



**MACKAY CHRISTIAN COLLEGE**  
We Love | We Care | We Learn



# Mackay Christian College Outside School Hours Care

## 2021/2022 Family Handbook

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# **Mackay Christian College Outside School Hours Care (MCC OSHCare)**

## **KEY STAFF**

**Principal:** Dr Barclie Gallogray

**Head of Junior School:** Mrs Robyn Hopper

**MCC OSHCare Coordinator:** Mr Michael Roberts

## **SERVICE CONTACT DETAILS** Mackay Christian College Outside School Hours Care (MCC OSHCare)

**Street Address:** 17 Ambrose Way, North Mackay Qld 4740

**Postal Address:** PO Box 3215, North Mackay Qld 4740

**Phone:** (07) 4963 1100    **OSH Mobile:** 0432 669 974

**Website:** [mcc.qld.edu.au](http://mcc.qld.edu.au)

**Email:** [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au) (General enquiries)

**Bookings:** [oshcare@mccmky.qld.edu.au](mailto:oshcare@mccmky.qld.edu.au)

## **HOURS OF OPERATION AND FEES**

### **Before School Care - Cost \$20 per session\***

**Prep onwards Before School Care operates from 6.00 am - 8.00 am**

- A nutritious breakfast and a range of fun activities are provided
- Children are signed into their Prep classes
- Movement to King's Park Campus will be arranged for children in Year 7 and above\*

### **After School Care - cost \$25 per session\***

**After School Care operates from 3.00 pm - 6.00 pm**

- A nutritious afternoon tea and a range of fun activities will be provided
- Children in Prep are signed out of their class and escorted from their classroom before being signed into the MCC OSHCare rooms
- Children in Year 1 will be escorted from their classroom before being signed into the MCC OSHCare rooms
- Children in Year 2-6 will be escorted from the Stop-Drop-Go area outside Powerhouse before being signed into the MCC OSHCare rooms
- Movement from King's Park Campus will be arranged for children in Year 7 and above\*

### **Vacation Care - cost \$55 per session or \$65 for excursion/incursion days\***

**Prep onwards Vacation Care operates from 6.30 am - 5.30 pm**

- Excursion/Incursion Day costs \$65 per session (most Tuesdays and Thursdays) \*
- Detailed information and fun filled program will be available one month prior to the holiday period.

\* Daily fees may be lower depending on your Child Care Subsidy (CCS) return.

## **Transport**

- ♦ Transport Permission for King's Park students to travel to Providence Campus free of charge is found in the OSHCare Family Enrolment Application form available on college website or collect one from the College Office.

## **MCC OSHCARE PROGRAM**

The Before and After School Care programs will operate every school day. Vacation Care programs will coincide with Mackay Christian College's term breaks. Vacation Care will also run on scheduled Student Free Days. MCC OSHCare will close for all Queensland public holidays and will also be closed for the Christmas break. Dates of closure will be available upon request. MCC OSHCare for children in Prep - Year 7 and older students operates in MCC Year 5/6 Village block.

## **LICENSE**

Mackay Christian College Outside School Hours Care (MCC OSHCare) is licensed by the Office for Early Childhood Education and Care, under the Education and Care Services National Law Act 2010, and the Education and Care Service National Regulations 2011 and must comply with this Law and Regulation, including for example, the requirements relating to activities, experiences and programs, staff member's qualifications, numbers of staff and children. The Office for Early Childhood Education and Care's Child Care Information Service contact number is 1800 637 711.

## **OWNER AND MANAGEMENT**

Mackay Christian College and Mackay Christian College Outside School Hours Care (MCC OSHCare) are owned by Mackay Christian Colleges Ltd.

## **AUSTRALIAN CHILDREN'S EDUCATION AND CARE QUALITY AUTHORITY (ACECQA)**

The broad objective of the ACECQA system is to ensure that children in care have stimulating, positive experiences and interactions that nurture all aspects of their development. ACECQA do this by defining quality child care, providing a way to measure the quality of care provided by the service and identifying areas for ongoing quality improvement.

**Address:** Level 15, 255 Elizabeth Street, Sydney NSW 2000,    **Postal Address:** PO Box A292, Sydney NSW 1235

**Telephone:** 1300 422 327    **Email:** [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

*Mackay Christian College Outside School Hours Care is a place  
where every child in its care can develop a love of learning.*

*Mackay Christian College's vision is, 'becoming all God wants us to be.'*

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*Disclaimer: All information contained in this handbook is accurate and current to the best knowledge of the staff who compiled it and is subject to change at the discretion of the OSH Care Coordinator or the Principal.  
Any changes will be notified through the College App and/or via email to Parents/Caregivers.*

# INTRODUCTION

## VISION AND MISSION STATEMENT

Mackay Christian College OSHCare is a place where each child in its care can grow in confidence and self-esteem as unique individuals and develop a love of learning through play and socialisation. The college's vision is *'Becoming all God wants us to be.'*

## PHILOSOPHY

Mackay Christian College OSHCare believes that every child is a unique creation of God. All children have God given gifts and talents but not every child is the same. Our purpose is to help every child to 'become all God wants them to be.' We hope to foster an environment where children can feel relaxed, happy and comfortable in a fun environment that they have created and with a program they have helped design.

We believe that children are capable of knowing truth about themselves, and their world, and they enjoy engaging in life and learning through meaningful play. We understand that they are complex, whole beings made in the image of God, subject to many influences and in need of guidance and support. They are individually gifted by God for His purposes and designed to function in, and contribute to, an interdependent community.

Our goals are:

- \* To support each child in their discovery of the Person of Jesus Christ, God's Son
- \* To inspire each child's love of learning through play and through supporting their social awareness, emotional maturity, cultural ethnicity and background, communication skills, critical learning, physical development and spiritual growth
- \* To present a physical environment that is aesthetically pleasing, safe and stimulating
- \* To encourage good health, nutrition and hygiene practices for children, staff and families
- \* To encourage our staff to grow in their professional journey as positive role models and facilitators through seeking and implementing up-to-date research and theories
- \* For all children to be inspired, develop curiosity and investigate the world through play
- \* To encourage all children to be the best they can be and celebrate their own uniqueness, the uniqueness of others and their achievements
- \* To allow individuals to plan their learning and develop at their own natural pace
- \* To create trusting, collaborative partnerships between children, staff, families and the wider community
- \* To promote equity, inclusion and diversity in both children and staff, and to incorporate this throughout the program
- \* To provide a program, including routines, that maximises each child's learning

## FIRM FOUNDATIONS

We aim to create a nourishing Outside School Hours Care Service that is rich in culture and where the curriculum is enhanced with a variety of information. Everyone is part of the teaching and learning process and acts as coach, aiding children to investigate and not settle for the first answer. We believe this enables children to learn and grow to the best of their potential.

