



YMCA SOUTH AUSTRALIA CHILDREN'S SERVICES

# FAMILY HANDBOOK



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Work commitments and school hours rarely align – that's where OSHC comes in!

## Welcome

YMCA OSHC welcomes you and your child/ren to the service. This handbook provides an overview of YMCA Outside of School Hours Care.

At YMCA OSHC we strive to offer high quality services for children and families who require outside school hour's care and vacation care programs. Our educators are friendly and work hard to ensure your children are cared for in a welcoming, supportive and stimulating environment. Educators make regular observations on your child and provide a range of culturally diverse activities to support their development. YMCA SA follows the National Quality Framework and adheres to all relevant industry and workplace legislation.

We value your input into the operating of our services, so please feel free to provide feedback or suggestions directly to our educators.



## Child Safe Environments

YMCA South Australia is committed to the fact that all children/young people and other vulnerable people have the right to develop and reach their potential in environments that are caring, nurturing and safe. We consider any form of abuse, inclusive of emotional, physical, sexual abuse or neglect is intolerable under any and all circumstances.

Our directors, executives and other managers, staff and volunteers have a duty of care to ensure that all who access our owned and operated facilities, programs and services are provided with a safe, open and honest environment that protects children/young people and vulnerable people, and those who work with them.

Our staff (including Educators) and volunteers are required to adhere to this policy at all times and are expected to be pro-active in identifying new opportunities to improve it, related policies, workplace and program/service procedures and practices, and to otherwise seek to eliminate and minimise the risk of harm of children/young people and vulnerable people in their care.

Our Safeguarding Children accreditation means that we are continually audited by the Australian Childhood Foundation on our adherence to the strictest practices to ensure the safest environment possible.



## Our Philosophy

The YMCA is a community-based charity that creates opportunities for people and communities to connect with a better life. We work to provide a range of programs and services that aim to strengthen people, families and communities.

As a community-based organisation, we work collaboratively with government, non-profit groups and partners to provide a range of programs and services to build healthier, happier, connected communities.

### Our OSHC Centres

- Deliver programs with the children, families, school and local community in mind
- Program for each school individually with the children's voice at the forefront
- Develop services in accordance with the National Quality Framework and My Time Our Place for the OSHC setting
- Provide a committed team of educators that are trained and skilled in the relevant areas that carry out their roles with passion and dedication
- Centrelink registered childcare providers to assist families with reducing the cost of OSHC
- Assist families to obtain commonwealth funding to support children with additional needs



### Our Beliefs

**COMMUNITY** - We make a positive difference in the communities in which we work

**OUR PEOPLE** - We value our people and their contribution to our organisation

**YOUNG PEOPLE** - We value and encourage the impact of young people in our community

**FOCUS** - We think globally and act locally

**SUSTAINABILITY** - We work to build a strong and vibrant YMCA for future generations

**EQUALITY** - We value equality of opportunity for all people

### Our Guiding Principles

**DIVERSITY** - We encourage diversity of thought and unity of action

**RESPONSIBILITY** - We understand our responsibility to the broader YMCA organisations

**CUSTOMERS** - We undertake and work with a customer centric approach

**BRAVE** - We are brave, courageous and transparent

**PEOPLE** - We value our people and their contribution



# Program and Activities

## Before School Care

Before School Care is a great program for children who need care before school hours. Children will enjoy unstructured play and stimulating activities that help get them ready for the day ahead. A healthy breakfast is also available before 8:15am each morning.

## After School Care

Our After School Care program offers a healthy nutritious snack and a wide range of flexible activities. Children can choose from a variety of materials and resources including computers, arts, crafts, music, cooking and sports. With the support of qualified, experienced staff, children select and plan their own activities and experiences. In consultation with families and carers, staff can also supervise homework.

## Vacation Care

Vacation Care provides care to preschool and school-aged children during the School Holiday periods. Vacation Care offers great fun and diversity through activity theme days, excursions and incursion options as well as specialty clinics in sports and creative arts.

