

# **GOWRIE DRUMMOYNE & ST MARK'S**

@ Drummoyne Public School and  
St Mark's Catholic Primary School

# **Orientation Booklet**

## **Parent Handbook**

**ALWAYS WAS**  
**ALWAYS WILL BE**



## **GOWRIE DRUMMOYNE AND ST MARK OSHC'S ACKNOWLEDGEMENT OF COUNTRY**

"We acknowledge the traditional custodians of the land on which we meet, the Wangal people of the Eora Nation. We pay our respects to Elders past, present and emerging, and to any of our First Nations' people present today.

We acknowledge that this land was stolen, and we thank the Wangal people for sharing the land on, the skies under, and the waters in which we play."

## **GOWRIE NSW RECONCILIATION ACTION PLAN**

Gowrie NSW is committed to reconciliation and recognises the special place that Aboriginal and Torres Strait Islander peoples hold within Australia and acknowledges that they are the First Peoples of the land we share today.

Gowrie NSW will lead in the practice of inclusion throughout education and care and professional learning by:

- Modelling and embedding inclusive practice in all that we do
- Building authentic and meaningful partnerships
- Increasing participation of children and families to address inequalities and work towards closing the gap in education
- Increasing community participation
- Increasing workforce participation including traineeships
- Creating pathways for learning for children, families and educators



# Welcome!

You and your child/ren are about to begin a wonderful journey through Gowrie NSW at Drummoyne Public School and St Mark's Catholic Primary School. We value the aspect of community at Gowrie NSW and strive to build a positive partnership with the school, families, and communities. We acknowledge the huge amount of learning that you have fostered in your child/ren, and we aim to build and nurture that to develop students who are lifelong learners and valued and responsible members of our society.

The service aims to provide leisure based, social learning experiences for children through the dedication of our qualified educators so that we can support each child's spiritual, physical, social, intellectual, and emotional abilities.

Our services alternates between two locations throughout the week:

- St Mark's Primary School - Mondays and Fridays
- Drummoyne Public School - Tuesday, Wednesday and Thursday

The two schools are located next to each other (240 metres) and the children will transition with our educators between the programs.

# Our Philosophy

Our philosophy is inspired by the children's autonomy and voices and guided by a vision for children's learning through play and leisure. As educators we promote to each individual child's strength and actively collaborate and promote citizenship. Gowrie values and respects each child and believes that, each child is an individual with unique and diverse needs and strengths. We aim to provide a safe, supportive, and stimulating learning environment for all children attending Drummoyne Public School and St Marks Catholic School. Together as a community we will provide a warm welcoming program that compliments and expands the child learning at home and at school.

## Gowrie NSW Values

1. Integrity
2. Caring
3. Authentic
4. Purposeful
5. Inclusive

## Our Program Foundations

- Foundation 1- Empowerment
- Foundation 2- Respectful Relationships
- Foundation 3- Intentional Play-Based Teaching
- Foundation 4- Practitioner Inquiry

# COVID-19 Safety Precaution

The international novel coronavirus (COVID-19) pandemic is evolving rapidly, with local transmission reported in NSW and ACT. Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. A novel coronavirus is a new strain that has not been previously identified in humans.

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. Children are at the same risk of contracting COVID-19 as adults. Children are more likely to have a milder illness, and some may not have any symptoms.

Gowrie NSW is committed to providing a safe and healthy environment that reduces the spread and infection of COVID-19.

## What are we doing to help minimise the spread?

The following people will be excluded from entering a centre or program:

- Any staff or child who has a temperature over 38 degrees
- Any staff or child who indicates breathing difficulty for example, wheezing, gasping for air (except for those who have a known and documented respiratory condition).
- Any staff or child who has been outside of Australia within the last 14 days
- Any staff or child who has been in close contact with a person who has a confirmed case of COVID-19

## Hygiene

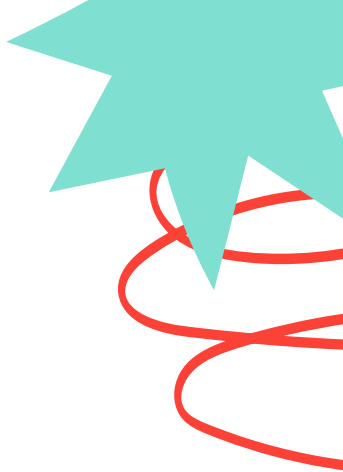
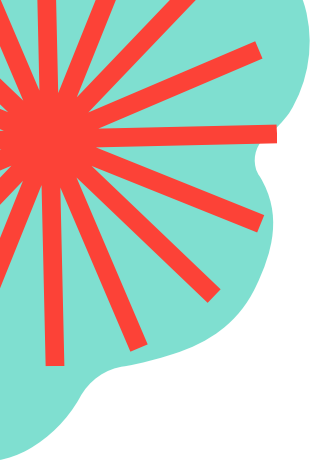
Educators, children, families, staff and visitors must:

