



OSHC
Family Handbook

ST JOHN BOSCO SERVICE PHILOSOPHY

The celebration of God's love is at the heart of St John Bosco School's Out of School Hours Care (OSHC) Program

We believe that children have the right to:

- a safe, caring, secure, stimulating, challenging and enriching environment
- the opportunity to develop a sense of self-worth and positive achievement, through play and learning experiences
- quality relationships with their peers and educators
- access quality learning opportunities through committed and experienced staff, who are enthusiastic, approachable and caring and who are constantly aware of their pastoral and professional responsibilities to the children

This is achieved through the provision of an enriching environment which is:

- respectful, responsible, supportive and child-orientated

We value:

- relationships, interactions and involvement of parents, children, staff and the wider school community

The aim of the OSHC Program is:

- to provide experiences where children develop cognitive, communication, physical, social, spiritual, emotional and creative skills in a pastoral and supportive learning environment
- to be welcoming, inclusive and valuing of all children, parents and families
- to stimulate and nurture play and learning by encouraging physical development and lifelong skills

"In school-age care settings, educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development."

*My Time, Our Place
Framework for School-Aged
Care in Australia (2011)*



Our OSHC service reflects the outcomes of the *My Time, Our Place Framework for School-Aged Care in Australia 2011*. The Framework outlines five outcomes which have been implemented to acknowledge the wellbeing, development and learning of all children:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

OSHC Contact Information

Please contact the OSHC Director for all OSHC enquiries:

Email - mirella.tsimiklis@sjb.catholic.edu.au

Phone - (08) 249 4900

Hours of Operation

Monday to Friday

Morning session: 7:20am-8:25am

Afternoon session: 3:00pm-6:00pm

Vacation Care: 7:20am-6:00pm

Pupil Free Days: 7:20am-6:00pm

OSHC closes at 6:00pm. OSHC must be notified of ALL late pickups with a courtesy phone call.

Vacation Care is also available during school holiday periods, open 7:20am-6:00pm.

Please note - Vacation Care closes for a two-week period over the Christmas and New Year period.

Vacation Care days are programmed with themes and relevant activities, related to the children's interests. There are generally two excursion days scheduled in each Vacation Care week. A Vacation Care program is released in the second half of each term with details on each day's theme and activities.

Enrolment

When enrolling your child in our OSHC service, an Enrolment Form is compulsory in order to enter our service and the Xplor software system. Enrolment Forms are available from the School Office, online or from the OSHC room. Enrolment Forms must be returned and fully completed before your child can attend the service. All information provided in the Enrolment Form, especially those detailing contact details, must be kept up to date. This ensures that contact can be made to families when needed, without any delays.

Fees

The OSHC service is operated on a user pay system. Fees are set by the School Board and are charged per child. You can find our current fees on the St John Bosco School Website.

Fees can be paid:

- via the Qkr! app
- at OSHC via EFTPOS
- via Bank Transfer
- at the school's Front Office or via telephone



Child Care Subsidy

Child Care Subsidy (CCS) is available through Centrelink and, if eligibility requirements are met, the subsidy will be deducted from your account. The Childcare Subsidy is paid for by the Commonwealth Government, reducing costs of Childcare for families. Our Program is a registered provider. The amount of CCS available depends on your income. It is solely the families responsibility to inform the OSHC Director on enrolment your intention to claim CCS.

To receive the subsidy, it is crucial that an OSHC Enrolment Form is filled out completely and correctly. This ensures that the details we enter into our system can be automatically matched to those listed with Centrelink, and the subsidy will be arranged. Back payments of CCS may not be granted, so correct details should be provided initially if a family wishes to receive the Subsidy.

Cancellation Policy

it is essential that you make a booking to use our Before School Care and After School Care services, so that we are able to staff and program accordingly. Families are charged for any sessions which are not cancelled or where a child is a 'no-show'.

Cancellation of Vacation Care session bookings is essential. This allows the service to offer a place to another child on the waiting list. Failure to notify before 9:00am (the day prior), will result in the full fee being charged. If your child is sick, you MUST notify OSHC immediately that your child will not be attending.

Accounts

Accounts are emailed fortnightly and can also be accessed online via Xplor profile. Accounts are calculated in arrears and it is expected that fees are paid no later than two weeks after a child's attendance at our service.



