****

St John’s Anglican College

and

St John’s Early Years ABCC

HANDBOOK 2018

Information to help families attending

MC900014096[1]

MC900014218[1]

MC900014223[1]

MC900014222[1]

MC900014223[1]

**TABLE OF CONTENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE INFORMATION…………………………………………………………………………….......................................... | | 3 | |
| WELCOME………………………………………………………………………………………………………………………………… | | 4 | |
| ENROLMENT…….……………………………………………………………………….………………………………………………. | | 4 | |
| Bookings………………………………………………………………………………………................................................. | | 4 | |
| Cancellations…………………………………………………………………………………………………………………………….. | | 5 | |
| Absence….…………………………………………………………………………………….............................................. | | 5 | |
| Hours of Operation……………………………………………………………………................................................ | | 5 | |
| Attendance………………………………………………………………………………………………………………………………. | | 6 | |
| Permanent Cancellation of Booking…………………………………………………………………………………………. | | 7 | |
| FEES………………………………………………………………………………………..……………………………………………….. | | 7 | |
| Daily Fees………………………………………………………………………………………............................................ | | 7 | |
| Vacation Care Fees…………………………………………………………………………………………………………………… | | 7 | |
| Administration Fees…………………………………..…………………………………………..................................... | | 7 | |
| Absence Fees…………………………………..………………………………………………………………………………………. | | 8 | |
| Late Fees…………………………………………..…………………………………….……………………………………………….. | | 8 | |
| Accounts……………………………………………………………………………….………………………………………………… | | 8 | |
| Payment of Fees…………………………………………………………………………................................... | | 8 | |
| Child Care Benefit / Rebate………………………………………………………………………………………….. | | 9 | |
| ABCC PROGRAM……….………………………………………………………………………………………………………………. | | 10 | |
| Educators: Child Ratio…………………………………………………………..……………………………………………………. | | 10 | |
| Age Grouping………….……………………………………………………………………………………………………………….. | | 10 | |
| Program and Evaluation………………………….………………………….………………………………………………….... | | 10 | |
| Homework…………….………………………………………………………………………………………………………………… | | 11 | |
| Clubs and Activities………………………………………………………………………………………………………………….. | | 11 | |
| Vacation Care…………………….…………………………………………………………………………………………………… | | 11 | |
| Excursions and Incursions………………………..…………………………….……………………………………  Transport……………………………………………………………………………………………………………………… | | 12  12 | |
| Electronic Equipment…………………………………………………………………………………………………………………… | | 13 | |
| Toys and Games from Home and Mobile Phones……………………………………………………………………………. | | 13 | |
| Parent Participation…..………………………………………………………………………....................................... | | 13 | |
| Parent Information……….……………………………………………………………..………………………………………….. | | 13 | |
| PHILOSOPHY……………………………………………………………………………………………………………………………..  St John’s Anglican College ABCC………..…………………………………………………………………………………..  St John’s Early Years ABCC…………………………………………………………………………………………………. | | 14  14  14 | |
| Educators………………………………………………………………………………………………………………………………… | | 15 | |
| Educational Leader ABCC………………………………………………………………………………………………………….. | | 15 | |
| Supervisor Certificates ABCC…………………………………………………………………………………………………….. | | 15 | |
|  | |  | |
| Nominated Supervisor ABCC………………………………………………………………………………………………………. | | 15 | |
| Approved Provider................... ……………………………………………………………………………....................... | | 15 | |
| TABLE OF CONTENTS (CONTINUED) | |  | |
| Approved Service............................................................................................................................ | | 15 | |
| Confidentiality………………………………………………………………………………………………………………………….. | | 15 | |
| Communication by families with ABCC………………………………………………………………………………………. | | 16 | |
| SAFETY……………………………………………………………………………………………...……………………………………….. | | 16 | |
| Arrangements for Delivery and Collection of Children…………………...……………...................…………… | | 16 | |
| Cancellations of bookings…………………………………………………………………………………………………………… | | 17 | |
| Late arrivals or departures………………………………………………………………………………………………………….. | | 17 | |
| Custody Arrangements..................................................................................................................... | | 18 | |
| Evacuation and Lock Down Procedures…………………………………...…………………………………………………. | | 18 | |
| Illness Injury Incident and Trauma................................……...................………………………………………… | | 18 | |
| Medication…………………………………………………………………….....…..…………………………………………………… | | 18 | |
| Exclusion……………………………………………………………………….....………………………………………………………… | | 19 | |
| Infectious Diseases……………………………………………………......…………………………………………………………… | | 20 | |
| Schedule……………………………………………………….....…………………… ……………………………………… | | 20 | |
| Sickness………………………………………………………………………......…………………………………………………………. | 22 | |
| Toileting Accidents………………………………………………………......…………………………………………………………. | 22 | |
| Sun Protection………………………………………………………......…………………………........................................ | 22 | |
| Lost Property…………………………………………………………......………………………………………………………………. | 22 | |
| Damage to Uniforms …………………………………………….......……………………………………………………………… | 22 | |
| NUTRITION……………………………………..………………….......…………............................................................ | 23 | |
| Term Time Afternoon Tea………………………………….......……………………………………………………………….. | 23 | |
| Term Time Breakfast…………………………………………………….......……………………………………………………………… | 23 | |
| Vacation Care Morning Tea………………………………………….......…………………………………………………………… | 23 | |
| Vacation Care Lunch………………………………………….......…………………………………………………………………… | 23 | |
| Vacation Care Afternoon Tea………………………………………….......…………………………………………………………… | 23 | |
| Food Preparation………………………………………………......…………………………………………………………………… | 24 | |
| Cooking……………………………………………………………….......…………………………………………………………………. | 24 | |
| POLICIES …………………………………..……………………….......……………………..…………………………………………… | 24 | |
| Policy and Procedure Document…………………….......………………………………………………………………………. | 24 | |
| Discipline and Behaviour Policy……………………….......……………………………………………………………………… | 24 | |
| Bullying……………………………………………….......………………………………………………………………………. | 25 | |
| Child Protection Policy…………………………….......……………………………………………………………………………… | 25 | |
| Diversity and Inclusion Policy............................................................................................................. | 25 | |
| Excursion Policy………………......……………………………………………………………………………………………….…. | 26 | |
| Food and Nutrition Policy………..…………………………………………………………………………………………………….. | 28 | |
| Medical Conditions Policy…………………………………………………………………………………………………………… | 29 | |
| Sun Safe Policy................................................................................................................................... | 30 | |
| Handling of Complaints and Grievance Policy……………………………………………………………………………….. | 31 | |
| Community Corner………………………………………………………………………………………………………………………… | 32 | |
| Frequently Asked Questions…………………………………………………………………………………………………………… | 34 | |

*Dear* *Parent,*

*This information has been prepared to give you an overview of some of the policies and procedures under which the ABCC service operates. Please take the time to read, any questions please ring the ABCC office for a fuller explanation of any part of this document.*

oOo

**SERVICE INFORMATION**

Name and Address: St John’s Anglican College

1 Alpine Place

Forest Lake 4078

Postal Address: PO Box 4078

Forest Lake 4078

ABCC Nominated Supervisor: Ms Nicole Fitzgerald

ABCC EY Nominated Supervisor: Mrs Sandra Hawken

Administration Assistant: Mrs Leanne Peters

Available: Tuesday and Thursday 8.00 am – 3.00 pm

Telephone: ABCC Office 07 3372 0800

Fax 07 3372 0833

ABCC Mobile 0408 981 097

EY Mobile 0438 719 623

Email: - abcc@sjac.qld.edu.au

College Website: - [www.stjohnsanglicancollege.com.au](http://www.stjohnsanglicancollege.com.au)

Approved Provider: FSAC Ltd. PR-00001192

Service Approval No.: SJEY SE-40000483

SJAC SE-00001683

|  |  |  |  |
| --- | --- | --- | --- |
| Operating Hours | **St John’s**  **Early Years - Kindy** | **St John’s**  **Early Years – Prep to Year 1** | **St John’s**  **School Age** |
| Term Time Before School Care | 6.45 am – 8.40 am | 6.45 am – 8.30 am | 6.45 am - 8.30 am |
| After School Care | 3.00 pm – 6.30 pm | 3.00 pm – 6.30 pm | 3.00 pm – 6.30 pm |
|  |  |  |  |
| Holidays Vacation Care | 6.45 am – 6.00 pm | 6.45 am – 6.00 pm | 6.45 am – 6.00 pm |
| Pupil Free Day | Not applicable | 6.45 am – 6.00 pm | 6.45 am – 6.00 pm |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vacation Care Period | **St John’s**  **Early Years - Kindy** | **St John’s**  **Early Years – Yr One** | | | **St John’s**  **School Age** |
| April 2018 | 3/4/18– 13/4/18 | 3/4/18– 16/4/18 | | | 3/4/18– 16/4/18 |
| June / July 2018 | 25/6/18– 13/7/18 | 25/6/18– 16/7/18 | | | 25/6/18– 16/7/18 |
| September 2018 | 24/9/18 – 5/10/18 | 24/9/18 – 5/10/18 | | | 24/9/18 – 5/10/18 |
| December 2018 | 3/12/18 – 19/12/18 | 3/12/18 – 19/12/18 | | | 3/12/18 – 19/12/18 |
| Christmas Closure | To be advised | | | | |
| January 2019 | Not available | | To be advised | To be advised | |

# WELCOME

Thank you for choosing ABCC a place filled with play and new experiences for your child in before, after school care and vacation care. Our educators will work with you to ensure that your child’s experience is positive and fun, including a wide variety of play and recreational activities encouraging children’s imagination, leisure and learning while facilitating the development of peer groups and relationships with others. Welcome to our ABCC family. We look forward to the future with your family.

# ENROLMENT

Enrolments into St John’s Anglican College ABCC will be for children attending St John’s Anglican College. Students attending other schools may attend but are subject to an enrolment interview prior to their attendance and the acceptance of all College and ABCC policies and procedures whilst at ABCC.

Enrolments into St John’s Early Years EY ABCC will be for children attending Little Saints Kindergarten and for children in Years Prep to Year 1 attending St John’s.

A new enrolment form must be completed each year for each child attending ABCC and EY ABCC. Details of this form should be kept current and updated as necessary. ABCC has a ‘Change of Details’ form available from the office, it needs to be completed at any time during the year should any information regarding your child’s enrolment details change.

The enrolment form is an important document that needs to be completed in full. Please take the time to complete it with all information requested. It is essential that you sign all sections of the enrolment form that require a parent/guardian signature. All incomplete forms will be returned and attendance may be delayed until the form is completed in full.

Records will be kept stating the child's name, time of arrival, time of departure and the name of the person with whom the child is arriving or departing. Parents are requested to advise the ABCC Office of any changes in family information as our computer records are independent of the College. All records will be kept secure to ensure confidentiality in line with the current Privacy Act.

Children in Prep – Year 1 will also be enrolled in St John’s Early Year ABCC. Preps will attend St John’s Early Years ABCC while Year 1 may attend dependant only on regulatory requirements. Preps and Year 1 will all attend ABCC during the January 2018 vacation period.

* **Bookings**

ABCC Service Approval is for a maximum of 150 children. Conditions of the Service Approval are: only children over preschool age including school children may attend.

EY ABCC Service Approval is for a maximum of 44 children. Conditions of the Service Approval are that the number of non Kindy children must exceed the number of Kindy children. Therefore, all Kindy children will be accepted providing that in a session the majority of the children will be from Prep to Year 1.

Bookings are essential; to ensure we have the legislated number of Educators available to safely supervise the children attending. To ensure your child arrives safety at ABCC or EY ABCC we require prior notice of their attendance. No booking would mean ABCC will be unaware of your child’s non-attendance should they fail to come to ABCC.

Regular bookings should be confirmed at the beginning of each year when completing an Enrolment form and at the commencement of each term when changes to circumstances, such as student participation in after school clubs or sports, may affect bookings. Changes to bookings must be made via email, phone (3372 0800/EY 3372 0851 or 0408 981 097/EY 0438 719 623), in person or using the form located near the sign in/out register. This form must be given to the ABCC staff.

Bookings will continue, from term to term, throughout the year, unless ABCC is officially notified. Failure to notify may see fees charged to your account until the booking is amended.

