

# SMOOSH

Safe Multicultural Out of School Hours



South Eastern  
Community  
Connect

**Parent/ Carer Handbook**



This handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_





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SMOOSH  
stands for Safe  
Multicultural  
Out of School  
Hours



We work collaboratively  
with communities to  
provide access, equity  
and participation  
opportunities to all  
people.



We respect  
diversity in  
children,  
families and  
colleagues.







# WELCOME TO SMOOSH

Welcome to the Safe Multicultural Out of School Hours (SMOOSH) program. This handbook gives a brief outline of the policies and procedures you need to be familiar with. Our SMOOSH educators look forward to providing the best quality care for your children. Please do not hesitate to talk to the educators at any time about any of our programs or services.

# OUR CORE VALUES



## The SMOOSH Philosophy

At SMOOSH, we believe:

1. That SMOOSH is to be a safe, caring and friendly place for all.
2. That children make their own choices wherever possible as long as these are safe choices.
3. In encouraging self-esteem, confidence and respect in all children.
4. In creating opportunities for all children to be included and have a sense of belonging through shared decision making.
5. That each child is an individual and must be treated as such.
6. That all children and families have the right to participate in SMOOSH activities.
7. That all educators, children and families are caring and considerate to everyone at SMOOSH.
8. That SMOOSH should be fun and that play is a central part of all activities.
9. In developing positive relationships between educators, children and families through shared decision making and open communication.
10. The educators and management of SMOOSH always accept and encourage feedback and positive criticism so they can continuously improve the service.



## Service Information

The SMOOSH program is an auspice of South Eastern Community Connect (SECC), which is a non-profit community-based organisation.

We offer care for school-aged children aged 5-12 years, both before and after school, during the school term. We also offer vacation care during school holidays.

SMOOSH is an approved Child Care Subsidy (CCS) provider and is licensed to operate an Outside of School Hours Care (OSHC) service by the Department of Education.

In order for a child to enrol at SMOOSH, they must either be attending primary school or in the January school holidays be registered to attend school that year.

## The SMOOSH Goal

The goal of SMOOSH is to assist families through the provision of OSHC care in a safe, multicultural and friendly environment that reflects the philosophy and practices of South Eastern Community Connect.

## Assessment & Rating

Under the ACECQA National Quality Framework released in January 2012, all OSHC services now undergo the assessment and rating process every two years and are continuously working on Quality Improvement. The current Quality Improvement plan can be located on the parent sign in/out desk. Please do not hesitate to give feedback on this plan.

## SMOOSH Policies & Procedures

SECC Policies and Procedures guide management and educator behaviour to ensure compliance with relevant regulations including:

- Education and Care Services National Law, Education and Care Services National Regulations.
- Children's Guardianship Act 2019
- Child Protection (Working with Children) Act 2012
- NSW Food Act 2003
- Work, Health and Safety Act 2011
- Privacy and Personal Information Protection Act (NSW) 1998.
- National laws and regulations guide quality practice in accordance with National Quality Standards and My Time Our Place school-age learning framework.

Policies and Procedures are available onsite for families to view. Simply ask the Responsible Person (RP) on site for a copy.







## SMOOSH Educators

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. Our staffing arrangements are designed to enhance your children's learning and development and ensure their safety and wellbeing.

SMOOSH educators are all experienced and trained in OSHC care; including Diploma or Certificate 3/4-qualified educators. All educators have Anaphylaxis, Asthma and First Aid qualifications.

All educators are deemed to be fit and proper persons to provide care for children. This evaluation is made through Working with Children Checks, contacting referees, and Police Checks.

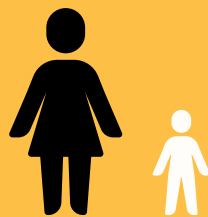


# Educator Ratios

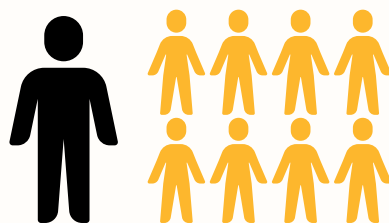
The Nominated Supervisor allocates educators according to the size and diversity of the group of children attending each session.