At MCC OSHCare, we believe we are beginning and continuing their journey in faith and education. Our hope is that with confidence the children will continue their schooling, healthy in mind, body and spirit, secure that their ideas and thinking are valued. Such a strong foundation provides our children the opportunity for the growth of a love for learning which will assist them in their life-long education.

MCC OSHCare is a happy, relaxed environment where learning experiences contribute to each child's understanding of themselves, others and the created world. Godly attitudes and values will be encouraged.

We aim to provide children with a place where they feel valued. A place where their talents and interests are developed in a fun and relaxing environment. A place where they can be inspired to develop curiosity and investigate the world around them. MCC OSHCare harnesses the ethos of the college while providing quality child care in a Christian environment.

## IMPORTANT PARTNERSHIPS

Our educators and children work in partnership as researchers seeking out answers to questions and supporting investigation. In a sense, the child becomes the architect or designer of their own learning while the educator is their recorder of information and aid in choosing what path to take. This partnership has meaningful outcomes for the child and develops the educator professionally.

This is a direct result of children learning as they are doing, through exploration, creative thinking, inquiry, opportunity, investigation and repetition. Our parents are an important part of the curriculum and also partners in the learning process. Parents can offer valuable information on real life experiences they have had with their child that can then be integrated into the program. This creates strong bonds within the MCC OSHCare program and acts as a further resource for exploring ideas and interests.

# CURRICULUM

## Framework for School Age Care

The MCC OSHCare Programming Model was developed around the learning framework *My Time, Our Place: A Framework for School Age Care*. This framework outlines practices to support and promote children's learning. The *Framework for School Age Care* is based on the principles, practice and outcomes to accommodate the contexts and age range of the children and young people who attend school age care settings. The *Framework* exists to ensure that children in school age care have opportunities to engage in leisure and play-based experiences that are responsive to the needs, interests and choices of the children attending the service and that contribute to their ongoing development. It provides guidance to educators working with school age children in outside school hours care settings. Children are regarded as competent individuals and given credit for the things they can do.

The children are actively involved in activities that include:

- \* A wide range of free play activities that encourage socialisation and life skills that have literacy and numeracy components
- \* Opportunities for quiet learning activities like reading, homework, colouring in or activity sheets
- \* Every day offers a range of organised electives children can choose to participate in. These involve sports, arts and crafts, music, science learning experiences and much more.

Our MCC OSHCare facilities support the curriculum by providing:

- \* Dramatic play areas
- \* Construction areas
- \* Science and nature discovery areas
- \* Technology areas
- \* Art and creative studios
- \* Outdoors environment including natural and purpose built equipment
- \* Library and quiet areas
- \* Eating areas

# ENROLMENT

## APPLICATION FOR ENROLMENT

An OSHCare Family Enrolment Application can be downloaded from the college website [mcc.qld.edu.au](http://mcc.qld.edu.au). It is also available from the Mackay Christian College Office, Junior School Reception or MCC OSHCare. An MCC OSHCare Family Enrolment Application should be completed and submitted to the Junior School Reception, College Office or OSHCare office. Please include a **proof of immunisation** for your child. The college will have a copy of your child/ren's birth certificate, Request for Administration of Medication form and Medical Action Plan if applicable, and **any legal documents** if custody issues as part of their enrolment at the College. If you wish to arrange an orientation time before starting at MCC OSHCare, please contact the Coordinator. You may email [oshcare@mccmky.qld.edu.au](mailto:oshcare@mccmky.qld.edu.au) to book in your child to attend at least 5 working days after receiving your application. You will need to make special arrangements to reduce this waiting period. Personal tours of the MCC OSHCare facilities will be available by appointment only. Tours will not be available without prior arrangement.

## BOOKINGS

Bookings can only be made by the parent/caregiver authorised in the OSHCare Family Enrolment Application. All bookings can be made by email to [oshcare@mccmky.qld.edu.au](mailto:oshcare@mccmky.qld.edu.au) or made in writing at the College Office, Junior School Reception and MCC OSHCare. Vacation Care bookings are made by completing a Booking Application form.

**Permanent booking** – my child/ren will attend every week on this day until further notice

**Casual booking** – This is not a guaranteed booking, notification is required. Parents must notify at least 24 hours prior to my bookings on this day - subject to availability.

## CANCELLATION

Families will be charged for bookings even if their child/ren does not attend the service on the booked day for any reason. A **minimum of 48 hours' notice** is required for any changes or cancellations to **Term Time bookings** when 50% fees will be charged. The Vacation Care Cancellation Policy states that any days booked may be cancelled a full 2 weeks before the first day of school holidays. Cancellations made after that date will still be charged as arrangements have been made based upon these numbers.

## ABSENCES

If your child/ren are absent or is going to be absent, please send an email to [oshcare@mccmky.qld.edu.au](mailto:oshcare@mccmky.qld.edu.au). Alternatively, you can contact the MCC OSHCare Coordinator either by phoning the OSHCare mobile number on 0432 669 974 or the College Office on 4963 1100 and leaving a message. No child will be allowed to leave the MCC OSHCare grounds without the parent's written permission. Child Care Subsidy (CCS) payments will still apply to absent days and the Queensland government allows limited absent days per year without having to provide any documentation.

## WITHDRAWAL

When you choose to stop using the services of MCC OSHCare we request that your account be paid in full within 31 days of the last date that your child/ren used the facilities. Notice of Intention to Withdraw child/ren must be given in writing with a minimum of 48 hours' notice.

# ARRIVALS AND DEPARTURES

## All Before and After School Care programs

MCC OSHCare for children in Prep - Year 7 and older operates in MCC Year 5/6 Village block.

*NOTE: Opening and closing times of Before and After School Care are different to Vacation Care. Fees apply for late pickup.*

### Prep

Children will need to be signed into the MCC OSHCare rooms in the Year 5/6 Village block for Before School Care by their parents and will be signed into their classrooms by a staff member at 8am. For After School Care, children will stay in their classroom with their teacher and an OSHCare staff member will escort them to the MCC OSHCare rooms in the Year 5/6 Village block where they will be signed in by a staff member. All children must be collected and signed out of the MCC OSHCare program by an authorised person.