Casual bookings should be made via email, phone (3372 0800/EY 3372 0851 or 0408 981 097/EY 0438 719 623). Leave a message if the phone is unattended or in person with at least 48 hours’ notice to ensure staffing levels are appropriate. Bookings made after this time may see your child in Reception until they can be safety returned to ABCC. This will be a similar procedure to managing children attending ABCC when College activities have been cancelled. A non-booking fee may apply if booking is made after the notice requirement.

Bookings with less than 48 hours’ notice will be accepted in cases where an emergency arises. However, these children may need to be placed in Reception until correct staffing ratios can be arranged to cater for the unexpected extra children. We will do our best to accommodate your child as quickly as we can. No child will be turned away from ABCC during term time.

vacation care bookings – must be made on the booking form. This ensures a place for your child at ABCC.

We understand circumstances may change due to unforeseen circumstances and you may require care after Vacation care has commenced, this at times puts a strain on our ability to safely staff ABCC and care for your child. Every effort will be made to accommodate your child but educator ratios may at times restrict numbers and late bookings.

Bookings and payment need to be received by the Booking Date and Payment Date for each week as stated on the booking form.

**Late bookings will attract the casual rate fee for the first day.**

Changes to bookings for Vacation Care: -may only be made if received with 24 hours’ notice (email, phone (3372 0800/EY 3372 0851 or 0408 981 097/EY 0438 719 623, or in person), providing a **vacancy exists** and any activity charge will apply.

Except in the following circumstances:

* Medical condition (if more than one day a medical certificate is required)
* Unavoidable emergency situation
* Change to work rosters
* **Cancellations**

Families must notify ABCC, phoning (3372 0800 or 0408 981 097) – leaving a message if the phone is unattended, or via email on [abcc@sjac.qld.edu.au](mailto:abcc@sjac.qld.edu.au) that a child will not be attending a session, stating the reason i.e. sickness, or complete a booking change form. This should be as soon as is practicable. ABCC does not have direct access to the College absence line.

To ensure that our educators do not spend valuable time looking for your child please keep ABCC informed of your circumstances.

Continual failure to communicate with ABCC of your child’s non-attendance may see the cancellation of the booking.

Please do not use the College Absentee Line to cancel ABCC bookings.

Cancellation of Pre Booked Session with no resultant fee:

For a booking to be cancelled at no charge to the family, it must:

* Be received with 24 hours’ prior notice
* A child is absent due to illness and ABCC is notified – preferably before booked session.
* A child is absent due to an unavoidable emergency situation.

Cancellation of Pre Booked Session and Absence Fee Charged:

* An Absence Fee will be charged if cancellation fails to meet the above criteria.
* **ABSENCE**

Any non-attendance at ABCC that does not meet the cancellation with the no-fee charged criteria will be deemed an absence and the appropriate fee will be charged to your account. Parents are required to sign the absence on the roll to comply with this legislative requirement.

The Administration Assistant will contact the family when 3 absences have been recorded with no notification. The Nominated Supervisor will then decide if the booking will be cancelled.

* **HOURS OF OPERATION**

The hours of operation of After and Before College and Vacation Care will be:

ABCC and EY ABCC

Before College Care 6.45am to 8:25am (Prep and above)

Before College Care EY 6:45am to 8:40am (Kindy – Yr 1)

After College Care EY 3.00pm to 6.30pm (Kindy – Yr 1)

After College Care 3.00pm to 6.30pm (Year 2)

After College Care 3.10pm to 6.30pm (Yr 3 - 6)

Vacation Care ABCC and EY 6.45am to 6.00pm (Please note the earlier finishing time)

Pupil Free Day ABCC 6.45am to 6.00pm (Please note the earlier finishing time)

All children, Prep and over, who arrive at the College before 8:00am or who are not collected by 3.30pm are automatically registered at ABCC (this is a College requirement), with a resultant cost to the parent provided the number of children attending ABCC at any one time does not exceed the capacity and Educator to child ratios. Any parent running late to collect children, please phone and notify ABCC.

Afternoons – Kindy children will be included into EY ABCC if not collected by 3.15pm

All children not collected from after College activities will be directed to ABCC. Parents may be charged the resultant fees.

* **ATTENDANCE**

The ABCC is provided for children of families of St. John’s Anglican College, Little Saints Kindergarten and the community.

Morning attendance:

A sign-in register (using our online system) is to be signed when your child arrives in the morning. Children may be sent to ABCC prior to 8.00am in the morning when playground supervision has not commenced. These children will report to an Educator and then be signed into ABCC, by an Educator.

Services are required to keep records of attendance under Regulations, the Child Care Service Handbook (p132, 2013/14), ’Services must ensure that records of attendance, including absences, meet all the requirements of applicable state or territory laws.’

In the mornings children in EY ABCC will be escorted to class by ABCC Educators after they have been signed out by the Educator. ABCC children will also be signed out by an educator. Children in Prep, Years 1 and 2 will be escorted to their classrooms.

Afternoon attendance:

Prep to Year 2 – children will be collected from their classroom by ABCC Educators who will have a roll. Preps, Years 1 and 2 students will then be signed into ABCC by an Educator.

Children in Kindergarten will be collected from their teacher and moved to the ABCC area within the Kindergarten unit and signed in by the ABCC Educator.

Years 3 to 6 children will take themselves to ABCC, where they will be signed in by an educator.

If children are attending a College activity prior to ABCC please notify the Nominated Supervisor of where your child will be and the anticipated time of arrival at ABCC.

Parents/guardian or person authorised by the parent/guardian must sign their child out of ABCC using the online system on the designated iPad before their child leaves the service.

Full fees may be charged for any attendance not signed by the parent.

If you are unable to collect your child, you will need to ring or email ABCC. The person collecting should be an authorised person on your child’s enrolment form. If the person is not on your list of authorised persons please notify ABCC with the person’s name, relationship to the child and a contact phone number. Photo identification will be required. If the person collecting your child is not on your authorised person list or you have failed to contact ABCC then we are unable to release your child and will be phoning you for authorisation. If we cannot gain your authorisation, then we will be unable to release your child.

If your child is absent from ABCC on a booked day that you failed to cancel with the required ‘cancellation of pre booked session with no resultant fee’ criteria, then you will be required to sign that day in the roll as an absence and an absence fee will be charged to your account. ABCC Educators will remind you of your need to sign for the absence.

Allowable Absences (for those eligible for CCB% only) — each child is eligible for up to 42 allowable absences in a financial year and CCB will be paid for those 42 allowable absences. ABCC will be charging you an allowable absence if you fail to cancel a booking made for your child. Continual failure to cancel may mean exclusion from ABCC for the child.

* **PERMANENT CANCELLATION OF BOOKINGS**

Parents are required to notify ABCC in writing of the need to cancel a permanent booking.

**FEES**

* **DAILY FEES - TERM TIME**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ABCC** | |  | **EY ABCC** | |
| **Morning Care** |  |  | **Morning Care** |  |
| **7.45am - 8.30am** | **$8.00** |  | **7.45am - 8.40am** | **$8.00** |
| **6.45am – 8.30am** | **$12.70** |  | **6.45am – 8.40am** | **$12.70** |
| **Afternoon Care** |  |  | **Afternoon Care** |  |
| **3.00pm – 4.00pm** | **$9.30** |  | **3.00pm – 4.00pm** | **$9.30** |
| **3.00pm – 6.30am** | **$19.60** |  | **3.00pm – 6.30am** | **$19.60** |

Students who arrive after sport, music, dance or other College activity (usually 4:15pm-4:30pm), and stay up to one (1) hour will be charged for a short afternoon. Students staying longer than one (1) hour will be charged the full afternoon fee.

**Please Note**: Child Care Benefit (CCB) is available to most families, attending ABCC and EY ABCC. If you do not have a Customer Reference Number (CRN) for yourself or your child then you should register with the Department of Human Services, website: humanservices.gov.au or on 13 61 50. Upon receipt of your CRNs you will need to advise ABCC of these numbers and your benefit can be deducted from your fees.

Families at Kindy may also be eligible for Registered Care for their **Kindy program fees (8:40am to 3:00pm**). Please ring the College Finance Department or see the above website for information.

**If the roll is not signed when children are arriving or departing, parents will be charged the maximum fee for the session.**

Families with children not enrolled at St John’s Anglican College will be required prior to attendance to pay an amount equal to 2 weeks’ bookings not excluding CCB% and CCR%. Accounts thereafter must be maintained in advance or enrolment may be cancelled.

* **VACATION CARE FEES**

|  |  |
| --- | --- |
| **ABCC and EY ABCC** | |
| **Daily (booked and prepaid by due date)** | **$48.80** |
| **Weekly (per week, booked and prepaid by due date)** | **$231.80** |
| **Casual (received after last date for booking)** | **$55.70** |
| **Half Day Fee (booked and prepaid by due date)** | **$24.40** |

Excursions/activities are extra and will be added to your account – $5.00 - $30.00

**Please make bookings for vacation care by the Booking Date (see booking form). Vacation Care places cannot be assured after this date** and only if a vacancy is available. Late bookings will be charged at the casual rate for the first day then the daily rate for the remainder of the bookings. A Half Day fee is available for a pre-booked session which operates from 6:45 am – 12:30 pm or 1:00 pm – 6:00 pm. Children who have been booked in for a morning Half Day session must be collected by 12.30 pm. Those booked in for an afternoon Half Day session cannot be accepted at ABCC prior to 1.00 pm.

* **ADMINISTRATION FEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **ABCC and EY ABCC** | | | |
| **Late Payment Fee (after due date for payment)** | **$26.00** | **Activities and Excursion Fees (families will be charged the activity / excursion fee for days cancelled)** | **As advised** |
| **Late Pick Up Fee** | **$25.00 per ½ hr** | **Non Booking Fee (failure to notify of booking with 24 hours’ notice)** | **$5.75** |
| **Vacation Care Absence Fee** | **$48.80** |  |  |

* **ABSENCE FEES**

# Absence fees will be charged for failing to cancel a booked session with 24 hours’ prior notice.

# Fees- Term time less than 24 hours’ notice = Long session fee ($19.60 PM / $12.70 AM) as an absence. Vacation Absence = Weekly day rate vacation care fee ($48.80) as an absence.

Fees for incursions/excursions =arrangements for vacation care are made in advance of the holiday period and cancellation of days causes a disruption to planning already in place. Charges for activities will be charged to accounts and will be waived if a replacement is on the waiting list for the activity.

# 

* **LATE FEES**

Children **must** be collected before 6:30 pm during term time and 6:00 pm during vacation care. Families failing to do this will incur a late fee.

The late fee of $26.00 per child for up to half an hour and $48.00 per child for up to one hour after closing time will be charged on top of usual fees and no CCB applies to this amount.

* **ACCOUNTS**

Upon enrolment a quote may be issued, if requested, for families holding permanent bookings. This will allow you to set up regular payment plans. Payment for any casual booking will need to be addressed separately as the quote does not include casual bookings. This includes all vacation care bookings which are due as per the payment due date on the vacation care booking form. Families can make additional term time payments to ensure all vacation care fees are covered by end of term. ABCC accounts are able to operate in credit. A regular payment plan will ensure an overdue balance does not occur.

Accounts will be issued weekly and must be paid within a fortnight. ABCC prefers to email statements to a nominated email address. Should you be unable to receive your statements via email then statements will be forwarded home via the student’s classroom. Non-payment of fees after this two-week period will result in a reminder notice to parents. A phone call will follow to families if fees are not paid within one week of this reminder. Please ensure fees are paid in a timely manner as care may need to be withdrawn if fees are not paid.

A separate vacation care statement is issued upon processing of your vacation care booking form. The statement will also include an opening balance for term attendances up to the date the booking was made. **A reminder**: term fees will continue to be added to your account and will require payment by end of the term. Each statement will include the vacation care due dates for each week’s payment. A reminder that the administration fee will be charged should a due payment not be received by the advised date.

On your account CCB and CCR in **bold and underlined** are an estimate only and the correct amount will only be allocated when Centrelink advises ABCC via Department of Education in the following week. ABCC is unable to change any CCB% that has been allocated by FAO.

Please check your statement and advise ABCC of any discrepancy.

**PAYMENT OF FEES**

ABCC fees may be paid by:

Electronic Funds Transfer— this is transferring funds from your bank account to ABCC bank account. ABCC banking information: Westpac Back BSB No. *034 108* Account No. *381 509*. Please use your 9 digit ABCC Account Number so that your payment can be identified. Please do not make over the counter deposits at Westpac.

