



HILLSIDE
CHRISTIAN COLLEGE



OUT OF SCHOOL HOURS CARE (OSHC) PARENT HANDBOOK

2020

PROVIDING CHRISTIAN EDUCATION
SINCE 1977

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INTRODUCTION

This 2019 HillSide *Out of School Hours Care* (OSHC) Parent Handbook is a general overview of OSHC operations, policy and information. Parents should use this Handbook for basic information. More detailed information can be found through accessing specific OSHC policies. Parents are encouraged to access emails, the Xplor App. or portal, the College's OSHC webpage and hard copy mail outs. These communications provide relevant and timely information.

SECTION ONE - VISION & MISSION

HillSide's underlying principles are well known. The College was established in 1977, and its core values and beliefs remain in place.

VISION

To positively transform lives, in our school, in Jesus' name.

This Vision applies to all sub-organisations within the College, including the OSHC.

Our vision is threefold:

Transformation – to bring abundant life in Jesus' name for every student and family in our care. *Romans 12:2: "Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."*

Education – effectively educating and supporting the students and families in our care, by applying successful professional, educational, and spiritual frameworks.

Proverbs 22:6: "Train up a child in the way he should go, and when he is older he will not depart from it."

Strong Foundation – to lay the foundation for a successful life in the gospel, work, and relationships. We want to see our students as respectful citizens, and eager contributors in the context of a diverse modern world.

Isaiah 54:13: "All your children will be taught by the LORD, and great will be their peace."

MISSION

Micah 6:8: "He has shown you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."

HillSide's purpose is to provide high quality, affordable Christian education for K-12 students in the local community and providing opportunity for families to learn in a peaceful, Christ-centred environment, where there is meaning and security.

HillSide's OSHC is a sanctuary where the Holy Spirit is able to minister to all members of the school community. Our central focus is to educate students who will be able to demonstrate and enjoy respect. This respect will be threefold: respect for God; respect for others; respect for self.

Our students demonstrate good manners and are courteous and compassionate towards all people. They are courageous in their decision making, those decisions may not always be popular, but will be righteous. They are more confident and caring as a result of being active contributors within, and outside of, the HillSide community.

Our students have an understanding of fairness, justice and wisdom, to know right from wrong.

Our College promotes and equips students to become effective life-long learners, with strong resilience, flexibility, and problem-solving ability.

THE BELIEFS AND VALUES WE HOLD

HillSide holds the following Biblical principles as beliefs and values:

- God is our Creator and sustains His creation by His power. The world did not evolve in a random way, or by chance, and thus the world has meaning and purpose;
- God created man and woman in His own image. Each person has equal value and significance despite age, race, wealth, ability, disability and gender. Marriage is between a man and woman;
- The world was made perfect, although sin entered the world through Adam and Eve's rebellion, and this sin corrupted the world and introduced suffering, death and imperfection;
- A person is saved by God's grace through faith in Jesus Christ, God's only Son, who existed from eternity, and who was born of the Virgin Mary, died for our sins, was raised from the dead, and sits at the right hand of the Father, and will return to receive His people and to judge the living and the dead;
- It is the work of the Holy Spirit to regenerate those who believe, creating in them the Fruits of His Spirit, endowing them with the spiritual gifts, and empowering them to serve God and their fellow man;
- God has called those whom He loves to be His people, to live lives worthy of their calling in love and unity with each other. The Christian OSHC should be an expression of Godly worship, and should be characterised by love and mercy, justice, obedience, and worship of God that is expressed in humble service to one another;
- God gave to people the responsibility to have dominion over the world. Each person has a responsibility to care for God's creation and His creatures, and the privilege of enjoying His good creation. We should thus value beauty and creativity and reflect these values in our classrooms;
- God has revealed His will to people through the Bible, His authoritative and inerrant guide to how we should live a life of love and service to God and our neighbours;
- Each person has incredible worth and gifts that should be given the opportunity to develop in order to allow them to achieve their potential.

SECTION TWO - ORGANISATIONAL STRUCTURE

Overview of HillSide

HillSide Christian College was formerly Forrestfield Christian School. The College was established in 1977 with the intention of supporting families associated with the Forrestfield Community Church (now HillSide Church), and reflects similar values to those of the founding families and Church. The opinion of many parents at the time was that their values and ethics were not being reflected sufficiently by the state education system, therefore an independent Christian College in a single classroom was commenced.

By the mid-1980s, the College had grown to about 150 children and operated adjacent to the Church. At this time, the Church had grown rapidly, so the leadership of the College decided to relocate the College to its existing site with a view of expanding enrolment and services.

