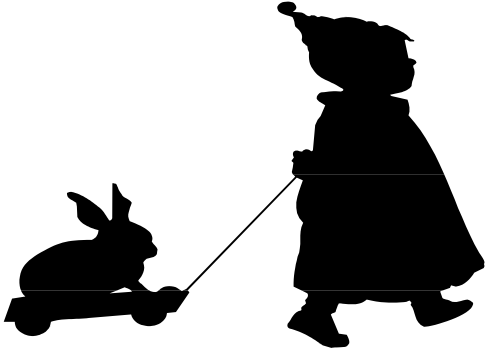


DSTO EDINBURGH KIDS HUB

VACATION CARE PROGRAM

- FOR ALL ENQUIRIES -
CONTACT STAFF CLUB ON 8259-5649



The DSTO Vacation Care Program operates during all school holidays and cares for children aged 5-14 years. The program is run in building 14M&W and you can leave your children between the hours of 8.00 am and 5.30pm.

ENQUIRIES about the program can be made to the Staff Club office - Phone 8259 5649 Fax 8259 7241
e-Mail – desc@dsto.defence.gov.au
Bldg 205L (Atrium North) Tues-Friday
between 10.00am and 1.00pm

ENROLMENT FEES are \$23.00 per day per child for Full Staff Club Members and \$25.00 per day per child for Defence Non Members
Refundable only on the production of a medical certificate.

Fees must be paid prior to commencement of program or enrolment can be cancelled.

***** **SHOULD ANY ACTION ARISE** *****

WHERE IT IS NECESSARY TO RELOCATE CHILDREN ATTENDING THE VACATION CARE PROGRAM TO ANOTHER LOCATION, ENROLMENT IN THIS PROGRAM AUTOMATICALLY GIVES PERMISSION FOR THIS TO TAKE PLACE

OUR AIM IS TO PROVIDE YOUR CHILDREN WITH A CARING, COMFORTABLE & HAPPY ENVIRONMENT WITH LOTS OF ACTIVITIES THAT ARE BOTH ENTERTAINING AND EDUCATIONAL - ALWAYS KEEPING IN MIND THAT THEY ARE ON SCHOOL HOLIDAYS

PLEASE NOTE - ALL PEANUT PRODUCTS ARE BANNED FROM THIS PROGRAM

ARRIVAL/DEPARTURE

- Parents must bring their children to a carer on arrival.
- All children must be signed in when arriving and signed out when departing.
- Your children will only be released into the care of persons nominated on the enrolment form.
- Please notify a carer if other than the nominated person is to collect your children.
- If circumstances change, carers must be notified prior to children being collected.
- Person collecting children other than nominated person **MUST HAVE** photographic ID.

All children must be collected by 5.30 pm or a \$30.00/child late fee will apply.

REFUNDS: A refund of the enrolment fee will only be given on the production of a medical certificate for that day. Please notify carers and Staff Club of any change in enrolment.



FOOD - Children are required to bring lunch, morning and afternoon snacks and drinks. Refrigerated storage is available.

ALL PEANUT PRODUCTS ARE BANNED FROM VACATION CARE PROGRAMS

ACCIDENT-ALLERGIES - MEDICATION

In the event of an accident, appropriate emergency action will be taken by carers. Every effort will be made to contact the parent immediately.

Should any Medication need to be administered a Plan, outlining this treatment, is required. The Plan will be signed and duly authorised by A Doctor. This written plan will accompany any enrolment document. This plan and any required medication must be handed to the carers upon arrival

EXCURSIONS – See each program for times. Please check with carers and keep your eye on the notice board.

Permission forms need to be signed by parent/guardian.

CLOTHING - Please ensure your child is dressed in appropriate clothing for the day - this might be for active/messy play. It is the parent's responsibility to provide a painting smock, sun hat and 15+ sun screen or rain-wear as the season requires. Please ensure your child is wearing appropriate footwear for all activities e.g. climbing, walking. **NO THONGS!**

REMEMBER - NO HAT = NO OUTDOORS!

STAFFING - The program is staffed according to DECS qualified carer recommendations.

BEHAVIOUR POLICY: All children are expected to behave in a manner acceptable to the carers. In the case of a continually disruptive child, carers will discuss the situation with the parent/s of the child. Carers reserve the right to terminate the enrolment if negative behaviour persists after all reasonable measures have been taken to involve the child positively, or if the safety and security of the other children is threatened. 6 Step Policy will be followed:

1. Warning
2. Thinking time away from group (5 mins)
3. Thinking Time away from group (10 mins)
4. Sent to a different room, **DSTO contacted. Parent/s asked to speak to child** and warned of consequences should bad behaviour continue.
5. Sit in office till asked to return, **DSTO contacted. Parents asked to collect their child for the rest of the day – warned of consequences should behaviour continue.**
6. Contact DSTO. Parents informed if child goes thru 5 steps twice more, future enrolment of child will not be accepted in program.
- 7.

Extreme, unacceptable behaviour can result in immediate removal of child from program.

Behaviour Management Policy

Guidelines

We believe children have the right to feel good about them selves whilst respecting others and the environment.

- We will provide an environment that respects children as individuals in a safe and nurturing setting.

- We are aware of the behaviour management practices of other cultures and acknowledge these positively.

Therefore we will:

- ensure that all staff are consistent and constructive with their approach to behaviour management.
- support children and encourage them to verbalise their feelings to others.
- ensure that reasonable limits are set by staff in relation to acceptable behaviour.
- praise and encourage acceptable behaviour while redirecting inappropriate behaviour.
- encourage children to take responsibility for their actions.
- ensure ‘thinking time’ will be used as a last resort.
- ensure corporal punishment is not used. **Instant dismissal for anyone using corporal punishment.**
- encourage open and positive communication by being an active listener, communicator and role model.
- work hand in hand with parents to set up guidelines and strategies in behaviour management.

Behaviour Guidance Policy

Staff will provide each child with guidance which helps the child acquire a positive self concept. Behavioural management used by each care giver will at all times be constructive, positive and suited to the age of the child.

The following rules and standards apply to this Program -

1. To encourage acceptable behaviour staff will -

- Model appropriate behaviour suitable to the child’s age and understanding.
- Arrange the environment to enhance the learning of behaviours that are acceptable.
- Use descriptive encouragement where appropriate behaviour is occurring e.g. “ I know how much you enjoy playing with those blocks and it was really nice to let have a turn”.

2. When unacceptable behaviour is about to occur or is occurring the staff will use -

- **Re-direction:** substitute a positive activity for a negative one.
- **Distraction:** change the focus of the activity or the behaviour.
- **Active listening:** to determine the underlying cause of the behaviour.

"Thinking time" is only used when less intrusive methods have been tried and the behaviour of the child is dangerous to themselves or others. In the event that “ Thinking Time” is used, the child will remain in sight and hearing of the staff and will be encouraged to discuss possible solutions with staff members by being given options and by being able to make suitable (appropriate) choices/

This Program relies on the belief that parents and staff must work together to deal with persistent behavioural issues such as biting, or other unusual or dangerous aggression to self or others. If a child appears to be unusually stressed, anxious or otherwise motivated to engage in negative behaviour, parents will be consulted.

Please Note:

We have a range of books and videos to help manage most difficulties parents might come across. Please see Management for more information.