### Year 1

Children will need to be signed into the MCC OSHCare rooms in the Year 5/6 Village block for Before School Care by their parents and will be signed out of the MCC OSHCare program by a staff member at 8am for the start of school. Children will walk to their classrooms. For After School Care, children will stay in their classroom with their teacher and an OSHCare staff member will escort them to the MCC OSHCare rooms in the Year 5/6 Village block where they will be signed in by a staff member. All children must be collected and signed out of the MCC OSHCare program by an authorised person.

### Year 2 to Year 6

Children will need to be signed into the MCC OSHCare rooms in the Year 5/6 Village block for Before School Care by their parents and will be signed out of the MCC OSHCare program by a staff member at 8am for the start of school. Year 2-6 children walk to their classrooms. For After School Care, children will meet an OSHCare staff member at the Stop-Drop-Go area outside Powerhouse and will be escorted to the MCC OSHCare rooms in the Year 5/6 Village block where they will be signed in by a staff member. All children must be collected and signed out of the MCC OSHCare program by an authorised person.

## **Year 7 and above**

Children will need to be signed into the MCC OSHCare rooms in the Year 5/6 Village block for Before School Care by their parents. At 8am children in Year 7 and above will be signed out of Before School Care. The MCC OSHCare minibus/road worthy OSHCare staff member vehicle will transfer students to King's Park Campus. (a Transport Permission form needs to be completed and signed by parents. These are part of the OSHCare Family Enrolment Application form). For After School Care children will meet a staff member under the Trade Training Centre and once all enrolled children are accounted for, will be transported to the Providence Campus. They will walk to the MCC OSHCare rooms in the Year 5/6 Village block where they will sign in as they present to the designated OSHCare staff member and join with the Prep- Year 6 group for afternoon tea. All children must be collected and signed out of the MCC OSHCare program by an authorised person.

## **SIGNING IN AND OUT**

Each day, parents/authorised persons (specified in the OSHCare Family Enrolment Application) are required to sign their child **in and out** of their allocated MCC OSHCare program. Sign in/out sheets are provided in case of an IT outage, otherwise families will use electronic sign in/out. These records are used for attendance checks. It is a legal requirement that this information is completed correctly and on a daily basis. These attendance sheets are used during an emergency evacuation to ensure all children are accounted for and safe. Unfamiliar carers (even those whom are authorised) will be asked to provide photo identification upon arrival.

## **PERSONS AUTHORISED TO COLLECT CHILDREN**

It is a legal requirement that you complete the Attendance Register upon arrival and departure at MCC OSHCare. Legal requirements dictate that children can only be collected by an authorised person, not younger than 16 years of age (unless they are the parent). No child will be allowed to leave MCC OSHCare without parental permission or without an authorised person 16+ years. For this purpose we request parents to authorise persons who may collect their child/ren in case of sickness or in the event they are unable to do this themselves. Any requests for authorised people to pick up a child should be put in writing by the parent. Parents are expected to keep the collection permissions list up-to-date at all times. Only the persons nominated by parents will be authorised to collect a child. Current photo identification will be required. Any children that are listed on the sign in record that do not arrive at OSHCare will be looked for by contacting the school and/or parents to confirm where the child is.

## **OPEN DOOR POLICY**

Our OSHCare Centres have an Open Door Policy and welcome parents/caregivers to visit at any time, subject to COVID-19 restrictions. When children see a connection between their parents and educators, it assists in making them feel safe and secure. If you have any skills, interests or knowledge that you would be willing to share with MCC OSHCare, including things that may enhance the children's program, please let us know. Parents who wish to take advantage of the Open Door Policy need to be actively involved with their child. This is a great time to take advantage of the resources available and build an active interest in the classroom with your child.

# **WHAT TO BRING AND WEAR**

## **BEFORE AND AFTER SCHOOL CARE**

Please prepare your child with the usual supplies they will require for a normal school day. A nutritious breakfast and afternoon tea will be provided by MCC OSHCare in term times.

## **VACATION CARE**

- \* A bag (named with identifiable tag)
- \* A lunch box (named) that your child can open by themselves that contains Morning tea, Lunch and Afternoon tea. Prefer no insulated bags if using fridge due to extra space. (Please provide plenty of nutritious foods as children will get quite hungry throughout our busy days)
- \* Spare changes of clothes including underwear (named and in a zip lock bag)
- \* A water bottle with covered spout (named)
- \* Closed in shoes
- \* A sun smart hat (named, no caps please)
- \* Sun smart clothing (no singlets or sleeveless dresses). May be asked to change clothes if not covering arms.
- \* Check daily program for any special requirements (ie. scooters, swimwear)

# FEES AND FINANCES

- Before School Care:** *\$20 per session\** (includes nutritious breakfast – details listed under Food and Nutrition)  
**After School Care:** *\$25 per session\** (includes nutritious afternoon tea – details listed under Food and Nutrition)  
**Vacation Care:** *\$55 per session\** (This does not include food which must be provided by the parent)  
Excursion/Incursion Day at Vacation Care: *\$65 per session\**

\* Daily fees may be lower depending on your CCS return.

Please note: **Families with children who are not immunised and do not have an approved exemption will not be eligible to receive Child Care Subsidy (CCS).**

## Excursions and Incursions

Incursions are special activities held on site. Excursions and Incursions usually only occur over Vacation Care Days. An extra cost of \$10 per day is charged to cover bus hire and/or activity costs. This fee applies to all children attending even if they choose not to participate.

## Late pick up fees

Late pick-ups are upsetting for your child/ren and stressful for all staff. If there is an emergency and you are unable to collect your child on time, please contact the Coordinator/Group Leader on 0432 669 974. MCC OSHCare closes at 6pm for After School Care and 5:30pm on Vacation Care days. Regulations state that at least two staff must be at MCC OSHCare while there are children on site and one must be the Coordinator or Group Leader. If your child is not collected by the end of the session a late fee is charged at the rate of \$1.00 per minute to cover the payment of overtime for the two staff members (as per regulations). If your child is not collected within 30 minutes of the closing time and neither parents or emergency contacts can be reached, the Coordinator/Group Leader will contact the Police to collect the child/ren who are still at MCC OSHCare. If you are continually late on a regular basis to pick up your child/ren, you will be charged an extra fee to cover the cost of staff wages, at our discretion.

## Late invoice payment

Invoices are sent to families fortnightly and must be paid by the next invoice. If families continually neglect to pay on time late fees may apply. Please contact the Mackay Christian College Accounts Department if any issues arise that may affect your ability to pay your fees.