There is one [1] educator per fifteen [15] mainstream students



Plus one [1] educator for one student with additional needs



When on excursions, at least one [1] educator per eight [8] mainstream students will be rostered on.

# Child Care Subsidy (CCS)

SMOOSH parents are eligible for Child Care Subsidy (CCS) fee relief from Centrelink. The CCS is a single, means-tested subsidy paid directly to service providers.

- Under the CCS, the eligible individual must confirm a child's enrolment record as being current and correct before CCS entitlements can be paid to SMOOSH.
- Once the family has confirmed their enrolment, CCS will be paid to SMOOSH on their behalf. This can include payment for care provided before the parent confirmed the enrolment, provided the parent was eligible (CCS eligibility can be backdated up to 28 days prior to the date the parent's CCS claim was lodged).
- Where a parent indicates that an enrolment is incorrect, SMOOSH will be notified via the CCS system, and the parent will be advised to talk to the provider. SMOOSH will need to resubmit an enrolment that is confirmed by the parent before CCS is payable. In the interim, the child can attend care, SMOOSH can submit session reports, and CCS can be paid once the enrolment is updated and confirmed.

## Child Care Safety Net

The Additional Child Care Subsidy is a top-up payment in addition to the Child Care Subsidy which is available to support:

- Children at risk of serious abuse or neglect
- Grandparent primary carers on income support
- Families experiencing temporary financial hardship.





## Priority of Access

The demand for care sometimes exceeds supply. The Australian Government has determined how places will be allocated in such circumstances. These guidelines apply to OSHC services.

### Priority 1:

A child at risk of harm.

### Priority 2:

A child of a parent (or both parents if there is a partner) who satisfies the government's work and training study test.

### Priority 3:

Any other child.

## Inclusion Support Program

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. In this area, the Kindergarten Union (KU) is currently the support agency and is funded by the Commonwealth Government. Please contact the Responsible Person to discuss this further if you have a child with additional needs. Children with additional needs include:

1. Children with a diagnosed disability
2. Children from a non-English speaking background
3. Children from an Aboriginal or Torres Strait Islander background
4. Children from a South Sea Islander background







# Hours of Operation

## **Before School Care:**

7am to 9am\* Monday to Friday

Breakfast provided between 7am and 8am

*\*Note: Hours might vary slightly from service to service.*

## **After School Care:**

2.45pm to 6pm Monday to Friday

Afternoon tea provided between 3.30pm and 4pm

## **Vacation Care:**

7am to 6pm except for public holidays when SMOOSH will not operate.  
SMOOSH is usually closed for two weeks over the Christmas break.

- SMOOSH provides Vacation Care on the school premises.
- Lunch must be brought from home for each child unless otherwise stated in the program. It is recommended an ice block is included with lunch as no refrigeration is provided for children's lunches.
- Breakfast, morning tea and afternoon tea are provided as above.
- Please note that vacation care fees are covered by the Child Care Subsidy.

# Contacting SMOOSH

## **Bankstown Public School**

Call: 0415 783 446

E-mail: [smoosh\\_bps@secc.sydney](mailto:smoosh_bps@secc.sydney)

## **Campbelltown East Public School**

Call: 0450 493 551

E-mail: [smoosh\\_ceps@secc.sydney](mailto:smoosh_ceps@secc.sydney)

# Enrolment

To enrol your child in Before and After School Care South Eastern Community Connect must receive the following for each child prior to their attendance at SMOOSH:

- A completed enrolment form (available from each school's administration office).
- A signed copy of the "Declarations" page of this handbook (see final page)
- Payment of the family registration fee (\$35)

If your child/ren has additional needs or special circumstances, this is of utmost importance and is required to be included on the enrolment form. For example, a diagnosed illness/ condition; a court order is in place; behaviour management issues, and so on. If you tick yes in the Additional Information and Declarations section, ensure sufficient information is given to enable the SMOOSH team to meet your child's needs in an informed and appropriate manner. Please supply a copy of all management plans currently in place to support your child/ren.

