



2015

Parent Handbook



"It takes a whole
village to raise a
child."

African Proverb

Ph: 0404 385 162

www.thehangoutshc.com.au

1/1/2015

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Section 1: Welcome to The Hangout OSHC!

The Hangout Outside of School Hours Care (OSHC) is privately owned and operated by Alison Hodgson and Renee Scorer, who host many years of experience in early childhood Centres including outside of school hours and Long day care.

Our Program is tailored to meet the school community needs with our main focus being the children. The children at our centre share with us their idea's and we aim to utilise these idea's to make a fun filled program chosen by them!

Please take a look at our philosophy at the end of this book to see what all of our values are and help us achieve them!

Section 2: About our program

Our program is based around fun!!!
Yes we may climb trees and explore sticks and pebbles but that's what childhood is all about! And we aim to bring all these FUN things back to life through our programs!

Planting seeds and making a mess to chilling with a movie or computer game, our program is designed so every child enjoys their time with us doing what THEY would like to do!

We have art and craft available constantly as well as cooking activities and sports! We cater for everyone's interests and skills and if we don't have something, we can get it!

Term program's are available for families, so they can see just a few of our daily activities, but we always have more happening every day because the children's idea's and interests change every day!

Our programs follow the 'My Time, Our Place' curriculum and are supported through our journal and term planner. There is always information at the centre for families to view what their children are up to here and our staff are always excited to share the children's day with their family!

Want to know more? Well sure thing! Check out <http://deewr.gov.au/my-time-our-place-framework-school-age-care-australia> and you will find everything you need to know about our curriculum!!!

Section 3: When your children can hang out with us!

<u>Before school care</u>	<u>After school care</u>
6:30am – until school starts	School finish time – 6:30pm

<u>Vacation care and pupil free days</u>	<u>Public Holidays</u>
6:30am – 6:30pm	Closed

Section 4: Hanging out with the staff!

Our team is a selection of experienced and dedicated educators who are passionate about children and their need to be children.

All staff must hold:

- Working with children check.
- Federal police clearance.
- Senior 1st aid.
- Medical clearance.
- Qualifications or working towards qualifications.

Section 5: My Time Our place

My Time, Our Place is the new framework specifically designed by the Department of Education and Early Childhood Development for Out of School Hours Care services. It links to the Early Years Learning and Development Framework. As of January 2012, all OSHC programs must have adhered to the My Time, Our Place framework.

The framework has been designed for use by school aged care educators working in partnerships with children, their families and the community, including schools. It represents Australia's first national framework for school aged care to be used by school aged educators, and aims to extend and enrich children's wellbeing and development in school aged care settings.

For further information on My Time, Our Place, a brochure has been made available by the Department and can be obtained from the service. Please take the time to read through the brochure and feel free to direct any questions you may have to the educators.

Section 6: Sharing your idea's and community involvement

Celebrations & Festivities

The Hangout OSHC program acknowledges that celebrations and festivals assist children to learn about other people and cultures. To facilitate this, the service will endeavour to include a variety of celebrations and festivities throughout the year within the children's program. The program will include a range of experiences representing everyday life, and celebrations will not focus on one specific festival or aspect of the culture. Children are, however, encouraged to celebrate festivities related to their culture or lifestyle.

We do encourage parents/guardians to help in these celebrations, e.g. bringing in a cake to celebrate their birthday. Please see staff for advice. Parents/guardians are encouraged to provide ideas into the program and help select materials for the provision of culturally relevant experiences.



Section 7: Settling in with us

- Before starting care and education, talk to your child about:
 - where they will be going
 - what they will be doing
 - who they will meet
 - why they will be going.
- Explain that they will stay at the service for a period of time until you pick them up.
- Answer your child's questions openly and honestly and reassure them they will be fine.
- You could read some books about new experiences to prepare your child.
- Drive or walk past the service to show your child where they will be going.
- Visit the service with your child a number of times before you leave him or her there for the first time. This will give your child an opportunity to get to know the staff and surroundings.

Section 8: Including everyone!!!

The Hang Out OSHC recognizes that additional support may be required when including children with special needs into the program. These procedures will support the successful inclusion of children with special/additional needs through implementing practices which are conducive to a supportive environment for children, families and staff.



Everyone is welcome!

Our staff are trained to assist children with a variety of special needs and cultural backgrounds. We pride ourselves on being able to support all of our community members and where needed, we can also access services to support your child settling into care as well as assisting families in accessing community groups and translators.

