



**IPSWICH JUNIOR  
GRAMMAR SCHOOL**  
— & —  
IPSWICH GIRLS' GRAMMAR SCHOOL

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## **OUT OF SCHOOL HOURS CARE**

### **Before and After School Care & Vacation Care**

### **PARENT INFORMATION 2019**



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# Term Dates for 2019 (not confirmed)

## **Term 1: 29 January - 5 April - (10 weeks)**

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Monday 28 January: Australia Day Holiday

Tuesday 29 January: Term 1 Commences

Friday 5 April: Term 1 ends

Friday 19 April: Good Friday  
Monday 22 April: Easter Monday

## **Term 2: 16 April - 22 June - (9 weeks)**

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Tuesday 23 April: All students commence

Wednesday 25 April: ANZAC Day (holiday)

Monday 6 May: Labour Day (holiday)

Friday 17 May: Ipswich Show Day (holiday)

Friday 21 June: Term 2 ends

## **Term 3: 15 July - 20 September - (10 weeks)**

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Monday 15 July: Term 3 commences

Wednesday 14 August: Brisbane Exhibition (holiday)

Friday 20 September: Term 3 ends

## **Term 4: 8 October - 29 November**

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Monday 7 October: Queens Birthday (holiday)

Tuesday 8 October: Term 4 commences

Monday 14 October: Student Free Day

Friday 29 November: Term 4 ends

**Vacation Care -2/12/18 to 21/12/19 and reopen on 6/1/20 to 24/1/20**

## Introduction

Welcome to Ipswich Junior Grammar School (IJGS) Outside School Hours Care (OSHC). At IJGS OSHC our aim is to provide a secure and happy environment where children can develop their social, emotional, physical and artistic skills to become competent and confident individuals; and for you, the parent/guardian, to feel safe in the knowledge that your child is receiving the best possible care.

We believe the best way to work with you and your child is by building a partnership of care. To achieve this goal, we want you to:

- Feel welcomed, recognised, acknowledged and respected by all our staff.
- Receive current information which may require your feedback.
- Be involved in decision making about your child's experiences.
- Know that your child is happy, secure and engaged.

Our Centre is a not for profit organisation conducted by the Ipswich Girls' Grammar School. As a parent, you are encouraged to participate in the management of the Centre. IJGS OSHC is licensed under the National Quality Framework - Australian Children's Education and Care Quality Authority (ACECQA) and as such is required to comply with their regulations. ACECQA requirements relate to child care activities, experiences and programs, numbers of staff members to children and staff member qualifications. Parents are welcome to contact the Ipswich Office on 3280 1681 for further information.

Our OSHC Centre operates from air-conditioned rooms in the John Hancock Centre located in the lower level of the gymnasium. The Centre provides care to children primarily while their parents are working. Care may be provided before and after school hours, during the day on designated pupil-free days, during vacations or any combination of these.

A new dynamic program is co-ordinated each term by qualified child care professionals. Activities make the most of seasonal climates and the School's excellent facilities including a first-class gymnasium, ovals, kitchens, courts, and inside and outside play areas includes our own Rainforest area. Activities such as swimming, art and craft, sports, indoor games, gardening, educational and recreational excursions, and theme days form the basis of the activities. A dedicated quiet space is available for children to complete homework or to just chill out.

Opportunities for partnerships with parents are developed as we strive to provide an ideal environment for student learning and personal growth.



## **Acknowledgement of the Land**

We acknowledge the traditional custodians of the land where Ipswich Girls Grammar School now stands. We pay respect to their elders - past, present and emerging and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within the community.

## **Philosophy, Values and Goals**

### **Philosophy Statement**

This written philosophy provides the foundation under which the Service operates. This philosophy reflects the principles, *National Law Act and the Framework for School Age Care*. This underpins the decisions, policies and daily practices of the approved provider, nominated supervisor, educators and staff members and assists in planning, implementing and evaluating quality experiences for children. It reflects a shared understanding of the role of the Ipswich Junior Grammar Outside School Hours Care service, with children, families and the community and the agreed values and principles of the school, approved provider, advisory committee, educators, children and families.

Ipswich Junior Grammar Outside School Hours Care service (OSHC) policies, procedures and practices are guided by our philosophy. Our philosophy, which is monitored and reviewed annually, is a shared vision involving all stakeholders.

