



# Parent Handbook

**MARTON ACTIVITY CENTRE INC**

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2016/2017



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## Welcome and introduction to Marton Activity Centre OOSH

Marton Activity Centre is an approved centre based Out of School Hours (OOSH) service caring for children aged 5-12 years for before and after school care during the term. Its purpose is to create a safe and caring environment where children can freely choose from a range of **fun** activities.

We would like to take this opportunity to welcome all new families to our service and to welcome back families returning to the service. We hope your time with us will be an enjoyable time.

In 1992, the idea of before and after School Care, was canvassed by the then Principal of Marton Public School. A committee was formed by the P & C to undertake the task of gaining permission & funding from the government.

In February 1993, the centre became operational. A volunteer parent committee was formed. This committee was responsible for the running of the centre.

Today the centre is still being run by a volunteer parent committee and managed by the Coordinator. Your input into the centre is vital to ensure it continues to provide quality care for your children.

The centre is staffed by, a Coordinator, an Assistant Coordinator and experienced childcare educators who are constantly trying to improve the centre to provide quality care for the enjoyment of the children who attend.

**The National Quality Framework was introduced in 2012 and we have been rated as having MET all elements and quality areas which is an excellent result.**

The seven quality areas covered by 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

- See more at: <http://www.acecqa.gov.au/quality-areas#sthash.wOaRvXwV.dpuf>

## 1. Philosophy

Marton Activity Centre offers a comprehensive service, which includes quality care and education which fosters all aspects of your child's development. We provide a healthy and nutritious breakfast and afternoon tea.

Throughout our many years of experience, we have developed policies, which reflect the beliefs and values of our staff, the families who use the centre and the wider Children's Services Industry. The policies are aligned to the National Quality Framework (NQF).

We believe that our local community is enhanced and supported by high quality childcare.

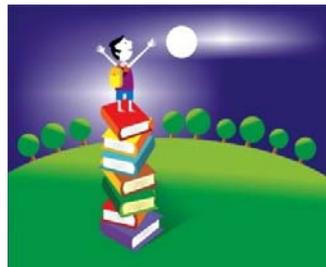
Marton Activity Centre believes that it is essential that child care works in partnership with families to provide professional and high quality care and education for young children. Family input and input from the children into the program and its activities is vital for including the family values, needs and beliefs. It also assists in building a bridge between home and the centre, which helps the staff create a more homelike environment for the children.

The staff of Marton Activity Centre strive to provide a safe, caring and stimulating environment that offers encouragement, support, understanding, acceptance, sensitivity and responsiveness to the needs of each individual child, to help them build a positive self-image as well as a sense of belonging.

The Centre believes that all children are unique and we value them as individuals. We recognise and acknowledge the diversity of families within the local community and support the inclusions of children with additional needs.

We endeavour to provide a developmentally age appropriate environment in which a child will progress from one developmental stage to the next at the child's own pace through play and interaction with other children and their environment.

The Centre offers more freedom and fewer rules than school, but considers the safety of the children paramount. Positive discipline that aims to teach the children self-control and respect for the rights of others is advocated.



## **2. Service management structure**

- The service is an Incorporated Association which is run by a volunteer parent management committee
- The management is committed to managing the service according to the National Quality Framework, incorporating “My Time, Our Place” into Out of School Hours Care.
- The management committee consists of a President, Vice President, Treasurer, Secretary and parent representative. Committee meetings are held once a term and an Annual General Meeting is held in Term Three. A parent information meeting is held early in Term One.
- Comments, compliments and complaints concerning the centre should be either directed to the Coordinator or the Committee Liaison Officer in writing or raised at a committee meeting. We have a specific complaints policy which is available in the policy folder located in the parent information file at the entrance to the Centre.
- Parents/guardians are encouraged to become involved in the running of the centre in any way possible. Be it to donate craft items, offer ideas, offer their expertise e.g. trade or other professional skills, hobbies or craft skills, which the children might find interesting, or to become involved on the management committee. Your involvement is vital to the ongoing operation of the centre.

### **2015/2016 Parent Management Committee**

**President – Julie Simpson**

**Vice President – Steven Hyem**

**Secretary – Richelle Greenwood**

**Treasurer – Lois Crook**



### 3. Marton Activity Centre Staff

Marton Activity Centre believes that highly qualified staff provides quality services. It is for this reason, that there is a strong focus on the professional development of staff. All staff are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment. All staff have completed a Working with Children Check.

**All staff are also Mandatory Reporters.** This means that if a child or parent discloses any information that may be a Child Protection Issue to a staff member, that staff member has a legal obligation to inform management immediately. The information will then be documented and a notification report forwarded to the Department of Community Services (DOCS), if applicable.

The recommended staff/child ratios outlined by the National Standards is 1:15. There is a minimum of three staff present at all times.

#### Meet the MAC Team

##### **Coordinator – Dawn Simons**

Dawn is a Primary trained teacher has been the Coordinator at MAC since July 2013. At the beginning of 2014, Dawn became an advisor with Network of Community Activities who is the peak body for Out of School Care in New South Wales. She is the Nominated Supervisor, Educational Leader, has First Aid, Asthma & Anaphylaxis and Child Protection qualifications and manages the Centre. She works at the Centre on Monday, Wednesday and Friday during both am and pm shifts. On Tuesday and Thursday, the Assistant Coordinator is the Responsible Person in charge of the Centre on the day.

##### **Assistant Coordinator – Samantha Schofield**

Samantha has a Certificate 3 in Children's Services, A Certificate 4 and a Diploma in Out of School Hours Care. She has worked in the industry for nine years and has previously worked as an Assistant Coordinator. Samantha has worked at Marton Activity Centre since February 2014. She is a Certified Supervisor and is the Responsible person in charge of the Centre on Tuesday and Thursday. She has First Aid, Asthma & Anaphylaxis and Child Protection qualifications. Samantha works at the Centre Monday to Friday during both am and pm shifts.

##### **Educators**

**Grace Keats** – Grace is a Certified Supervisor and has previously worked at the Centre as an Educator and the Assistant Coordinator for a number of years. Grace now works Tuesday and Thursday during both am and pm shifts. She has qualifications in First Aid, Asthma & Anaphylaxis and Child Protection.