Over the years, the College has extended its invitation to children to join as long as they and their family affiliate with the ethos and direction of the College. The College, however, reserves the right to enrol only those families it deems able to uphold and sign the *Parent Declaration* at enrolment. Parents and students must also actively maintain satisfactory enrolment conditions.

While the College has strong support and oversight from the HillSide Church, its governance is provided by the College Board, delegated by the Association, and is independent of the Church in general operations. Management of the College lies under the control of the Principal. The OSHC service also lies under this authority.

In 2019, the essential principles enunciated in 1977 are still being promoted. These principles include:

- To ensure that each child, and family, comes to a saving knowledge of Jesus Christ, and becomes a more effective Christian witness;
- An emphasis on the individuality of the students and development of confidence and God-given talents;
- To promote self-discipline by training students to be consistent, appreciative, responsible and thorough in attitude, character and actions;
- To assist each student in seeking an individual purpose for life's service and necessary preparation for eternity, through emphasis on Biblical relevance;
- To help each child to learn how to live to honour the Lord by meeting their daily responsibilities;
- To produce academic excellence and a high standard of conduct at all times by all students.

HillSide's OSHC originally began in 2012 and was transferred to Camp Australia in 2015. The service was then re-transferred back to HillSide in 2019. The OSHC provides care for students from Kindergarten to Year 7.

It is important to note that the future of the College is not based on its past alone, but is also a representation of its future vision

HILLSIDE CHRISTIAN COLLEGE

HillSide Christian College Incorporated

ASSOCIATION

HillSide Church Eldership

Chairman – Senior Pastor Kerry Pearce



COLLEGE BOARD

Chairman – Mr. Devon Wynne

Treasurer

Secretary

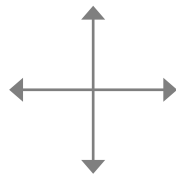
Committees



PRINCIPAL

Mr. Stephen Lamont

Deputy Principal (Primary)
Mrs. Rebecca Marr



Deputy Principal (Secondary)
Mr. Kim Turton

TEACHING/NON-TEACHING STAFF/OSHC STAFF



PARENTS & FRIENDS ASSOCIATION

STUDENTS & PARENTS

HILLSIDE OSHC MANAGEMENT STRUCTURE

PRINCIPAL

Mr. Stephen Lamont



NOMINATED SUPERVISOR

Miss Zendre Beneke



OTHER EDUCATORS AND ASSISTANTS

SECTION THREE – COLLEGE DETAILS AT A GLANCE

Name of College:	HillSide Christian College Incorporated
Address:	336 Hawtin Road, Forrestfield, WA 6058
Telephone:	9453 2644
College email:	admin@hillside.wa.edu.au
Website:	www.hillside.wa.edu.au
Denomination:	Evangelical Christian, non-denominational (owned by HillSide Church)
Affiliations:	HillSide Church Association of Independent Schools of Western Australia (AISWA) Christian Schools Australia (CSA)

OSHC Contact Details:

Name of Service:	HillSide Christian College OSHC
Service Number:	SE-00012698
Educator:	Zendre Beneke
Direct Telephone:	(08) 6143 1945
OSHC email:	oshc@hillside.wa.edu.au
OSHC Website:	https://www.hillside.wa.edu.au/parents/before-after-school-care/

OSHC Term Dates 2020:

Start Term One:	Monday 3 rd February
End Term One:	Thursday 9 th April
Start Term Two:	Wednesday 29 th April
End Term Two:	Friday 3 rd July
Start Term Three:	Tuesday 21 st July

End Term Three: Friday 25th September
Start Term Four: Tuesday 13th October
End Term Four: Wednesday 9th December

Public Holidays 2020:

Australia Day	Monday 27 th January (in holiday period)
Labour Day:	Monday 2 nd March
Good Friday:	Friday 10 th April (school holidays begin)
Easter Monday:	Monday 13 th April (in holiday period)
Anzac Day:	Monday 27 th April
Western Australia Day:	Monday 1 st June
Queen's Birthday	Monday 28 th September (in holiday period)

Pupil Free Days (Professional Learning):

During the year, students do not attend some specific days so that College staff can undertake planning and professional learning. These days are usually at the start of term.