If an enrolment form is submitted and is incomplete or not completed correctly, it will not be processed until clarification is obtained. This may cause a delay in processing the form which may impact on the availability of care. To assist in ensuring forms are completed correctly please double check that:

- Dates of birth and CRNs for parent/s and children are provided for Child Care Subsidy (CCS) purposes.
- All areas of the enrolment form requiring signatures are completed.
- You have indicated the correct days and sessions you wish your children to attend.
- Two 'emergency contacts' are provided. This must be two people OTHER than the parents of the child/ren.

Following receipt of your enrolment form, the Responsible Person will confirm your place and provide an estimate of your first two [2] weeks of fees. These fees, along with the \$35 family registration fee, must be paid before your child can attend SMOOSH.

All records are maintained in line with SECC's confidentiality and Privacy Policies and produced and stored in a secure location.





## Annual Before/ After School Care and Vacation Care Enrolment

Enrolments for the following year are conducted during September every year. It is necessary to re-enrol your child/ren each year. Parents need to legibly complete in full the registration form and pay the annual registration fee of \$35 per family.

**NB:** SMOOSH must be informed of all court orders relating to the custody of a child. The Responsible Person must view the original court order and a certified copy of this must be kept at SMOOSH in the child's file.

**The enrolment procedure is as follows:**

### Permanent Bookings

Parents must enrol their child for required days with the Responsible Person. Please note fees are payable for all enrolled days regardless of whether your child attends or not. Places are limited, so please aim to register as soon as possible. In the event that there are no vacancies, a waiting list will be maintained and place offers made in order of receipt.

### Casual Users

Casual bookings are accepted by calling SMOOSH at least the day before care is required, to confirm places are available. There is an additional cost for using care casually. This is \$2 extra per child, per session.

Places are limited, so if you require a regular booking we recommend you make a permanent booking. Casual places can only be made available if vacancies exist for a particular session.



## Change of Enrolment

Changes to enrolment must be made by completing the Change of Details Form which is available from the Responsible Person or on the Sign In/Out table. This form must be completed and returned to the Responsible Person on site.

**Please note that verbal advice of changes will not be accepted.** Until the Change of Details Form is received and session changes are confirmed by the Responsible Person, parents are still liable for fees for all sessions previously enrolled for, and children cannot be assured of a place in new sessions.