## ACCOUNTS AND FEE PAYMENTS

All MCC OSHCare accounts fall under the responsibility of the person whose Centrelink Reference Number the children are registered under. Details must be kept up to date and any changes must be given in writing to the Coordinator. If any changes occur in the relationships between parent/caregivers and the child, that may have an effect on the booking and billing information given upon enrolment, the person responsible for the account must inform the MCC OSHCare Coordinator immediately. All information given will be kept private and confidential in line with our Privacy Policy. Legal documents must be provided if custody arrangements arise.

Accounts are billed weekly and invoices sent to families fortnightly by email and must be paid within the fortnight. You may also choose to have your CCS payments 'paid to service' through Centrelink and we will receive these payments directly and you will only ever be invoiced the 'gap' payment. Families are encouraged to set up direct fee deposits. A friendly reminder will be sent if you have outstanding fees upon issuing the next invoice. If fees remain outstanding then you will be contacted by the Accounts Department and if the issue continues, your child's attendance may be suspended and legal action may be taken. Families are welcome to set up direct fee deposits. At any stage in the month you can request a statement of your account.

## IMPORTANT NOTES:

- \* MCC OSHCare accounts are not connected to your child's School Fee account therefore your MCC OSHCare account will be invoiced and credited separately to your school account. Payments must be made separately or clear allocation must be defined when paying MCC OSHCare fees
- \* Please check your invoice to assure you are receiving the right CCS payments and inform the MCC Accounts Department of any problems or if any issues arise that may affect your ability to pay your fees
- \* If paying fees at the College Office or via the internet always clearly identify your account name and specify it as an MCC OSHCare payment so that it can be credited to your account
- \* Families with children who are not immunised and do not have an approved exemption will not be eligible to receive Child Care Subsidy (CCS).



## CHILD CARE SUBSIDY (CCS)

As a licenced Outside School Hours Care Centre, all MCC OSHCare families are entitled to Government Assistance to help with the cost of Child Care and Early Education. It is the responsibility of the family to apply for this prior to attending MCC OSHCare.

CCS is a means tested subsidy and is paid directly to their Child Care Service provider to be passed onto families as a fee reduction. Families will make a co-contribution to their child care fees and pay the difference to the Child Care Service provider between the fees charged and the subsidy amount. It is the responsibility of parents to make the necessary arrangements to receive any assistance for which they are eligible.

## QIKKIDS

MCC OSHCare operates with a system called QIKKIDS which is a Child Care database that we can use to automatically receive CCS payments directly to the Service family accounts. Families must ensure they have contacted the right authorities to receive payments and provide MCC OSHCare with their individual Centrelink Customer Reference Numbers (CRN) for the main account holder and each child.

# HEALTH AND MEDICAL

## WHEN YOUR CHILD IS ILL

In the event of a child becoming ill at MCC OSHCare, an authorised member of staff will contact parents to request that the child be collected and taken home as soon as possible.

MCC OSHCare do not have the facilities to care for sick children so in the event of a child becoming ill at the Service, an authorised member of staff will contact parents to request that the child be collected and taken home as soon as possible if:

- \* their child's temperature is 37.5°C or higher
- \* their child has diarrhoea
- \* their child has vomited
- \* their child is generally not coping with the day's activities
- \* their child is not their usual self

**No child can attend MCC OSHCare until vomiting and diarrhoea has ceased for 24 hours. When antibiotics have been prescribed, children need to have been taking them for 24 hours before returning to the Service.**

**If your child has a temperature (37.5°C or above) they are to be kept home for a minimum of 24 hours without fever.** If in doubt, the family doctor should be contacted.

Policies and procedures are developed based on the recommendations of the Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC).

## COVID-19 PROTOCOLS

The MCC OSH Care Centre will continue as usual with some modifications:

- Our open-door policy to families on hold until further notice.
- Interaction between the different groups will be limited.
- Additional care will be taken food preparation and service to the students. (eg. gloves during food prep, individual plates not shared platters; Fruit snack bowl is no longer help yourself.)
- Enrolment interviews and tours are by appointment only (Coordinator and Enrolment Officer) and require parents to sign in and out of the College Office or Junior Reception, hand sanitising before entry, and for them to follow the directions of the staff to reduce the contact of surfaces and play equipment.

The vacation care program will be held mostly within the college. Should an excursion or incursion take place, the OSHCare Coordinator and staff will obtain a COVID Safe Management Plan from the provider. Any gatherings organised outside the college will be required to meet the guidelines outlined for Excursions.

Due to the different times of collection for OSHCare students the current practice will continue, parents will be reminded to social distance and to hand sanitise prior to signing students in or out. Children are to wash their hands upon entry to the building.

## ANAPHYLAXIS

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens.

MCC OSHCare is committed to provide a safe and healthy environment for all children and especially the well-being of children at risk of anaphylaxis. Our staff are educated in dealing with these situations on a regular basis and all staff are aware of which children are at risk. At times it may be necessary for us to operate as a nut, egg or other allergen free Service as children with severe allergies may be present. Parents will be advised if this occurs and would be expected to comply with MCC OSHCare's requests not to include any of these foods in the child's lunch box at that time.

Anaphylaxis Management Plans should be updated each year and the relevant medication, EpiPen or antihistamine should be kept in the First Aid shelf in the relevant MCC OSHCare room. A detailed Anaphylaxis Policy is provided in our Policies and Procedures Manual.

## CONTAGIOUS CONDITIONS/DISEASES

MCC OSHCare appreciates the value of a safe and healthy environment for children. We ask parents to take their child home from the Service immediately when it is known they have a contagious condition until the contagious period has passed.

Please notify MCC OSHCare immediately if your child has been exposed to any communicable diseases eg. German measles, so that we can notify other parents. MCC OSHCare will post notices of illness in the rooms where cases have been reported. These conditions include:

- \* Chicken pox
- \* Conjunctivitis
- \* Cough and cold viruses
- \* Diarrhoea
- \* German measles
- \* Hand, foot and mouth disease
- \* Head lice
- \* Measles
- \* Mumps
- \* Nausea
- \* Parvovirus B19 (slapped cheek syndrome)
- \* Ringworm
- \* School sores
- \* Whooping cough

Please ensure that you do not send your child back to MCC OSHCare prematurely and that they have made a full recovery before returning. Please refer to the National Health and Medical Research Council website for access to the publication Staying Healthy - Preventing infectious diseases in early education and care services for details on childhood illnesses, compulsory and recommended exclusion periods.