Section 9: Priority of Access

Enrolments are accepted in line with the Commonwealth Government priority of access guidelines. These guidelines are referred to when a service has a large waiting list and a number of parents/care givers competing for a limited number of vacant places.

These are:

- **First Priority:** Children at risk of serious abuse or neglect.
- **Second Priority:** Children of workforce participants, where a single parent/caregiver or both parents/caregiver are employed, seeking employment or studying/training for future employment. Children or parents/caregivers with continuing disability or incapacity.
- **Third Priority:** Any other child.

Within each priority mentioned above, further priorities exist in each category. A copy of this is available from the Centre Manager.

Section 10: Personal belongings and what to bring along

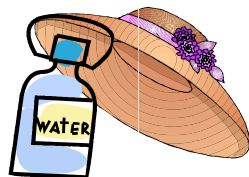
Please ensure your child is clothed properly, especially on excursions including suitable footwear. NO THONGS or SLIP ON SANDALS, i.e. footwear must have a strap at the heel. A waterproof jacket is required for winter. Please put your child's name on all items. All items left at the end of term are sent to charity organisations. Uniforms are sent to appropriate schools. **Children must not wear singlets, tank tops, or backless tops while in care.** Children who don't have hats will be required to stay indoors or under shade outdoors.

Bring each day:

- Hat
- Drink bottle
- Change of clothes

Also Bring to Vacation care

- Morning tea and Lunch
- Bathers and Towel (just in case of a water fight)



Section 11: How to enrol with us



Step 1

Call us on 0404 385 162 and arrange a time to come and see us!

Email us at admin@thehangoutoshc.com.au to arrange a time to see us

Step 2

Come to the centre and collect an enrolment pack.

If you cannot come to see us to get an enrolment pack that's not a problem, simply share your address or email address and we can deliver it to you!

Step 3

Arrange your induction at the centre and meet the friendly staff, and collect all of the information required to enrol.

What is an induction?

An induction is a 2 hour free session which you and your child attend, to ensure The Hangout is the right place for you. We feel that it is important for the children to feel comfortable with us and see how much fun they can have. The staff will take some time with the parent to go through our philosophy, code of conduct, fee payments, routines and this hand book to ensure that everyone feels at ease with their time with us.

At your induction we will ask that you bring your child's birth certificate and immunisation records along. This will also be the time to hand in your completed enrolment form and share any questions you may have about the service.

Inductions must be booked and we encourage them to be 1 week before your child starts at The Hangout OSHC. We will have a staff member dedicated to you (the parent) for the one hour to ensure you have all of your needs met and questions answered.

Section 12: Our routines

Before School Care

6.30am Open.

6.30am – 8.00am Children arrive and make their own healthy breakfast

6.30am – 7.45am Children participate in a variety of activities

7.45am – 8.00am Children finish activities & commence packing up

8.00am – 8.30am Children participate in Gross Motor activities & outdoor play – weather permitting (Skipping, poison ball) or group discussion.

8.30am onwards Depart to schools

After School Care

Open. Educators arrive and prepare afternoon tea and set up daily activities, start to collect children from schools.

3.00pm – 3.30pm Children begin arriving. Children initialled in by staff.

Bags are put away and children have free play.

3.30pm – 4.00pm Afternoon tea is served.

4.15pm – 5.30pm Activities begin (children's choice) & children have the option to participate or initiate their own supervised play.

5.30pm – 6.00pm Our Educators & children assist in the packing up of activities & equipment and quiet activities are made available.

6.30pm Program closes.

Vacation Care

6.30am Open

6.30 am – 8.00 am Breakfast

6.30 am – 9.30 am Free play

9.30 am – 10.00 am Come together

10.00 am – 10.30 am Morning tea

10.30 am – 12.30 pm Activity

12.30 pm – 1.30 pm Lunch

1.30 pm – 3.00 pm Activity

3.00 pm – 3.30 pm Afternoon tea

3.30 pm – 5.30 pm Open play

5.30 pm – 6.30 pm Pack up & lock up

Routines may vary due to excursions, incursions and other events. Please ensure you speak with the Educators regarding excursions to ensure you are aware of departing times.

Working together to build a stronger future for our children!



