



(02) 9523 9971  
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# Woollooware Outside School Hours Care

## COVID-19 ATTENDANCE POLICY

### **POLICY STATEMENT**

This Policy is valid from 6 April 2020 to such time as the Government declares an end to the COVID-19 Early Childhood Education and Care Relief Package (ECECRP) and COVID-19 Pandemic.

All WOSHC Policies and Procedures remain in place with the exception of the following -

### **PROCEDURES**

- During this time of the Pandemic, our regular staff:child ratios will be maintained; however, attendances will be determined by the space available at each Service, taking into account social distancing measures (refer to Pandemic – Covid 19 Risk Assessment).
- All Fees owing up until Friday 3 April 2020 must be paid in full. WOSHC reserves the right to refuse care if fees are not paid.
- From Monday 6 April 2020 the new 'COVID-19 Early Childhood Education and Care Relief Package' will come into effect.
- Priority will be given to families under the ECECRP funding rules of:
- Essential frontline workers including doctors, nurses, police, paramedics, educators, aged care workers, hospital staff, retail staff, transport, telecommunications, energy and water employees and other essential government employees.
- Vulnerable children or children at risk as deemed by the state.
- Proof of Employment may be required.
- Any other Enrolments. Will be assessed case by case as necessary.
- During the Pandemic families can pick up extra sessions as required. Once the Pandemic is over, bookings will revert to the families original bookings for Before and After School Care. However, if no Waiting List is in place families will be able to retain the extra sessions.
- New Enrolments during this period will require -
- Proof of working in an essential service.
- Completed Enrolment Form.
- Payment of \$50.00 Enrolment Fee and \$20.00 Bond will be required.
- If a child presents to the Service with a cough, sneezing, runny nose or temperature they will be refused care and will not be able to return to the Service until they are able to provide a Letter of Clearance from a medical practitioner. Children should not have had Paracetamol/Ibuprofen in the twelve hours before their attendance (as they mask symptoms that may be present). If they have had either of these two medications in that period they must be kept at home.
- If an Educator presents to the Service with a cough, sneezing, runny nose or temperature they will be unable to work their allocated shift and will be required to provide a Letter of Clearance from a medical practitioner before they are able to resume normal duties.
- All Educators, children and parents who have recently travelled overseas must stay isolated at home for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing or go directly to a COVID-19 clinic or emergency department.
- Parents/Guardians who have symptoms of the Coronavirus or who have been in contact with someone that has symptoms of the Coronavirus will not be allowed to drop off or pick up their child/ren from the Service. They will need to organise another authorised person to drop off or collect their child/ren.



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- Families have an obligation to WOSHC Staff and other users to ensure they are self-isolating and social distancing as per Government Guidelines to reduce the likelihood of infection and spread of COVID-19 to any of our Staff and clients. If you or someone in your family have been in contact with someone who has a known case of COVID-19 it is important that you follow NSW Health guidelines <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx> and do not bring your children to the Service.

## **CONSIDERATIONS**

- ✓ NSW Department of Health
- ✓ ACI Risk Assessment Pandemic – Covid 19
- ✓ COVID-19 Early Childhood Education and Care Relief Package'
- ✓ NSW Health

Date Endorsed: March 12, 2020

Date for Review/Evaluation: 6 monthly