**MCC OSHCare reserves the right to insist on a doctor's letter stating a child is well enough to attend and is no longer contagious to other children.**

## EMERGENCY MEDICATION

If a child has a serious medical condition that requires emergency treatment eg. EpiPen, antihistamine or asthma puffer it is the parent's responsibility to supply this medication so we can provide adequate care for their child.

## HEAD LICE

Please do not send children to MCC OSHCare if they have head lice or head lice eggs. Head lice must be treated and children are not to return to the Service until after treatment has occurred and all lice and eggs are removed from their hair. Head lice is an issue that requires a proactive approach and all families are encouraged to check their children daily, treat quickly and notify the Service of an outbreak. Communication with MCC OSHCare is very important so the appropriate action of alerting others to check their own children can be carried out. The presence of head lice is not a sign of dirty hair or bad hygiene. In fact, head lice prefer a clean environment. If a child is found to have head lice, the parents will be contacted and asked to collect their child from the Service.

## IMPETIGO (SCHOOL SORES)

Impetigo is characterised by collections of small, crusting blisters that usually form on the face or limbs. The condition looks unsightly, but it isn't dangerous and doesn't cause any lasting damage to the skin. However, it is **highly** contagious. A child with a case of impetigo should be kept home from care until the sores are fully healed. The child may return earlier if appropriate treatment has begun, the exposed sores are fully covered with a waterproof dressing and the child has a doctor's certificate/clearance letter. Impetigo is more common during warmer months.

## IMMUNISATION

**Parents must supply a record of their child's immunisation upon enrolment.** Children must be immunised or have exemption documentation to attend MCC OSHCare and claim the Child Care Subsidy (CCS). Children who are not immunised can be enrolled by the Service but must be withdrawn for the exclusion period if a vaccine-preventable disease is confirmed within MCC OSHCare eg. a case of measles etc. The exclusion table adopted by MCC OSHCare is that recommended by the National Health and Medical Research Council and is displayed at the Service.

## MEDICAL INFORMATION

All children must have up-to-date medical information lodged at MCC OSHCare. Please let the Service know if any new situations arise as the year progresses so that records can be kept up-to-date at all times. **Current telephone contact numbers and emergency contacts are vitally important.**

## MEDICATION

State and Territorial Governments protect the health and safety of the community from the injurious effects of medicinal drugs by a range of acts and regulations which include lists of drugs and poisons. These are categorised as follows:

- \* Schedule 2 (S2) Pharmacy Medicine (Pharmacy only sale)
- \* Schedule 3 (S3) Pharmacist Only Medicine (Supervision of sale by pharmacist)
- \* Schedule 4 (S4) Restricted Drugs (Prescription Only Medicine)
- \* Schedule 8 (S8) Controlled Drugs (Prescription Only Medicine)

Paracetamol and other analgesics are S2 medications. These and all other medications, both prescription and over-the-counter drugs, cannot be administered to children by staff without authorisation. The parent must make a written request to the Coordinator on a Request for Administration of Medication form available from the MCC OSHCare Office or the College Office. All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription.

The following details need to be provided:

- \* Name of the child
- \* Name of the medication
- \* Expiry date
- \* Dosage of the medication
- \* Start and finish dates
- \* Time medication needs to be administered
- \* Name of the doctor prescribing the medication
- \* Any special arrangements

The same procedures apply to over-the-counter medications. MCC OSHCare will not accept any medication which is not labelled in this way. The medication must be delivered to the MCC OSHCare educator before the start of each session each day. The Group Leader will record each day that they have received the medication which will be placed in the lock boxes in the fridge or office.

The educator will record that the medication has been administered to the child by an authorised member of staff as per the Request for Administration of Medication form. Parent helpers, children and visitors **are not permitted to administer** any prescribed medication when allowed to attend OSHCare subject to COVID-19 restrictions.

## NON-AUTHORISED MEDICATION ADMINISTRATION

Staff are not able to administer a dose of paracetamol if children have a high fever. When a child has a temperature (37.5°C or above) they are showing signs of being unwell and the parents/caregivers will be notified. The child should be collected from MCC OSHCare as soon as possible. If parents are requesting staff to administer paracetamol throughout the day, we believe the child is not well enough to attend.

## SELF-ADMINISTERING

Children may be authorised by their parent/carer to self-administer their medication. This may be specified on the Medication Form. All medication must still be kept in the MCC OSHCare Office and not in the child's bag.

# HYGIENE

## FOOD SAFETY

We are committed to keeping our staff up to date on all current Food Safety practices. The prevention of food-borne illness involves attention to hygiene, proper handling and preparation of food and care during food storage and distribution. Therefore, each room has a fridge to store food and drinks and adequate food safety equipment is supplied in each room.

## HAND WASHING

To minimise cross infection at MCC OSHCare, several procedures are followed including regular hand washing. Staff members wash their hands before and after attending a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

To reduce the spread of infection and germs, staff and children wash their hands:

- \* Before handling food
- \* Before eating
- \* After removing gloves
- \* After going to the toilet
- \* After cleaning up blood, faeces or vomit
- \* After wiping a nose, either a child's or their own
- \* Before giving medication
- \* After handling garbage
- \* After coming in from outside play
- \* Before going home

## TOILETING

Due to the nature of MCC OSHCare it is the expectation that all children enrolled in the MCC OSHCare program will be completely day time toilet trained. It is also an expectation that all children will be toilet independent ie. they can wipe their own bottom, put their own clothing back on etc.

# FOOD AND NUTRITION

At MCC OSHCare, we want to ensure that all children who attend have food and drink that is safe, nutritious and culturally diverse. Good nutrition is vital to growth and development of young children and the foods we provide them often become the basis for lifelong food choices.

The Dietary Guidelines for Children and Adolescents recommend that children eat a wide variety of nutritious foods each day and that care is taken with children's food so that it is served to young children safely and hygienically.

### Breakfast and Afternoon tea at MCC OSHCare

MCC OSHCare provides nutritious breakfasts and afternoon teas at Before and After School Care.

**Breakfast** – a selection of toast with spreads and cereals will be available for children daily. Some days special foods will be available such as toasties, fruit toast, muffins, yogurt or fruit. A weekly food menu will be displayed.

**Afternoon Tea** – this will be provided by MCC OSHCare staff. They have an exciting and nutritious meal plan for afternoon teas that will be on display at the MCC OSHCare rooms. All meals will meet the requirements of our Nutrition Policy and fresh fruit will be available daily.