- Follow good respiratory hygiene when coughing or sneezing: cover mouth and nose with bent elbow or tissue and dispose of used tissue and
- Regularly and thoroughly clean hands with soap and water or with an alcohol based hand sanitiser:
  - upon entering a program or centre and before leaving
  - when hands are visibly dirty
  - after playing outside
  - after going to the toilet
  - after helping a child go to the toilet
  - before and after consuming food or drink
  - before preparing food
  - after touching raw meat
  - after blowing your nose or sneezing
  - after patting an animal
  - after cleaning up blood, vomit or other body fluids
  - after cleaning the bathroom
  - before and after touching a wound, cut or rash
  - before and after giving medication
  - after removing gloves

## Our Cleaning Routine

- High traffic areas in centre cleaned every 2 hours using disinfectant, including but is not limited to, doorknobs, handrails, coded door entries, exit buttons and iPads.
- Sign in/out kiosks wiped every 30 minutes
- Play equipment used for the week, including but is not limited to constructions toys, puzzles, writing/drawing implements cleaned and washed at the end of every week.
- Any fabric related toys, garments such as aprons, dress up costumes, etc. washed at the end of every week.
- Entire centre cleaned at the end of every day by a professional cleaner including surfaces, furniture and equipment.


***Subject to change with current health advise***



# Curriculum: My Time Our Place (MTOp)

Gowrie NSW covers all the learning domains within the My Time, Our Place- Framework for School Age Care in Australia (MTOp). The MTOp is part of the Council of Australian Government's National Quality Framework. It has been designed for use by school age care educators working in partnership with children, their families, and the community, including schools.

The Framework has a strong emphasis on play and leisure in children's learning and development and that their learning is not limited to any particular time or place. To assist educators in providing children with opportunities to maximise their potential, they use the 5 outcomes.

- Outcome 1: Children have a strong sense of identity
  - Outcome 2: Children are connected with and contribute to their world
  - Outcome 3: Children have a strong sense of wellbeing
  - Outcome 4: Children are confident and involved learners
  - Outcome 5: Children are effective communicators
- 

Fundamental to the Framework is a view of children's lives as characterised by: Belonging, Being and Becoming.



Storypark is password protected private space for children, teachers and families. It is used to record and communicate your child's learning by sharing photos, videos and observations within a secure online environment.

Access to a child's information and stories can only be granted by their primary guardians, and no personal information is shared with any third party.

Once your child/ren starts their first day with us, you will get an invitation to join Storypark. All parents must provide consent to enrolment, as part of the sign up process which outlines how their child's information will be used. The terms of use and privacy policy are available on Storypark for families and educators to refer to.

Parents who have declined the invitation to Storypark and not given permission will be indicated on the child's profile on Storypark. Images of these children will be blacked out on all stories to be published to protect their identity and respect the indications from the family.



# A Successful Dropoff

Some of the children attending will be distressed when their parents leave in the morning, either at school or at our Before School Care session. This is called "separation anxiety".

In some cases, the distress will appear when the parent collects the child at the end of the school day or at our After School Care session. This is because the sight of the parent brought back the memory of being left. It can be a distressing time for children, parents, and educators.

This is a normal feeling of childhood and not to be worried about as with consistency it can be managed. We are here to support you and your child every step of the way.

Separation anxiety occurs because the child does not yet feel safe to be away from people they know and trust. Hence, it is important to build that trust.

Trust can be built by showing the child that you, the parent, trust the educator and are comfortable in leaving them at school. Spend some time communicating with the educator, while the child plays nearby. When the child sees you trust the educator, they will begin to trust the educator too.

The best way to handle separation anxiety is to remain positive and encouraging. Then, kiss goodbye once, smile, say 'Goodbye, have an amazing day!' and leave swiftly. You are welcome to call and check in to see if your child has recovered. We are happy to chat with you and assist you and your child in any way we can.

There are a number of resources that can help you if you are struggling with separation anxiety. Some great external resources include:

- "Anxious Kids" - by Jodi Richardson and Michael Grose

Websites:

- <https://raisingchildren.net.au/toddlers/health-daily-care/mental-health/separation-anxiety>
- <http://www.earlychildhoodaustralia.org.au/parent-resources/separation-anxiety/>

# Children with a medical condition

## Special dietary needs & Food allergies

We are very supportive of special dietary requirements of child/ren. Please discuss your child's needs, including but not limited to any food allergies, cultural or religious beliefs. Gowrie Drummoyne and St Mark's will attempt to meet your child's dietary requirements where reasonable and practicable.

