



Saint David's
PARISH SCHOOL

OUTSIDE SCHOOL HOURS CARE (OSHC) FAMILY HANDBOOK

Version 2.2

OSHC CONTACT DETAILS

Location: **40 Elizabeth Street
Tea Tree Gully SA 5091**

OSHC Direct Phone: **8360 6330**

Email: **oshc@stdavids.catholic.edu.au**

Please note: *It is a condition of enrolment that the contents of this handbook are read, understood and accepted.*

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VISION STATEMENT

Saint David's Parish School OSHC is a vibrant, inclusive, Catholic community inspired by St Mary MacKillop, fostering faith and learning so as to nurture optimistic, compassionate people of the world.



PHILOSOPHY

Saint David's OSHC adheres to and maintains the requirements set out by the **Australian Children's Education and Care Quality Authority [ACECQA]** as stated in the National Quality Framework which includes the Learning Framework for Out of School Hours Care – My Time, Our Place [MTOF]. We provide a safe, healthy and play-based environment for children. We acknowledge diversity of culture, creed, race and gender. We are committed to providing an environment, including activities and experiences, which encourage ALL children to learn, extend their skills and have fun.

AIM – Belonging, Being and Becoming [MTOF Framework]

The OSHC Educators aim to assist each child in their spiritual, intellectual, cultural, physical and social development, regardless of their background. We are committed to supporting the families within our community and seek to offer an environment where children and their families feel they are safe and welcome.

GOALS

“To always have fun in a safe way”

Jaqueline Butler, aged 12

- To support the learning outcomes of My Time, Our Place.
- To provide a play/leisure-based, warm, safe, challenging and enriching environment in which all children feel they are unique and partake in ownership of the program.
- To encourage children to treat each other, educators and visitors to the program in a respectful and friendly manner.
- To contribute to the growth and development of each child in conjunction with the wider community.
- To keep in mind, the diversity of culture, creed, race and gender and treat all children with respect.

PHILOSOPHY (continued)

OBJECTIVES

To meet the provision of our aim we will ensure that our service meets the following objectives:

Providing a safe, stimulating, challenging, caring and enriching environment by;

- orientation for children when new to OSHC;
- ensuring appropriate supervision and facilitation of learning routines and rules of OSHC;
- facilitating a 'learning to play and playing to learn' environment;
- providing relaxing and comfortable surroundings;
- offering a range of challenging, rewarding and enjoyable activities for children;
- ensuring safe facilities and equipment;
- improving social skills and interactions;
- providing nutritious foods and catering for children with allergies.

Encouraging all types of communication and social/emotional development by;

- promoting group activities while recognising individual needs;
- collaborating with children, families and educators in relation to service planning, implementation and evaluation;
- encouraging responsible behaviour, in line with the OSHC and School policy;
- building on children's ability to listen and respect the opinion and feelings of others;
- encouraging children to respect the values and cultural differences of others;
- building and supporting resilience and wellbeing in all children – "Every Face Has A Place" at Saint David's OSHC;
- educators regularly reinforce positive attitudes and behaviours among children.

Offering an affordable, accessible service that addresses the needs of all families in the community by;

- respecting the rights of all families by encouraging them to have an input in the decision-making process;
- making responsible decisions about income, expenditure and quality care provision;
- being accountable and appropriately open in all management, financial and administrative matters;
- allowing all prospective enrolling parents/caregivers to come and visit the program to familiarise themselves with the facilities, policies, procedures and the learning experiences offered.

Employing appropriately qualified and skilled Educators who have the ability to;

- be caring and supportive in their interaction with all children and families;
- develop exciting, stimulating and age appropriate learning experiences, whilst supporting emerging life skills;
- work consistently at developing and improving their professional skills;
- support the implementation of My Time, Our Place School Aged Care Framework and the National Quality Regulations, Standards and Framework for Out of School Hours Care children.

ABOUT US

Saint David's OSHC was established in 1990 and provides Before and After School Care (including Pupil Free Days) for students of Saint David's Parish School. The service is accountable to the Saint David's Parish School Board and the school Principal. We are an Approved Provider and work under the umbrella of the National Quality Regulations and the My Time, Our Place Framework for School Aged Care.

HOURS OF OPERATION

The Service is open during the school week, Mondays to Fridays.