Section 13: Meals

Before school care:

For children who attend our before school session we offer a nutritious and substantial breakfast. We always have a selection of cereals available along with our meals outlined on our menu. Families can rest assured that their child will enjoy breakfast with us. Breakfast is available from 6:30am until 8 am.

After school care:

We provide the children with a variety of fresh fruit daily along with our daily afternoon tea menu. There is something everyone will enjoy! And if the children don't like what is on the menu, well that's fine too! We have alternatives available for those whose taste differs from our main options. We also have snacks available throughout the afternoon to ensure every child at our service is never hungry!

Vacation care:

During vacation care we ask that **families pack morning tea and lunch** for their child and we will provide breakfast for our early birds and afternoon tea for each child. Menu's run the same as before and after school. If we are providing a BBQ lunch on excursions with we will notify parents on the permission slips and program not to pack lunch for this day. Lazy lunches can be purchased for \$3.00 which includes, sandwich, muesli bar and fruit.



Section 14: Medication

Never leave medication in your child's bag

In the interest of health and wellbeing of the children, The Hangout OSHC will only permit medicines to be given to a child if a medical practitioner prescribes the medicine, and it is directed in writing by the medical practitioner to be administered during operational hours.

- All unused medication will be returned to the parent on collection of the child.
- For asthma, diabetes or other similar ongoing medications parents will be required to advise the Centre Manager in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when (ie at what intervals) and by whom all such treatment is to be administered.
- Individual illness management plans will be developed if necessary in conjunction with the Centre Manager or a qualified first aid staff member, parent/guardian, child and other health/educational professionals if required.
- Staff will only be permitted to assist the child in self-administered medication if it is:-
 - a prescribed labelled medication
 - in its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and expiry date and
 - accompanied by signed copy of The Hangout's medication authority form completed by the parent/guardian.

Section 15: Illness, accidents and immunisation

Illness and Accidents

In the event of injury or illness at least one staff member with a current first-aid qualification and annually updated CPR qualification, as required by the Child Care Regulations, will be on duty at all times while children are in attendance at this Service. Parents will be contacted in the event of an illness or injury.

In an emergency, it is The Hangout OSHC practice to take immediate action as deemed necessary for the safety of the child in line with its duty of care and medical information provided by parents, as outlined in the enrolment form. This may take the form of a call to an ambulance or to a local GP. As soon as practical, parents will be contacted. However, if this is not possible an additional emergency contact will be contacted. If illness or an accident occurs on an excursion, immediate medical assistance will be sought.

Immunisation

Children who are younger than seven must meet the Australian Federal Governments immunisation requirements, or have an approved exemption from the requirements for the family to be eligible for Child Care Benefit (CCB).

Non-Immunisation

Staff and children will be excluded from The Hangout OSHC if there is an outbreak of an infectious disease against which they have not been immunised. The period of exclusion will be in accordance with the National Health and Medical Research Council's recommendations, www.nhmrc.gov.au.

Infectious disease

The Hangout OSHC strives to remove immediate and/or serious risks to the health of the children, from possible cross-infections, by adopting appropriate procedures for dealing with infectious diseases, whilst respecting the rights of individual privacy. Accordingly, all people, including children, staff and parents, with infectious diseases will be excluded from attending The Hangout OSHC to prevent the diseases spreading to others. It is the responsibility of parents/guardians to inform the Centre Manager of any infectious disease that their child, or other immediate family members may be suffering.

Section 16: School information / communication and homework

We aim to follow the school values in which our service is located. These may vary from school to school. Information about your child's school is located in their room and available on request. One of our friendly staff members will be more than willing to assist you with any questions you may have.

We are more than happy to pass on any information to your child's teacher and we will endeavour to pass on messages from the teacher to you.

We can help with home work!

As part of the children's program, the Educators will provide a quiet, safe area for children to undertake homework tasks. Given the number of children and other activities provided, the service cannot take responsibility for completion of homework; this is the responsibility of the parent/caregiver and child. Parents/caregivers are encouraged to discuss their child's individual needs with the Educators.



Section 17: Computers, Television, Video Games and Electronic Games

The program endeavours to reflect children's interests in the program, therefore activities such as videos, television, computers and electronic games will be offered within a balanced program of activities. The amount of time children can participate in these activities will, however, be limited.

The service will ensure that the content of program and games will be appropriate for all children present and will not contain any physical or verbal violence or ridicule. These activities will be limited to C and G ratings.