Examples of Vacation Care programmed activities include:

- **Excursions** – Movies, Swimming, Picnic and Nature walks, trampoline centres, fire stations and many more decided by the children
- **In-house** – Science days, spy school, master chef cooking days, wheels day and sensory days

Collaborating with schools and parents to establish programs that engage and inspire students.

## Programs

Programs and activities are developed for each service in accordance with the National Quality Framework of My Time, Our Place (Before School, After School and Vacation Care). They are written plans with sound preparation, organisation and co-ordination.

We encourage the families, carers/guardians and children to be involved in the planning of these programs to ensure that their children's needs (e.g. age, cultural diversity, developmental stages and interests) are being met.

Programs are developed regularly and displayed in a prominent position. Information regarding the programs is available to families and carers/guardians.

A range of equipment is provided to meet the outside school hours developmental needs of the children.

The equipment and other materials will be suitable, safe and well maintained.

Our aim is to encompass activities and play which are expected to be part of the life of school age children. Since some children spend a substantial amount of time in OSHC, these activities will include excursions, incursions and other recreational and creative experiences.

## Family Assistance

YMCA South Australia is a Centrelink registered childcare provider. To register for Family Assistance and Childcare Subsidy (CCS) visit [www.familyassistance.gov.au](http://www.familyassistance.gov.au) or please phone 13 61 50.

All families wishing to use our OSHC service must register beforehand.

# Hours of Operation

Service	BSC:	ASC:	VAC:
<b>Adelaide North Special School</b>			8:00am - 6:00pm
<b>Craigmore South Primary School</b>	6:30am - 9:00am	3:00pm - 6:00pm	6:30am - 6:00pm
<b>Eastern Fleurieu School</b>	6:30am - 8:30am	3:00pm - 6:30pm (Wed 3:00pm - 6:30pm)	6:30am - 6:30pm
<b>Encounter Lutheran College</b>	6:30am - 8:30am	3:15pm - 6:00pm	7:00am - 6:00pm
<b>Flaxmill P-7 School</b>	6:30am - 8:45am	3:15pm - 6:00pm	6:30am - 6:00pm
<b>One Tree Hill Primary School</b>	6:30am - 8:40am	3:00pm - 6:15pm	6:30am - 6:15pm
<b>Our Saviour Lutheran School</b>	7:00am - 9:00am	3:00pm - 6:00pm	7:00am - 6:00pm
<b>Para Hills School P-7</b>	6:30am - 8:30am	3:00pm - 6:15pm	
<b>Para Hills West Primary School</b>	6:30am - 8:30am	3:00pm - 6:00pm	6:30am - 6:00pm
<b>Port Elliot Primary School</b>	6:30am - 8:55am	3:15pm - 6:30pm	6:30am - 6:30pm
<b>Reidy Park Primary School</b>	6:30am - 8:30am	3:00pm - 6:00pm	6:30am - 6:00pm
<b>Reynella Primary School</b>	6:30am - 8:30am	3:05pm - 6:30pm	6:30am - 6:30pm
<b>Rosary School</b>	6:30am - 8:30am	3:05pm - 6:00pm	6:30am - 6:00pm
<b>Scotch College</b>	6:30am - 8:30am	3:15pm - 6:00pm (Mon) 3:00pm - 6:15pm (Tue-Fri)	7:30am - 6:00pm
<b>St Anthony's Catholic Primary School</b>		3:10pm - 6:00pm	7:30am - 6:00pm
<b>St Francis of Assisi School</b>	7:00am - 8:30am	3:10pm - 6:00pm	7:00am - 6:00pm
<b>Tyndale Christian School</b>	6:30am - 8:30am	3:15pm - 6:30pm	6:30am - 6:30pm
<b>Unley Primary School</b>	7:00am - 8:35am	3:20pm - 6:00pm	7:30am - 6:00pm
<b>Victor Harbor R-7 School</b>	6:30am - 8:30am	3:10pm - 6:30pm	7:00am - 6:30pm
<b>Westbourne Park Primary School</b>	7:00am - 8:30am	3:10pm - 6:00pm	7:00am - 6:00pm
<b>Whitefriars School</b>	7:00am - 8:30am	3:05pm - 6:00pm	7:00am - 6:00pm
<b>Woodville Gardens B-7</b>	7:00am - 8:30am	3:00pm - 6:00pm	7:00am - 6:00pm
<b>Woodville Primary School</b>	6:45am - 8:45am	3:05pm - 6:00pm	6:45am - 6:00pm



## Fees and Charges

YMCA South Australia in partnership with the School Council will set the daily fee on an annual basis. Please see your OSHC Director for updated fee information.

