



## Information about our Service

Your child is currently enrolled in one of our School-Aged Care Services (SACS) that come under the banner of "Our Place". These services include Before College Care, After College Care and Vacation Care (including Pupil Free Day Care).

Therefore, outlined below, please find some general information concerning our Service.

### GENERAL INFORMATION ABOUT OUR SERVICE

Sheldon College 'Our Place' was a licensed School-Aged Care facility and was originally licensed under the Childcare Act 2002 as per the statements in Section 11 of that Act. Our license number was **11728**.

Now we are an approved service provider under the Education and Care Services National Law (2012). Our service approval number is **SE - 00001225** and our provider approval number is **QPA 21800**.

As such, our service must comply with this Law and its accompanying Education and Care Services National Regulation (2012). These government documents that are derived from legislation require that certain standards be met in the best interests of children.

These include:

- o The number of staff members who must be present with the group of children
- o The number of children permitted to be in attendance in the care room on any given day
- o The qualifications of staff members
- o The types of activities and experiences that make up the children's program

As a parent or guardian of a child enrolled in 'Our Place', it is one of your rights to ask for information about any of the following aspects of our Centre:

- o The general description of activities and experiences provided by our Service
- o Our Service's philosophy about learning and child development outcomes and how these intended outcomes will be achieved

o Our Service's goals about knowledge and skills to be developed through activities and experiences.

Although all of this information was available for you at your initial contact to seek enrolment please feel free to ask for additional information you feel you may not have already received.

If ever you need to contact the Department of Early Childhood Education and Care via the Department of Education and Training about any issues or concerns you have with our Service, please do so by phoning 07 3884 7813 or by writing to

PO Box 250  
Woodridge

Qld 4114

All of this information is displayed in the Centre. Information about Staff is displayed in the corridor leading to the Wonderland Reception. Information about groups is displayed at various entry points around the main activity room.

Information about our educational philosophy and goals can be accessed at the Parent Sign-in station.

### **SPECIFIC INFORMATION ABOUT THE CARE WE PROVIDE TO YOUR CHILD**

This room caters for children described as "school-aged". This refers to anyone enrolled in a Preparatory program to Year 10. A maximum of 89 children can be enrolled in this area on any given day.



**Mrs Katrina Fortnum** is the Co-ordinator of the Service. Katrina is also the service's Nominated Supervisor and identified as one the service's Responsible Persons. She holds a Diploma of Children Services, holds a current 'Blue Card' Working with Children notice, a Senior First Aid Certificate and CPR including asthma and anaphylaxis management. Katrina is also a fully trained and qualified Swimming Instructor.



**Miss Neryssa Cooper** is one of the Service's Educators and is also identified as one of the service's Responsible Persons. She holds a Bachelor of Education (Primary), holds a current 'Blue Card' Working With Children notice, a Senior First Aid Certificate and CPR including asthma and anaphylaxis management.



**Miss Pratiksha Hebbandi** is one of the Service's Educators and is also identified as one of the service's Responsible Persons. She is currently completing a Masters of Economics having previously completed a Bachelor of Behavioural Science (Psychology), holds a current 'Blue Card' Working with Children notice. Pratiksha holds a Senior First Aid Certificate and CPR including asthma and anaphylaxis management.



**Miss Charlotte Walters** is of the Service's Educators and is also identified as one of the service's Responsible Persons. She holds a Certificate III in Children's Services and is currently completing a Bachelor of Education (Secondary – History and Psychology), and holds a current 'Blue Card' Working with Children Notice. Charlotte holds a Senior First Aid Certificate and CPR including asthma and anaphylaxis management.



**Miss Kaitlin Emerson** is one of the Service's Educators and is also identified as one of the service's Responsible Persons. She is currently completing a Bachelor of Education (Primary) and holds a current 'Blue Card' Working with Children notice. Kaitlin holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Mr Nathan Jackson** is one of the Service's Educators. He is currently completing a Bachelor of Education (Secondary) and holds a current 'Blue Card' Working with Children notice. Nathan holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Mr Alex Dart** is one of the Service's Educators. He is currently completing a Bachelor of Education (Primary) and holds a current 'Blue Card' Working with Children notice. Alex holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Miss Zoe Dengate** is one of the Service's Educator's. She is currently completing a Bachelor Education (Primary) and holds a current 'Blue Card' Working with Children notice. Zoe holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Miss Tamara Dawson** is one of the Service's Educator's. She is currently completing a Master's Education (Primary) and holds a current 'Blue Card' Working with Children notice. Tamara holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Mr Haydn Blair** is one of the Service's Educator's. He is currently completing a Bachelor Education (Primary) and holds a current 'Blue Card' Working with Children notice. Haydn holds a current Senior First Aid Certificate, CPR including asthma and anaphylaxis management.



**Miss Lauren Kritzinger** is one of the Service's Educator's. She is currently completing a Diploma in Children Services) and holds a current 'Blue Card' Working with Children notice.



**Miss Mikaela Foot** is one of the Service's Educators. She is currently completing a Dual Bachelor of Secondary Education specialising in Japanese and English. Mikaela holds a current 'Blue Card' Working with Children CPR including asthma and anaphylaxis management.

To be aware of when each of these individual staff members are scheduled to work, please refer to the Staff Roster displayed in the information corridor adjacent to our room.



**Mr Rick Samuels** is the Service's Educational Leader. He holds a Diploma of Teaching (Primary) and a Graduate Diploma in Early Childhood Education. Rick holds a current 'Blue Card' Working with Children notice. Rick is not factored into the weekly staff roster that maintains the mandated adult to child ratios.

## **PROGRAM OF EXPERIENCES**

The programs within our Service consist of predominantly child-initiated indoor and outdoor activities that aim to foster individual growth in the following areas of human experience:

- BEING
- BECOMING and
- BELONGING

We build learning experiences in collaboration with children in the five domains of human behaviour as outlined in the My Time, Our Place curriculum framework for School Aged Care in Australia:

- o Identity
- o Wellbeing
- o Communication
- o Confident Involved Learners
- o Connection and Contribution

This latest version of the information, previously known as a 106A letter, is current as at July 28 2016.

## **Additional Policy Information**

Please be aware of the following significant policies and procedures:

- Unfortunately, we cannot wash any items of clothing that are accidentally soiled by children. This is a hygiene procedure to prevent cross infection within our Services. Hence any soiled items will be placed in a soiled items container in the laundry area. A note will be attached to your child's bag to notify you if ever your child has items in this container. If such a notice is on your child's bag, please seek the assistance of a staff member who will retrieve your items from the container. They will be in a sealed plastic bag with your child's name on it.
- The adult to child ratio for "Our Place" based care or for any experiences that take place in the College grounds is 1:15.
- The adult to child ratio for excursions that take place away from "Our Place" and the College grounds is 1:8.
- The adult to child ratio for any swimming activity taking place in the College pool is 1:5

**Mr Rick Samuels**

**Director of Community Engagement - SHELDON COLLEGE**

