



*Mosman Church of England Preparatory School*



# AFTER SCHOOL CARE

75 Shadforth Street, Mosman 2088

Office Bookings: 9968 4044

After School Care : 0412 229 164 (3:00 - 6:00pm)

Email: [lwestenberg@mosmanprep.nsw.edu.au](mailto:lwestenberg@mosmanprep.nsw.edu.au)

[www.mosmanprep.nsw.edu.au](http://www.mosmanprep.nsw.edu.au)

## **Purpose**

To provide a high quality environment for out of school hours so that children will have a happy and productive time in safe and secure surroundings.

## **Hours of Operation**

After School Care opens at 2.45 pm and closes at 6.00pm. Vacation Care opens at 8.00am and closes at 4.00pm. A late fee of \$50.00 for every 15 minutes or part thereof applies for children collected after closing time.

## **Location**

Mosman Prep After School Care is located within the school grounds at 75 Shadforth Street. Entry is via the main school entry in Shadforth Street. Between 2.45pm and 5.15pm, ASC takes place on the playground and undercroft. After 5:15pm we move indoors, to the Coulter Wing Room. Due to the weather and the children's interests we might stay outside longer (summer) or move into the classrooms earlier (winter).

## **Staff**

The ASC Program is coordinated and conducted by experienced staff. Mosman Church of England Preparatory School adheres to a staff ratio of 1:15 (one staff member for every 15 children) for Primary aged children and 1:10 (one staff member for every 10 children) for Early Entry children, with at least two staff members working at any given time.

## **Contact**

For information about enrolment and other enquiries, please contact the school office between 8.00am and 4.00pm. The After School Educators can be contacted during the afternoon (4:00pm-6:00pm) or during Vacation Care on **0412 229 164**.

**Please ensure bookings are made directly through Mosman Prep School  
on 99684044 or email [school@mosmanprep.nsw.edu.au](mailto:school@mosmanprep.nsw.edu.au).**

## **Immunisations**

The Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013 requires that all families provide documentation detailing the status of their child/ren's immunisation history. In order to complete enrolment, all families must provide information that show your child:

- is fully vaccinated for their age
- has a medical reason not to be vaccinated
- has a conscientious objection, including religious beliefs, to vaccinations
- is on a recognized catch-up schedule if their child has fallen behind with their vaccinations

## Our Approach

Mosman Prep After School Care is committed to providing a quality service for children, families and staff. Our setting is guided by the principles, practices and outcomes of the My Time Our Place and Early Years Learning frameworks which emphasise the importance of each child feeling safe, secure and supported.

## The Program

Our approach has an emphasis on the children contributing ideas and interests and linking this to the program so the children view themselves as involved contributors and communicators in their learning.

It is our intention to develop a balanced program which considers the age appropriate developmental areas for the children in our service and assists in ensuring that the activities we provide are not only reflective of the children's contributions, but also provide a platform for learning through play and leisure activities, craft and artistic expression, exploration and social connections.

We view our program as dynamic and constantly evolving as this approach assists in ensuring that our service is fully inclusive in meeting the needs of all children and assists each child to strive towards recognising their potential.

## The Health and Safety of each child

We are committed to encouraging the children to be active participants in contributing to ways in which there is a growing awareness of their health and safety. Positive decision making and learning to take responsibility is encouraged so the children become aware of their health and safety needs as they develop a strong sense of wellbeing across the range of developmental areas.

## Our Environment

We aim to make Mosman Prep After School Care a stimulating place where children can explore, play, be curious, responsive and positive about contributing to and respecting the environment.



## Relationships

Staff have a strong focus on the relationships which are built with the children and we have a significant emphasis on the importance of building and encouraging respectful relationships which can influence the relationship between other children and adults.

## Behaviour

The **Code of Conduct** both for School and After School Care states:

- I will respect everyone and everything
- I will be responsible for myself and others
- I will be kind and caring
- I will strive to do my best

By striving to encourage each component of the Code of Conduct, we are committed to advocating that it is fundamental to respect and value differences between people and this can assist in promoting acceptance and equality of opportunity at Mosman Prep After School Care.