Cash, cheque may be left in the fees box located in ABCC Office. Pen and envelopes are available. Envelopes are to be marked with NAME of the child or family and AMOUNT of payment to be made. If loose coin is placed in the envelope, please close it securely with tape or staples. Cheques are to be made out to ‘St. John’s Anglican College ABCC’.

EFTPOS -- Credit card, EFTPOS these payments can be made at the ABCC Office.

Nicole (ABCC Director) is available to take payments Monday, Tuesday, Thursday and Friday mornings and afternoons. The Administration Assistant is available from 8.00am-3.00pm Tuesday and Thursday to take a payment. Credit card request slips can also be completed at ABCC - please ensure you sign when completing, which will be forwarded to Reception for processing as soon as possible. Please do not make cash or cheque payments at Reception.

Please check statement for receipt of funds and advise, as soon as possible, if a payment has not been allocated.

**CHILD CARE BENEFIT (CCB)**

Customer Reference Numbers (CRN) are now required for all families and children requiring the CCB to be reimbursed via account or Department of Human Services (DHS). Date of birth is also required for each child and parent or guardian claiming the CCB rebate. All new families wanting to receive the CCB will need to advise DHS - phone number 13 61 50. Please bring your letter with your CCB information to ABCC so we can ensure that the correct % has been allocated to your account. Any issues regarding CCB are now the responsibility of the family as privacy rules do not allow ABCC to contact DHS on your behalf.

Please ensure you have notified Centrelink that your child will be attending care. Failure to do this will delay your CCB %.

**Prep children** – families must notify the FAO that their child is attending school and is now classed as a school child for CCB. Failure to do so may result in your needing to refund a percentage of payments to the FAO.

**CHILD CARE REBATE (CCR)**

Child Care Rebate can be allocated to your child’s education and care service. If you wish to have your CCR allocated to your ABCC fees, please contact the Department of Human Services.

While families may be ineligible for CCB%, many families are eligible for some CCR. ABCC must have your CRN to ensure you are not missing out on any government benefits to which you may be entitled.

More information is available from:

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

MC900155356[1]

**ABCC PROGRAM**

* **EDUCATOR / CHILD RATIO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ABCC**  **Educator / Child Ratio** | |  | **EY ABCC**  **Educator / Child Ratio** | |
| **ABCC / Vacation Care** | A maximum of 1 : 15 |  | **ABCC / Vacation Care** | A maximum of 1 : 11 |
| **Excursions** | Dependant on Risk Assessment |  | **Excursions**  **Within the College grounds** | Dependent on Risk Assessment but not more than 1:8 |
| **Swimming** | Dependant on Risk Assessment |  | **Swimming** | Dependant on Risk Assessment but not more than 1:5 |

All Educator/child ratios will result from the identified risk in a risk assessment carried out and approved by Management for the excursion/activity.

Kindy children at ABCC will not participate in excursions from the College. Prep to Year 2 may participate in excursions leaving the College grounds.

All children attending ABCC will be encouraged to offer ideas to assist in the planning of all our programs. Families can contribute ideas for the term and vacation care programs, please see the Nominated Supervisor.

* **AGE GROUPING**

EY ABCC – children attending will be mainly Prep and Year 1, with some Kindy children, occasionally older children may be included as numbers require. During term and vacation care ABCC children are grouped according to interest and activity. These will have been identified by the children as activities of interest. Educators will also offer suggestions that have been identified from their activity evaluations and as further development opportunities for the particular activity. Parents are welcome to offer suggestions for activities.

ABCC - During term and vacation care ABCC children are grouped according to interest and activity. These will have been identified by the children as activities of interest. Educators will also offer suggestions that have been identified from their activity evaluations and as further development opportunities for the activity. Parents are welcome to offer suggestions for activities.

* **PROGRAMS and EVALUATIONS**

The program will be displayed for the information of everyone.

The National Standard **‘My Time, Our Place’ framework** underpins the programs developed in ABCC. ‘Being, Becoming, Belonging’ and ‘My Time, Our Place’ underpin the Early Years program. Educators will use these frameworks as a basis for the programs. These will focus on life skills and recreational activities with fun as the catalyst.

The program will provide opportunities for children to choose activities either as individuals or in small groups to pursue experiences that are of their own choice. They will reflect a variety of activities that allow children to participate in creative and imaginative play, including elements of music, dance, drama, art and craft as well as choosing to have time to think and create. Activities will be appropriate to the age, skills and interests of the children in attendance and will stimulate emotional, intellectual, lingual, physical, recreational and social potential.

The National ‘My Time Our Place’ framework and the ‘Being, Belonging, Becoming’ framework conveys the highest expectation for all children’s learning. ‘My Time, Our Place’ communicates these expectations through the following five Learning Outcomes:

* Children have a strong sense of identity
* Children are connected with and contribute to their world
* Children have a strong sense of wellbeing
* Children are confident and involved learners
* Children are effective communicators.

The Educational Leader will assist ABCC and EY ABCC Educators in the development of programs and to ensure that the Educators and children are evaluating the programs and taking observations of the activities. It is essential that this occurs to allow for future development of the program and to offer valuable experiences for all children.

Parents also provide valuable experiences that can be included into the program through survey and evaluation forms and discussions with Educators.

Vacation care programs require input from Educators and ideas from children and parents for activities as well as excursions will assist in developing a holiday program that is fun and enjoyed by all involved.

Evaluation of the programs will be via input from Educators, families and most importantly from children. Educators will use a variety of methods to collect evaluations including but not limited to evaluation forms, photos, and interactions with parents and children.

The evaluations will be used to inform future planning of the program.

* **HOMEWORK**

All children are able to complete homework tasks at ABCC if required. Children attending will be expected to be actively engaged in homework tasks. Students found misbehaving will be removed from the homework group and parents notified of their behaviour. Continued misbehaviour and disrupting of other children will result in children being unable to join the homework group. Parents remain responsible for ensuring their child's homework tasks are completed.

Upper Primary children may use their laptops for homework purposes only. Once homework tasks are completed, laptops must be packed into their school bags. While ABCC understands the importance of completing homework all children will be encouraged to take time out for afternoon tea and leisure activities, as these activities are also important in a child’s development.

MC900232064[1]

* **CLUBS and ACTIVITIES**

The College provides a number of clubs and activities before and after school. Should your child be involved, please notify ABCC so we know where your child is and can be prepared especially when the activity concludes and they need to make their way to ABCC. If your child has made a commitment for a period of time (i.e. a soccer skills, dance etc. during a term) and you are able to collect them directly after this activity, please advise ABCC and we will cancel their booking for this time. Failure to advise will see an absence charged.

**Cancellation of College Extra Curricula Activities with less than three hours’ notice and children needing to access ABCC:**

Children attending ABCC from cancelled activities will be accepted into ABCC when possible –this means that our educator: child ratio is in accordance with Education and Care Services National Regulation (2011). When numbers requiring care exceed our educator: child ratio then children will be escorted (Prep to Year 2) to College Reception where they will remain under the care of college staff until ABCC is able to provide care. Year 3 and above will make their own way to the College Reception.

Children will then be collected (Prep to Year 2) from Reception and be signed into care with ABCC once staffing ratios allow. Students in Year 3 and up will be sent from Reception to ABCC and then be signed into care with ABCC.

Parents will be notified if this has occurred either via phone or email as soon as is practicable. This may be the following day. Children will be given afternoon tea either on their return to ABCC or afternoon tea will be sent to Reception as soon as educators are able to manage without putting the supervision of children in their care at risk.

Afternoon tea will be supplied to all children sent to Reception from ABCC - either while at Reception or upon signing into ABCC – this is dependent on Educator availability and child: educator ratio.

**Cancellation of College Extra Curricula Activities with prior notice:**

Children needing care at ABCC will need to be booked into ABCC and will come under the same booking procedure as all children needing a casual booking into ABCC. Failure to pre-book may see the addition of a non-booking fee to your account

* **VACATION CARE**

Our Vacation care program includes incursions such as theatre, puppets, wildlife animals, farm animals, special craft activities and community workers. Some EY incursions will be in conjunction with the ABCC and these incursions will be considered excursions for Kindy as the children will be leaving the confines of Little Saints Kindergarten to attend. These excursions will require the appropriate paperwork to be completed by parents. An approved risk assessment will also be required and will be available for families should they wish to inspect.

ABCC children in Prep and above may participate in excursions leaving the College grounds. These excursions will comply with Regulations in the Education and Care Regulation National Act 2011. Year levels for children will be taken as at 1st of January.

Children will be given a variety of activities during vacation care. Many of these will be the children's own choices. We endeavour to give the children a variety of craft, games and activities but the main focus is on having fun.

**Pupil Free Days (for St John’s Anglican College students only**) - these usually occur on the Monday before Terms 2, 3 and 4 commence. In 2018 the Pupil Free Day for Term 2 falls on Monday 16 April. The Pupil Free Day for Term Three falls on Monday 16 July and for Term 4 it falls on Monday 8 October 2018. ABCC will operate for children in Prep to Year Six on these days. Kindergarten does not participate in pupil free days and therefore children attending Little Saints do not require Vacation Care on these days.

**ABCC does not operate over the Christmas and New Year period when the whole of the College is closed for the break. The Shut down period for this year will be advised in 2018.**

Please be aware that some of our vacation care dates are extra to those in Education Queensland schools along with some differences in Pupil Free Days. St John’s and St John’s Early Years ABCC has the Brisbane Public Holiday for the Exhibition. This is Wednesday 15 August in 2018.

**ABCC does not operate on public holidays.**

**EXCURSIONS / INCURSIONS (for full Excursion Policy see p. 26)**

Kindy to Year 2 children will take part in activities brought into the College and have special days planned. Children in Prep, Year 1 and 2 may also participate in excursions leaving the College grounds.

Cost of activities for both ABCC and EY ABCC is additional to session fees and will be charged to your account**.** All incursions are compulsory as non-attending children place our Educator/child ratios at risk and will see fees raised to cover increased costs. All activities are paid by ABCC prior to the event, families may cancel the day within the required timeframe but the cost the activity/excursion will still be charged to your account unless another child is able to fill the vacant place. Parents/guardians please sign for activities listed on the booking sheet with no cost attached to allow your child to participate. These activities can be, bike day, gardening, tree climbing.

Children in the Early Years unit will from time to time leave the unit to engage in activities outside of the Kindergarten area. A Permission form for these excursions is included on the last page of the 2018 Enrolment Form for new families and on the final page for existing families.

MC900116336[1]

Government Legislation for children attending Kindergarten requires that:

* Children attending the Kindy unit participating in any activity that leaves the Kindy area must have permission form signed by parent/guardians.

Included in the ABCC 2018 Enrolment form is a section for permission to leave the unit for programmed activities during term and vacation care. These include but are not limited to the oval, Prep playground, Chapel and library. Permission for specific vacation care activities will have permission section on the vacation care booking form that will require a signature.

All excursions outside the usual premises will be fully explained detailing dates, destination and method of transport, departure and return times and activities to be undertaken. Educators/child ratios will be maintained at all times. A risk assessment will be available in the ABCC office.

A First Aid Kit, Student Roll, Emergency contact numbers, for all students and a Mobile Phone will be taken on every excursion (for those leaving the Kindy area this will apply.) Educators attending excursions will hold a current First Aid certificate with current Asthma and Anaphylaxis Management.

Excursions leaving the College grounds are for Prep and above and will follow the Excursion Policy (see p 26).

**TRANSPORT**

Whenever possible the College buses will be used for transport to and from excursion destinations. **St John’s College buses are fitted with seatbelts.**

* **ELECTRONIC EQUIPMENT**

# ABCC has a Wii for children to access during programmed quiet times. Occasionally time will not allow all children to access as we work on a roster system. Please encourage your child to take turns. If your child wishes to bring a game to share please check with the Nominated Supervisor prior as we need to ensure that you know your child is bringing a game to College and that the game is suitably “G” rated.

# IPods/iPads and DS (Electronic games) –specific times will be programmed during the vacation care period for children to have a short quiet time with electronic equipment. Some program days will occasionally be designated electronic equipment days – these will have specific times and age groups. See rules below.

