



FRASER COAST
ANGLICAN COLLEGE

Fraser Coast Anglican College

ROOS CARE

Parent Handbook 2023

Enriching Body, Mind & Spirit

Fraser Coast Anglican College ROOS Care

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Contact Details

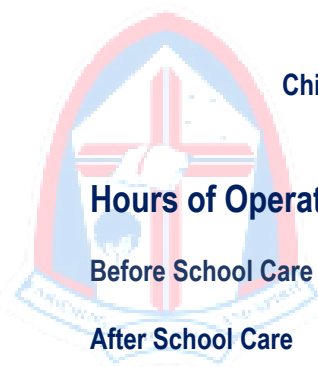
ROOS Coordinators Ph: (07) 4197 9301
ROOS Care Mobile: 0400 979 380

Email: roos@fcac.qld.edu.au

Centrelink Reference Numbers (CRN's): 13 61 50

Before School Care	ID No 1-KFZZVP
After School Care	ID No 1-6N0-39
Vacation Care	ID No 1-6N9-39

Child Care Information Service (CCIS) 1800 637 711



Hours of Operation:

Before School Care Acmena Building Roos Care 7am-8:15am

After School Care Monday to Friday
2:45pm - 6:00pm in ROOS Care room

Vacation Care Monday to Friday
7:00am - 6:00pm

Student Free Days 7:00am – 6:00pm

Public Holidays - Closed
Christmas Period - 2 Weeks Closed



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1. About Our Service

1.1 ABOUT OUR SERVICE: FRASER COAST ANGLICAN COLLEGE

Enriching Mind, Body and Spirit

Our Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K -12 curriculum which engages all students.

Our Mission

We provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Values

Living the values Christ taught us - within our school we nurture a culture that embodies love, forgiveness, respect, compassion and service.

Achieving your best - all of us will set high standards and attempt to meet those standards, having self-discipline and achieving the very best of which we are capable.

A balanced life - monitoring the wellbeing of our students to guide them towards a healthy balance of school work, sporting and cultural endeavours and spiritual development.

Giving it your all - making the effort to be involved in all the school offers, trying your very best, making a commitment and honouring that commitment and seeing things through.

Supporting each other - caring and respecting one another, looking after those who struggle to look after themselves, operating as a family and reinforcing the love and connection we have for each other for the ongoing mutual support and the creative enhancement of all.

Caring for the environment - as global citizens we have an obligation to create an awareness of our natural environment, to marvel at its wonders, seek to learn more about it and to care for it for future generations.

Characteristics

Our aim at Fraser Coast Anglican College is to develop resilient, confident learners capable of adapting to and flourishing in the 21st century. We aim to have students who:

- Are shaped by their faith in Jesus Christ
- Are emotionally intelligent
- Want to be at FCAC
- Are highly motivated
- Possess a range of thinking skills
- Are creative
- Participate in a range of cultural and sporting activities
- Are ethical
- Are environmentally conscious
- Are committed to service

1.2 ABOUT OUR SERVICE: ROOS CARE PHILOSOPHY

Here at Roos Care we believe that every child and family are unique, and equally deserving to the right to a safe, nurturing, and inclusive environment.

We strive to provide all children with opportunities to express and extend upon their interests, and a 'family' approach to fostering the growth of relationships between children in our care.

We strongly encourage nature based play, and an indoor/outdoor approach to our daily environment. We aim to instil environmentally sustainable values in the children, providing them ownership of their natural environment; a love of nature commenced from the beginning.

As educators we strive to continuously reflect on our everyday practices and challenge our own beliefs, ensuring we are providing the best quality of care to each child and family.

Reference

My Time Our Place: Framework for school aged care.

At ROOS Care, we work towards supporting the FCAC mission through:

- Involved and respectful partnerships between educators, children, parents, carers and management whilst promoting creativity, problem solving, team work in an equitable and safe environment in which children relax, have fun and learn. We recognise the need for children of school age to exercise their independence and self-esteem so we promote decision making, co-operation and social competencies.
- The Educators support children's ideas through promotion of play and leisure activities that provide opportunities for children to learn as they discover, create and imagine within a social and natural environment that emphasises relaxation and fun!
- We acknowledge that children are capable, resourceful and active contributors to their learning and as educators we encourage the teaching of acceptance and positive self-image to children to develop positive and healthy attitudes. We recognise the uniqueness of each child and encourage their sense of identity and wellbeing.
- Embracing and celebrating the diversity of our families and the wider community as we actively promote the acceptance and inclusion of all children irrespective of cultures and abilities within a welcoming and safe place that the children can call their own.
- Educators support and learn from each other through reflecting professional and respectful interactions while developing their own individual knowledge and practices.

1.3 ABOUT OUR SERVICE: ROOS CARE GOALS

- To provide a positive, non-biased and safe environment.
- To provide an inclusive program according to children's individual needs and to further their middle childhood development.
- To make learning and development fun!
- Encourage independence of children in all areas of ROOS Care life.
- To make everyone feel welcome and maintain positive, effective communication between peers, children and families.
- To encourage the children to strive to reach their potential in spiritual, moral, intellectual, social, cultural, emotional and physical activities.
- To encourage the value of play, decision making & problem solving in everyday ROOS Care life.
- To encourage and acknowledge the rights, beliefs and emotions of one's self and each other.
- To extend our cultural competencies throughout our daily program. This could look like
 - Increasing our knowledge and understanding through family communication
 - Celebration of shared cultural experiences within our diverse community.

References.

This Philosophy was created with the input and consultation with all Roos Care staff 03.05.2023
 Fraser Coast Anglican College vision statement
 United Nations Convention on the Rights of the Child (UNCRC, UNICEF, 1989, Article 12.)

1.4 ABOUT OUR SERVICE: ROOS LICENSEE

The service is licensed by the Corporation of the Synod of the Diocese of Brisbane trading as the Fraser Coast Anglican College and is the service approved provider.

We operate above the minimum standard levels to provide a high quality care to our families and their children. This service is licensed by the Office of Early Childhood Education and Care, under the Education Care Services National Law Act and must comply with the Education and Care Services National Regulations Dec 2011 under the Australian Governments National Quality Framework for Early Childhood Education and Care. Under the framework all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care and school age care services. The Framework helps our service in the areas that impact on a child's development and empower families to make informed choices about which service is best for their child.

The National Quality Framework includes:

- a national legislative framework that consists of the *Education and Care Services National Law* and *Education and Care Services National Regulations*
- a National Quality Standard
- an assessment and rating system
- a regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
- the Australian Children's Education and Care Quality Authority (ACECQA).

ACECQA, is the new national body responsible for providing oversight of the new system and ensuring consistency of approach. For more information: www.acecqa.gov.au

Parents and Educators are welcome to access the above regulations and act at any time which is located in the service. Families are encouraged to contact the Office of Early Childhood Education and Care at any time should they have any questions.

The Office for Early Childhood Education and Care
 Maryborough Regional Office
 North Coast Region
 102 Lennox Street (PO Box 142)
 Maryborough QLD 4650
 Telephone: (07) 412208814
 Facsimile: (07) 3220 6436
 Email: maryborough.ECEC.qed.qld.gov.au

1.5 ABOUT OUR SERVICE: POLICIES AND PROCEDURES

Fraser Coast Anglican College ROOS Care has an extensive Policy and Procedure manual which reflects the Philosophy and Goals of our service. The Policies and Procedures are available for families to view on the sign out table in the service. Policies are published on the intranet and on information bookshelf for discussion and feedback.

In this Parent Handbook, we provide a snapshot of policies, which will affect you, your family and your child/ren during their time with us.

Details in this manual are correct at the time of printing. Policies and procedures are subject to revision and change.

Policy and management issues should be directed to the Nominated Supervisor rather than through the Principal. A management structure is in place whereby the Director of Early Learning Centers reports to the Executive Leadership Team of the College which includes the Principal, Head of Middle/Senior School, Head of Junior School and Business Manager. The Head of Junior School and Director of Early Learning Centers are both Nominated Supervisors for ROOS Care.

1.5.1 ABOUT OUR SERVICE: LEGISLATION REQUIREMENTS

The laws and other provisions affecting the operations of ROOS Care include:

- Education and Care Services National Law Act 2011
- Education and Care Services National Law (Qld) Act 2011
- Education and Care Services National Regulations Dec 2011
- National Quality Standard, Oct 2011
- Child Protection Regulations, 2011
- Child Protection Act, 1999
- Commission for Children and Young People and Child Guardian Act, 2000
- Guide to the law 2011, ACECQA
- Qld Child Protection Act, 1999
- Anti-discrimination Act, 1991
- Transport operations (Road Use Management) Act, 2015(Qld)
- Qld Cancer Fund sun smart guidelines



- Local Authority (eg Brisbane City Council) food handling by-laws Child Care Act, 2011
- Australian Government Department of Health
- Working with Children (Risk Management and Screening) Regulation 2011
- Working with Children (Risk Management and Screening) Act 2000
- Workplace Health and Safety Act, 2011
- Child Care Service Handbook (Child Care Management System)
- Associations Incorporation Act, 2015
- Australian Standard on Risk Management
- Australian Standard on Compliance
- Working with Children (RMS) 2011
- Working with Children (RMS) Act 2000

1.6 ABOUT OUR SERVICE: ASSESSMENT AND RATING

The National Quality Standard sets a new national benchmark for the quality of education and care in services. It also gives services and families a better understanding of a quality service. The National Quality Standard is a key aspect of the National Quality Framework.

The National Quality Standard was informed by research about best practice and the way in which high quality education and care contributes to positive outcomes for children. It comprises quality areas, standards and elements. The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

The National Quality Standard is linked to National Learning Frameworks that recognise how children learn from birth and outline practices to support and promote children's learning. These are:

- **My Time, Our Place: Framework for School Age Care in Australia.**

ACECQA provides oversight of the National Quality Standard and its application across the country to ensure that services are meeting the new requirements. For more information: www.acecqa.gov.au

In 2019, ROOS Care was assessed and accredited with the highest rating obtainable of **EXCEEDING** the National Quality Standards.