- Before School Care session: **7:15am – 8:30am**
- After School Care session: **3:00pm – 6:00pm**
- Early Finish session: **12:30pm – 6:00pm**
- Pupil Free Day session: **7:15am – 6:00pm**

ACCESS TO THE SERVICE

The Service is available to primary school age children, providing staff and resources are available. If the demand for places exceeds availability, priority of access will be given to families in accordance with Federal Govt policy to Children at risk, children aged 5 and older and children from single parent families who meet the work/study test.

CHILD CARE BENEFIT SUBSIDY [CCS]

In July 2018, the new Child Care Subsidy (CCS) replaced the Child Care Management system (CCMS) in Outside School Hours Care (OSHC) services. This includes Before School Care, After School Care and Vacation Care.

The Child Care Subsidy (CCS) replaced the Child Care Rebate (CCR) and Child Care Benefit (CCB) and is paid directly to the Service on behalf of families. There are 3 factors that will determine a family's level of Child Care Subsidy, including:

1. Combined family income
2. Activity test for both parents
3. Service type

It is the parent's responsibility to register for the Child Care Subsidy (CCS). Registration can be completed through myGov using your Centrelink account or through the Express Plus Centrelink mobile app. For further information, please visit www.education.gov.au/ChildCarePackage.

SIGNING IN AND OUT

Only people specified on the enrolment form are allowed to collect children from the Service. Please ensure that you nominate every possibility on the "contacts" section of the enrolment form. The director must be informed of any custody order. All children must be signed in or out by the parent/guardian or authorized person.

In accordance with the Duty of Care Policy, any student dropped off prior to 8:15am or not collected by their parent/caregiver by the end of school, i.e. 3:15pm, will be sent to OSHC and the appropriate fee charged.

NO CHILD WILL BE ALLOWED TO WALK OR RIDE HOME ALONE FROM OSHC.

ENROLMENTS AND BOOKINGS

1. Enrolments

Enrolments will be accepted only if places are available. This also applies to casual users of the program. Families enrolled may use the program on a permanent or casual basis.

- Families must enrol in the program each year and a \$10 per child / \$15 per family annual fee is payable upon first booking.
- On enrolment, parents are required to complete appropriate medical information and other relevant forms through the Fully Booked family account online. Please visit: <https://stdavidsoshc.fullybookedccms.com.au/family/login> to create or access your account.
- Please notify OSHC when collecting a sick child/ren during the school day. Charges will still apply if OSHC staff are not notified of absence.

2. Booking Requirements

We accept permanent or casual bookings. Casual booking will be accepted provided we have the places available and the number of educators to meet the legislated child ratio.

3. Booking and Cancellation Notification Times

Cancellation of bookings for both Before and After School Care sessions can be made via phone, email or through the Fully Booked family account. This must be done by 9am on the day before the session is to commence.

Please note: Cancellations for Monday BSC/ASC must be made by 9am on the previous Friday.

OSHC FEES

AM Session	7.15am – 8.30am	\$13.00 per child
PM Session	3.00pm – 6.00pm	\$19.50 per child
After 6.00pm		\$10.00 for every 10 minutes or part thereof per child
Pupil Free Day	7.15am – 6.00pm	\$55.00 per child
Early Finish	12:30pm – 6.00pm	\$33.00 per child

Late Pick Up Fees

A parent is regarded as being late when they arrive to collect their child after 6.00pm. A late collection fee of \$10.00 per child for every 10 minutes or part thereafter will be charged when parents arrive after closing time. When a parent is continually arriving late at the service to collect their child, the Director will discuss the OSHC option with the parent/caregiver.

Payment of Fees

All families are required to pay via Ezidebit. Families enrolling for the first time must fill out and return the Ezidebit form found in the enrolment package. This must be completed prior to your child/ren attending Saint David's OSHC.

Existing families are required to keep their own Ezidebit account up to date. This can be accessed through the FullyBooked family portal. **Ezidebit payments will occur each fortnight on a Thursday. Statements will be emailed out fortnightly, on a Monday.**

Fee's associated with the use of Ezidebit are as follows:

- Direct Deposit- No fee
- Credit Card Transaction Fee: VISA / MasterCard 2.2% (min \$0.88); AMEX / Diners 4.4% (min \$0.88)
- Dishonour Fee (non-payment of fees) \$21.90

It is a requirement of DEEWR that a statement of account is provided to all customers for all sessions of care so please be aware you have 24/7 access to this information via your FullyBooked account.

It is the parent's/guardian's responsibility to ensure that account statements are read and understood.

Overdue Fees

Parents/caregivers with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and to make suitable arrangements to pay. The Management Committee reserves the right to terminate enrolment and engage the Debt Collection Agency if fees are not paid within a negotiated time.

