



## Before and After School Care Vacation Care

# 2020 Parent Handbook

**phone:** 0438 099 006

**email:** [boosh@banc.org.au](mailto:boosh@banc.org.au)

**website:** [www.banc.org.au/boosh](http://www.banc.org.au/boosh)

**parent portal:** <https://banc.hubworks.com.au/>

## Welcome to BOOSH!

### Our Service

BOOSH provides care for children before school, after school and during school holidays. BOOSH is available to all families with school-aged children. New kindergarten children are very welcome.

BOOSH provides:

- Before School Care between 7am and 9am;
- After School Care between 3pm and 6pm; and
- Vacation Care between 8am and 6pm.

BOOSH operates according to the NSW public school term dates (Eastern Division) which can be found here <https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>. On School Development Days (pupil-free), BOOSH offers a Vacation Care program.

At BOOSH we promote a safe and friendly atmosphere where children are encouraged to explore and to use their imagination. We provide experiences such as gardening, art, dance, drama, and so much more in a home-like environment.

Breakfast is provided during Before School Care and afternoon tea is provided during After School Care and Vacation Care.

We are a fully-accredited service and Child Care Subsidy is available for eligible parents.

We follow the standards for staff to child ratios of one staff member for every 15 children.

All staff and volunteers have been vetted by the 'Working with Children Check,' as required by the NSW Commission for Children and Young People.

BOOSH was recently assessed and rated against the National Quality Standard in accordance with the requirements of the *Education and Care Services National Law Act 2010* (National Law) and *Education and Care Services National Regulations* (National Regulations). As a result of this assessment BOOSH received an overall rating against the National Quality Standard of **Meeting** National Quality Standard (M).

# BOOSH Handbook 2020

## Our Philosophy

We believe that BOOSH provides the time and space for children to relax, rest and enjoy their leisure time after a structured school day. We also consider that children 'own' this service - their voices are listened to with respect and their opinions are valued alongside the opinions of our families.

My Time, Our Place underpins our belief that children learn through play, and that all activities are chosen by the children and resourced through the educators who guide and support their learning.

We aim to be inclusive. To be included in play is pivotal in a child's social and emotional development. Educators discuss, encourage and mentor children so that they can understand and appreciate its importance.

We believe, through the advantages of play, that children enhance their social and emotional skills so that feelings of belonging, being and becoming are established. Through this, children will develop feelings of self-confidence, self-worth and self-esteem, which are required for a child to make their way through life.

BOOSH encourages children, through social interaction, to develop self-help skills so that any inappropriate behaviour and bullying can be managed through communication and self-regulation.

We believe in sustainability and encourage children to develop an understanding of its importance and putting strategy into practice.

# BOOSH Handbook 2020

## How to enrol

To enrol your child in BOOSH go to <https://banc.hubworks.com.au/>, click Enrol, and complete the Enrolment Form.

A bond of \$100 per family is payable upon enrolment. Your bond is refunded if your fees are fully paid when you exit BOOSH.

## HubWorks Parent Portal

You can access information about your child's enrolment, download invoices and receipts, and update payment and personal details through the Hubworks' parent portal. Each family will be provided with a unique username and password that allows access to the parent portal, known as HubHello.

**It is your responsibility to ensure the information in HubHello is up to date at all times.**

To access the Parent Portal go to <https://banc.hubworks.com.au/>, enter username and password, click 'log in'. To log out, click on the profile picture in the top right corner and select 'log out' from the drop-down list of options. The HubHello landing page provides links to different areas primarily through the top tool bar.



Clicking on the profile picture will bring up a menu including Profile, Support and Log Out. This menu can be accessed from any page at any time.

**Profile** allows you to access a range of details about you and your child. Once Profile is selected from the main menu, you are provided with the opportunity to select yourself or your child/children through the individual profile pictures on the top left corner of the page.

To view or update your own information, select your profile picture to access:

- My Identity: Record/update your name, address, date of birth, contact details
- Formal: Change your password

To view or update your child's information, select your child's profile picture to access:

- My Identity: Record/update your child's name, address, date of birth, contact details
- My Health: Record/update your child's immunisation status, approve administration of medication, and approve use of ambulance
- My World: Provide information about relationships, and record/update details about persons authorised to collect from BOOSH and/or be the emergency contact when you are not available
- My Welfare: Record/update details about family life

The heart icon represents 'Quicklinks' which provides access to Accounts and Locker. Select by clicking on the name of the section required. 'Quicklinks' can be accessed from any page at any time.

