

Woodville Primary School OSHC

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Parent Information 2016

This information is current at 25/7/16 and is subject to change

Hours of Operation

Before School Care

Monday to Friday
7.30am—8.30am

After School Care

Monday to Friday
3.05pm – 6.05pm

Pupil Free Day

8.00am – 6.00pm

Vacation Care

Monday to Friday
8.00am -6.00pm

Supervising Staff

Director - Kate Platten
Kate Riggs, Matthew Stott

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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: management 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.



Enrolment Forms

Enrolments will be accepted according to the Commonwealth Government "priority of Access" Guidelines. Each enrolling family must complete an enrolment form. *Where enrolling parents are not fluent in English the enrolment interview will, wherever possible, be conducted in their primary language.*

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

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.

Fee Payment

Invoices are produced monthly, and placed in your family's pocket, or in the Casual Account Box. Payments are to be made by cash, direct deposit online, cheque or EFTPOS. If you wish to pay in person please only do so during Office Hours as below. Payments can also be made by online payments, please don't hesitate to ask OSHC for a step by step guide to paying online.

OSHC Office Hours

Monday to Friday:
2.00pm - 3.00pm
and
4.45pm - 5.45pm

There is space on the enrolment form to place your permanent booking.

Bookings and cancellations need to be made in advance by:

- writing the name on the appropriate date in the Day Book, in kitchen by the phone,
- ringing the service at any time and leaving a message including the name of your child/ren and the day they will be attending or cancelled.

You account will clearly show attendances, cancelled sessions, or did not attend

If you have any queries about your account please do not hesitate to ask.

*Child Care Benefit
Details*

*Family Assistance
Office: 13 6150*

*After School CRN:
555 009 290V*

*Vacation Care CRN:
406 992 628X*

Arrival and Departure:

On arrival at the centre the director will sign in the children. On departure from OSHC, parents/caregivers are required to sign out their child/ren, initial In time and inform a staff member that they are taking their child/ren.

A late fee will apply if children are consistently left after 6.05pm, and Crisis Care will be called if the child has not been picked up by 6.30pm and emergency contacts have not been reached.

Cancellations:

All permanent Before School Care and After School Care bookings will incur a cancellation fee. If you do not cancel your child/ren's booking **by 2pm the day before** care you will be charged your full fee for the day.

This cancellation fee is due to the high number of children booked in and not attending.

You may cancel your booking by phone or by writing it in the diary located in the activity room.

If you have any questions regarding this please see OSHC staff.

Fee Structure:

Permanent Booking

Before School Care:

7.30am—8.30am **\$12.00.**

Casual Booking

Before School Care:

7.30am—8.30 am **\$17.00**

Permanent Booking

After School Care:

3.05pm—6.05pm **\$26.50**

Casual Booking

After School Care:

3.05pm—6.05pm **\$32.00**

School Closure Days:

8:00am-6:00pm **\$56.50**

Vacation Care: 8.00am—6.00pm **\$56.50 Onsite** per day
\$61.50 Excursion per day

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

Confidentiality

Confidentiality is of up most 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.

Afternoon Tea

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

The children are then involved in making Hot Soup, Pasta Bake, Pastry Shapes, Mini Pizzas and lots more for them to



enjoy after school.

Policies and Procedures:

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

Custody Arrangements:

Custody arrangements need to be made clear to staff and presented in writing to the Director. There are times, when staff may ask to see identification of the person picking up the child. This procedure is to ensure the safety of your child.

Administering of Medication:

Medication will only be administered to the Director if:

It is prescribed by a doctor and has the original label detailing the child's name and required dosage. The parent/guardian has completed and signed an authority to give medication form.

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

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.

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. See the Director for more information.

Hats for Outside Play is encouraged all year and is enforced from September 1st to the end of Term 1, in line with the School Sun Safe Policy.



Behavior Management:

The Woodville Primary School Out of Hours School Care will provide a secure, friendly and stimulating environment which encourages children to cooperate, 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.



Management Sub Committee:

WPS Management Sub Committee makes every effort to reflect the special nature of the community and will encourage parent input and take into account both parents, children and staff needs in the operation of the service. The management committee will ensure that decisions are made in a proper way (in accordance with the constitution) and in the best interests of the service. If you would like more information on the role of our Management Sub Committee please see Tracey

Parent Grievance Policy:

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 Centre 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 copy of the grievance form will be attached to enrolment package.**

Woodville Primary School OSHC

Woodville Primary School OSHC provides care for school aged children in a relaxed and comfortable environment. We work with 20-30 children per day, from approximately 120 families. The age range of children attend our service from 5 to 12 years of age.

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 and prepare a wide range of healthy foods to encourage sensible eating habits.*

We are situated in the Junior Primary Section of the school and have use of a number of areas including kitchen, 'wet' area and activity room. We use the playground, sandpit and oval area everyday, 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. We encourage all children and staff to be involved in the planning and purchasing of games and materials.

