



# Woodville Primary School OSHC

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# OSHC PARENT HANDBOOK 2019

This information is current at 13/6/19 and is subject to change.

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# OSHC Director - Sandy

## HOURS OF OPERATION

### **Before School Care**

Monday to Friday 7.30am—8.30am

### **After School Care**

Monday to Friday 3.05pm – 6.05pm

### **Vacation Care**

Monday to Friday 7.30am—6.00pm

### **Pupil Free Days**

7.30am – 6.00pm

# PHILOSOPHY

Woodville PS OSHC aims to provide a service that nurtures, encourages and supports children in a safe, healthy and happy environment.

At WPS OSHC we provide children with opportunities to broaden their horizons in a safe environment.

To do this we will:

- provide a variety of materials and equipment
- set limits and encourage children to be involved in defining these
- encouraging families to be involved in many aspects of the service, eg: OSHC sub-committee,
- being flexible in programming and following children's interests
- Support the South Australian Curriculum, using My Time, Our Place Framework in planning and programming
- provide varied and nutritious foods, and encourage children to be involved in this
- to provide workshops to cater for children's specific interests
- ensuring that equipment and materials are well maintained.

In our programme:

- Children, families and staff are encouraged to express their wants and needs so these can be met,
- Play is valued and encouraged as an appropriate developmental tool,
- Children are encouraged to develop their full potential in a friendly, nurturing and safe environment
- We offer children the opportunity to relax, to be stimulated, to be challenged, to make new friends, develop new skills and practice other skills.
- Children and families are involved in decision making about the service, programme planning and policy development.
- Children are encouraged to try a wide range of healthy foods to encourage sensible eating habits.

## ENROLMENT

On enrolment, parents will be given a "Parent Handbook", advised about access to Centre Policies and asked to complete the enrolment form and fees agreement.

Enrolments will be accepted according to the Commonwealth Government "priority of Access" Guidelines.

Where enrolling parents are not fluent in English translation assistance can be accessed by calling 13 12 02.

Enrolment information will be kept in a confidential file.

Access to this information is available only to the Caregiver, Director, Owner, Parent and Commonwealth Department Officers.

## BOOKINGS

To ensure our records are accurate, guarantee a place and ensure that your child's name appears in the daily roll, parents are required to make a booking. The enrolment form includes sections to complete for permanent or casual bookings. A booking form is also available each term.

A "Permanent" booking is consistent and regular days for an ongoing period.

"Casual" bookings (irregular pattern or adhoc) will only be accepted if there is a vacancy available. Please notify casual bookings in advance by emailing OSHC or ringing on the day before 7:00am.

Prior to each school holidays a Vacation Care Program & booking form is made available to the school community. Please note there is a due date of the Monday prior to school holidays to enable planning to occur.

We are required to adhere to the "National Quality Framework" guidelines. We are at risk of non-compliance if students are not booked in advance. Staff rosters are based on the number of children booked and staff are entitled to advance notice of rosters.

## CANCELLATIONS:

All Before School Care and After School Care bookings will incur a cancellation fee.

If you do not cancel your child/ren's booking **by 7am on the day or earlier** you will be charged your full fee for the day.

The cancellation fee is due to the high number of children booked in and not attending. You may cancel your booking by email or by phoning OSHC.

If you have any questions regarding this please see the OSHC Director.

## CHILD CARE MANAGEMENT SYSTEM:

Reduced fees may apply after enrolment for Child Care Subsidy.

After School CRN: 555 009 290V    Vacation Care CRN: 406 992 628X

Family Assistance Office: 13 6150

## **FEE STRUCTURE:**

### **Permanent Booking— BSC**

Before School Care: 7.30am—8.30am **\$12.00.**

### **Casual Booking—BSC**

Before School Care: 7.30am—8.30 am **\$17.00**

### **Permanent Booking—ASC**

After School Care: 3.05pm—6.05pm **\$26.50**

### **Casual Booking—ASC**

After School Care: 3.05pm—6.05pm **\$32.00**

**School Closure Days:** 7:30am-6:00pm **\$56.50**

**Vacation Care:** 7.30am—6.00pm **\$56.50** Onsite/day  
**\$61.50** Excursion/day

Vacation Care package will have full details of cost, cancellation process and fees.

## **FEE PAYMENT**

Statements for OSHC will be produced monthly in arrears (Vacation Care fortnightly) within the first two weeks of each month. Your account will clearly show attendances, cancelled sessions, or did not attend.

It is the parent's responsibility to provide a current email address so that statements can be emailed or request in writing for a copy to be posted.

Payments are to be made by Qkr App (preferred payment method), EFTPOS, cash, direct deposit online or cheque. If you wish to pay in person please contact OSHC for a suitable time.

