

Welcome to Uraidla Community



Out of School Hours Care



Government of South Australia
Department for Education



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URAILLA PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE (O.S.H.C.)

AFTER SCHOOL, BEFORE SCHOOL AND VACATION CARE

We are committed to continuous improvement in service and performance

Information for Parents and Carers

Please spend a few moments reading through this booklet to familiarise yourself with the policies and procedures of our services.

Uraidla Primary School OSHC

CCB Approval ID Numbers

Before School Care 4-Y7UZV2
After School Care 1-6PX4166
Vacation Care 1-2WWPAZ

Bank Account Details

BSB 105-079 Acc No 48431740

Address

Uraidla Primary School
17 Kidney St, Uraidla 5142

Staff

Connagh McNeilage and Lane Trenorden
OSHC Directors

Ph: 8390 3209
Fax: 8390 1048
e-mail: OSHC.Director773@schools.sa.edu.au
mobile: 0474 647 247

Sara Rosenthal
Financial Officer
Ph: 8390 3209
e-mail: Sara.Rosenthal489@schools.sa.edu.au

About our Out of School Hours Programme

Our OSHC is a programme offering Before and After School, Pupil Free Day and Vacation Care for children attending Uraidla Primary School and surrounding schools. We provide a range of activities including cooking, painting, drawing, construction, creative craft, group activities, sport activities, free play, books to read, and homework support.

Philosophy

Our OSHC Service is a child focused place where children and their families are valued and welcomed, and opportunities for learning through play are important parts of our program. Our service encourages children to develop to their full potential within a safe, caring and supportive environment and encourages participation and discussion from children and their families about all issues relevant to the running of the Service. Our service encourages children to be active both indoors and outdoors.

We believe all children have the right to feel safe in a caring and supportive environment and to develop confidence and self-esteem and that our service should meet the needs of our children, parents, staff and community.

We also want to provide a variety of learning and recreational experiences to complement and extend children's physical, intellectual, social and emotional development.

Our aim

We aim to provide quality care for Kindergarten – Year 7 children attending primary school.

- To provide a happy, safe, clean, comfortable and secure environment.
- To be warm, caring and sensitive to the individual beliefs, backgrounds, personalities and abilities of each child.

Roles and Responsibilities

Staff

Uraidla OSHC staff plan and work to provide a safe and caring facility that offers individuals quality care in a recreational setting; to provide programs that are fun and stimulating for all children; and to foster curiosity, self-esteem and initiative.

Parents

Parents/Caregivers help us by collecting children on time; paying fees on time; filling out enrolment forms and letting us know of any changes in contact details or adults to collect children.

Parents/Caregivers are invited to contribute ideas and feedback to the running of the service and/ or being on the management committee. Please feel free to contribute to our OSHC service.

Children

We encourage children to participate in OSHC activities, contribute ideas to the Program and work with the other members of the OSHC team to make it a happy, safe and educational place to be.

Children's Behaviour and Social Development Policy

Uraidla Primary School OSHC uses the School's Behaviour Management Policy as a guide. The goal of our behaviour management practice is for students to be with their peers, participating and contributing to OSHC activities having resolved issues that have caused conflict at any level.

RATIONALE:

Our school discipline policy is based on these beliefs:-

- * Everyone has the right to feel safe and secure at Uraidla Primary School
- * Uraidla Primary School will provide a supportive environment in which students can learn, teachers can teach and everyone may achieve success
- * All behaviour is purposeful, learned and occurs in a specific social context.
- * Our role as educators is to provide students with the knowledge and experience to become successful citizens.
- * We can positively influence behaviour through our modelling and by teaching skills which empower students to make appropriate choices.
- * Our management of behaviour is based on our understanding of how children learn and our understanding of Restorative Practices as a means of resolving conflicts and a means of enabling students to develop skills to resolve conflicts themselves.

OUR SCHOOL RULES:

1. Listen, be polite, and use positive language.
2. Be considerate and respectful of others and their property.
3. Actively participate at school by being organised, punctual and on task.
4. Solve all problems peacefully.
5. Play responsibly with each other and equipment.
6. Move safely in the yard and buildings.
7. Care for our school environment to keep it clean and safe.

To support these goals OSHC staff will calmly deal with issues that arise, attempting to defuse, redirect or deal with behaviour management concerns that may arise in activities in ways that maintain the dignity of all children to the satisfactory resolution and safety of all involved. Children learn the skills of conflict resolution through being supported in their practice of them so this underpins our policy and practice.

Management Committee

The Management Committee consists of the School Principal or nominated representative, one or more parent representatives who use the Service, a School Council representative and the OSHC Director or nominated representative.

Meetings are held twice each term to discuss finance issues, staff and service goals. Parents are encouraged and welcomed to be part of the OSHC Management Committee.

Nutrition

Before and After School Care provides a nutritious breakfast or afternoon tea. However if your children have specific dietary requirements please let staff know. For Pupil Free Days and Vacation Care children bring their own packed recess, lunch and a drink bottle. Afternoon tea will be provided on these days.

Hours of Operation and Costs

Enrolment Procedures

Care is provided for school age children from Kindergarten to Year 7. The enrolment process including paperwork, forms etc may be your first contact with staff so feel free to take some time to get to know the staff and have answered any queries you may have.

Care is available as:-

- Regular – care required on a regular basis (same bookings for the term)
- Casual – care not required on a regular basis (24 hours notice).