Once a child is enrolled families and carers can contact Family Assistance with the service's provider number to determine their eligibility for Child Care Subsidy, which will be used to determine the families discounted fee.

For simple and safe payments of your account YMCA South Australia accounts are payable by Direct Debit from Credit Card or Bank Accounts. YMCA South Australia has partnered with Debit Success to provide you with this service. An Debit Success form is available from your service. Please note our fees are charged in advance.

### Other Fees

#### LATE FEE

YMCA South Australia OSHC programs close strictly at the end of their operating hours.

The penalty fee for collecting a child after the specified closing time has been set at \$15 per 15 minute increments per child to provide sufficient funds to pay for the wages for the staff for additional time worked.

To avoid a late fee, please organise for your child to be collected before closing time. If for some reason, you are unable to do so, then please contact the staff at your child's service by phone and organise for your child to be collected before closing time by an Authorised Emergency Contact.

If you do not pick up your child within 30 minutes and have not contacted the service, we will be obliged to call the Police to collect your child.

#### NON-NOTIFICATION FEE

When a child fails to turn up at a meeting point or the service, it is the responsibility of the staff to locate the child. This may mean that staff have to search the school grounds, speak to school staff and contact families and carers to ascertain the child's safety. A \$10 Non-notification fee will be added to the parent's account in this situation, which is not eligible for CCS.

#### CANCELLATION POLICY

Our Cancellation Policy for Before and After School Care requires 48 hours' notice to be able to cancel the booking with no charge. Any cancellations after this time will be recorded as an absence and charge the full fee.

Our Cancellation Policy for Vacation Care allows cancellations up until 2 weeks prior to commencement of the Vacation Care period. All booking forms will clearly state the closing date for cancellations and any cancellations after this time will be charged the full fee.

#### HAT FEE

We require a YMCA hat to be purchased for all children in our services. This assists in our supervision of the children at school and on excursion. We will keep them on site at the centre to ensure the children have them at all times when needed.

#### CASUAL FEE

A \$3 casual fee will be charged for non-permanent bookings for Before and After School Care. For Vacation Care any bookings made after the advertised closing date will be charged the casual fee. All casual booking fees are to be paid prior to your child attending the service by contacting YMCA Head Office on 8200 2516.

### Overdue Accounts

YMCA South Australia understands that some families may be experiencing genuine financial hardship and may have difficulty in meeting their obligations in paying the fees.

In the event of a non-payment or overdue account the following procedure will be initiated:

1. When a family has an direct debit dishonoured payment, they will be contacted by the OSHC Support Team via either telephone, email or in person within 2 days from the date the rejection notification is received. Care will not be provided for your child until arrangements are made to make your account current.
2. If payment is not received within 7 days after the OSHC Support Team's initial contact, an Overdue Account Notice along with a new Direct Debit Form and OSHC statement will be issued to the family.
3. The Overdue Accounts Notice requires the family to make full payment within 7 days from the date the notice is sent. If payment is not received after this time and no contact is made from the family, they will be contacted by the Accounting Services Officer.
4. With unsuccessful phone calls and/or the debt is still unpaid after (Step 3), a Final Notice will be sent.
5. If no payment or contact is made within 14 days of the Final Notice being sent the YMCA will refer the account to a Debt Collection Agency. In the case where legal action is forced to commence in order to recover the outstanding amount, all additional costs associated with this process will be at the family's financial responsibility.

Where a genuine financial hardship is occurring the YMCA will endeavour to assist the family with every possible means and request that an open communication to be maintained to ensure both service to the family and YMCA obligations are met.

## Enrolment Procedures

To ensure staff are able to provide the best possible care for children who attend our programs, all documentation relating to your child must be provided to the service along with your fully completed enrolment forms.

