

Parent and Guardian Handbook 2026

An information pack for parents with all the important information you will need in regards to enrolment & payment of fees. It also includes other important information concerning the policies, procedures & operation of the centre.

Statement of Philosophy

Lindfield Activity Centre is an Out of School Hours Care Centre that strives to cater to the needs of the Lindfield Public School community. Our aim as a not-for-profit organisation is to provide accessible and affordable quality care in a welcoming and nurturing environment. This is achieved through an inclusive child-centered program, quality educators and the promotion of healthy lifestyle choices.

We believe that the children who attend our centre should create a program that reflects their diverse interests. We value play-based learning and the opportunity it creates for children to explore, experiment, and engage with one another in our environments. Our hope is that through our program we can acknowledge our children's ideas, whilst utilising the knowledge of our Educators to create moments of intentional and spontaneous learning.

LAC strives for the inclusion of all children who attend our service. We understand that each child has differing needs and that everyone develops in different ways. We are committed to supporting all children to access opportunities regardless of their diverse circumstances and abilities.

At LAC we recognise the importance of establishing healthy lifestyle choices with children from a young age. We understand that this is crucial to developing a strong sense of wellbeing and confident identities. We aim to establish this through healthy eating, hygiene modelling and providing ample opportunities for active play. We aim to empower children to cook, prepare and serve their own meals. This provides opportunities for intentionality while cooking to talk about healthy food choices and hygienic practice.

As a community centered service, we recognise that every child's sense of being and belonging is shaped by their family's culture and the diversity within our community. Therefore, we encourage families to be involved in ongoing programming and evaluating. We also strive to be active participants within our community by networking with other OSHC services, utilising professional learning and support networks.

Objectives

To offer a friendly, caring, safe yet challenging environment that:

- Provides high quality care for all children and fosters children's individuality and differing needs.
- Provides a welcoming environment for staff, parents and children and develops collaborative relationships.
- Acknowledges that children are capable, resourceful, and active contributors to their learning.
- Recognises the uniqueness of children and encourages their sense of identity and wellbeing.
- Promotes play and leisure experiences that are intrinsically interwoven in physical, social, emotional, personal, spiritual, creative, cognitive, and linguistic aspects of learning.
- Offers a flexible program that responds to the care and recreational needs of all children and acknowledges the importance of families/caregiver's contributions to the program.
- Understands our environment and maintains a sustainable future.
- Promotes the physical health and wellbeing of all children.
- Encourages comments and feedback from all families/caregivers.
- Acknowledges and accepts varying cultural backgrounds of each family and child.

United Nations Convention on the Rights of the Child

"The child has the right to rest and leisure, to engage in play and recreational activities and to participate in cultural and artistic life". (Article 31)

Goals

To provide affordable, high-quality care for school aged children in a safe, stimulating and supportive play-focused learning environment enabling parents, guardians and carers to pursue work, studying/training or other activities.

We make the Paramount Consideration of children's safety, rights and best interests, our duty to uphold. We consider this on our meeting agenda's, part of our inductions, decision making and evaluations. This forms a part of who we are in whatever role we play here at LAC.

General Information

Daily Routine

7:15am	LAC opens for Before School Care. (<i><u>We can't take any child before this time</u></i>) A healthy breakfast is available until 8:15am.
8:30am	First bell rings and children in Years 1-6 can go up to school.
8:45am	Kindergarten children are taken up to school with the supervision of an Educator. (<i><u>First 2 terms only or as long as necessary</u></i>) LAC will still be open should any parent need to speak to the Director.
2:15pm	Educators arrive at LAC to prepare for the afternoon – food, cleaning and prepare programmed activities.
3:00pm	LAC opens for After School Care. Kindergarten children are collected from their classes and children have their names marked off. Afterwards, children wash their hands and are served fruit and a light snack. A general meeting is held for the children.
3:30-5.00pm	Structured activities and free play throughout the school grounds.
5:00pm	Pack up time for all activities, a short general meeting is held, then children wash their hands and have a late snack.
5:15pm	Quiet inside activities, and outside activities on Level 1 in warmer weather
6:00pm	Centre closes.

