



School Holiday Program Policy

Policy Number	002	Version	04
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Responsible Person	Centre Manager	Scheduled Review Date	May 2019

Introduction

The Mordialloc Community Centre aims to provide a Holiday activity program for young people aged between 5 and 12 years old

The activities aim to provide the young people with opportunities to socialise and develop knowledge and skills in a safe and supportive environment.

Policy

General Principles

Mordialloc Community Centre is committed to providing quality school holiday activities for primary school aged children. Our programs will run each school holiday period for a maximum of 10 days. Public holidays are excluded. Our program is NOT a care program and staff are not qualified childcare workers nor are the fees claimable under the legislative childcare rebate systems in the state of Victoria.

Responsibilities

Paid and volunteer staff provide quality care to the young people participating in the holiday program. The staff at the Mordialloc Community Centre promote mutual respect, acceptance of all people's rights and responsibilities and positive, healthy lifestyles.

Staff are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment.

The National Standards for Outside School Hours Care recommend 1 adult staff member to every 15 children of which the centre operates. For external activities the ratio will be 1 adult to 5 children where the activity involves using a train for transport and swimming activities and a ratio of 1 adult to 8 children for activities that include using a bus for transport or walking to an external activity.

This service complies with the Working with Children Check as required by the Commission for Children and Young People.

Hours of Operation

The Holiday Activity Program is conducted from 9.00am – 4.30pm unless otherwise stated on the program. The Mordialloc Community Centre will from time to time offer half day programmes these times will be specified on the program.

Parents are required to drop off and collect their children from inside the centre each day. Parents are also required to sign the attendance book sheet at both drop off and pick up times.

Children will not be allowed to leave the centre unaccompanied unless written permission from their parent / carer has been negotiated with the Program Coordinator.

Parents / Carers must notify the program coordinator if someone different will be collecting the child and this person may be required to show proof of identification before taking the child from the centre. All persons collecting children must be listed on the enrolment form.

Parents / Carers have the responsibility to ensure that the centre is provided with a copy of all current court orders in relation to the child and that any changes to these orders are notified to the coordinator of the program as soon as they occur.

Responsibility for the young person only begins once they have entered the centre

Fee Structure / Cancellation Policy

Fees for the Holiday Program are charged on a daily, half day or session basis if advertised in the program. Fees are calculated on the type of activities which are being conducted and therefore vary each time the program is conducted.

All fees must be paid in advance of the day of participation unless alternative arrangements have been made with the Centre Manager.

Fees are non - refundable but can at the managers discretion be refunded if a person is listed as waiting on a waiting list and this person agrees to fill the position.

Parents are asked to notify the Centre in advance if the young person will not be attending

Accidents and First Aid:

There is a first aid trained person on the premises at all times that the centre is open. First aid kits are maintained according to Work Cover requirements.

All injuries and illness must be assessed by a qualified first aid officer to determine whether medical treatment is required. If medical treatment is required the Holiday Program Coordinator will be responsible for ensuring that suitable arrangements are made for transport to a doctor or hospital. It must be noted that;

- A parent or emergency contact must be notified immediately
- All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital

- Where injury or illness involves chemicals, information regarding the chemical must accompany the injured or ill child to the hospital or doctor

Every care is taken and without delay to ensure the safety and well-being of the child.

For a detailed procedure please see the Mordialloc Community Centre Occupational and Health Policy

Medications

Parents must list on the enrolment form any medical conditions, allergies or disabilities their child has and any medication that they are required to have whilst under the care of the centre staff. Staff will not be responsible for administering medication unless authorised to do so by the parent or guardian. In this case an “authorisation to administer medication” form must be completed by the parent and signed by the Holiday Program Coordinator. Only the Holiday program Coordinator on the day will be authorised to administer medication. If the child is able to administer their own medications the centre’s role is normally limited to providing safe storage and refrigeration if required. All medications must signed in and out on the day.

Staff will not administer painkillers of any sort to the children attending the centre.

Doors and Outdoor Spaces

Staff will ensure that doors in all areas of the centre are locked and carefully monitored to ensure that children do not leave the centre without a staff member or parent.

When using the outdoor spaces staff will ensure that all children are present and accounted for before returning to the centre building.