In the Accounts page you will be able to view your Child Care Subsidy (CCS) percentage, how many CCS hours your family is eligible for, how many absences have been accrued year to date, the current balance of your account and your children's attendance history.

The Locker page allows you to view alerts, an activity log and any saved documents. There are filter/search capacity in each page which may be useful when searching for a specific period and/or document. Alerts can be from BOOSH but is more often from the Government. Most frequently, it will be a notice about a change to the child's CCS%.

Clicking on 'Log' will provide records of all action made in your HubHello account. Vault allows you to securely store documents by clicking on the paper clip icon and uploading the relevant document/s.

# BOOSH Handbook 2020

## **Orientation**

We require families to book in for an orientation prior to their child's first day of attendance to ensure a comprehensive exchange of information and a smooth transition for children.

## **Children with Additional Needs**

BOOSH welcomes children of all abilities and interests. It is important to us when enrolling children with additional needs that we have an initial meeting between parents/caregivers and the Coordinator, and an orientation prior to enrolment.

We have access to Inclusion Support Services for children with intellectual and physical disabilities. Inclusion Support may take a few weeks to be granted therefore we appreciate as much notice as possible when enrolling your child.

## **How to book**

Bookings will only be accepted when you have completed the Enrolment Form on HubWorks.

For **Casual Bookings** for Before and After School Care, please call 0438 099 006 or email [boosh@banc.org.au](mailto:boosh@banc.org.au) to check availability before sending your child to BOOSH.

With a Casual Booking you can book your child into BOOSH for infrequent days. Casual bookings can be cancelled without charge with 24 hours notice via text message on 0438 099 006 or email [boosh@banc.org.au](mailto:boosh@banc.org.au)

You can make a **Permanent Booking** for Before or After School Care by completing a '*Permanent Booking*' form.

With a Permanent Booking you can book your child into BOOSH for set days of the week, ensuring a place is always available. Fees are payable regardless of attendance. You are welcome to attend for extra days as a casual booking but we are unable to swap your permanent booked days of care.

You must give one weeks notice if changing or cancelling a permanent booking, or payment in lieu of notice. You can change or cancel a permanent booking by completing a '*Change to Permanent Booking Details*' form. Verbal cancellations will not be accepted.

You can book your **Vacation Care** days by completing a '*Vacation Care booking form*' which is distributed once the Vacation Care program is released. To assist with staffing and programming, we appreciate as much notice as possible for Vacation Care bookings.

You must give 24 hours notice if cancelling a Vacation Care booking via text message on 0438 099 006 or email to [boosh@banc.org.au](mailto:boosh@banc.org.au), otherwise full fees will apply.

# BOOSH Handbook 2020

## Fees

Fees are as follows:

**Before School:** \$20.50 per permanent session **or** \$22.50 per casual session

**After School:** \$26 per permanent session **or** \$28 per casual session

**Vacation Care:** \$51.50 per day plus \$15 to \$30 per excursion

Fees are reviewed annually and can change.

Child Care Subsidy is available for eligible families to reduce your fees.

During Vacation Care we charge an additional fee as a contribution to excursion costs. This includes the cost of transport, entry fees, venue costs, presenters, and the need for extra staff on outings.

## Payment of fees

Please pay your fees on a weekly basis and ensure fees are paid in full.

Payments can be made to the BANC bank account as follows:

<u>Name:</u>	Blackheath Area Neighbourhood Centre
<u>Bank:</u>	Bendigo Bank
<u>BSB:</u>	633-000
<u>Account no.:</u>	119-265-700
<u>Reference:</u>	YOUR CHILD'S SURNAME

You can log into your HubWorks account at any time to see your child's past attendances, Child Care Subsidy received, and fees owing. If you have a query about your account please contact BANC immediately.

Fees are processed on Mondays. We will send a statement via email each Monday as a friendly reminder. The email will come from HubWorks.

BOOSH is managed by BANC, a small, local, non-government organisation. BANC does not make a profit from BOOSH. We rely on fees to provide your child with high quality care.

Payment of fees is your responsibility. Continually reminding parents to pay fees diverts precious resources from caring for your child.

If you are having difficulty paying your fees please speak with the BOOSH Coordinator immediately. We will do our best to assist you with a manageable payment plan. We may also be able to offer assistance by way of Special Child Care Benefit, if you are eligible.

If you have not made a payment in **2 weeks** the BOOSH Coordinator will also speak with you about payment of fees.