SUN SMART POLICY

The OSHC program supports the school's '**NO HAT – PLAY IN THE SHADE**' policy. Students are given a red hat to wear whilst in OSHC. Hats are required to be worn Term 1, 3 and 4.

Sunscreen is available in the OSHC room for student use. Students are encouraged to apply their own sunscreen. If your child has sensitive skin, please provide alternative sunscreen for their individual use. This will be named and stored in the OSHC office.

FOOD AND HYGIENE

Every week a menu is compiled with suggestions from the students and their families. We take into consideration the medical needs of the students, while maintaining the healthy aspect. We aim to provide healthy everyday food, low in fat and sugar, with occasional treats.

If your child/ren has any specific dietary requirements, please ensure that they are clearly stated on the enrolment form. If dietary requirements cause any medical issues, please ensure a Medical Care Plan is completed and lodged with the Director.

Please note, we are a nut aware school and children are not to bring nuts or nut products to school.

GOVERNANCE AND MANAGEMENT COMMITTEE

- Principal [or nominee]
- Director
- Assistant Director
- Board Representative
- Parent Representative

The role of the Governance and Management Committee is to ensure all relevant guidelines, acts and regulations are adhered to in the management of the program. Decisions about the overall management of the program will be made in negotiation with the Governance and Management Committee and ratified by the School Board.

GRIEVANCES OR COMPLAINTS

If at any time, parents/caregivers have grievances, suggestions or complaints regarding the OSHC Program, they are able to communicate this to the Director and action will be taken to remedy the situation.

In the event that a resolution cannot be found, the issues will be brought to the School Deputy Principal/Principal. Should an impasse still exist the issues will then go to the Catholic Education Office and the Parish Priest. For further information, please see the 'Compliments, Complaints and Concerns' brochure. [OSHC Parent/Caregiver/Guardian Grievance Policy]

INTERACTIONS WITH CHILDREN

The OSHC Program follows the school's Personal Responsibility Policy which works on supporting positive behaviour. Folders on this process are available for your perusal.

The students are encouraged to:

1. Respect yourself
2. Respect others
3. Respect property
4. Respect the environment

Students are expected to follow the program's rules. In the case of disruptive behaviour, the Director and/or the Principal will discuss the situation with the child's parents. Our Policy includes provision for appropriate consequences in cases of serious or continued inappropriate behaviour.

MEDICATION

We can only administer medication if the medication is in its original container, and a "Permission to Administer Medication" form is completed by the parent and signed by a doctor. Medication needs to be given to staff and the parent must make a record in the MEDICATIONS BOOK detailing type of medication, date, time, dosage and sign it.

Medication required for anaphylaxis or ongoing conditions must have a Medical Plan and signed off on by a doctor within the last 12 months.

No paracetamol/analgesics will be administered by educators

ILLNESS AND ACCIDENT

In cases of infectious disease, children will not be allowed to attend the service. If you are unsure of exclusion details please see OSHC staff who will refer to the school's Health and Infectious Disease Policy.

If a child becomes unwell during the course of the program, the parent/guardian will be contacted and the child will be cared for and comforted until the parent or emergency contact arrives.

In the event of an accident, staff will provide first aid. If the injury or illness is of a serious nature staff will seek medical assistance or call an ambulance (ambulance insurance is covered by the Service for accident and injury) as they see necessary. Parents will be notified by staff as soon as possible.

HOMEWORK

A homework club operates from a school classroom on Mondays to Thursdays from 3.30pm to 4.10pm. A staff person assists children with their homework if that is required. If you would like your child/ren to attend the homework club please advise OSHC staff and we will call them at the time the homework club opens and encourage them to do their homework. We don't 'force' children into the homework club, but do provide incentives!

POLICIES

The Program has two Policies and Procedures Folders which are available for educators, families or children to read at any time. It is located in the OSHC Office. One folder contains all relevant policies from the Catholic Education Office and the other contains OSHC specific policies and procedures.

PARENTAL INPUT

We welcome any parental support in the following ways:

- Helping as a volunteer
- Contributing ideas, craft materials, etc.
- Attending management committee meetings
- Participate in special events
- Providing feedback, open communication with OSHC staff regarding children

We also ask that parents:

- Collect their children on time
- Pay their fees on time
- Register for the Child Care Subsidy through myGov account or Express Plus Centrelink App
- Notify us of any changes to bookings or financial circumstances
- Communicate with OSHC staff with any concerns or questions