

# HOSCA

## HOSCA's PHILOSOPHY

At HOSCA we believe in an environment of choice, full of activity and options. The environment reflects the values which lead our organisation; Trust, Respect, Choice, Equity and Inclusion. HOSCA incorporates current understandings of the importance of middle childhood, providing quality care to children from Kindergarten to year level 8. We provide this by ensuring an understanding, supportive and nurturing environment which considers children's personal circumstances and interests. This allows us to provide the children with resources, flexibility and opportunities for learning through play accordingly.

The Early Years Learning Framework along with My Time, Our Place guides educators to provide opportunities to children, which are meaningful, stimulating, developmentally appropriate and inclusive. The holistic approach used by HOSCA educators assists children to learn responsibility, independence, social skills and respect for others and self. We seek to balance rights with responsibilities and promote an overall non discriminatory environment.

Hosca is licensed under and complies with the community services (Outside School Hours Care) Regulations 2012.

## Centre staff responsibilities

Children attending the Centre are given positive guidance directed towards acceptable behaviour, with praise freely given and blame and admonition kept to a practical minimum.

All equipment will be kept in a safe and clean condition. Attendances will be checked in the Centre's daily register every day and unexpected absences followed up immediately. The Centre will take all reasonable steps to locate a child who is booked into the Centre.

Children will not be released to anyone other than those authorised by the child's parent/guardian on the enrolment form or in writing. If written notification cannot be provided beforehand, notification by telephone will be accepted with written authority to be provided when the parent/guardian next attends the Centre.

Parents will be notified if their child is unwell or has had an accident. Incidents are recorded on an incident form and parents are required to sign the form in recognition that Centre staff has informed them .



HOSCA

Situated at;  
545 Glen Road, Darlington &  
200 Coolgardie St, Mundaring  
PH : (08) 9299 8687  
MOB:0417 978 806 or 0477 585 424  
E-MAIL: [HOSCA@bigpond.com](mailto:HOSCA@bigpond.com)  
[www.hosca.websyte.com.au](http://www.hosca.websyte.com.au)

**POSTAL ADDRESS;**  
**PO Box 89,**  
**Glen Forrest, WA 6071**

HOSCA



## ▶ INFORMATION PAMPHLET FOR PARENTS

**Centre Mission;**

**To provide quality care for school-aged children in out of school hours**

Hosca's Address:  
545 Glen Road, Darlington &  
200 Coolgardie Street, Mundaring.  
PH : (08) 9299 8687  
MOBILE: 0417 978 806 Darlington  
MOBILE: 0477 585 424 Sacred Heart

EMAIL: [HOSCA@bigpond.com](mailto:HOSCA@bigpond.com)  
[www.hosca.websyte.com.au](http://www.hosca.websyte.com.au)

# We welcome you and your family to **HOSCA**



*Where we meet and value new friends*

## General Rules

We speak nicely without swearing.  
We speak quietly inside; there is no need to be loud.  
We must always walk whilst inside.  
We show respect at all times.  
Respect for others' feelings and rights.  
Respect for the building and all equipment.  
Everyone has the right to feel safe: that means no fighting, teasing, name calling, throwing things, playing with sticks, etc..

## Hours of Operation and Fees

Before School Care 6.45am - 8.45am. \$18  
After School Care 3.00pm—6.00pm. \$25  
Vacation Care & PFD's 7.00am - 6.00pm \$60

## Program

It is the children's program and they choose how they spend their time here. We involve the children in creating our program to cater to their needs and wants, we hold meetings and take minutes which then evolve into our programs. We as Educators assess these experiences with the children and ask that you as families become involved also, we keep a journal of our daily activities by the sign in/out register and ask that you contribute to writing comments and suggestions in it. Your children's time at Hosca is documented as observations and is yours to take as a keepsake when you leave Hosca.



*Where new experiences are had.*

## Parent responsibilities

Parents/guardians must sign against the children's names as a record of having delivered or collected the children to/from the Centre.

Parents must inform the staff if they do not wish their child to participate in any of the planned activities.

Parents are expected to keep unwell children out of the Centre.

Any child who is ill with an infectious disease must be kept out of the Centre until a medical certificate has been issued to clear the child and the Centre must be notified.

Children must be immunised and parents are required to provide Centerlink or the Centre with a copy of their child's up to date immunisation record on request.

## Children's responsibilities

Children will be expected to adhere to the rules of the Centre at all times.

Children are expected to use equipment with respect and appropriate care.

Children are discouraged from bringing their own toys/games to the Centre. If you do so it is at your own risk

Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines even if their child is well.



## Management

Hosca is managed by a community based Committee made up of parent volunteers. The committee usually meets monthly. Parents are encouraged to be actively involved in the Centre by serving on the committee, attending meetings or raising issues of concern or interest at meetings. The Management Committee is responsible for the centre operating according to the constitution and Centre Policies.

**HOSCA**

**Hosca's Policies are available to view in the Office or via email by request.**

Centrelink Reference Number:  
555 009 652 A - Before and After School Care  
555 009 684 L - Vacation Care  
Centrelink Ph: 13 61 50