The Pupil Free Days 2020 are (Vacation Care operates on these days, see information below):

Term 1	Tuesday 28 th January - Friday 31 st January, 2020
Term 2	Tuesday 28 th April, 2020
Term 3	Monday 20 th July, 2020 (CSA Conference for staff)
Term 4	Monday 12 th October, 2020

Vacation Care:

Vacation Care operates in addition to the OSHC. This is a service over the holiday periods. It is based on having sufficient enrolments to operate the service. The OSHC will operate Vacation Care over the following periods in addition to normal school term OSHC services:

Vacation Care 1:	Monday 20 th January, 2020 – Friday 31 st January, 2020 (two weeks)
Vacation Care 2:	Tuesday 14 th April – 24 th April, 2020 + Tuesday 28 th April, 2020 (PD Day)
Vacation Care 3:	Monday 6 th July, 2020 – 17 th July, 2020 + Monday 20 th July, 2020 (PD Day)
Vacation Care 4:	Tuesday 29 th September, 2020 – 9 th October, 2020 + Monday 12 th October, 2020 (PD Day)
Vacation Care 5:	Thursday 10 th December, 2020 – Friday 18 th December, 2020

Vacation Care Times: 7.30 a.m. – 5.30 p.m.

Vacation Care closes for four weeks over Christmas. It re-opens on Monday 18th January, 2021

OSHC Hours of Operation:

HillSide's OSHC Service operates during the following operational hours:

	Start	Finish
Before school care	7.00 a.m.	9.00 a.m.
After school care	3.00 p.m.	6:00 p.m.

Parents dropping their child off at the Before School Service should not do so before 7 a.m. Students will be released to their classrooms after this session concludes.

For the After School Service, please ensure that your child is collected prior to 6 p.m., due to staffing requirements. Late fees will apply to parents who collect their children after this time. If you are unavoidably running late, and unable to collect your child at the agreed time, you must telephone the Educator to advise them of your expected time of arrival. A late fee of \$2.00 per minute late will be charged after 6 p.m. If no one can be contacted and your child has not been collected 30 minutes after the centre's normal closing time, Crisis Care will be contacted, and asked to take responsibility of your child.

HillSide's OSHC operates 39 weeks of the year, mirroring the College's Term Planners. Vacation Care's times and dates are explained separately in this document.

Enrolment:

Intending applicants are expected to apply for enrolment into HillSide Christian College before applying for HillSide's OSHC. All College families are able to apply for the OSHC service. The OSHC is for school-aged students only. Enrolment is not a right, and parents/students must ensure that they fully support the HillSide philosophy and ethos before being accepted.

Christian practice and undertakings:

Students enrolled in the OSHC will all be students enrolled at HillSide Christian College, unless the Principal grants special enrolment. Therefore all enrolled students are enrolled on the basis that they have signed the College's PARENT DECLARATION, which parents undertake at school enrolment. This will apply in addition to the normal OSHC enrolment process. That is, the pre-signed commitments to the College's Christian intent, ethos and practice will also apply to the OSHC, as these undertakings apply to all spheres of College life.

How to enrol in OSHC

The first stage for enrolment of families is to request OSHC enrolment through the online **Xplor portal**. Once the online enrolment request is completed, the parent/s will be contacted via email to confirm. Parent Xplor portal login details will be confirmed after the online enrolment form is completed. The link is provided below:

https://prodadmin.myxplor.com/enrollment_v2/centre/p6GyLXe71ur2rHNQfXKhQg

OSHC Fees Overview

Fees are charged as either REGULAR or CASUAL. The following table shows the fees for both REGULAR and CASUAL bookings.

SESSION	REGULAR	CASUAL
Before school care	\$20	\$25
After school care	\$25	\$30

OSHC fees are charged per session. Before school care and after school sessions are charged and itemised separately.

Please note LATE FEES, when a child is collected after 6 p.m., will be charged at \$2 per minute, per child. For example, if Mrs. Jones, whose two children were booked into after school care, arrived at 6.05 p.m. to collect them, would be charged an additional fee of \$20. That is, 5 minutes X 2 children X \$2 per minute = \$20. This late fee would be added to Mrs. Jones' normal fees for the session.

Note: Child Care Subsidy (CCS) is not paid on penalty rates.

HillSide's OSHC provides effective and efficient accounting. Families need to pay their OSHC fees on time in order for the service to operate. Fees are payable fortnightly either in person at the College's Front Office, or using BPAY or Direct Deposit.

Once an Account reaches \$300, or if payment is overdue by 14 days, bookings will be suspended until the account is paid in full.

If families have a query with their account they can raise their issues with the OSHC office either by phone, in person or email.

OSHC REGULAR versus CASUAL Categories

A REGULAR BOOKING is defined as an ongoing booking for a minimum of ONE TERM. At least one week's notice is required to avoid cancellation charges.