Enrolments will be approved pending all information is completed on the Enrolment Form and documentation such as behaviour management forms, health care plans and medication forms are provided to the service. Other documentation may be required to ensure your child is able to receive the best possible care. In some cases it may necessary for the OSHC Directors to request a meeting with families and carers and other agencies before the commencement of the enrolment may take place.

If you have not accessed the service for 3 months, we will require a new direct debit Form and if it has been more than 6 months, a new Enrolment Form.

For online enrolments and bookings you can register on My Family Lounge via [sa.ymca.org.au/OSHC](http://sa.ymca.org.au/OSHC). St Anthony's Catholic Primary School families have a site-specific enrolment system available via their dedicated page on the website.

### Sign In and Sign Out

Families and carers need to sign their children in and out of the service at the time of arrival and departure through the iPad kiosk. This procedure is a legal requirement of the funding body as it is linked to your childcare benefit payments. Your co-operation in this matter is appreciated.

Any additional caregivers picking up children need to be documented on the Enrolment Form. Any changes to general routine of this process must be discussed with the Service Director prior to access.

### Medication

YMCA staff understand that from time to time children in their care may require medication. In order for staff to administer medication in a safe and appropriate manner staff will adhere to the YMCA South Australia Medication Policy. A copy of which can be found in the Service's Policy Manual.

The Policy outlines the requirements of the families and carers and the practices of staff. Families and carers need to be aware that non prescription medication such as Panadol can not be administered to children whilst in the care of the YMCA staff, unless accompanied by a medical authorisation.

## Australian Government Priority of Access

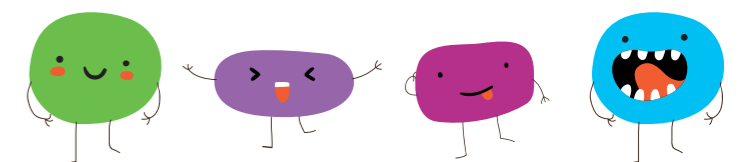
The demand for child care sometimes exceeds supply. The Australian Government has determined guidelines for allocating places in such circumstances. These guidelines apply to OSHC services. They set out the following three levels of priority:

- Priority 1 - a child at risk of serious abuse or neglect
- Priority 2 - a child of a single parent who satisfies, or of families and carers who both satisfy, the work/training/study test under section 14 of the Family Assistance Act
- Priority 3 - any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on lower incomes
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single families and carers

Any service that has no vacant places and is providing care for a Priority 3 child may require that child to leave the service in order for the service to provide a place for a higher priority child. Full details can be found in the "Child Care Services Handbook" - [www.education.gov.au/child-care-service-handbook](http://www.education.gov.au/child-care-service-handbook)



## Inclusion Support Subsidy

Our program may be eligible to receive an Inclusion Support Subsidy (ISS) which can assist with the inclusion of children with additional needs. For further information concerning ISS please contact your OSHC Director. This process can take considerable time to complete. We suggest children with additional needs have a trial period at the OSHC to ensure the safety and suitability of the service and correct support is put in place.

## Community Diversity

We adopt an attitude of respect for all families and staff regardless of background, physical capability or cultural diversity. This is encouraged by fostering high self-esteem and a positive self-concept in children by exploring similarities rather than differences.

The program will present positive experiences for the children which are based on gender equity. We aim to create an environment where all children feel comfortable, secure and happy.

Where families and carers are from non-English speaking backgrounds, they are invited and encouraged to contribute knowledge of their own culture to enhance the overall program.

Where a child has additional needs we will make every reasonable effort to overcome any barriers to provide access to care. We will engage the support of advisory agencies, visiting entertainers, members of the community and families and carers to support the program and enhance children's understanding of other cultures and people with additional needs.

We encourage any families and carers/guardians/ approved persons to participate in the program by utilising their talents, ideas and suggestions that will enhance the interactions and activities of the children at the Service.



## Staffing

We recognise that the care of large groups of children for significant periods of times requires staff to have specialist knowledge and skills. The YMCA employs staff to meet the legislative requirements.