Before School Care

7:15 am – 8:45 am

Lindfield Activity Centre Before School Care service provides a calm and relaxed start to your child's day at school. We provide an environment where children can choose how they would like to start their morning – whether it be enjoying a nutritious breakfast, engaging in a number of activities inside or playing outside. Our hours of care are from 7:15 am until when the 'first bell' rings at 8:30am older children are allowed to leave and start their day at school. Kindergartens are given special care and supervised on their walk to the morning assembly for the first 2 terms or as necessary.

Our breakfast menu is based around giving the children a healthy start to the day, the Guidelines suggest providing children with dairy, cereals, and grains in the morning. Breakfast is available between 7:15 am until 8:15am with a variety of food and drink such as toast, cereal, pancakes, milk, etc.

A few structured activities are programmed for the Before School Care service and children are encouraged to engage with a range of activities. Children are given the opportunity to use any of the resources in our centre through free play - a principle that is heavily embedded in our service. Outside activities are open after 7:30 am in the warmer months in which the children have an opportunity to play sports such as handball.

After School Care

3:00 pm – 6:00 pm

After School Care at LAC provides your child with fun, safe and engaging care for their afternoon. We start the afternoon by marking the roll as the children come down to LAC and the children will then wash hands and have afternoon tea before having a general meeting with the children.

Children have a number of opportunities to decide how they would like to spend their afternoon.

Our key principle of 'free play' allows the children to choose how they would like to spend their afternoon. They are free to move between inside and out, Educators are equipped with radios to notify each other of children moving between the two.

The centre offers structured activities in the afternoon, which are programmed around a weekly theme that includes craft, cooking, and group activities. For more information on this head over to the "Our Programs" tab on our website or see our program at the front entrance when dropping off or picking up your child. Educators supervise to ensure that all activities are running smoothly, while also engaging with the children and ensuring that they are enjoying their afternoon. We also offer a specialised 'Kindy Room' program for Kindergarten students at our centre. This is an age appropriate program of activities specially created to help children develop new friendships in

their first year of school in a quiet, calm and relaxed environment. This is held for the first term each Kindy year or longer if necessary.

A late snack is offered at 5:00pm for the children, ending free play and providing the children with a small snack in order to help them replenish after an hour and a half of playtime. The food offered is a snack that usually has often been prepared with the help of the children.

Extracurricular Activities

If your child attends an extracurricular activity while they are at After School Care, then we can arrange for an Educator to take them to and from their activity. Parents must ensure that a permission form has been completed and provided to the centre for all extra-curricular activities they wish for their child to attend. This form can either be found on our website or by contacting the centre to request a copy.

The centre will ensure as far as is practicable that children are accompanied to their respective venue at the allocated time but does not assume responsibility for children once they have left the centre as they are signed out of the service. Once your child returns, they are signed back into the service, and we resume responsibility for them.

Vacation Care

7:15am-6:00pm

We provide an exciting and affordable school holiday program for primary school children from Lindfield Public School and the local community. We provide a variety of incursion and excursion days throughout the holidays. Each day is programmed with a variety of structured activities with lots of time for free play.

Children need to bring:

- Water bottle
- A Hat
- Enclosed shoes
- Appropriate sun safe clothing - t-shirts no singlets please
- **Excursions Only** Morning Tea and Lunch (All other meals are provided)

LAC will provide a variety of healthy meal options between 7:15am and 5:15pm. These meal times include Breakfast, Morning Tea, Lunch, Afternoon Tea and a Late Snack.

Incursion days: Each day children will participate in an incursion workshop that runs for up to two hours. They will also participate in programmed activities around a particular theme for that day. We also have areas for children to relax and choose their own activity, this may be reading, drawing or just resting.

Excursion days: On excursion days we ask all children to arrive by the specified time in the confirmation email, so that we can complete roll call and meeting to discuss excursion safety before we depart on the bus at the allotted time. Excursion days vary in duration, and booking confirmation emails will always indicate the estimated return time.