**Steve Driver** – Steve joined the MAC team in Term 2 2016. He has previous experience at another Before and After School Care Centre and has qualifications in First Aid, Asthma & Anaphylaxis and Child Protection. Steve is also a Centre Certified Supervisor. Steve works at the Centre Monday to Friday during both am and pm shifts.

**Krystal Pollard** – Krystal has worked at the Centre since April 2014. Krystal is an experienced Scout leader and she has qualification in First Aid and she is a Certified Supervisor. Krystal works Monday to Friday during am and pm shifts.

**Charli Simons** – Charli has just finished her Diploma in Vocal Performance Music. She has worked at the Centre since November 2013. She has qualifications in First Aid. She works Monday, and Wednesday am and pm and Friday afternoon.

**Melinda Haines** – Melinda is a university student studying a Bachelor of Teaching in Early Childhood Education and has worked at the Centre since Term 2 2015. Melinda is a casual employee.

**Maddy McDonald** is a university student studying a Bachelor of Teaching in Secondary Education and has worked at the Centre since Term 2 2015. Maddy is a casual employee.

**Hannah Pierce** – Hannah is a university student studying a Bachelor of Teaching in Primary Education and has worked at the Centre since Term 2 2015. Hannah is a casual employee.

**Other Casual Employees-** Kurt, Kate and Sara

### **Administration**

**Kathy Slade** – Kathy works at the Centre every Wednesday between 9.00 am and 3.00 pm and every second Thursday and is responsible for administrative tasks at the Centre. If you have any queries about your invoices, please call the Centre to speak to her.





- Siblings under 18 are permitted to pick up children if a written permission note is provided by the parents and the authorisation signed on the enrolment form. The sibling can sign in the child and an Educator will co-sign as well. Parents are required to also co-sign.

If your child/children need to leave the centre to attend other activities, please fill in an extracurricular activities permission form, stating the time and details. Staff do not accompany your child/children to these activities as this would affect our child care ratio.

- You must inform the coordinator in writing or phone if;
  - Someone who is not on the enrolment form is collecting your child/children. This person will need to provide photo identification when they arrive.
  - Your child is going to be absent from the centre  
(Please Note: A fee is payable for failure to notify of your child/children's absence from the centre as we have to go looking for your child and phone you)
  - Custody/access arrangements have changed
  - You have changed your home address, email or contact telephone numbers
  - Your emergency contact persons have changed
  - Two weeks' notice must be given when terminating a permanent booking
  - You are unable to pay your fees
  - Your child is unhappy at the centre



## 6. Daily Centre Routine/Program

### Morning Routine 7.00am to 9.00am

7.00 Am:	Children arrive, parents sign them in and they put their bags away. <b>Breakfast is served between 7.00 and 7.45 am.</b>		
8.30 am	<p><b>Children have the freedom to choose from the following activities:</b></p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> <li>➤ Art &amp; Craft trolley</li> <li>➤ Play Dough</li> <li>➤ Board/Card Games</li> <li>➤ Hama Beads</li> <li>➤ Large Play sets</li> <li>➤ Mac Chill Out Zone</li> <li>➤ Dress Ups/Imaginative Games</li> <li>➤ Handball</li> <li>➤ Drawing/colouring painting</li> <li>➤ Cars/action toys/animals</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>➤ Wii, X Box, I Pads</li> <li>➤ Mac Garden Club</li> <li>➤ Puppet Theatre</li> <li>➤ Blocks</li> <li>➤ Lego</li> <li>➤ Construction</li> <li>➤ Puzzles</li> <li>➤ Outdoor Play - various sports equipment</li> <li>➤ Junk Craft</li> <li>➤ Cooking</li> <li>➤ Craft of the Week</li> </ul> </td> </tr> </table> <p>Children clean up their play areas and get ready to go to school. They are then signed out to go to school on the first bell at 8.35 or they can choose to stay until 8.45 am and do a quiet activity.</p>	<ul style="list-style-type: none"> <li>➤ Art &amp; Craft trolley</li> <li>➤ Play Dough</li> <li>➤ Board/Card Games</li> <li>➤ Hama Beads</li> <li>➤ Large Play sets</li> <li>➤ Mac Chill Out Zone</li> <li>➤ Dress Ups/Imaginative Games</li> <li>➤ Handball</li> <li>➤ Drawing/colouring painting</li> <li>➤ Cars/action toys/animals</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wii, X Box, I Pads</li> <li>➤ Mac Garden Club</li> <li>➤ Puppet Theatre</li> <li>➤ Blocks</li> <li>➤ Lego</li> <li>➤ Construction</li> <li>➤ Puzzles</li> <li>➤ Outdoor Play - various sports equipment</li> <li>➤ Junk Craft</li> <li>➤ Cooking</li> <li>➤ Craft of the Week</li> </ul>
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### Afternoon Routine 3.05pm To 6.00pm

3.05 pm	Children arrive from school, place their bags in the cubicles, go to the toilet and wash their hands/and or use the hand sanitiser tower. They are signed in by staff with the exact time they arrived. Kindergarten children are collected from their classroom and signed in.
	Once children are signed in, they have the freedom to choose to eat afternoon tea, go outside or stay inside to play. If they choose not to eat afternoon tea, some food is put out later in the afternoon.
3.20 approx.	<p><b>Afternoon tea-</b> children can choose to have afternoon tea. The menu is displayed on the “This Week at MAC” poster and on the fridge. If they do not have afternoon tea, they can go straight outside to play. They can have afternoon tea later in the afternoon.</p> <p>Afternoon tea is served outside on the patio area. Children can serve themselves and sit on mats. When they have finished they place their cups and bowls into the bucket and they can go and play either inside or outside.</p> <p><b>We encourage children to play outside and be active but it is their choice.</b></p>
	Children have the freedom to choose from the activities as listed for the morning. Cooking also takes place during the week. The Band room is also open with other activities. The hall is used when the weather is poor.
	<b>Children are able to play in the MPS playground and enjoy the outdoors. There is a great range of outdoor equipment to play with.</b>
5.30 pm	Clean Up. Wii and iPads are turned off. Children can do a quiet activity.
6.00 pm	Children are signed out by their parents. <b>The Centre closes.</b>



7. Marton Activity Centre Extra-Curricular Activity Permission Form

This permission form meets the relevant regulatory and compliance requirements as outlined in the Education & Care Services National Regulations Part 4.2-Division 6-99 & Part 4.7-Division 1- Subdivision 1-158 & 160.