Qualifications in child care, early childhood teaching and primary teaching are considered to be acceptable qualifications for OSHC as well as other courses being developed for the age range of 0-12 years. Some transitional arrangements are made for staff that are in the process of qualifying.

Staff: child ratios will be adhered to at all times and are as follows:

- There shall be a maximum of 15 children to 1 staff member
- A risk assessment will be undertaken for all excursions to determine the appropriate staff: child ratio, which will generally be a maximum of 8 children to 1 staff member for excursions.
- There shall be a maximum of 5 children to 1 staff member for swimming.

All staff are deemed to be fit and proper persons to provide a child care service. This evaluation is made through such things as police clearances, WWCC checks, contacting referees, 100 point identification check, establishing the person's good character and assessing their capabilities to provide an adequate standard of care in the OSHC setting.

## Food and Nutrition

We offer a healthy nutritious snack/afternoon tea based on the five food groups and staff use the opportunity to discuss the nutritional content of the food provided. Children are given the opportunity to develop their self-help skills through food preparation, service and encouraged to use best practice in regards to food safety measures.

Staff aim to provide an eating environment that assists with the sharing of family and multicultural values and to create an environment which is calm and incorporates the teaching of appropriate social skills.

During Vacation Care, families and carers should send enough food and drink to get the child through morning tea and lunch. Food should cover all food groups and be nutritionally sound in order to assist the child in becoming involved in the high energy program. There will be opportunities for a shared lunch, provided by the service and this will be advertised on the program.

Families and carers are asked not send any food containing nut or nut related products with their child. In response to the recent increase children's nut allergies, YMCA South Australia aims to be a 'NUT FREE ZONE' to reduce the risk of anaphylactic reactions.

## Additional Dietary Requirements

YMCA staff will endeavour to provide assistance and support to any child with additional dietary requirements. Families and carers must inform staff upon enrolment about such requirements and provide all necessary information with the enrolment form.

Discussion regarding afternoon tea will be made in consultation with families and carers and staff. Where food requirements cannot be met by the service, families and carers and staff will develop strategies that will ensure the child receives appropriate snacks. The YMCA will also endeavour to meet the religious beliefs, regarding food for individual families.

## Policies

YMCA OSHC services are governed by a clear set of policies and procedures. A copy of which can be found in each service, which can be accessed at any time. These policies are reviewed annually or as necessary by management, staff, families and stake holders.

### Health Policies

#### ILLNESS AND INFECTION

Children should not attend any of our programs if they are unwell. If a child becomes unwell while attending our services, caregivers will be notified and asked to collect the child. When any child or staff member is found to be showing signs of any infectious disease:

- Children's caregivers will be contacted immediately to collect their child and seek medical advice. Caregivers are expected to arrive in a timely manner. If this is not possible alternate arrangements must be made by the families and carers.
- For disease published as requiring a doctor's certificate to clear the child or staff member from the illness, this will be required before that person will be admitted to the program.
- Clear medical information such as signs or symptoms will be posted in the parent area.
- The Preventing Infectious Diseases Guidelines are included as an appendix at the end of this handbook.

#### HEAD LICE

Any child or adult can be infested with head lice. It is not a sign of a dirty or careless lifestyle, or a negative reflection on parenting ability.

Any child found at any of our services with live lice will not be automatically be excluded from a YMCA service. Staff will observe the infestation and notify all caregivers that it exists without identifying the source. They will also provide information about how all children can be inspected and/or treated for the infestation.

Children who are affected will not be stigmatised or excluded from activities, but staff will counsel the child privately to be careful about avoiding contact with other children until they have been checked and cleared of the infestation and will monitor their contact to limit the effect on other children.

### Emergency Procedures

To ensure the safety of children, emergency procedures will be practiced on a regular basis and be consistent with other disaster plans used by the service. Procedures are also in place in case of harassment and/or threat to the children by persons known and unknown to the service.

### Sun and Heat Protection

Outside play is a valuable component of all YMCA programs. Although weather conditions determine if outdoor programs continue, families and carers should expect that if it is raining the children will go outside and therefore require a Sun Smart hat and appropriate clothes. Where possible this play will take place in a shaded area, however YMCA employs a 'NO HAT, PLAY IN THE SHADE' policy.