If you have not made a payment in **4 weeks** we will send a final reminder and you will be called to arrange a payment plan. If you do not maintain the agreed payment plan your child's enrolment will be suspended.

Continued failure to pay fees will result in a debt recovery process. You will be liable for any fees associated with the recovery of unpaid fees.

## Child Care Subsidy (CCS)

To help with the cost of child care you may be eligible to receive Child Care Subsidy (CCS). To check your eligibility or register for CCS please contact Centrelink on 136 150 or through your **mygov** account.

Once you have registered to receive CCS, you need to provide the following information on your child's enrolment form in HubWorks:

- Parent's name and child's name: exactly as registered with Centrelink

## BOOSH Handbook 2020

- Parent's date of birth and child's date of birth: as registered with Centrelink
- Parent's CRN and child's CRN: as provided to you by Centrelink

If the information provided to BOOSH does not match the information registered with Centrelink, your CCS cannot be processed.

Once this information has been received by Centrelink you will need to confirm your child's enrolment at BOOSH through your **mygov** account.

Please note your enrolment details will end if your child stops attending BOOSH or has not attended child care for 14 weeks in a row. You will then need to re-establish the care arrangement and BOOSH will need to submit new enrolment details which you can confirm online again.

If you are eligible for Child Care Subsidy you may be able to get extra help with the cost of approved child care through Additional Child Care Subsidy. Contact Centrelink for more information.

# BOOSH Handbook 2020

## Arrival and Departure

Parents or authorised persons are to sign children IN and OUT when dropping off and picking up children. BOOSH staff sign children out for Before School Care once delivered to school and in for After School Care once collected from school.

## Authorised Persons

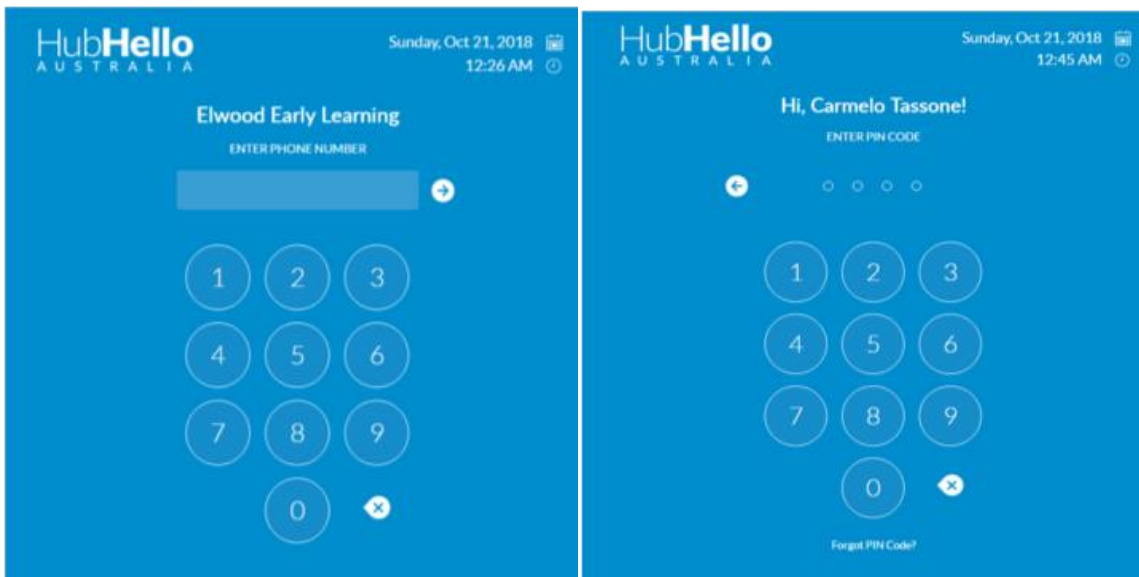
Children are to be collected by authorised persons only. Authorised persons are to be nominated on the child's enrolment form on HubWorks. People with authority to collect the child will have to use their mobile number and pin to sign in or out the child, so it essential that their details on HubWorks are kept up-to-date.

