



2018 Parent Handbook

SWISH SPECIALISED WORKSHOPS
IN SCHOOL HOLIDAYS

MISSION STATEMENT

SWISH provides engaging, hands on, interactive, educationally sound workshops in a safe and respectful environment for primary school students during school holidays.

STATEMENT OF PHILOSOPHY

We uphold the child's right to relax and play, and to join in diverse range of cultural, artistic and educational activities. We are committed to holistic learning; we recognise that children's learning is not limited to any time or place, and thus, we strive to encourage the children to be active participants in all matters affecting their lives in respect to their family, culture, language and identity. In doing so we affirm the significance of the child's social and emotional development. We as educators, stand for equity, inclusion and respect for diversity and for a dedication to children's learning. In upholding these values we hope to create a secure and stimulating environment for the children and to foster a subsequent sense of belonging.

We encourage children to be successful learners, actively informed citizens, and creative individuals. Our workshops are designed to motivate our children to encourage actively with ideas, objects, people and environments. By fostering active engagement we hope to nurture confident and involved learners with a strong sense of wellbeing and identity.

We acknowledge as educators and carers that the rights of the child are paramount. We are committed to acknowledging the value of Australia's Aboriginal and Torres Strait Islander culture, as well as celebrating Australian multiculturalism. We retain high expectations for both the child and the educator and are committed to the maintenance of mutual, respectful and healthy relationships throughout the workshops.

SWISH run imaginative, engaging and fun holiday programs in the ACT for primary aged school children.

At SWISH, our informative and engaging workshops immerse children in topics that sit outside the regular school curriculum. Created by our passionate and committed teaching professionals, each program is age-specific, intended to provide diversity and interactivity, as well as encourage peer-learning and interaction in workshops of limited size.

Our fascinating and comprehensive subject range include:

- Engineering
- Forensics
- Architecture
- Chemistry
- Archaeology
- Biology
- Physics
- Anthropology
- Geography
- Earth sciences
- Robotics
- 3D printing
- ...to name a few!

At SWISH we:

- Provide a safe, caring and stimulating environment that promotes positive attitudes, personal growth, high self-esteem and respect for others.
- Provide quality care which is accessible by all children and their families.
- Ensure that the needs of children (and families) are acknowledged and respected.
- Employ friendly, warm, sensitive and co-operative staff.
- Schedule a wide variety of experiences and activities that are developmentally appropriate for the early and middle childhood phase.
- Include activities that cater to the social, intellectual, physical, recreational and emotional needs and interests of all children.

WHAT HAPPENS AT SWISH ?

Our day begins with your child signed in and ready to absorb the opportunities that lie ahead, dressed in casual, comfortable clothing with sturdy enclosed footwear, and hat and sunscreen on hand for any outside activity.

After 30 minutes of informal games and activities, the teaching professional dedicated to each age-specific workshop of a maximum of 22 participants, introduces themselves and welcomes your child and their fellow members to a day of fun, learning and excitement.

A morning of hands-on activity combined with an appropriate level of theory that engages the children through the demonstration of its practical application, is followed by morning tea and play.

The mid-morning learning period is followed by a 45 minute lunch break which offers the opportunity for your child to interact with peers as well as potentially develop new friendships, all in a safe and established school setting.

The afternoon program includes another half-hour break including afternoon tea, and the day's workshops come to a conclusion at 4pm.

Informal care encompassing games and activities is also available until 5:30pm as required.

Please be advised that SWISH is a unique holiday program, in that we run specific topic workshops that change each day. Children are expected to participate in the workshop as there is no alternate supervised area, except during designated break times.

If your child is unable or unwilling to participate in a full day workshop, please reconsider before booking this program.

SWISH has a strict behaviour code. In the interest of the learning opportunity of all of our students, consistently disruptive students will be removed from workshops and parents will be asked to collect them

WHAT TO BRING?

Children need to bring morning and afternoon tea, their lunch and a refillable drink bottle. Make sure you don't pack any food that need to be heated or cooked, and remember not to bring anything containing nuts.

They also need to bring their hat, sunscreen and comfortable clothing and shoes and leave all valuables such as money and electronic items at home.