A CASUAL BOOKING is defined as a booking that is NOT permanent and is booked on a week-to-week, day-to-day basis. Any casual cancellations will be charged at the full fee.

REGULAR	CASUAL
Ongoing booking	Last minute bookings
One term's booking minimum	Not booked at the start of term as a regular booking
One week's notice to avoid cancellation charges	Less than 10 regular booked sessions per term
10 sessions minimum per term (at least regularly one session per week)	All cancellations of casual bookings will still be charged at full rates unless 48 hours notice has been given in writing to the OSHC.

Parents can change sessions (not reduce) with 48 hours notice if there is booking space available	
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Payment of OSHC Fees:

Families will receive a fortnightly invoice by email (to the email address provided on the enrolment form). The College can accept payments as cash, credit card or EFTPOS at the front office. Parents may also pay fees via direct EFT transfer. Families paying in this manner should add the FAMILY NAME to the narration. The EFT details are set out below:

EFT INTO COLLEGE BANK ACCOUNT:

Payments may be made by EFT from your bank account into the College account. It is essential to put your 'Family Code (Name)' (seen on Family Fee Statement) in the payment reference section.

School fees and charges account: (Family Code required as reference)

Bank: Westpac
Acc Name: HillSide Christian College
BSB: 036065
Bank Account: 422874
Branch: Kalamunda

BPAY and Direct Debit options are also available. Xplor has direct debit forms details under the "Accounts" section. Hard copy direct debit forms are also available through the front office.

Overdue Payment of Account Fees and Procedures:

Families are encouraged to discuss any difficulties that they may have in paying fees with the Principal, who will discuss and may be able to make suitable arrangements for payment of fees. However, this service is a fee paying service, and it mandatory that all fees are paid in a timely manner.

Confidentiality:

All records will be kept confidential and stored appropriately. Financial information regarding families' accounts will be available upon request.

The OSHC observes the privacy and confidentiality of individuals by ensuring that all records and information about all children, families, educators and management are kept securely. These are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the OSHC, or have a legal right to access the information.

Government Childcare Assistance:

The Australian Government provides assistance to eligible families to reduce the out-of-pocket costs of child care. There are different types of financial assistance to help with the cost of placing children in child care. The main payments families may be eligible for are:

- Child Care Benefit
- Child Care Rebate
- Jobs, Education and Training Child Care fee assistance
- Grandparent Child Care Benefit
- Special Child Care Benefit.

More information is available on

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Child Care Benefit (CCB) and Child Care Rebate (CCR) can be applied to your account. We need to be provided with individual customer reference numbers from the eligible parent/caregiver and child/ren. Families need to apply to Centrelink for Customer Reference Numbers (CRN). Centrelink applies fee reduction directly into the families account. Any queries with CCB or CCR require the family to contact Centrelink direct.

Bookings and Cancellations:

Bookings are requested online through the **Xplor Care App.**, and are then confirmed with an email to the parent. Each parent is also able to access the **Xplor portal**. Each family is expected to make bookings, in advance for the OSHC sessions required. Information must include dates, times and the names of children who will attend, to ensure that the service is prepared with resources, training and staffing to meet the children's needs. The programme and Educator rosters are based on bookings and so the service will charge fees for booked care that is not used.

Set up for the **Xplor Care App.** can be found at:

<https://support.ourxplor.com/hc/en-us/articles/360000485907-Mobile-Bookings>

Bookings are essential to ensure that for any given session there is a list of children booked for care so that educators can accurately check attendances and efficiently follow up any booked children who do not arrive.

Parents pay for a place at the OSHC, therefore payment is required whether their child attends on a day allocated to them or not. This fee schedule includes payment for sick days, holidays, pupil free days and all public holidays. Please note that fees are not payable when the centre is closed over the Christmas/New Year period.

If you wish to withdraw your child from the centre permanently you are required to provide two weeks' written notice, or you will be liable to pay the full fee in lieu of this notice. If you wish to reduce the amount of days booked at the OSHC, you are also asked to provide one week's written notice for REGULAR bookings. Casual days are available for clients outside of their normal bookings, however they incur an additional fee and are only available if the centre has vacancies. Once an additional casual booking has been confirmed 48 hours written notice is required to change or cancel this booking. Please note that Child Care Rebate (CCR) is not payable for any absences at the beginning or end of care (even if you have given the correct two weeks' written notice in advance). This is called "Cessation of Care" and is a requirement of Centrelink.

Fees are charged for full sessions regardless of whether a child attends the total time. There is no reduced or portional fee if a child attend only part of the session.

