



St Joseph's School
Kingswood

OUT OF SCHOOL CARE PARENTS HANDBOOK

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Dear Parents /Guardians,

The Staff and Management Committee of St Joseph's School Outside School Hours Care Program would like to welcome your family to the program.

To assist us, please read the following information booklet and complete your enrolment form. The handbook provides important information for you and your child about the program. The enrolment form provides us with essential information and permission to ensure the safety of your child while in our care.

We aim to make your child's stay with us as enjoyable and interesting as possible. We endeavor to provide a safe, stimulating and relaxed space where the students feel comfortable and "at home". Individual and group activities will be provided according to the needs and interests of the children attending.

Working with you,
OSHC Team

1.0 PHILOSOPHY

1.1 Our Philosophy

- We believe that Out of School Hours Care (OSHC) is a valuable and integral part of St Joseph's Primary School.
- We place a strong sense of community, belonging and charity in all we do.
- We believe that everybody is included in our safety nest by fostering positive relationships, building trust, showing compassion, and showing love through kindness.
- We believe time at OSHC should be used to have fun, to discover, to collaborate and play together in a healthy environment.
- We believe that everybody involved in OSHC is equal and unique.
- We encourage bravery, diversity and respect for staff, students, families and the wider community.

1.2 Aims

The Out of School Hours Care service aims to provide high quality care and learning experiences for your children in a welcoming, comfortable and safe environment. The staff aim to work in conjunction with the families and school to develop the total well-being of each child.

1.3 Objectives.

To support our philosophy we will ensure that our OSHC service:

1.3.1 Is safe, stimulating and caring by providing:

- appropriate supervision
- relaxing and comfortable surroundings
- a range of challenging, rewarding, relaxing and child initiated opportunities for children
- good facilities and equipment, which will be continually improved in order to meet changing requirements

1.3.2 Encourages communication and social interactions by:

- promoting group activities while recognizing individual needs
- encouraging responsible behaviour
- encouraging children to listen and respect the opinions and feelings of others
- encouraging children to respect the values and cultural differences of others
- providing opportunities for all to participate on an equal basis.

1.3.3 Is affordable, accessible and addresses the needs of all families in the community by:

- providing opportunities for student and parent feedback
- encouraging all parents to participate in the service
- respecting all families' rights to have input into the decision making
- endeavoring to make responsible decisions about income, expenditure and quality of the service
- being accountable and open in all management, financial and administrative matters

1.3.4 Employs appropriately qualified and skilled staff who:

- are caring and supportive in their interactions with the children and families
- have the ability to develop exciting and stimulating age appropriate activities
- continually develop their professional skills and are screened by the police

2.0 ABOUT THE PROGRAM

2.1 Hours of operation

The hours of operation will be in accordance with the school needs.

Before School Care	7:30 am to 8:30 am.
After School Care	3:10 pm to 6:00 pm.
Pupil Free Days	7:30 am to 6:00 pm (Bookings Essential)
Vacation Care	7.330 am to 6:00 pm (Bookings Essential)

2.2 Duty of Care

Duty of Care (teacher on yard duty) at St Joseph's Primary School operates between these times:

Mornings:	8:30 am to 8:55 am	Mon - Fri
Afternoons:	3:10 pm to 3:30 pm	Mon - Fri

Any child in the yard or waiting for parents, outside these times will be directed to OSHC.
The normal session fee will apply.

2.3 Program

The activities offered are based on the needs and interests of the children.

The types of activities include:

- outside recreational and physical play
- cooking
- large and small art and craft activities
- board and card games
- music and dance
- stories and dress-ups
- electronic games and DVDs

There is also a quiet area available for children to do homework on a daily basis.

All programs are based in the Hall.

After School care starts with a nutritious snack then groups access the oval or hall depending on the weather and program.

The Director is responsible for the overall planning, preparation and implementation of a relevant program of activities. The program will be displayed on the OSHC noticeboard for parents and children to view.

We always accept donations of dress-ups (sunglasses, wigs, hats, shoes, clothes etc), cartons, containers, cushions, bean bags, paper, games and generally anything you might think useable for the program.

2.4 Snack

Children will be provided with a healthy snack after school. If your child has any special dietary requirements please ensure that this is clearly stated on your enrolment form. The weekly menu is displayed in the hall. Child and Parent feedback is encouraged!

2.5 Sun smart

As per our Sun smart Policy, all students are encouraged to wear a hat for outdoor play. Sunscreen will be provided by the centre.

3.0 BOOKINGS/FINANCE

3.1 Enrolments

All families considering use of the OSHC program will need to register their family on Fully Booked. You will find information on how to register and book using Fully Booked on SZapp.

Families enrolling may use the OSHC program on an occasional, permanent and/or emergency basis. Where possible new families should make a time to meet with the Director for an enrolment interview and tour of the service.

Priority of Access will be given to families with the greatest need according to the Commonwealth Government Priority of Access Guidelines (e.g single parents, both parents working or studying). This will only apply if demand for places exceeds availability of places.

3.2 Bookings

To ensure the safety of the children, child/staff ratios must be in accordance with the National Standards. Therefore bookings, permanent or casual, are essential.

A permanent booking will provide your child with a permanent place, whereas casual bookings will be accepted only if there is a place available. If the service is full, casual bookings can be denied and you will need to make alternative arrangements.

All sessions booked are reserved for your child and consequently will be charged unless the required notice is given in accordance with the cut-off times below.

One weeks' notice must be provided for the withdrawal of a permanent booking.

3.2.1 Bookings and Cancellations

Sessions will be charged at full price if a cancellation isn't made prior to the cut-offs stated below.

The same rules apply for sick/annual leave days for your child.