## **ARRIVAL AND DEPARTURE:**

Before School Care—Parents sign child/ren into the service and staff sign the child/ren out when the first school bell sounds.

After School Care—Staff sign child/ren into the service and parents must sign child/ren out and inform a staff member that they are taking their child/ren.

Vacation Care—parents must sign child/ren both in and out of the service. Signing in/out is a legal requirement and Child Care Subsidy can be suspended by non compliance and full fees will apply. You may be required to confirm missed sign in/out.

Late fees (refer to Fee Policy) will apply if children are consistently left after 6.05pm, Crisis Care will be called if the child has not been picked up by 6.30pm and emergency contacts have not been reached.

## **POLICIES AND PROCEDURES:**

The information in this brochure is taken from the Policies and Procedures. These are available for parents to read on request.

## AFTERNOON TEA

Afternoon tea and drinks are provided. Fresh fruit, vegetables, are offered everyday.

## CUSTODY ARRANGEMENTS:

Custody arrangements need to be discussed with the Director. Copies of current Court Orders should be provided at enrolment and whenever updated.

There are times, when staff may ask to see identification of the person picking up the child/ren. This procedure is to ensure the safety of your child.

## MEDICATION:

Medication will only be administered by the Director or Qualified staff member, if it is prescribed by a doctor and has the original label detailing the child's name and required dosage. The parent/guardian should provide and sign a health plan completed by a doctor.

Medication must be given directly to the staff member and not left in the child's bag.

## HEALTH AND SAFETY:

In the event of an emergency or accident, every effort will be made to contact parents, caregivers or emergency contacts prior to seeking medical treatment. An Ambulance will be called in the event of a serious accident/injury.

Parents/caregivers are required to sign the accident book if treatment of any sort is required, with the exception of band-aids that are supplied for minor scratches.

Please note that any open wound will be covered with a band-aid or non-stick dressing. This is in line with "General Precautions" to protect your children.

**Hats** for outside play are encouraged all year round and are enforced when the UV Rating is above 3. During summer months **sun safe clothing** is required - shoulders must be covered (no singlets or sleeveless tops). This is in line with the School's Sun Safe Policy.

**Closed in shoes** must be worn at all times.

## ALLERGIES

Allergic reactions are common, they can occur in response to many different substances (triggers) in the environment. Although most reactions are mild, the most serious reaction is anaphylaxis. The OSHC is a **NUT FREE** service due to the increased number of children with allergies. **All food sent with children should be nut free (this includes Nutella and Peanut Paste).**

## **BEHAVIOR MANAGEMENT:**

The Woodville Primary School Out of Hours School Care will provide a secure, friendly and stimulating environment which encourages children to co-operate, enhances their self esteem and encourages their ability to interact with others, promotes acceptable behaviour and any recriminations are kept to a minimum. Where a child continues to behave in an unacceptable manner, parents/guardians will be consulted and asked to work with the staff and outside agencies (if appropriate) to ensure clear guidelines and acceptable behaviour is promoted.

Children who choose not to follow OSHC guidelines consistently may be excluded after consultation with the OSHC Director, OSHC Sub-committee, parents and child/ren.

## **OSHC SUB-COMMITTEE:**

The OSHC Sub-committee assists and supports the Governing Council to ensure the quality of care being offered is in line with the values, principles and policies of the school, council, community and the department.

The committee ensures that children, families and staff have a voice in the management of the OSHC service.

The committee includes the Principal, OSHC Director, Finance Officer, interested Governing Council members and parent users of the service.

The committee is formed after the Governing Council AGM in Term 1 of each year.

## **PARENT GRIEVANCES:**

The WPS OSHC fosters positive relations between all parents and staff.

Every parent has the right to a positive and sympathetic response to his or her concerns. Solutions are sought to resolve all disputes, issues or concerns that impact or affect the day to day well being of the service in a fair, prompt and positive manner.

All confidential conversations/discussions with parents will take place in a quiet area away from children, other parents and staff.

**Parent names remain confidential. The option to remain anonymous will be at the discretion of each parent. A grievance form is available from the Director.**

## **CONFIDENTIALITY**

Confidentiality is of utmost importance and all staff have been informed of their responsibility in confidentiality of family issues. Please note that phone numbers of children's friends will not be passed on to children by staff.



# Woodville Primary School OSHC

Woodville Primary School OSHC provides care for school aged children in a learning environment catering for children from 5 to 12 years of age.

The OSHC service is situated in the Early Years area of the school and has use of a number of areas including kitchen, 'wet' area and activity room. We use the playground, sandpit and grassed area every-day, weather permitting. We offer a wide range of activities for the children including cooking, many varieties of craft, sports games and quiet games. As well as health and safety, the children's wants and needs are our focus.