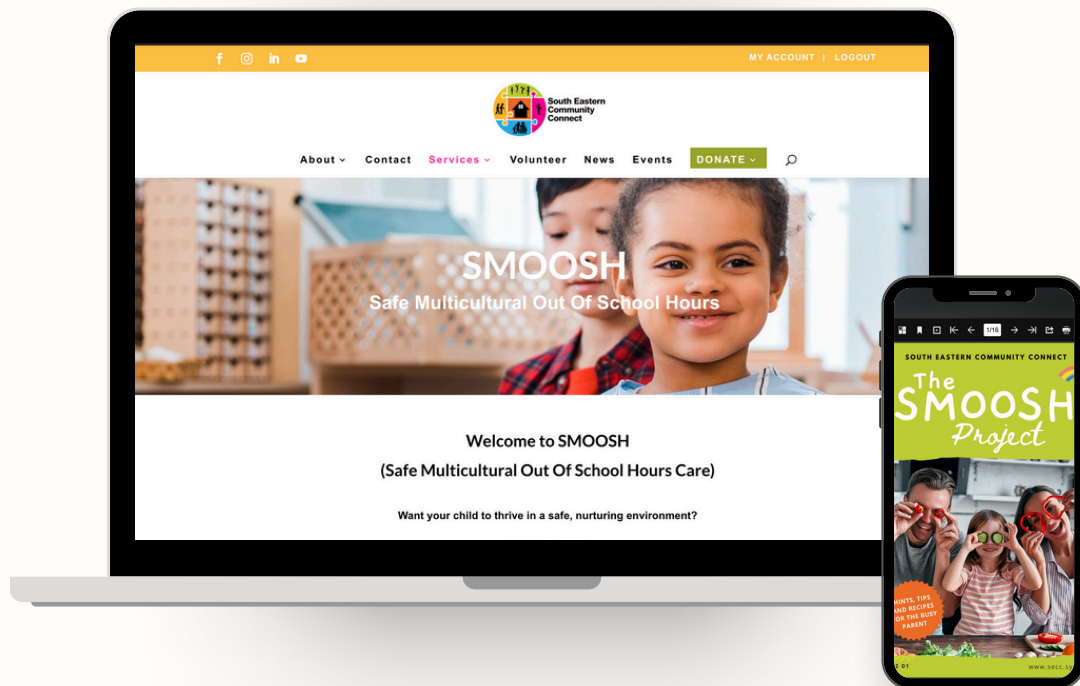
## Changes in Contact Details

Enrolment Forms provide essential family and emergency contact information for each child. It is the parent's /carer's responsibility to ensure that all changes to contact details are advised immediately.



# How SMOOSH Communicates with Parents

A newsletter is published each term by SMOOSH with information of general interest. Keep an eye out for it and stay in the loop.



## About Your Child

All communications about your child will be kept private and confidential. Approaches to you will be personal and private, so you may be asked to meet with the Responsible Person, and/or to return at a quieter time to discuss issues of importance.

The Responsible Person will be in charge of communicating with you on behalf of SMOOSH relating to issues of concern. Educators are required to refer you to the Responsible Person to discuss any issues that have arisen.

Behavioural management issues will be recorded in the Behaviour Management Book, which the Responsible Person holds and will share with you when or if it is needed. Accidents, incidents and hazards, including minor injuries, will be recorded in written Accident, Incident, and Hazard Reports, which will also be brought to your attention by staff when or if needed. Accident, Incident and Hazard Reports must be counter-signed by parents/carers.

# Fees and Payments

## SMOOSH Daily Pricing

### BEFORE-school-care

**\$30.00** Regular

**\$32.00** Casuals

### AFTER-school-care

**\$35.00** Regular

**\$37.00** Casuals

### Vacation Care

**\$70+** Regular

**\$72+** Casuals

+additional costs



*NOTE: Prices are updated as of 30 April 2025. Prices may change without prior notice. Please call to confirm.*

## SMOOSH OPENING HOURS

### Campbelltown East Public School

6.30am to 8.30am and 3pm to 6pm

### Vacation Care

6.30am to 6pm

### Bankstown Public School

7am-9am and 3pm to 6pm

### Vacation Care

7am to 6pm

## ENQUIRIES

Call SMOOSH Director **Bernadette** on 0415 816 866





## SMOOSH Family Membership Fee

# \$35

Every family joining SMOOSH is required to pay an annual \$35 membership fee to keep their child enrolled in the service.

### THINGS TO NOTE

- Fees are current at time of publication, but parents/carers should check the current fees at time of enrolment. Full session fees are payable regardless of the amount of time children spend at SMOOSH.
- If your child is booked into SMOOSH, **you must pay for that session even if your child is absent.**
- The Child Care Benefit (CCB) gives you **forty-two [42] sick days per year**, where you can access your benefit. After the forty-two [42] sick days are used, parents/ carers are expected to pay full fees for that session. Please ask the Responsible Person if you are unsure.

# Late Collection of Children Fees

Late fee charges

**\$1** per minute  
per child

Late fees apply to before and after school care and vacation care if your child is collected after 6pm. If you know you're going to be late, please phone ahead and inform a SMOOSH team member.

Late fees must be paid 'on the spot'. These fees are charged to cover the costs of the educators having to work overtime until all children have been collected.