### **The Families**

The centre acknowledges/believes that family is central to a child's development, behavioural experiences, environments and security. Open communication between families and staff contribute to establishing a stable and consistent environment for the children.

The centre has an open-door policy that allows parents to enter the centre any time they wish during the day. We believe this is essential since we aim for children and parents to trust that our centre is an environment in which they feel safe. By building these partnerships, families are reassured that their child is cared for in an environment that values and respects them as an individual.

Educators support and scaffold children's learning by providing meaningful experiences that involve their interests and culture. Through role modelling, guidance and positive reinforcement, educators are able to promote a child's independence and build their self-confidence. Presenting an inviting, inclusive and engaging environment to children ensures that educators are contributing to their sense of wellbeing. We strongly advocate for all children, no matter what their additional needs may be, to be included in the environment and activities in order to have the best chance to thrive.

### **The Community**

The centre endeavours to support children's health and wellbeing by connecting with people, services and agencies within the community.

The centre recognises/believes/values -

- the importance of children being aware of the wider community
- children having the right to have their individual and cultural identity recognised and respected
- Australia's Aboriginal and Torres Strait Islander and all other cultures as a core part of the nation's history, past, present and future

We aim to build relationships with families and community members by inviting them to share skills, knowledge, experiences, culture or resources with the

children attending the centre. This not only allows children to gain a greater understanding of the community in which they live, but also a greater understanding of being part of society.

### **The Educators**

The centre recognises each of our educators as individuals with diverse abilities, interests, skills, knowledge and experiences.

Educators -

- provide quality of care
- act professionally, respectfully; maintain confidentiality at all times with all stakeholders concerned
- collaborate to achieve common goals
- take an active, all-inclusive role in the decision-making process
- make informed professional judgments regarding children's learning using reflective practices and drawing on a variety of educational perspectives and theories
- offer structured and unstructured learning
- act as positive role models
- respect our sensitive multicultural diversity
- create a welcoming, friendly and safe environment for children and parents
- provide an aesthetically pleasing and supportive physical environment

Ipswich Junior Grammar School OSHC is committed to providing high quality care and education. We promote active community participation and develop in authentic partnerships with the children and their families. Our centre encourages positive input, suggestions and contributions which will improve our professional practice.

### **Goals**

Ipswich Junior Grammar School Outside School Hours Care has a number of goals on which our service is based. These goals are based on the outcomes for children as outlined in the 'My Time, Our Place' Framework for School Age Care.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and Regulations 2011
- National Quality Standards
- 'My Time, Our Place' Framework for School Age Care

Our goals are to encourage children to:

Have a strong sense of identity - the service aims to teach children to demonstrate a capacity for self-regulation, negotiating and sharing behaviours by motivating and encouraging children to succeed when they are faced with challenges.

Be connected with and contribute to their world - the service demonstrates awareness of connections, similarities and differences between people and how to react in positive ways by encouraging children to listen to others and to respect diverse perspectives. The service aims for children to become socially responsible and to show respect for the environment.

Have a strong sense of wellbeing - the service aims to teach children to show self-regulation and manage their emotions in ways that reflect the feeling and needs of others by showing care, understanding and respect for all children.

Be confident and involved learners - the service aims to teach children to use reflective thinking to consider why things happen and what can be learnt from these experiences by encouraging children to communicate and make visible their ideas. The service endeavours to collaborate with children, discuss theories and model reasoning to predict and reflect on processes and language.

The service encourages children to make connections between learning experiences in different settings in order to achieve more meaningful learning.

Be effective communicators - the service aims to teach children to convey and construct messages with purpose and confidence, including conflict resolution and following directions by modeling language and encouraging children to express themselves through language in a range of contexts and for a range of purposes including leading and following directions. The service aims for children to exchange ideas, thoughts, questions and feelings and to use a range of tools, such as music, dance and drama to connect with others and express themselves to extend their learning.

## Contact Details and Staff

### Contact Details

Download the Ipswich Grammar & Junior Grammar School App.

Telephone: 07 3454 4575

Mobile: 0414 891 199

Email: [OSHAdmin@juniorgrammar.com.au](mailto:OSHAdmin@juniorgrammar.com.au)

### Hours of Operation

Monday to Friday during school terms

Before School Care: 6:30am to 8:30am

After School Care: 2.30pm to 6:15pm

Monday to Friday during school holidays

Vacation Care Program: 6:30am to 6:00pm

Pupil Free Days: 6:30am to 6:15pm (Note: This program depends on the minimum number of 15 children requiring care and is available to all primary school students)

### *Please note:*

Children cannot be signed in before 6:30am.