## How to use the Electronic Sign-in

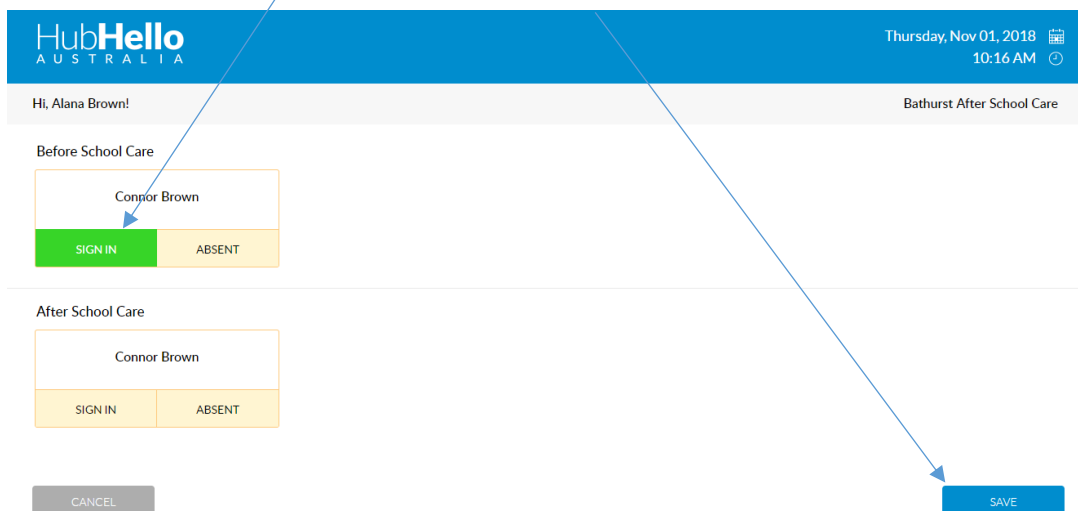
The first time you use Electronic Sign-in you (or the authorised person) will be required to create a pin after your mobile number has been confirmed.

**Enter your phone number**

**Enter your own unique pin number that you choose**



**Select 'sign in' or 'sign out' and save**



# BOOSH Handbook 2020

## **Access and Custody**

The legal custodial parent/guardian must provide us with documentation of a court decision if BOOSH is required to apply restricted access or deny access to another parent/guardian.

## **When Late**

BOOSH closes at 6pm. Please phone 0438 099 006 if you are going to be late.

The following late fees will be charged if your child is collected late:

- \$20 past 6pm but before 6:15pm; and
- \$5 per minute from 6:15pm up to 7pm.

If a child is not collected before 7pm, BOOSH will contact the Police.

## **Bus from Mount Victoria Public School and Mountains Christian College**

Children attending Mount Victoria Public School and Mountains Christian College can be transported to BOOSH for After School Care via the Jones Bros Bus Company. A BOOSH staff member will meet children at the set down point outside Blackheath Public School and escort the children to BOOSH.

## **Emergency Procedure**

In the event of an emergency that requires BOOSH to evacuate, parents/guardians will be notified by phone call, email and/or text message. Parents are asked to contact an alternate guardian to collect their child if their access to Blackheath is restricted.

If local Schools are closed due to fire, snow or other risk, BOOSH will be closed. Local Schools do not accept students until 11am if snow has fallen overnight. This means Before School Care will also be closed. If the Schools open at 11am, BOOSH will open for After School Care.

## **Vacation Care meals**

Children attending Vacation Care are requested to provide a healthy, nutritious morning tea and lunch (no nuts or nut products please). Please provide an ice brick in the lunch box if dairy or meat products are included.



# BOOSH Handbook 2020

## **Medical conditions (including allergies, diabetes, asthma, epilepsy)**

You will be asked to tell us of any medical conditions your child may have on the HubWorks enrolment form. Specific or long term medical conditions will require the completion of a Medical Management Plan developed in conjunction with you and your child's doctor. The Coordinator will meet with you and relevant health professionals as soon as possible prior to your child's attendance to discuss the content of the Plan, and to develop a risk minimisation plan and communication plan.

## **Medication**

Where medication for treatment of long term conditions such as asthma, diabetes, epilepsy, anaphylaxis or ADHD is required, BOOSH requires an individual Medical Management Plan from your child's doctor detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed at BOOSH.

If you want your child to self-medicate this must be detailed in an individual Medical Management Plan including recommended procedures for recording that the medication has been administered. Your doctor must provide this Plan.

Medication must be given directly to a staff member and not left in your child's bag. It must be clearly labelled. Staff will store the medication in a designated secure place and ensure that medication is kept out of reach of children at all times.

## **Accident or illness**

Although every care will be taken of your child at BOOSH, staff cannot be held responsible for an accident which may occur. In the event of an accident or illness requiring medical treatment, every effort will be made to contact the Parent/Guardian before such treatment is sought. Should this prove impossible, it is necessary for authority to be given for treatment to be undertaken. This may include calling an ambulance or transporting the child in a private car.