Child(ren)s name: \_\_\_\_\_

Activity attending: \_\_\_\_\_

Please fill out an individual form for each activity as required.

Activity Location/Address: \_\_\_\_\_

- Onsite
 Offsite

Name & contact number of person(s) taking the activity: \_\_\_\_\_

When will they be absent from the centre? Date starting: \_\_\_\_\_

- One off event  Weekly during term 1 2 3 4  Other \_\_\_\_\_

BEFORE SCHOOL

- Mon  Tues  Wed  Thurs  Fri

Absent from: \_\_\_\_\_ am  Returning at: \_\_\_\_\_ am
 Not returning

AFTER SCHOOL

- Mon  Tues  Wed  Thurs  Fri

Absent from: \_\_\_\_\_ pm  Returning at: \_\_\_\_\_ pm
 Not returning

Parent/Guardian Permission

- I accept that [centre name] educators are happy to remind my child(ren) to attend the extra-curricular activity but will not be held responsible if my child does not go when reminded.
 I accept that my child(ren) attending and travelling to and from activities during an OOSH session will not be under the supervision of the [centre name] staff.
 I understand that [centre name] staff are not responsible for my child whilst they are absent from the OOSH centre.
 I accept that if I collect my child directly from the extra-curricular activity when they would usually return to [centre name] I need to notify the centre that they will not be returning and sign them out.

Name Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

Date received:
Received By:
Other:

Date records updated:
Updated by:

## 8. Fee Assistance

### ***Marton Activity Centre Inc.***

ABN: 40 771 950 066

Email - [martonactivityctr@bigpond.com](mailto:martonactivityctr@bigpond.com)

Ph. 95482777

### **FEE ASSISTANCE AVAILABLE**

Families can apply for different government contributions towards fees for Marton Activity Centre.

#### **Childcare Benefit (CCB)**

The government contributes a % of child care fees based on family income up to a certain cap. This contribution is paid directly to MAC and deducted from the balance you owe-meaning you only pay the difference between the fees due less the CCB.

#### **Conditions of eligibility**

1. Claimant must be liable for payment of fees.
2. A child under 7 yrs must have immunization up to date.
3. Subject to an income test.
4. Must meet work, training or study requirements.

#### **Childcare rebate (CCR)**

The government contributes 50% of any out of pocket MAC fees (up to an annual cap). There are various ways of receiving the CCR:

- Have it paid directly to the child care provider. MAC would prefer this option if you have no other choice preference. This would then reduce the amount of fees you have to pay as it is deducted from the balance you owe.
- To have it paid you your nominated bank account on a fortnightly basis.
- Receive it as a lump sum quarterly or annually.

**Conditions of eligibility:** Claimant must be eligible for Childcare Benefit CCB at a rate of zero or more. There is no income test for CCR.

#### **Job Education and Training Child Care Fee Assistance (JETCCFA)**

This provides assistance to parents undertaking such activities as Job Search, training or study and is subject to eligibility test. JET Payment is deducted from your fees each fortnight.

To check your eligibility and for enquiries in relation to Government payments, including Family Tax Benefits, Child Care Benefit (CCB), Child Care Rebate (CCR) and JETCCFA visit [www.familyassist.gov.au](http://www.familyassist.gov.au) or call 13 61 50.

Visit [www.mychild.gov.au](http://www.mychild.gov.au) for more information or to access the online estimator to work out your possible entitlement.

Or speak to Kathy at the Centre (Wednesday 9am – 3pm) 95482777 or via email

[martonactivityctr@bigpond.com](mailto:martonactivityctr@bigpond.com)

**Information current as at September 2014.**

## 9. Booking & Fee Payment

### Enrolment Fee:

The enrolment fee is essential to cover Public Liability Insurance, Workers Compensation insurance, rent and administration. It also secures the position of your child and gives you a voting right at MAC meetings (please refer to fee sheet attached to enrolment form for current enrolment fee).

If two separate parties will make bookings for child/children and separate accounts are required, then each party must complete a separate enrolment form and the enrolment fee is payable by each party.

### Bookings Regulations

- **Permanent Bookings**

- Two weeks' notice is required to cancel a permanent booking

- **Permanent Roster Bookings**

- Will be charged at permanent rates providing, a full terms roster is provided by the Tuesday morning of the last week of the previous term. If a full terms' roster is not available, then casual fees are charged.

- **Casual Bookings**

- Casual bookings need to be paid on the day. Please email the bank receipt.
- Casual sessions must be cancelled 24 hours before commencement of session or full fees still charged.

### Payment of fees:

- If you have a permanent booking and your child attends an extra session this is a casual attendance and charged at casual rates. This must be paid for on the day of the care.
- Payments can be made via internet banking or direct debit.

**Netbank– Account Name:** Marton Activity Centre

**Commonwealth Bank BSB 062164 Account 10026732**

*Please ensure you clearly state child/children's full name in the details of payment*

**We do not accept cash or cheques.**

- All families receiving a CCB reduction of fees will be charged their individual rates as soon as notification received from FAO.
- Invoices are emailed on odd weeks of the Term
- All Fees to be paid by 9.00am Tuesday on even weeks of the term.
- No change is available so any extra monies paid will be credited to your account
- If you have any queries regarding your fees, please contact the administration support officer at the centre on Wednesday between 9am – 3.00 pm.
- If you are unsure how much you owe, please see the coordinator

## **Overdue Fees**

If an account is in arrears, a reminder account is emailed showing the amount owing and a date by which to pay.

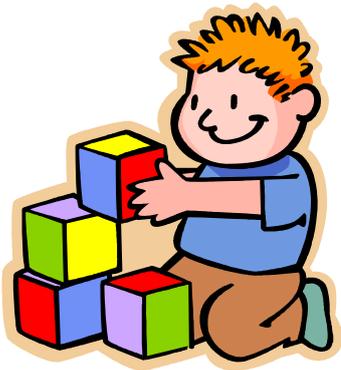
If the account is still not paid and there is no contact from the parent / caregiver to set up a payment plan regarding the fees we will email a letter giving you 48 hours to pay your account. If your account remains unpaid, exclusion of your child/children from care will take place until, such time as the account is paid in full.

## **Receipts**

Your receipt is your invoice which is emailed to you. No other receipts are issued.