# The rules for electronic equipment at ABCC will be enforced:

# Electronic equipment must be signed into ABCC office and signed out at the end of the day.

# All equipment must be named - this will include games, chargers and cords.

# Only two games “G” rated will be allowed.

# Equipment must not be left in bags at ABCC.

# Times for play will be strictly enforced.

It is the responsibility of parents to ensure that the rules above are followed in relation to all electronic devices brought to ABCC. Devises will be placed in the office if students fail to comply with the above rules.

ABCC follows the expectations of the College in regards to the ratings.

* MC900057863[1]**TOYS AND GAMES FROM HOME**

Our service is well supplied with toys and games and for this reason we discourage the bringing of toys from home. There is also the possibility that the child’s special toy may be broken or lost. Any articles from home will be placed back in the child’s bag or held in the Nominated Supervisor‘s office until the end of the day or week.

* **MOBILE PHONES**

Mobile phones are not to be used during ABCC. If students need to contact parents, then they may use the ABCC phone and parents may contact children during the day by phoning the ABCC office. Students are advised to hand mobile phones into the ABCC office for safe keeping.

* **PARENT PARTICIPATION**

Parents are welcome at ABCC and are encouraged to participate;

* Providing activities, ideas for daily and vacation care and feedback via written evaluations or by speaking with the Educators.
* By donating items - paper, craft-items, fruit/other food items during term or Vacation Care (see Nominated Supervisor).
* coming on excursions during vacation care
* MC900445600[1]Visiting ABCC and sharing with the children about their culture, life interests, occupation, or by making interesting food treats or showing childhood games.
* **PARENT INFORMATION**

Information about our service - programs, vacation care, fees, Educators and much more can be found on the Notice Board in the ABCC rooms, through articles in Ripples, the ABCC newsletter or by ringing the Nominated Supervisor to make an appointment to discuss issues concerning ABCC and EY ABCC.

**PHILOSOPHY**

**St John’s Anglican College ABCC**

As a coeducational Anglican school, Christian beliefs are central to the ethos of St John’s Anglican College. At St Johns’ ABCC we welcome children of all families who accept the Anglican ethos, regardless of religion or ethnic origins. The ABCC and EY ABCC services operate to provide a safe and happy environment for school aged children of St. John’s Anglican College before and after school hours and during vacation periods.

‘My Time, Our Place’ provides the broad direction for Educators to facilitate children’s play, leisure and learning. The Service aims to provide a balanced program, at an age appropriate level, focussing on current understandings of the importance of childhood. It includes a wide variety of play and recreational activities to meet the needs and interests of school aged children in accordance with the policies of St. John’s Anglican College.

ABCC aims to:

* Provide a service that values children and provides a nurturing and caring environment;
* provide caring, qualified Educators who will build trusting relationships with the children in their care, to allow the children to feel secure and happy and allow them to develop their decision making skills;
* ensure that Educators have a knowledge of the importance of the UN Convention of the Rights of the Child and its importance in providing a safe environment for children to develop and grow;
* encourage children to value and respect each other’s opinions and differences, while promoting the development of a positive self-esteem, without the fear of ridicule;
* respect the rights and opinions of families and the community, encourage family participation and adopt a broad interest in the diversity of the community;
* include all interested parties in opportunities to engage with the service on issues that require decision making and the implementation of change;
* create a learning environment that will encourage the children to interact, take roles, and develop relationships with others through all kinds of play;
* provide an environment that will accept and support diverse cultures and family groupings;
* work in cooperation with parents who have the primary responsibility for the upbringing, protection and development of the child, by providing planned activities that involve parents and other members of the community and reflect the multicultural and multilingual nature of the community;
* focus on the importance of childhood, encourage the development of peer groups and relationships with others, provide responsibilities and challenges and guide children in understanding their relationship with the world in which they live;
* provide Educators with opportunities to participate in professional development to ensure their skills allow them to provide children with appropriate care and learning experiences.

**St John’s Early Years ABCC**

As a coeducational Anglican school, Christian beliefs are central to the ethos of St John’s Anglican College. At St Johns’ EY ABCC we welcome children of all families who accept the Anglican ethos, regardless of religion or ethnic origins. The ABCC and EY ABCC services operate to provide a safe and happy environment for school aged children of St. John’s Anglican College before and after school hours and during vacation periods.

‘My Time, Our Place’ and ‘Becoming, Belonging and Being’, provide the broad direction for Educators to facilitate children’s play, leisure and learning. The Service aims to provide a balanced program, at an age appropriate level, focussing on current understandings of the importance of childhood. It includes a wide variety of play and recreational activities to meet the needs and interests of school aged children in accordance with the policies of St. John’s Anglican College.

EY ABCC aims to:

* Provide a service that values children and provides a nurturing and caring environment;
* provide caring, qualified Educators who will build trusting relationships with the children in their care, to allow the children to feel secure and happy and allow them to develop their decision making skills;
* ensure that Educators have a knowledge of the importance of the UN Convention of the Rights of the Child and its importance in providing a safe environment for children to develop and grow;
* encourage children to value and respect each other’s opinions and differences, while promoting the development of a positive self-esteem, without the fear of ridicule;
* respect the rights and opinions of families and the community, encourage family participation and adopt a broad interest in the diversity of the community;
* include all interested parties in opportunities to engage with the service on issues that require decision making and the implementation of change;
* create a learning environment that will encourage the children to interact, take roles, and develop relationships with others through all kinds of play;
* provide an environment that will accept and support diverse cultures and family groupings;
* work in cooperation with parents who have the primary responsibility for the upbringing, protection and development of the child, by providing planned activities that involve parents and other members of the community and reflect the multicultural and multilingual nature of the community;
* focus on the importance of childhood, encourage the development of peer groups and relationships with others, provide responsibilities and challenges and guide children in understanding their relationship with the world in which they live;
* provide Educators with opportunities to participate in professional development to ensure their skills allow them to provide children with appropriate care and learning experiences.

**EDUCATORS at ABCC**

ABCC Educators contribute to the ABCC and EY ABCC vision and goals by providing efficient and effective delivery of support and assistance to the Nominated Supervisor in the daily running of the program. At ABCC and EY ABCC we value our Educators and encourage ongoing training through Professional Development sessions, specific training, sharing ideas and knowledge through regular Educators’ meetings.

Educators are encouraged to interact with parents on general matters. Matters of discipline or of a personal nature should be discussed with the Nominated Supervisor in person or on 07 3372 0800.

Educators’ photos and qualifications can be found in the display folder. Please feel free to talk to any Educators at any time.

* **Educational Leader ABCC**

The approved provider of St John’s Anglican College ABCC and St John’s Early Years ABCC will designate in writing a suitably qualified and experienced educator, co-ordinator or other individual to lead the development of the educational programs in the service.

* **CERTIFIED Supervisor ABCC**

FSAC Ltd as Approved Provider of St John’s Anglican College ABCC and EY ABCC has received ‘service supervisor certificates’ which covers any person working within ABCC and EY ABCC who has been identified by the approved provider as:

* Responsible for the day to day management of the service or
* Exercising supervisory and leadership responsibility for part of the service.
* **Nominated Supervisor ABCC**

The Nominated Supervisor is responsible to the Head of Primary, and contributes to the ABCC vision and goals by providing efficient and effective operation of the daily running of the program through development, delivery and management of high quality care and recreation programming.

* **APPROVED PROVIDER**

FSAC Ltd (PR -00001192) is the Approved Provider under the National Quality Framework.

* **APPROVED SERVICE**

St John’s Early Years ABCC has Service Approval SE -400005512 to operate an Outside School Hours Care service under the National Quality Framework.

St John’s Anglican College ABCC has Service Approval SE -00001585 to operate an Outside School Hours Care service under the National Quality Framework.

* **CONFIDENTIALITY**

ABCC and EY ABCC respects the privacy of all individuals and seeks only the information it needs in order to provide a quality service and protect the children in its care. All information gathered will be handled with confidentiality and sensitivity and in keeping with legal requirements. St John’s Anglican College ABCC and St John’s Early Years ABCC complies with the FSAC Ltd Compliance Procedure No. 6.2. Privacy Procedure 2017 and all documents kept at ABCC will be kept in a secure location. Information relating to any family using ABCC will not be released except with the prior consent of the individual and Educators will not divulge information unless it pertains to College business.

* **COMMUNICATION BY FAMILIES WITH ABCC**

If at any time families wish to speak with the Nominated Supervisor it is appropriate to make an appointment as discussions can sometimes be lengthy, involved and require privacy. It is difficult to deal with important issues while needing to supervise children, as the safety of children is paramount.

We ask that parents do not approach and speak to children other than their own. It is best to approach an ABCC educator who will relay messages to the child or parents.

All requests from families for changes to anything that will affect their child’s care at ABCC such as bookings, absences, routines, medical plans must be made in writing. This is to ensure that all amendments are carried out correctly and in a timely manner.

Any messages for teachers, reception etc. must be communicated via email, your child’s diary or communication book as ABCC takes no responsibility for these messages.

It is not appropriate to upbraid the Nominated Supervisor, educator, staff member or child at any time. Any parent found to be using an inappropriate tone of voice or bad language at or near ABCC may be requested to leave the College grounds. This will also be reported to the Head of Primary and/or College Principal.

**SAFETY**

* **ARRANGEMENT FOR THE DELIVERY AND COLLECTION OF CHILDREN**

ABCC and EY ABCC responsibility for the child begins when she/he is signed in the attendance register and ends when the child is signed out of the attendance register in keeping with the Policies and Procedures set out below. For the safety and protection of children, and in keeping with Duty of Care considerations, ABCC and EY ABCC have procedures regarding the arrival and departure of children and particularly the persons who may collect children from the service.

* All individual children will be signed in to ABCC and EY ABCC for before school care during term time and vacation care and out of ABCC and EY ABCC for after school care during term time and vacation care by the parent/guardian or other adult person the parent/guardian has nominated on the enrolment form, or subsequently in writing as being authorised to do so.
* As from when the child has been duly signed in by the authorised person, the service takes responsibility for the child until the authorised person collecting duly signs out the child.
* At the conclusion of before school care and the commencement of after school care Educators at ABCC and EY ABCC will sign the register.
* If a parent or guardian of the child has advised the EY Nominated Supervisor that their child will be arriving accompanied only by an older school-aged child, the Nominated Supervisor must ensure that a school-aged child accompanies the child to the service. The Nominated Supervisor or delegate will sign the child into the service.
* Educators will acknowledge all children and their parent/guardian arriving at the service.
* Educators will ensure that the person collecting the child is an authorised person.
* A child may only leave the service if they are given into the care of:
  + a parent/guardian
  + an authorised nominee named in the child’s enrolment record
  + an adult authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises or if the child is:
  + Leaving the premises in accordance with written authorisation of the child’s parent or authorised nominee named in the child’s enrolment
  + Taken on an excursion
  + Given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment or because of another emergency
* The on-line sign in/out system automatically records the time and date along with the authorised person’s identification, when a child is signed in and out.
* Families of children whose name appears on the roll for any session and who have not attended will be contacted by the Nominated Supervisor or a representative to ascertain the whereabouts of that child as soon as is practicable in the morning and in the afternoon by 3:30pm. Vacation care contact will be made by 10:00am.
* Continual failure to notify ABCC of a child’s absence may see the booking cancelled. The Nominated Supervisor or a representative will ring the family to ascertain the reason for the continual absences and put in place a notification procedure. If this procedure is breached the bookings may be cancelled.

**Cancellations of booking**

Families must notify ABCC, phoning (3372 0800 or 0408 981 097) – leaving a message if the phone is unattended, or via email on [abcc@sjac.qld.edu.au](mailto:abcc@sjac.qld.edu.au) that a child will not be attending a session, stating the reason i.e. sickness, or complete a booking change form. This should be as soon as is practicable. Please note: ABCC does not have direct access to the College absence line.

* Cancellation of Pre Booked Session with no resultant fee:
* For a booking to be cancelled at no charge to the family, it must:
* Be received with 24 hours’ prior notice
* A child is absent due to illness and ABCC is notified – preferably before booked session.
* A child is absent due to an unavoidable emergency situation.
* Cancellation of Pre Booked Session and Absence Fee Charged:
* Fee will be charged if cancellation does not meet the above criteria.
* If children will not be attending any ABCC session, please notify the ABCC Office on 3372 0800 or 0408 981 097 prior to the anticipated attendance. Without the required prior notice being given fees may apply and the sign in/out register must be signed by the parent as requested.