OVERVIEW OF OTHER OSHC POLICIES (A-Z):

Accidents

The highest possible supervision of students is a priority at HillSide's OSHC. However, should an accident occur, the OSHC staff will render first aid support and make a decision about the immediate response to provide care. Should a serious accident occur parents are contacted immediately after first aid care and support has been rendered. In the event of a serious accident, where the parent/s are uncontactable, the OSHC staff will act in accordance and obtain any medical assistance necessary, including calling an ambulance. All medical costs will be the responsibility of the parent in this case.

Bicycles:

Bicycles can be housed at the OSHC, but children under 10 years have an immature sense of judging distance, therefore it may not always be safe for them to ride alone. It is recommended that parents ride with children under the age of 10. If a child is riding a bicycle to, or from, the OSHC, their parent/guardian needs to provide a written note to the effect that the child has permission to ride to and/or from the service.

Boundaries:

Students are not permitted to leave the College grounds during the OSHC sessions without written advice from parents/carers, nor without explicit Principal's permission. Students are not permitted to leave the appointed OSHC area without the Coordinator's permission or without permission.

Canteen:

Lunches are available from the College canteen. Children using the morning OSHC service may attend the canteen with OSHC supervision to lodge a lunch order before school. However, parents are encouraged to use the canteen's online ordering system. The link to this can be found on the College's canteen web page. A healthy and interesting menu is provided at a low cost. Students may order directly from the canteen, paying with cash, or alternatively online ordering may be undertaken. Please note: online ordering attracts a surcharge.

The canteen can be contacted at: canteen@hillside.wa.edu.au.

Child Protection

The OSHC Child Protection Policy and practices are identical to the College's Child Protection Policy and practices. In summary, the OSHC ensures that any incidents of suspected child abuse will be reported as outlined in the Education and Care Services National Law Act 2012 and the Department of Education Non-government School Standards. If a registered teacher is the Qualified Educator, or Nominated Supervisor, there is also a requirement for them to report any cases of suspected sexual abuse to the Department of Child Protection under Mandatory Reporting Laws.

The overriding principle of the OSHC's Child Protection policy is the safeguarding of all children and families from child abuse. HillSide proactively trains staff and implements practices and policy that provide the highest levels of care for children.

College Board:

HillSide Christian College is governed by a Board, as delegated by the Association under terms of the College's Constitution. Mr Devon Wynne is the current Board Chairman. The Board establishes the strategic directions of the College, and approves policy. It provides the governance arrangements for the College. The Board can be contacted regarding governance matters at board@hillside.wa.edu.au.

Communication:

When a child is enrolled into the OSHC, the parent will receive an email with login details for the Xplor software. Xplor allows parents to manage their child's sessions and communicate with the OSHC. There is an **Xplor App.** and **Xplor. Portal.** There is fee information, session availability, bookings, and general family information for parents' convenience.

Xplor may be accessed in two ways.

Firstly through a web-based portal. Upon receiving login credentials including a username and password, a parent may log into Xplor at the following web address:
<https://web.myxplor.com>

Secondly, there is the **Xplor Care App.** This provides an App. which can be used to manage a child's enrolment. Parents can download the Xplor Care on both Android and Apple. Simply search for "Xplor Care" in the relevant App. store and then install the App.

Complaints Resolution:

From time to time, parents/carers may have a complaint about something that has happened at the OSHC. In order to resolve the complaint and to facilitate a positive outcome for all those involved, the following steps should be followed, beginning at the lowest level of resolution. The following process can be found on the College's website along with contact details:

Step One: Speak to the OSHC Coordinator (the problem may be a simple misunderstanding).

Step Two: Speak or write to the Principal for more serious complaints, or to resolve a disagreement or issue.

Step Three: Write to the Board Chairman (Board members may discuss the issue with College personnel and/or the complainant to bring about a resolution, or the matter may come before a Board meeting).

Furthermore, complaint resolution meetings may be a useful mediation strategy employed to address a matter at any point in the management process.

In general, resolving complaints at the lowest level possible is the most desirable outcome, and it is expected that all participants in complaint resolution enter into the process in good faith and with the benefit of the student(s), the OSHC and the College, as a priority. It is important that

parents understand their obligations under the Parent Declaration signed at enrolment, as this forms the philosophical and contractual basis on which relationships between the College and parents occurs. The overriding principle is procedural fairness, and a resolution to the issue.

