

**Craigburn Primary School
Out of School Hours Care
&
Vacation Care**

PARENT HANDBOOK 2019

Director – Kylie Preece

**cps.oshc820@schools.sa.edu.au
8270 1620 & 0427 271 768**

Welcome to Craigburn OSHC & Vacation Care

As a service we strive to offer children a comfortable and fun environment and to meet the ever changing needs of families.

We are located in the school Hall and utilise the school grounds.

STATEMENT OF PURPOSE

Craigburn Primary School OSHC and Vacation Care have grown from a need in our school and local community and we aim to meet those needs as fairly as possible.

As a service we provide care for school aged children before and after school, pupil free days and during school holidays we offer vacation care and will accept 4 year olds. Our service is available to the whole community, specifically providing for the needs of families with working/studying parents and for families requiring recreational, occasional and emergency care.

Our OSHC and Vacation care programmes have been set up to provide quality care, in accordance with the State and Commonwealth Government requirements. These programmes provide a nurturing and inclusive environment that meets the needs of the children, parents, caregivers and community during out of school hours.

The OSHC and Vacation care staff have varied backgrounds and life experiences, enabling us to offer varied experiences and connections for the children. All staff are actively involved in the programme and endeavour to learn new skills and knowledge through formal and informal training.

It is important to our staff team that we form secure and trusting relationships with the children and their families. This enables us a solid platform to help and support children to build secure relationships with other children in a safe and nurturing environment. The Staff communicate with parents about their children by sharing special moments or addressing individual needs.

Hours of Operation

Before School Care

7.00am – 8:50am

After School Care

3:10pm – 6:15pm

Term 4 final day early finish

12:30pm-3:10pm + normal ASC hours

Vacation Care & Pupil Free Days

7:00am – 6:15pm

Fee Structure as of 3/10/2017 –prior to CCB and CCR

Before School Care

\$12.00 (including breakfast)

\$17.00- No notice booking

After School

\$22.00 (including snacks at 3:30 & 5:00pm)

\$27.00- No notice booking

Pupil Free Day & Vacation Care

\$55 Home based day

\$65 Excursion based day

Annual Registration Fee

\$15 per family
thereafter

Late Collection Fee

\$10 per child for the first 15 minutes, then \$1 per child a minute

The OSHC committee reviews the fee structure annually with recommendation submitted to the School Governing Council for final approval.

Child Care Subsidy

-Child Care Subsidy (CCS) is available to families that meet the eligibility requirements.

For further information and to register prior to attending OSHC please contact:

Department of Human Services

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Ph. 136 150 or MyGov app

Enrolment

To enrol at Craigburn OSHC you will need to complete the online enrolment form through Xplor- our child care software

https://prodadmin.myxplor.com/enrollment_v2/centre/VDxWdlej24356XxMZffUWg24356Dcw

The link is also available on the school blog or by emailing cps.oshc820@schools.sa.edu.au

Once the enrolment form has been received and actioned by the service you will need to log into your Xplor account and accept the Complying Written Agreement (CWA)

You will also be able to download the Xplor app that will enable you to follow your child's time at OSHC, create bookings, receive notifications and sign your child in and out of OSHC.

Program

The staff program on a weekly basis, which is appropriate to the leisure needs of the children attending and allows the development of each child's social, physical, emotional and intellectual potential, including life skills and creativity. We encourage the children to be involved in programme planning and implementation.

A variety of age appropriate activities are provided during each session including:

| | | | | | |
|---------------|-------------|--------------|---------------|---------|---------------|
| Art and craft | Free play | Toys | Active sports | DVDs | Board games |
| Video games | Board games | Outdoor play | | Drama | Dolls |
| Dance | Quiet time | Cooking | | Reading | Music & games |

A written programme is always displayed on the children's notice board in the OSHC room.

Food and Nutrition

The OSHC program promotes healthy eating and smart food choices. The aim is to encourage children to make healthy snack choices, try a variety of cuisines and allow them the opportunity to gain skills and knowledge in snack preparation and cooking activities.

When programing and preparing food we take into consideration the children who have special dietary needs, intolerances and allergies, offering a variety of alternatives.

Before school care

We offer a variety of cereals, toast, muffins, crumpets, yoghurt and fruit. On special occasions, we will offer appropriate foods to suit the occasion eg. Hot x buns and we offer breakfast specials of pancakes, waffles, bacon and eggs.

After school care

It changes on a daily basis; some examples are:

Pasta

Mini hamburgers and hot dogs

Kabana, cheese and vegetable platters

Toasted sandwiches

Wraps

Homemade wedges

There is always a fruit platter and fresh water available

Emergency, Fire, Bushfire and Evacuation Procedures

Due to being in a bushfire zone we work collaboratively with the school using the DECD Bushfire and Emergency management procedures.