## **Overpayment of Fees**

If your family will no longer be using the service for any reason and you have overpaid fees, please provide a written request to have these payments refunded. Requests for refunds will be considered at the end of the school year or upon your child / children leaving the school. If we do not receive a request to refund overpaid fees we will deem these overpaid fees to be a donation to the service.



**All fees are to be paid via internet banking or by direct deposit. We are a cashless centre and we do not accept cash or cheques.**

## 10. Marton Activity Centre Policies

All policies are contained in a Policy folder which is available in the parent area for you to read. The policies contained in the folder are:

- [Acceptance and Refusal of Authorisations](#)
- [Administration of First Aid](#)
- [Behaviour Guidance](#)
- [Confidentiality](#)
- [Dealing with Infectious Diseases](#)
- [Dealing with Medical Conditions and Administration of Medication](#)
- [Delivery and Collection of Children](#)
- [Emergency and Evacuation](#)
- [Enrolment and Orientation](#)
- [Excursions](#)
- [Fees](#)
- [Governance and Management](#)
- [Inclusion](#)
- [Interactions with Children Policy](#)
- [Management of Animals](#)
- [Management of Complaints](#)
- [Management of Incident, Injury, Illness and Trauma](#)
- [Nutrition and Food Safety](#)
- [Priority of access policy](#)
- [Providing a Child Safe Environment](#)
- [Social Media Policy for OSHC Services \(2015 updated version\)](#)
- [Staffing](#)
- [Water Safety](#)
- Child Safe Environment
- Child Protection

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The following policies are included in this handbook:

- Fees
- Dealing with Medical Conditions and Administration of Medication
- Behaviour Guidance
- Enrolment and Orientation



# Marton Activity Centre Fees

## POLICY STATEMENT:

*Marton Activity Centre* sets fees in accordance with its annual budget in order to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible to families in our community. The Approved Provider ratifies the budget annually, or as necessary, and monitors it carefully throughout the year.

## PROCEDURES:

### a) **Membership**

- The service is an Incorporated Association and as such, families enrolling their child in the service are bound by the rules of the Association for the period of the child's enrolment.
- As a member of the Incorporated Association, one representative of the child's family is entitled to voting rights at any General Meeting held by the service and may be nominated (with consent) for a position on the Management Committee at the Annual General Meeting.
- A membership fee is payable on an annual basis. An early bird re-enrolment fee is offered at a discounted rate.

### b) **Child Care Benefit**

- Most Australian families are eligible to receive Child Care Benefit. Families who are eligible for the Federal Government's Child Care Assistance subsidy will only be required to pay the daily gap fee applicable to their financial circumstances. To have CCB applied to their account, families must first register with the Family Assistance Office.
- In addition, the government provides an additional 50% tax rebate to families for out of pocket childcare expenses via the Child Care Rebate (CCR). CCR is paid fortnightly either to the family or the service. The service encourages families to authorise the CCR to be paid directly to the service.
- The service will provide families with information relating to Special Child Care Benefit, Jobs Education and Training, and Grandparents Child Care Benefit.

### c) **Bookings and cancellations**

- Each family is expected to make bookings in advance, for the care sessions required. Bookings will only be accepted when families have completed the service's Enrolment Form in full and paid the Enrolment fee.
- Families wishing to cancel their child's place at the service are required to provide two (2) weeks written notice to the Nominated Supervisor, or they are liable to pay the equivalent of two weeks' child care fees to the service.

**d) Absences**

- Fees are payable for family holidays and sick days if those days fall on a day that a child is booked into the service.
- The service will provide families with information about approved and allowable absences and will adhere to the Child Care Management System (CCMS) in relation to absences.

**f) Service closure**

- No fee is charged while the service is closed over the school holiday and Christmas/New Year period including Pupil Free Days and other public holidays.

**g) Payment of Fees**

- Fees must be paid once Invoiced, within the stated due date. Families will be provided with a statement of fees charged by the service. (Regulation 168).
- Failure to pay unpaid fees will result in debt recovery action being taken and discontinuation of care for the child unless the family has initiated a repayment schedule for the unpaid fees with the Nominated Supervisor.

**h) Debt recovery**

- The Approved Provider reserves the right to take action to recover debts owing to the service. This can include the engagement of debt collectors to recover the monies owed.
- Where a family owes any overdue fees to the service, the child's place may be suspended, until all outstanding monies are paid, or both parties agree to a payment plan. Fees not paid by the due date will be followed up as below:
  1. An initial email stating fees are overdue will be sent 7 days after the fees due date, giving 10 working days for payment. A late payment fee of \$ 20.00 will be added to the invoice.
  2. If payment is not received, families will be contacted by the administration officer via telephone/email, to discuss a payment plan or a date when fees will be paid by.
  3. Failure to set up a payment plan or continued non-payment for a period of 5 working days will result in a second and final email notifying the family that unless payment is made within 5 working days, or a payment plan entered into, the child will be unable to attend the service.
  4. If a signed payment plan is not adhered to, a follow-up process will commence at point 2.
  5. The Approved Provider will reserve the right to employ the services of a debt collector

and the family will be responsible for all fees associated with recovering the debt.

**i) Late collection fee**

- The service operates from 7.00 – 9.00 am and 2.30 to 6.00 pm. Staff are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of \$ 20.00 per ten minutes or part thereof will apply.
- The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).
- In circumstances that are beyond the control of families, for example, weather and traffic accidents, which may result in them arriving late to collect their child, the Nominated Supervisor will have discretion to decide if families will be charged the late fee.
- Families who are continually late collecting their children, without a valid reason, may jeopardise their child's place at the service. Should this be the case, the Nominated Supervisor will meet with the family to discuss this.

**j) Methods of Payment**

- Fees can be paid by:

Internet Banking

- ✓ Direct Debit - from your bank account to the service's bank account. Details of the service's bank account are included in the Parent Handbook.

- The service does not accept any cash or cheque payments.
- Families will be given a minimum of fourteen days' notice of any changes to the way in which fees are collected (Regulation 172).

**k) Confidentiality**

- All information in relation to fees will be kept in strict confidence. Members of staff, management or the Approved Provider will not discuss individual names and details openly. Information will only be available to the nominated persons required to take action, for example, to initiate debt recovery.
- Families may access their own account records at any time, or particulars of fees will be available in writing to families, upon request.

