscuits, slices, cakes, spaghetti, etc. In winter the children make vegetable soup during the term, it is served the following afternoon. Children’s birthday are usually celebrated by baking a cake and singing happy birthday.
PLEASE NOTE THE CENTRE IS A NUT FREE ENVIRONMENT

Homework
If a child is to complete homework at CASAC the Director will need to be advised. A separate quite area will be set aside for the children to do their homework and a CASAC staff member will provide some help where possible. Please note that one to one assistance cannot be provided, as the staff have many children to supervise.

Signing out
Parents are required to complete the attendance roll (sign in/out book) daily upon drop off and collection of their child. The roll is located on the parent table. If the usual person is not collecting the child, staff requires written authority or notification before they can allow a child to leave CASAC. This is essential, so parents must make sure that they notify CASAC accordingly, for the safety of their child.

If on the morning of care your child is sick or sent home sick during the day you are required to notify CASAC that you are canceling care and normal fees will be charged.

Please remember to always ring CASAC if you are cancelling care to avoid staff spending a lot of unnecessary time trying to find children who have been booked in.

Children may not be collected by siblings under the age of 16.
Expectations of families

Custodial Issues
It is important that the Centre Director be aware of any custodial issues or other arrangements regarding access to a child. This is to prevent any unauthorized people collecting a child from the Centre or having access to the child while they are attending the Centre. The parent is to provide the Centre with a copy of any court orders when lodging an enrolment, and updated copies when these orders change.

Parents are to advise CASAC of any changes in enrolment details. This is especially important for emergency contact numbers or contact persons.

Collecting Children
If the usual person is not collecting the child, staff requires written authority and notification before they can allow a child to leave CASAC. Photo identification must be shown by the person on collection of the child/children.

Complaints/Grievances
CASAC aims to foster positive relations with children, families and staff. This is aimed to be achieved by responding positively and sympathetically to family concerns. Please do not hesitate to voice any concerns regarding the service, staff or children that may arise with the Director so that the matter can be discussed and promptly rectified. If a solution cannot be reached the CASAC Committee will be asked to help mediate and resolve the situation. Please note as a result of legislation staff at the Centre are not at liberty to discuss other children.

Privacy and Confidentiality
CASAC protects the privacy and confidentiality of all children, families and staff by:
- Securing all records
- Conducting confidential conversations in a quiet area away from children, parents and staff
- Not disclosing any information or evidence relating to children and or families to anyone other than the custodial parent, Director and Principal
- Requiring all staff hired by the Director to sign a privacy agreement.
**Health issues:**

**Medical information**

For the safety and wellbeing of all children, any medical conditions such as asthma, diabetes, seizures, or other conditions, or any dietary requirements should be specified in the appropriate section of the enrolment form, and brought to the attention of the Director.

**Medication**

The Director is to be provided with medication authorization and administration forms, if medication is to be administered by care providers. This information is to be recorded on the enrolment form; parents are to provide written instructions for the Director, as to what action to take in the event of complications arising out of the above condition. These conditions are to be noted on the enrolment form.

**Sickness**

In case of sudden illness, parents are to collect child/ren as soon as possible after being notified by CASAC staff. CASAC does not have the facilities to care for sick children. In accordance with the Child Services ACT 1986, any child or person suffering from infectious diseases will be excluded from care. Parents must read the Infectious Disease poster displayed, as the exclusion periods will be strictly observed. If a child is feeling unwell, the Director will contact the parent and ask that the child be collected as soon as possible.

**Accidents & Incidents**

If an accident (or incident) occurs with a child, an accident/incident form will be completed by Centre staff and the necessary first aid performed by a qualified staff member. If the accident is of serious concern to the Director i.e.: a head injury, parents will be contacted and subsequent action taken. Parents may discuss the report and must sign it. The Centre is to keep the report on file.

**Accidents Requiring an Ambulance**

In the event of any accident or illness, which requires hospital attendance, the Director reserves the right to call on an ambulance to transport the child to hospital. Parents will be contacted as soon as possible. In the event of ambulance transportation, a staff member will accompany the child to hospital and stay until a parent arrives. No child will be transported in a Staff member’s car. All efforts to contact the parents will be made for urgent matters. Therefore, it is imperative that CASAC has current home, work and mobile numbers for parents and emergency contacts.

