



**MOUNT CARMEL
COLLEGE**

**OUTSIDE SCHOOL HOURS CARE
CENTRE & LONG DAY CARE**

EMPLOYMENT INFORMATION PACKAGE

Certified Supervisor

Centre Provider Number 555011394B

Vacation Care 555011395X

Welcome

The purpose of the Mount Carmel College Outside School Hours Care Centre and Long Day Care Centre is to provide quality care for children through a Catholic faith centred environment, respecting and encouraging the individual child with a positive and encouraging approach to care.

The Outside School Hours Care, Long Day Care and Holiday Care Centre is an integral part of the school, and the policies and practice relating to these activities are to be consistent with the school's mission statement and policy guidelines.

History

Mount Carmel College was founded by the Sisters of Charity in 1942. The Sisters of Charity were the first group of women Religious to come to Australia in 1838 and to Tasmania in 1847 and their focus from the beginning was to improve educational opportunities especially for young women; a focus which continues today at the College.

“Little Mount Carmel” began in a house in View Street, Sandy Bay, and transferred to ‘Lauramont’ on its present beautiful site, overlooking the Derwent River, in 1947. Ten years later St. Joseph’s closed and secondary classes were transferred to Mount Carmel which developed into a Preparatory to Grade 12 College.

Large building programs in the 1960s and 1980s saw the College continue to expand and develop its resources and specialist facilities.

With the establishment of Guilford Young College for senior secondary students, Mount Carmel catered for Preparatory to Grade 10 students from 1994. In 1997 the Kindergarten and Outside School Hours Care Service was opened.



Centre Philosophy

Mount Carmel College, founded in 1942 by the Sisters of Charity, is a Kindergarten to Year 10 school in the Catholic tradition. In a vibrant educational community, individuals are encouraged to develop their potential, live their faith, acquire a love of learning and contribute to society with confidence and integrity.

We provide care in an environment that is a home away from home.

In knowing that children learn most effectively through play in a safe and nurturing environment, we will provide a secure and stimulating environment where children's individual needs are recognised and supported and their health, well-being and safety are paramount.

Our programs work to provide positive relationships between children, carers and our families. Our Long Day Care sessions build on the Belonging, Being and Becoming framework.

Programs for school aged children recognise the importance of the middle years of childhood by providing supported experiences with the wider community, a variety of opportunities for children to succeed and by encouraging positive attitudes to learning.

All children and their families will be treated with equity regardless of ethnicity, gender, religion or culture. Our aim is to provide inclusive programs where children from diverse backgrounds and with differing abilities feel accepted and valued.

Family involvement in the centre is welcomed with parents and family members offered a variety of opportunities to participate. We believe that care should be given in partnership with families and we encourage regular communication between parents and Centre staff.

We will maintain and improve our physical environments to meet the needs of our developing programs. Our aim is to introduce and promote environmentally aware practices which make use of recycled products and resources where practicable. We will develop our buildings and infrastructure to include environmentally sustainable systems. Our programs will provide opportunities for children to be aware of and adopt efficient use of energy and resources.

We acknowledge that the skills, knowledge and commitment of our staff are the Centre's most valuable resources. As such we undertake to support and facilitate the ongoing professional learning of all staff members. Training opportunities will be offered regularly and staff members are encouraged and supported to seek formal qualifications.

We Nurture
We Challenge
We Care

Goals/Aims

- To provide quality care for children through a Catholic faith centred environment, respecting and encouraging the individual child with a positive and encouraging approach to care.
- To provide a safe, stable, supportive, challenging and happy environment for the child.
- To develop the child, taking account of individual needs and well-being.
- To enhance each child's school experience.
- To provide a supportive environment for children to work on school activities and homework.
- To provide communication with parents/guardians.
- To ensure that care is provided in accordance with all statutory child care, health and safety requirements.

Services Provided

The Mount Carmel College Outside School Hours Care Centre provides care for children aged 4 to 13 in the following programs. Long Day Care children from three years of age are welcome to attend on a Monday and a Friday.

- **Before School Care**
- **Long Day Care**
- **After School Care**
- **Vacation Care**
- **Student Free Days**

Under the licensing guidelines of the Department of Education, up to 45 children can be cared for at any one time, provided staffing ratios are being met.

After School Care Routine

3.00pm	Collection of after school care children.
3.15pm	Bags, hats and blazers placed in lockers. Wash hands ready for afternoon tea.
3.30pm	Afternoon Tea.
3.45pm	Inside/Outside play (free play and planned experiences). After School Care sporting activities.
5.00pm	Pack away outside.
5.30pm	Homework complete. Art area cleaned up.
6.00pm	Close of program.

Please note program activity times are flexible and subject to change.

Vacation Care Program

Full day vacation care is offered from early February to the beginning of the school year and for the April, July and October school holiday periods. Programs are circulated prior to these breaks and enrolment/health/permission forms sought.

Long Day Care Program

Long Day Care operates on a Monday and Friday. Children from three years of age are welcome to attend. Kindergarten students requiring care on a Monday and Friday are also welcome to attend the sessions.