**Late arrivals or departures:**

* If children who are expected at the service have not arrived by the commencement of the afternoon session the parent/guardian will be phoned by the Nominated Supervisor or a representative to ascertain the reason for non-attendance.
* If a parent/guardian is expected to be late for collection by end of care the ABCC Office 3372 0800 or 0408 981 097 must be rung to make arrangements. If collection is after closing time for ABCC then an extra charge will apply.

All children will be signed in and out by the parent/guardian or other person nominated by the parent/guardian on the enrolment form or subsequently in writing as being authorised. Photo identification will be required. An email to the service or a phone message giving authorisation can be left by phoning ABCC 3372 0800 or 0408 981 097.

Children attending Private Tuition Classes, sports clinic or other activity provided by the College shall be signed in or out by an Educator. The Educator shall notify the Nominated Supervisor should the child not return in a reasonable time. The Nominated Supervisor will then contact the Private Tuition teacher and /or parents.

No child will be permitted to travel home on their own, unless written approval is received. Verbal approval will be allowed in the case of an emergency. These records will be kept.

If parents are unable to pick up their children by 6:30pm, ABCC Educators must be contacted on 3372 0800 or 0408 981 097/Early Years 0438 719 623 to advise of alternative arrangements for the care of their child.

In the event of a child failing to be collected by closing time, the parent will be contacted and then if necessary the emergency contact person will be notified to arrange collection of the child. Any expense incurred in sending the child home by taxi, will be covered by the parent. In the event of Educators not being able to speak to either parent or emergency contact, the child will remain under the care of ABCC Educators and a late fee will apply. If after one hour the parents or emergency contact cannot be contacted ABCC will contact the Head of College and the local Police to arrange appropriate care for your child.

ABCC can only care for your child for a limited time so please ensure you have alternative arrangements for the care of your child and ensure that your emergency contact information is kept current at all times.

**IMPORTANT**

If your child presents with symptoms of an illness prior to attending ABCC, please keep your child at home. You will be contacted to collect your child if they present with symptoms of an illness. The health of your child is important to ABCC as is the health of staff and other children.

* **CUSTODY ARRANGEMENTS**

If there is a legal agreement outlining family arrangements, please indicate this on your child’s enrolment form and provide the service with a copy for our records. If legal circumstances change, please notify the Nominated Supervisor immediately.

* **EVACUATION AND LOCKDOWN PROCEDURES**

ABCC and EY ABCC regularly conduct fire drills and lock down practice. The evacuation plan is displayed in the ABCC rooms as well as each classroom used. In evacuation, all students will move quickly and orderly to the oval until the area is declared safe. ABCC will practice its evacuation process during term time and Vacation periods throughout the year.

In the event of an external physical threat to Educators or students Lockdown Procedure will take place. Educators will ensure that all students will remain indoors in a room where all doors will be locked and made secure. If students are outside they will quickly move to the nearest designated area and that area will be made secure.

* **ILLNESS, INJURY, INCIDENT AND TRAUMA**

Each group of children at ABCC and EY ABCC during term and vacation has an Educator with a current First Aid Certificate in attendance, who is able to administer first aid in the case of an injury or accident. All Educators will wear disposable gloves when administering First Aid, or in any situation where body fluid is present.

Each service has an approved First Aid Kit and manual, which are kept in a secure place, accessible to Educators only.

In the event of a serious injury, a local practitioner/ambulance will be contacted immediately and the parent or, if necessary, the emergency contact person will be notified. In case of accidents, where documents relating to medical treatment are required to be signed and parent or emergency contact cannot be contacted, the Nominated Supervisor will be authorised to sign for the parent.

MC900434385[1]Parents are responsible for meeting all medical costs associated with the treatment of their child. Parent/carers are able to seek a refund under the College ‘Student Accident Insurance Policy’ and will need to contact the Principal’s Personal Assistant for further information.

In the event of a minor injury the parent will be advised of the injury and of the treatment given upon collection of their child. An ABCC Incident Form will be completed for all serious accidents/incidents. Parents will be requested to sign the records and may receive a copy on request.

The Nominated Supervisor must ensure that a parent of a child being cared for at ABCC or EY ABCC is notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for by the service.

If your child requires medical intervention for any accident occurring at ABCC, please inform ABCC as soon as possible. Government Legislation requires that ABCC submit a form to the Office Early Childhood, Education and Care if a child is involved in an accident requiring medical care by either a doctor or hospital.

* **MEDICATION**

Medication for students may be administered only if it is prescribed by a doctor for that student and medical practitioner or pharmacist instructions are supplied. Parents must sign the ‘Permission to Administer Medication Form’ for it to be administered by ABCC Educators. All medication will be kept by Educators in a safe place.

ABCC Educators are not permitted to administer Panadol or other un-prescribed medication, including cough mixtures without written instruction from a medical practitioner.

All medication must be available at ABCC prior to the child attending ABCC. It is the responsibility of the parents to ensure that medication is provided to ABCC prior to their child’s arrival at ABCC.

All medication and permission forms must be handed into the ABCC Office or an educator at EY ABCC and medication will be prepared for the child to self-administer at ABCC and administered to children attending EY ABCC by the Nominated Supervisor or suitably qualified Educator at a suitable place. All medication will be checked by a second Educator before it is given. All Educators administering first aid or medication must hold a current First Aid Certificate with appropriate updates.

Students with Asthma and Anaphylaxis medication will need to supply ABCC and EY ABCC with an appropriate Management Plan completed by a Medical Practitioner. ABCC and EY ABCC will also require the child’s medication to be at ABCC and EY ABCC when their child is attending and to complete all requirements as above, if necessary. Medication can be returned to parents on collection of the child from ABCC.

Asthma puffers may be carried by students provided they have written permission from the Head of Primary. ABCC will require notification that your child has asthma and is self-medicating.

Parents will be contacted annually to ascertain if any changes have been made to their medical status and/or action plan.

Should a child arrive at ABCC and EY ABCC without medication for the medical action plan the family will be called and either medication will be supplied or the child is to be collected without delay.

**For children WITH an Action Plan for Anaphylaxis**

* Follow emergency response plan as outlined in a student’s Action Plan for Anaphylaxis
* If Action Plan indicates the use of an adrenaline auto injector (EpiPen), educators should administer the EpiPen.
* Seek urgent medical assistance – call an ambulance (tell the dispatcher that the medical condition is anaphylaxis or a severe allergy)
* If unconscious and no pulse is evident, commence Cardio Pulmonary Resuscitation (CPR) and continue until ambulance arrives
* Contact parents/caregivers and child’s registered medical practitioner.
* Maintain airway, breathing and circulation at all times
* Maintain close observation for possible relapse while waiting for ambulance or medical assistance

**For children WITHOUT an Action Plan for Anaphylaxis**

Severe allergic reactions or anaphylaxis can occur rarely when there is no history of known allergies. This situation should be treated as an emergency. Under these circumstances there will be no Action Plan. Recognition of the symptoms and/or signs as being anaphylactic may also be a problem. The following steps should be followed:

* Seek urgent medical assistance – call an ambulance (if suspected, tell the dispatcher that the medical condition is anaphylaxis or a severe allergy)
* Lay the person flat and elevate the legs if the person is dizzy or seems confused or has a reduced level of consciousness, unless this makes it more difficult for the person to breathe
* Follow standard resuscitation measures if there is no pulse, no breathing or loss of consciousness – if oxygen is available give at a high-flow rate.
* **EXCLUSION**

A child will be removed from the program and the parent/guardian contacted if the child is found to be suffering from an infectious, or contagious disease, or a recognised exclusion illness/condition.

It is the responsibility of the parent/guardian to inform the College of any infectious disease that their child or other immediate family members may be suffering. The College will then notify ABCC.

ABCC will notify the Department of Health should a child present to ABCC with a known exclusion illness. Please take the time to familiarise yourself with the following list of exclusion illness and exclusion times.

* **Infectious Diseases**

**Schedule**

|  |  |  |
| --- | --- | --- |
| **CONDITION** | **EXCLUSION OF CASE** | **EXCLUSION OF CONTACTS** |
| Chickenpox | Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children | Any child with an immune deficiency (for example, Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. |
| Cold Sores (Herpes simplex) | Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible) | Not excluded |
| Conjunctivitis | Exclude until discharge from eyes has ceased | Not excluded |
| Diarrhoea (including amoebiasis, campylobacter, cryptosporidium, Giardiasis, rotavirus, salmonella, shigella and viral gastroenteritis) | Exclude until there has not been a loose bowel motion for 24 hours.  If there are more than 2 cases of diarrhoea notify your nearest Population Health Unit. | Not excluded |
| Glandular fever (Mononucleosis, EBV  infection) | Exclusion is NOT necessary | Not excluded |
| Haemophilus influenza type b (Hib) | Exclude until appropriate antibiotic treatment has been completed | Not excluded |
| Hand, foot and mouth disease | Exclude until all blisters have dried | Not excluded |
| Head lice (Pediculosis) | Exclusion is NOT necessary if effective treatment is commenced prior to the next attendance day | Not excluded |
| Hepatitis A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness | Not excluded |
| Hepatitis B | Exclusion NOT necessary | Not excluded |
| Hepatitis | Exclusion NOT necessary | Not excluded |
| Human immunodeficiency virus (HIV/AIDS) | Exclusion NOT necessary | Not excluded |
| Influenza and influenza-like illness | Exclude until well | Not excluded |

|  |  |  |
| --- | --- | --- |
| **CONDITION** | **EXCLUSION OF CASE** | **EXCLUSION OF CONTACTS** |
| Measles | Exclude for 4 days after the onset of rash | Immunised and immune contacts not excluded. Non immunised contacts of a case are to be excluded until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case.  All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case. |
| Meningitis (bacterial) | Exclude until well and has received appropriate antibiotics | Not excluded |
| Meningitis (viral) | Exclude until well | Not excluded |
| Meningococcal infection | Exclude until appropriate antibiotic treatment has been completed | Not excluded |
| Molluscum contagiosum | Exclusion not necessary | Not excluded |
| Mumps | Exclude for 9 days or until swelling goes down (whichever is sooner) | Not excluded |
| Norovirus | Exclude until there has not been a loose bowel motion or vomiting for 48 hours | Not excluded |
| Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome) | Exclusion not necessary | Not excluded |
| Ringworm/tinea/scabies | Exclude until the day after appropriate treatment has commenced | Not excluded |
| Roseola | Exclusion not necessary | Not excluded |
| Rubella (German Measles) | Exclude until fully recovered or a least 4 days after the onset of rash | Not excluded (female Educators of childbearing age should check their immunity to rubella with their doctor) |
| School sores (Impetigo) | Exclude until appropriate antibiotic treatment has commenced (sores on exposed areas must be covered with a watertight dressing) | Not excluded |
| Streptococcal sore throat (including scarlet fever) | Exclude until well and has received antibiotic treatment for at least 24 hours | Not excluded |
| Thrush | Exclusion not necessary | Not Excluded |
| Tuberculosis (TB) | Exclude until a medical certificate is produced from appropriate health authority | Not Excluded |
| **CONDITION** | **EXCLUSION OF CASE** | **EXCLUSION OF CONTACTS** |
| Typhoid, paratyphoid | Exclude until a medical certificate is produced from appropriate health authority | Not Excluded |
| Whooping cough (pertussis) | Exclude for 5 days after starting appropriate antibiotic treatment or 21 days from the onset of coughing | Contacts that live in the same house as the case and have received less than 3 days of pertussis vaccine are to be excluded from child care/school. Until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious. |

* **SICKNESS**

Parents will be contacted regarding their child/children's illness and asked to collect their children as soon as possible.

Only in the case of an emergency will the Nominated Supervisor seek medical treatment for a sick or injured child and only after every attempt has been made to contact the parent or emergency contact persons. The parent will indemnify the centre for all costs associated with seeking medical treatment for their child.

* **TOILETING ACCIDENTS**.

If your child is known to have occasional accidents, please keep a change of clothes, including underwear and wipes, in a small bag in your child’s backpack. This will save your child the embarrassment of having wet clothes in front of their friends.

Children will be cleaned and changed and their soiled clothes will be placed in a plastic bag and then into a sealed container with the plastic bag given to parents on collection of their child.

EY ABCC suggests a spare set of underwear in your child’s bag during term and vacation care.