**Safety**

CASAC endeavors to implement a safe program. Children are supervised at all times. Children are regularly reminded of the rules and to keep in view of a staff member at all times saying “If you can’t
see me, I can’t see you” on a regular basis. When going to the toilet children at all times must ask a staff member.

**Mandatory Reporting**
All employees at the Centre are mandated under the Children and Young People Act 1999 to report suspected cases of abuse and neglect. These are initially brought to the attention of the Director who will contact the principal of the school.

**Illness**
Children with contagious illnesses or conditions are not to attend CASAC, and the Director is to be notified of this condition.

**Infection**
CASAC has a guide to exclusion for ill children. The Public Health Regulations require children with infectious disease and children who have been in contact with an infectious disease to be excluded from the Centre for the periods stipulated below:

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>Patients excluded until/for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>5 days after the blistering appears</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical certificate is produced</td>
</tr>
<tr>
<td>Hepatitis (A)</td>
<td>Medical certificate is produced</td>
</tr>
<tr>
<td>Measles</td>
<td>4 days from appearance of rash</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Fully Recovered</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Fully Recovered</td>
</tr>
<tr>
<td>Mumps</td>
<td>9 days after onset of symptoms</td>
</tr>
<tr>
<td>Leprosy</td>
<td>14 days</td>
</tr>
<tr>
<td>Rubella</td>
<td>Fully Recovered</td>
</tr>
<tr>
<td>Streptococcal Infection</td>
<td>Fully Recovered</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Approved by Medical Officer</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>5 days after antibiotic treatment</td>
</tr>
<tr>
<td><strong>Common local disease affecting skin, hair and eyes</strong></td>
<td></td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge in eyes ceases</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Appropriate treatment has occurred</td>
</tr>
</tbody>
</table>

**Other conditions they may be infectious in nature**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrhoea, Salmonella, etc</td>
<td>Until diarrhoea ceases</td>
</tr>
<tr>
<td>A.I.D.S.</td>
<td>Contact the school for information</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Contact the school for information</td>
</tr>
</tbody>
</table>

**Immunisation**
The ACT Immunisation Requirement booklet is available on request.
Hand Washing
To prevent the transmission of illness in the Centre we advise all children and families to follow the hand washing procedures when visiting the Centre.

How to wash your hands

- Use liquid soap and running water
- Wash hands vigorously and count to 10
- Rinse hands well and count to 10
- Turn off the tap with a piece of paper.
- Dry hands well with paper towel.

When to wash your hands

- On Arrival
- Before handling food
- Before eating
- After going to the toilet
- After cleaning up faeces or vomit
- After playing outside
- After wiping a nose
- Before going home

Occupational Health and Safety
As set out in the Occupational Health and Safety Act 1989, CASAC aims to protect the health and safety of children, employees and visitors to the Centre. We would like families to assist us by reporting potential risks or hazards to the Director, so that the risk can be removed or minimized promptly.

Behavior management
The behavior policy of CASAC is based on the AIMS AND PHILOSOPHY of CASAC. CASAC endeavors to create a safe, loving, happy and caring environment in which the children's well being is enhanced. A responsible and self-controlled behavior is expected. Staff and children will be expected to treat one another with kindness, and respect others as well as their environment. Parents will be advised of repeatedly unacceptable behavior. The Director will keep in close contact with parents regarding children’s behavior and parents are welcome to approach the Director if they are concerned about an issue which they believe may be affecting their child.

CASAC reserves the right to exclude a child from the service if their behavior is continually unacceptable and does not improve over a period of time. This action will only take place in consultation between parents, the Director and the CASAC Management Committee.

Our Rules are displayed in the CASAC centre. They are few and simple and hopefully encourage respect for others and self. Each

Reference CASAC Staff/Management Committee, 2016
child is special and we aim to take the needs of individual children into account in regard to discipline methods. These methods include a number of possibilities:

**Contract**
The child may lose the right to choose an activity for the day (or longer as appropriate) and have to be with a particular staff member for that time.