Booking and Cancellation Cut-offs	
Before School Care	6:00pm the day prior to attendance
After School Care	10:00am the day of attendance
Vacation Care and Pupil Free day	1 week prior to attendance

3.3 Fee Structure

OSHC Fees	Session Time	Amount
Before School Care	7:30am – 8:30am	\$10.00
After School Care	3:10pm – 6:00pm	\$28.00
Vacation Care	7:30am – 6:00pm	\$60.00
Vacation Care - Excursion	7:30am – 6:00pm	\$65.00
Pupil Free Day	7:30am – 6:00pm	\$60.00
Additional Charges	Description	Amount
Late Collection Fee	Children collected after 6:00pm	\$1.00 per minute

These fees are reviewed annually and are subject to change. Families will be notified if there is a change to the fee structure.

3.4 Late Fee

All children must be collected from the OSHC no later than 6:00 pm. If children are collected later than 6:00 pm, a late fee will be charged at **\$1.00 for every minute late**. In case of unforeseen emergencies OSHC staff **MUST BE NOTIFIED**.

3.5 Accounts

Invoices will be generated weekly and emailed to your nominated email address.

As a condition of enrolment, we require a direct debit to be set up in the Fully Booked system. Direct Debits will be processed two days after invoices are generated. Any dishonored payments will be reprocessed in an additional two days until payment is successful.

Parents will need to contact Centrelink directly about their Child Care Subsidy. The CRN and Date of birth of the enrolling parent and the child must be provided to access any rebate.

Accounts that remain outstanding may result in withdrawal of your child's enrolment until payment has been received.

Debt Collection costs associated with the recovery of outstanding fees are the responsibility of the enrolling parent.

If you are experiencing financial difficulties, please make an appointment to see the Principal/Bursar. All matters will be handled in the strictest confidence.

3.6 Child Care Subsidy

The Commonwealth Government offers Child Care Subsidy to reduce the cost of childcare for all families.

Families must register online or by phoning the Family Assistance Office. Your Child Care Subsidy will be automatically taken off the full fee.

To apply for Child Care Subsidy, you must apply online or phone the Family Assistance Office (FAO) and Quote our reference number which is: **OSHC 555 009 225 K**

It is important that you do this promptly as we cannot backdate your rebate more than 28 days from when we receive your CCS. It is important that the enrolling parent is the same person that is registered with Centrelink.

Please notify us if you have a child in care elsewhere as this will increase your level of assistance.

4.0 ADMINISTRATIVE MATTERS

4.1 Staffing

The OSHC program employs a Director, who is responsible for the overall running of the service; including staffing, programming, Quality Assurance and finances. The Director will be assisted by other staff, who have all been police checked and fully inducted into the OSHC service. The service will also provide staff with relevant Professional Development that will enhance children's outcomes in OSHC.

4.2 Management Committee

A Management Committee is comprised of parents/guardians, the Director, the Principal and a School Board representative.

The Management Committee is an advisory group, which supports the service by providing a forum to discuss and make recommendations which effect the service.

Committee meetings are held approximately once a school year. The Management Committee may schedule extra meetings if the need arises.

The OSHC Management Committee welcomes any new members (nominations for such position is held each year at the AGM) and encourages parents/guardians to be actively involved in the running of the program.

4.3 Leaving / Collection of Children

Before school care — Parents/guardian **MUST** sign their children in, and not just drop them off unless prior arrangements are made with the Director.

After school care — Upon collection of children, parents/guardian **MUST** sign their child out.

Only the person/s specified on the enrolment form will be allowed to collect the child from the program. Please ensure that anyone with authorization to collect your child is added as a contact with collection authority in Fully Booked.

The Director **MUST** be informed if there is any Family Court issues/proceedings which may infringe on the child.

4.4 Policies

The OSHC service has a policy folder that has been devised by the service and available on SZapp. Parents/ Guardians are encouraged to borrow the folder at any time and make any comments or suggestions.

4.5 Behaviour Management

Children using the OSHC program are expected to abide by the school rules.

A positive, consistent approach to appropriate behaviour is encouraged. Behaviour revolves around the rights of the individual child and the group.

The Director reserves the right to terminate enrolment if negative behaviour persists after reasonable measures have been taken to involve the child positively.

4.6 Sickness and Accident

In case of contagious sickness (in accordance with school policy), a child **MUST NOT** be sent to the OSHC program.

If a child arrives unwell or becomes unwell during the session, the child will be comforted and cared for and the parents will be notified so they can collect the child as soon as possible.

If your child requires medication please insure that the Director has a written request to do so, or the medication form is filled in. No child will be permitted to self-administer medication, and no medication other than that prescribed for the child will be administered.

In the event of an accident, appropriate action will be taken and parents /guardians will be notified.

4.7 Grievances

The OSHC service has policies on Grievance procedures and these are found in the Policy folder. Parents should firstly discuss any issues with the Director, if this is not possible or the problem is not resolved; the Director may offer to take the issue to the Management Committee, or the parent may write directly to the committee. Parents can also notify the Principal of any issues relating to the OSHC service.

5.0 QUALITY ASSURANCE

5.1 Quality Assurance Process

Outside School Hours Care Quality Assurance (OSHC QA) aims to provide school aged children in OSHC throughout Australia with high quality care that promotes learning and development with particular emphasis on play, social interactions and recreation.

The broad objective of OSHC QA is to ensure that children in OSHC have stimulating, positive experiences and interactions that foster their self-esteem and confidence. (*NCAC, Quality Practices Guide, 2003*).

Once the service is registered, it undertakes the process of Self-Study and Continuing Improvement. Then the service is Validated, Moderated and then the Accreditation decision is made.

For more information of the Quality Assurance process please refer to the OSHC notice board or speak with the OSHC Director.