MC900446278[1]**SUN PROTECTION**

ABCC Educators will encourage the use of sun protective clothing, hats and SPF 30 + broad-spectrum sunscreen for children and themselves when outside. Our ABCC program will be structured to maximize the use of available shade for outdoor activities, and reduce time spent in the sun between 10am to 2pm. Children will apply their own sunscreen, if they are unable to use ABCC sunscreen. Sunscreen will be applied at least 20 minutes before they go out in the sun to maximize its affect and re-applied every 2 hours. If a child is not able to have sunscreen applied, a letter stating this fact must be given to the ABCC Nominated Supervisor.

**Strictly NO HAT – NO OUTSIDE PLAY at ABCC.**

* **LOST PROPERTY**

Items of lost property found at or near ABCC and named will be returned to the child, or the child's classroom. Unnamed items will be placed in the lost property box at ABCC or Reception. We encourage Parents to clearly name ALL of their child’s items of clothing and belongings.

* **DAMAGE TO UNIFORMS**

ABCC will take all care when undertaking art and craft activities by providing children with directions, using art smocks and strict supervision, however accidents do happen which may mean children may cause slight damage to uniforms (e g paint, cut with scissors etc). ABCC is unable to replace items damaged at ABCC.

During vacation care we suggest play clothes are worn as during this time children are engaged in a variety of play activities and clothes may become wet and soiled. A set of spare clothes during vacation care will provide children with an alternative should their clothes become uncomfortable for them to wear. During vacation care in hotter months ABCC occasionally enjoys water play activities, a set of dry clothes is advised.

**NUTRITION**

**TERM TIME**

* **AFTERNOON TEA**

A Nutritious afternoon tea will be provided after 3.00pm during term time and during Vacation Care at no extra cost to parents. The Weekly menu can be found on the Notice Board near the sign in/out register.

Afternoon tea is prepared and served either by the Educator and/or with assistance from the children at SJEY ABCC. SJAC children will prepare their own afternoon tea including cutting up their own fruit under the supervision of an ABCC Educator. Fruit is cut up by staff for EY ABCC.

* **BREAKFAST**

ABCC and EY ABCC do not supply breakfast. If children require breakfast, please supply a suitable nutritious breakfast for your child and Educators will ensure children consume it.

We discourage families from supplying non-nutritious food.

**VACATION CARE**

* **MORNING TEA**

Children are asked to bring own morning tea. We recommend nutritious foods such as fruit, cheese and crackers or sandwiches.

* **LUNCH**

During vacation care a nutritious lunch will be provided to children, the cost is included in the fee. If you do not wish your child to have the lunch supplied, then it will be necessary to supply a nutritious lunch for your child. Fees will not be adjusted for children not partaking of the lunch provided.

The EY ABCC Menu can be found on the Notice Board near the Kindy room and on the vacation care program.

The ABCC Menu can be found on the Notice Board and on the vacation care program.

Specific dietary needs of students will be taken into account as per parental instructions.

Educators will supervise all meal breaks, encouraging children to eat, and drink plenty of fluid, and to remain seated while doing so.

* **AFTERNOON TEA**

A light snack will be provided daily during vacation care at no extra cost to parents as per vacation care lunch.

* **FOOD PREPARATION**

Children will be involved in most food preparation and all food preparation will be conducted in a clean and hygienic manner. Educators may wear gloves and/or use tongs while preparing and serving food. Educators and children will wash their hands thoroughly with soap and water before handling, preparing or eating food.

* **COOKING**

MC900363552[1]

Cooking is one of a variety of activities provided as part of our program. All Educators and children involved in food preparation will wash their hands with soap and water prior to the cooking activity. Children will be closely supervised while cooking is in progress.

**POLICIES**

* **POLICY AND PROCEDURE DOCUMENT**

This is a large document containing all procedures and policies that underpin how ABCC operates. A copy of the procedural document is available on request. A copy of this document is located in the ABCC office and the procedures and/or any of the policies can be copied if requested.

Individual policies:

Primary Campus Evacuation Plan

Primary Campus Lockdown Plan

ABCC Evacuation Plan

ABCC Lockdown Plan

FSAC Ltd Board Policy Duty of Care Policy No. 3 2017

FSAC Ltd Board Policy No. 12 Workplace Health and Safety 2017  
FSAC Ltd Board Policy No. 8 Behaviour Management Procedure 8.1 2017

FSAC Ltd Student Management Policy No. 8 Allergy Medical Management Procedure 8.2 2017

FSAC Ltd Board Policy Risk Management Policy No. 4 2017

Student Protection in Anglican Schools Policy and Procedure, 2015

FSAC Ltd Student Welfare Policy No. 5, Student Anti-Bullying Procedure 5.3, 2017

FSAC Ltd Student Protection Child and Youth Risk Management Strategy Procedure No 2.1 2017

FSAC Ltd Student Protection Procedure No. 2 Blue Card Systems in Anglican Schools Policy and Procedure No. 2.0.2

FSAC Ltd Board Policy Student Management Policy No 8 2017

FSAC Ltd Compliance Procedure No. 6 Grievance Management Procedure 6.4 2017

FSAC Ltd Duty of Care Policy No, 3, Critical Incidental Management Procedure No.3.01.1, 2017

FSAC Ltd Compliance Procedure No. 6.2. Privacy Procedure 2017

* **DISCIPLINE AND BEHAVIOUR POLICY**

Children are expected to behave according to St. John’s Anglican College code of behaviour. ABCC and EY ABCC will follow the discipline procedures as set out in the Policy and Procedure Manual.

Any child, who is found through their behaviour, to be endangering the safety of others attending the service, will be refused attendance until the Nominated Supervisor and Head of Primary are satisfied that there is not likely to be any further concern.

Once children are collected in the afternoon and the parent/guardian has signed them out, that parent/guardian is then totally responsible for the behaviour of the child/children and the child/children must remain with them at all times while on College grounds. All children will continue to observe the College Rules regarding safety in playgrounds, courtyards, ovals, buildings and paved pathways.

**BULLYING**

ABCC follows the St. John’s Anglican College acceptable behaviours practices and will not tolerate bullying of any kind

Bullying involves a power imbalance and is a pattern of behaviour by one person towards another which is designed to hurt, injure, embarrass, upset, or discomfort that person. It can be:

* Physical aggression;
* The use of put-down comments or insults;
* Name-calling;
* Damage to the person’s property;
* Deliberate exclusion from activities;
* The setting-up of humiliating experiences

ABCC will manage incidences of bullying following procedures set out in the FSAC Ltd Student Welfare Policy No. 5, Student Anti-Bullying Procedure 5.3.1 2017

* **CHILD PROTECTION POLICY**

ABCC and EY ABCC follow the policies and procedures of FSAC Ltd, including the Student Protection in Anglican Schools Policy and Procedure, 2015. ABCC and EY ABCC have their own Child and Youth Risk Management Strategy and accompanying procedures which are adhered to.

All staff working with children at ABCC and EY ABCC will comply with the legal requirement to hold the appropriate ‘Blue card’ or ‘Exception card’ under the *Commission for Children and Young People and Child Guardian Act, 2000.*

* **DIVERSITY / INCLUSION and SOCIAL JUSTICE POLICY**

ABCC and EY ABCC as part of an Anglican School community follows the Ethos and teachings of the Anglican Church, and will value the following, ‘The Anglican Church in its long history has come to value tolerance as a positive good and a distinguishing feature of a civilised community.  Anglican schools should vivify such tolerance and acceptance and the care ethic implicit in this respect for others.’ Children entering the service bring with them a rich diverse cultural and social background and experience that will be valued and nurtured.

‘Culture is the fundamental building block of identity and the development of a strong cultural identity is essential to children’s healthy sense of who they are and where they belong. Children must have access to services that nurture, celebrate and reinforce their culture and support the development of their cultural identity.’ Educator’s Guide to the Framework for School Age Care in Australia, (2012, p57).

**Procedures**

A nation’s culture is one that is based on a set of ethics that arises out of its beliefs. A multicultural society therefore is a society consisting of a variety of cultural expressions such as dress, foods, customs, language and religion. Society also has diversity in households and family groupings and families with additional needs these will be valued and nurtured through the following:

* Educators will seek to show a positive attitude towards other cultures and acceptance of Australia as a multi-cultural society.
* St John’s Anglican College and St John’s Early Years ABCC programs will assist children to have a greater acceptance of all peoples through the My Time Our Place Framework vision for a child’s learning.
* Educators believe that the educational program must support the child’s self-esteem and pride in their family, community, ethnic and linguistic heritage.
* Respect for Aboriginal and Torres Strait Islander cultures
* Educators will endeavour to gain cultural competency of Aboriginal and Torres Strait Islander cultures and the rich history that belongs to the people of Australia
* Provide programs that are rich in the culture of Aboriginal and Torres Strait Islander people and of other cultures represented by the student population.

To assist ABCC and EY ABCC:

Parents will:

* Inform Educators of the family and child’s cultural and/or language requirements at the time of enrolment.
* Inform Educators of the family and child’s additional needs at the time of enrolment or whenever identified.
* Be encouraged to contribute to the program and operation of the service by sharing information about their child’s needs.
* Be informed via newsletter, noticeboard or other appropriate forms of communication about the service’s policies and practices.

Educators will:

* Ensure that their interactions with children, promote gender equality.
* Ensure that their interactions with children, promote equality regardless of race, culture or differences.
* Encourage children to develop to their full potential regardless of different abilities or needs
* Ensure that their language and daily practices are inclusive and non-discriminatory
* Have the opportunity to develop their understanding of inclusion principles and anti-bias through professional development
* Provide inclusive resources, experiences and materials
* Gain knowledge and understanding of Aboriginal and Torres Strait Islander cultures, practices and heritage.
* Ensure the physical environment reflects an inclusive and anti-bias approach
* Implement a range of practices to actively counteract bias or prejudice.
* **EXCURSION POLICY**

ABCC as part of the curriculum with input from children and families into the program will schedule excursions.

EY ABCC will gather input from children and families and will schedule excursions within the College grounds as part of the program.

* Excursions will be conducted in a safe and organised manner and form a part of the program. St John’s Early Years ABCC and St John’s Anglican College ABCC will endeavour to utilise destinations that provide enjoyment, interaction and experiences that are able to provide further stimulation for the children.
* Children in Kindy at St John’s Early Years ABCC will not be leaving the grounds of the College.
* Children in Prep attending EY ABCC and Year 1 can participate in excursions organised by ABCC.
* Excursions are compulsory for school aged children. Activities will be provided for all Kindergarten children not attending the excursion.
* Regular excursions within the College grounds will also be covered by the regulatory provisions of an excursion that leaves the college grounds.
* The Nominated supervisor must ensure that a Risk Assessment is carried out to identify and assess risks that excursions may pose to the safety, health or wellbeing of any child being taken on an excursion before an authorisation from parents is sought.
* The Risk Assessment must identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion and specify how the identified risks will be managed and minimised.
* Risk Assessment must cover:
* The proposed route and the destination for the excursion and,
* Any water hazards and,
* Any risk associated with water-based activities and,
* Transport to and from the proposed destination for the excursion and,
* The number of adults and children involved in the excursion and,
* The risk assessment will assist in determining the educator to child ratio required for the excursion, and whether a higher ratio of educators or other responsible adults to children may be appropriate to provide supervision, given the risks posed by the excursion and,
* The proposed activities – identified risks and risk management to minimise the risk to an acceptable level and,
* The likely length of time of the excursion and,
* The items that should be taken on the excursion.
* Excursions outside the usual premises will be for children in Prep and above.
* A First Aid kit, student roll, emergency contact numbers, medical forms containing emergency contact details for parent/guardian for all children, any relevant medical information, medication and mobile phone must be taken on every excursion.
* The authorisation must be given by a parent or other person named in the child’s enrolment record as having the authority to authorise the taking of the child outside the service premises by an educator and must state:
* the child’s name and,
* the reason the child is to be taken outside the premises and,
* the date the child is to be taken on the excursion (unless the authorisation is for a regular outing) and,
* a description of the proposed destination for the excursion and,
* method of transport to be used for the excursion and,
* proposed activities to be undertaken by the child during the excursion and
* the period the child will be away from the premises and,
* the anticipated number of children likely to be attending the excursion and,
* the anticipated number of staff members and any other adult who will accompany and supervise the children on the excursion and,
* that a risk assessment has been prepared and is available at the service.

EY ABCC: -If the excursion is a regular outing, the authorisation is only to be obtained once in a 12-month period.