A regularly updated list of children who have special dietary requirements will be placed in the food preparation area for staff reference.

## Medication and Medical Plans

If your child has a medical condition, you must provide us with the appropriate documentation to ensure our staff can provide the best administration to prevent any extreme conditions.

In the OSHC sector, we require documents for:

- Asthma
- Allergies
- Anaphylaxis
- Dietary needs (intolerance or cultural need)
- Epilepsy/Seizures
- Diabetes
- Any diagnosed Medical Condition

Medications, asthma puffers, EpiPen will only be administered if it is accompanied by an appropriate authorised document and is:

- signed by a person who is authorised
- in its original container, bearing the original label and instructions and before the expiry or use by date
- with any written instructions provided by a registered medication practitioner

At Gowrie Drummoyne and St Mark's:

- All medications will be stored in a safe place
- All medications will be administered and witnessed by an educator

Parents are responsible to provide any updates to the action plan, to a Gowrie staff.

Please note, most documents provided by a doctor will expire within 12 months, unless your doctor states otherwise.

**Due to known cases of allergens, we ask parents and children to not bring any eggs and nuts to the centres.**

***Please note, prior to completion of your enrolment, an educator will notify you of the documents required to complete your child's enrolment***



# Meet Our Staff



**Belinda**

General Manager



**Rekkha**

Program Manager &  
Nominated Supervisor



**Sam**

Educational Leader &  
Assistant Program Manager



**Lina**

Assistant Program  
Manager



**Neelam**

Educator & Food Safety  
Officer



**Dom**

Educator & Kindy  
Program Facilitator



**Lucy**

Sustainability Officer &  
Gardening Club Mentor



**Marcus**

Workplace Health  
& Safety Officer



**Ness**

Educator & Senior  
Program Facilitator



**Chanae**

Be You Officer & Community  
Partnership Leader



**Martina**

Health and  
Safety Officer

# Our play spaces @ Drummoyne Public School



**Indoor: School Hall**



**Outdoor: Cola**



**Outdoor: Basketball Court**



**Outdoor: Grass**



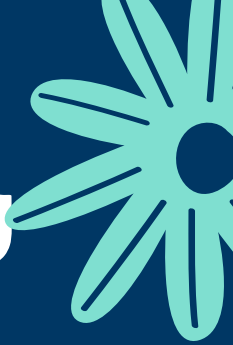
**Outdoor: Forest**



**Outdoor: Garden**



# Our play spaces @ St Mark's Catholic Primary School



**Outdoor: School Hall**



**Outdoor: Courtyard**



**Outdoor: St Mark's Court**



# Before School Care (BSC) Routine

07:00AM  
to  
08:15AM

- Families and children begin to arrive (Mon and Fri at St Mark's and Tues- Thurs at Drummoyne Public School)
- Breakfast served
- Children choose between:
  - Activities on program
  - Outdoor Play
  - Spontaneous Play

08:15AM

- Last call for breakfast

08:30AM

- Tidy up all play spaces

08:40AM

- St Mark's children transition to school with an educator

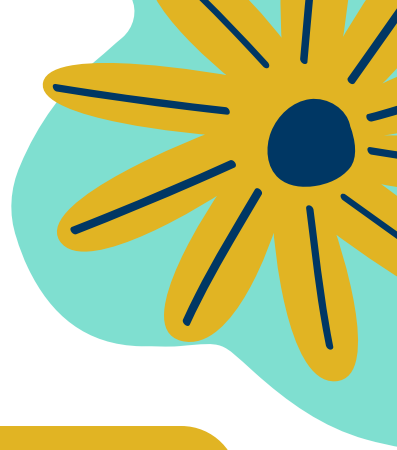
08:50AM

- Drummoyne's children transition to school

09:00AM

- Centre closes

# After School Care (ASC) Routine



03:15PM

- St Mark's children collected by educators

03:20PM

- Drummoyne children come to ASC
- Children sign into designated area
- Afternoon tea served

03:30PM  
to  
05:45PM

- Children choose between:
  - Activities on program
  - Outdoor Play
  - Spontaneous Play
- As part of our program, we have a special club assigned each day. They include: Homework club, Garden club, sports club, cooking club, scooter riding and bike riding

05:30PM

- Late night snack

05:45PM

- Pack away activities

06:00PM

- Centre closes



# Getting ready for Gowrie OSHC checklist

## To pack:

- Wide brimmed hat
- Water bottle
- Spare clothes- uniform shirt, uniform pants, undies, socks
- Plastic bag to place clothes

## Did you:

- Let us know if your child has a medication condition?
- If yes, did you grab the appropriate documentations?

