



SHELDON COLLEGE SCHOOL-AGED CARE SERVICES



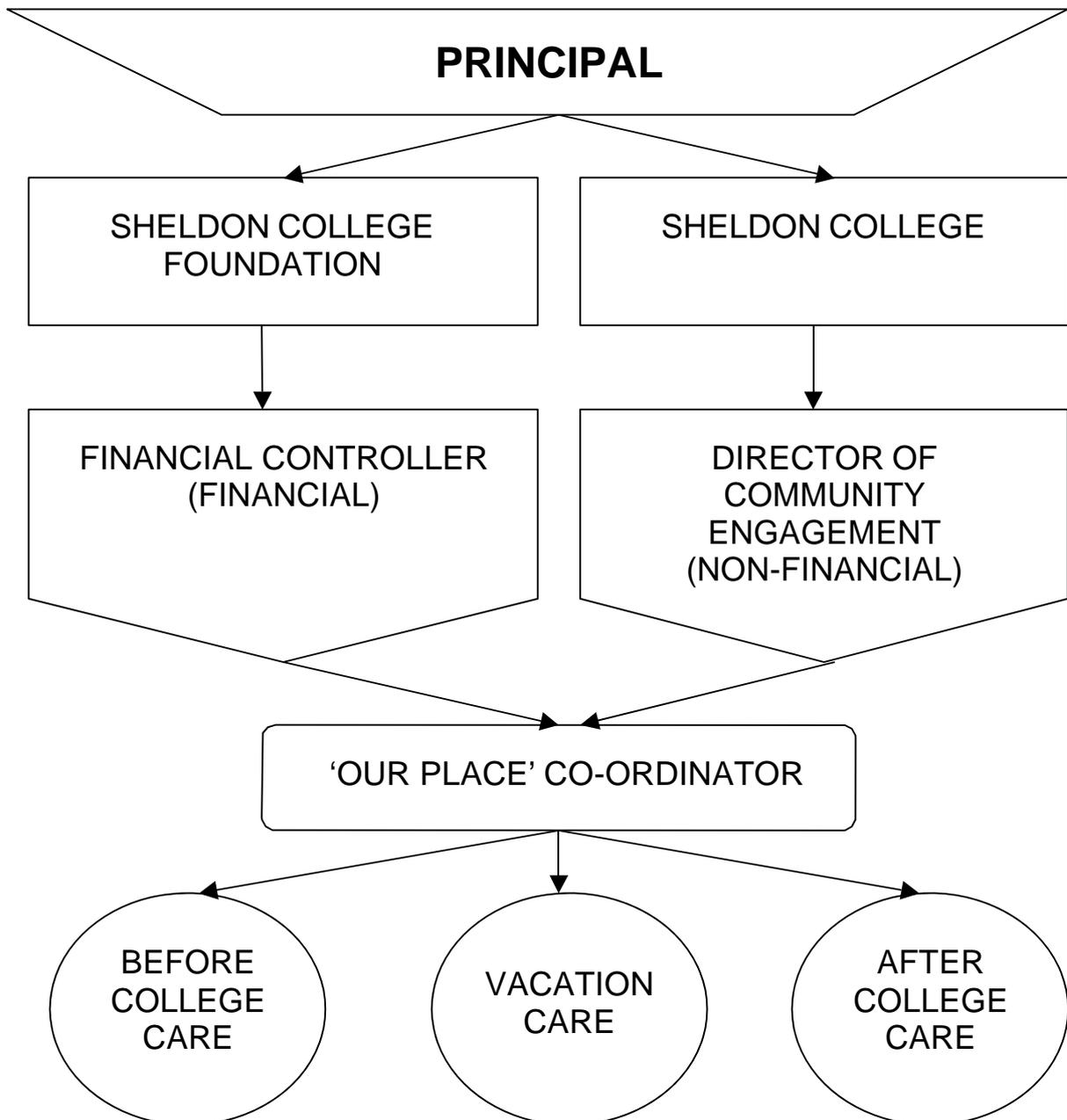
Parent Enrolment Supplement

Please find enclosed relevant policy and procedure documentation:

- Our Service Philosophy and Goals
- Handling Complaints Policy
- Immunisation Schedule
- How to Control Infection Conditions



Delineation of Responsibilities of SACS within the context of the whole College



The College **Principal**, Dr Lyn Bishop is charged with the responsibility of ensuring that the SACS services uphold the values and practices of Sheldon College.