It is necessary for parents to provide written permission that is received prior to the excursion by St John’s Early Years ABCC

* Educators / child ratios will be maintained at all times. Each Educator will be responsible for a designated small group of children. Head counts are made at regular intervals and relayed to the person in charge – the Certified Supervisor – through the use of walkie talkies or mobile phones where appropriate.
* An Educator with a recognised current First Aid Certificate will accompany each group during the excursion. All injuries/illnesses will be reported to the Certified Supervisor who will follow the appropriate procedures as outlined in Policy 2.3.
* Excursions: for Kindergarten children attending EY ABCC, these will be located inside the College grounds. During vacation care EY ABCC will join the main ABCC to participate in inclusion activities usually held in the College Chapel and J Block under covered area. As these activities require the children to move from the Kindergarten area they are classed as excursions and required to comply with the excursion regulations as they apply.

Excursions leaving the College:

* Transport for excursions will be provided by FSAC Ltd buses, where possible, or suitably contracted transport providers.
* Excursions undertaken during the vacation care will be compulsory for students in Prep to Year 6 unless otherwise stated.
* The cost of excursions will be set for 2017/2018 at a maximum fee of $30.00 plus the daily/ weekly attendance fee.
* This cost will be revised yearly in line with the service budget.
* Year level of children will be taken at 1st January of any year.
* Only one excursion will be organised per vacation care week and other fee activities will be minimised
* Costed incursions/craft activities will be scheduled for no more than 2 per week
* Costed incursions/craft activities will be scheduled for no more than 2 per week
* Parents/guardians, children, staff and members of our community will be encouraged to provide ideas for excursions and incursions
* Children’s evaluations of the excursion will be sought and used for future planning
* Staff will evaluate the overall excursion as this will assist in future planning.

Incursions: Incursions undertaken during the vacation care component of care will be compulsory for all children attending the session.

* **Food and Nutrition POLICY**

St John’s Anglican College ABCC and St John’s Early Years ABCC strive to achieve several aims in the area of Food and Nutrition. These are:

* To provide a food and nutrition policy that is consistent with Australian Dietary Guidelines for children as developed by national Health and Medical Research Council including:
  + To provide children with appropriate food to grow and develop naturally
  + To enjoy a wide variety of nutritious food including plenty of wholemeal breads, wholegrain cereals, vegetables and fruits
  + To include milk, yoghurt, cheese and/or alternatives
  + To limit saturated fats and moderate total fat intake
  + To encourage water as a drink
  + To eat only a moderate amount of sugars and food containing added sugar
  + To choose low salt foods
  + To eat foods containing calcium and iron
  + To provide physical activity in conjunction with appropriate food as it is important for all children
* To identify the strategies needed to deliver nutritional care
* To care for food by preparing and storing safely
* To assess the performance of St John’s Anglican College ABCC and Early Years ABCC and identify areas which need improvement in the area of nutrition
* To provide clear guidelines to Educators
* To provide information to parents about the nutrition provided to their children.
* The nominated supervisor must ensure that St John’s Anglican College ABCC and St John’s Early Years ABCC has access to safe drinking water at all times.
* The nominated supervisor must ensure that St John’s Anglican College ABCC and St John’s Early Years ABCC displays a weekly menu that is accessible to parents of children at the service and that accurately describes the food and beverages to be provided by the service each day.

**Procedures**

To achieve these aims, procedures have been developed which directly relate to food and nutrition. These are:

* Educators promote healthy eating habits
* Educators implement effective and current food safety and hygiene practice

To address these five key procedures areas have been developed. These are:

* **AREA A Healthy Food and Beverage**s This addresses what, when and how much
* **AREA B Safe Food Strategies** This addresses how to store, prepare, cook and serve food safely
* **AREA C Social Aspects of Food** This addresses social, cultural andfamily issues surrounding food
* **AREA D Learning about Food** This addresses the preparation of food and food awareness activities
* **AREA E Monitoring the Nutrition Procedure** This addresses the monitoring of the nutritional procedures that are in place.

**AREA A** – Healthy Food and Beverages

**Goals**

* To provide information on nutritious foods to assist parents in deciding appropriate food to supply their child.
* Cooking experiences will increase children’s knowledge of healthy food.
* To provide healthy and nutritious food to children attending before, after and vacation care sessions.

**Strategies**

* Information will be provided for parents that show the nutritious value of providing foods from the five food groups:

1. Grain (cereals) foods, mostly wholegrain and/or high cereal fibre varieties:

2. Lean meats and poultry, fish, eggs, tofu, seeds and legumes/beans;

3. Fruit;

4. Vegetables and legumes;

5. Milk, yoghurt, cheese and or alternatives, mostly reduced fat.

* Water will be the primary drink and will be available at all times.
* Parents will be advised when their child is not eating well and a strategy will be developed to monitor their progress.
* No foods containing nuts or traces of nuts will be served.
* Foods containing added sugars will not be given on a regular daily basis.
* Foods containing added salt will not be given on a regular daily basis.

**AREA B** – Safe Food Strategies

**Goals**

* To provide to families’ information on how to store, prepare and serve food in a safe hygienic manner and to promote hygienic food practices.

**Strategies**

* A routine will be followed where children eat at regular and predictable intervals.
* Children will be required to remain seated when eating and drinking.
* Educators and children will wash their hands before eating or drinking or handling food.
* Food will be stored at safe temperatures. The refrigerator will be kept at 4 degrees Celsius or below.
* Children will be discouraged from bringing foods that require reheating, unless a specific dietary requirement.
* Adequate refrigeration will be available to store foods and beverages supplied by parents.
* In cooking activities, Educators will carefully supervise the children ensuring safety around hot food, beverages and appliances at all times.
* Educators will be regularly updated on the special dietary needs of the children. In particular, Educators will be advised of food allergies and intolerances to ensure children will not be given inappropriate foods.
* Families will notify St John’s Anglican College ABCC and St John’s Early Years ABCC during the enrolment process or as soon as practicable upon diagnosis of any special dietary needs of the child, whether for health or cultural reasons.
* Working areas where food is prepared will be kept in a clean and hygienic manner.
* Educators will undergo regular training in safe food management.

**AREA C** – Social Aspects of Food

**Goals**

* To reinforce the values of family, school and community through provision of a caring eating environment that reflects these values

**Strateg**ies

* To select recipes and food related activities from a variety of different cultures.
* To celebrate special occasions with culturally significant and appropriate foods. For example, birthday cakes, Easter foods etc.
* Food will not be used as a form of punishment or reward either by it provision or denial.
* Educators will participate in the eating of food with the children when appropriate.
* Children will be seated when eating and drinking.
* Emphasis will be placed on promoting an eating environment where children are relaxed and able to enjoy their food with sufficient time for the children to eat and not feel rushed.
* Care will be taken to ensure children with special dietary needs are not excluded from food related activities or singled out by their dietary differences.

**AREA D** – Learning about Food

**Goals**

* To teach children about food, nutrition and hygiene

**Strategies**

* Children to offer suggestions for food and beverages suitable for breakfast, lunch, afternoon tea menus and cooking activities.
* Children participate in the preparation food to give them practical experience in the preparation of food.
* Children learn about the foods they eat and the importance of eating healthy foods.
* Children will be instructed in the importance of good hygiene when handling food.
* Children may participate in food related activities including but not limited to cooking, food art and food music.

**AREA E** – Monitoring the Nutrition Procedure

**Goals**

* To monitor the performance of St John’s Anglican College ABCC and EY ABCC with respect to the nutrition policy
* To identify key areas of effectiveness
* To use a consultative process that includes Educators, parents and children to identify and improve any area which are not optimum

**Strategies**

* To make available to all parents a copy of the latest Food and Nutrition Policy.
* To seek input from the children to assist in evaluating the cooking.
* To seek input from parents to evaluate the Nutrition Policy, menus and cooking ideas.

**Reference:**

<http://www.nhmrc.gov.au/guidelines/publications/n55> - accessed 20 September 2016

* **MEDICAL CONDITIONS POLICY**

**Management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis**:

* Each educator will hold a current recognised First Aid qualification and annually undertake CPR updating of their qualification, Educators will also undertake anaphylaxis management and asthma management training as required by Education and Care Services National Regulations (ss.136).
* Families will notify ABCC either through the enrolment process or as soon as possible via email, in person or by phone when identified or change to any medical condition, specific health care need or allergy that requires a medical management plan for the child attending ABCC and EY ABCC. A copy of the medical management plan must be given to ABCC prior to a child attending the service.
* The Nominated Supervisor will identify all children attending the service with any medical condition, specific health care need or allergy that requires a medical management plan from the enrolment form, during the orientation process or as notified by the family.
* All Educators will be notified of any child identified with any medical condition, specific health care need or allergy that requires a medical management plan either at an Educators meeting, from information in the ABCC Medical Conditions and Allergy folder or EY ABCC Medical Conditions and Allergy folder, the management plan on the notice board.
* The educators meeting minutes will act as a register that educators have read and understood the medical management plan and have identified the child identified in the medical management plan.
* All medication will be available at ABCC prior to the child attending ABCC. It is the responsibility of the parents to ensure that medication is provided to ABCC prior to their child’s arrival at ABCC.
* Should a child arrive at ABCC without medication for the medical action plan the family will be called and either medication will be supplied or the child is to be collected without delay.
* The Nominated Supervisor in consultation with the family will develop a risk-minimisation plan:
* To ensure that the risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimised; and
* If relevant, to ensure, that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented; and
* If relevant, to ensure that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented; and
* To ensure that practices and procedures ensuring that all Educators and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented; and
* If relevant, to ensure, that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner in relation to the child’s specific health care need, allergy or relevant medical condition are developed and implemented. (See 2.4 Anaphylaxis and Other Medical Issues Management Policy).
* **SUN SAFE POLICY**

Sun safety will be conducted at ABCC throughout the whole year. Educators will ensure children attending our service are protected from the harmful effects of the sun at all times. The Nominated Supervisor will:

* Encourage the use of sun protective clothing, hats and SPF 30 + broad-spectrum sunscreen for children and Educators when outside.
* All Educators will remind children and Educators to wear a hat and that sunscreen is applied whenever they are outside. This will include areas undercover areas, walkways and breezeways.
* Ensure this requirement is met throughout the year and include time during times of overcast weather.
* Direct Educators to ensure that sunscreen is to be reapplied every two hours or earlier during times of increased outdoor physical activity.
* Ensure that ABCC maximises the use of available shade for outdoor activities and plans activities which reduce time spent in the sun between 10am to 2pm.
* Inform parents of the Sun Safety Policy when children are enrolled. The Sun Safety Policy will be included in the enrolment package.

Educators will be encouraged to act as positive role models for children in all aspects of Sun Safety behaviour by:

* wearing broad-brimmed hats and appropriate clothing for all outdoor activities
* using SPF 30+ broad-spectrum, water resistant sunscreen
* seeking shade whenever possible
* wearing sunglasses that meet the Australian Standard (AS/NZS1067:2003)
* Parents will provide a Hat as part of the College uniform for term time. During vacation care, ABCC recommends a bucket hat.
* St John’s Anglican College ABCC and St John’s Early Years ABCC will supply a generic brand of sunscreen for use during the day.
* If the generic brand is unsuitable for children then parents will be asked to provide named SPF 30+ broad spectrum, water resistant sunscreen for their child. This is to be kept in a College bag and used when appropriate.
* Incorporate education programs that focus on sun safe messages.
* Ensure all Educators act as positive role models for children in all aspects of Sun Safety Behaviour.
* Seek support for the Sun safe message through newsletters, parent meetings.
* Review the Sun Safety Policy annually with Educators, parents, children and Management.

**References:** Queensland Cancer Council website:

<http://www.cancerqld.org.au/icms_docs/54255_Early_Childhood_Settings_SunSmart_Policy_Guidelines_.pdf> Accessed 30 October 2017

* **HANDLING OF COMPLAINTS AND GRIEVANCES POLICY**

St John’s Anglican College ABCC and St John’s Early Years ABCC as part of the FSAC group of colleges will adhere to the Board approved FSAC Ltd Compliance Procedure No. 6.4 Grievance Management Procedure 2017. FSAC Ltd is committed to providing a fair, safe and productive educational environment at its Colleges, where grievances are dealt with in a transparent and equitable manner. An essential part of developing that environment is ensuring that members of the College communities (staff, students, parents, carers and the public) are encouraged to come forward with their grievances in the knowledge that the College will take appropriate action to resolve those grievances.