We may need to negotiate a contract with the child. If a child has a consistent discipline problem, then talks with parents/guardian will be necessary to sort out an appropriate solution. As a last resort only, exclusion from the centre is considered. In all cases we will speak to the child involved to hear their story and to make it clear why we feel their behavior is not appropriate.

**CASAC Discipline Policy** – if a child exhibits inappropriate behavior the following will apply:

- **Low level behavior** – Three incidents will result in parental notification – a contract will be issued.
- **Medium level** – On each occasion parents will be notified; the third incident will result in a one-day immediate suspension.
- **High level** - On each occasion parents will be notified; the third incident will result in a one-week immediate suspension.

**Toys/weapons**
CASAC provides all toys and educational equipment required by children attending care. Toys are not to be brought to CASAC unless the Director has arranged a special day, i.e.; Theme/dress-up days etc… Weapons will not be permitted at CASAC under any circumstances. Any weapons found will be confiscated by the Director. The use of weapons may lead to the child being excluded from CASAC care.

**Basic CASAC rules**
- Be polite (respect the rights of others)
- Play and work safely
- Follow instructions
- Look after property (belonging to the school, the after school care, the other children, as well as your own)
- Always be where a staff member can see you (unless you have a reason and ask permission first)
EQUIPMENT AND DONATIONS
We are consistently adding new equipment and craft supplies to CASAC and this can be rather costly. We greatly appreciate any donations of games, sporting equipment, old clothes or craft materials such as wood cut off's, material, paper etc.

CASAC Guidelines

HANDS OFF
We don’t touch each other, or things that don’t belong to us.
LOOK AND LISTEN
We look at, and listen to CASAC staff when we are spoken to.
CARE AND SHARE
We look after each other, and share toys and materials we play with.
PEACEMAKERS
We treat each other with respect and settle our problems in a peaceful way.
IN’S AND OUTS
We walk when we are inside. Running is for outside.
BUMBLE BEES
Just like the bumble bee, we work hard at the task CASAC staff may give us.
NO HAT NO PLAY
When we go outside to play we wear our hats.

Policies and Procedures
Full copies of the School Aged Care Services Operation and Procedures are located in the CASAC office and the parent table. Copies of selected policies and procedures are attached. All policies and procedures are reviewed annual by staff and management.

Orientation Process
Parents are welcome to come in and meet the staff, tour the service and collect information and enrolment forms for the Centre daily during the following times during the school terms:
- Before School Care  7:30am – 8:45am
- After School Care  2:00pm – 6:00pm

Staffing structure
Our Centre is licensed by the Office of Childcare Children’s Services. Our staff/child ratio is 1:11.

Policies and Procedures
Are kept in the CASAC office and are reviewed each year with the Parent committee and staff.

Reference CASAC Staff/Management Committee, 2016
Centre Policies which can be viewed by parents/guardians at any time

- Anti-Bias, Non-Sexism and Diverse Cultures
- Booking Procedure
- Child Protection
- Child Security
- Children with Additional Needs
- Complaint Procedures
- Excursions
- Fee Schedules and Payment of Fees
- Food Handling, Storage and Provision
- Health and Hygiene
- Hours of Operations
- Individual Needs of Children including Those with Additional Needs
- Infectious Diseases and Exclusion Policy
- Parent and Staff Participation
- Priority of Access and Waiting List
- Privacy and Confidentiality
- Recruitment of Staff – Including Relief and Other Staff
- Repairs and Maintenance, Building and Equipment and Purchasing of Equipment
- Service Philosophy
- Sun Protection

A complete full copy, included polices not stated are available at all times.

First published 2000

Parent Involvement
Family members are welcome to spend time at CASAC. They can be involved with the day to day activities or share their special skills or interests with the children, staff and other parents.
Parents also have the opportunity to participate as Committee Members on the CASAC Management Committee.

Parents are encouraged to discuss any ideas for the service or concerns regarding their child with the Director. An appointment can be made with the Director for more detailed discussions.

A notice board will be located above the sign in/out table to provide parents with general information and details of weekly program. Newsletters, accounts, and other relevant information will be left in the alphabetical box also located on the sign in/out table. Additionally, any special events will be notified in the school newsletter.