Educating children about the importance of Sun Safety is an important part of our program and YMCA services will also use the UV index with the children to ascertain the need for sun protection when the index is above 3.

Each service has sunscreen available to apply prior to going outdoors. If your child has skin conditions, an allergy or sensitive skin please supply a suitable sunscreen for them to use. If you request no sunscreen to be applied, this will be carried out at your own risk.

Families and carers are asked to send an appropriate SPF 30+ sunscreen, labeled clearly with your child's name, which will be applied by the children prior to outdoor activities.

### Clothing

As children in Before and After School care are in school uniform, YMCA staff will encourage children to take care whilst participating in activities. Children will be encouraged to wear a paint shirt while involved in messy play. Staff will gladly accept donations of old shirts for the children to wear while involved in activities.

Families and carers are asked to send children to Vacation Care in clothes that are appropriate to the activity they will be participating in. Simple play clothes and running shoes allow children to participate without limitations or worries that their clothes will get damaged. Shorts, T-shirts, jeans and jumpers with closed in shoes (no thongs) are recommended. For sun safe reasons families and carers are asked not to send children in singlet tops. A spare set of clothes could also be sent in your children's bag if necessary.

### Personal Items

Hand held electronic games i.e. Nintendo Switch etc. are not permitted at the service. If a child brings an electronic toy or mobile phone, staff will keep this in a safe place until families and carers arrive. Staff may also ask children to hand in certain toys should it be at risk of being damaged etc.

The YMCA takes no responsibility for belongings which are lost or stolen during Outside School Hours Care programs.

### Homework

A quiet space will be provided to encourage children to do their homework, but staff are unable to offer them individual help as they need to supervise all the children. Staff will not force or make homework time compulsory for any child. As the main focus of the program is recreation / leisure in a safe, fun and supervised environment. Tutoring can be provided at a small cost on request.

### Smoke Free Zone

Smoking is not allowed in the Service or its surrounding buildings, grounds or facilities.

### Family and Carers Communication

Our services recognise the importance of parent involvement within the program. We realise for many working families and carers time is limited and therefore we aim to provide a variety of opportunities for families and carers to participate according to their availability. Some of the ways in which you become involved are by completing surveys, attending parent committee meetings, social functions, input into weekly programs/ menus, policies and procedures and fundraising.

Families and carers will receive newsletters from individual services outlining current service information.

There are a number of ways to communicate with your OSHC service. These include:

- Phone
- SMS
- Email
- Facebook
- Notesboard
- and of course in person

Contact [sa.oshc@ymca.org.au](mailto:sa.oshc@ymca.org.au) or **8200 2516** between 9:00am – 5pm Monday to Friday

### Custody and Access – Court Orders

If a parent is experiencing problems associated with custody and access then please discuss this with the OSHC Director.

A copy of a current Family Court Order is required on enrolment and we will do our utmost to abide by this. If there is any likelihood of problems associated with the collection of your child, it is the parent's responsibility to advise the staff and to provide information about any change to court orders.

### Behaviour Guidance

These are formal expectations of the behaviour and conduct from children and young people and their parents/carers. Expectations of behaviour will be clearly expressed in positive terms and reinforced consistently in developmentally appropriate ways.

This procedure is aligned with the Safeguarding Children / Young People and other Vulnerable People Policy (Appendix 4 Positive Behaviour Guidance Policy) and in YMCA South Australia's general Code of Conduct.

Children in the program are expected to respect the rights of other children. Every effort will be made to encourage children to behave appropriately. If a child's behaviour is inappropriate the following strategies will be put into place by staff:

1. Educators will support the child to express themselves if they are feeling uncomfortable or upset.
2. Educators encourage children to make an appropriate choice of behaviour. Educators can redirect behaviour by making suggestions of realistic appropriate choices that reflect the child's interests.
3. The child will be requested to take reflection time with an educator away from other students and activities in order to discuss realistic choices. At this point the children will be reminded of the Children's Procedure and what comes next. Parents/Carers will be informed of the child's behaviour when they come to collect them.
4. If the child does not respond to the strategies implemented by educators of the YMCA or the school's guidelines then the parent/carer will be called by telephone and will be asked to collect the child within 30 minutes, if they are unable to do so they will need to organise a contact to collect the child.
5. At the discretion of the director and children's services manager in consultation with the school principal, suspension may occur and a re-entry meeting will be arranged with the family and a behaviour contract will be made and explained to the child.
6. Behaviour will be documented by all educators and families will be able to access these at all times. If the behaviour continues, then in conjunction with the school principal, other alternatives will be sought for the child and care will no longer be given by OSHC.

