



Outside School Hours Care







We Make Kids Smile

[PROGRAM]



At the heart of every Outside School Hours Care Service lies the Program... the key to success here is to make it **FUN, ENGAGING and STIMULATING!**




Our wide range of planned activities and resources help to:

-  Encourage interaction and develop social skills across various age groups and cultures
-  Allow for small and large group work to enhance learning opportunities and foster healthy dynamics
-  Provide exciting and innovative activities that meet each child's developmental needs
-  Encourage a safe, secure and stimulating environment that will promote emotional, social, intellectual and physical growth

We are not only an extension of the school community but importantly an extension of the family.

Examples of program content include:

-  Outdoor play time – sport, skills development, general play and inclusive games
-  Construction and manipulative play – art and craft, cooking and indoor games

-  Homework and quiet time – that way when the children go home, they will be able to spend quality time with their family
-  Creative outlets such as drama and musical appreciation
-  Activities where children get to experience different sports and artistic pursuits such as, circus skills, yoga, fencing, Pilates, skateboarding, martial arts, golf, and calisthenics

Programming should be managed by your Coordinator, as they know the children and will be able to determine their individual interests and incorporate these into the Program.

Your Program should be built around your children's wants, your parent's needs and reflective of your school community's values.



[STAFF]

The staff of an Outside School Hours Care Service have the ability to create a safe and inclusive environment that children want to return to time and time again.






Our Human Resources Team is committed to finding the most suitable Coordinator and support staff in each Outside School Hours Care Service. The key to this is finding staff who are passionate about child care, and who are local to the service – as they are already a part of this community.

Our team place significant focus on recruiting the best staff and ensuring that they receive not only the basic training required, but also continuous professional development.

The result of this means that parents who use the Service for their children can rest assured that while their children are attending the Service they are in a safe and nurturing environment, being engaged in stimulating and fun activities.

It is integral to the success of our Outside School Hours Care Services that every staff member embraces and displays our Staff Core Values, being: enthusiastic, safety conscious, organised, flexible, displaying initiative, professional, committed, ethical and a great team player.

All Camp Australia team members receive exceptional support through management and colleagues, and receive the following support and professional development:

-  Staff and Coordinator Inductions
-  Professional Training and Development
-  Regional Networking Meetings
-  One on One Mentoring
-  Weekly Memos/Newsletters



[ADMINISTRATION]

There are four main areas of Administration when it comes to running an Outside School Hours Care Program:



Bookings and Cancellations

We offer a centralised booking and cancellations service, which relieves the school of having to manage such activities, and also ensures parents are able to contact a Camp Australia Customer Service Representative any time between 8.00 am – 6.00 pm weekdays.

Attendance Registers

We have invested in the right systems to guarantee our capability to manage attendances, ensuring both the safety of the children in our care, as well as the capability to submit attendance information to the Government so that families can receive any eligible Child Card Benefit.



Child Care Benefit (CCB) and Government paperwork

CCB is assistance from the Government designed to reduce the overall cost of child care for eligible families. The percentage of benefit a family receives is determined by eligibility criteria, the number of children you have in care and your household income.



Camp Australia takes on the full management of the CCB in conjunction with the Government, ensuring all families linked to CCB receive their entitlements.

Invoicing and Payments

As an Outside School Hours Care Service grows, the more complex invoicing and payments become. We also offer a centralised process for these activities, removing the administrative tasks from the school and providing convenient customer service to families.

In order to provide excellent customer service, and ensure that these four areas of administration are seamless, our Customer Service Representatives look after specific schools, providing a consistent point of contact for families utilising the Service.

To further simplify the administration process for parents; early 2009 sees Camp Australia offering on line booking, payments and account management.

[QUALITY ASSURANCE & REGULATIONS]

All Services must comply with National Standards for Outside School Hours Care and the Outside School Hours Care Quality Assurance process, which define the industry standards and benchmark for childcare.

These standards cover eight Quality areas:

-  1. Respect for children
-  2. Staff interactions and relationships with children
-  3. Partnerships with families and community links
-  4. Programming and evaluation
-  5. Play and development
-  6. Health, nutrition and wellbeing
-  7. Protective care and safety
-  8. Managing to support quality

The Quality Assurance process is a Federal Government initiative, administered by the National Childcare Accreditation Council. An Outside School Hours Care Service must pass Quality Assurance accreditation in order for eligible families to receive Child Care Benefit.

Camp Australia has a team that is dedicated to working with each of our Services on Quality Assurance and Regulations.

Through this team we ensure that the most relevant industry expertise can be used to continuously improve the quality of our Programs, while also monitoring that they operate within the Guidelines and Regulations of the Outside School Hours Care Industry.



[OPERATIONS]

The number one priority in our Outside School Hours Care Services is to meet the needs of the children, parents and school community.






Through doing this we can assure that every child feels included and engaged whilst in our care.

The key to maintaining such an environment is to develop an inclusive working partnership between the School, parents and Camp Australia.

This partnership, or Management Committee, enables all parties to work together to develop an experience that is mutually beneficial for the school, parents and children.

Based on the school community's needs, we operate Programs for:

-  **Before School Care** – a healthy light snack and recreation before the children start the normal school day
-  **After School Care** – Active and Passive activities, learning, healthy eating and cooking, and always play
-  **Holiday Programs and Curriculum Days** – Stimulating activities including exciting excursions and incursions

Camp Australia, adheres to the staff to children ratios, ensuring safety and adequate supervision is maintained at all times.