ON YOUR CHILD'S FIRST DAY

Please make sure that you have completed an online enrolment form before your child attends the program. On your arrival, please ensure that you sign your child in or out. Please notify the coordinator if you are a first time user of the program – they will then show you and your child where things are located, introduce you to the Team and answer any queries you may have.

The Coordinator will ensure your child has arrived at the program and introduce them to the other children and SWISH Team. They will be monitored closely to ensure they are relaxed, participating and having fun.

OUR TEAM

Professional Team Members are the key to our amazing program. SWISH complies with the National Quality Framework through compliance with the

- Education and Care Services National Law
- Education and Care Services National Regulations
- National Quality Standard
- National Quality Rating and Assessment process.

All Team Members have appropriate qualifications as required by legislation and attend regular SWISH internal training and development each term

TEAM MEMBERS' QUALIFICATIONS

- Working with Children/Blue Card/Working with Vulnerable People/ Child Related Employment Screening
- First Aid Level 2
- Training in Anaphylaxis & Asthma Management
- CPR

HOW TO ENROL AND BOOK

Enrolment is easy – and completely free. We don't charge any annual registration fees. Just complete our enrolment form online at www.swisheducation.edu.au enter all required information per child, click SUBMIT and you're done. Once enrolled, booking sessions is simple.

An online enrolment form must be completed before your child can attend the program. If your family details change, please ensure you update them through your My Family Lounge account so that our records are up to date.

Casual bookings	SWISH only takes casual bookings. Feel free to make a booking at any time online based upon your needs and the program topic. Bookings open week four (4) of each term for the coming holiday period.
Cancellations	Unfortunately we are unable to accept cancellations or give any refunds for Holiday Programs once a booking has been placed.

HOW TO PAY

Payments are made by completing the direct debit form for a nominated bank account or credit card. Parents are charged within 24 hours of booking, only for the days they book. Credit Cards and/or bank accounts are automatically debited with the amount owed after any rebates are applied.

CHILD CARE SUBSIDY (CCS)

Why pay full price? Register for CCS and ensure you receive your entitlements. These benefits make our programs incredible value. [Further information is provided here regarding CCS.](#)

COLLECTING YOUR CHILD

It is important that the following collection/drop off procedures are adhered to at all times.

- All children can be signed in and out only by an authorised person listed on their online enrolment form.
- Parents/Guardians may provide notification of the name of an alternative person who will collect the child, including details of their relationship to the child, by updating their account online through our website.
- Identification must be presented upon collection if it is a new person collecting a child.
- We do not allow children to leave the venue to walk home unsupervised.

LATE PICK UPS

If a Parent/Guardian is late, then a \$50.00 per 15 minute per child fee will be charged to cover the extra costs for this time.

MEDICATION

Medication can only be administered to a child with a Medication Authorisation form signed by the Parent/

Guardian and a label on the medication stating the child's name, required dosage, time, date and storage requirements.

ASTHMA AND ANAPHYLAXIS

All children with Asthma or Anaphylaxis must provide their own Auto-Adrenaline Device or Ventolin inhaler.

Asthma and Anaphylaxis plans must be given to the Coordinator, be in colour, signed by a doctor and be updated every 12 months.

FEEDBACK – WE LOVE TO HEAR FROM YOU

SWISH welcomes the thoughts of all Parents/Guardians and children received through:

- Evaluation surveys emailed to all families twice per year
- Evaluation surveys available to all children twice per year
- Parent and child feedback directly to the Program Coordinator or SWISH Head Office via enquiry@swisheducation.edu.au

LEGISLATED REQUIREMENT

SWISH is guided by the Government's National Quality Framework and manages its programs in accordance with the laws and regulations of the territories and states we operate in.

PRIVACY

SWISH uses enrolment forms to collect personal information for the purpose of service enrolment and statistical recording. The information may be shared with funding agencies and administrators for operational purposes only. The information will not be disclosed to any other party except as required by law. You are able to amend or correct information yourself online by logging into your 'My Family Lounge' Account or by request to a SWISH staff. SWISH only uses your contact details to inform you of relevant program information.