## Our Staff

We believe that as educators, we need to reflect a commitment to ongoing professional development. We aim to facilitate discussion about the values and beliefs which we hold. This is significant because these factors guide staff responses to the five learning outcomes within the learning frameworks.

As professionals, staff aim to abide by the Code of Ethics which states that the protection and wellbeing of children is paramount. The Code of Ethics is also a source for critical reflection in respect to professional standards which challenge and guide best practice within our service.

## Families

We believe that the partnership we nurture with each family is a core element in the quality of the service we provide at Mosman Prep After School Care. We are committed to fostering a meaningful partnership with families so they feel welcomed, supported and encouraged to communicate and contribute through questioning and the sharing of ideas and information about their child/children.

At Mosman Prep After School Care we will continually seek ways to facilitate open communication and dialogue and practice active listening skills which improve our knowledge and understanding of families without judgement. We recognise and appreciate that families may have different beliefs, ideas and approaches within each family structure.



## Program

A variety of structured, as well as unstructured, indoor and outdoor games, activities and homework supervision are provided.

In general, our afternoon routine is as follows:

<b>2:45pm</b>	Early Entry children are collected from their teachers after school.
<b>2:50 - 3:10pm</b>	K-6 children are signed in, usually in the undercroft area of the School.
<b>3:30pm</b>	Children share afternoon tea (undercroft) and enjoy free play, incorporating a variety of physical activities.
<b>4:00pm</b>	Optional homework time. Children's choice of activities and planned activities.
<b>5:00pm</b>	Late snack and re-group for activities.
<b>5:15pm</b>	Transition to the ASC classroom if appropriate
<b>5:45 - 6:00pm</b>	Children help clean up/pack away

Prior to 5.15 pm children can be collected from the playground and undercroft. After 5.15pm children can be collected from the After School Care rooms in the Coulter Wing (Hall Area) or from the playground as above.

## Afternoon Tea

Afternoon tea is organised through the School Canteen and consists of sandwiches, fruit and sometimes healthy treats such as pasta, pizza, vegetable fried rice, muffins and low fat pancakes.

We do have some children attending with specific allergies. The most dangerous of these is an anaphylactic reaction to nuts and for this reason we are a NUT FREE zone. Peanut butter and other nut-based products are not provided and we ask that you not send nut-products with your child. Children may bring extra food to after school care, however we encourage no 'junk' food as we encourage the children to make food choices which promote health and well-being.



## National Quality Framework

Mosman Prep After School Care is guided by the My Time, Our Place framework for school age care in Australia and the Early Years Learning framework. The Council of Australian Government developed this framework to ensure delivery of nationally consistent and quality school age care across sectors and jurisdictions.

Guided by these frameworks, Mosman Prep After School Care provides children with opportunities to maximize their potential and develop a foundation for future success in life. The frameworks acknowledge the importance of play and leisure in children's learning and emphasise developing life skills and a sense of enjoyment. Furthermore, the frameworks recognise the importance of social and emotional development and communication in learning.

## Policies and Procedures

Our after school care policies are developed in conjunction with current best practice in school age care and current government legislation. All policies are available for reading in the teachers' cupboard in the ASC classroom.

Policies are reviewed every 18 months or as changes are made to legislation or accepted practice. Our Quality Improvement Plan is also available to view and make comments and/or suggestions.

## Sign In/Out Procedures

As a legislative requirement of the Government, all children must be signed in and out of our service. A parent (or their authorized representative) must sign-out children on the roll each afternoon and state time of collection.

## Authorised Collectors

Children must not leave the service except in the manner indicated on their enrolment form. Alternative arrangements must be communicated to the service by parents/guardians beforehand.

The service will not permit anyone under the age of 18 years of age to be an authorised person to collect any child from the service unless special arrangements are made with the Director and the child's parent or guardian.

## Sun Protection

Mosman Prep After School Care is aligned with the SunSmart Policy as standard for all After School Care services in NSW that is endorsed as SunSmart by Cancer Council NSW. We encourage children to play in the shade, wear appropriate hats and apply sunscreen. Mosman Prep After school Care provides sunscreen. Please provide your own sunscreen if your child/ren have sensitivities or allergies.