According to National Quality Standard 2.3 the service ensures that all aspects of children's safety are protected and as a guiding principle, the rights and best interest of the child are paramount.

### Families / Carers Guidelines

- Families/Carers who wish to discipline their own children whilst at the service will at all times use acceptable language and not, at any time, use any form of physical or humiliating punishment
- It is unacceptable for families and carers to discipline any child/ren other than their own whilst at the service.
- All families/Carers are to conduct themselves in a civil and respectful manner at all times whilst in attendance at the service.

### Transporting Children

Due to the location of some services, there may be a need to transport children to and from school as well as to and from excursions. Centres may use buses/cars and drivers or public transport. In order to ensure the safety of all children in all situations a policy is in place to govern practices used by staff.

Please refer to the OSHC Director at your individual service for information regarding your child's pick up and drop off points at their school if applicable.

## Customer Feedback

YMCA views customer feedback as an opportunity for improvement and deems to utilise these events as an opportunity to not only improve the service provided but to build stronger relationships and loyalty with individual customers who have taken the time to let us know how they are feeling.

All customer feedback received is used for quality Improvement purposes.

### Complaints

#### ANONYMOUS CUSTOMER COMPLAINT

Responses to all anonymous customer feedback / complaints are to be displayed with the action or response addressing the complaint.

#### VERBAL CUSTOMER COMPLAINT

All verbal feedback from customers should be responded to by the OSHC Director, or staff member directly receiving the feedback. The customer is encouraged to complete a Customer Feedback Form which will be forwarded to the OSHC Director.

#### WRITTEN CUSTOMER COMPLAINT

All written customer feedback is to receive a written reply within 48 hours of the complaint. These procedures ensure the

highest quality of service is reached.

Feedback received from these sources allows constant review of service levels, increased customer satisfaction and therefore, increased positive feedback within the community. Customer feedback received will be reviewed at quarterly management meetings.

The YMCA as an approved childcare provider is also required to forward all complaints to the state regulatory body – The Education Standards Board of South Australia.

**Phone:** 1800 882 413 | **Website:** [esb.sa.gov.au](http://esb.sa.gov.au)

### Confidentiality

The YMCA acknowledges and follows confidentiality guidelines as outlined in legislative requirements by the Department of Community Services Centre - Based and Mobile Child Care Services Regulation (No2) 1996, The Australian Early Childhood Association (AECA) Code of Ethics and the Privacy Act.

# Appendix I

## INFECTIOUS DISEASES

In order to protect the health of both staff and children it is necessary to minimise the risk of cross-infection by infectious diseases. We will be guided by the health authorities as to any exclusion periods for specific infectious diseases. However, we respect the rights of the individual's privacy and personal decision not to immunise their children.

Guidelines for Exclusion Periods – Recommended for Child Care Centres  
(Staying Healthy in Child Care – Preventing Infectious Diseases in Childcare, 5th edition December 2012)

Condition	Exclusion Period	Exclusion of Contacts
<b>Campylobacter</b>	Exclude until has not been a loose bowel motion for 24 hours.	Not excluded
<b>Candidiasis See 'Thrush'</b>	Not excluded	Not excluded
<b>Chickenpox</b>	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised 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.
<b>Cytomegalovirus (CMV)</b>	Not excluded	Not excluded
<b>Conjunctivitis</b>	Exclude until discharge from eyes has stopped unless a doctor has diagnosed a non-infectious conjunctivitis.	Not excluded
<b>Cryptosporidium</b>	Exclude until has not been a loose bowel motion for 24 hours.	Not excluded
<b>Diarrhoea</b>	(No organism identified) Exclude until has not been a loose bowel motion for 24 hours.	Not excluded
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude contacts that live in the same house until cleared by public health authority.
<b>Fungal Infections</b>	Not excluded.	Not excluded
<b>Giardiasis</b>	Exclude until has not been a loose bowel motion for 24 hours	Not excluded
<b>Glandular Fever</b>	Not excluded	Not excluded
<b>Hand, foot and mouth disease</b>	Exclude until all blisters have dried.	Not excluded