The emergency procedures are displayed and practiced at OSHC & vacation care, so that all children are aware of what to do in these situations.

Infectious Diseases

Children who are ill will not be allowed to attend the program until they have fully recovered. It is important if any child has an infectious disease, such as chicken pox, measles, whooping cough or head lice that the Director be notified immediately.

Information about the occurrence of the infectious disease in the centre will be made available to all other parents and the school. We can use a variety of forms of communication, group email, text, notice displayed at OSHC or notices sent home via the classroom. To protect the privacy of individuals, no names will be included in the communication.

Sun smart policy

No Red OSHC hat, no outside play between 1st September and May 31st

The aim of the sun safe policy is to promote positive and healthy attitudes among students and staff whilst enjoying the outdoors. The purpose is to ensure that all children attending OSHC/Vacation Care are protected, to the best of our ability, from skin damage caused by the sun.

During the programme, children are required to wear a red legionnaire hat designed to protect the face, neck and ears when participating in all outdoor activities. The hats can be purchased at the finance office for \$6. The red hat does not need to be worn during June, July and August.

We supply a minimum of SPF 30+ water resistant sunscreen. Sunscreen needs to be applied when participating in outdoor activities. The children are encouraged to apply the sunscreen themselves, staff will oversee this and help when required.

On days of extreme temperature, students shall remain undercover or within shaded play areas, such as the veranda areas or bottom sandpit until temperatures improve. Sports activities will be cancelled on days over 35 degrees Celsius.

During vacation care, students are required to wear clothing that will provide effective sun protection. Students are allowed to provide their own hats during vacation care, although on excursions children are required to wear the red OSHC hat as it provides a method of identification for safety purposes.

Medication

Children medications will only be stored in a child safe cabinet with the name clearly labelled if:

- it is prescribed by a doctor and has original labelling on it, detailing the child's name, required dosage and storage requirements
- the parent and doctor has completed and signed the Medication Authority form

Where medication is required for the treatment of long term conditions or complaints, such as asthma, epilepsy or ADHD, then the service will require a medical plan from the child's medical practitioner or specialist detailing the medication condition, correct dosage and how the condition is to be managed.

Accident Procedure

If a minor accident occurs, staff qualified in basic first aid will:

- assess the injury
- apply basic first aid
- contact the parent (depending on the seriousness of the injury). If the parent is not contacted at the time of the injury, they will be informed when they arrive to collect their child.

If a serious accident occurs, staff qualified in basic first aid will:

- assess the injury
- decide whether an ambulance is required
- contact the parent

If a child becomes unwell during the program, he/she will be cared for by OSHC staff until the parents are able to collect them.

Toilets

While attending OSHC, children use the toilets nearest to the hall. Children must notify staff when they need to go to the toilet & are encouraged to take a friend.

Sports Practice on school grounds

Parents must complete an After School Sports release form to inform the Director when and where the child has sports practice. If it is straight after school, the child must come to OSHC first and be signed in. Children can be delivered and collected from sporting practices by a staff member if required, by prior arrangement.

Booking Places for Children

To ensure the correct staff/child ratio, all children must be booked in for care prior to attending. Places are limited by licensing standards and children cannot be guaranteed a place, unless prior bookings are made.

Bookings can be made by:

-OSHC

- placing a regular booking as part of the enrolment process
- Through Xplor app
- emailing cps.oshc820@schools.sa.edu.au
- text or call 0427 271 768
- phoning the centre during regular session times 8270 1620
- contacting the school front office during school hours 8270 4144

-Vacation Care

- Through Xplor app and online consent form once the Vacation Care program has been contributed.

We are licensed for 90 places but staff for an average attendance of below. We will increase staffing if needed

| BSC | ASC | VAC care |
|-------------|-----------------------|------------------------------|
| 60 Mon -Fri | 90 Mon-Thurs & 60 Fri | 45 home based & 75 excursion |

Before School Care & After School Care

A staff/child ratio of 1:15

Vacation Care & Pupil Free Days

Under the rules of the 2011 National Regulations, a risk assessment will be carried out for each excursion and staff/child ratios determined as a result of this assessment. Parents will be informed of the staff/child ratio for each excursion.

Home based days

A staff/child ratio of 1:15

If a Kindergarten aged child/ren is attending a staff/child ratio of 1:10 is followed

Excursions

A guideline of a staff/child ratio of 1:10 will be used for excursions.

A staff/child ratio of 1:6 will be strictly adhered to for swimming excursions.

Cancellations

Parents must notify OSHC staff of any changes/cancellations to bookings. This can be done in person, emailing cps.oshc820@schools.sa.edu.au or by phone – 0427 271 768 or 8270 1620. Please be aware that the school do not notify us if your child is home sick, you will need to contact us also.

A medical certificate will be required for illness if you wish only to receive a half charge.