Important Information

Ages for Children Using Our Services:

Before and After School Care is currently available only for children who attend Lindfield Public School in Kindergarten to Year 6. However, we do extend care to school aged children who aren't enrolled at the school during our Vacation Care program. Children starting Kindergarten in the January Vacation period, may attend but not before, i.e. December.

Family Assistance:

LAC is an approved provider and therefore can offer Child Care Subsidy (CCS). All families wishing to use our services must register with Centrelink and provide us with relevant CRN numbers when completing the online enrolment.

Signing children in and out of the service:

Parent/guardians must sign their children in and out of the centre at the time of arrival and departure. This procedure is a legal requirement of the funding body as it is linked to your childcare payments. If a child is to be signed out of the service by a person other than their parent or guardian, written authorisation must be provided to the centre either through the 'Authorised Nominees' section on the Becklyn portal or for one off authorisation, please do so via email. Please note that these Authorised Nominees must be over the age of 16.

Educators can sign children out of the service if they are attending an extra-curricular activity that finishes after the service has closed at 6pm. This can only be done after an 'extra-curricular authorisation' form has been given to the Director.

Only in emergencies and with written special permission can a person under the age of 16 be permitted to collect a child and sign them out. This will be at the discretion of the Centre Director.

Car Parking:

In accordance with school rules the staff car park off Grosvenor Road can be used for pick up and drop off but only before 7.30am and after 4.30pm.

Assessment and Rating:

Out of School Hours Care services comply with the principles of the National Quality Framework. This process ensures that our centre continually strives to maintain and improve all aspects of the program. Our team is committed to improving the standards of quality care and have adopted the

new framework for school aged care in Australia – ‘My Time, Our Place’ that came into effect 1st January 2012.

The Team

We recognise that the care of large groups of school aged children for significant periods of time requires team members to have specialist knowledge, skills and experience. We value the varying skills and talents that our Educators bring to the team, which creates our dynamic program.

Many of our Educators are either qualified or studying to be qualified in early childhood or similar teaching fields, and others have completed professional development in First Aid, Asthma & Anaphylaxis emergency management, child protection training, as well as industry specific training.

Australian Government Priority of Access

The demand for care sometimes exceeds supply. The Australian Government has determined guidelines for allocation of places in such circumstances. These guidelines apply to OOSH services.

LAC follows the guidelines which are:

- Priority 1: a child at risk of serious abuse or neglect
- Priority 2: a child of a Parent/guardian (or both Parent/guardians if there is a partner) who satisfies the Government’s work, training, study test
- Priority 3: any other child

Within these main categories priority should also be given to the following:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on lower incomes
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single Parent/guardians

The guidelines also state “...Any service that has no vacant places and is providing care for a Priority 3 child may require that child to leave the service in order for the service to provide a place for a higher priority child...” However, discretion will be used to evaluate every case on an individual basis.

Inclusion Support Program

LAC is committed to including all children at the service. If your child has additional needs please speak with the Director, and an inclusion plan will be developed. The Inclusion Support Program aims to build the capacity of eligible children’s services to include children who require additional support to access mainstream services.

Program and Activities

At Lindfield Activity Centre we believe in providing children with an inclusive environment where they feel safe, secure and supported to express themselves and learn new skills. We believe

strongly in the principle of free play and encourage children to choose how they would like to spend their time with us.

Our program also provides the opportunity for structured intentional teaching, focused around a weekly theme that relates to questions on the blackboard, craft, cooking and group activities. This theme aims to meet a learning outcome or principle in My Time, Our Place Framework.

The voices and interests of children are important to us and are taken into account when planning our future programs. This is done through conversations, observations of interests and recorded for future planning. Families are also asked to contribute to the program through conducting or participating in activities, surveys, conversations and committee meetings. LAC also acknowledges the need for children to have access to quiet time, so we have couches with bookcases next to them for children to read and relax.