On occasions PG videos/dvd's/ electronic games may be viewed under supervision of staff. Parents can request their children to not view these by indicating on their enrolment form then alternate activities will be arranged to meet their needs.

Section 18: Code of Conduct for Parents, Guardians and staff

Parents and Guardians

- At no time will disrespectful behaviour be tolerated, towards, other families, children or staff. Our staff reserve the right to ask a person to leave if they feel they are not following our code of conduct.
- At no time is inappropriate language permitted at the service or its grounds.
- At no time is a person permitted to smoke at the service or its grounds.
- Children are not encouraged to bring toys from home, however if children do choose to bring them, the service accepts no responsibility for lost or stolen items.
- Parents/guardians do not have the right to speak to other children inappropriately.
- Parents/guardians cannot discipline other children.

Staff Rights

- Socially interact in a safe environment.
- Be accepted, respected and valued as an individual.
- Be given a fair hearing.
- **Staff members have the right to ask a person to leave the premises if they or the children feel intimidated or threatened in any way.**

Staff's responsibilities

- To ensure the safety of all children and staff.
- Recognise and respect the rights of others.
- Accept, respect and value others as individuals.
- Respect all property.
- To role model acceptable manners and behaviour at all times.

Section 19: Questions and concerns

We are always happy and ready to hear about any of your worries or questions. Please feel free to approach any of our dedicated staff with your questions or worries however complaints should be directed to the Centre Manager.

Complaints

Complaints regarding The Hangout OSHC are to be firstly directed to the Centre Manager. The Centre Manager will then inform Centre Management and should further action be required then the steps as outlined in the Complaints Handling Policy will be followed. For further information regarding grievances please refer to the Complaints Handling Policy in the OSHC Policies Document.

Childcare Licensing and Standards Unit

111 Wellington St, EAST PERTH, WA, 6004
(08) 6210 3333

Section 20: Staffing and supervision

Staff/child ratios will be in keeping with, or better than, those guidelines set in the Quality Principles and the Education and care Services National law (WA) Act 2012 In setting staff ratios, consideration will be given to the activities undertaken, ages and abilities of the children and any special needs that the children may have.

In setting staff ratios:

- There will be a maximum of 13 school age children to every 1 staff member.
- There will be a maximum of 10 children to every 1 staff member if Kindy aged children attend.
- There will be a maximum of 10 school age children to 1 carer for excursions.
- There will be a maximum of 5 school age children to 1 carer for swimming.
- There will be a maximum of 2 Kindy children to 1 carer for swimming.
- For school age care there shall at all times be at least 2 adult staff members, or 1 adult staff member and another adult at, or near, the centre ready to help immediately if required.

Staff position themselves to always be available to the children. Children who are older at times prefer privacy and we take this into consideration when planning our supervision. Where children are settled into activities staff may have them in hearing range.

Section 21: Expected behaviours

The Hangout OSHC recognises the wide range of age groups that access School Age Care, as well as the differing developmental needs of individual children and the variety of diverse backgrounds. Behaviour support and management strategies play a vital role in providing a safe and happy environment. Our staff are aware of the developmental stages of the differing ages of the children who attend The Hangout OSHC, and will apply appropriate behaviour support and guidance techniques which will be consistent with our Behaviour management policy and The Hangout OSHC philosophy.

Our staff discuss children's limits each term. Please assist our program by ensuring your child is aware of their rights/limits.

- Socially interact in a safe environment.
- Be accepted, respected and valued as an individual.
- Be given a fair hearing.
- Travel to and from school & excursions safely and without harassment.

Children's responsibilities

- Recognise and respect the rights of others.
- Accept, respect and value others as individuals.
- Respect all property.
- Express them self in an acceptable manner.

Children's Limits

- We keep our hands and feet to ourselves.
- We keep within our own personal space.
- We walk inside.
- We get permission from the owner before we borrow something.
- We inform staff when attending toilets.
- We stay in the grounds of the Centre unless we are accompanied by an Educator or parents.
- We use good manners when we speak.
- We respect others and their feelings.
- We ask for permission before touching or taking things.
- We speak politely to staff and others.
- We allow the speaker to finish speaking before replying.
- We respect our property as well as other people's property.



Section 25: Safety drills

The Hangout OSHC adopts a proactive approach to ensuring that staff and children are aware of, and understand, evacuation and other emergency procedures.