### Vacation Care

Food is provided by parents and must include sufficient nutritious foods to cater for the needs of your child/ren for morning tea, lunch and afternoon tea.

### Nutritional Tips

Children eat different amounts of food according to their growth patterns. For smaller appetites, pack smaller serves - cut sandwiches into quarters and chop up fruit so that there is still time to play.

- \* Calcium is lacking in many children's diets - provide a calcium-rich food like cheese or yoghurt every day in their lunch box
- \* Fruit has more fibre and fewer calories than fruit juice. Make fruit a regular lunch box item
- \* Use only small amounts of oil, margarine and butter
- \* Offer water to drink instead of juice
- \* Have plenty of fruit and vegetables available
- \* Choose snack foods based on breads, fruit, vegetables and dairy foods that are filling and nutritious

### Great Ideas for the Lunch box

- \* All kinds of fresh fruit (banana, apple, grapes etc)
- \* Crackers with spreads
- \* Fruit muffins or fruit loaf
- \* Small tub of yoghurt
- \* Cherry tomatoes, carrot and celery sticks
- \* Cheese
- \* Sandwiches made from wholemeal or grain bread
- \* Cold meat with salad
- \* Boiled eggs with salad
- \* Sushi rice roll
- \* Rice cakes and rice biscuits
- \* Sultanas or dried fruit
- \* Meat and chicken
- \* White fish and salad
- \* Rice pudding
- \* Tinned spaghetti and baked beans
- \* Rice salad with shredded lean meat or chicken
- \* Tuna and salmon
- \* Chicken drumstick
- \* Wraps with meat and salad
- \* Quiche
- \* Homemade muffin pizzas
- \* Rissoles, meatballs or kebabs
- \* Tuna with salad dressing, chopped celery, lettuce
- \* Homemade savoury muffins

Parents are to provide children with a variety of nutritional foods from the five food groups. This consists of breads, cereal, rice, pasta, grains, vegetables, legumes, fruit, yoghurt, cheese, milk and/or alternatives, lean meat, fish, poultry.

The exception applies only to birthdays or special cooking activities within MCC OSHCare. Parents are free to provide cupcakes or similar for their child's birthday. (Please refer to Birthday Cakes in General Information.)

### Sometimes Foods

Foods containing high amounts of sugar, caffeine or preservatives are to be kept at a bare minimum and nutritional value is always considered. If foods from the list below are provided by MCC OSHCare low fat, preservative free and low sugar options will be chosen.

Examples of 'Sometimes Foods' include:

- \* Chocolate and confectionary
- \* Artificially flavoured and coloured fruit snacks
- \* Sweet biscuits, cakes, cream buns, donuts, chips and high-fat savoury biscuits
- \* Fried foods
- \* High sugar-content, artificially coloured and flavoured puddings – these are often sold in the guise of yoghurt. Please check labels to ensure yoghurt is in fact yoghurt
- \* Pastry-based foods such as pies, sausage rolls, pasties
- \* Fast food and take-away food
- \* Soft drinks, cordial, sports drinks, flavoured milk and flavoured mineral water
- \* Highly processed fruit snacks (resembling lollies)

The following are links to websites that have great lunch box ideas:

- [www.taste.com.au/recipes/collections/kids+healthy+lunch+box+ideas](http://www.taste.com.au/recipes/collections/kids+healthy+lunch+box+ideas)
- [www.healthykids.com.au/10-great-lunch-box-ideas](http://www.healthykids.com.au/10-great-lunch-box-ideas)

# SAFETY

## EMERGENCY CONTACT PERSONS

In the event of illness or emergency, initial contact will always be made to a parent/caregiver. Only the persons nominated by parents will be authorised to collect a child, and will be required to provide photo identification to staff on arrival at MCC OSHCare.

## CHANGES TO CONTACT DETAILS

Please notify MCC OSHCare immediately if there are any changes in your address, phone numbers, or emergency contact persons. A Database Update Form is available from the College Office or Junior School Reception and will also be distributed annually in order to collect any new/changed contact information from families.

## MINOR ACCIDENT REPORTS

Any accident or injury which occurs to a child during care at MCC OSHCare, will be documented on an Accident/Incident Report Form. Staff will inform parents/caregivers of any accident/injury either by phone or at collection time and parents/caregivers will be required to sign the form to acknowledge that they have been informed of an accident or injury to their child. In the event of a child's injury involving a bump to the head or teeth the parent will be contacted by telephone immediately to allow the parent to assess the situation in consultation with staff.

## COURT ORDERS AND SHARED CUSTODY ARRANGEMENTS

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, MCC OSHCare must be supplied with current copies of such orders and parents are expected to keep the Service informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

## CHILD PROTECTION POLICY

MCC OSHCare recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the Service will always be of primary consideration.

We expect children to show respect to staff and volunteers and to comply with safe practices. We expect all staff members to ensure that their behaviour towards, and relationships with children reflect proper Christian moral and lawful standards of care for children. MCC OSHCare will respond diligently to a report of suspected or actual harm or risk of harm to a child.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused.

Harm can be caused by:

- \* Physical, psychological or emotional abuse or neglect
- \* Sexual abuse or exploitation
- \* Domestic or family violence

Mackay Christian College and MCC OSHCare have a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a parent of the Service becomes aware or reasonably suspects that harm has been done to a child of MCC OSHCare by other staff, people outside the Service or by other children. A copy of the Mackay Christian College Child Protection Policy can be downloaded from the college website at [mcc.qld.edu.au](http://mcc.qld.edu.au).

## EVACUATION AND LOCKDOWN DRILLS

Evacuation and Lockdown Drills are held regularly and we ask all people at MCC OSHCare at these times to join in the drill with the children and staff members. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency, MCC OSHCare will follow the evacuation procedures and relocate the children to a safe place. Parents will be notified as soon as possible to collect their children if needed.

## **SECURITY**

To enable MCC OSHCare to maintain the highest standards of security, we ask parents to ensure gates and doors are closed behind them where applicable and not to allow children to push any button releases in the Service. We would ask that parents encourage their children to walk and not run in Mackay Christian College hallways, and to stay with parents while walking to and from classrooms.

## **CAR PARK PROCEDURES**

As MCC OSHCare shares the car park with Mackay Christian College Junior School, parents of the Service should be aware of the peak congestion periods between 8.15-8.45am and 2.45-3.15pm. If using MCC OSHCare only, parents should endeavour to park in the '10-minute' parking zone.

Please hold your child's hand in the car park, teach your child to use the footpath to the MCC OSHCare (not the road), and be a good role model.