Communicating with the school community and the parents using our Services is important. We use a number of methods to ensure that parents, children, staff and the school are informed of all matters relating to their Service, and also have avenues through which they can engage in conversation or provide feedback.

For example:

-  Information sessions
-  Assembly talks
-  Feedback boxes
-  Newsletters
-  Surveys
-  Term Reports



The Top 5 Outdoor Activities:





-  Circus Skills (juggling, diabolo's, spinning plates) – not many kids get to be a circus performer for the day
-  Ball Sports – anything from soccer, cricket, rugby, footy or rounders ... the choices are endless
-  Tennis – the classic favourite
-  Ten Pin Bowling (using foam pins and balls) – knock 'em down and start all over again
-  Hacky Sacks – a fun alternative to ball sports ... get those feet moving

The Top 5 Indoor Activities:

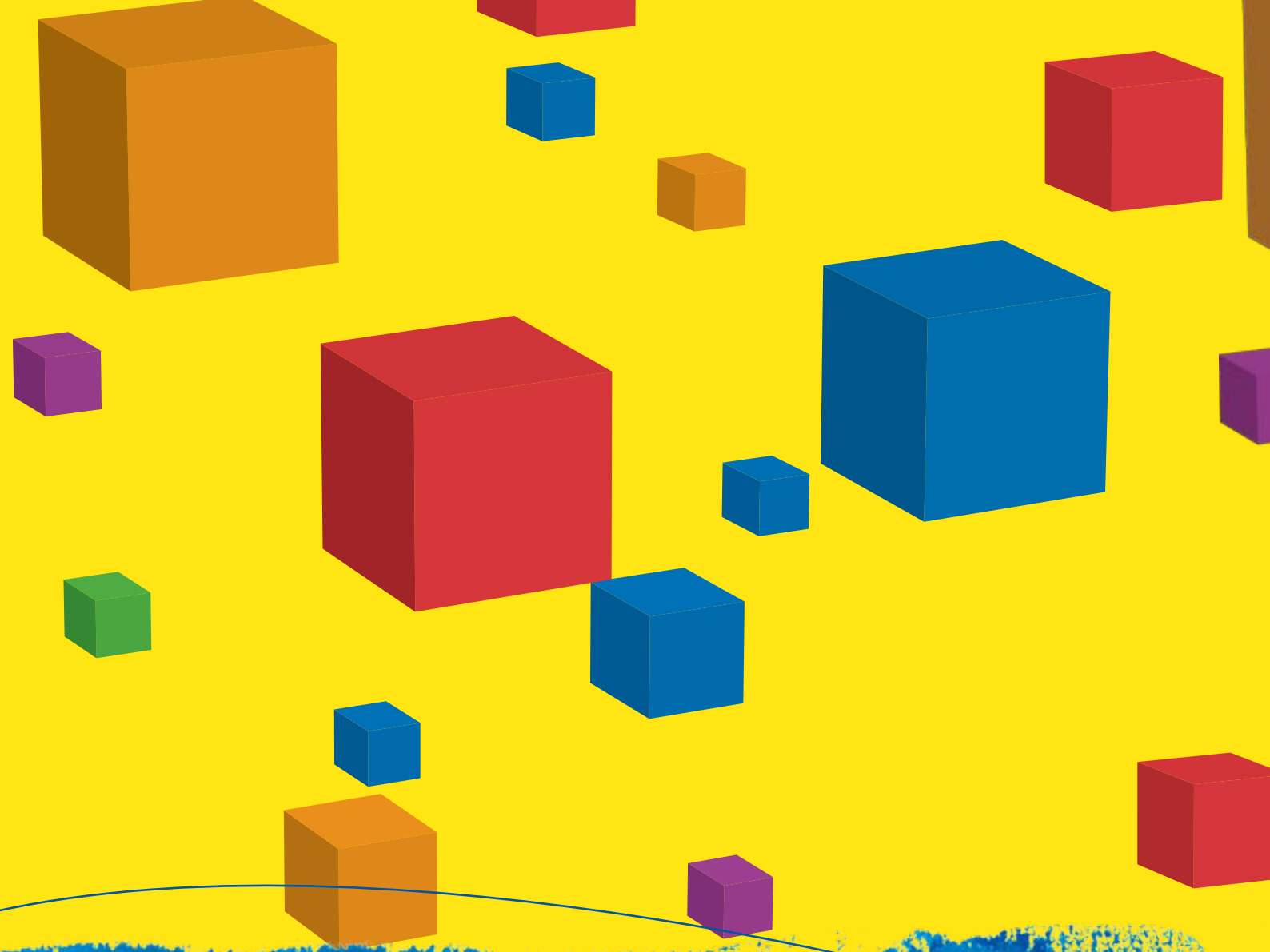
-  Hama Beads – colourful, creative and captivating
-  Mask & Sunglass Making – guaranteed to bring out the creative flair in anyone
-  Lantern Making – a fun creation to hang up at home
-  Painting & Drawing – arts and crafts that are bursting with colour
-  Making Dream Catchers – to keep the imagination running wild

The Top 5 Foods to make:

The key to making cooking a FUN experience is to mix things up... add in some dancing, games, colour or science!

-  The dancing slice – dance it up around the kitchen and make the cooking process fun
-  Lion lemon slice – use a bit of food colouring and sprinkles – and presto you've got a lemon slice lion
-  Golf ball caterpillar – rumless rumballs with musk sticks for feelers
-  Alien eyeballs – cheesecake like mixture rolled into a ball with a smartie for an eye
-  Gingerbread men – tie this in with a theme – fashion week works a treat

THE 5 KEYS TO SUCCESS!



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