- Emergency evacuation procedures are clearly displayed near the entrance of each room at The Hangout OSHC.
- Staff ensure that all exits are kept clear and unlocked to enable a quick departure.
- Emergency evacuation procedures and harassment procedures will be carried out at least once a term for Before and After School Care and at the beginning of each Vacation Care program. This drill occurs on different days of the week so that all staff and children are familiar with the procedures.
- Emergency telephone numbers are clearly displayed within The Hangout OSHC.
- For these emergency situations, staff will have access to a telephone outside of the room.
- A record showing that the above prevention measures have been implemented will be kept stating the date, time, any comments and signed by the Centre Manager.
- In an emergency situation, the staff member who first discovers the emergency sounds the whistle by sounding it three times..



Section 26: Signing in and out

All children must be signed in and out on the attendance sheets; for Before & After School Care, as well as Vacation Care with the time and signature of the responsible person or parent/caregiver.

- Staff will mark the roll with the time your child leaves for school and arrives at the Centre in the afternoon; you are required to sign these times for Before & After School Care.
- Please notify staff if your child is not coming on a designated attendance day.
- Your child's attendance is taken from the enrolment form.
- Casual attendance requires the parent to inform the Centre when your child is attending, only if a place is available.
- Staff will not allow a child to leave the Centre unless they are with a nominated person. Children will NOT be sent home alone.
- The Bus has a copy of the attendance sheets to ensure children are collected.
- If a parent/caregiver sends an unauthorised person to collect a child, a letter of authority or a phone call, is required. A licence or appropriate identification must be sighted and be over the age of 18.
- **If your child's name is highlighted on the attendance sheet, this requires a parent/caregiver to speak to staff.**

Section 27: Childcare Benefits and Childcare rebates

Child Care Benefit is a payment made to families to assist with the costs of childcare. Child Care Benefit for approved care can be received as a reduced fee through the approved child care service. The Hangout OSHC is an approved service.

For more information and to find out if you are eligible, you need to contact the Family Assistance Office.

Parents/caregivers must register with the Family Assistance Office that they are attending a childcare service by:

- phone 13 61 50
- internet www.familyassist.gov.au
- or in person.

The parent who is registered with FAO must supply The Hangout OSHC with their Parent/Caregiver CRN & the child's CRN to enable the Centre to claim their CCB against their account.

Section 28: Payment and booking information

Terms and conditions for Fees and Payments

- Fees must be kept up to date.
- Fees are paid Wednesdays ready for the following weeks care.
- Families must provide in writing 2 week's notice to change permanent bookings.
- Casual bookings are not guaranteed.
- Casual bookings must be made no later than 24 hours BEFORE care is needed.
- Holiday bookings (discounted 50%) must be made 2 weeks prior to commencement of scheduled holidays. (discounts can only be applied to accounts which have their CCR allocated to the centre)
- Overdue payments will incur a \$8.00 late payment fee.
- To cancel permanent bookings, 2 week's notice is required in writing. (cancellation notice commences from when notice is received at the centre)
- Absent days leading up to a final day will be billed at full rate due to regulations out of the services control.
- All CRN numbers and Date of births must be correct to receive CCB and CCR.
- Any overdue payments more than 1 week will result in a suspension of placement until fees are brought up to date.
- Families who continually pay late will be asked to pay 1 month in advance.
- Casual bookings are paid for on the day of care provided or Wednesdays if pre booked.
- A \$30.00 non refundable admin fee is required to enrol your child at the service payable in cash at the centre.



Section 29: Fees structure

All fee's are applied at full rate before CCB and CCR are allocated.

Families are only required to pay the difference outstanding after CCB and CCR is deducted.

Before school standard rate	\$23.50
Before school casual rate	\$27.00
Afterschool standard rate	\$28.50
Afterschool casual rate	\$32.00
Vacation care standard rate (includes excursion entry)	\$70.00
Vacation care late enrolment rate / Casual rate	\$75.00

**The purple highlighted rate indicate standard fee's*



Section 30: Parking and safety

It is best to park as close to our room as possible!

Be careful and watch for reversing cars or cars travelling too fast. Always have your child close by when in the car park as it can be a busy time at drop off and pick up.

When the evenings are dark we suggest walking in pairs and where possible our staff may accompany you and your child to your car.

Do not leave any valuables in your vehicle. LOOK LOCK LEAVE.



Section 31: Change of details

If you move house, change occupation, change of authorised contact or even a phone number please complete our change of details form immediately to advise us of your new details.