Location

Mount Carmel College is located on picturesque grounds in Sandy Bay just 10 minutes from Hobart.

Address:

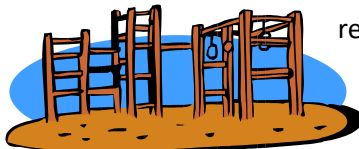
361 Sandy Bay Road
Sandy Bay 7005

Postal Address:

PO Box 217
Sandy Bay 7006

Facilities

The Outside School Hours Care Centre is located in the Kindergarten building. The Kindergarten is separate from the main College property and has spacious open areas, quiet rooms, excellent educational and play resources and a playground designed to meet the needs of the younger age group. The children also have specialist facilities including the Centre, Dance Studio, Music and regular access to the College's O'Brien Resource Centre, Cahill Physical Education equipment.



Parking

Limited staff car parking is available at the front of the College. Staff may also park in the surrounding streets (time limits may apply) or in the Casino Car Park.

Toilets

Staff toilets are located within the Kindergarten Building (Outside School Hours Care Centre) and in Lauramont, the main College Office.

Kitchen

The Kindergarten has a fully equipped kitchen. Staff are also able to use the main staff room located in the Secondary Building. Tea money (tea, coffee, biscuits etc) can be factored in as a deduction from pay.

Pigeon Holes

Pigeon Holes for permanent members of staff are located in the staff room. Please check regularly as this is where correspondence, messages etc are often placed.

Management

The Director of the Mount Carmel College Outside School Hours Care Centre and Long Day Care Centre is Mrs Anne Haward. The Centre is managed by a committee comprising the Principal, staff and parent representatives. The Committee oversees the Centre's operation on behalf of the Mount Carmel College Board.

Conditions of Employment

The Child Care and Children's Services Award covers all aspects of wages and conditions for child care employees. A copy is available in the College office.

Recruitment

The Mount Carmel College Outside School Hours Centre and Long Day Care Centre aims to attract and employ the best available staff through fair advertising and selection procedures. Further details are set down in the Mount Carmel College [Policy Statement on Staff Recruitment](#).

Hours of Work

Long Day Care

Monday and Friday

7.30 am to 6.00 pm

Before School Care

7.30 am - 8.45am

After School Care

Monday to Friday

3pm to 6.00pm

Student Free Days

8.30am to 6.00pm

Vacation Care

8.30am to 6.00pm

Job Description**Children's Services Worker****Certified Supervisor**

Employees appointed at this level are expected to:

- Hold the appropriate qualifications Diploma in Children Services or equivalent.
- Assume responsibility for the Mount Carmel College Outside School Hours Centre under the direction of the Principal.
- Understand and work according to the policies and directions of Mount Carmel College, the Tasmanian Catholic Education Commission and the Catholic Education Office.
- Assist with the College QIP for Child care, and promote continued improvement throughout our centre.
- Plan and implement an ongoing Child Care program suited to the needs of individual children and groups of children.
- Accept responsibility for the children.
- Ensure the health, safety and wellbeing of the children in care.
- Accept responsibility for other staff.
- Supervise qualified and unqualified staff.
- Delegate duties to other staff members.
- Be responsible for equipment.
- Be responsible for attendance and other records.
- Regularly communicate with parents/guardians.
- Ensure that information is available to parents/guardians and the Principal/Management Committee as required.
- Liaise with the Director, Principal and other key personnel as required.

Staff Code of Conduct

All Mount Carmel College employees are called to a special leadership of service. The quality of care for children, good relationships among staff, the confidence of parents and the reputation of the Mount Carmel College Outside School Hours Service and Long Day Care Centre all depend on the professional attitude and behaviour of the Service staff and management. The Mount Carmel College [Policy Statement on Staff Professionalism](#) aims to provide clear guidance to staff about the standards the Service requires as a condition of employment. Staff should read and work to this policy.

Dress

Staff should dress appropriately for their duties, with particular attention to safety. Staff should, as a minimum, wear sun hats during Terms One and Four and apply sunscreen.



Punctuality

Staff are expected to attend work and return from breaks on time. For example starting work at 2.45 pm means that you should be ready to work at that time – not arriving at that time.

Smoking/Drugs

Staff must attend work free from the influence of alcohol or other non-prescription drugs. Mount Carmel College is a designated smoke free environment. Staff may not smoke in the College buildings, grounds or anywhere within sight of the children. Staff should tell the Principal if they are taking any prescription medication which may affect their capacity for work (e.g. causing drowsiness).

Staff Wellbeing

Staff are expected to come to work when they are fit enough to do so without risking injury or infection to themselves or the staff or children at the Mount Carmel College Outside Schools Hours Care Service or Long day Care Service. When staff are unwell or injured they should not attend work and, if entitled, may apply for personal leave or workers' compensation.

Further Information

All enquiries should be directed to:

Mrs Kerrie Loveluck
Business Manager
Telephone 6216 7918

Applications, marked confidential, should be sent to:

Mrs Fiona Nolan
Principal
Mount Carmel College
PO Box 217
SANDY BAY TAS 7006