First Aid/Health Care

At OSHC, your child's health and safety is our priority. All staff have current First Aid training as directed by ACECQA. Parents and an ambulance will be contacted if there are any first aid needs that require attention, consultation or follow-up. If there are any changes in personal details, please promptly report to one of our OSHC staff so that our records can be updated.

Medical Management Plan

A 'Medical Management Plan' is required to be completed by a medical practitioner if your child suffers from asthma, anaphylaxis or other medical conditions which require treatment at school/OSHC. This must be kept up to date and updated at least annually, with a copy provided to OSHC each time a change or update is made. All St John Bosco, student medications and medical plans are collected from the school First Aid room by OSHC educators for each session.

Risk Minimisation Plan

Each child attending OSHC who has a medical condition requires a Risk Minimisation Plan (which also includes a Communication Plan). This must be developed together by a parent and the OSHC Director, to ensure that the child's specific health care needs are addressed.

Medications

Ideally, medication should be taken before school, after school and at bed time to avoid administering at school/OSHC. If this is not possible then parents/caregivers are asked to discuss the medication with our staff and advise them of the administration of the medication along with accurate instructions signed and dated by the parent/caregiver. If a child requires any kind of medication during OSHC, then medicines must be delivered to the school office staff or OSHC Educators for management. Medication must be received in the original, chemist-labelled container, with information on the appropriate dosage to be administered.

No medication is to be kept in the children's bags and staff must be informed by a parent if a child requires medication to be administered during the day, with appropriate paperwork completed. All medication is kept in the school's First Aid area and then with OSHC Educators. Student medication is taken on all OSHC excursions. The school/OSHC does not administer analgesics.

Sickness/Toileting

In the event of a contagious illness (in conjunction with the School Policy) a child must not attend the OSHC Program. In the event the child becomes ill or injured during a care session, parents will be telephoned and asked to collect their child.

We ask that each child attending our service has the ability to toilet and dress independently. If a child is prone to toileting accidents, we ask that you pack a spare change of clothing in their school bag. Any family whose child requires a new pair of underwear after an accident must replace the pair borrowed from OSHC with a brand new pair, still in sealed store packaging.



OSHC Program

The OSHC service is licensed to provide care for 60 children per day. The staffing ratio at OSHC is one educator to every 15 children. On arrival to Before School Care, children must be signed in by the family. At 8:25am, children are signed out of OSHC by an Educator and invited to join the rest of the school community until the bell sounds to start the school day.

Please Note: Children arriving at school **before** 8:25am must attend Before School Care, and parents will be billed accordingly.

Children are signed in by an OSHC Educator for After School Care and signed out by a parent/caregiver.

St John Bosco OSHC is guided by the *My Time, Our Place Framework 2011*. The children and educators co-construct upcoming programmed activities and inquiries. Educators initiate active participation by providing inviting provocations for the children to engage with. We also warmly extend an invitation to families to contribute ideas and feedback for the OSHC Program via our online system, *Xplor* or a conversation with one of our OSHC Educators. Learning stories documenting the children's experiences at OSHC are shared with families via *Xplor*.

Each afternoon, children are involved in preparing a nutritionally balanced afternoon snack. This snack is in accordance with the school's *Healthy Eating Policy*. Water is readily available throughout the session from the water dispenser. After snack, children participate in the programmed activities.

Leaving School Grounds

Authorised adults, as listed on the child's Enrolment Form, **MUST** sign children in and out of the OSHC service upon arrival or departure. Children are not to leave the school grounds unless they are accompanied by an authorised parent/caregiver. If an arrangement is made for casual pick up, an authorised adult must call or email to inform who will be picking up the child. This person may be required to present a photo ID before OSHC Educators will allow the child to leave with the adult. In the case of after-school sport practice or games on site, please advise OSHC so we can adequately support a smooth transition.

Policies

OSHC works under a set of standard policies and procedures that guide our work and practice. A copy of policies can be found in the OSHC learning environment. Please ask an OSHC Educator and they will happily locate them for you.





St John Bosco
SCHOOL

**19 Lipsett Terrace
BROOKLYN PARK SA 5032
(08) 8249 4900**