Child Protection and Protective Behaviour

LAC is a children's service, and therefore a mandatory reporter in cases where a child is suspected of being at risk of harm. A structured process under the "Child Safe Standards" government initiative is followed to determine the course of action to be taken. All team members are aware of issues relating to child protection. The Management Committee at LAC expects all team members to uphold a high duty of care. Children's safety is the priority; team members are responsible to keep all children safe at all times. LAC also strives to have all staff qualified in Accredited Child Protection training and organises regular training, either as a refresher course or accredited training.

Food and Nutrition

We offer healthy nutritious snacks/afternoon tea. Children are given the opportunity to take initiative of their health & hygiene through food preparation, service and are encouraged to use best practice in regards to food safety measures. Team members aim to create a calm atmosphere which incorporates the fostering of social skills.

All Parent/guardians are asked **not** to send any food containing the following items

- Nuts
- Asparagus
- Egg
- Fish
- Shellfish
- Seafoods
- Sesame Seeds

We have children who are at risk of Anaphylaxis to the above foods and we aim to keep all children safe.

Breakfast

Our breakfast options have been chosen in consultation with the Healthy Eating Guidelines. The Guidelines suggest providing children with dairy, cereals and grains in the morning to give them a good start to the day. Children have the opportunity to choose what they would like to eat and

breakfast is open all morning from 7:15 am until 8:15 am. Our breakfast menu therefore provides children with the option of:

- Healthy cereals
- Milk or Milo for a drink
- Water
- Toast, raisin toast & English muffins with a selection of condiments
- Pancake morning once a week as a special treat

Before children eat breakfast they are encouraged to wash their hands in the aim of setting up good hygiene practices and to stop the spread of germs and infectious diseases.

Afternoon Tea

Our afternoon tea options have been chosen in consultation with the Healthy Eating Guidelines. The Guidelines suggest providing children with dairy, grains, fruit & vegetables and protein. Our afternoon tea menu includes two snacks:

The 1st meal at around 3:00pm includes:

- A platter of seasonal fruit
- A filling meal

The 2nd snack at around 5pm includes:

- A 'special' snack that changes daily

Before children eat afternoon tea they are encouraged to wash their hands to maintain proper hygiene and to reduce spreading germs and infectious diseases. Children sit down in a relaxed, calm and social environment with their friends and Educators. Educators model healthy eating by serving food hygienically, encouraging children to eat fruit and modelling good eating practices.

Illness

If your child becomes ill while at the Centre, you will be notified as soon as possible to discuss collection. In spite of implementing infection control measures at the centre, infection spreads rapidly among children. Therefore, to help maintain a healthy and happy environment please keep sick children at home for up to 48 hours depending on the type of illness.

Children will be excluded from all services if suffering from an infectious/contagious disease or condition e.g. Chicken pox, Whooping cough etc.

Contagious/Infectious Disease Policy

Parents/guardians will be notified immediately and the child will be kept isolated when identified as suffering from a contagious illness/condition until collected by the Parent/guardian. The child will not be permitted to return until a certificate of clearance is produced indicating the condition is no longer contagious/infectious.

It is no longer mandatory to self-isolate, however, we as a service request you to self-isolate until you receive a negative RAT/ or at least five days.

Accidents

In cases of emergency or accident, medical attention will be sought for your child, however, these expenses must be borne by the Parent/guardian. Any head injury, parents will be called and treatment or collection will be discussed.

In the event of an accident which is unable to be treated by first aid administered by a trained team member, or if there is a change in consciousness, head, back or neck injuries, extensive bleeding, eye injury or convulsions – an ambulance will be called as well as parents. Educators are not to transport injured children in their own car, ambulance expenses must be borne by the parent/guardian. Parents will be notified of any head injury straight away and keep up to date should anything changes.

Medication/ Medication Policy

LAC understands that from time to time children in care may require medication. Medication will only be administered with the explicit written permission of the Parent/guardians/guardians and clearly labelled medication signed by the Doctor with instructions and dosage. Forms for both regular and incidental administration of medication are available at the centre and on our website. Parents/guardians need to be aware that non-prescription medication such as Panadol cannot be administered to children whilst in our care unless the appropriate consent in the enrolment form has been completed.