1.7 ABOUT OUR SERVICE: STAFF

ROOS Care

Director Mrs Cassandra Fenech
 Working towards a Bachelor of Education (Early Childhood)
 Diploma of Early Childhood Education and Care
 Certificate 3 in Children's Services
 Senior First Aid and CPR
 Anaphylaxis and Asthma Training

Coordinator Dee-Anne Hoffman
 Studying Bachelor of Education (Early Childhood)
 Senior First Aid and CPR

Assistants Jasmin Murphy
 Certificate 3 in Children's Services
 Currently studying Diploma of Children's services and care.
 Senior First Aid and CPR including asthma and anaphylaxis training



Julie Gilmour
 Certificate 4 in Education Support

Susan Minda
 Diploma of Community Education

Veronica Biles
 Certificate III in childcare

Raquel Breen
 Certificate III in Education Support

Jessica Ireland
 Diploma in children's services and care.

Morgan Winter
 Certificate III Children's services

Renae Ilka (Vacation Care)
 Cert III in Children's Services



Mrs Dee-Anne Hoffman and Jasmin Murphy are our permanent ROOS Care staff who care for our children on a daily basis. The other Educators listed, are rostered on a need's basis during term and for Vacation Care or Student Free Days.

All staff qualifications and child/staff ratios are in accordance with the guidelines set in the Child Care Regulations 2011. Children are actively supervised by at least 2 adults at all times to ensure that they are effectively cared for and protected from harm in a safe environment at all times.

Management of ROOS Care supports in-service professional development for all members of staff and believes that it should continue throughout each staff member's career. Most staff have First Aid qualifications.

The Recruitment and Selection in Anglican Education and Care Services Policy is used to ensure that ROOS Care employs suitable people who hold a current Positive Suitability Card for Child Related Employment, issued by the Commission for Children and Young People and Child Guardian.

Photos and qualifications of staff are displayed in the ROOS Care room, so that families are aware of who is caring for their children.

1.8 ABOUT OUR SERVICE: ENROLMENT AND ORIENTATION

Parent/Caregivers are required to complete an Enrolment Form before their child is to attend the service. Each newly enrolled family will receive an emailed copy of this Parent/Caregiver Handbook detailing selected policies and conditions of enrolment. You will be shown around the Service and be given information on basic operations such as staffing, routines and programming.

If your child has additional needs, a meeting will take place between relevant parties (e.g. Parent/Caregivers/Guardians; Coordinator; Director) before the child commences. Issues discussed will include:

- level of support the child requires.
- duration of support.
- necessary training of staff and volunteers.
- the safety of all children enrolled.
- environmental factors.
- Sources of information and resources/support services that will ensure the best possible care for the child.

This information will help us meet the needs of your child and where necessary, seek assistance from specialist support workers. All information obtained through the enrolment procedures will be kept in the strictest confidence and used only for the purposes for which it is obtained.

It is in your child's best interest that these forms are kept up to date.

1.9 ABOUT OUR SERVICE: HOW WE COMMUNICATE WITH FAMILIES

We feel open communication between Educators and parents is very important and builds trust. Please feel free to discuss your child's progress or any concerns you may have with the Coordinator. If you wish to speak at length about something, please arrange a mutually agreeable time out of sessions.

We communicate with you as a family in a number of ways. These include emails, Vacation Care activity pages, newsletters, our web site and parent information boards also inform you of the Service Program and events. Throughout the ROOS Care room, you will find displays of the children's work and photos of special activities, making learning visible to you. The College app covers activities throughout the whole school and ROOS Care which is available for you to download. Please see the ROOS coordinator for assistance on downloading this.

Your feedback is important to us. We ask families to complete evaluation/suggestion forms located on the sign out table at any time for all service users.

1.10 ABOUT OUR SERVICE: RESPECT FOR CHILDREN

The best interests of the child are our paramount concern at Fraser Coast Anglican College ROOS Care and our service endeavors to provide care that respects the child's dignity and privacy at all times and that considers children as unique, valued individuals. Children are to be considered and as far as possible, involved in the ongoing development of the program, rules of behaviour and the physical and aesthetic environment of ROOS Care.

1.11 ABOUT OUR SERVICE: CHILD PROTECTION

ROOS Care staff regard their role in the protection of children with the utmost importance. All staff have been fully trained in the implementation of the Child Protection in Anglican Education & Care Services: Policy and Procedures and have mandatory obligations to report harm of a child to the regulatory authorities. The Child Protection Policies and Procedures are available for families to view, which are located on the sign out desk and on the Fraser Coast Anglican College website: www.fcac.qld.edu.au

1.12 ABOUT OUR SERVICE: USE OF PHOTOS

On occasion your child may be photographed participating within the day to day activities we provide at Fraser Coast Anglican College ROOS Care. These photos may be used **within** the service on walls etc as part of our programming process. The children take great pride in having their day to day lives documented in this way.

Through the enrolment form, you have the ability to opt out of having your child photographed for the purpose of Social Media use. If photos are taken at any other time or for use in any other project such as marketing material for the service or if we have a student who wants to conduct a child profile as part of their studies, Parent/Caregivers will be consulted regarding the Public Acknowledgment statement signed as part of the enrolment process and a further Media release form may be required.

Please speak to one of our Educators at any time if you wish for your child not to have their photo taken or alternatively, if you wish to change your choice on the enrolment form.

1.13 ABOUT OUR SERVICE: PRIORITY OF ACCESS AND NON-DISCRIMINATORY ACCESS

When children enter a service, they bring with them a rich variety of cultural and social backgrounds and experiences. ROOS Care recognizes the individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, disability, class or culture. Our policy is to provide non-discriminatory access to all children. We do not exclude children from other races or cultural backgrounds, or those who have physical disabilities.

ROOS Care will ensure that Parent/Caregivers and children have access to quality childcare that is appropriate to their needs, regardless of income, social, religious or cultural background, gender or abilities. We primarily provide care for primary school age children aged between Prep and Grade 6 (5 – 12 years old), although care can be provided for all students who have commenced their first day at Prep or a student attending grade 7 who is 12 years of age.

The service will follow the Australian Government Priority of Access Guidelines allocating places to families with the greatest need of childcare support. These guidelines will be balanced with the principles of non-discriminatory access and inclusion. The Government guidelines set out the following three levels of priority, which the service will follow when filling vacant places.

First priority	A child at risk of serious abuse or neglect
Second priority	A child of a single parent who satisfies, or have parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act

Third priority

Any other child

If your child is in the third priority group 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.

1.14 ABOUT OUR SERVICE: CONFIDENTIALITY

All personal records will be stored securely and kept confidential. All information will be strictly limited to use by the Service as outlined in the *Fraser Coast Anglican College Privacy Policy* found on our website (www.fcac.qld.edu.au). You may access your child's personal records at any time if you are the authorised guardian who has enrolled the child. Please see the Coordinator about accessing these records.

1.15 ABOUT OUR SERVICE: COMMUNITY CODE OF CONDUCT

Fraser Coast Anglican College is a place, which promotes values that are in keeping with the College's Mission

All students, parents, teachers and staff have the right to be safe, and feel safe, in our College Community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that intimidate or put at risk the safety of others or oneself. This includes behaviour that may be considered anti-social.

For the purpose of this Code of Conduct, "College Community" comprises of the Principal, staff, coaches, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the College, who attend at the College, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by, or for the benefit of, the College and our students.

The FCAC Community Code of Conduct sets clear standards of behaviour, which are expected of members of the College Community. It specifies the consequences for any member of the College Community who does not comply with those standards of behaviour, whether those persons are on the College property, in transit, or at another location for the purpose of any FCAC-authorised events or activities.

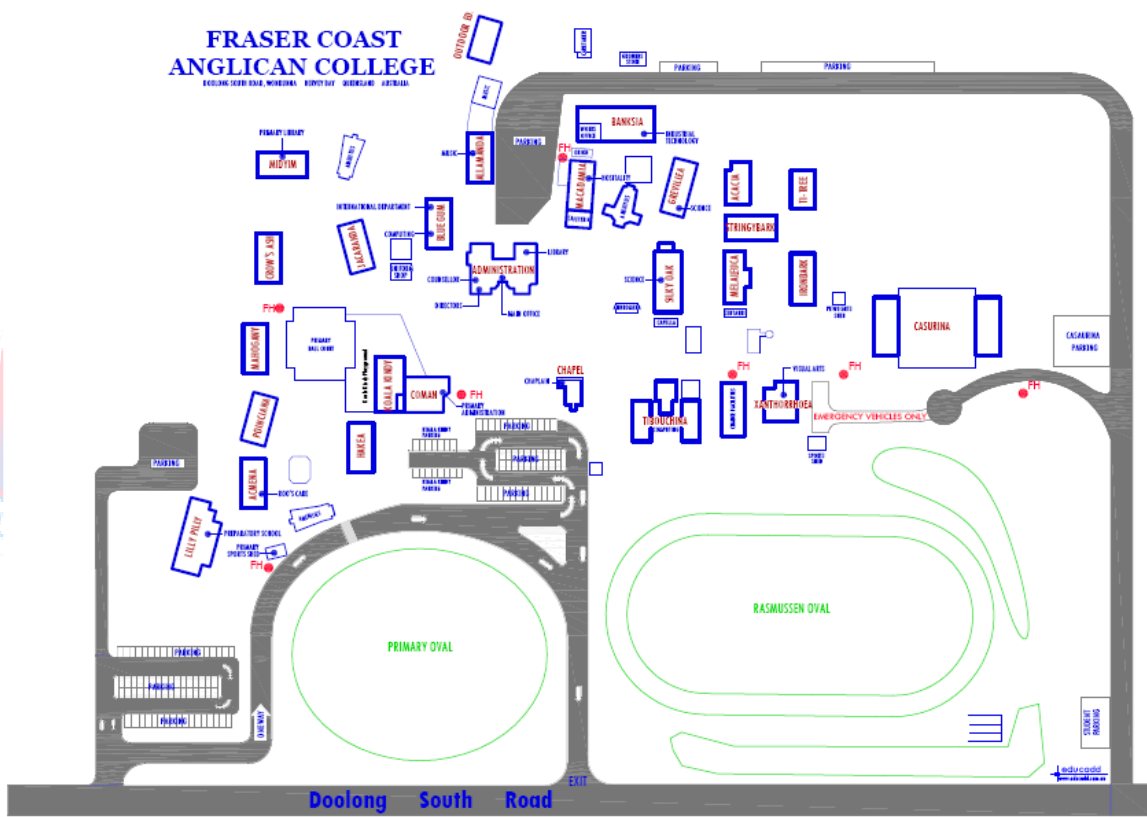
The FCAC Community Code of Conduct in its entirety can be found on the College website under Policies and Procedural Documents.