Contact Times:

The Centre Supervisor and educators can be contacted directly on the OSHC phone 6143 1945 between the OSHC's hours of operation. Please refer to the contact details at the front of this handbook. If contact is needed outside operational hours, please leave a message on the College phone 9453 264 or use the Xplor App. or portal to communicate the situation. The OSHC supervisor will respond to your enquiry as soon as practical. Alternatively, you can choose to email your query to the OSHC's supervisor at oshc@hillside.wa.edu.au

The College's front office can also be contacted if the OSHC is not operational. The office will be able to assist with general enquiries, or in urgent situations. The College can be contacted from Monday to Friday between the hours of 8 a.m. and 4 p.m. on 9453 2644 during school terms, as advertised on the College's Term Planner. Any messages left will be passed on to the relevant OSHC staff at the soonest possible convenience.

Emergency and Evacuation:

Students are advised about evacuation procedure by maps, and instructions that are displayed at the exit of each room in the College.

Evacuation and emergency practices at the College are held once per semester, and are signalled by a lengthy sounding of the bell/whistle, and a broadcast being given over the phone system. When a threat is made to a College building, primary students and OSHC are required to assemble under the supervision of their current teacher in an area on the *College oval (Muster Point)*, while Secondary should assemble at the *College Library*. In the case of fire, the central Muster Point for all students and staff will be the *College Library*. Attendance registers are taken by teachers to ensure that all students are present.

Events:

These are published term by term in the Term Planners. The events can also be viewed on the College website and are available on the College's ***Skoolbag*** App. and the College's ***Facebook*** page. The OSHC ***Xplor. App.*** and portal also provide dates and event details.

Excursions and Incursions:

The OSHC rarely undertakes excursions or incursions. However, should any be undertaken, these will be communicated on a case-by-case basis and involve parental permission. Vacation Care is likely to undertake excursions or incursions and these will be itemised and communicated. The OSHC excursion policy shall be identical to the College's *Excursions Policy*.

Healthy Food:

The OSHC provides a breakfast for those enrolled in the Before School session. This typically involves toast, cereal, fruit and refreshments. The After School Session provides an afternoon snack such as Muesli Bar, fruit or biscuits.

Parents are encouraged to supply healthy and nutritious food for their children if provided. Staying away from supplying children with confectionery, pastries, savoury snacks like chips, cakes, and high sugar content fillings, are ways in which parents can reinforce a strong nutritional message. Parents are asked not to supply too much food to children, as it is often time consuming and a waste.

Homework:

Homework is expected from all students to different extents. The OSHC staff will assist and programme for homework assistance for students attending the service. While staff will assist, please be aware that the OSHC is not responsible for homework completion, or monitoring the process. This is a student and parent responsibility, which the OSHC will support in context, and when resources are available.

Lock Down:

If a situation emerges that is uncertain or dangerous for students, *Lock Down* will be implemented where students are locked in their classrooms until the situation is deemed to be safe. Information alerting staff members to this requirement will be given over the telephone broadcast facility. *Lock Down* practices at the College and OSHC are held once per year. The OSHC *Lock Down, Critical Incidents and Evacuation Policies* shall be identical to the College's policies.

Medical Issues:

If a student has an ongoing illness or medical condition, parents are responsible for informing the College through the completion of a *Medical Form* (available from the OSHC, or through Xplor.) if there is any medication required. A medical practitioner can indicate the nature of the illness and treatment that is required. Any changes to that information is the responsibility of the parents.

If a student has a short-term illness, the OSHC must be informed, and a staff member will administer the medication that may be required. A form will need to be completed.

If a student has a condition that requires a management plan because the illness can be of a serious or chronic nature, then parents, and the OSHC, will work together to develop the plan and it will be displayed in the staff room with copies given to personnel as required. Students are not allowed to self-administer medication unless the circumstances are approved by the College Principal (OSHC Supervisor).

Medication will be kept in a locked store cupboard in the OSHC.

Students who are sick are sent to the office with a Medical Form. A decision is then made to send the child home. A child with a head injury will usually be sent home. When parents and emergency contacts cannot be contacted, the OSHC Nominated Supervisor, or their delegate, may take the child to a doctor or hospital.

Parent Inquiries:

Parents/carers are welcome to make inquiries of the OSHC at any time in order to clarify or communicate with staff. An appointment should be made so that staff members can be available to see you. Please call (08) 6143 1945.

Personal Presentation:

OSHC students need to wear the HillSide Christian College uniform and associated dress requirements as summarised below:

Length of boys' hair: the College expects male students to have well maintained, short haircut (short back and sides). Tails, hair past the collar, Mohawks, "rat's tail", colours (including streaks) are not allowed. No writing or markings made into hair. No shorter than No. 2. cut. Boys need to be clean shaven (if facial hair is present).