Children will be advised of the boundaries in which they are to remain and staff will ensure that these boundaries are monitored at all times

Children with Special Needs

Mordialloc Community Centre has a commitment to Social Inclusion. We seek to remove barriers to participation in the programs and activities that we administer. All effort will be made to ensure that we can adequately cater for children with special needs. Parents need to understand that in a case where adequate care is not able to be provided that the child may be excluded from the program.

Parents must complete a” Special Needs Child Profile” for children with Special needs and this profile is to be handed into the centre at the time of registration. Parents need to make an appointment to discuss the profile with the program coordinator before the start of the program.

Mordialloc Community Centre will endeavour to provide a one on one carer to those participants whom we feel require one. This will be determined in consultation with the parent, program coordinator and the Centre manager. If the Mordialloc Community Centre is unable to provide an

appropriate carer for the child then it will be the responsibility of the parent to provide such carer if they wish for their child to take part in the program.

Discipline Policy and Procedures

The staff at Mordialloc Community Centre (paid and volunteer) provides supervision during all activities and enforces a strict set of rules around the following issues;

- Bullying and violent Behaviour (see the centre's bullying policy)
- Disruptive behaviour
- Participation in activities
- Treatment of equipment owned by the centre and other participants

Procedures:

- Basic Rules and clear guidelines of acceptable behaviour will be established through consultation with Staff and children.
- Rules will encourage respect for the rights of others and help create a caring environment based on safety, order and cleanliness.
- All rules will be clearly expressed in a positive way and reinforced consistently.
- Staff, parents and children will be made aware of all rules.
- Rules will be displayed and explained to children unable to read.
- Children will have consequences for broken rules.
- All consequences shall be relevant to the individual situation and not demeaning to the child.
- Staff will only use time out for a maximum of 5 minutes, where children will be encouraged to sit and think, whilst observing other children behaving appropriately.
- Positive behaviour models will be encouraged and role modelled by staff.
- Children will be given opportunities that enable them to be responsible for their own behaviour through the development of problem solving skills.
- Children will be encouraged to seek support when necessary.
- Staff and volunteers will have training and support in positive approaches to behaviour management.
- Staff and parents will raise concerns as they arise and discuss ways of working together to assist children to make changes in inappropriate behaviour.

At all times the Children will:

- Accept and value every child and adult regardless of race, cultural background, religion, sex or ability.
- Treat each other with respect, courtesy and understanding.
- Be encouraged to maintain positive communications and relationships between staff and children.
- Ensure that appropriate language is used at all times
- Settle their differences in a peaceful manner, using communication to resolve matters rather than violence.

- Develop an understanding that behaviour results from choice made by the individual and all behaviour has consequences.

At all the times the parents will:

- Work with the staff to maintain positive communications and relationships between the staff, children and other adults.
- Not use any forms of corporal punishment or inappropriate language whilst in the Mordialloc Community Centre.
- Role model acceptable behaviour towards staff, other parents and children.
- Arrange to meet with Mordialloc Community Centre staff to develop a behaviour management plan if unacceptable behaviour persists.

At all times the staff will:

- Accept and value every child and adult regardless of race, cultural background, religion, sex or ability.
- Treat each other with respect, courtesy and understanding.
- Be encouraged to maintain positive communications and relationships between staff and children.
- Ensure that appropriate language is used at all times.
- When communicating with the children staff will ensure that they are understood and communicate at the child's level in a friendly and courteous manner.
- Shouting and raising of the voice should be avoided at all times.
- Never threaten or verbally abuse children at any time.
- Avoid any inappropriate physical contact with the children including innocent hugging or embracing.
- Encourage children to take responsibility for their actions by ensuring that expectations relating to the child's behaviour are explicit and clear and consequences are consistently applied.
- Act as a role model for acceptable behaviour.
- Encourage and reward acceptable behaviour.
- Focus on the behaviour and not the child.
- Give praise and positive feedback as often as possible.
- Never single out children or make them feel inadequate at any time

Exclusion for Unacceptable behaviour

- Should unacceptable behaviour continue and the suggested strategies are not working then staff should inform the Centre Manager.
- Where, in the interest of the child and other children at the centre, exclusion is seen as the only step to be taken this will be decided by the centre management in consultation with the parents of the child.

Authorisation:	Centre Manager	Approval
	Rebecca Harvison	Richard Newton