**During term time, the OSHC Co-ordinator cannot be contacted directly between 9:30am and 1:30pm. Please leave a message on the mobile phone or email.**

**Alternatively, you can leave a message at the Junior School Reception by telephoning 3454 4547**

## Staff 2019

| Position                                  | Staff Member        | Qualifications   |
|---|---------------------|--|
| OSHC Coordinator                          | Tricia McNally      | Advanced Diploma of children's services  |
| OSHC Assist. Coordinator<br>Lead Educator | Chiara Gant         | Diploma of children's services   |
| OSHC Assistant                            | Bridget Cumming     | Studying Bachelor of Secondary Education - 4 <sup>th</sup> year                        |
| OSHC Assistant                            | Suzanne Wilson      | Associate Bachelor of Social Science and Cert IV Workplace Training                    |
| OSHC Assistant                            | Gai Campbell        | Certificate III of Children's services   |
| OSHC Assistant                            | Louise Bunyan       | Certificate III of Children's services   |
| OSHC Assistant                            | Jessica Deas        | Certificate III of Children's services   |
| OSHC Assistant                            | Gabrielle Ticehurst | Bachelor of Nursing<br>1 <sup>st</sup> yr- equivalent to Cert. III Children's Services |
| OSHC Assistant- relief                    | Lisa Michel         | Studying Bachelor of Primary Education - 4 <sup>th</sup> year                          |

The OSHC Co-ordinator is responsible for its day-to-day operations and developing and implementing programs. The Head of Junior School, and the IGGS Business Manager, are the Senior Managers of the OSHC.

Experienced and suitably qualified educators are employed with ratios adhered to in accordance with licensing requirements. All educators have their Senior First Aid Certificates, working with children checks completed and attend quarterly staff meetings. Our educators are regularly involved and encouraged to attend further professional development and training. Photographs and qualifications of OSHC educators are displayed on the OSHC notice board.

## Information

All our policies and procedures are available for parents to view anytime on request & on our website. We would appreciate feedback.

### Places

Our OSHC is licensed by the Department of Education & Care Services National Law to provide care for a maximum of 90 students per day. To ensure your child/children have places for school days and holidays, **you must make a permanent booking**. Casual bookings are available on a week to week basis when there are vacancies by contacting OSHC staff via phone, email or in person.

### Programming

The programs are displayed in the OSHC rooms so that parents can:

- know what activities their children are undertaking.
- know where the children will be throughout the day/afternoon.
- be prepared for excursion and materials costs where appropriate.
- be aware of the range and suitability of activities.

### Court Orders

Parents must notify the Coordinator if there are any Court Orders affecting residency of their children and a copy is required for the Centre. Without a Court Order we cannot stop a parent collecting your child.

### **Arrival and Departure**

For safety and security reasons ALL children must be signed in on arrival and signed out on departure by a parent or designated guardian. All authorised persons are required have their own personal login and should not use logins from family members or friends. The times must be noted. No child will be allowed to leave our Centre with a person who is not listed on the enrolment form, unless prior arrangements are made with Management. The OSHC staff sign the children out of the Centre in the morning and into the Centre in the afternoon.

For children who participate in non-OSHC activities before or during their registered attendance at OSHC, parents must clearly state each child's expected arrival or departure time in writing. This information can be updated if and when the child's activities change, e.g. seasonal sports training. Please enquire about a permission form available from the coordinator.

OSHC staff members will collect children from after school activities within the school grounds at parents request.

### **Parent Involvement**

This is vital to ensure maintenance of a quality service. Your contribution of ideas, experiences and skills are welcomed and greatly valued. Parents are welcome to visit or call the Centre at any time. If you have any talents or hobbies or an interesting occupation, we welcome and encourage you to share them with the children.

If you have any concerns, please see the Management. We have a grievance policy and procedure if you would like to formally raise any concerns.

### **Parent Grievance Policy**

A parent grievance is any type of problem, concern or complaint related to care or the care environment for the child/children.