<b>Haemophilus Influenzae Type B (Beta) (HIB)</b>	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.	Not excluded Contact Public Health Unit for specialized advice.
<b>Head lice (Pediculosis)</b>	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at child care.	Not excluded
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of Jaundice.	Not excluded Contact PHU
<b>Hepatitis B</b>	Not excluded	Not excluded
<b>Hepatitis C</b>	Not excluded	Not excluded
<b>Human Immuno-deficiency Virus (HIV)</b>	Exclusion is not necessary. If the person is severely immune-compromised, they will be vulnerable to other people's illness.	Not excluded
<b>Herpes Simplex (cold sores, fever and blisters)</b>	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.	Not excluded
<b>Impetigo (school sores)</b>	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	No excluded
<b>Influenza and influenza-like illness</b>	Exclude until well.	Not excluded
<b>Legionnaires' disease</b>	Exclusion is NOT necessary.	Not excluded
<b>Leprosy</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
<b>Measles</b>	Exclude for 4 days after the rash first appears.	Immunised and immune contacts not excluded. Non-immunised contacts of a case are to be excluded from the child care until 14 days after the first day of appearance of rash in the last case. Unless immunised within 72 hours of their first contact during the infectious period with the first case. All immune-compromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
<b>Meningitis (bacterial)</b>	Exclude until well and has received appropriate antibiotics.	Not excluded
<b>Meningitis (viral)</b>	Exclude until well.	Not excluded
<b>Meningococcal Infection</b>	Exclude until appropriate antibiotic treatment has been completed.	Not excluded
<b>Molluscum Contagiosm</b>	Exclusion is NOT necessary.	Not excluded

<b>Mumps</b>	Exclude for nine days after onset of swelling.	Not excluded
<b>Norovirus</b>	Excluded from the service until there has not been a loose bowel motion or vomiting for 48 hours.	Not excluded
<b>Roseola</b>	Not excluded	Not excluded
<b>Ross River virus</b>	Exclusion NOT necessary.	Not excluded
<b>Rotavirus infection</b>	Children are to be excluded from the service until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least 4 days after the rash appears.	Not excluded
<b>Salmonella infection</b>	Exclude until has not been a loose bowel motion for 24 hours.	Not excluded
<b>Scabies</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded
<b>Scarlet fever</b>	See 'Streptococcal sore throat'	
<b>School sores</b>	See 'Impetigo'	
<b>Shigella infection</b>	Exclude until has not been a loose bowel motion for 24 hours.	Not excluded
<b>Streptococcal sore throat and scarlet fever</b>	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well.	Not excluded
<b>Thrush</b>	Exclusion is NOT necessary.	Not excluded
<b>Toxoplasmosis</b>	Exclusion is NOT necessary.	Not excluded
<b>Tuberculosis (TB)</b>	Exclude until medical certificate is provided from appropriate health authority.	Not excluded
<b>Typhoid, paratyphoid</b>	Exclude until medical certificate is provided from appropriate health authority.	Not excluded unless considered necessary by public health authorities.
<b>Varicella</b>	See 'Chickenpox'	
<b>Viral gastroenteritis (viral diarrhoea)</b>	Children are to be excluded from the service until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
<b>Warts</b>	Exclusion is NOT necessary.	Not excluded
<b>Whooping cough</b>	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the service until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
<b>Worms (intestinal)</b>	Exclusion not necessary if treatment has occurred.	Not excluded

The YMCA is one of Australia's oldest and most respected not-for-profit organisations. Community based, the YMCA works with the government, non-profit groups and partners to provide programs and services to more than 500,000 Australians every week. Our programs operate from an asset based approach which identifies and builds on healthier, happier communities.

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