1.16 ABOUT OUR SERVICE: SUGGESTIONS, CONCERNS AND COMPLAINTS

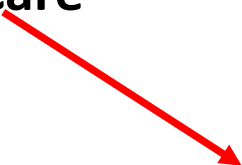
If you have any concerns, complaints or suggestions, please speak to the Coordinator. If you would like to discuss issues further, then the Director of the Early Learning Centre is to be contacted who is also the Nominated Supervisor. The Head of Primary School/Nominated Supervisor is also available for discussion if you require further assistance.

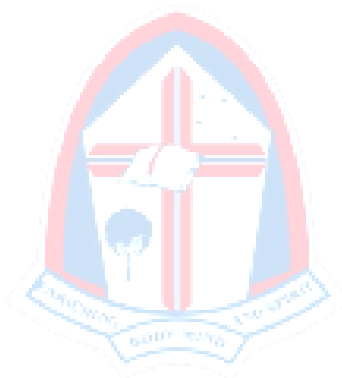
The happiness and well-being of your child is our top priority and we are continually striving to improve the quality of care we provide families. Other avenues of communicating your suggestions or concerns are via the feedback form at the sign out desk, Parent/Caregiver information. However, please feel free to discuss any issues at any time. We value and encourage your participation and comments in ROOS Care as we believe it enhances the service we provide.

1.17 ABOUT OUR SERVICE: SCHOOL AND SERVICE MAP



ROOS Care





FRASER COAST

ANGLICAN COLLEGE

2. Caring for your Child

2.1 CARING FOR YOUR CHILD: ARRIVALS AND DEPARTURES

The Child Care Regulations state that each child must be delivered to the service by an adult and collected by an authorised person as noted on child's enrolment form.

- Alternative arrangements can be made by the parents; however, these must be in writing and must indicate who else may deliver and/or collect their child from the service. It is permissible for you to arrange



for an adult other than yourself to collect and drop off your child (only if you have given your written consent for them as indicated on your child's enrolment).

- Please keep these details up to date.
- If you require amendments, please complete a "Update to Enrolment" form available from the director. In emergencies emailed letters of authorisation can be sent to ROOS Care.
- If you require your child to attend activities within the school grounds, written authority must be given.
- Staff will not be available to escort children to these activities due to staffing ratios. Parent/Caregivers should consider this when enrolling children in these activities.
- The staff will not permit children to leave ROOS Care unaccompanied unless written authorisation detailing time of departure indicating a release of Duty of Care. This collector will need to provide suitable identification to staff, of which we will take a copy for our records.
- If children who are booked in to ROOS Care for care have not arrived within 15 minutes of expected arrival, educators will follow the procedure set out in our Policy handbook.
- Authorised persons must be 18 years of age or over.

2.2 CARING FOR YOUR CHILD: LATE COLLECTION

We ask for your cooperation by collecting your child by 6.00pm. Late pick-ups are upsetting for the child and stressful for all staff.

If there is an emergency and you are unable to collect your child on time, please contact the service.

If your child is not collected on time, a late fee of \$10.00 will be charged immediately after 6.00pm, with a further \$10.00 payable every 15 minutes thereafter.

If a child is not collected by 6.30pm and emergency contacts cannot be reached, the Nominated Supervisor, Head of Primary School or Principal will contact the police to collect children who are still at the service.

2.3 CARING FOR YOUR CHILD: CHILDREN LEAVING WITHOUT PERMISSION

If a child leaves ROOS Care in any other circumstances and for any reason without permission, the staff will assess the situation immediately, notifying the Director of Early Learning, Head of Primary School and the Principal who may make the decision to call the police and the Parent/Caregiver/guardian as quickly as reasonably possible.

2.4 CARING FOR YOUR CHILD: SIGNING IN AND OUT

It is required by Child Care Regulations and Child Care Subsidy Service (CCSS) that Parents/Guardians, sign in their child/ren on arrival for Before School Care and sign out on departure of After School Care at the ROOS Care building each day. The Government department, Department of Education, may cancel Child Care Subsidies (CCS) should you fail to comply.

2.5 CARING FOR YOUR CHILD: AUTHORISED PERSONS FOR COLLECTION OF A CHILD

On a child's enrolment form, we ask families/guardians to advise the service of the names, addresses and telephone numbers of persons authorised to collect your child.

If you have a change to your circumstances, please complete an "Update to Enrolment" form should you wish to make any amendments to your child's authorisation list. In addition to completing this form, please introduce this person to our staff. If you are unable to do this, please let the person who you have authorised to collect your child know that they will be asked for Identification when picking up your child. A photocopy of this identification may

be made at the time of collection. Please understand that this precaution is necessary for the safety of your child/ren.

The same process will also be followed if you have a last minute change to your situation or emergency and need another person to collect your child. Please contact the Service as soon as you are able to and advise this person that identification will be required. If you have not made contact with the service about a change or emergency situation, our educators will make every effort to contact you as they will not be permitted to release your child into the care of someone else without your permission.

The service will only release children to an authorised person for the safety of the children and the procedures set out in the Child Care Regulations.

2.6 CARING FOR YOUR CHILD: STUDENT CODE OF CONDUCT, BEHAVIOUR MANAGEMENT AND ANTI-BULLYING POLICY

The Junior School has a reputation for high standards in regards to student expectations. As such, the same policies that are used in the Junior School, will apply to students attending ROOS Care. The policies that apply have been included below.

The aim of ROOS Care is to provide an atmosphere where children have positive and active experiences during their stay. We aim to provide an environment that minimises the potential for frustration and/or conflict. We believe that children require guidance as to what to do, instead of what **not** to do. Therefore, we endeavor to manage behaviour through a supportive model, which includes efficient supervision, provision of effective role models, directing or re-directing children to other activities and working with children to set rules, follow the rules and understand the consequences of breaking those rules.

Each child will be treated sensitively, respectfully and with dignity, regardless of their social background, gender, ethnicity or abilities. Encouragement and appreciation of appropriate behaviour will be given freely. Physical, verbal and emotional punishment is regarded as unacceptable and will not be justified or permitted as a behaviour guidance strategy. If unacceptable behaviour continues, Parent/Caregivers will be notified. If disruptive behaviour persists, consultation may be necessary with Parent/Caregivers, the child, Coordinator, Director and Head of Junior School. A written report will be sent to the Parent/Caregivers if unacceptable behaviour continues. A child may be suspended from the program if unsatisfactory behaviour threatens the safety or wellbeing of any child or other person in ROOS Care.

ROOS Care's Rules of Behaviour have been developed in consultation with the children and staff and are on display in the ROOS Care room.

As part of our commitment to quality care for the children at ROOS Care, we have basic rules for the children to follow. These rules are developed with input from the children themselves to give them a sense of ownership over what happens within "their" space and are displayed prominently throughout ROOS Care.

- We will walk inside
- We will respect ourselves and others
- We will speak to please, NOT to tease
- We will stay where we can see staff (and they can see us) **at all times**
- We have the right to feel safe
- We say no to bullying
- We use our quiet voices inside
- Balls are for outside play
- We will behave appropriately in toilets
- When outside we wear hats, sunscreen and our shoes at all times
- We walk on the concrete paths

Fraser Coast Anglican College – Student Code of Conduct, Behaviour Management Policy and Anti-Bullying Policy

Background and Purpose

Fraser Coast Anglican College aims to provide a safe, supportive environment that is conducive to learning and, as a result, we expect high standards of behaviour both inside and outside the classroom.

We take a proactive and collaborative approach to Behaviour Management where students, staff and parents work in partnership to create positive outcomes for students. We understand that, as part of growing up, children will make poor choices from time to time. To foster personal development, we encourage students to take responsibility for their actions and help them learn from their mistakes.