## **Paracetamol**

In the event that staff cannot contact the Parent/Guardian, BOOSH staff will administer paracetamol to a child if they believe this may assist in relieving fever (armpit temperature above 37 degrees Celsius).

## **Immunisation**

Parents will record their child's immunisation status on the enrolment form. If your child is not immunised, please discuss this with the Coordinator. In the event of an outbreak of vaccine-preventable disease at BOOSH, children who are not immunised will be required to stay at home for the duration of the outbreak, for their own protection.

## **Public Health**

Children who are sick should not be brought to BOOSH. If you bring your sick child to BOOSH, we will ask you to take your child home. Any child with an infectious disease will be excluded from BOOSH during the exclusion period according to the 'Staying Healthy in Child Care Guide'. Non-immunised children will also be excluded. Parents must organise the collection of their child if their child falls ill during care.

## **Nut policy**

BOOSH aims to be a nut-free environment. Please take care not to send any food products with your child that may contain nuts.

## **Sun Safety**

Please ensure your child brings a bucket hat to BOOSH. Children will be supplied with sunscreen 20 minutes before going outdoors during our day programs. Children may bring their own sunscreen, if this is preferable. Please also send your children to BOOSH in clothing which covers their shoulders.

# BOOSH Handbook 2020

## **Policies**

A full Policy and Procedures Manual is held at BOOSH and is available for viewing at any time. Anyone involved with BOOSH is welcome to make suggestions and discuss any concerns they may have regarding current policies.

## **Behaviour guidance**

At BOOSH we ensure that expectations about how your child behaves are clear and that there are consistent consequences for inappropriate behaviour. BOOSH staff act as positive role models for acceptable behaviour, and encourage and reward acceptable behaviour.

Whilst at BOOSH, we expect that the children will comply with the following basic rules:

- i. Respect each other;
- ii. Respect other people's property and that of BOOSH;
- iii. Share with other children and be inclusive;
- iv. Accept and respect individual needs and differences;
- v. Clean up after activities;
- vi. Be polite to staff, volunteers, parents and to each other;
- vii. Follow the instructions from staff;
- viii. Play only in the allocated areas and as directed by staff and not enter areas that are 'out of bounds';
- ix. Remain in the supervised area until the authorised person collecting them has signed them out;
- x. Not participate in physical fighting (play or real), for example, spitting, throwing toys, stones or dangerous objects;
- xi. Not bully or engage in any form of aggressive behaviour;
- xii. Use appropriate language at all times.

## **Collection of personal information**

The information we collect about you and your children is used solely for the purposes of providing childcare and meeting the administration requirements of operating BOOSH. This information is managed through HubWorks. Please speak with the Coordinator if you would like more information about the personal information collected about you and your family.

## **Priority of Access**

As a Child Care Subsidy approved service, BOOSH is required to follow the Priority of Access guidelines set out for enrolments by the Department of Education. These guidelines are used when there is a waiting list or when a number of parents are applying for a limited number of vacant places.

## **Complaints**

At BOOSH, we like to deal with concerns as soon as they come to hand, to help achieve a satisfactory outcome for all parties involved. We find direct communication is best.

If you have a concern or a complaint about BOOSH you can, in the first instance, contact the BOOSH Coordinator, Anne Parker, either in person at BOOSH, by telephone on 0438 099 006, or by email at [boosh@banc.org.au](mailto:boosh@banc.org.au)

If you are not satisfied with the response, you can contact the BANC General Manager, Leah Godfrey, by telephone on 4787 7770 or by email at [gm@banc.org.au](mailto:gm@banc.org.au) or by post to BANC, Gardiner Crescent, BLACKHEATH 2785.

The regulatory authority in NSW is the NSW Early Childhood Education and Care Directorate, contactable on 1800 619 113.

# BOOSH Handbook 2020

## Your ideas and skills!

We love to hear your suggestions about things we can do to make BOOSH better. Also please let us know if you have skills or interests that you would like to share. We welcome your participation in BOOSH activities.

## BOOSH Coordinator

Anne Parker is the BOOSH Coordinator. Anne works at BOOSH on

- Monday from 9:30am to 6pm
- Tuesday from 9:30am to 6pm
- Wednesday from 1pm to 6pm
- Thursday from 11am to 6pm

**BOOSH is a project of**

**Blackheath Area Neighbourhood Centre Inc.**

**Working for people and the small communities at the top of the mountains**

ABN 83 058 109 149