# Getting ready for Vacation Care Checklist

## To pack:

- Wide brimmed hat
- Water bottle
- Spare clothes
- Plastic bag to place clothes
- Morning Tea
- Lunch

## Ensure to:

- Wear close shoes
- No singlet

# How to be Sun Smart?



We encourage all staff, families and children to be sun safe. We have certain measures in place to ensure that children are protected from over exposure to the sun. We:

- Slip - encourage children to wear shirts that cover the shoulder and upper back, especially during Vacation Care.
- Slop - Apply high protection (30+) sunscreen to skin when playing outdoors, and exposure to UV is high
- Slap - Wear a hat with a wide brim
- Seek - have shady areas for outdoor play when it is safe and avoid playing in the sun at high-risk times of the day
- Slide - Gowrie Drummoyne and St Mark's does not provide sunglasses so if children wish to bring there own sunglass for own use, they are more than welcome too.



# We asked our children what they like about Gowrie...

”  
I like all the activities that  
Gowrie plans for us

- Kindy Child

“  
I like Gowrie because they do  
good arts and crafts

- Year 1 Child

”  
Gowrie has fun activities

- Year 2 Child

“  
I look forward to coming to  
Gowrie each afternoon- I like  
everything at Gowrie

- Year 3 Child



# Calendar of Events

## January

01 Jan New Year's Day  
26 Jan Australia Day (Public Holiday)

## February

12 Feb Chinese New Year

## March

07 Mar Clean Up Australia Day  
08 Mar International Women's Day  
19 Mar Red Nose Day  
21 Mar Harmony Day

## April

02 Apr Good Friday  
04 Apr Easter Sunday (Public Holiday)  
05 Apr Easter Monday (Public Holiday)  
22 Apr Earth Day  
25 Apr ANZAC Day  
26 Apr ANZAC Day (Public Holiday)

## May

09 May Mother's Day  
26 May National Sorry Day  
27 May to 03 June National Reconciliation Week

## June

05 Jun World Environment Day  
14 Jun Queen's Birthday (Public Holiday)  
04 Jun to 11 Jul NAIDOC Week

## July

28 Jul OSHC Educators Day

## NSW School Term Dates 2022

Term 1 28 January to 8 April  
Term 2 26 April to 01 July  
Term 3 18 July to 23 September  
Term 4 10 October to 20 December

## August

04 Aug National Aboriginal & Torres Strait Islander Children's Day  
06 Aug Jeans for Genes Day

## September

01 Sept Early Childhood Educators' Day  
01 Sept Indigenous Literacy Day  
05 Sept Father's Day  
08 Sept International Literacy Day  
09 Sept R U OK? Day

## October

02 Oct World Smile Day  
04 Oct Labour Public Holiday Day (Public Holiday)  
25 Oct to 30 Oct National Children's Week  
27 Oct Children's Day  
31 Oct National Grandparent's Day

## November

08 Nov to 14 Nov Recycling Week  
16 Nov to 21 Nov Road Safety Week  
11 Nov Remembrance Day  
20 Nov Universal Children's Day

## December

24 Dec Christmas Eve  
25 Dec Christmas Day  
26 Dec Boxing Day

# For More Information



Drummoyne Public School, Rawson Avenue  
Drummoyne 2047 (enter via South Street gate)



Ages 5 - 12 years

St Mark's Catholic Primary School,  
Tranmere Street Drummoyne 2047 (enter via South Street gate)



0434 616 744



Mon & Fri | 7:00am - 9:00am, 3:00pm - 6:00pm at St Mark's



oshc.drummoyne@gowriensw.com.au

Tues-Thurs | 7:00am - 9:00am, 3:00pm - 6:00pm at Drummoyne Public School



[www.gowriensw.com.au/out-of-school-hours-care/drummoyne-and-stmarks](http://www.gowriensw.com.au/out-of-school-hours-care/drummoyne-and-stmarks)

Vacation Care | 7:00am - 6:00pm at Drummoyne Public School



<https://www.facebook.com/gowriensw>

## Key Info

### Our Fees

Before School Care (BSC)  
\$14.65 before CCS

After School Care (ASC):  
\$17.55 before CCS

Vacation Care (VC):  
\$60 before CCS

Please note:

Additional charges will include late collection, should we not be notified of your child's absence

Key:

CCS- Child Care Subsidy