## Lost and Found

Personal items that have been misplaced during After School Care can be found in our lost and found box which is located in the ASC classroom.

## Child Protection

All staff at our service are Mandatory Reporters. Mandatory Reporters have the responsibility to act in accordance with the Regulations and procedures which help protect children from risk of harm and guard their safety, welfare and wellbeing.

Staff are provided with training in child protection and our service has a comprehensive child protection policy that is reviewed regularly. For more information on the role of staff in child protection and the legislation go to the NSW Office of the Children's Guardian <https://ocg.nsw.gov.au/>



## Permanent Bookings

- All children must be enrolled through Hubworks:  
**<https://mosmanchurchprep.hubworks.com.au/>**
- A Booking Sheet is available on the School's website for each term:  
**<https://www.mosmanprep.nsw.edu.au/community/after-school-care>**
- **Fees for 2024 permanent bookings - \$35:00 per day.**
- A permanent booking form must be completed for each child and returned to reception by the end of Week One. The booking sheet is only for ONE TERM. **Each term a NEW form needs to be submitted.** The service is in demand and places, especially if booked late, cannot be guaranteed. We have a limit on the bookings that can be taken. Returning the form in time is therefore important.
- All permanent bookings will be charged whether they are used and cannot be swapped for other days. Parents still need to advise the school if their child is not attending ASC for roll purposes.
- While permanent bookings are typically non-changeable and non-cancellable for the term, we understand that unforeseen circumstances may arise. You can request a cancellation of your permanent booking in this instance, which will require a **two weeks' notice period.**
- By providing two weeks' notice, you help us ensure smooth operations and assist in minimising disruptions.
- Parents still need to advise the school if their child is not attending ASC for roll purposes. There is a SEARCH FEE of \$10.00 if you do not notify us of your child's absence as an educator is required to follow up such absences.

## Casual Bookings

- **Fees for 2023 casual bookings - \$45:00 per day**
- Bookings must be made before 12.00 noon on the day of ASC. Bookings may not be accepted after 12 noon. Please note we have a limit on the bookings that can be taken. If we reach this limit before 12.00 noon, we cannot take any more bookings.
- Cancellations will be charged if we have not been notified before 12.00 noon on the day of attendance.
- Children who are not collected at the end of the school day or from after school extra-curricular activities will be charged at the late casual rate for the session at **\$50:00 per day.**
- ***Children booked into ASC after 12.00pm will also be charged at the late casual rate of \$50:00 per day.***

**Late pick up Fee : After 6:00pm; (per 15 minutes) \$50:00**



## Accounts

- Parents will receive their invoice for the Term's usage of After School Care on the last day of term and this will be followed up with a charge on their school account.
- ***Please note there is no Government rebate available with this service***

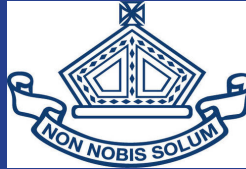
## Additional Information

It is essential that you update any changes to your contact details i.e. work phone number/ home and mobile numbers/emergency contacts via Hubworks.

Please let the office know if you are unsure of your login details.







*Mosman Church of England Preparatory School*

## **TERM DATES 2024**

- Term 1**      **Tuesday, 30 January – Friday, 12 April**  
Tuesday 30 January - Years 1 to 6  
**Wednesday, 31 January** - Early Entry & Kindergarten
- Public Holidays : Friday, 29 March (Good Friday)  
Monday, 1 April (Easter Monday)
- Term 2**      **Tuesday, 30 April – Friday, 28 June**  
Public Holidays: Thursday, 25 April (Anzac Day)  
Monday, 10 June (King's Bday)
- Term 3**      **Tuesday, 23 July – Thursday, 26 September**
- Term 4**      **Tuesday, 15 October – Thursday, 5 December**





Mosman Church of England Preparatory School  
75 Shadforth Street  
Mosman NSW 2088  
P: 9968 4044  
F: 9960 1647  
E: [school@mosmanprep.nsw.edu.au](mailto:school@mosmanprep.nsw.edu.au)  
W: [www.mosmanprep.nsw.edu.au](http://www.mosmanprep.nsw.edu.au)