Fees

Before School Care

7.00am – 9.00am \$15.00 per session (for permanent bookings)
\$20.00 per session (for casual bookings)

After School Care

3:20pm – 6:00pm \$22.00 per session (for permanent bookings)
\$25.00 per session (for casual bookings)

Vacation Care

8:30am – 6:00pm \$50.00 per session (full day) There may also be an extra fee for excursions or incursions to assist with viability.

Pupil Free Day

8.30am – 6.00pm \$50.00 per session*

* A minimum of 7 children must be booked in for the pupil free day service to run.

Fees are reviewed regularly

Child Care Benefit

Our service qualifies for Child Care Subsidy. To receive this subsidy families register through their mygov account at mygov.au. If you are already registered notify the Family Assistance Office that you will be using our service- to do this you will need to quote the CCB Approval ID Numbers below. If you require any further information about the fees or CCB please talk to the Director or take an information pamphlet from the parent table in the OSHC room.

Before School Care	4-Y7UZV2
After School Care	1-6PX4166
Vacation Care	1-2WWPAZ

Bookings and Cancellations

To offer quality care the staffing ratio guidelines are 15 children to 1 staff member and if Kindergarten children are present the ratio drops to one staff member to 10 children so we need to have an accurate number of children to organise extra staff when required.

Cancellation Policy

Before and After School Care/Vacation Care

In the case of bookings during term (After School Care/Before School Care) and during the school holidays (Vacation Care), if a child is absent and notice is not given within the specified timeframe, the account will be charged accordingly.

Timeframe

Cancellations must be made at least one working day prior to booking, before 6pm. Any cancellations made after this timeframe will be charged accordingly. Cancellations for a Monday before/after school care must be made **before 4pm on the Friday before Monday of booking via phone call to the front office (not via text or email to the OSHC).**

In the case of Vacation Care if a child is absent and notice is not given 5 working days in advance to the booking, it will be recorded as an absence and charged accordingly. The need for 5 working days notification is due to the necessity of signed contracts for staff hours during Vacation Care.

Late Pick-ups

Children need to be collected by **6.00 pm** to avoid a \$5 fee plus \$1.00 for every minute after 6.00 pm late fee. Worth avoiding!

Payment Details

Invoicing and Accounts

Finances are managed through the Uraidla Primary School OSHC account. Cheques should be made out to Uraidla Primary School OSHC. Payment can also be made over the internet, if you use this method please be sure to state your family name and that the payment is for OSHC (bank details are on the invoices).

You can also pay by credit card by phone to the Uraidla P.S. front office (8390 3209). We ask that if paying by cash it is paid directly to the front desk at Uraidla P.S. This is for security reasons so that cash is not held by OSHC staff. If you have any queries with payment please contact Sara Rosenthal – Finance Officer at Uraidla P.S. Invoices are emailed weekly, if you prefer a paper copy these are sent out fortnightly.

Waiting List

In the case that the number of children requiring care exceeds the number of places available the following priority of access will be taken into account.

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

Within these main priority categories priority will also be given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families on lower incomes
- Families from culturally and linguistically diverse backgrounds
- Socially isolated families
- Single parent families

Child Protection and Wellbeing

Authority for the Collection of Children

Because of our duty of care for your children we can't allow children to leave the service without prior permission of parents as to who is allowed to collect the children. Please let the staff know if someone other than a parent or a regular collector is there to collect children.

Emergency Care

Children in the school grounds after 4.00pm are the responsibility of the school and will need to be placed into OSHC which will incur a fee for the service.

Illness

We regret that children suffering from contagious infections cannot be cared for. If a child arrives unwell, or becomes unwell during the course of the program, the child will be comforted and cared for until the parents or emergency contact can be notified to collect the child as soon as possible.

Accidents

In the event of an accident, staff will take appropriate First Aid action. Parents are advised of any treatment their child receives whilst in care. In the case of a serious accident, every action will be made to contact parents immediately. Parents and carers are responsible for the cost if an ambulance is needed for their child.

Medication

Prescribed medication will only be administered on receipt of a completed Medicine Consent Form. This form needs to be signed by the child's doctor and parent/carer. The medicine must be brought in the original container, clearly marked with the child's name, dosage and time the medication is to be taken. Please supply your own medicine measuring instrument.

Child Protection and Wellbeing

Sun Protection

The skin protection policy has been developed to ensure that all children and staff attending the OSHC Service are protected from skin damage caused by the sun's harmful ultraviolet rays. It is implemented from the beginning of September until the end of April or when the UVR level is three and above.

As part of general Sun Smart strategies all children and staff will wear broad-brimmed, legionnaire or appropriate bucket hats whenever they are outside (not baseball caps or sun visors). Children will use shade for outdoor activities and will be encouraged to apply 30+ sunscreen 20 minutes before going outside.

High Fire Risk

Our school has a moderate risk of fire danger. On high risk days listen to 891 radio. If a fire does break out in the Hills, your children are in a safe area. Staff will make every effort to protect your children while keeping them calm in the situation. Never risk your own protection to try to get to your children. Staff will remain until all children are collected. The school has the facilities to look after children overnight if required.

Donations

To keep our costs low we are always grateful for donations of good quality toys, games, craft materials, fruit etc.

Thank you for taking the time to read this information. If you have any questions please come and speak with Connagh or Lane any morning or afternoon (Monday – Friday).