Student Code of Conduct

At FCAC we consistently encourage, recognise and acknowledge positive behaviour:

Learning

Promote and respect a positive learning environment for yourself and for your fellow students
Commit to doing your best at all times
Co-operate with others and make positive contributions to group work and discussion

Safety

Keep yourself healthy by complying with laws regarding smoking, alcohol & other drugs
Follow good hygiene practices
Respect the well-being of your fellow students by engaging in safe behaviour
Set a good example for others

Relationships

Maintain positive relationships with your peers, other students, your teachers & other College staff
Use appropriate respectful language at all times
Keep FCAC a bully-free community by treating people with fairness and dignity
Respect your own property and that of other students
Take opportunities to serve others at the College and the wider community
Participate fully in the life of the College - get involved in activities, events & the extra-curricular program
Be honest and conduct yourself with integrity
Contribute to the harmony of all groups and teams that you belong to

Presentation

Maintain a high standard of personal presentation and grooming
Comply with uniform expectations and wear your uniform correctly at all times
Comply with expectations regarding jewellery, make-up, haircuts and hair colour
Wear your Akubra hat when arriving at and departing from the College

Our Environment

Clear up after yourself and pick up litter when you see it
Respect the College grounds, buildings and property
Think before you print, recycle where possible
Conduct ball games only in the designated areas (ovals, ball court) and at appropriate times
Students are expected to abide by the Code of Conduct. In situations where students do not, the following consequences may be applied:

BEHAVIOUR MANAGEMENT CHART

Level	Suggested Consequences
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<p style="text-align: center;">Educator</p> <ul style="list-style-type: none"> • All general ROOS behaviour • Disruptive behaviour that interrupts learning or activities (eg. calling out, attention seeking behaviour) • Being disrespectful to educator, parents and peers • Initial stages of bullying-Levels1&2 *see Bullying Policy 	<p style="text-align: center;">Educators to keep ROOS Coordinator informed after any relevant parental contact.</p>	<p style="text-align: center;">Teacher</p> <ul style="list-style-type: none"> • Time Out – at discretion of educator and age appropriate for student • Parents contacted by email, phone or on collection. • Reflection sheet
<p style="text-align: center;">ROOS Coordinator/ Director of Early Learning</p>		<p style="text-align: center;">ROOS Coordinator/Director of Early Learning</p>
<ul style="list-style-type: none"> • Instances of above repeated more than twice (after educator has given consequences both times) • Established bullying - Level 3 • Repeatedly or belligerently disobeying educator • Theft • Vandalism • Physical violence 	<p style="text-align: center;">Roos Coordinator to inform Head of Junior School of any parental contact required at this level.</p> <p style="text-align: center;">Head of Junior School may document on Kiosk (School data base)</p>	<ul style="list-style-type: none"> • Parents contacted by phone or interview arranged • Monitoring Card • Other, equivalent consequences (e.g. -Time Out / exclusion from sporting events etc.) • Counselling referral if required
<p style="text-align: center;">Head of Junior School/Nominated Supervisor</p>		<p style="text-align: center;">Head of Junior School/Nominated Supervisor</p>
<ul style="list-style-type: none"> • Any of the items directly above • Repeated instances that have been referred to ROOS Coordinator or Director or Early Learning • Established bullying – Level 4 • Emergency situations 		<ul style="list-style-type: none"> • As above • Behaviour Contract • Suspension (Internal / External) • Consequences at the Head's discretion • Recommended action to Principal (including expulsion).

Note: The above chart has been amended from the Junior School Behaviour Management Policy for implementation at ROOS Care as a guide for students and educators on behaviour.

FRASER COAST ANGLICAN COLLEGE ANTI-BULLYING POLICY (as part of the Behaviour Management Policy)

This policy is in line with the core values of Fraser Coast Anglican College which states that every person in the College community has the right to be treated with respect. Fraser Coast Anglican College is committed to providing a caring, friendly and safe environment for all students so they can learn in a relaxed and secure atmosphere. **Bullying of any kind is unacceptable at our school and will not be tolerated.** If bullying does occur all students should be able to tell someone and know that incidents are dealt with promptly and effectively.

Objectives of this policy

- All members of the college community will have a clear understanding of the nature of bullying, its

ramifications and preventative measures.

- All staff will have a clear understanding of the expectations required when dealing with bullying.
- All pupils and parents will be supported when bullying is reported.

What is Bullying?

Bullying can be defined as unprovoked aggressive behaviour, deliberately inflicted by someone of greater power on someone of lesser power. It can be *physical, verbal and/or emotional*. By definition it is *targeted* and *repetitive*, occurring regardless of size, age or intellect. More information: bullyingnoway.gov.au

What is Cyberbullying?

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, *repeated*, and hostile behaviour by an individual or group, that is intended to harm others. More information: www.cybersmart.gov.au

Our Expectations for Student Use of Digital Devices and Social Media

Junior School students are not permitted to use mobile phones or access social media during school hours. Students found using a mobile phone will have it confiscated for three days. Students are expected to respect age limit restrictions for social media platforms (e.g. Facebook / Instagram users must be at least 13 years old).

Signs and Symptoms

Adults should be aware of these *possible* signs and investigate if their child exhibits one or more of these symptoms:

Signs of Possible Bullying	Signs of Possible Cyberbullying
Is frightened to go to school	Change in mood and/or behaviour
Changes their usual routine	Lowering of grades at school
Becomes withdrawn and anxious	Not wanting to go to school / sport etc.
Starts stammering	Not feeling 'well', headaches, stomach-aches
Attempts to run away	Being secretive in online activities
Cries themselves to sleep / nightmares	'Jumpy' when text messages arrive
Feels sick in the mornings	Not putting their phone down
Begins to do poorly at school	Wanting to be online all the time ... or never
Comes home with torn clothes	Changes in their online habits
Has possessions that go missing	Upset, angry, teary, rebellious when not previously
Asks for money	Change in friendship groups
Has unexplained cuts and bruises	Spending more time with family instead of friends
Becomes aggressive, disruptive or unreasonable	Stops eating

Anti-Bullying and Cyberbullying Policy Flow Chart

The College's approach to bullying will be appropriate to the severity of the incident and will be age appropriate for the child.

Level One
 Student/ peers to inform class or playground teacher
 Teacher to record and date incident in Kiosk/ student diary if required
 Teacher to speak with the parties involved. An apology will be required if deemed appropriate.
Examples:
 Name calling, exclusion, bossiness, harsh words, power play.
Consequences:
 No blame or formal consequence will be given at this level. Depending on the situation, parents may be contacted.



Level Two
 Repeated episode from Level One.
 Student/ peers to inform class or playground teacher.
 Teacher to record and date incident in Kiosk/Student Diary.
 Teacher to continue to work with the parties involved to help develop strategies and monitor the situation.
 Head of Junior School to be kept updated of any developments. An apology to the students involved.



2.7 CARING FOR YOUR CHILD: CUSTODY

Parent/Caregivers/guardians who have custodial rights and do not wish the other Parent/Caregiver/guardian to have contact with their child/ren must provide a current copy of the custodial papers.

Whilst every care will be taken to prevent a child being taken by an unauthorised person, there may be instances in which we cannot prevent this from happening. Our staff cannot expose themselves or the other children to an unacceptable risk of personal harm. If a child is taken the police will be called immediately.

2.8 CARING FOR YOUR CHILD: SAFETY

An evacuation procedure and plan are situated next to the Parent/Caregiver Information Board. We ask all staff, Parent/Caregivers and children to familiarise themselves with the procedures.

Fire, evacuation and lock down drills are practiced regularly. Should you be present during a drill, please participate. Regular evacuation procedures give the children an opportunity to become familiar with the routine and planned evacuation/lock down procedure. All service firefighting equipment is serviced every six months.

All chemicals used in the centre are "child friendly" and non-toxic. Policies and procedures are in place to support this and ensure the safety of your child

2.9 CARING FOR YOUR CHILD: SUN CARE

As part of our Sun-safe policy and our requirements as a Sunsmart School, ROOS Care requires **children and adults** to wear hats outdoors.

We will re-apply sunscreen during the day if children are to be in the sun for prolonged periods.

Should your child have sensitive skin and you would prefer your child to have their own sunscreen, please provide ROOS Care with sunscreen that is clearly labelled with your child's name.

We also ask that when Parent/Caregivers or family members assist us with outside activities that they too wear a sun smart hat whilst at ROOS Care.

2.10 CARING FOR YOUR CHILD: HEALTH AND HYGIENE

The wellbeing of all children who attend ROOS Care is of the highest priority, so we ask for your cooperation.

- To safeguard the health of all children and prevent the spread of infection, please keep your child at home until he/she is fully recovered from an illness.
- All children who are suffering from an infectious disease will be excluded from ROOS Care to prevent others being introduced to the infection.
- ROOS Care does not have facilities to care for sick children.
- Staff observe stringent hygiene practices throughout the day and the ROOS Care facility is cleaned daily.
- Equipment is routinely checked to ensure that it is well-maintained, clean and safe for children's use.
- In the case of a minor injury or illness, a staff member will attend to the incident and a report will be completed advising you of the details. Parents and Caregivers are shown this report and asked to sign this form after speaking with staff to verify you have been advised of the incident.

We have a high standard of hygiene practices including:

- Hand washing procedures for staff, upon arrival, wiping children's noses, before handling food, administering medication and after cleaning.
- Weekly washing of equipment used by children.
- Children's bathrooms are cleaned regularly.

Staff encourage children to wash their hands regularly throughout the day and hand washing techniques are regularly taught.

Fraser Coast Anglican College ROOS Care is a smoke free environment.

2.11 CARING FOR YOUR CHILD: ILLNESS AND INJURY

ROOS Care actively strives to avoid injuries occurring at the service and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible. The rights and responsibilities of Parent/Caregivers with respect to injuries and illnesses of their children are acknowledged and will be taken into account in administering all procedures.

Children with infectious diseases will be excluded from ROOS Care. This is for the safety and well-being of the other children and staff as well as your child. Re-inclusion of your child will be considered after appropriate recommendations have been taken from your General Practitioner, and written permission from your General Practitioner stating wellness to return.

The Coordinator will promptly telephone a Parent/Caregiver/guardian if a child has been involved in an accident or becomes ill.

Qualified staff will administer basic First Aid only.

If contact cannot be made and it is necessary to seek medical attention immediately, an ambulance will be called and the child will be taken to hospital. Any costs incurred are the Parent/Caregiver/guardian's responsibility.

Please ensure emergency contacts are updated on enrolment forms regularly.

2.12 CARING FOR YOUR CHILD: MEDICATION

We will administer prescribed medication to your child on your request only and within the following guidelines.