Every 12 months (December) we will issue new enrolment forms to ensure that all of our records remain up to date. This is a licensing requirement and it is important for all of your details to be current in the case of an emergency.



Section 32: Absences

If your child is absent, please text or phone the service by 7:00am for before school and 2:00pm for afterschool sessions

In the event of an absence all sessions booked into and not attended are to be initialised by a staff member and must be signed by an authorised person as soon as possible. Remember to bring in a medical clearance so you can claim additional CCB.

Section 33: Hygiene

For the ongoing and general health and wellbeing of the children, The Hangout OSHC strives to ensure for the children and staff a standard of general hygiene which complies, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community.

The staff will wash their hands, and ensure that the children wash their hands, thoroughly with soap and water. Disposable gloves are used at all times when handling food, bodily fluids and when cleaning.



Section 34: Newsletters and communication

A Junior School Newsletter is emailed home to parents each term. A printed copy is available from the classroom Office if required.

Please inform The Hangout OSHC of your email address as this is the most efficient method of promulgating information to parents.

Other information will also be emailed as needed, such as illness outbreaks and events.



Section 35: Physical activity

The children are actively encouraged to participate in physical activity every day, as part of play and games.

As a part of the After School Care program varied activity sessions are incorporated to promote aspects of endurance, flexibility and strength. Fiona our sports co-ordinator has worked very closely with staff from Blu Earth to ensure all of our programs are fun, educational and inclusive!

Section 36: Sun protection

Sun safety awareness is reinforced throughout the whole year. Staff are to ensure that all children attending The Hangout OSHC are protected from the harmful effects of the sun at all times. Children are required to wear hats and SPF 30+ broad-spectrum, water-resistant sunscreen is encouraged to be worn when involved in outdoor activities. We ask all parents to provide a Sun Smart hat where possible and we supply SPF 30+ broad-spectrum, water-resistant sunscreen for their child and encourage their child to wear it.

Section 37: Arrival and departure

The Hangout OSHC has strict procedures regarding the arrival and departure of children and particularly the persons who may collect children from The Hangout OSHC.

In accordance with State regulations all children need to be signed in and out of care by an adult. OSHC Assistants sign in all children at the start of After School Care every afternoon. Upon departure all children are required to be signed out by an authorised adult.

Where no written authority has been received, the parent or guardian may give permission by email, fax or by telephone for an alternative person to collect the child. The parent must provide the name and description of any such person concerned and proof of their identity will be required on arrival.

Section 38: Staying in touch

We have so many ways families can find information about what is happening at the centre. Here are some of the ways you can conveniently find information about us and what our programs are currently offering;

- **Face book!** Simply like our page and stay up to date with our trends go to www.facebook.com/thehangoutoshc
- Newsletters! Each month we place together a short newsletter about what the children have been up to as well as some great parenting support information and useful websites!
- Notice boards are always full of our latest information so always make sure you check those out each day!
- You can also find our community on Pinterest, Twitter and Google plus!
- Emails – we regularly email out to our families useful tips, illness reports, community events and so much more!



JUNIOR SPORTS AND COACHING (4-11 YEARS)

Sports allow children to get active, have fun playing their chosen sport and learn the value of sportsmanship. It also develops their coordination, self confidence and social skills to help them through their youth. These programs are run as casual classes so there is no formal commitment.

Netball @ Hamersley
Tuesdays from 4.00pm to 5.00pm
\$7.00 per class.

Soccer @ Hamersley
Wednesdays from 3.30pm to 5.00pm
\$7.00 per class

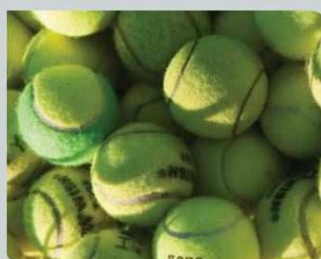
Soccer @ Mirrabooka
Mondays from 4.00pm to 5.00pm
\$7.00 per class

Basketball @ Mirrabooka
Saturdays from 9.00am to 10.00am
\$10.00 Coaching and game
Games from 10.00am to 12.00pm
\$8.00 per game
Registration \$12 per child

Netball @ Mirrabooka
Register your preferred day and if there's enough interest we'll run it!