Parents are encouraged to approach staff when they have a concern. Staff will seek to resolve the grievance immediately and mutually. In the event that staff are unable to further assist with a common outcome to satisfy both parties, they will then seek consultation with the Co-ordinator who will hear the grievance and if possible find a resolution. In the event that the Co-ordinator is unable to resolve the issue, depending on the issue, Head of Junior School/The Office of Early Childhood and Care will be consulted. Confidentiality of all parties will be preserved and only those people with a specific role in this procedure will be involved at each stage.



## Day to Day Operations of the Centre

### Those First Weeks

The introduction into Out of School Hours Care can be difficult for children and parents. Children's welfare and happiness are the priority for staff when welcoming new children to the centre and when assisting the family to settle into the centre environment. It is recognised that the needs of families will vary greatly in the orientation process with individual needs being met as best we can.

The following outlines some helpful hints for parents on settling their child into care:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for a visit/s before commencing care.
- If your child is unsettled, short visits with you will help your child to gain trust with an unfamiliar environment. These visits can be made on a day when your child is not booked to attend.
- Try to talk at home about OSHC. Mention the names of the staff and other children. Talk about the things the child will be able to do at OSHC that are fun and enjoyable.
- We will work with you and your child to assist them to settle in.

### Meals

Our OSHC Centre provides breakfast (cereal, fruit, toast, water, juice or milk/Milo) for Before School Care students arriving before 7:30am, afternoon tea for After School Care students, and daytime meals during Vacation Care. Breakfast is prepared in the OSHC Centre's kitchen and other meals are prepared in the School's kitchen and may be served in the boarders' dining room. The menus are co-ordinated by the School's Catering Manager, who is a qualified Nutritionist. During holiday programs and pupil free days' children will be provided with all their food and snacks for fun filled days. Water is always available to the children at any time of the day.

### After School Care

All snacks for afternoon tea will be provided by the Centre. There will be a seasonal variety of food that is both nutritious and delicious. Dietary requirements (e.g. celiac) will be catered for.

### Clothing

During term time children should be dressed in their full school uniforms. Children who are enrolled in extra sporting activities during the afternoon will be able to change into the appropriate clothes and shoes. Parents are advised to send their children to the Centre in comfortable, inexpensive, weather appropriate clothing during Vacation Care. A full brimmed wide hat is also recommended, however, caps will be accepted.

### Belongings

Please ensure all belongings are clearly labelled. Lost property will be displayed for children and parent collection. Unclaimed items will be donated to the needy. Parent co-operation in labelling clothing/items assists the Service in keeping your child's belongings together.

Staff cannot be responsible for ensuring the safety of precious personal items such as toys, games and MP3 players. If Children choose to bring along expensive possessions, they will be solely responsible for these if broken or lost. (within reason)

Children may bring mobile phones to contact parents; however, the phone will be the sole responsibility of the child. If parents need to, or want to contact the Centre, they can phone 0414 891 199. This mobile is our constant companion.

### **Bag Area**

We have an area for children to place their school bags. Girls are to place their belongings in the change rooms. Boys are provided with a bag rack in the wet area.

### **Parents**

We believe the best way to work with you and your child is by building a partnership of care. And to do this we need to be able to communicate.

### **Rules**

Rules specific to the OSHC Centre are established by the staff and students and these are displayed at the Centre.



## Communications

### What is the best way to communicate with you?

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child. We have many types of communication we use for families in the Centre just like you.

### Ways we will be communicating Centre events

- Face to face verbal interactions at arrival and departure times.
- Newsletters
- Notice boards where various messages and notices are displayed advertising current issues and upcoming events.
- Occasionally we will email parents with short surveys/parent input sheets to maintain up to date records and seek parent feedback on various topics.
- Policies will be regularly reviewed, and parents will be asked to have input into these.

### Communication and Staff

Staff will make efforts to communicate effectively with families. Staff will inform families promptly and sensitively of any out of the ordinary incidents affecting their child. All accidents/incidents will be recorded in writing and parents will be asked to sign the report when informed of the accident/incident. Please feel free at any time in person or by phone to discuss your child.

### Confidentiality and Discretion

Information received through written and spoken communication with families will be treated with discretion. At any time if you require a private discussion please let us know via email or phone conversation.