**l) Increase of fees**

- The fees are set by the Approved Provider in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days' notice of any fee increase (Regulation 172).

**m) Acknowledgement of responsibility to pay fees**

- Families are required to read and sign Section 9, *Payment of Fees* and Section 10, *Disclaimer/Informed Consent* of the service's Enrolment Form.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
168, 172, 173	7.3	<ul style="list-style-type: none"> <li>• Enrolment Form</li> <li>• Enrolment &amp; Orientation Policy</li> <li>• Delivery &amp; Collection of Children Policy</li> <li>• Confidentiality Policy</li> <li>• Governance &amp; Management Policy</li> <li>• Parent Handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Child Care Management System</li> </ul>

**Review**

This policy will be reviewed every year and the review will include the Marton Activity Centre Management Committee, Families and Interested Parties.

**Version Control Table**

Version Control	Date Released	Next Review	Approved By: MAC President	Amendment
1	August 2014	August 2015	Lois Crook	
2	August 2015	August 2016	Julie Simpson	<i>Fee increase of \$0.50 per morning and \$1.00 per afternoon session                      Two week notice period only valid for termination of care. Fee payment required for family holidays, sickness, Bank Holiday.</i>



## Dealing with Medical Conditions and Administration of Medication

### POLICY STATEMENT:

*Marton Activity Centre* will work closely with children, families and where relevant schools and other health professionals to manage medical conditions of children attending the service. We will support children with medical conditions to participate fully in the day to day program in order to promote their sense of wellbeing, connectedness and belonging to the service (*"My Time, Our Place"* 1.2, 3.1). Our educators will be fully aware of the nature and management of any child's medical condition and will respect the child and the family's confidentiality (*"My Time, Our Place"* 1.4). Medications will only be administered to children in accordance with the National Law and Regulations.

### PROCEDURE:

#### a) Dealing with medical conditions

- Families will be asked to inform the service of any medical conditions the child may have at the time of enrolment. This information will be recorded on the child's enrolment form.
- Upon notification of a child's medical condition, the service will provide the family with a copy of this policy in accordance with regulation 91. (It is contained in the Parent Handbook).
- All medical conditions will require the completion of a medical management plan developed in conjunction with the child's doctor and family.
- It is a requirement of the service that a risk minimisation plan and communication plan is developed in consultation with the child's family. The Coordinator will email the form to the family and this plan will be discussed as soon as possible prior to the child's attendance. The enrolment will not be processed until this plan is received. This will assist in a smooth and safe transition of the child into the service.
- Content of the management plan will include:
  - ✓ Identification of any risks to the child or others by their attendance at the service.
  - ✓ Identification of any practices or procedures that need adjustment at the service to minimise risk e.g. food preparation procedures.
  - ✓ Process and time line for orientation or training requirements of educators.
  - ✓ Methods for communicating between the family and educators if there are any changes to the child's medical management plan.

- The medical management plan will be followed in the event of any incident relating to the child's specific health care need, allergy or relevant medical condition. All educators including volunteers and administrative support will be informed of any special medical conditions affecting children and orientated regarding the necessary management. In some cases, specific training will be provided to educators to ensure that they are able to effectively implement the medical management plan.
- Where a child has an allergy, the family will be asked to supply information from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways the educators can help the child if they do become exposed.
- Where possible the service will endeavour to not have that allergen accessible in the service.
- All medical condition plans including food allergies will be placed in the kitchen area out of the sight of general visitors and children. It is deemed the responsibility of every educator at the service to regularly read and refer to the list. All Educators will read and sign the risk minimisation plan for children with a specific medical at MAC.
- All relief staff will be informed of the list on initial employment and provided orientation on what action to take in the event of a medical emergency involving that child.
- Where a child has a life threatening food allergy and the service provides food, the service will endeavour not to serve the particular food allergen in the service when the child is in attendance and families will be advised not to supply that allergen for their own children. Families of children with an allergy may be asked to supply a particular diet if required (e.g. soy milk)
- Where it is necessary for other children to consume the particular food allergen (e.g. milk or other dairy foods) the child with a food allergy will be seated separately during meal times and all children will wash their hands before and after eating.
- Where medication for treatment of long term conditions such as asthma, diabetes, epilepsy, anaphylaxis or ADHD is required, the service will require an individual medical management plan from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.
- In the event of a child having permission to self-medicate this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. The doctor must provide this plan. In one off circumstances of a child self-medicating, the service will not make an exception to this rule.

**b) Administration of Medication**

- Prescription medication will only be administered to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor or pharmacist indicating the correct dosage.
- Educators will only administer medication during the services operating hours.
- Permission for a child to self-medicate will be administered with the families written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.

- In the event that a case of emergency requires verbal consent to approve the administration of medication, the service will provide written notice to the family as soon as practical after administration of the medication.
- **An authorisation is not required in the event of an asthma or anaphylaxis emergency** however the authorisation must be sought as soon as possible after the time the parent and emergency services are notified
- Families who wish for medication to be administered to their child or have their child self-administer the medication at the service must complete a medication form providing the following information;
  - ✓ Name of child
  - ✓ Name of medication
  - ✓ Details of the date, time and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
  - ✓ Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it.
  - ✓ Signature of family member
- Medication must be given directly to an educator and not left in the child's bag. Educators will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication.
- An exception to the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they should be encouraged to report to an educator their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration including time, educator advised and if the symptoms were relieved.
- Before medication is given to a child, the educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another educator who will also witness the administration of the medication.
- After the medication is given, the educator will record the following details on the medication form: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.
- Where a medical practitioner's approval is given, educators will complete the medication form and write the name of the medical practitioner for the authorisation.