SPECIAL OLYMPICS BASKETBALL @ HAMERSLEY

Mondays from 4pm to 5pm for children aged 6 to 12 years with a disability.
\$5.00 per class
Phone Di Bruce at Special Olympics WA on 0410 866 532 or email dib@specialolympics.com.au



THE ORIGINAL BEATBALL 3 ON 3 BASKETBALL

GAMES START AT 6.45PM
FREE SAUSAGE SIZZLE AND DRINK
ALL WELCOME!!!

VENUE: HERB GRAHAM RECREATION CENTRE
Junior comp 6 to 12 years : Senior Comp 13 -17 years

Held on the last Friday of each month!

The staff at the Hangout, Volunteers, to assist children of all ages participate in this amazing social event. At 5pm the children who attend Fridays come over to the Major sports hall to be spectators or join in this super fun event. Parents are welcome to stay with us but please remember to sign your children out when you arrive.

City of Stirling City of Wanneroo

SPORTS

Cultural Fusion officer contact : 5205 8555
This project is funded by the Australian Government Department of Immigration and Citizenship through the Diversity and Social Cohesion Program.
For more information visit www.mirrabooka.wa.gov.au

Section 39: Sports at Herb Graham

If you wish to book your child into any of the sporting activities occurring around Herb Graham we can assist you! We love the children being involved in sports, making new friends and co-operating as part of a team.

Staff will happily take the children to their sport coaching

and collect them too if necessary (so long as it finishes before 6:30pm)

Parents are required to sign their children out prior to collecting their children from their sporting activity.

Check with centre reception for activities available at the centre.

Currently available:

Monday – Soccer 4:00 – 5:00pm Junior Soccer coaching (\$7.00)

Tuesday – Mixed Martial arts 4:30 – 5:15pm (\$16.50)

Friday – Tennis coaching 4:00 – 6:00pm (\$8.00) call Melvyn 0417 912 298

We can pick your child up from school and take them to their sporting activities so they don't miss out!

Section 40: Beatball

Each month on the last Friday, Herb Graham Recreation Centre hosts a 3 on 3 basket ball competition free for all the children in the community, everyone is welcome! To make this happen volunteers are essential.

Our Herb Graham children move over to the Major Sports hall at 5pm when they can be a spectator or participate in the events. Staff will supervise the children's involvement until 6:30 pm. Families may wish to stay on and enjoy the festivities too!

Staff participate in volunteers roles from 6:30pm at the event. We assist with registration, scoring, umpiring, sausage sizzles, and whatever is needed really!

Section 41: Schools service by the hangout OSHC

Mirrabooka

We collect from a broad area at our Herb Graham Centre, servicing the suburbs of, Koondoola, Westminster, Nollamara, Yokine, Balga, Girrawheen, Dianella, Mirrabooka, Morley and Noranda.

Schools which can be serviced from our centre include:

- Ballajura PS
- Balga PS
- Banksia Montessori
- Boyare PS
- Burbridge PS
- Camboon PS
- Carmel School
- Dianella Heights
- Dryandra PS
- Edale PS
- Emmanuel Christian
- Gladys Newton
- Hocking PS
- Hudson Park PS
- Illawarra PS
- John Septimus Roe
- Koondoola PS
- Landsale PS
- Majella PS
- Mercy College
- Nollamara PS
- Noranda
- North Balga PS
- Our Lady Assumption
- Our Lady Of Lourdes
- Our Lady of Mercy
- Roseworth PS
- St Andrew's Dianella
- St Gerards
- Sutherland Dianella
- Waddington PS
- Westminster PS
- West Balcatta PS
- West Coast Steiner
- West Greenwood PS
- Warriapendi PS
- Yokine PS

Section 42: Our Rooms

Legacy Room – Located in the Creche room at Herb Graham Rec: Centre Caters for children **4 – 7 years** old with a specialised program to suit each individual child. Includes a private enclosed playground and discovery garden, pets, quiet reading and relaxation space, access to LCD TV and media area and private play room. **Direct contact number: 0452 385 163**

Hooligan room – Located on the South side of the second story of Herb Graham offers an awesome program suited to children **7 – 9 years**. Including direct access to basket ball courts, specialised sports programs, private play room with activities to enchant every child.

Warrior Room – Also located upstairs offers an exciting program from our children **10 years + program** is run by youth workers and experienced educators who specialise in older children and Tweenies! Our warriors room ensures our older children have the best possible time with us. Catering for homework needs and offering, gaming facilities, movies, magazines, direct access to basket ball courts. **Direct Contact Number: 0452 385 164**

Section 43: Home Drop off Service

Our home drop off service is a unique service offered by the team at The Hangout Outside of School Hours Care.