- The request is to be made in writing each day the medication is to be administered.
- The medication must be in the original container and not out of date or prescribed by a doctor.
- The medication form must be signed and dated by the parent before medicine can be given.
- Medication must not be kept in the child's bag.
- Medication and request must be handed to a staff member.
- A record of this is kept with date and time given and signed by the staff member administering the medication and is witnessed by another member of staff.
- Medication and first aid items are stored out of the reach of children.
- Prior written consent by the parent is required on enrolment with respect to paracetamol before the initial dose of paracetamol will be administered for a high fever above 38°C. Only one dose of paracetamol will be administered. The parents/contact person will be contacted to collect the child as soon as possible. Parents need to provide Paracetamol to the centre before it can be given to a child. The centre does not supply Paracetamol. No further doses will be administered without a doctor's written instruction.

In the case of children over preschool age, the self-administration of own medication by a child may be arranged for the management of long term medical conditions only such as asthma, diabetes or daily prescribed oral medication for diagnosed conditions, with the written authorisation from parents/guardians.

This must be firstly assessed by their medical practitioner and approved by the Nominated Supervisor as capable of self-administering own medication while at school, before self-administration begins. Educators will assist and supervise a child with permission for self-administration of own medication using and following procedures on a Long Term Medication form.

Storage of medications such as Asthma puffer and insulin or blood sugar monitors when approved by the Nominated Supervisor will be carried by the child. If a child is not approved to carry such medications, all will be stored by the educators

in the service. Separate forms are to be completed for children suffering from Asthma. All medication will be administered by the Coordinator or staff member nominated by the Coordinator. The nominated staff member will hold a current First Aid qualification. Another educator will witness administration of medication.

Children who become ill at ROOS Care will be provided a quiet area to rest while their Parent/Caregivers/guardians are contacted. Parent/Caregivers are requested to advise ROOS Care (via enrolment forms) of their child's particular health needs, including medication. If a child has a severe reaction or other illness in which timing is vital, an action plan may be developed between ROOS Care, guardians and health professionals to ensure immediate action in the case of an incident. Please ensure that ROOS Care is aware of this by detailing on the enrolment form.

ROOS Care requires a copy of your child's immunisation status upon enrolment. Parent/Caregivers who have made the decision not to immunise their child, will have to sign a Statutory Declaration agreeing to the removal of their child from the Service in the event of a contagious disease being present in ROOS Care. Please amend your child's vaccination status by submitting new vaccination certificates after each immunisation. Parent/Caregivers will be advised of current clinics running throughout the year and request these details are kept up to date regularly.

2.13 CARING FOR YOUR CHILD: ROOS CARE PROGRAM – 'MYTIME, OUR PLACE'

In ROOS Care educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. The Service pays attention to the needs and interests of individual children within a context that promotes collaboration and active citizenship. Children in ROOS Care have choice and control over their learning as they collaborate with educators to extend their life skills and develop dispositions towards citizenship.

The view of children's lives as characterised by *belonging, being and becoming* that underpins the Early Years Learning Framework is fundamental to the *My Time, Our Place* – Framework for School Age Care in Australia.

The Framework conveys high expectations for all children's play and leisure activities in school age care settings. It communicates these expectations through the following five Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

The Framework provides broad direction for ROOS Care educators to facilitate children's play, leisure and learning.

A variety of supervised activities will be programmed for each day of Before, After School and Vacation Care (e.g. cooking, painting, clay work, crafts, music, outdoor activities). Opportunities for unstructured and quiet play will also be provided, including areas for children to withdraw from all activities.

Our aim is to provide activities that develop each child's social, emotional, lingual, physical, intellectual, creative and recreational potential and that are developmentally appropriate during times of play and leisure. The program seeks to foster self-esteem and confidence in children by including their own ideas into the planning and providing experiences that encourage children to negotiate and cooperate in small groups. Planned activities are also designed to reflect the multicultural and multilingual nature of our community.

The Coordinator will happily discuss any aspect of the program with interested Parent/Caregivers. A feedback box is available for parents to place comments or suggestions inside. The vacation care program is also sent home as a blank document, allowing parents to write their ideas and suggestions on it. This ensures a collaborative approach to planning the program. The weekly program is permanently placed on the Parent/Caregiver sign in table and changes according to the children, their needs, the weather and many other factors. It is a living document.

In order to ensure that our programs are effective to deliver the values, aims and objectives of ROOS Care, we regularly evaluate the structure, process and content of programs, actively seeking feedback from Parent/Caregivers and children via the suggestion box, feedback form, newsletter surveys; school-wide surveys and Parent/Caregiver information evenings.

Parent/Caregiver participation is fostered throughout the program and provides opportunities for Parent/Caregivers/caregivers to see what their child does at the service and to further understand the program. We invite any family to share interests, talents, skills, hobbies or cultural practices and ideas with our service that could assist in the further enhancement of our programs. We are especially active in promoting cultural and diverse experiences that will further develop children understandings.

MATERIALS PLEASE: Junk materials can be transformed into almost anything when it finds its way to kindy. We need a constant supply throughout the year. If in doubt - send it! Collage cardboard/paper cardboard greeting cards magazines wrapping paper string/ lace / ribbon / foil / cellophane /crepe paper material boxes clean computer paper / natural objects (eg seed) cotton. Carpentry wood shavings vinyl soft wood (pine)carpet nails underlay corks sand soft drink/beer bottle tops Containers ice cream yoghurt margarine clear squirt Dress Up old dancing costumes sheer hand bags/shoes tablecloths dolls clothes Any donations of other useful materials such as plastic containers, potted plants, brushes, clothesbaskets, crates, games, books or educational toys would be appreciated.

Reference: My Time, Our Place Framework for School Age Care in Australia

2.14 CARING FOR YOUR CHILD: DAILY ROUTINES

Before School Care Routine

7:30am Monday to Friday

Before school care operates in Koala Kindy

We believe that Before School Care is for allowing the children to wake up, relax and prepare themselves for school. A variety of indoor activities will be provided for children to choose from. Some of these include:

- Finishing Breakfast – ROOS Care does not provide breakfast. Children are able to complete their breakfast before participating in an activity.
- Drawing, craft & colouring-in.
- Completing homework.
- Board games & card games.
- Constructions.
- Reading books.

8:00am – Yr 1 to Yr 6 children are signed out to go to School.

8:15am – Preps are signed out and taken over to Prep Building.

After School Care Routine

2:45pm **Prep to Year 2 students arrive (ROOS staff collect Prep students)**

- quiet activities such as books, drawing, puzzles and board games.

3:00pm **Years 3 - 6 students arrive**

- quiet activities.

3:15pm **Inside Activities**

A variety of planned and spontaneous interest based and supported activities will be provided for children to choose from. Some of these include:

- Constructions – Mobilo, connector straws, Lego, stickle bricks, and paddle pops
- Collages – using a variety of materials, e.g. shells, cardboard, paper, sequins, glitter, and pipe cleaners
- Drawing, colouring-in, and glitter stencilling
- Cultural art and crafts, and making play dough
- Cooking – fitting with special occasions e.g. Christmas, Easter, Father's and Mother's Day



- Role plays, drama and dress-ups
- Painting and printing using a variety of materials
- Music
- Technology: just dance, back ground music, ABC kids on tv.

3.30pm **Choice of Indoor or Outdoor Play**

4:00pm **Afternoon Tea**

This is available over a period of about 45 minutes as not all children are hungry at the same time. It is a self-serve situation to encourage their sense of agency. Please see our ROOS Care Menu for specific food details.

4:15pm **Outside/Inside Activities**

A variety of outside games and activities will be set up to suit weather and children's preferences. Some of these include:

- Ball Games – touch football, t-ball, cricket, tunnel ball, football, soccer, dodge ball, handball, basketball and bin ball.
- Skipping – single and double dutch ropes and elastics.
- Group Games – duck duck goose, crocodile, tiggy, bull rush, and obstacles courses
- Children may choose to also do indoor activities depending on the time of year and weather

6:00pm **Pack-up and close of ROOS Care**

Vacation Care Routine

7:30 **Indoor games/Prepare for excursions**

During the morning setup time, children will be able to participate in indoor activities such as, construction, board games, craft and art experiences, and puzzles. On excursion days, some of the morning session will be spent getting organised for the excursion (e.g. sunscreen, appropriate clothing – e.g. bathers, hats, drinks, and lunch if required).

9:00 **Indoor/ Outdoor activities/Excursion**

If staying at school for the day, this time is spent doing programmed and interest based activities and games. This may include activities such as: plaster of Paris moulds, HAMA bead ornaments, cooking sessions, clay, and water fun. Children will have morning tea at 10:00am and will be able to continue on with activities after they have eaten.

When going on excursions, children will be picked up by bus to travel to the location. Some excursions ROOS Care go on include: Newhaven, Harvey Bay Aquatic Centre, Beach Excursions, Movies, and Golf and Games.

12:30 **Lunch/ Downtime**

Children will have lunch at approximately 12:30pm, followed by a down time for watching a movie or doing some art, colouring, cutting and pasting, craft activities, technology, or construction. This hour provides all children with a time to rest from the morning's activities and prepare for the afternoon.

1:30 **Group indoor/Outdoor activities and Art and Craft**

Children will have the opportunity to participate in group activities such as sports marathons, music and drama challenges, visits to the computer room, and science experiments. Other art and craft activities will include spray painting, printing, cooking, and painting using varied materials, collages, and special occasion activities (Christmas and Easter decorations/ornaments/gifts)

Outside games will be setup for children to participate in to encourage all children to spend a balanced amount of time indoors and outdoors. Some of these activities may be: varied equipment relays, ball court games, party games, obstacle courses and oval games. Children may also choose to play board games, create dance routines, watch a movie, and other fun and interest-based activities inside.

4:00 **Afternoon Tea**

ROOS Care provides a nutritional, sufficient and varied afternoon tea of fruits and vegetables for children. Please see our 'ROOS Care menu for specific food details.