As staff, we are responsible for the safety and well being of all children attending CASAC. We aim to provide the highest quality of care that meets the individual needs of each child.

All staff are responsible for the day to day runnings of CASAC and welcomes constructive comments and suggestions. As staff members, we believe that we offer a high quality service, and the children are always our first priority, but if you have any concerns or issues please feel free to speak with the Director.

On behalf of the management and staff of CASAC we hope that parents and their child/ren enjoy their time with us.
CASAC
Behavior Support Plan

Policy Statement

At CASAC we aim to provide an accepting, affirming and just environment for the children. As part of this environment we need to provide a behavior support plan that will ensure that the dignity and worth of each member of our community is respected.

The CASAC support plan intends to develop a whole community approach to the child’s behavior. It will assist in the development of a community approach and help in the reinforcing of the child’s positive behavior and encouraging them to make the correct choices. The behavior support plan aims to encourage positive behavior management by encouraging the children to:

- Develop positive self esteem
- Own their own behavior
- Respect the rights of others
- Build positive relationships
- Accept the consequences of their own choices

Implementation

To assist in the implementation of the behavior support plan the following practices will be put into place:

- Clearly establish rights, rules and responsibilities
- Intentionally minimize embarrassment and hostility
- Maximise the children’s choice of behavior
- Maintain a sense of humour
- Follow up and follow through – be consistent
- Utilise the wider community – peers, school and parents

To assist the child in developing the appropriate strategies the following rights, rules and responsibilities will be implemented.

Flow Chart of Agreed Consequences

- Rule reminder
- Thinking time in an allocated area with a staff member
- Contract filled out for an agreed amount of time
  - Reflection sheet filled in by child
  - Contract signed by child, the child’s parent and the Director

Reference CASAC Staff/Management Committee, 2016
- Parent is called if the inappropriate behavior continues.
- The Child maybe suspended and a meeting between the Director, Parents and Committee will be held, to decide if the child can return to the Centre

Or

Loss of privileges is organised for an agreed period of time


**CASAC Emergency Procedure Policy**

**Policy Statement**

CASAC aims to provide an environment that provides for the Safety and well being of the children at all times. All children and staff are aware of, and practice all emergency and evacuation procedures. In the event of an emergency, natural disaster, of threats of violence these procedures will be immediately undertaken.

**Emergency Evacuation, Bomb Threat procedure and Lockdown**

1. Emergency evacuation procedures will be clearly displayed near the main entrance to the Centre.

2. All staff will be informed of the procedure and their specific duties during their orientation process to the Centre. Staff will make arrangements as to duties undertaken in the absence of other staff.

3. Children and staff will practice the emergency procedure at least once per term in all types of care.

4. All children will be made familiar with the exit signs and route for leaving the building.

5. Frequent drills will be conducted to ensure new staff and children are familiar with the evacuation plan.

6. Parents will be informed of the procedure and assembly points.

7. Fire extinguishers are installed and maintained in accordance with Australian Standards

Reference CASAC Staff/Management Committee, 2016
8 The Centre will conduct an annual fire safety check in accordance with the ACT Children’s Service Act.

9 Management will ensure that the Centre is installed with a fire blanket and smoke detectors.

**The evacuation plan will include:**

- Routes for leaving the building
- A safe assembly point away from the Centre
- An alternative assembly point should the first one become unsafe
- Roll and list of emergency numbers
- Staff duties during emergency

**Staff members will be nominated to:**

- 3 Blasts of the Siren make the announcement to evacuate, identifying where and how (Fire Warden).
- Collect the rolls and parents contact numbers
- Make the phone call to 000 or appropriate services and management
- Collect the first aid kit
- Check that the building and surrounding areas are empty and if possible all doors and windows are shut.
- Supervise the children at the assembly point and call the roll.
- When the emergency services arrive, the director or nominated staff member will inform the officer in charge of the nature and location of the emergency and if there is anyone missing.
- No one will be permitted to enter the building until the officer in charge has said it is safe to do so.

**Assembly points**

- Silver Chairs around the futsal court
- St Thomas Moore’s oval

In case of a bomb threat the same evacuation plan will be followed but instead of assembling on the Silver Chairs the staff and children will make their way over to St Thomas Moore’s oval.