- Families can advise staff of needing this service anytime during the day and we will deliver your children to your home or designated address.
- Families however must ensure that a responsible person over 18 years is available to collect your child from the driver.
- Families must ensure they complete the drop off service permission slip and read the terms and conditions.
- Drop off service is facilitated at a set rate of \$8.00 per child or \$5.00 per child if 2 or more children are delivered to the same address.
- Our flexibility means that families can focus on the most important things – their free time and family.

We can bring
your children
home to you!

*Thank you for
choosing The
Hangout OSHC to
share a special
part of your
child's life!*

Our Philosophy and Values

The Hangout's philosophy is inspired by educational philosophies of Reggio Emilia, we aim to allow children to experience the joy of childhood and learn through their own experiences supported by our Educators, we also understand the needs of our local community and families who utilise our service and adjust our policies and practices accordingly.

Children

- 1.1 Every Child is a unique Individual, we see each child as a person who can actively contribute to our programs by sharing their knowledge, ideas and experiences.
- 1.2 Children grow and flourish with the acceptance and understanding of those around them.
- 1.3 Trusting children is imperative to ensuring they grow confidence and self esteem, we feel that children need to opportunity to take risks and be trusted to make their own judgments within the program.
- 1.4 Children are learning about the world around them and need time and exploration to develop their own theories and ideas of the world around them.

Programs

- 2.1 Children are allowed open learning experiences which are facilitated by our educators based on the children's interests, ideas and knowledge.
- 2.2 Children are offered and invited to participate in a balance of modern technological experiences as well as natural, environmental and traditional childhood experiences.
- 2.3 The children are developing lifelong skills to take with them throughout their life and are responsible in assessing what their own limits are when facing challenges. Educators support the children through this process.
- 2.4 Acceptance of all children and families regardless of cultural heritage, social backgrounds, additional needs and religion is important to each child in feeling valued and accepted within our program.
- 2.5 Natural materials are imperative to developing the children's understanding of the world around them and the environment. We aim to include as many natural materials as possible to our programs.
- 2.6 The environment in which the children are in can greatly influence behaviour and interests, discovery and exploration. We aim to keep a calm consistent environment which allows the children the freedom of choice and movement to the experiences which interest them.
- 2.7 Fun and joy are key parts to childhood memories; we aim to assist the children by offering an exciting and stimulating program for each child who attends our service.
- 2.8 Our day is not set out by fixed routines or formal structure each day, children should be allowed enough time for exploration, learning and revisiting activities at their own pace where possible.

Families and Community

- 3.1 Family involvement and input into our programs is seen to be so important to the children's feeling of value as well as families feeling welcome and comfortable utilising our service. The input contributed by our families, children, staff and local community is what makes our program so rich and full of fun!
- 3.2 Building relationships with families and communities is a value we feel is what makes a community stronger and safer within our service and on the outside too. We aim to bring people together to get to know one and other and form relationships of their own.
- 3.3 Open communication and honesty is important for building trust, at The Hangout we feel discussing with families the truth about their child's day and sharing with them different events through all forms of communication helps develop our own caring community.
- 3.4 Families have the right to know what their child is participating in at the service and feel included in this valuable experience.
- 3.5 We aim to support community events, schooling events and help others too! Our service fundraises for different events and community programs to help make a difference and build a brighter future for our children.

Staff and Volunteers

- 4.1 Staff observe and reflect on their practices to develop further skills and understanding of the children and their own roles within the program.
- 4.2 Positive leadership is important from all educators. Every educator is a leader in their own right, whether a team leader or role model to the children in their service. Staff must understand and accept this responsibility and support all those accordingly to their best ability.
- 4.3 Training and professional development is important to developing stronger skills and further motivation when providing support and facilitating children's experiences.
- 4.4 Our educators are facilitators of the children's experiences and contribute to the children's learning and fun.
- 4.5 Educators listen to the children and actively hear what the children have to share, whether it be verbal or in another form of communication.

Environment and Sustainability

- 5.1 We aim to give value to discarded materials and develop the children's awareness to what can be reused, developing lifelong awareness and responsibility to their future.

Discover

Learn

Enjoy

Fun

Explore

Share

Relax

Laugh

Adventure



The Hangout

Outside of School Hours Care

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