Motorists are also requested to observe the following:

- \* Please use the 10 minute drop-off parking zone
- \* There is no parking permitted in the Stop, Drop and Go zone of the Junior School
- \* Encourage children to embark and disembark from vehicles as quickly as possible
- \* Practice a routine with your child/ren – bags in the boot first and then passengers on board
- \* Adhere to the 10 kph speed limit within the college grounds
- \* Give way to pedestrians
- \* Remember that small children do not have good peripheral vision and all children can sometimes do silly and unpredictable things when crossing roads
- \* Do not park in spaces provided for people with disability unless an appropriate sticker is displayed
- \* Refrain from parking in any other designated spaces
- \* Be considerate to all other drivers
- \* Be respectful to volunteers and staff who are controlling traffic conditions and the safety of the children
- \* Take extreme care while driving in the college grounds
- \* Don't leave siblings/small children in the car

# **COMMUNICATION**

At MCC OSHCare, we believe that constant communication needs to take place between parents and staff throughout the day by staff/parent conversation, interaction, daily notices, telephone conversations and email. We aim to develop trusting relationships with all families to enable us to work in partnership with you.

## **MEETING WITH STAFF**

An opportunity for our educators to share information with parents is valued and from time to time MCC OSHCare may request an interview with parents for that purpose. Staff on duty are responsible for the safety and well-being of the children in their charge. Therefore, they are not available for lengthy consultations while overseeing their children. If you wish to speak at length, please advise the Coordinator who will arrange supervision for the children and a quiet place for you to talk.

## **COMMUNICATION WITH PARENTS**

An information table is located on the MCC OSHCare Parents Table for notices and other communication for parents. Individual learning folders will be available for parents and children to view. These folders may contain specific art work, learning tasks, photos of activities your child has participated in, learning stories and activity sheets, paperwork staff have completed about activities your child/ren have participated in, or observations of their learning. These folders will hold a visual record of how your child plays, grows and learns in MCC OSHCare.

## **SHARING HOME LIFE**

Events in the family life such as major illnesses, visits of grandparents and relatives, accident or death of relatives or pets may be a cause of major concern or excitement for children and markedly affect their behaviour. It is important for the home, and MCC OSHCare, to share this information and we would appreciate parents informing educators of any unusual happenings of this nature for the benefit and well-being of the children.

## **ROLE OF PARENTS**

We actively encourage parents/caregivers to become involved with their child's education. Parents/caregivers are welcome to come into MCC OSHCare at any time to observe their child's play. As well as observing, parents often bring with them special skills such as diverse languages, cooking, carpentry, gardening, music, storytelling and so on, and these become a valuable part of the program. The educator may have particular areas of the curriculum in which they ask the parents to participate.

We value your participation and involvement in any of the following ways:

- \* Sharing languages from parents unique cultural background
- \* Sharing information and/or experiences from parents unique cultural background and celebrations
- \* Sharing skills and interests in the education program
- \* Spending time reading stories and playing with your child
- \* Participating in special activities, excursions and celebrations
- \* Assisting the staff with educational programs

## **YOUNGER SIBLINGS**

Younger siblings are welcome visitors at MCC OSHCare, but remain the parent's responsibility. To avoid accidents please monitor your younger child's whereabouts and behaviour at all times.

Please do not allow babies to place toys, puzzles and books in their mouth. If your younger child makes a loud noise or cries during a time of prayer or teaching, please remove them quietly from the classroom to allow the MCC OSHCare children the opportunity to concentrate.

## **PROCESS FOR DEALING WITH ANY CONCERNS OF PARENTS/CAREGIVERES OR STAFF**

If you have any concerns about MCC OSHCare please make an appointment with the Coordinator indicating the topic you wish to discuss and the relevant staff member.

If your concern is about:

- \* Your child's progress or room activities, you should see the MCC OSHCare Group Leader
- \* Concerns which are outside the child's room but affect your child, you should see the Coordinator first and then as appropriate, the Head of Junior School
- \* Fees, you should speak to the Mackay Christian College Accounts Department
- \* Other matters including the staff, you should see the Coordinator or the Head of Junior School

MCC OSHCare staff reserve the right NOT to hold an interview with a parent/caregiver who is emotionally distressed. At all times during the interview respect for one another is to be shown, or the interview will be terminated by staff. MCC OSHCare also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the interview.

# **BEHAVIOUR EDUCATION**

## **INTRODUCTION**

The Bible reminds us that the purpose of discipline is to help each of us to grow in a loving, Christlike manner. This is an important part of our understanding of Christ. Discipline also protects and safeguards us physically, spiritually and emotionally so that we may grow into responsible servants of Christ, acting at all times in a God-honouring and upright manner (Hebrews 12:11 and Proverbs 12:28).

## **RATIONALE**

Effective behaviour education is evident when there are positive relationships between educators, children and parents. All staff recognise and respect the rights and responsibilities of others. The growth and development of a child is the prime responsibility of parents. At MCC OSHCare we encourage accountability for behaviour in all children. Educators strive to work in partnership with parents to help children develop into mature, responsible, well-adjusted young people.

## **GOAL**

MCC OSHCare aims to provide a positive, fair and consistent behaviour education system and to assist all by documenting clear guidelines for children, parents and educators to follow. The goal of our behaviour education is to develop a safe, caring and secure environment where children accept responsibility for their own behaviour and respect the rights of others.



## **PARENT/ADULT BEHAVIOUR**

The MCC OSHCare expects all adults to behave in a reasonable and mature manner when in and around the Service and on Mackay Christian College property.

All adults need to be appropriately dressed ie. men should not enter MCC OSHCare without a shirt, women should be modestly dressed and footwear should be worn by all adults. Adults are expected to use non-offensive language at all times.

## **TERMINATION OF ENROLMENT**

Children will always be encouraged to make positive choices and behaviour issues will be managed according to our Behaviour Education Policy and strategies. In the event a child's behaviour is having a detrimental effect on other children, staff or parents, MCC OSHCare reserves the right to limit the child's hours in care, suspend or terminate the child's enrolment at the Coordinator's and/or Principal's discretion. In the event of expulsion, fees are payable for the days attended.

# **GENERAL INFORMATION**

## **SCRAP MATERIALS**

As an extension of our valued Creative Arts program, we are continually in search of 'recycled garbage'. We can use bottle tops, sewing materials, paddle pop sticks, boxes of all shapes and sizes, ice-cream containers, scraps of material, wrapping paper, cardboard, greeting cards, wood shavings, wood, old leaves, gum nuts, and many other interesting items. When in doubt, let us throw it out! PLEASE ENSURE ALL 'JUNK' IS CLEAN AND FREE OF ITS ORIGINAL CONTENTS (eg. milk cartons need to be washed first, please!)