Smoke Free Zone

Smoking/ Vaping is not allowed in LAC or the surrounding LPS buildings, grounds or facilities.

Enrolment

If it is the first time your child will be attending the Centre, you will need to create an account via the Becklyn Portal and complete an enrolment form for your child. This form requires information about yourself and your child including contact information and medical information. This form must be completed in full prior to your child's first attendance for legal reasons. This applies to new enrolments for vacation care for children who do not or have not attended the centre previously for out-of-school hours care.

Permanent Bookings

If you plan on keeping a regular schedule of days throughout the term, then it is recommended that you make permanent bookings for your child to secure them a place. Please contact the Director for further information. Permanent bookings are charged fortnightly via direct debit. If your child cannot attend a session for any reason you must contact the Centre as soon before 2pm ideally in writing or lodging the absence via the Becklyn portal. You may leave a message on the phone.

Casual Bookings

If you do not plan on keeping a regular schedule of days, then you may book your child in on a casual basis. This is only in the event that a place becomes available on any given day as the result of another child being away or giving notice. Please keep in mind that availability is not guaranteed and there may be cases where you will be denied care.

Changes to Care – personal details/sessions/termination/etc.

All changes to information provided on original registration forms can be updated on the Becklyn Portal where enrolment was first completed. Any changes to bookings can be also done there and any cancellations to enrolment must be formalised in writing to LAC's Director at lacentre@outlook.com two weeks before changes.

Late Pick Up

If you expect to be late picking up your child in the afternoon, please phone the Centre to inform us of the situation as soon as you become aware of it. If you pick up your child after 6pm you will be charged an additional \$1.00 for every minute past the hour. Please arrange for a nominated authorised person to collect your child if you are delayed and contact the Centre to inform them that this person will be collecting your child. If children are not collected by 6.30pm Chatswood Police Station will be contacted.

Fees- (Subject to Change prior to new school year)

	<u>Permanent</u>	<u>Casual</u>
Before School	\$ 13.23	\$14.37
After School	\$ 28.19	\$29.33

Vacation Care	<u>Incursion</u>	<u>Excursion</u>
	\$90.51	\$112.29

Invoices are generated each fortnight. Invoices will include charges for the previous fortnight of permanent bookings plus all casual sessions up to the end of the previous week. The full amount due on the invoice will be directly debited from your nominated card/bank account. If accounts are unpaid on the last day of that term the use of the service will be suspended until full payment is received and ongoing bookings will be cancelled and allocated to waitlisted families. Bookings will not be reinstated upon full payment for late payment. Vacation care payments will be invoiced and directly debited in Week 1 of the next term. You will receive an estimated fee summary including your estimated CCS when booking your child in for vacation care. Please note that cancellations of vacation care bookings will not be refunded. Payments are accepted via direct debit and direct bank transfer. No payments will be accepted at the centre.

Detailed information can be obtained from the **Lindfield Activity Centre Policy Handbook**. You can view it on our website.

Complaints & Feedback

Feedback

- a) Feedback is important in ensuring that services are continuing to meet the needs of families and for the service's continuing improvement planning purposes. An important source of feedback is through complaints/suggestions; these are welcomed and encouraged by LAC. This is also a tangible way to provide feedback on the services we provide.
- b) Parents/guardians have the right to complain and to suggest changes to the services they receive without fear of retribution and can expect complaints to be dealt with fairly and promptly. All complaints will be taken seriously and treated confidentially. The Centre Director will take steps to ensure that clients feel comfortable to continue accessing the service after making a complaint.

Complaints procedure

- We will support parent's right to complain and will help them to make their complaints clear and try to resolve them. A complaint can be informal or formal, this can include anything that a parent thinks is unfair, or which makes them unhappy with the service. All confidential conversations with parents/guardians will take place in a quiet place away from children, other staff, or parents/guardians not directly involved.
- Parents/guardians can make a written complaint by emailing the Centre Director. To contact the Centre Director please email lacentre@outlook.com
- The parent has the right to take the complaint directly to the Management Committee by contacting the Committee via email. To contact the Parent Committee please email lacentre@outlook.com and it will be forwarded to both President and Staff Liason Officer.
- If a parent has a complaint or comment about the service, they will be encouraged to talk to the Centre Director who will arrange a time to discuss their concern and come to a resolution to address the issue.

