



Saint David's
PARISH SCHOOL

OUTSIDE SCHOOL HOURS CARE (OSHC) FAMILY HANDBOOK

OSHC CONTACT DETAILS

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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 [MTOPI].

Service Statement of Philosophy

Vision

Our OSHC service at **Saint David's Parish School** 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.

Mission

In partnership with families, we engage our children in a dynamic holistic education that values uniqueness and develops the skills and wellbeing of each individual.

Philosophy (why we do what we do)

We provide a safe, caring, nurturing environment in which all individuals are welcomed and supported to have fun, flourish and develop through a range of social and skill-based learning opportunities in before school, after school and vacation care enabling children to enjoy the unique opportunity to develop relationships with cross age peers and educators when parents/carers require alternative care.

Practice (how we do it)

We base our programming on the outcomes of the **My Time Our Place Learning Framework**.

Our program reflects Aboriginal and Torres Strait Islander and world cultures and also celebrates community and religious events.

Our program's emphasis is socio-cultural and has clear links to the theorist **Vygotsky** as children learn from more skilled others.

Families, staff and children are encouraged to have input into the program through a variety of established avenues.

Family and community connections are actively maintained in a number of ways including formal and informal conversations, newsletters, surveys, emails.

Principles (what is achieved)

All children are valued and respected as their rights, safety, health, wellbeing, and best interests are first and foremost.

Our children are competent and capable learners and can direct their own learning and contribute to the learning of others.

The voice of the child is heard and captured.

OSHC is a partner with families, the school, and the larger community.

Core Values

§ **FAITH** Living Jesus' way of Love and Compassion for all

§ **RESPECT** Appreciating uniqueness and supporting ethical, sustainable relationships

§ **COMMUNITY** Belonging through engagement, consultation and collaboration for the common good

§ **EXCELLENCE** Inspiring all to continually strive for personal success

ABOUT US

Saint David's OSHC was established in 1990 and provides Before and After School Care (including Pupil Free Days) and Vacation Care for students attending Saint David's Parish School. The service is accountable to the Saint David's Parish School Board and the School Principal. We 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. Families are informed of any OSHC closures including the Christmas/ New Year shutdown.

- 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**
- Vacation Care session: **7:15am – 6:00pm**

ACCESS TO THE SERVICE

The service is available to primary school age children currently attending Saint David's Parish School. If we are at capacity and unable to book a child in for a session, we operate a waitlist.

CHILD CARE BENEFIT SUBSIDY (CCS)

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 here – Child Care Subsidy – Services Australia.

<https://www.servicesaustralia.gov.au/child-care-subsidy>

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/carer or authorised person.

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

NO CHILD IS 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 update their online enrolment in the program each year in order to continue using the service.
- 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.
- Any child with an identified medical condition will also need a **Risk Management and Communication Plan** completed annually with the parent/carer and OSHC.
- 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

Change of mind cancellations BSC, ASC & Pupil Free Day no fee is applicable if cancelled **by 9.00am the day before** (or Friday prior if the booking is for a Monday).

Change of mind cancellations Vacation Care no fee is applicable **if 7 days' notice is provided.**

Cancellation due to illness all sessions, no fee is applicable if OSHC is notified ASAP and by 9.00am on the day (proof of illness may be requested)

OSHC FEES

SESSION	TIMES	FULL FEES
Before School Care	7:15am – 8:30am	\$15.00
After School Care	3:00pm – 6:00pm	\$23.00
After 6:01pm		\$10.00 for every 10 minutes or part thereof
Pupil Free Day	7:15am – 6:00pm	\$60.00
Early Finish	12:30pm – 6:00pm	\$35.00
Vacation Care Service Day	7:15am – 6:00pm	\$60.00
Vacation Care Excursion Day	7:15am – 6:00pm	\$70.00

Late Pick Up Fees

A parent/carer is regarded as being late when they arrive to collect their child/ren after 6.00pm. A late collection fee of \$10.00 for every 10 minutes or part thereof 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/carer.

Payment of Fees

All families are required to pay via EziDebit, payment information is asked for when setting up your enrolment. 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.**

Fees associated with the use of EziDebit are as follows:

- Direct Deposit: No fee
- Credit Card Transaction Fees: Varies per card issuer
- Dishonour Fee: Some bank accounts apply a dishonour fee

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/carer's responsibility to ensure that account statements are read and understood.

Overdue Fees

Parents/carers 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 including meeting with the Business Manager where appropriate. The service in conjunction with the School Principal 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. Replacement hats are available to purchase from OSHC.

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

Breakfast and an afternoon snack are provided daily. We offer healthy everyday food, low in fat and sugar, with occasional treats and welcome suggestions from students and families. The menu also is designed to reflect the needs of families e.g., gluten free options, dairy free options, vegetarian etc.

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** and a **Risk Minimisation and Communication Form** are 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

- School Principal [or nominee]
- Director
- Assistant Director
- School Board
- Finance Committee

The role of Governance and Management 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 appropriate stakeholders and ratified by the School Board.

GRIEVANCES OR COMPLAINTS

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

If a resolution cannot be found, the issues will be brought to the School Principal.

INTERACTIONS WITH CHILDREN

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

The students are encouraged to demonstrate:

1. Respect for self
2. Respect for children
3. Respect for teachers
4. Respect for learning
5. Respect for the environment

Students are expected to follow the program's rules. In the case of disruptive behaviour, the Director and/or the School 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 "Medication Agreement" form is completed by the parent and signed by a doctor.

Medication required for anaphylaxis or ongoing conditions must have a **Medical Plan** and signed off on by a doctor **within the last 12 months**. All children with a medical condition will require a **Risk Minimisation and Communication Plan** to be completed annually in collaboration with OSHC staff. Families will be contacted in Term 1 regarding this.

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 program, the parent/carer will be contacted, and the child will be cared for until the parent/carer 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/carers will be notified by staff as soon as possible.

AFTER SCHOOL ACTIVITIES/HOMEWORK

During the after-school care session our program provides children with the opportunity to engage in a variety of planned and free choice activities utilising both the main OSHC room and other areas within the school such as playgrounds, the gym, library, music room, courts, nature play and the oval.

An area for homework with the necessary supplies is available for students to use should they wish to complete homework at OSHC.

POLICIES

Our service has appropriate policies as legislated for an OSHC service and additional policies as required by Catholic Education. These policies are available to view in the OSHC office. These policies are reviewed and updated at regular intervals.

PARENT/CARER INPUT

We welcome any parent/carer support in the following ways:

- Contributing ideas, craft materials, etc.
- Participate in special events.
- Providing feedback, open communication with OSHC staff regarding children
- Participate in surveys.
- Comply with any conditions/instructions regarding bookings/ cancellations.

We also ask parents to:

- Collect their children on time.
- Pay their fees on time.
- Register for the Child Care Subsidy through myGov account as soon as possible, otherwise you may be liable to pay the full fee. Notify us of any changes to bookings or financial circumstances.
- Collaborate with OSHC staff in supporting your child/ren's OSHC journey.
- Communicate respectfully with the OSHC staff with any concerns.

We look forward to working in partnership with families, throughout your child/ren's time at Saint David's Parish School OSHC.