

Hawthorndene Primary School

# Out of School Hours Care

Information Booklet 2019



**OSHC Director:** Emma Till

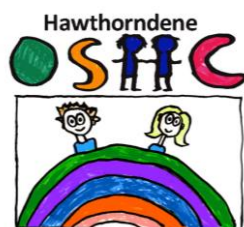
**VACOS Director:** Sam Peake

Ph: 8278 1323

Email: [hps.oshc173@schools.sa.edu.au](mailto:hps.oshc173@schools.sa.edu.au)

Facebook: Search for @HPSOSHC

*Hawthorndene OSHC respectfully acknowledge the Kaurna People of the Adelaide Plains as the custodians of the land on which we work and play.*



## Philosophy & Aims

The aim of the program is to provide quality, stimulating, happy, and affordable care in a safe, nurturing environment for children aged 4 – 13 years old from Hawthorndene Primary School and the wider community (if vacancies exist).

At Hawthorndene OSHC we welcome families from all races, cultures, and religions, and aim to provide equal access and opportunity to all children.

We offer a wide range of play experiences, both structured and experimental, to allow your child to play, learn, develop, explore, cooperate, problem solve, build relationships, and have fun.

## Enrolment

An enrolment form must be completed before a child can attend the program.

Hawthorndene OSHC complies with the Australian Governments Priority of Access Guidelines. When filling places we adhere to the following priority guidelines:

- Priority 1** – A child at risk of serious abuse of neglect
- Priority 2** – A child of a single parent, or child of parents who both satisfy the work, training, study test
- Priority 3** – Any other child

## OSHC & Vacation Care Fees

A registration fee of \$25.00 per family is payable with the enrolment form, or will be applied to your account/invoice after the first visit.

A yearly enrolment fee of \$25 per family is payable thereafter.

<b>Afternoon session</b>	<b>\$20</b>
<b>Early dismissal session (end of term)</b>	<b>\$24</b>
<b>Morning session</b>	<b>\$10</b>
<b>Vacation Care day (“at home day”)</b>	<b>\$55</b>
<b>Excursion day</b>	<b>\$60</b>

Please note these costs include breakfast and/or afternoon tea.

Some excursion days may incur an extra fee depending on the activity on the program. You will be notified of this via the program.

Pupil Free/School Closure days are charged at the same rate as Vacation Care. Either a home or Excursion day rate.

End of Term early dismissal is \$24.

Accounts are generated every week and are emailed to families. Please provide your email address on the enrolment form. Fees can be paid by Direct Bank Deposit or cash can be paid in a named envelope at OSHC.

Direct Bank Deposit Details	
<b>BSB</b>	065 - 132
<b>Account no.</b>	10327531

Please ensure that you enter your OSHC billing account name as a reference. ie your family name and first initial. Payment will not be processed without this. Payments may take up to a week to appear on your statement.

### Childcare Subsidy

Many families are eligible for the Childcare Subsidy, which reduces fees. Families should register for a MyGov account which can be done at [www.my.gov.au](http://www.my.gov.au) and link your child/ren to our service.

### Late or Non-Payment of Fees

The Director must be notified if difficulties arise with payment of fees. The Management Committee reserves the right to terminate enrolment if fees are not paid within the negotiated time. A late fee of \$20 will be added once an account is overdue by 28 days. No further care will be provided until a payment is made.

### Bookings

Bookings are essential and should be made on the enrolment form. Bookings can be made for the whole School year or on a Termly basis. For those families with irregular patterns of use please see staff for an irregular booking form. All bookings must be paid for even if your child is absent or unwell. Swapping of sessions is not permitted.

There may be a few casual places available day to day, but these cannot be guaranteed.

If you need last minute care, please call to see if there are any vacancies. We will accommodate your childcare needs where possible. We have a capacity of 100 places for After School Care (Monday and Wednesday) and 75 other afternoons and mornings sessions.

Each family may take up to two weeks holiday allowance during term time at no charge. This must be taken in weekly increments, and the Director must be advised at the earliest opportunity.

### Hours of Operation

The OSHC and Vacation Care program will be operational Monday to Friday.

<b>Before School Care</b>	<b>7:00am – 8:30am</b>
<b>After School Care</b>	<b>3:10pm – 6:15pm</b>
<b>Vacation Care</b>	<b>7:00am – 6:15pm</b>

The centre will be closed on public holidays and no charge will be made.

### Late Pick Up

All children must be picked up at 6:15pm sharp. In the case of unforeseen emergencies the Director must be notified.

### Charge

<b>1<sup>st</sup> Instance</b>	\$10 flat fee and an additional \$1 per minute
<b>2<sup>nd</sup> Instance</b>	\$10 flat fee and an additional \$2 per minute
<b>3<sup>rd</sup> Instance</b>	\$10 flat fee and an additional \$5 per minute

This fee is to cover staffing costs in caring for your child. This charge will be added to your account. Three late collections will result in a meeting with the Director to discuss future use of the service

### Arrival & Departure

It is essential for children to be booked in prior to care.