Fees are \$1.00 per minute from 6pm.

After 6.30pm either the Police or NSW Department of Communities and Justice will be contacted.

***NOTE: It is important to keep all contact telephone numbers up to date in case of an emergency.***



## Payment of Fees

Payment of fees for SMOOSH is via a direct debit system called Debit Success. This payment system withdraws the amount due each fortnight from your nominated bank.

## Statements of Account

Your SMOOSH Account Statements will be emailed to you every Monday. All concerns regarding fees and receipts should be directed to the Responsible Person.

SMOOSH administration tasks are completed during school hours, outside of the SMOOSH program.

Fees contribute to the successful running of the SMOOSH service. SECC Policies and Procedures will be strictly followed in regard to fee payment and debt collection.







# The SMOOSH Program



The SMOOSH Program is designed to provide a range of indoor and outdoor age-appropriate activities that are safe, fun and stimulating. Activities include art and craft, cooking, play, games, homework and sports. Children are given choice and encouraged to participate in all activities offered.





# Food

Children will be provided with nutritional snacks when attending SMOOSH at designated times.

If your child/ren has any dietary requirements, please ensure this is indicated on their enrolment form and communicated with SMOOSH staff.

## Before School Care

Breakfast comprises of cereal, bread and toast, muffins and crumpets, plain milk, fruit and water. Educators will try to ensure children who have not eaten breakfast at home will have breakfast at SMOOSH. Children must arrive before 8am in order to have breakfast at SMOOSH.



## After School Care

Sandwiches, jaffles, pikelets, vegetable sticks, rice, biscuits, fruit and water are some of our afternoon tea options. On hot days, fruit-based ice blocks are occasionally provided. Food will be provided in respect to the multicultural nature of the program. Please note that the snacks provided at this time are meant to supplement, not replace, a healthy lunch. We find afternoon tea is sufficient for most of our children provided they have had lunch that day.

# Homework

SMOOSH will provide a suitable environment for the completion of homework, however this does not include providing tuition for your child.

## Vacation Care

Children will be provided with breakfast from 7.30 to 8am, as well as morning and afternoon tea. They must bring their own lunch (unless that day's program specifically offers lunch). It is recommended that an ice block be included with children's lunch as refrigeration for children's lunches is not available. SMOOSH is a 'nut free' zone. We ask that parents do not include any food including nuts for lunch or snacks for your child.

## Technology and Devices

We encourage children to participate in reading, free choice activities, play games and use their imagination. We have developed a system that provides the children with limited hours of watching DVDs and playing on computers as a quiet time activity, especially when returning from outdoor play or excursions. This has been incorporated into our program as our 'movie time'/'computer time'. With movies, children vote on the movie that is to be watched and educators usually prepare popcorn for a yummy snack.







# Reinforcing Positive Behaviours

SMOOSH's Behaviour Guidance Policy is available at all sites and ensures a safe environment for all.

Educators will promote positive behaviours by modelling appropriate behaviours, providing positive reinforcement through words, and encouraging pride in each child's achievements. We display the children's work and discuss their positive achievements frequently.

The consequences of inappropriate behaviours will depend on the level to which the behaviour has impacted others. Consequences may escalate as needed to ensure a safe environment for all. Children may be gently reminded of appropriate behaviour and encouraged to review and make amends for their actions. A Behaviour Book records all incidents of note for discussion with parents where necessary.

## The SMOOSH rules are:

#1



Be safe



#2

Listen to the educator

#3

Hands and feet to yourself



#4

Be kind

#5

Indoor voices



If you require further information on our Behaviour Guidance Policy, please speak with the Responsible Person.

# Collecting Children from SMOOSH and the School

## **Educators' collection of new children**

SMOOSH educators will collect all newly enrolled children for after-school care from their school teachers for the first week. Kindergarten children are collected under the terms and conditions identified by the school. If you have any concerns at all, please discuss your child's specific requirements with the Responsible Person.