- If the complaint is not handled to the parent's satisfaction at this level they should discuss the issue with the President or Staff Liaison Officer of the Management Committee, either in writing or verbally.
- The Management Committee will discuss the issue with the Centre Director and develop a strategy for resolving the problem.
- The parent's complaint is to be recorded and dated indicating the issue of concern and how it was resolved.
- The Centre Director or Management Committee will inform the parent of what has been decided regarding the issue. Staff will also be informed of any relevant issues that they need to address or be aware of.
- If any complaint cannot be resolved internally to the parent's satisfaction external options will be offered such as an unbiased third party.

Code of Behaviour for Parents & Children

Lindfield Activity Centre strives to provide an environment where everyone feels safe, secure and supported. This includes staff, children and parents/guardians. Our Code of Conduct is as follows:

Everyone at our Centre has the right to feel safe and secure both emotionally and physically. They have the right to have their personal space and property respected. Everyone has a responsibility to care for ourselves, other children, parents/guardians, and team members.

Everyone must take care of people's belongings, the Centre equipment, and the Centre environment.

A positive approach to behaviour is desirable to foster a climate within which personal responsibility and self-discipline will be encouraged and developed. The 'Code' governs our daily actions at the centre, at school, out in the community and at home.

Families are asked to sign the Registration Form as acknowledgement and agreement to support the Code of Behaviour.

LAC Acceptable Behaviour Guidelines

We show care, consideration and safety through demonstrating respect, responsibility and rights. Parents/guardians/guardians and children are expected to:

- a) Respect and support others – speak with respect to others; use appropriate language; listen to others; use appropriate body language; be on time; use good manners; make amends by positive act; value each other.
- b) Treat staff at the centre with respect and courtesy
- c) Co-operate so that everyone can enjoy and learn – include others; cooperate; take turns; accept losing; look after each other; encourage others; be honest; think of the feelings of others; try to understand others.

- d) Act in a manner that is safe for ourselves and others – walk with care and safety; put things away carefully and where they ‘live’; assemble where we should with care and consideration; use equipment correctly and safely; follow procedures when walking and travelling by vehicle.
- e) Respect property and the Centre environment – care for and use games/toys and equipment as intended; care for the property of others and their work; care for the Centre and the environment.
- f) Sort out our problems considerately – find solutions which do not involve physical contact; try to solve our problems ourselves; ask a carer or someone else; solve problems in a fair and reasonable manner; negotiate; listen to others; recognise that the problem could look different from another perspective; use ‘stop and think’ time.
- g) Keep ourselves and others safe – play in designated areas of the centre or grounds that are supervised and safe; play on equipment only under supervision and follow rules; play safe games; ;play in a safe manner – balls only are to be thrown (supervised) – natural things from the ground stay on the ground; use games and sports equipment safely – as intended or instructed; use toilets appropriately – they are not a place to play; dangerous items to be left at home; expensive/valuable items to be left at home (or in the safe keeping of the Responsible Person until collected by Parent/guardian/carers) – iPods, computer games, mobile telephones/ smartwatches, jewellery etc. If smartwatches can’t be left at home, they must be put on aeroplane mode, mobile phones will need to be given to an Educator for safe storage until they leave.
- h) Not use mobile devices such as phones or smartwatches whilst in the centre for any videoing, recording or taking of photos for any reason.

Rules

- a) The centre has a zero-tolerance approach to bullying and aggressive behaviour. Bullying will not be tolerated under any circumstances, either threatened, verbal or physical
- b) Any person who is seen to be bullying another person at the centre will be excluded from the centre
- c) Violence will be treated very seriously
- d) Children are to remain in view of at least one carer at all times
- e) No one is to leave the grounds without permission – Parent/guardians will be contacted and the Police – this relates to the safety of children and carers
- f) Dangerous items such as knives, bottles, war toys, matches, crackers etc. must not be brought to the centre. If observed by carers these items will be confiscated
- g) We all must be responsible and report when rules or guidelines are broken and when dangerous items are observed

Breaches of Code of Conduct

If a parent/guardian or child is considered to have breached the code of conduct then the Nominated Supervisor has the right to exclude them from the service until appropriate resolution steps have been achieved and an agreement on acceptable behaviour has been developed.