**c)**

**CONSIDERATIONS:**

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
r90-91, 92-96, 178, 181-184 Law s167, 173	Standards 2.1, 6.2 and 6.3	- Parent Handbook - Staff Handbook - Enrolment and Orientation Policy	- Disability Discrimination Act 1975 - NSW Anti-

		<ul style="list-style-type: none"> <li>- Providing a Child Safe Environment Policy</li> <li>- Management of incident, Injury, Illness and Trauma policy</li> <li>- Administration of First Aid policy</li> </ul>	<ul style="list-style-type: none"> <li>discrimination Act 1977</li> <li>- Work Health and Safety Act 2011</li> <li>- Individual Medical Management Plans and corresponding resources.</li> <li>- My Time, Our Place.</li> </ul>
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d) Version Control Table

<b>Version Control</b>	<b>Date Released</b>	<b>Next Review</b>	<b>Approved By: MAC President</b>	<b>Amendment</b>
<b>1</b>	<b>August 2014</b>	<b>August 2015</b>	<b>Lois Crook</b>	
<b>2</b>	<b>August 2015</b>	<b>August 2016</b>	<b>Julie Simpson</b>	<i>Non – prescription medication to have the dosage verified in writing by a doctor or pharmacist. A risk minimization and communication plan is to be completed for all children with a medical condition before an enrolment can be accepted.</i>



# Marton Activity Centre Behaviour Guidance

## POLICY STATEMENT:

*Marton Activity Centre* believes that children have the right to feel physically and psychologically safe. We aim to provide an environment where all children and educators feel safe cared for and relaxed and which encourages cooperation and positive interactions between all persons (My Time, Our Place Outcome 1).

This behaviour management policy is based on guidance, redirection and positive reinforcement. Educators will aim to guide rather than control the behaviour of the children in our care.

Basic rules will be established based on safety, respect for others, order and cleanliness and will be communicated to all families, children and educators along with consequences for inappropriate behaviour. The service recognises the importance of children's input into developing the basic rules and helping to determine appropriate consequences for inappropriate behaviour (My Time, Our Place Outcome 2). Our service promotes a positive approach to managing the behaviour of all children. Children will be encouraged to resolve problems, defeats and frustrations where appropriate. This can be achieved by exploring possible solutions, and helping children understand and deal with their emotions. This will depend on the child's age and level of development (My Time, Our Place Outcome 3).

The service will ensure no child being cared and educated for by the service is subjected to any form of corporal punishment or any discipline that is unreasonable in the circumstances.

The service will ensure that every reasonable precaution is taken to protect children being cared for or educated by the service from harm and any hazard likely to cause injury.

## PROCEDURES:

### a) Guidelines

- Educators will ensure that expectations relating to children's behaviour are clear and consequences for inappropriate behaviour are consistently applied.
- Educators will act as a positive role model for acceptable behaviour and encourage and reward acceptable behaviour.
- Educators will have access to training and support in positive approaches to behaviour management. This will be made available as part of the training budget.
- Whilst at the service, we expect that the children will comply with the following basic rules:
  - ✓ Respect each other
  - ✓ Respect other people's property and that of the service

- ✓ Share with other children and be inclusive
- ✓ Accept and respect individual needs and differences
- ✓ Clean up after activities
- ✓ Be polite to educators and to each other
- ✓ Follow the instructions from educators
- ✓ Play only in the allocated areas and as directed by educators and not enter areas that educators have designated as “out of bounds”
- ✓ Remain in the supervised area of the program until the authorised person collecting them has signed them out
- ✓ Not participate in physical fighting (play or real), for example, spitting, throwing toys, stones or dangerous objects.
- ✓ Not bully or engage in any form of aggressive behaviour or verbal bullying
- ✓ Use appropriate language at all times.
- ✓ **Use MPS rule “Hands and Feet to yourself”**

**b) Guiding Children’s Behaviour:**

- Steps that educators take towards establishing good behaviour management include:
  - ✓ Establishing positive relationships, which are the foundation for building children’s self-respect, self- worth and feelings of security
  - ✓ Observing children to identify triggers for challenging behaviours. Paying attention to the child’s developmental level and any program issues that may be impacting on the behaviour
  - ✓ Using positive approaches to behaviour guidance. Some of these include positive acknowledgement, redirection, giving explanations, encouragement, giving help, collaborating to solve problems and helping children to understand the consequences and impact of their behaviour
  - ✓ Supporting children by providing acceptable alternative behaviours when challenging behaviour occurs
  - ✓ Ensuring limits are consistent, carried out in a calm, firm manner, followed through and that children are helped to behave within the limits
  - ✓ Involving the family and the child in appropriate ways in addressing challenging behaviour
  - ✓ Using other professionals when necessary to help with behaviour guidance, for example, the Inclusion Support Facilitator (ISF)
  - ✓ Identifying children’s strengths and building on them
  - ✓ Seeking support from other educators and management.

**c) Correction Steps:**

- When a child’s behaviour is deemed inappropriate to either him/herself or others, or if a child’s behaviour is intrusive to another person’s enjoyment, then educators will actively

intervene and take steps to attempt to resolve the situation.

- Inappropriate behaviour can include bullying, being uncooperative, not listening to reasonable requests from educators, or consistently disregarding the basic rules. In these instances, the following steps will be taken:
  - ✓ The educator will explain to the child that this type of behaviour is inappropriate.
  - ✓ The educator will re-direct the child to a different activity within the room (or outdoors).
  - ✓ If aggressive or inappropriate behaviour continues, the child will sit away from the group to calm down and think about their actions. After a short period of time, the educator will have a discussion with the child with respect to their actions, and then the child will return to play.
  - ✓ A discussion will be held with the child's family when the child is collected.

**d) Persistent inappropriate behaviour:**

- If inappropriate behaviour continues over a period of time, a meeting between educators, nominated supervisor, child and family will be arranged. The meeting agenda will cover:
  - ✓ Alternative approaches to behaviour guidance
  - ✓ The child's life outside the service
  - ✓ Any problems that may be causing the behaviour
- A mutual strategy for improving behaviour will be discussed and closely monitored by educators, the nominated supervisor and the child's family. Should it be necessary, and with the consent of the family, advice and assistance will be sought from relevant external specialists to address the matter.

**e) Aggressive and violent behaviour:**

- If aggressive and violent behaviour happens at the Centre, the following will be put in place:
- An incident report will be written up for each incident and an informal discussion will take place with parents when the child is collected depending on the severity of the behaviour.
- If up to 4 minor incidents or one major incident occurs a meeting between the nominated supervisor, child and family will be arranged.

The meeting agenda will cover:

  - ✓ Alternative approaches to behaviour guidance
  - ✓ The child's life outside the service
  - ✓ Any problems that may be causing the behaviour
- A mutual strategy for improving behaviour will be discussed and closely monitored by educators, the nominated supervisor and the child's family. Should it be necessary, and with the consent of the family, advice and assistance will be sought from relevant external specialists to address the matter.