## **BIRTHDAY CAKES**

If your child has a birthday during the school year, you are welcome to send a cake or cupcakes to share the celebration with your child's group. Please ensure all cakes do not contain nuts and please provide a list of ingredients to your child's educator.

## **LOST PROPERTY**

All items belonging to your child should be named in order to reduce the problem of lost property. A Lost Property box can be found in each MCC OSHCare room.

## **NO SMOKING ENVIRONMENT**

A No Smoking policy is strictly applied in all areas of OSHCare and Mackay Christian College campuses & car parks.

## **TOYS**

Children are encouraged not to bring toys to MCC OSHCare as they could become lost or broken. The educators will not be responsible for lost toys that are brought in.

## **SLEEP AND REST**

The program must incorporate a balance of activities for children including opportunities for rest and relaxation. This is particularly important during a long Vacation Care day. A rest time provides your child with an opportunity to sleep/unwind, a time to help them to learn to relax. During Vacation Care this can be presented in the form of watching a movie and/or quiet individual activities. These periods should only last around one hour. Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. If your child falls asleep, we will not wake them unless you specify that you would like them to sleep only a short time.

## **VOLUNTEERS AND PRACTICUM STUDENTS**

Visitors will be allowed subject to COVID-19 restrictions. Occasionally, there will be new faces in MCC OSHCare when volunteers and prac students visit to gain experience in the Early Education field. These new faces will also include relief staff who will sometimes be present at MCC OSHCare. All visitors will be under the supervision of permanent staff members at all times. All parent helpers and volunteers will be required to officially register in the Visitors Sign-in book at the Junior School Reception or MCC OSHCare Reception where you will be issued with a temporary Visitor's Pass that must be openly displayed on your person at all times. A Working with Children 'Blue Card' will be required by all volunteers and practicum students. Application Forms may be completed with assistance from College Office staff at the Senior Campus.

## PHOTOGRAPHS

Periodically MCC OSHCare staff will take photographs as a pictorial record of the educational programs and of children's participation in them. These photographs may be displayed for parents to view. Photos may also be used in media presentations, television advertisements MCC social media and on the MCC website. All parents are required to complete the Publicity Permission section on the MCC OSHCare Family Enrolment Application.

## SUN PROTECTION

The outdoor program is an important part of the Service and consideration of sun safety is paramount. Despite avoiding exposure to the sun in the hottest part of the day, children and staff are still required to wear sunscreen and a hat when outside. To assist in the skin care of our MCC OSHCare children it is compulsory for every child to wear a hat (a wide brim, bucket hat or legionnaire cap). MCC is a SunSmart school and our policy is No Hat – No Play except for indoor or shade play. Please ensure all hats are clearly named and are washed on a regular basis. This is to assist in maintaining hygiene and to help prevent head lice.

**Parents are asked to apply sunscreen to their child every morning and staff will reapply every 4 hours while in the sun.** MCC OSHCare provides Cancer Council sunscreen (30+) with and without insect repellent.

## TRANSITIONING INTO MCC OSHCARE

Children react to new experiences in many different ways. Here are a few suggestions that may help to promote your child's positive feelings toward attending MCC OSHCare.

### Older Children

As kids get older they feel the need to be more independent and want to be seen as more grown up. Because of this some may react negatively to going into MCC OSHCare, feeling like they do not need it. MCC OSHCare has a wide range of activities and equipment that is appropriate and enjoyable for their age group. Sports programs, art activities, gaming stations and socialisation are just some of the benefits of attending MCC OSHCare. However if this does not excite them, parents can talk with staff about giving your older child more responsibility, independence and leadership within MCC OSHCare which will aid in their self-worth and confidence.

### Younger Children

- \* Talk about starting MCC OSHCare as a fun time for them to play with friends and enjoy fun activities
- \* Provide appropriate opportunities for your child to speak to other adults so that confidence and self-expression are developed
- \* Remember, this is just one of the many stages in your child's life – be positive and excited about this new stage. Children sense these emotions and will develop these feelings too
- \* Talk to your child about simple scenarios so that they have some strategies already eg. What do you do when you need to go to the toilet? Who could help you?
- \* Stay at the MCC OSHCare until you and your child feel comfortable with the separation. Do not feel that you are expected to leave, but when you do want to go, please talk to a staff member so that your child can be supported if necessary
- \* Visit or telephone as much as required. Regular and clear communication between you and your child's Group Leader is essential

### Your Child's Thoughts on Starting MCC OSHCare

- \* Please plan the start of the day so I don't have to be rushed there or I may be confused, worried, or irritable
- \* Please don't push me inside the door and run. It makes me feel unhappy, as if you want to get rid of me. Come with me and look at all the interesting things I can do
- \* Please don't slip away without saying good-bye, or I will be afraid that you may leave me for good
- \* When you leave, tell me when you will be back and try hard to be on time, or I will worry
- \* Sometimes I spend a long time making something and I am proud of it. If you call it rubbish, the time seems wasted, but if you show you value it too, even to say I have been working hard on it, that makes me feel happy and successful and ready to tackle more difficult things
- \* Please come and visit me at MCC OSHCare and I will feel proud to say to my friends, 'That's my Mum and Dad' and then I know that you really care about what I am doing
- \* Please don't discuss me when I am in earshot. I don't miss much and I worry about what I hear. I know the educator will be happy to find somewhere private to talk to you
- \* When you come for me, please don't ask the educator if I've been good. I try to be, but sometimes things go wrong and the educator and I have worked it out and I don't want to be reminded of my mistakes
- \* What makes me feel good is if you show that you are really pleased with me, and are ready to look if I have something to show you, as the process of making it was very important and this object is the result.





## *a place where you belong*

Postal Address	PO Box 3215, North Mackay, QLD, 4740
King's Park Campus	9 Quarry Street, North Mackay
Providence Campus	17 Ambrose Way, North Mackay
Phone	07 4963 1100
MCC OSHCare Mobile Phone	0432 669 974
Facsimile	07 4942 4085
Email	<a href="mailto:mcc@mccmky.qld.edu.au">mcc@mccmky.qld.edu.au</a>
Website	<a href="http://mcc.qld.edu.au">mcc.qld.edu.au</a>
CRICOS	01085D
ABN	22 010 555 389