Girls' hair: long hair must be tied back with "scrunchies", or plain hair ties, that are school colours i.e.: gold or navy blue. No "prickle" cuts, or unusual stylings are permitted.

Jewellery: This is not allowed apart from one earring in each ear for girls (sleepers or studs – not large hoops) and a chain with a cross for boys and girls (worn at their own risk). Earrings in boys are not allowed, and no other piercings are permitted in boys or girls other than what has been described above.

If you have any concerns over aspects of your child's presentation, please contact the College **before** you do anything that will affect your child's appearance at school.

Policies:

Each family and staff member has access to all OSHC and College policy documents. Parents are also obliged to observe all OSHC and College policies as part of their enrolment pledge. Specific policies are available to parents upon request, and parent policy editions are made available during the year. Key policies will also be published on Xplor.

Signing In and Out

Parents are required to sign their child into and out-of the OSHC service for each session attended. This is performed on the hard copy register located in the OSHC room. It is expected that this will eventually be replaced with an iPad login. Assistance with operating the iPad App. will be provided by OSHC staff.

Sun Protection:

HillSide is a sun smart school. This includes the OSHC. There is a strict “No Hat, No Play” policy. Suncream is also self-applied by students under the OSHC staff’s supervision. It is important that all students and families are aware that this type of behavioural training, where the highest level of sun care is practised, is necessary. Suncream is provided by the OSHC, but parents can also pack their own suncream, particularly for older students.

Updating Enrolment:

At the end of first semester, students and families may be requested to have their enrolment details updated to ensure that current addresses, telephone numbers, contact people, medical details, and other information is correct for our files. This can also be done via the Xplor App. and/or Portal, or by contacting the College administration 9453 2644 or by email to: admin@hillside.wa.edu.au.

Valuables at OSHC:

Mobile Phones and other technological devices are not allowed to be used during the day at school or at the OSHC. These must be handed into the OSHC Coordinator at the start of a session (for primary students), and collected at the end of the sessions. Misuse of mobile phones or devices will be dealt with as a disciplinary issue.

SECTION FOUR - STUDENT CARE

The OSHC centre employs the HillSide Christian College’s *Student Care* policy. This is represented below, represents the main strategies for behaviour management and pastoral care. Student care operates in a reactive (after the event), and proactive way (preventive strategies). The aims of our care of students are to:

1. Minimise student misbehaviour, especially bullying, by acting against specific incidents (reactively) and addressing the causes of the misbehaviour (proactively);
2. Create a culture of respect and care for one another where young people know what is appropriate behaviour;
3. Develop the leadership skills of students;
4. Honour God by obeying His Word and ethics.

Students react to discipline in different ways. The College wants resolutions to issues, so that negative behaviour is reduced. Therefore, discipline is practised on a case-by-case basis within the context of the Biblical model – *acknowledgement of error, showing repentance, seeking forgiveness, making restitution, and moving on with greater self-discipline and improved Christian character*. The College's *Behaviour Management Policy* is available to parents directly from the front office or online. The OSHC *Behaviour Management Policy* is the College's Behaviour Management Policy (Primary).

Reactive Student Care

Students behave according to College and OSHC rules that are clearly described at the beginning of the year, and are displayed in each room and other places. OSHC rules are based on common sense, and centre around respect for self and others.

The Qualified OSHC Educator/s administers the rules according to a common sense approach and based on an understanding of each student's needs and background. Students, who breach class rules, are given a number of opportunities to remedy the situation, and resume normal interaction within the class. The Nominated supervisor may issue a behaviour notification to parents/students, if rules have been transgressed, or if inappropriate behaviour is exhibited.

Students who continue to breach the rules may be referred to the Nominated Supervisor, and are counselled and may receive behaviour slips (in diary/email). If misbehaviour continues, further notification slips are issued that relate to more severe sanctions against the misbehaviour.

The accumulation of slips results in students receiving consequences, such as with periods of detention, and parents becoming more involved. The recording of the slips assists the educators to look for patterns of misbehaviour and to develop programmes to encourage the student to improve behaviour. OSHC suspension will be the result of ongoing misbehaviour. A second period may result in the student's OSHC enrolment being terminated. This is necessary in order to maintain the good order of the OSHC.

The Nominated Supervisor typically manages the student discipline process in primary section. Mr Lamont (Principal) will be involved at suspension level.

Proactive Student Care

The College attempts to develop the character of each student according to Biblical principles, so that misbehaviour is minimised and students want to support one another and the College.

Individual educators have their own reward processes such as Treasure Chests, stickers, prizes, and other incentives like end of term treats.