## **Vehicle Access to SMOOSH**

You will be expected to personally collect your child from inside the building. Children will not be permitted to wait on the footpath or in the parking area.

## **Signing Children In and Out of SMOOSH**

Parents must sign their children into SMOOSH morning session, and sign out at the time of pick-up in the afternoon. This is done through a digital sign-in system called the kiosk in the SMOOSH room. This process is vital to the effective running of SMOOSH and is a mandatory Government regulation. This information is also used for insurance purposes. Children must be accounted for at all times. The safety of all children in the care SMOOSH is of utmost importance.

## **Collection by Another Person**

You must contact the SMOOSH Responsible Person or an educator to advise them if you cannot collect your child and have arranged for someone else to collect them.

You will need to provide written approval authorising and advising the name of the person (if this person has not previously been listed by you as an "Emergency Contact"), a description of the person, and their relationship to the child. The person authorised to collect the child will then need to show identification before the child can be released into their care.





## Missing Children: When your child does not attend SMOOSH

When a child is missing, or is not present when we call the roll, educators will search for them by checking with the class teacher or school administration office, who may have seen the child or know where the child is. Staff will search the playground, call the parents/carers at work and home, call emergency contacts and so on until SMOOSH finds the child.

Almost always, the child is with a parent/carer who has forgotten to notify us that the child would not attend SMOOSH that day, which significantly impacts on the afternoon program.

**If your child will not be attending on a usual day, including on days your child is absent from school, it is essential that you inform SMOOSH.**

# Health and Safety

## Child Protection and Protective Behaviour

SMOOSH is, as are all NSW children's services, a mandatory reporter in cases where a child is suspected of being at risk of harm. A structured process under the government's "Keep them Safe" policy is followed to determine the course of action to be taken. All educators have undergone training and are aware of issues relating to child protection. The Board of Management at SECC expects all educators to uphold a high Duty of Care. Children's safety is the priority. Educators are responsible to keep all children safe at all times to the best of their ability.

## Emergencies

SMOOSH is committed to the safety of all children and educators. In an emergency every effort will be made to continue to provide childcare, but only if this can be done safely.

In the event of a localised fire or emergency, all educators are required to check and vacate the kitchen, SMOOSH room, toilets and playground, then assemble the children at the 'Safe Zone' and check the roll. If it is then considered that childcare can no longer be provided safely, parents/ carers will be contacted and asked to collect their children.

## Illness and Medical Emergencies

As infections and illnesses can spread among educators and children quickly in the child care environment, children may only attend SMOOSH when they are well enough to do so. **Please keep sick children home from care and school. South Eastern Community Connect's exclusion policy is followed by SMOOSH.** If a child becomes ill while at SMOOSH, educators have legal and professional responsibilities to isolate them from other children, pending medical advice. The Responsible Person will observe and make decisions regarding any action to be taken.

Parents/carers must collect their child if the Responsible Person determines they are too ill to remain at SMOOSH. If the Responsible Person cannot contact the parents/carers or nominated emergency contact and the child requires professional medical treatment, the Responsible Person will seek medical advice.

An ambulance will be called in the event of any situation where urgent medical treatment is perceived to be required. The parent/carer or legal guardian will be notified as soon as possible.



## First Aid / Medication / Allergies

First aid will be administered to any child who requires assistance. An educator with first aid qualifications is present at all times. If your child takes regular medication, you must include this on their enrolment form and provide detailed information to the Responsible Person.

Parents/carers of any child with a diagnosed anaphylaxis, asthma, severe allergy or condition are required to supply a number of documents prior to the child attending the service including the child's Medical Management Plan, Risk Management Plan, Medication and Medication Authorisation. Please discuss any concerns regarding medical management plans with the Nominated Supervisor.

SMOOSH educators do not administer medication except for asthma or anaphylaxis unless written authorisation is given by parents.

As there are a number of children in the school with serious allergies to various products we ask that parents do not include high-risk food items in the children's lunches. **SMOOSH strives to be a Nut Free Zone.** Please assist us in this endeavour.