All grievances from children, families or members of the community will be respected and treated in a fair and equitable manner with a strong desire to resolve the grievance through the following procedure:

* All complaints or concerns will first be addressed and discussed with the Nominated Supervisor.
* If after discussing the issue with the Nominated Supervisor the matter is still unresolved then it should be forwarded, in written form, to the Head of Primary.
* The Head of Primary and the Nominated Supervisor will contact the person and arrange a meeting.
* All persons involved will be informed of the outcome of that meeting.
* Matters remaining unresolved will be forwarded to the Head of College who will investigate the issue and inform all parties concerned of the outcome of the investigation FSAC Ltd Compliance Procedure No. 6.4 Grievance Management Procedure 2017 will be followed for the resolution of all grievances.
* Heated discussions should never take place in the presence of children. Any parent who insults or upbraids the Nominated Supervisor or staff member within the hearing of students of ABCC will be interviewed by the Head of Primary to determine the suitability of continuing enrolment at St. John’s Anglican College ABCC.
* Both parents and staff should respect each other's roles and concerns.

**Reference:**

FSAC Ltd Compliance Procedure No. 6 Grievance Management Procedure 6.4 2017

Community Corner

|  |  |  |
| --- | --- | --- |
| **Clubs and Groups**  **50 Plus Club**  Les 0466 377 618  Kay 07 3278 9406  *Meets 3rd Friday of each month*  **Australian Air League**  **Forest Lake Squadron**  Christine Parker 07 3279 4247  Tim Huntley 0422 230 589  [www.airleague.com.au](http://www.airleague.com.au)  **AIR**  Mona 07 3371 7494  Pett 07 3378 2361  [www.independentretirees.com.au](http://www.independentretirees.com.au)  *Meets 1st Friday of each month*  **Community Events Assn,**  **Forest Lake**  Linda 0402 067 907  **Community House Assn**  Jake 07 3372 9886  **Forest Lake Forum**  Linda Patton 0402 061 097  **Forest Lake One Community Ltd**  Ron 07 3879 74912  **Friends of the Park**  Lorraine 07 3879 6210  **Friendship Group, Forest Lake**  Annelie 0409 789 625  **Garden Group, Forest Lake**  John 07 3288 3131  **Girl Guides, Forest Lake**  Lisa 0412 767 708  [tamba@forestlakesguides.com.au](mailto:tamba@forestlakesguides.com.au)  **Labor Party, Forest Lake**  Charles 0411 959 994  **Ladies Fellowship, Forest Lake**  Lorelle 0422 294 431  **Liberal Party, Forest Lake**  Steve 0402 893 105  **Lions Club, Forest Lake**  Pres: Sebastian Rendic  0433 698 445  [srendic@gmail.com](mailto:srendic@gmail.com)  **Motoring Club – SW Brisbane**  Brian 07 3802 1902  Ross 07 5548 6003  rmfrater@optusnet.com.au | **Clubs and Groups**  **Mums in Touch, Forest Lake**  Jane 07 3879 6934  **National Service Assn,**  **Brisbane West Branch**  Peter 07 3372 5848  **National Seniors, Forest Lake**  Julie 07 3278 7274  Ros 07 3372 9432    **Obedience Dog Club of Brisbane**  0411 017 454  **Pallara Morning Tea Group**  Ruth 0422 533 208  *Meets last Saturday of each month at*  *Pallara SS*  **Probus Club of Forest Lake**  Pres: Alan 07 3879 8183  M/Ship Officer: Kevin 0408 933 561  **Rana Frog Group**  07 3372 4926  **Referral Network, Forest Lake**  Gaye 07 3879 9003  **Richlands, Inala and Suburbs**  **History Group**  Angela 07 3372 2358  **Rotary Club**  Brian 07 3271 6987  **RSL Sub-Branch, Forest Lake**  Peter 0412 357 756  George 0488 220 002  *Meets 3rd Tuesday of each month*  **Scout Group**  07 3870 7000  **Southwest Progress Assn**  Michael 0433 456 150  **Toastmasters, Forest Lake**  Grant 0415 699 032  **Trefoil Guild - Centenary**  Janet 07 3376 1889  **Women of Light**  Mavis 0418 745 179  **Young Woman’s Program**  Angie 07 3271 5554  **Youth Nite**  Mavis 0418 745 179 | **Sport and Fitness**  **AFL, Forest Lake Junior,**  Graham 0422 973 104  **Balancing Gentle Exercise to Music**  Jenny 07 3879 4020  **Baseball Club – Western Districts**  **The Bulldogs**  Laurie 0421 137 406  [www.wests.baseball.com.au](http://www.wests.baseball.com.au)  **Basketball Club – West Brisbane Falcons**  0450 105 252  [westbrisbanebasketball@hotmail.com](mailto:westbrisbanebasketball@hotmail.com)  **Brisbane Bhakti Yoga Centre**  Anil 07 3879 1906 or 0403 936 076  rajuanil@hotmail.com  **Cycling for Fitness, Forest Lake**  Dennis 0431 761 128  **Cycling Group, Forest Lake**  Reg 0412 155 295  **Futsal Club, Forest Lake**  Jodie 0407 760 654  **Golf Club, Forest Lake Social**  Peter 07 3278 8060  **Indoor Bowls**  Mary 07 3376 3085  **Little Athletics, Forest Lake**  [forestlake\_littleas@hotmail.com](mailto:forestlake_littleas@hotmail.com)  **Netball Club, The Lakers**  [lakers\_netball@hotmail.com](mailto:lakers_netball@hotmail.com)  [www.lakersnetball.com](http://www.lakersnetball.com)  **PCYC Inala**  07 3372 2222  [www.inalapcyc.org.au](http://www.inalapcyc.org.au)  **Rowing Club, Centenary (Youth)**  Simon 0414 711 331  Michael 0401 567 279  [www.centenaryrowing.com.au](http://www.centenaryrowing.com.au)  **Rugby League, Forest Lake Junior**  Secretary: Sarah 0438 010 827  **Rugby Union Club, Lakes Wasps**  John Miller 0407 679 007  [thelakesrugby@live.com.au](mailto:thelakesrugby@live.com.au)  [www.thelakes.rugbynet.com.au](http://www.thelakes.rugbynet.com.au) |

|  |  |  |
| --- | --- | --- |
| **Sport and Fitness**  **Softball, Raiders**  Sandie 0402 485 795  [raidersips@hotmail.com](mailto:raidersips@hotmail.com)  **Swimming, Lakes, Swim Club**  Dianna 0400 015 539  lakesswimming@ymail.com  LakesSwimClub.blogsport.com  **Western Cougars Gridiron Club**  0450 430 953  www.cougarsgridiron.com.au  **Government Representatives**  **Federal Member**  **Bernie Ripoll MLA (Oxley)**  1800 640 839 / 07 3879 6440  [bernieripoll@aph.gov.au](mailto:bernieripoll@aph.gov.au)  [www.bernieripoll.com.au](http://www.bernieripoll.com.au)  **State Members**  **Annastacia Palaszczuk (Inala)**  07 3372 3207  [inala@parliament.qld.gov.au](mailto:inala@parliament.qld.gov.au)  **Anthony Shorten MP (Algester)**  07 3278 9257  [algester@parliament.qld.gov.au](mailto:algester@parliament.qld.gov.au)  **Brisbane City Council**  **Cr Milton Dick (Richlands)**  07 3407 1211  [richlands.ward@ecn.net.au](mailto:richlands.ward@ecn.net.au)  **Cr Angela Owen-Taylor (Parkinson)**  07 3131 7022  [parkinson.ward@ecn.net.au](mailto:parkinson.ward@ecn.net.au)  **Hobbies, Arts and Craft**  **Beer and Wines Makers Guild**  **Western Suburbs Amateur**  Tony 07 3379 1048  **Book Lovers Gathering**  Ilona 0413 470 461  **Crafters Group**  Lynsay 07 3372 4938  Grace 07 3372 1179  **Lake Lover’s of Literature**  Elli 07 3879 6326  **Model Boat Club**  Graham 07 3278 7654  **Painters Fellowship**  Audrey 07 3372 9469  **Photography Club, Forest Lake**  Peter 07 3372 2835  [www.flpc.orgfree.com](http://www.flpc.orgfree.com) | **Hobbies, Arts and Craft**  **U3A,**  www.u3abrisbane.org.au  **Education**  **Forest Lake State High School**  07 3714 2333  **Forest Lake State School**  07 3714 1222  **Grand Avenue State School**  07 3372 0555  **Pallara State School**  07 3723 6333  **Serviceton South State School**  07 3714 0222  **Referral Network, Forest Lake**  Gaye 07 3879 9003  **St John’s Anglican College**  K-6 07 3372 08444  7-12 07 3372 0111  **Health**  **Alcoholics Anonymous**  07 3255 9162  [www.aa.org.au](http://www.aa.org.au)  **Al-Anon for friends and family of alcoholics**  07 3854 0331  www.al-anon.alateen.org/australia/qld  **Asperger Services Australia West Brisbane Region Support Group**  Jane 07 3278 3082  **Australian Pituitary Foundation**  07 3376 2083  **Australian Breast Feeding Assn**  Tammy 0417 548 856  **Inala GROW Group**  A mental health, non-profit volunteer group.  Graham 07 3879 1978  Lynn 07 3879 9765  **Meals on Wheels**  Alison 07 3372 5276  **Multiple Birth Assoc - Ipswich**  Sue 0410 181 215  **Playgroup Australia**  1800 171 882  [www.playgroupaustralia.com.au](http://www.playgroupaustralia.com.au) | **Local JP Contacts**  **David Armstrong**  Bank of Qld  07 3372 4855  **Margaret Chittick**  07 3372 8581  **Linda Clarke**  Creekwood  07 3714 9464 or 0408 320 325  **Reg Connelly**  Heathwood  07 3879 9397 or 0403 167 121  **Robyn Fleming**  07 3278 9559 (wk)  **Mr E G Harper**  Homestead Village  07 3372 9242  **Allan and Tania McLaughlin**  07 3372 9408  **Kathleen Maree Neehouse**  Pallara  07 3372 7152  **Christine Nelson**  07 3278 3485  **Mandy Nicholls**  Homestead Village  07 3372 8723  **Boyd Porter**  07 3372 9314  **Margy Smith**  Creekwood  07 3278 7825 or 0417 198 295  **Kathleen Wooler**  07 3879 1652 |

FAQ

**Why am I charged an Absence Fee?  
Why am I charged an Absence Fee?**

**If you fail to contact ABCC and comply with the** Cancellation of Pre Booked Session with no resultant fee requirements, then **an Absence Fee is charged to your account.**

**Why am I required to sign an Absence on the roll?**

**All families with CCB% are allocated 42 absences each financial year. After these Absences have been used no further CCB% or CCR will apply whether eligible on a weekly fee relief basis or claimed at tax time, unless you have a legitimate absence, either medical, change to work roster or similar.**

**Any additional absences will require proof either medical certificate or letter from your workplace. All Absences are reported to the Department of Education in our weekly reporting system for all families. To ensure the service is charging correctly for Absence it is necessary for families to sign the record of the Absence.**

**Why are incursions and excursion compulsory for school aged children?**

**If children do not attend an incursion, then ABCC would be required to allocate a staff member to the child or children not attending the activity. This increases our staffing numbers because of the need to meet regulatory requirements for staff/child ratios and cover all areas used by children. Increased costs for staff would be putting pressure on our budget thus requiring an increase in overall fees to cover the situation**

**Each year we try to keep all fee increases to a minimum and look to ways to keep costs down for families. Making incursions compulsory also attracts CCB% and CCR to the full fee charged making it a cost effective for families needing to use vacation care.**

**Why must I make a booking? And why must I notify ABCC of my child not attending?**

**The service operates under regulatory requirements that include a certain staff to child ratio. To enable ABCC to have the required number of staff on duty to manage the children at ABCC, knowledge of how many children will be attending is essential.**

**This also works in reverse for cancellations; ABCC is able to cancel staff if the numbers of children decrease.**

**Both require early notification to allow staff to be able to come to work and to be released from work with enough notice, as they have busy lives themselves, with University and other family needs.**

**Why am I charged an Absence Fee?**  
If you fail to contact ABCC with the required 48 hour notice then an Absence fee is applied to your account.  
An Ab