4:45 **Indoor Activities**

During this time, children will have quiet inside activities to participate in. This may include games like: Pictionary, celebrity heads, drawing competitions, dress-ups, construction, card games and board games.

6:00 **Pack-up and close of ROOS Care**

2.15 CARING FOR YOUR CHILD: HOMEWORK

ROOS Care does provide adequate time, quiet space and supervision by staff to enable children to do their homework if they wish. Please notify us if you prefer your child to do their homework at home. We are able to assist children with homework, if requested. The college is of the belief that home readers are to be completed with families at home. Being a leisure-based program however, we do not make children do homework. If they choose to do so, that is their choice.

2.16 CARING FOR YOUR CHILD: AFTERNOON TEA

Afternoon tea is provided daily. This will be a variety of fruits and vegetables only.

Please remember to inform the service if your child has any food allergies or a special diet (including religious or cultural). Our weekly menu is displayed on the Parent/Caregiver information board. Detailed information about our **Nutrition Policy** is available in our Policies and Procedures Manual.

Please feel free to discuss any comments, concerns or feedback you may have regarding our Nutrition Policy with the Coordinator. All food preparation on the premises is carried out within the guidelines set down in the National Food Safety Standards.

Allergies:

Due to children with allergies enrolled in the school, we ask **parents to not send any food containing nuts or seafood.**

To encourage good nutritional habits, **please no chips, lollies, soft drinks or chocolate products.** Please include a piece of fruit and a drink bottle full of water each day (during vacation care).

Heating of food

Due to food safety guidelines, ROOS care will only heat food that is opened at ROOS care. Eg. tinned spaghetti. Please do not supply "left over dinner" for your child which requires heating as we are unable to heat it.

2.17 CARING FOR YOUR CHILD: DAMAGE TO EQUIPMENT OF FACILITIES

As part of everyday experiences involving children we recognise that fair wear and tear will occur. However, if damage is done that cannot be attributed to fair wear and tear but can be attributed to a malicious or intentional act on the part of a child, it will become an expense to the Parent/Caregiver.

2.18 CARING FOR YOUR CHILD: STUDENTS, VISITORS AND VOLUNTEERS

Childcare students, visitors and volunteers may visit ROOS Care from time to time. During this time, they may be required to complete tasks pertaining to the course they are undertaking including general observations of ROOS Care's operations and programs. If individual child observations are required, Parent/Caregivers will be informed and written permission will be sought prior to any observation taking place. In addition, no student, volunteer or visitor will be left in charge of a group of children. All visitors to ROOS Care are required to operate within our philosophy and policies of the service and college.

2.19 CARING FOR YOUR CHILD: EXCURSIONS

Excursions are a valuable part of our overall program, with provision for enjoyment, stimulation, challenge, new experiences and a meeting point between ROOS Care and the wider community. Maximum safety precautions will be maintained and written permission will be sought from Parent/Caregivers before a child may attend any excursion. Parent/Caregiver permission forms will include the following information:

- The date
- Proposed destination and address
- Times of departure, travel and return
- Method of transport used
- Activities to be undertaken
- The child/staff ratio required
- Names of the staff who are attending excursion
- Cost of excursion
- Seat belts fitted on bus and children and staff must wear it while traveling.

Children are required to wear enclosed footwear for ALL excursions.
 Children MUST wear a hat and sunscreen at all times during outdoor activities.
 Children are not permitted to wear singlets.
 ROOS Care has sunscreen available, and a limited supply of spare hats.
 Please check Vacation Care schedule for daily requirements.

Note that there will be no changes to the notified itinerary except in an emergency or due to changed weather conditions.

2.20 CARING FOR YOUR CHILD: TRANSPORT

When attending an excursion through ROOS Care, the children will be escorted to the bus at Kiss and Go by the staff members attending the excursion.

Staff carry a mobile phone to remain in contact with the college.

Parent/Caregivers/guardians will be required to sign permission letters relating to collection of their child while on an excursion.

All vehicles used in the transportation of children on excursions will comply with the appropriate legislation and regulations and Transport Operations (Road Use Management) Act, 1995. Maximum safety precautions will be maintained and Parent/Caregiver permission will be obtained before a child travels on any type of transport.

2.21 CARING FOR YOUR CHILD: CLOTHING

During College term time, Before School and After School Care children will be dressed in the appropriate school uniform in alignment with the College's Uniform Policy.

During Vacation Care we ask that children wear comfortable yet sun safe clothing, which will enable them to participate in activities. Clothing may get dirty during sport or craft activities, so if you have a child who may possibly need more than one change throughout the day, could you please pack them.

Children must wear enclosed shoes at all times when playing outside.

Hats will be worn at all times when outside.

Appropriate clothing should be worn on excursions when exposure to the sun for a short period of time is likely to occur.

2.2 CARING FOR YOUR CHILD: PERSONAL EFFECTS

We understand that children enjoy bringing personal items from home to use at ROOS Care. Please be aware that items that are brought from home are the responsibility of the child. ROOS Care staff recommend that items of value should be left at home.

3. Payment of Care

3.1 PAYMENT OF CARE: PAYMENT OF FEES AND OUTSTANDING FEES

It is our aim to provide a quality service to families at an affordable price. The current Fee Schedule is:

Before School Care:	\$12.50 per session
After School Care (includes afternoon tea):	\$28.00 per session
Vacation Care:	
Vacation Care and Student Free Day (includes afternoon tea):	\$60.00 per session

(Additional fees are charged for excursion days. Please ask Coordinator for details.)

ROOS Care has set these fees based on the annual budget required for the provision of high quality child care that is in keeping with our Philosophy, Goals and Service Policies and Procedures. Parent/Caregivers will be notified of any changes via the Parent/Caregiver/Guardian Information Table.

Financial Agreement

A financial agreement for each student enrolled is to be signed by the parent(s) or guardian(s) prior to commencement. Fees will be billed fortnightly period ending on a Friday and a Fees Statement will be issued on the following Monday for the two weeks in arrears. Fees are payable within seven days. Statements will be emailed to families unless otherwise notified.

Payment of Fees

Payment may be made by cash, cheque, credit card or debit card at the College Administration Office. Credit card payments can be taken by telephone and bPay facilities are available to all current parents of the College.

Payment Plan

Fees are deducted automatically from a valid credit card on the Thursday following the issue of the Fees Statement.

Excursion costs

Will be charged when they occur. The excursion cost will be added to your account. No physical money is required at the time of the excursion.

Payment Default

Where difficulties occur, early contact should be made with the Accounts Office as outstanding fees may result in your child's enrolment being terminated.

In the event that a debt collection agency is required to be appointed to recover outstanding fees, any costs incurred will be the responsibility of the Parent/Caregiver/guardian.

Fees may be reduced with Child Care Subsidy. Please contact Services Australia 13 61 50 for your family's entitlement.

3.2 PAYMENT FOR CARE: CHILDCARE SUBSIDY

Childcare Subsidy is a payment made to families to assist with the costs of child care. CCS is based on an income assessment and can be applied for through Services Australia. All childcare details are confidential. It is the parent's responsibility to obtain and forward to the Administration staff, a current Childcare Subsidy letter stating your entitlement. Parents must also ensure that they have contacted **Services Australia** to link their family to ROOS Care. Failure to do this will result in the requirement to pay full fees until a Child Assessment Notice has been received by the service

Families still need to ensure they have registered the service as their child's service provider with Services Australia and it is then the responsibility of the family to ensure that the service has your family's percentage and hour entitlements.

Families must register with Services Australia with the service provider numbers located on the first page of this handbook if they intend to claim CCS either daily or through the Tax Rebate System.

What is the Child Care Subsidy (CCS)?

The CCS is a payment from the Australian Government that helps working families with the cost of child care. If you are using approved child care of work, training or study-related reasons the government will provide you with 50 per cent of your out-of-pocket child care costs, up to the annual cap.

Who can get the CCS?

There are certain requirements you must meet to get the CCS. You must:

- Used approved child care
- Be eligible for Child Care Subsidy (CCS) (entitled at a rate of zero or more) *
- Passed the work, training, study test (for the purposes of the rebate)

3.3 PAYMENT FOR CARE: BOOKINGS

At ROOS Care we attempt to cater for all families with regard to days needed for care. It is a requirement for **you to book children in**.

ROOS Care staff encourage parents to complete a term booking form if possible or to:

- email roos@fcac.qld.edu.au or
- phone directly on 4197 9301 to book your child in.

We understand that some families will be unable to predict days of need and we will try to accommodate.

Bookings maybe permanent or casual, if you're not booked into ROOS for a particular day and would like to attend please call ROOS Care staff on 4197 9301 before 6:00pm on the previous day.

A walk in fee of \$10 will apply if you just turn up. Please bear in mind that our educator to child ratio is 1:15 so, we may not have enough staff rostered on if we do not have sufficient notice from parents.

3.4 PAYMENT FOR CARE: ATTENDANCE

Please notify the Coordinator promptly if your child/ren will not be attending on a particular day. Fees will not be charged if notice is given:

- The day before at least
- 24 hours for Vacation Care
- If your child is ill on the day

Contact can be made via phone message or email roos@fcac.qld.edu.au

Families receiving Childcare Subsidy are allowed 42 days per financial year including public holidays, per child, for 'absences'. Absence days can be taken for any reason and no documentation is required. Once the 42 absent days have been used, the parent is to pay the full cost of care on any further absences in the financial

year, unless they are deemed 'Additional Absence Days'. Additional Absence days cannot be taken until all 42 absent days have been used.