The OSHC works hard to foster strong relationships with students so that informal and formal counselling and mentorship can take place and a professional friendship is fostered.

The College Chaplains supports individual students to resolve their problems on a one-on-one or small group basis. Parents are welcome to request the intervention of the Chaplain. Chaplaincy is a confidential service, unless it is deemed by the family to be desirable, or required by law.

SECTION FIVE - COLLEGE PRIORITIES 2019-2021

The College *Strategic Plan 2019-2021* is available on the College website. This plan is the definitive Board document, which articulates HillSide's *Vision, Mission and Strategic Priorities*. The College undertakes to direct its core emphases to four key areas. These are:

- **Community:** a community built on Christ's teachings and love;
- **Future:** a sustainable future;
- **Excellence:** an excellent teaching and learning programme;
- **Balance:** healthy and well-balanced individuals.

The OSHC is in line with the overall Vision and Mission of HillSide Christian College.

SECTION SIX - COMMON ILLNESSES

In a close community like a College, communicable diseases will occur. Parents/carers are advised that *children who are sick should stay at home and not return until they have recovered*. We do not want to see the illness spread within the HillSide community.

The following notes describe some communicable diseases that may occur and the necessary responses:

- **Chicken Pox:** A common, acute, viral infection. Symptoms include fever, fatigue and a widespread rash with small blisters that rupture to form crusts. Children should be excluded from College for at least a week after the rash forms. Immunisation is available for children over twelve months of age.
- **Conjunctivitis:** A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and a discharge. Children should be excluded from College until the discharge from eyes has stopped or until three (3) days after the beginning of antibiotic treatment.
- **Diarrhoea:** A range of common infections of the intestines. Symptoms include fever, vomiting, diarrhoea and stomach pains. Exclude from College until well and after the diarrhoea has ceased.
- **Hand, foot and mouth disease:** A common, acute, viral infection. Symptoms include fever, blisters in the mouth and on hands and feet. This illness is no relation to the animal foot and mouth disease. Exclude until the blisters have formed crusts.
- **Head lice:** A common parasitic infestation of the scalp. Symptoms include the presence of nits (eggs) and scratching. Exclude until treatment has commenced.
- **Hepatitis A:** An acute, viral infection of the liver. Symptoms include malaise, stomach pain, loss of appetite, nausea, fever, jaundice, dark urine, pale faeces. Exclude until seven (7) days after onset of illness or jaundice.
- **Impetigo (School Sores):** A common, acute bacterial infection of the skin. Symptoms include itchy scabs. Exclude until one day after treatment commences. Lesions on the skin should be covered with a water-proof dressing.
- **Measles:** A highly infectious, uncommon, acute viral infection. Symptoms include lethargy, cough, sore and swollen eyes and nasal passages, fever, and rash. Exclude until well and for at least four (4) days after the onset of the rash.
- **Mumps:** An uncommon, acute, viral infection. Symptoms include painful, swollen salivary glands, fever, headache. Exclude until well and for at least nine (9) days after onset of symptoms.
- **Ringworm:** A common fungal infection of the skin that usually affects the scalp, skin, fingers,

toes, feet. Exclude until the day after treatment has commenced.

- Scabies: An uncommon, acute, parasitic infection of the skin, caused by a mite which burrows beneath the surface of the skin. Symptoms include intense itching between the fingers or on the wrists, elbows, armpits, buttocks, etc. Exclude until the day after treatment has commenced.
- Warts: A viral skin infection. Various types of wart infect different areas of the body, including the genital area, hands, knees and feet. Do not exclude children with warts.

Parents of children who are taking medication are required to complete an advice form (Xplor) with the details of the condition, the medication, nature of administration, and possible side effects. The information forms are available from the office.

SECTION EIGHT - CONCLUSION

This booklet is not an exhaustive introduction to HillSide Christian College's OSHC, and you may have further questions about the OSHC and its operations.

It is important that there be regular communication between parents, and the OSHC. You are invited to contact the OSHC. Appointments are available by phoning (08) 6143 1945 (OSHC hours) or 9453 2644 (College hours).

Please keep us up-to-date about changes to your child's enrolment details via Xplor, with details such as contact numbers, medical conditions, and emergency contact people. Similarly, please inform us of any changes in your child's living circumstances in case these changes can affect your child's behaviour and well-being.

The OSHC wants to bring out the best in your child, and to do this within a Christian context. We also want to work in partnership with each family to deliver a quality Christian education. Most of all, we want your child to have a bright future, and know the love of Jesus in their life.

Regards,



Mr Stephen Lamont
Principal
B.A., M.Ed.

January, 2020

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