- If the behaviour happens again, the child will be excluded for two consecutive sessions.
- If the behaviour happens again, the child will be excluded for one week from the service.
- Clear procedures will need to be established before accepting the child back into the service after being excluded.
- If the behaviour happens again it would be deemed to be extreme behaviour and to protect other children and educators, the service reserves the right to exclude the child from the service; this may be a temporary or permanent measure. Exclusion will only be considered after:
  - ✓ The child's family has been notified and given the opportunity to discuss their child's behaviour
  - ✓ Educators, Nominated Supervisor and Approved Provider, have given careful consideration to the problem.
  - ✓ Adequate support and counselling is sought (if necessary)
  - ✓ Clear procedures have been established for accepting the child back into the service

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
r73, 74, 76, 155, 156, 157, 168.	1.2, 2.3, 3.1, 3.2, 5.1, 5.2, 6.1, 6.3	<ul style="list-style-type: none"> <li>- Confidentiality</li> <li>- Enrolment &amp; Orientation</li> <li>- Providing a Child Safe Environment</li> <li>- Interactions with Children</li> <li>- Management of Incident, Injury and Trauma</li> <li>- Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>- Children (Education and Care Services National Law Application) Act 2010</li> <li>- UN Convention on the Rights of the Child</li> <li>- My Time, Our Place.</li> </ul>
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Version Control

Version Control	Date Released	Next Review	Approved By: MAC President	Amendment
1	August 2014	August 2015	Lois Crook	
2	August 2015	August 2016	Julie Simpson	<i>Introduction of a process of steps for exclusion if aggressive or violent behaviour happens at the Centre.</i>

**o) Review**

This policy will be reviewed every year and the review will include the Marton Activity Centre Management Committee, Families and Interested Parties.

**p) Version Control Table**

<b>Version Control</b>	<b>Date Released</b>	<b>Next Review</b>	<b>Approved By:</b>	<b>Amendment</b>
<b>1</b>	<b>August 2014</b>	<b>August 2015</b>	<b>Lois Crook MAC President</b>	
<b>2</b>	<b>August 2015</b>	<b>August 2016</b>	<b>Julie Simpson MAC President</b>	



# Enrolment & Orientation

## POLICY STATEMENT:

*Marton Activity Centre* accepts enrolments to the service for primary school age children in accordance with funding priorities and guidelines. An orientation process is in place for children and their families. The purpose of this is to:

- Enable educators/staff to meet and greet children and their families
- Provide essential operational information
- Form the foundation for a successful and caring partnership between home and the service.
- To help children develop a sense of belonging, feel accepted, develop attachments and trust those who care for them ("My Time, Our Place", Outcome 1).

## PROCEDURES:

### Step One: Priority of Access

- Access and eligibility will be subject to the Priority of Access Guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR), these are:
  - ✓ Priority 1 – a child at risk of serious abuse or neglect
  - ✓ Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
  - ✓ 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 low incomes
  - ✓ Children in families from culturally and linguistically diverse backgrounds
  - ✓ Children in socially isolated families
  - ✓ Children of single parents.
- As well as the above, the service policy is that children must be enrolled in Primary school in order to be eligible to attend the service. Children who have completed Year 6 may be eligible to attend the service at the discretion of the Nominated Supervisor.

### Step Two: Marton Activity Centre Priority of Access

- Following on from the Department of Education Priority of Access guidelines, we will follow the MAC guidelines for enrolment priority which are as follows:

1. Current children enrolled
2. Siblings of current children enrolled

**(Current families who have fees in arrears as at the end of Term 4, will forfeit their enrolment for the following year and be placed on the waiting list.)**

3. Any other child enrolled. The enrolment form will be dated and priority will go in chronological order, subject to a completed enrolment form.

**NOTE: In order to be accepted, enrolment forms or reenrolment forms must be completed in full and signed. Forms must be either handed into the Centre, or if emailed, they must be scanned with signatures. Unsigned or incomplete enrolment forms will not be accepted.**

### **Step Three: Inclusion of children additional needs**

- Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and educators. At the point of enrolment, children with additional needs will have to have their enrolment form approved by the management committee to ensure appropriate and quality care can be provided to the child in question.

### **Step Four: Enrolment**

Enrolments and Re-enrollments will open on the first Monday of Week 3 Term 3 during the current year and must be returned by the end of Week 6 Term 3. Enrolments received after these dates will be placed on a waiting list and Marton Activity Centre Priority Criteria will no longer apply.

- Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCMS). There are three enrolment types under the CCMS:
  - ✓ Formal enrolments
  - ✓ Informal enrolments
  - ✓ AMEP/Other enrolment
- Enrolments will not be accepted from families without full completion of the enrolment form. To secure the enrolment, parents are required to pay the enrolment fee for each child enrolled. The enrolment fee will be invoiced. Failure to pay the enrolment fee will result in your enrolment being forfeited.
- Information about fees is included in the Fee Policy.

### **Step Five: Selecting days on the Enrolment Form**

- Sessions must be selected for permanent enrolments only. Changes can be made to session times without penalty up until the end of week 6 Term 4 subject to places being available.

- After this date, all sessions will be charged from the first day of school for Year 1-6 and from the first day of Kindergarten for Kindergarten children. Any changes after these dates, require two weeks' notice if you are deleting sessions.
- Roster and fortnightly permanent bookings are subject to availability and at the discretion of the Nominated Supervisor.

### **Step 6: Waiting List**

Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list. When completing waiting list details families will be advised of the Priority of Access Guidelines.

- Waiting lists will be refreshed annually by email. A request for updating family details and contact numbers will be sent to each family on the waiting list. If the service does not receive an updated reply by email and the form is not returned to the service, families will be removed from the list, as it is presumed the family is no longer requiring care

#### **Attendance and enrolment records**

- Accurate attendance records will be kept, which:
  - ✓ Records the full name of each child attending the service
  - ✓ Records the date and time each child arrives and departs
  - ✓ Is signed on the child's arrival and departure by either:
    - The person who delivers or collects the child
    - The Nominated Supervisor or an educator (Regulation 158); and
  - ✓ Meet the requirements of the Child Care Management System (CCMS)
- An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

#### **Child's attendance once enrolled**

- The service's responsibility for the child begins when placed in the staff's care by parent or guardian, or when they arrive from school for the afternoon session. If a child is to be absent on a day they are normally booked, the family must notify the service as soon as possible. The rules for Allowable Absences under CCMS will be followed in relation to all absences.
- If a child who is enrolled with the service, but is not on the Roll for a particular day, arrives at the service, the Nominated Supervisor, or other relevant staff member will be contacted immediately to see if the child has been booked in for the day.
- If a child has not been enrolled they must not be taken into care under any circumstances. In this case, please contact the school and/or child's parents (if possible) immediately.