CCS is also payable for additional absences taken for the following reasons:

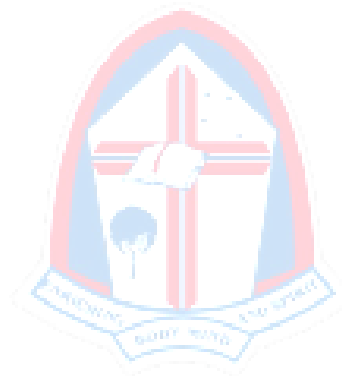
- illness (with a medical certificate)
- when an outbreak of an infectious disease when the child is not immunized
- any other absences due to sickness of the child, a parent or sibling, supported by medical certificates
- temporary closure of school or pupil-free days
- periods of local emergency
- exceptional absences circumstances.

Additional absences do not include public holidays.

CCS will NOT be paid for public holidays if 42 absences have already been used.

Absences taken for the above reasons are called 'Additional Absence Days'. There is no limit on the number of Approved Absence Days a child's family can claim provided they are taken for the specified reasons and are accompanied by the appropriate paperwork. Copies of paperwork will be retained by ROOS Care.

All parents are requested to notify the service as soon as possible the reason for their child's absence. If the absence is due to an infectious disease notification must be given immediately after the diagnosis. A list of infectious diseases and the withdrawal period appears at the back of this book. A child will not be readmitted without a written clearance from the child's doctor.



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4. Appendices

Appendix 1: Illness Exclusion Schedule

Recommended minimum exclusion periods

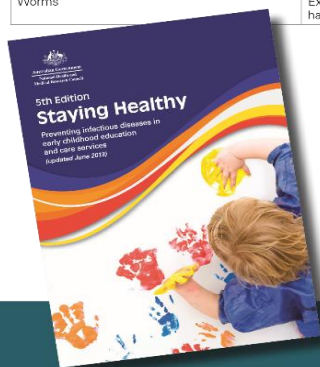
ADAPTED FROM STAYING HEALTHY | 5TH EDITION | 2013

Condition	Exclusion of case	Exclusion of contacts ^a
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

^a The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

^b If the cause is unknown, possible exclusion for 48 hours until cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours.
Adapted from SA Health Communicable Disease Control Branch: <http://www.dh.sa.gov.au/pelhs/branches/branch-communicable.htm>. Note that exclusion advice is consistent with Series of National Guidelines (SoNGs) where available.

Staying Healthy. Preventing infectious diseases in early childhood education and care services | 5th Edition | Printed June 2013 | NHMRC Ref. CH56



Australian Government
National Health and Medical Research Council

NHMRC

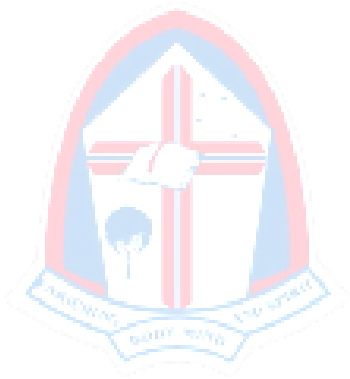
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Appendix 2: Immunisation Schedule



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National Immunisation Program Schedule From November 2016

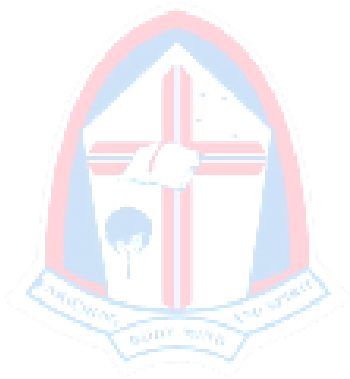
Child programs	
Age	Vaccine
Birth	<ul style="list-style-type: none"> Hepatitis B (hepB)^a
2 months	<ul style="list-style-type: none"> Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
4 months	<ul style="list-style-type: none"> Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
6 months	<ul style="list-style-type: none"> Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus^b
12 months	<ul style="list-style-type: none"> <i>Haemophilus influenzae</i> type b and meningococcal C (Hib-MenC) Measles, mumps and rubella (MMR)
18 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough) (DTPa) Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	<ul style="list-style-type: none"> Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)
School programs	
10–15 years (contact your State or Territory Health Department for details)	<ul style="list-style-type: none"> Varicella (chickenpox)^c Human papillomavirus (HPV)^d Diphtheria, tetanus and acellular pertussis (whooping cough) (dTpa)
At-risk groups	
Aboriginal and Torres Strait Islanders	
12–18 months (in high risk areas) ^e	<ul style="list-style-type: none"> Pneumococcal conjugate (13vPCV)
12–24 months (in high risk areas) ^f	<ul style="list-style-type: none"> Hepatitis A
6 months to less than 5 years	<ul style="list-style-type: none"> Influenza (flu)
15 years and over	<ul style="list-style-type: none"> Influenza (flu) Pneumococcal polysaccharide (23vPPV) (medically at risk)
50 years and over	<ul style="list-style-type: none"> Pneumococcal polysaccharide (23vPPV)
Other at-risk groups	
6 months and over (people with medical conditions placing them at risk of serious complications of influenza)	<ul style="list-style-type: none"> Influenza (flu)
12 months (medically at risk) ^g	<ul style="list-style-type: none"> Pneumococcal conjugate (13vPCV)
4 years (medically at risk) ^g	<ul style="list-style-type: none"> Pneumococcal polysaccharide (23vPPV)
Pregnant women (at any stage of pregnancy)	<ul style="list-style-type: none"> Influenza (flu)
65 years and over	<ul style="list-style-type: none"> Influenza (flu) Pneumococcal polysaccharide (23vPPV)
70 years (a free single catch-up dose is available for adults aged 71–79 years until 31 October 2021)	<ul style="list-style-type: none"> Herpes Zoster (shingles)

* Please refer to reverse for footnotes

IMMUNISATION



Appendix 3: Role Statements



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Role Statement

ROLE TITLE:	Director of Early Learning Centre (Koala Kindy and ROOS Care)
REPORTS TO:	Head of Junior School
RESPONSIBLE TO:	Principal
AWARD:	Dependent upon qualifications
DATE PREPARED:	April 2017

ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

ORGANISATIONAL EXPECTATIONS:

The Director of Early Learning is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

Teaching staff are also required to maintain their Teacher Registration.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Director of Early Learning
Private and Confidential
Updated 20.04.2017

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All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The Director of Early Learning is appointed by the Principal in consultation with the members of the Executive Leadership Team. The appointee is responsible to the Principal and reports to the Head of Junior School.

This position is responsible for the management and day to day operations of the Early Learning Centre, Before/After School Hours' Care as well as Vacation Care operations of the College.

Requirements

- Current First Aid Certificate, including CPR.
- Current Suitability Notice (Blue Card).
- Proven ability to work as a constructive member of a team with a professional, courteous manner.
- Intermediate level skills using computer based applications including the MS Office Suite (Word and Excel), Quikids, Teacher Kiosk and the College's intranet and email systems.
- Bachelor qualifications in Early Childhood.
- Recognised qualification in accordance with The Office of Early Childhood Education and Care.
- Child Care Regulations and Child Care Act and all amendments.

KEY ACCOUNTABILITIES:

Service

- Provide the highest level of service to all members of the College including students, parents and staff.
- Positively promote the Centre both internally and externally at all times.
- Maintain confidentiality regarding all College/Centre related issues.

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Technical skills and application

- To develop and carry out the policies for the centre as laid down by the Principal.
- To be aware of the role of the Director and staff; to keep the Head of Junior School informed about the centre, and to keep required records up to date.
- To work closely with the Head of Junior School, give guidance and advice on professional matters; attend regular meetings, provide reports, and in all ways, assist the College in the promotion of the centre.
- Maintain a supportive environment for staff, assisting with staff selection, training and conducting performance appraisals. Initiate appropriate training and development of staff including succession planning. Demonstrate a sincere interest in assisting team members in the centre.
- Counsel and manage team members if and when necessary according to the policy and procedures.
- Ensure recruitment, orientation and support of team members is carried out in line with set policy and procedures.
- To plan for and maintain high standards of the administration of the centre.
- To supervise the curriculum and child developmental records.
- To plan for and maintain close communication with and supervise staff members.
- To plan for and maintain close communication with parents.
- To maintain confidentiality in matters relating to parents, staff and children.
- Ensure the building, equipment and grounds are maintained in a safe, clean, presentable and hygienic condition at all times; immediately notify committee of any potential dangers and record and notify the Operations Manager of equipment and maintenance needs.
- To take whatever action is necessary to ensure children's supervision, health and safety (eg. keep emergency phone numbers clearly displayed near the telephone; check equipment daily for worn parts; organise fire drills, keep first aid cabinet stocked; be competent in using first aid and exclude children with infectious diseases. Organise and keep a record of fire drills.
- Be prepared (and prepare staff) for unusual events that could occur in relation to child safety (eg. suspected child abuse; child being left at the centre, or attempted unauthorised removal of a child from the centre.
- To manage the Centre's budget and resources.
- To use whatever sources are available from time to time to promote the centre in the community.
- To participate in professional development courses in accordance with the College's Strategic Planning.
- Maintain positive relationships with government departments regarding local regulations and requirements taking appropriate action as necessary to comply with legal obligations.
- Maintain positive relationships with ACECQA and the Office of Early Childhood Education and Care.
- Adhere to all National Quality Standard and ensure all indicators are met.
- Support sustainable initiatives within the Centre.

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Personal and professional development

- Attend all compulsory professional development provided by the College.
- Actively seek performance feedback and other opportunities for personal and professional development.

Team work and communication

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently.
- Demonstrate and practice effective written, verbal and non-verbal communication skills.
- Demonstrate and practice effective conflict resolution skills.