## Sun Care and Hats

SMOOSH has a "No Hat No Play" Policy. Hats are to be worn outdoors at all times during the year.

Sunscreen will be provided but it is advisable to provide your own. On very hot days during vacation care, outdoor play will be restricted to early morning and later in the day wherever possible.

## Accident, Incident and Hazard Reports

SMOOSH's Accident, Incident and Hazard Report Policy and Procedure is designed to ensure that accidents, incidents and hazards are reported to parents/carers and Management of South Eastern Community Connect on the day they occur; Reporting is consistent and compliant with the relevant Acts and Legislations. Accidents, Incidents and Hazards that require a written report include those that result in bleeding, bumps to the head or needing ice to be applied. Incidents resulting in grazes and small marks are considered a basic injury and will be verbally reported to parents on arrival. Should an incident require documenting, the parent/carers will be required to sign it upon collection of the child and this will then be filed in the child's personal file.

## Emergency Evacuation Policy and Procedure

To ensure the safety of the children, Emergency exit and lockdown procedures will be practiced on a regular basis-once per term. SMOOSH has an Emergency Evacuation Policy and Procedure that is clearly displayed in the SMOOSH room.



## Confidentiality

SECC acknowledges and follows confidentiality guidelines as outlined in the legislative requirements. Confidential documents pertaining to information about children, parents/carers, families and educators are stored in a secure location.



# Communication with Our Team

## Feedback

Feedback is welcomed and important in ensuring that services continue to meet the needs of children and families. We use feedback to improve our service quality and to look into and respond to any identified issues of concern.

Feedback can be compliments, complaints and suggestions:

- **Compliments** are welcomed and can be passed on to any SMOOSH staff member or the Responsible Person.
- **Suggestions** can be made via the suggestion box located at the SMOOSH sign in/out desk to help identify any areas or ideas which could assist in improving the care, play and learning opportunities provided to children.
- **Complaints** can be made in person by speaking with a SMOOSH staff member, by completing a complaint form located at the SMOOSH sign in/out desk, or by speaking with the Responsible Person.

Feedback from children, parents and carers is important in ensuring SMOOSH services are well-planned and continue to meet children's needs. An important source of feedback is through complaints. South Eastern Community Connect and SMOOSH are aware that most people do not like to complain, so constructive feedback is highly encouraged as part of our ongoing continuous improvement process.

SMOOSH will support an individual's right to complain, will help them to make their complaints clear, and make every effort to resolve them. If an individual has a complaint or comment about SMOOSH, they are encouraged to talk to a SMOOSH Responsible Person, who will arrange a time to discuss their concern and come to a resolution of the issue. A complaint can be informal or formal. It can be about anything an individual thinks is unfair or which makes them unhappy with the service.

## Complaint Resolution

SECC aims to resolve complaints and concerns as quickly as possible. If you are unsatisfied with how a complaint has been resolved, please contact the SMOOSH Director.

Formal Complaints will be acknowledged and resolution sought within ten [10] working days of receipt. If any complaint cannot be resolved internally to the person's satisfaction, external options will be offered such as an unbiased third party or as below:

### New South Wales Ombudsman

Level 4, 580 George Street  
Sydney, NSW, 2000  
Telephone: (02) 9286 1000  
Fax: (02) 9283 2911  
TTY: (02) 9264 8050  
Toll-Free: 1800 451 524



## Code of Conduct

The SMOOSH Code of Conduct is a set of rules outlining high standards of acceptable behaviour of educators in the workplace and their interaction with children, families, other staff, and the community. It makes it clear to all educators and volunteers what is expected, and reduces confusion and possible conflict. The full Code of Conduct is in the SMOOSH Policy and Procedures and is available for anyone to read at SMOOSH.



# Other Important Information to Note

## Lost Property

All items of school clothing and personal belongings are placed in the 'Lost Property Box' in the SMOOSH room.