## Bookings, Fees & Payment

To register your children, you must complete an OSHC enrolment form (one per child). All families who wish to continue using OSHC for the following year will be asked to update their information on a current enrolment form if necessary. An annual administration fee of \$25 will be charged for each child using the Centre.

***IJGS OSHC welcomes children from other schools. Bookings taken outside of IJGS will be required to pay fees upfront prior to attendance to secure their place. Refunds will be paid when necessary.***

### Booking Terms and Conditions

***Routine bookings*** will be taken and accounted for each term time at the rate below. Charges are applicable regardless of cancellations or illness. Extra days may be booked on a day by day basis at the casual rate when required according to availability. Casual rates are listed in the table below.

***Casual bookings*** are bookings made on a day to day or week to week basis.

Casual Bookings will be charged if the Centre does not receive notification of cancellation by 9am on the booked day for an afternoon booking or 6pm the night before a morning booking.

| Bookings  | Before School | After School** | 2017 Vacation Care                            | 1/4/18 Vacation Care                          |
|-----------|---------------|----------------|---|---|
| Casual    | \$15          | \$25           | \$60 includes breakfast, lunch, M/Tea & A/Tea | \$65 includes breakfast, lunch, M/Tea & A/Tea |
| Permanent | \$13          | \$20           | \$55 includes breakfast, lunch, M/Tea & A/Tea | \$60 includes breakfast, lunch, M/Tea & A/Tea |

\*\* **Late Fees** will apply where children are picked up after 6:15pm close of service. A \$20 fee will be charged per child for every 15minutes or part thereof.

### IMPORTANT PARENT NOTICE - Vacation Care Only

Cancellation of bookings for vacation care must be made **4 days prior to the session starting** or a fee, equal to the fee for that session (including additional costs) will be charged. Cancellations emailed through on weekends, public holidays or during school closures will not be counted as part of the 4 days' notice.

e.g. cancellation of booked day Thursday - no fee will be charged if notice is given the previous Friday.

Choose bookings carefully, substituting of booked days will not be accepted unless it is within the above timeframe. i.e. cancelling and rebooking.

### Payment Method

Ipswich Girls' Grammar School has partnered with Debitsuccess to provide you with this service. Debitsuccess Pty Ltd is a fully compliant Direct Debit service.

Debitsuccess is an Australian Financial Services licensee and has a stringent set of compliance and quality assurance measures in place.

Payments will be collected weekly in arrears to keep in line with your Government Child Care Subsidy.

Please note, for those paying by Credit Card, "Debitsuccess" will appear on your statement. "Ipswich Girls' Grammar School" will appear on those paying from their bank accounts.

### **Booking Terms and Conditions as follows:**

To book your child/ren, you must register by first completing an OSHC Enrolment Form (one per child). Routine bookings will be taken and accounted for each term time.

Charges are applicable regardless of cancellation/ illness.

*An annual administration fee of \$25 will be charged for each child using the Centre.*

Authorised persons may cancel routine bookings if circumstances change. A two weeks' notice in advance of cancellation or changes is required. Changes may include the cancellation of selected routine day/days. Charges will apply if notice is not given. Extra day/s may be added at any time.

Parents who have After School Care will not be charged during school holidays, pupil free days or any school related activities e.g. school camp. No fees are charged for public holidays.

**Casual Bookings** -Legislation required IJGS OSHC to ensure children are cared for adhering to the appropriate educator to child ratio (1:15) therefore *casual bookings must be made at least 1 day prior to the day required*. Parents may be contacted to pick up children who are not booked in if ratios cannot be met.

**Late fees of \$20 per 15 minutes or part thereof apply for children picked up after 6.15pm.**

**Changes to bookings** or cancelled routine bookings will only be taken:

- from a parent/authorised person in person;
- in writing or by email [OSHCAdmin@juniorgrammar.com.au](mailto:OSHCAdmin@juniorgrammar.com.au)
- Cancelled routine bookings for before and/or after school care should be made directly to OSHC coordinator - [tmcinally@iggs.qld.edu.au](mailto:tmcinally@iggs.qld.edu.au)
- Casual bookings are bookings made on a day to day or week to week basis.
- Casual afternoon bookings will be charged if the Centre does not receive notification of cancellation by 8am on the booked day. Casual morning bookings will be charged if the Centre does not receive notification of cancellation by 6pm the day before the booking.