#### **Cancellation of enrolment**

- Cancellation of an enrolment may be initiated in two different situations:
  - ✓ A parent advises the service that no further care needs to be provided
  - ✓ The service identifies that care is no longer required or being provided  
(*CCMS Ending Enrolments*)
- The family must give two weeks' notice if they wish to cancel a child's enrolment; failure to do so will mean that the fees will be charged for the two-week period. Refunds may be granted under exceptional circumstances after discussion with the Nominated Supervisor.

- CCMS guidelines will be followed once an enrolment is cancelled.
- Confidentiality and storage of records**
- Enrolment information will be kept in strict confidence according to the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period of time specified in the Regulations (Regulations 158, 159, 160, 183).
- Orientation**
- Families who are enrolling their child for the first time will be sent the Parent Handbook and the key policies for families prior to the child's first day at the service. Families should read this handbook so that their child is prepared for their first day at the service and to give them time to complete all relevant forms.
  - Parents should advise educators when they are greeted that it is their child's first day at the service and the educator will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the Centre.
  - Educators will introduce the child to other children and engage them in an activity. The educator will remain with the child until they are settled and comfortable in the new environment. Educators will carefully monitor the child whilst in the service to ensure they are settling in.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
158, 159, 160, 161, 162, 168, 177, 183.	6.1, 7.3.	<ul style="list-style-type: none"> <li>- Service Enrolment form</li> <li>- Family Handbook</li> <li>- Fee Policy</li> <li>- Confidentiality Policy</li> <li>- Delivery and Collection of Children Policy</li> <li>- Acceptance &amp; Refusal of Authorisations Policy</li> <li>- Governance &amp; Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Network <i>Record Keeping</i> Factsheet</li> <li>- Child Care Service Handbook (DEEWR)</li> <li>- A New Tax System (Family Assistance) Act 1999</li> <li>- CCMS</li> </ul>

## **11. MAC Menu – WE STRIVE TO BE NUT FREE AT THE CENTRE**

### **Breakfast**

Breakfast is served between 7.00 am and 7.45 am. Children can choose from the following:

- Weetbix or Rice Bubbles and milk
- They are also welcome to bring their own breakfast foods, however we are unable to make toast as our kitchen facilities are limited.

### **Afternoon Tea**

Children will be provided with a nutritious afternoon tea, which will foster good eating habits and will take into account cultural considerations, children with food allergies and it follows the Australian dietary guidelines for children.

Some examples of what is offered are:

- Each afternoon a fruit and vegetable platter is served
- Water is available at all times

Below is a list of some of the menu items. A weekly menu is on the wall in the parent's section and on the fridge.

- Noodles
- Sandwich Wraps – children can choose ham, cheese, lettuce, cucumber etc.
- Sao crackers topped with cheese, jam, and vegemite.
- Hot dogs (healthy version)
- Rice cakes with cheese, vegemite, jam, honey, butter, plain
- Rice crackers with salsa, cheese, carrots
- Pasta and sauce
- Yoghurt and fruit
- Wraps
- Rice, Tuna and corn
- Fried Rice
- **Marton Activity Centre encourages healthy eating habits. Parents are requested not to send chips, chocolates, lollies etc. These items will be returned to their bags and sent home.**
- **FRUIT DONATIONS ARE WELCOMED AS WE LIKE THE CHILDREN TO BE ABLE TO ALWAYS HAVE ACCESS TO FRUIT**

## 12. Centre Rules

As set by the staff and children

### Outdoor Rules:

**\*\* We keep our hands and feet to ourselves. (Just like what happens at school)**

1. We put our sports equipment back in the **BLUE** bin when we are finished with it.
2. We don't go past the **ORANGE** cones when outside.
3. We don't climb Trees.
4. We need to respect our environment.
5. If a ball goes out of bounds, then we need to ask MAC staff if we can go and get it.
6. We don't throw rock or sticks.
7. We respect our MAC equipment.
8. We need to respect our MAC staff.
9. We don't go through the big **GREEN** doors, but we can use the Glass Doors.
10. We need to ask MAC staff when we can go to the toilet.

### Indoor Rules

1. We keep our hands and feet to ourselves.
2. We listen to others when they are talking.
3. We are nice to all of our MAC friends.
4. We don't run inside, but we can run outside.
5. We pack away our games and toys when we are finished with them.
6. We don't yell inside- we use our inside voices.
7. We only get 10 minutes on the Wii, x-Box and iPads.
8. We respect all of our MAC toys.
9. We respect all our MAC staff.
10. When we leave in the morning, we must pack away all of our toys/equipment and wait for our name to be called before we can leave.
11. We need to ask our MAC staff if we can go to the toilet or leave the room for any reason.

**\*\*Marton Public School Rules also apply throughout the day**



## 13. Homework

Children can complete their homework at MAC, but due to space limitations, we can't guarantee a quiet area for them.

We have set out the following guidelines:

- The centre staff will encourage children to do their homework however the onus is on the child.
- Students are to provide their own homework book / sheets.
- The centre staff are unable to tutor any student at the Centre as they are there to assist only. Should a student not understand a specific part of their homework, all endeavours will be made to help but, it will be recommended that they complete it at home?

## 14. Reminders for Children and Parents

1. **If your child brings their own toys to MAC, we cannot take responsibility for them if they get lost or broken.**
2. **Please have all of your clothing named so that we can return it to your child.**
3. **Remember to bring your hat to MAC**
4. **Remember to go to the toilet and wash your hands before we have afternoon tea.**
5. **Parents please remember to sign your child in or out.**
6. **Remember to notify the centre if your child will be absent from MAC. The school does not tell us when your child is absent. If we have to telephone you, because your child is absent from MAC and you have not notified us, there will be a phone charge of \$15.00**



**We welcome you and your child/children to the Marton Activity Centre family.**

*"We don't stop playing because we grow old; we grow old because we stop playing."*

*George Bernard Shaw*