Before School Care

To cancel BSC with no charge the service needs to be notified by 6pm, the session prior, otherwise a non-attendance fee will be charged to your account. Any bookings for Monday am must be cancelled on Friday otherwise a charge will apply.

After School care

To cancel ASC with no charge the service needs to be notified by 8:30am, the session prior otherwise a non-attendance fee will be charged to your account

Vacation care

Must be made in writing by 6:15pm Friday week 8 of term, otherwise full fees will be charged to your account.

Arrival and Departure Procedures

Before School Care

Children must be escorted and signed in to the service each morning. Breakfast will be available to all children. The children are dismissed at 8:40am when school staff members are on duty. Reception children will be escorted to their classrooms and settled in by an OSHC staff member.

After School care

Reception children are collected from their classrooms by an OSHC staff member. All other students are expected to go straight to OSHC following their dismissal from class. Children will be signed in by an OSHC staff member on arrival and asked to wash their hands before snacking.

If an expected child does not arrive by 3.20pm, the Director or Senior Staff member will:

- contact the front office to see if the child was absent from school
- check the school grounds and drop off points
- phone the child's parents first and then proceed to emergency contacts

On departure, children must be signed out by a parent or authorised guardian. Children WILL NOT be allowed to leave the service with anyone else. If there are changes to the pick up of the child, the Director must be notified personally by phone or by written authorisation.

Any children collected after 6:15pm will incur a late collection surcharge- see fee structure.

If a child is not collected 30 minutes after closing time and we have not made contact with parents, Crisis Care will be contacted. If you are going to be late please call

BILLING

OSHC/VACATION CARE BILL PAYMENT POLICY

This policy has been developed and needs to be strictly applied to allow OSHC and Vacation Care to run as efficiently and as effectively as possible

Step 1

Once your child/ren has attended the OSHC or Vacation Care service a bill will be issued to you the following week. You will then have 2 weeks to pay this outstanding amount.

For example: Your child attends OSHC during the last week of February. The bill will be distributed the following week and payable 2 weeks later on 15th March. If this is not paid within 2 weeks, we will move to Step 2.

Step 2

Another copy of the bill will be forwarded to you for payment. You will be given 1 week to pay the outstanding amount. Failure to do so will result in us moving onto Step 3.

Step 3

You will be notified that your child/ren will not be eligible to attend any more OSHC or Vacation Care sessions until the original outstanding amount is paid in full. You will be given a week to pay the outstanding balance or contact the director in regards to a payment plan. If this has not occurred your account will be presented at the OSHC committee and placed in the hands of a debt collection agency. Once in the hands of the debt collection agency you will be responsible for all costs involved in your debt recovery.

Additionally

If you are having trouble paying OSHC /Vacation Care bills, please contact the Director (details below) to reach a payment agreement.

OSHC Director:

Kylie Preece

Phone: 0427 271 768 or 8270 1620

Email: cps.oshc820@schools.sa.edu.au

Payments

You can pay by EFT, cash or credit card- Our preferred method is bank transfer

- BSB: 065 132 A/c No: 10315688

Use your child's surname as a reference

- Complete an OSHC auto payment form and have fees deducted on a weekly basis.
- You can pay via eftpos at OSHC
- You can pay at the cash window – open from 8.30am until 10.30am each morning
- Place cash or credit card details in an envelope and place in the classroom finance box or the metal secure mail drop in the front office window.

All outstanding fees at the end of term 4 for OSHC (Before School & After School Care) must be paid in full before 31st December. Bills for your child's attendance during the final week of the term will be issued by email or post at the beginning of the 1st week of vacation care, so that bills can be paid by 31st December, either by bank transfer, eftpos or credit card.

Families with outstanding bills for OSHC fees from the previous school year will be unable to register their child or make bookings until their account is paid in full.

ENROLMENT CHECK LIST

- The enrolment form is completed and submitted online through Xplor
- A CRN and Date of Birth are required for the registered parent and each child. This enables us to link up with the Centrelink Child care management system. If this information is not forwarded to us, there may be a delay in you receiving Child Care Subsidy (CCS)
- All medical plans, medication and medication authority have been upload with the enrolment form on Xplor
- The CWA has been completed through your Xplor account
- “About Me” Form is completed and returned to OSHC
- Purchase a red legionnaires hat for \$6.00 through the finance office at the school or through OSHC - if purchased through OSHC the cost can be applied to your account.

If you have any further questions, please don't hesitate to contact the OSHC Director.

Kylie Preece

Phone: 0427 271 768 or 8270 1620

Email: cps.oshc820@schools.sa.edu.au

Thank you for your co-operation.

Director and the Craigburn OSHC Management Committee

Management Committee

The Craigburn OSHC Management Committee is made up of parents, oshc Director, governing council members and school leadership.

We meet twice a term on Monday nights at 6:00 pm. If you are interested in joining or finding out more information, please contact the OSHC Director.