### **Holding Fees: School Holiday Care**

In addition to the above, Vacation Care and Pupil Free Day bookings will:

- Be completed on an appropriate booking form distributed with the program;
- Bookings will not be processed unless the booking form and appropriate permission slips have been filled out, signed and dated prior to the beginning of the session

### **Accounts**

It is the Centre's policy that all accounts are kept up to date. Any account three (3) weeks in arrears may have their care cancelled. The Coordinator/Accounts manager will attempt to contact the parent prior to cancelling care.

Most craft/cooking costs are absorbed within the daily fee, however, some Vacation Care activities incur an additional cost, for example: bus, train fares, movie tickets, or where an incursion is booked etc., these fees will be added to the family OSHC account. The costs are advised when the timetable for each Vacation Care period is distributed to families.

Accounts are issued weekly/fortnightly for the previous fortnight of care. Your account will be emailed or sent via post on request. Please see OSHC Coordinator or phone IGGS accounts department - Suzanne Mack ((34544416).

### **Non - payment of fees**

If payment is not made within 21 days, an overdue sticker will appear on your account. Parents will then have one week to make a payment before their booking is cancelled. If fees are outstanding for longer than 60 days, the account will be referred to the debt collector, unless there are special circumstances, which would be decided by management.

Outstanding accounts of parents no longer using the Centre will be referred to a debt collection agency after written and phone reminders of outstanding accounts have been issued.

**Children from other schools** who attend IJGS Vacation Care, BSC or ASC will be required to pay all fees prior to attending. The IJGS accounts department will provide a quotation which includes Child Care Subsidy and this will be paid in full prior to attendance.

### **Government Subsidies - Child Care Subsidy**

Child Care Subsidy is available to all families and it is the parent's responsibility to submit an application or contact the Family Assistance Office before commencing care. Child Care Subsidy cannot be claimed for families who do not have a current assessment; the parent will pay the full cost of care. Full fees will be payable once the assessment has lapsed.

Our service is an approved childcare provider:

Centre Link CCS Numbers for OSHC 555012135B and Vacation Care 555012219J.

For more information on applying for CCS:

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>



## Health and Safety at the Centre

The Centre provides a safe and healthy environment for children, staff and families to grow and develop in. As such we have a health, safety and hygiene policy regarding illnesses and medications.

We ask parents to be considerate of their child's and other children's health when deciding if they should attend the Centre. OSHC is highly demanding and staff/child ratios do not allow for individual nursing of an ill child.

### Food Allergies

We are an allergy aware Centre. Please ensure any allergies your child has are indicated on your enrolment form and inform staff of your child's allergy and management plan.

### Child Protection Policy

The school has an extensive Child Protection Policy: If you require further information on this policy please ask staff and refer to the IGGS policy and procedures online.

### Medication

Staff will be able to administer medication to children who are recovering from illness. A medication form must be completed and signed by parents before any medication will be given. All prescription medication must be prescribed for your child by a doctor. Medication must be in date and in its original packaging. The medication must be handed to a staff member to store in a secure area.

### Asthma and Anaphylaxis

The Centre aims to provide a safe environment for children who have asthma or anaphylaxis. All staff must have completed an Emergency Asthma and Anaphylaxis Management Course as per the requirements of the National Quality Framework.

### Sun Protection

Our Centre's policy is "hat on, play on". This policy will be enforced. During Vacation Care parents are asked to provide a named wide brim hat to wear during outside activities, a cap will be accepted in certain circumstances. The most suitable hat is one which shades the ears and neck.

### Accidents

In case of an accident or illness occurring at the Centre, staff will contact parents if deemed necessary. As a matter of extreme importance parents must ensure that the Centre has up to date emergency contact numbers. An accident report will be filled out, outlining the accident and signed by the educators who observed and administered first aid and the coordinator/certified supervisor; parent's signature will also be required.

### Emergency Drills

The Centre will hold an emergency evacuation drill 4 times per year. These drills will be advertised for parent convenience and are carried out in a well-organised and orderly manner.

### Feedback

We welcome all feedback regarding the safety of our Centre. If you see something that concerns you regarding safe work practises, the safety of building and equipment or general OHS, please contact staff/management immediately.

Landline: 3454 4570  
Email: [OSHCAdmin@juniorgrammar.com.au](mailto:OSHCAdmin@juniorgrammar.com.au)