The Nominated Supervisor should consult the *Grievance Policy & Disciplinary Action Policy* to establish appropriate steps for reconciliation/resolution of the issue.

Health, Hygiene and Safety

- a) Persons other than the parent/guardian/carer that may collect children from LAC are to be nominated via the Becklyn portal during the enrolment process. Any future additions or removals should be done via the Becklyn portal or in writing to the centre via email.
- b) If parent/guardian/carers have not collected their child/ren by 6.30pm, no one has called, team members are not able to contact them, specified emergency contact person/s are not contactable then Police, Community Services and Committee representatives will be contacted.
- c) Medication:
 - Will only be administered when it is accompanied by appropriately completed authorisation forms.
 - Will be stored in a secure location
 - Will be administered as per indications on form and packaging
 - Will only be administered when received in its original packaging – especially prescription medication bearing the child's name, dosage, Doctor's name, time required and with a current use-by date. Prescription medication also needs to be accompanied by specific current written instructions from medical practitioner prescribing the medication
 - Will only be administered by authorised team members and witnessed by another team member
- d) Children need to have a hat to wear for outside play, following LAC's Sun Safe policy
- e) Please ensure that your child/ren has adequate clothing for their time at LAC. All children are required to put jumpers on in the cooler months, when requested by carers. Children not wearing protective clothing and footwear may be disappointed when they are not permitted to participate in outdoor activities.
- f) Apply sunscreen, where/when necessary, to your child before attending the centre
- g) Persons collecting children from care are to be over 16 years of age.

- h) Emergency evacuation and lockdown procedures are practiced each Term.
- i) On occasion your child may have an accident that requires them to change their clothing. We ask that any clothing (not underwear) used by your child be cleaned and returned to the centre.
- j) LAC's Committee has the right to exclude any child who causes continual disruption or causes harm to others or any child who is not following the policies and/or Code of Behaviour of the centre.
- k) LAC's Committee has the right to exclude any parent/guardian/carer who is aggressive, physical or antagonistic toward a team member or any child attending the services. All incidents occurring within the centre are dealt with by team members and information is passed on to families if warranted. All incidents are discussed within teams and addressed appropriately, in a timely manner.

Committee

LAC is a not-for-profit organisation providing Before-School, After-School and Vacation Care on Lindfield Public School grounds. The centre is monitored by a volunteer Parent Committee that acts as the approved provider for the service and employs a Director to oversee the running of the centre. The board is elected annually and comprises users of services at LAC, together with other interested persons in the community. The Management Committee meets legislative requirements by abiding by and complying with:

- Association Incorporation Act
- Family Assistance Act
- Child Protection Act 1998 – training and updating staff as required
- Children Young Persons Act 1998 – all employees undertake working with children check or police check on recruitment- Industrial relation Act 1996
- NSW Food Act 2003 – safe food handling, preparation and storage. Carers undertake relevant training as required.
- Occupational Safety Act 2000 – all employees are given orientation on their responsibilities in relation to OHS, compliance is monitored/reported against. OHS committee established – all members undertake OHS Consultation training. Carers undertake relevant training as required.
- Privacy and personal information Protection Act (NSW) 1998 – policy and documents stating intention of use of information in place and followed; all employees sign commitment to follow confidentiality.
- National Standards for OSHC- voluntary compliance to agreed standards
- Out of School Hours Care Quality Assurance - all services are registered and follow set processes for accreditation.

The Annual General Meeting of LAC Inc. Is held in May each year. Parents/guardians are strongly encouraged to become members of LAC and the Board of Management to assist with decisions and direction of services provided by LAC at a management level. If you are interested in joining the Board, please contact the Centre Director.