Please check for missing clothing before leaving each day. SMOOSH takes no responsibility for personal property. If you don't want to lose any of your personal belongings please label them and consider leaving valuable items at home.

## Mixed Media Consent

South Eastern Community Connect and SMOOSH regularly publish mixed media images (photographs/film) of its service users to keep people informed of our activities. Informed Mixed Media Consent is obtained from children's parents/guardians prior to images being taken or used in any SECC publications or media and marketing materials.

These images are used by SECC and SMOOSH for illustration purposes across SECC and SMOOSH publications, including our brochures, reports, newsletters, resources, website, Facebook, media releases and YouTube. No individuals featured in the images are referred to by name. South Eastern Community Connect and SMOOSH agree not to use any image in a manner that may be deemed adverse or defamatory to the individual. SECC and SMOOSH will not use the images for any political, religious or commercial gain.

# Declarations

I have received a copy of the SMOOSH Parent/Carer Handbook and understand that I am required to abide by the conditions set out within it.

1. I accept it is my responsibility to read and note the contents of the SMOOSH Parent/Carer Handbook and to raise with the Responsible Person or the SMOOSH Director any issues or concerns I have about the information it contains.

2. I have read, noted and accepted that I am responsible for the payment of fees, amounts, invoicing and receipting, payment methods and due dates as set out in Section Two [2] of the SMOOSH Parent/Carer Handbook.

3. I have read, noted and accept that I am responsible for the collection of my child/ren according to the requirements set out in Section Five [5] of the Parents' Handbook. In particular, the requirements for signing children into/out of SMOOSH, emergency contacts, notification of when my child/ren will not be attending SMOOSH, and late fees if collecting my child after 6pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

*Please return one [1] copy of this completed page to the SMOOSH Responsible Person with your child's enrolment form. Your enrolment cannot be accepted without these signed declarations.*



# Multimedia Consent

South Eastern Community Connect (SECC) may take photography, audio and video recordings throughout the duration of its programs and activities for multimedia content production which is typically used in organisational promotion and marketing in a range of platforms and mediums.

**Do you provide multimedia consent?** (please tick and complete relevant section)

☐ **Yes**, I, \_\_\_\_\_ (parent/guardian) consent to South Eastern Community Connect (SECC) and its agents (including without limitation, any photographer, interviewer, creative agency or media organisation) recording images of my child/ren

\_\_\_\_\_  
(Insert child/ren's names)

during SECC events, programs and activities for promotional purposes. I consent to these images being used and disclosed to any person or organisation approved by South Eastern Community Connect, including without limitation, by publishing them as part of a book, poster, brochure or report, newspaper advertisement or article, television advertisement or program, radio advertisement or program and including on the world wide web or any other social media. I agree that South Eastern Community Connect and its agents may edit the images prior to publication, as they consider appropriate, without first consulting me.

☐ **No**, I do not provide multimedia consent for my child/ren

\_\_\_\_\_  
(Insert Children's names)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

*Please return one [1] copy of this completed page to the SMOOSH Responsible Person with your child's enrolment form. Your enrolment cannot be accepted without these signed declarations.*



# SMOOSH

*Safe Multicultural Out of School Hours*

## **SMOOSH Director**

Call: 0415 816 866

## **Bankstown Public School**

Call: 0415 783 446

E-mail: [smoosh\\_bps@secc.sydney](mailto:smoosh_bps@secc.sydney)

## **Campbelltown East Public School**

Call: 0450 493 551

E-mail: [smoosh\\_ceps@secc.sydney](mailto:smoosh_ceps@secc.sydney)

## **South Eastern Community Connect**

E-mail: [secc@secc.sydney](mailto:secc@secc.sydney)

Website: [www.secc.sydney](http://www.secc.sydney)

## **SECC Community Hub**

1007 Botany Road

Mascot 2020

Call: (02) 7903 0607

## **SECC Head Office**

21 Vernon Ave

Eastlakes 2018

Call: (02) 8338 8506