Continuous improvement and risk management

Within their area of control, the Director will set exemplary standards by their compliance with the Work Health and Safety System at all times. They are accountable for the following aspects of work health and safety:

- Set the example for all workers to follow and implement the concepts of work health and safety.
- Be familiar with legal and school requirements applicable to the health and safety of the workers for whom they are accountable, and to operate within the terms of these requirements.
- Promote a work health and safety program within the business aimed at achieving these targets.
- Discuss the safety aspects of all operations with their workers to ensure that they understand that health and safety doctrines are important to themselves and the school.
- Ensure that health and safety doctrines are included in all worker induction and job training sessions and, in particular, that no worker is required to undertake a task without adequate safety instructions and job training being given.
- Ensure that all workers under their control are aware of the location of first aid facilities, fire protection facilities, evacuation procedures and other emergency procedures.
- Ensuring that all workers are issued with the appropriate protective equipment and clothing and to monitor the suitability of that protective equipment.
- To ensure that all statutory obligations in respect of equipment tests and equipment security are fully complied with in their area of management; and
- Ensure the highest possible standards of housekeeping are maintained throughout the area of their control.

Administration and documentation

- Documentation of qualifications.
- First aid certificate/resuscitation certificate.
- To maintain staff QCE or relevant authorities' certificates.
- Maintain attendance records as required by CCMS and Centrelink.
- Claim Childcare Benefit and Rebate weekly through CCMS.
- Petty cash docket.

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 Updated 20.04.2017

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-
- Children's developmental records/observations.
 - Develop and write the ongoing curriculum plans and evaluate the programs.
 - To maintain accident/incident record book and emergency telephone contacts.
 - Inventory of equipment (one copy to be filed away from the centre).
 - Record of repairs and maintenance required.
 - Chair centre staff meetings and prepare minutes for Principal.
 - Maintain staff timesheets and roster.
 - Conduct and record emergency plan as requested and keep a record of the quarterly emergency drill.
 - Report to the Head of Junior School and Commercial Manager on a regular basis.
 - Equipment checklist (stocktake).
 - Staff appraisals.

Other

- Carry out other duties as required by the Principal.

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Role Statement

ROLE TITLE:	ROOS Care (Outside School Hours Care) Coordinator
DEPARTMENT:	Early Childhood
REPORTS TO:	Director of Early Learning Centres & Head of Primary School
AWARD	Childcare Industry Award
STREAM	
LEVEL:	Dependent on qualifications
DATE PREPARED:	6 August 2008
DATE REVISED:	July 2018

ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.



ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to adhere to the College Child Protection Policy.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The ROOS Coordinator is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

The **ROOS Coordinator** enjoys working with 5 to 12 year olds in a busy and fast-paced environment providing high quality education and care. You require enthusiasm, patience, passion and commitment to high quality education and possess an ability to implement a fantastic and inclusive program. You must be able and willing to manage staff, maintain the program and document same and ensure a safe and clean working and learning environment for all is maintained.

Essential to the role is the ability to:

- Develop and manage programs for children 5 – 12 years of age in before school, after school and vacation care.
- Implement healthy eating plans
- Oversee the safety of all children and staff attending care or working in care
- Provide input for staff meetings
- Build relationships with staff, children and families.

RELATIONSHIPS AND AUTHORITY



This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from either the Director of Early Learning Centres, Head of Primary School or Principal.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Director of Early Learning Centres or Head of Primary School.

The position is responsible to the Director of Early Learning for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

RESOURCES AND BUDGET (if applicable):

Not Applicable

SKILL AND KNOWLEDGE

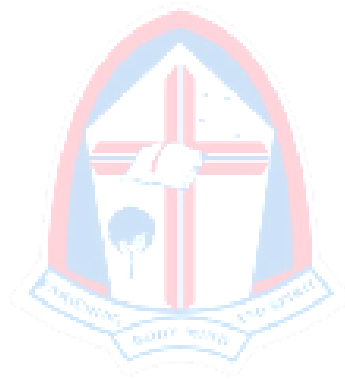
- Appropriate qualification that meets approval under the National Quality Framework or approved by ACEQA.
- Senior First Aid Certificate, including Resuscitation Certificate
- Anaphylaxis Training (preferred)
- Suitability Notice (Blue Card)
- Computer literacy (MS Office Suite)
- Drivers license

KEY ACCOUNTABILITIES:

- To be responsible to the employing body through the Director of Early Learning Centres.
- To carry out the policies and procedures for the service as laid down by the College and the Director
- To provide professional support and cooperate with the Director in maintaining high standards in administrative, licensing, accreditation and educational programs.
- Plan and program for the individual needs of all students, maintain documentation in accordance with the "My Time, Our Place" Framework and National Quality Framework.
- Be innovative where appropriate and make best use of College's resources.
- In consultation with the Director, maintain responsibility for planning and supervising a team of employees.
- To plan for and maintain close communication with and supervise the assistant/s, placement students and volunteers in the team and Service.
- Give special assistance and instruction to support staff in maintaining records, observations, procedures and policies.
- To cooperate with the Director in taking whatever action is necessary when following procedures to ensure children's supervision, good health and safety.
- To plan for and maintain close communication with the parents of children in the Service and communicate relations with the Director in a timely manner.
- Be a good role model for students and other educators in personal expectations, dress, demeanor and support of the Christian values and Anglican ethos of the College.
- To be willing to offer own talents, skills and knowledge to the Service and other educators.
- To regard information learned about children, families or employees in the Service as strictly confidential and not to be discussed with anyone other than the Director.
- To attend staff meetings called by the Director and to contribute positively to these meetings.
- Attendance at Professional Development Programs to enhance teaching skills and knowledge.
- Comply with the Service and College Workplace Health and Safety policy and safe work practices.
- Support the College's admissions programs by publicly and privately supporting the College to past, present and future families.



- Be responsible for maintaining Child Protection Policies and Procedures as set by Anglican Schools Queensland including supporting staff with mandatory reporting requirements. Reporting any matters of a child protection nature directly to the Director or Head of Primary School as appropriate.
- Maintain current first aid certificates in accordance with the National Quality Framework.
- Carry out other duties as required by the Principal.



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Role Statement

ROLE TITLE:	ROOS Care Assistant
DEPARTMENT:	Early Learning
REPORTS TO:	Director of Early Learning & Head of Primary School
AWARD	The Queensland Anglican Schools Enterprise Agreement 2013, Educational Services (Schools)
STREAM	General Staff Award 2010, Child Care
LEVEL:	Dependent on qualifications
DATE PREPARED:	6 August 2008
DATE REVISED:	December 2014

ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the College Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or Principal) of any misdemeanour so that sanctions may be invoked where required. However, within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **ROOS Care Assistant** is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from either the ROOS Coordinator or Director of Early Learning.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to Director of Early Learning.

The position is responsible to the Director of Early Learning through the ROOS Coordinator for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

RESOURCES AND BUDGET (if applicable):

Not Applicable

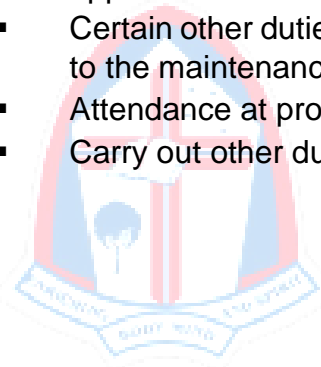
SKILL AND KNOWLEDGE

- Continued employment is subject to your compliance with training requirements, as prescribed by the Education and Care Services National Regulations, Dec 2011, the National Quality Standard, Oct 2011 and the Education and Care Services National Law Act 2011 (Qld) within the prescribed periods. Should you not comply with the Regulation or Act your employment must be terminated.
- Senior First Aid Certificate, including Resuscitation Certificate.
- Suitability Notice (Blue Card)
- Computer literacy (MS Office Suite)

KEY ACCOUNTABILITIES:

- To be responsible to the employing body through the Director
- To take direction from the Director/ROOS Care Coordinator for the preparation and supervision of activities and in all other matters pertaining to the program of the service
- Be aware of and support all children including children with special needs and learning disabilities
- To be communicative, supportive and use initiative whilst being aware of the importance of modelling good speech and attitudes at all times
- To be willing to offer own talents and skills to the program
- To support and assist with the implementation of the program including group/individual child observations, planning and follow up
- To be flexible in following the changing interests and needs of the children
- To be clear about the rules of supervision and discipline and act consistently
- To be aware of, contribute to and support quality practices and guidelines as instructed by the Director/ROOS Care Coordinator relating to Assessment and rating principles and licensing requirements

- To be alert to potentially dangerous or disruptive situations and be vigilant about supervision, and most especially, at those times when the Director/ROOS Care Coordinator might be momentarily otherwise engaged
- To be clear about action to be taken in cases of emergencies (eg accidents; fire; suspected child abuse; attempted unauthorised removal of a child from the Centre)
- To regard information learned about children or families in the Centre as strictly confidential and not to be discussed with anyone other than the Director/ROOS Care Coordinator
- Refer all enquiries regarding enrolments, fees and parent concerns to the Director/ROOS Care Coordinator
- To attend staff meetings called by the Director/ROOS Care Coordinator and to contribute to these meetings through sharing observations on children; clarifying roles and responsibilities; actions to be taken in cases of emergencies, and sharing new ideas
- To fulfil housekeeping duties directly related to the curriculum during child contact hours and complete other duties outside those hours including office clerical duties
- To check equipment daily; remove broken equipment; report maintenance needs and new supplies required; keep storeroom tidy and generally care for the appearance of the Centre
- Certain other duties as specified by the Director/ROOS Care Coordinator relating to the maintenance of equipment/program materials
- Attendance at professional development programs
- Carry out other duties as required by the Principal



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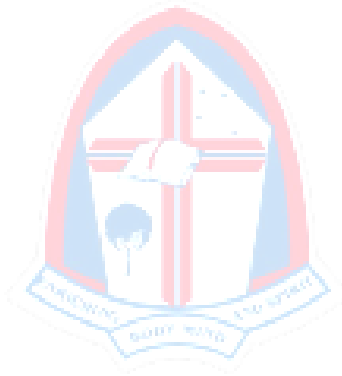
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