All children must be signed in for before School Care and signed out for After School Care, and signed out on the appropriate sheets located at the main OSHC door. This is a legal requirement and validates your childcare subsidy. **Please call/leave a voicemail/email/fb message if your child/ren will not be attending.**

Non arrival children will be immediately followed up within the school. Should this be unsuccessful, parents will be contacted.

Only the person(s) specified on the enrolment form will be allowed to pick up the children from the program.

### Discipline

Reasonable discipline measures will be taken and children are expected to follow instructions from staff. In the case of a disruptive child the Director will discuss the situation with the parents. The centre reserves the right to terminate enrolment if negative behaviour persists after reasonable measures have been taken to involve the child positively. Please see out Behavioural Management policy for further specific details or speak to the Director.

### Illness & Accidents

In the case of contagious sickness a child should not attend the program. Ongoing medication may be administered, under written instruction from the parents, providing it is prescribed by a doctor. Parents of children with allergies and asthma need to talk with the Director about their specific needs.

Parents will be notified and asked to collect their child in the event of a child becoming ill whilst at the program.

In the event of an accident, first aid will be administered. The Directors and all staff are trained in current First Aid and CPR, and all staff members hold a First Aid qualification. Parents will be notified of accidents and first aid that had been administered. Parents will be asked to read and sign an accident report form. This ensures that all parties are fully aware of the injury and any treatment given. An ambulance will be called if necessary, and a staff member will travel with your child in the ambulance in the event that a parent/carer is not available to do so.

**Should your child require special medications, e.g. epipen or asthma medication please supply this to us in a labelled container (family name and child's name) with Doctors authorisation and instructions so that we can administer as quickly as possible.**

**A copy of the child's medical action plan should also be given to the Director.**

**Anaphylaxis plans must be in colour and have the child's photograph attached.**

### Supervision

Children will be closely supervised at all times, at the recommended minimum staff/student ratio of 1 adult: 15 children at "home" and higher ratios for Vacation Care depending on the activity/excursion. A risk assessment will be undertaken to ensure staff ratios are adequate.

### Leaving the School Grounds

Children are NOT allowed to leave the school grounds during the time they are at the program unless otherwise specified (e.g. excursion) and consent is given.

### Breakfast & Afternoon Tea

Breakfast is available until 8:00am each day. Children can choose from toast, muffins, cereal, fruit, eggs,

yoghurt, milk, and juice.

Afternoon tea will be provided each day after school. We offer a range of healthy food snacks with fruit and vegetables available each day.

Please note any food allergies or special diets on the enrolment form and speak to staff if you have any issues or concerns.

### Sports

If your child is going to be absent for a time when they are booked into the program, due to sports practice, the Director must be advised. We ask children to book in at OSHC **before** going to their practice.

### Non Attendance / Cancellations

The Director must be advised if your child is not attending. **Full fees will be charged for non-attendance. Please call and leave a voicemail to let us know of non attendance, this is very helpful to us when we are signing in large numbers of children each afternoon.**

### Vacation Care Bookings & Cancellations

The Vacation Care program & booking/consent form will be available in week 7. The booking form and program will be made available to families via email, hard copy at OSHC, and on the Skoolbag app. Booking forms are to be filled out, signed by parents/carers and handed in to a staff member every Vacation Care. **Email and phone bookings will not be accepted.**

Receipt of a booking form will be a firm commitment and bookings will incur a charge regardless of illness or cancellation.

### Bush Fire Policy

In line with current school policy. Catastrophic Fire Day procedures also in line with school policy. OSHC & Vacation Care will close on such days. Please check weather reports and CFS website at times of high fire danger. Hawthorndene OSHC and Vacation Care will close on catastrophic fire days identified for the Mount Lofty region.

### SunSmart Policy

In line with current school policy devised in consideration of the 2013 Cancer Council recommendations. Hats on September 1<sup>st</sup> to April (End of Term 2). We do insist that children wear a hat at all times when playing outdoors. Please provide a wide brimmed hat in your child's bag. Red OSHC hats are available for purchase at the school uniform shop).

Sunblock will be available to your child/ren during summer months and/or days of high sun risk. Children will be supervised as they apply sunblock.

Please ensure children arrive at Vacation Care with sunblock already applied and shoulders covered. Specific clothing i.e. for wet play activities will be specified on the program.

### Grievances

All grievances should be directed to the Director or the Chairperson of the OSHC Management Committee, for a timely and agreeable resolution for all parties.

### Mobile Phone/Electronic Device Policy

Mobile phones and other electronic devices are to be kept in your child's bag whilst at OSHC and Vacation Care. If a call/text message is necessary children should seek permission from a member of staff.

During Vacation Care there will be allotted times during the day for children to use their electronic devices. At all other times they should remain in your child's bag.

**Students remain responsible for all their personal effects whilst at OSHC and Vacation Care. We accept no responsibility for these items and they are brought in at your own risk**