- Contact Dr Lyn Bishop – College Principal – via her Personal Assistant, Maria Walker on **3206 5505** or via email m.walker@sheldoncollege.com

In implementing the Services from a strategic level there is a clear delineation between the financial and non-financial aspects of the program. All financial matters are overseen by the **Financial Controller**, Mr Paul Watson.

- Any contact for the Financial Controller is to be done directly by phoning **3206 5554** or via email finance@sheldoncollege.com

Day-to-day bookings and billing matters are handled by **Finance staff**.

- These staff can be contacted by phoning **3206 5554** and bookings can only be made via email ourplacebookings@sheldoncollege.com

Any matters relating to the care of the children are to be discussed with the '**Our Place**' **Co-ordinator**, Mrs Katrina Fortnum.

- To contact Mrs Fortnum please phone **3206 5535** or by emailing her directly at k.fortnum@sheldoncollege.com

For any concerns about the quality of interaction between adults and children during the time of their care please contact the **Director of Community Engagement**, Mr Rick Samuels on **3206 5559** or via email at r.samuels@sheldoncollege.com

Staff supervising children can be contacted via email ourplace@sheldoncollege.com at any time of day or on **3206 5535** between the hours of 6:30am–8:30am and 1:30pm–6:15pm.



SHELDON COLLEGE SCHOOL-AGED CARE SERVICES – POLICIES 1.3

Service Philosophy

“...the best interests of the children...”

The role of the Service is to responsibly exercise our Duty of Care towards the children in our care thereby satisfying the reasonable expectations of the four bodies to whom we are responsible:

Sheldon College;
The Governments of Queensland and Australia;
Our parents and most importantly;
The children themselves.

The Service aims to uphold the values and practices of Sheldon College in the best interests of the children. The children have been enrolled in the College and have been inculcated in its ways. The Service must be such that the children feel the same degree of safety and security as they do when involved in other aspects of the College.

The Service endeavours to comply with all the relevant legislation governing its operation in the best interests of the children. We recognise that ultimately children benefit when we comply with government regulations in regard to safety, hygiene and learning experiences.

The Service works to please Parents in the best interests of children. We provide a service to working and non-working parents and therefore acknowledge their needs and are shaping the program according to their feedback.

The Service strives to foster the growth and educational development of the whole child by considering each child's needs, interests and abilities. In the best interests of the children, each child must also be viewed as a group participant.

Thus, our ultimate desire is to enrich the lives of all the children who come into contact with our Service. In doing so and by placing the children at the top of our priority list we are confident of pleasing all stakeholders.

For this to be accomplished we work to achieve balance in all areas. We view the Service as a dynamic entity, one that is always evolving to meet our clients' needs. At the same time we are a service that constantly improves whilst adhering to unchangeable values.

We do this because it is our shared belief that to do otherwise is not in the best interests of the children.



The Aim and Goals of the Service

The aim of the Service is to pay particular attention to the following eight areas:

1. Our respect for children
2. Staff interactions and relationships with children
3. Our partnerships with parents and the wider community
4. Our program
5. Incorporating opportunities for play and development
6. Fostering health and wellbeing
7. Providing safety and protective care
8. The role of management in maintaining the quality of the Service

To achieve this aim we subscribe to the following goals:

- To foster self-esteem and confidence in each individual;
- To respect diversity of each individual's background and abilities as we strive to accommodate the needs of each individual;
- To treat children equitably;
- For adults to communicate effectively with each other thereby displaying professionalism, teamwork and mutual respect with the view to being quality role-models for the children;
- To create a responsive and inclusive atmosphere, relating to children in a warm and friendly manner;
- To guide children's behaviour in positive ways;
- To encourage the participation of families by responding to their needs and interests;
- To enable children to feel a part of the wider community by establishing community links;
- To review and change aspects of the Service that need to be more responsive to changes taking place in the wider community;
- To ensure that the program reflects and caters for the needs, interests and abilities of all children;
- To actively encourage the children to shape the program and its delivery;
- To regulate the program in light of the Service's goals, the children's needs and what we see taking place in reality;

- To provide experiences that actively encourage children to participate in play episodes and recreational pursuits;
- To support the development of fine and gross motor skills, creative and aesthetic understanding and life skills;
- To act responsibly in controlling and preventing the spread of infectious, communicable or notifiable diseases;
- To promote balanced and healthy eating habits;
- To implement effective hygiene and food handling procedures;
- To foster the development of physical and other kinds of health by focusing on the health requirements of each individual;
- To promote sound occupational health and safety practices;
- To create a safe and secure environment for all stakeholders;
- To program experiences that encourage children to assume greater personal responsibility for their own protective care thereby engendering in all individuals a need to be proactive in protecting others;
- To provide regular professional development experience to staff with opportunities to become familiar with current legislation governing the Service and the issues impacting on the care of the children;
- For management to act in a supporting role to the Service wherever and whenever possible;
- To communicate regularly and effectively with clients;
- To incorporate effective recruitment, orientation and induction processes for staff;
- To allow all parties to air grievances and complaints by ensuring the procedures for doing this are absolutely transparent;
- And finally to articulate explicitly and specifically how all the foregoing can be achieved by adhering to the Sheldon College Code of Conduct as expressed in the 4 C's of Courtesy, Co-operation, Consideration and Common Sense.



A Note about Student Movement

***Under the Childcare Regulation it is a requirement that prior to enrolment all parents read the information below and sign in recognition that they agree with and endorse the practices described.**

When you enroll your children into one of the 'Our Place' services – After College Care (ACC), Before College Care (BCC) and Vacation Care including Pupil Free Day (VacCare), you will need to be fully aware of the measures we have put in place to ensure safety for students moving between the 'Our Place' venue and any other area in the College grounds.

Before College Care (BCC)

Students are escorted to the venue by a parent/guardian or other authorized adult. At 8:10am all students from Year One and above are signed out by Before College Care staff and are then visually supervised from inside the fence by a staff member who watches them cross the lower pedestrian crossing. At 8:25am Preparatory students are personally escorted across the upper pedestrian crossing into their classroom by two Before College Care staff.

After College Care (ACC)

All Preparatory students are personally collected at 2:45pm from their classroom and personally escorted as a group over the upper pedestrian crossing and into the 'Our Place' venue. All other students from Year One above assemble at the Junior College Playground and are personally escorted from there across the lower pedestrian crossing and into the venue. This is done in two "shifts" – Junior College students are collected at 3:25pm and Middle College students at 3:40pm. Preparatory students are collected by 2 or 3 staff depending on enrolment figures for each day. For other students, this is completed by a Sheldon College assigned staff member. This person is not deemed to be an 'Our Place' staff member. They act as a parent would at a morning drop off time. This system allows the legislated adult to child ratios to be adhered to at all times.

Vacation Care (VacCare)

If during the Vacation Care day, students leave the venue to engage in an experience somewhere in the rest of the College grounds, all relevant parents will be informed on this including the location, time and purpose. In all cases this is deemed by law to be an "excursion" but does not require the mandated adult to child ratio of 1:8. Therefore, all student movement under these circumstances will take place with the adult to child ratio of 1:15.