

Out of School Hours Care (OSHC) Information Booklet



Welcome

The Seaholme Primary School Out of School Hours Care (OSHC) program welcomes you and your child. Under the supervision of our OSHC Coordinator, Ms Jan Jeffrey and our Assistant Co-ordinator, Ms Rebecca Leene, the Seaholme Primary School Out of School Hours Care program is sponsored by School Council and operates in accordance with our school philosophy, policies and procedures. This Information Booklet contains important details about our OSHC program including the hours of operation, fee structure and account information. Please familiarise yourself with this booklet and feel free to direct any questions to our OSHC Team.

About our OSHC Program

Our School Council has the responsibility for the overall financial and operational management of the OSHC program. The OSHC program operates during the school term at the following times:

Before School Care 6.45am – 8.45am

After School Care 3.30pm – 6.00pm

Pupil Free Days 6.45am – 6.00pm

The Seaholme Primary School OSHC program is a registered 75 place centre and is available to all students attending Seaholme Primary School and the children of Seaholme Primary School staff members. A ratio of 1 OSHC Team Member per 15 children is in place at all times as per the National Regulations.

The OSHC program provides childcare before school, after school and on non-teaching school days for primary school age children attending Seaholme Primary School and Seaholme Primary School staff member's children. The OSHC program is an extension of your child's school day and as such children are expected to conduct themselves as they would during school time.

Our aim is to provide a safe place for children to play, learn and have fun with their friends. The OSHC program is a useful time for children to unwind after the school day, develop a sense of community and build strong relationships with children of all ages.

The program operates from the multipurpose hall and children can engage in free play or choose from a number of activities including art and craft activities, sporting activities, technology and outside play. Children can also access the school library, science/music room, kitchen, basketball court and oval. Children have designated play areas with active supervision in visible areas at all times.

All OSHC educators have at least the minimum standard of Certificate III in childcare service, and our programs provide appropriate development and support for each child. All of our OSHC Team Members have current and valid Working with Children clearances. There is always a qualified First Aid Officer who is fully trained in CPR and Anaphylaxis and Asthma Management present during the OSHC program.

Our OSHC Philosophy and Goals

The Seaholme Primary School OSHC program is committed to ensuring that children attending Seaholme Primary School are cared for in a welcoming, stimulating, safe environment that is sensitive to cultural diversity and inclusive of all families. The practices and procedures of our program have been developed in consultation with educators, management, children and families and aim to support the learning, growth and development of all children. We are guided by the Framework for School Age Care (My Time, Our Place) and the Victorian Early Years Learning and Development (VEYLDF) in developing a program that facilitates the achievement of significant learning outcomes of children.

We believe that each child has unique interest, strengths and abilities and that all children are capable, active contributors in their own learning. Our programs, with flexible indoor and outdoor experiences, help support and

foster the different needs of children. We aim to develop secure, respectful relationships with children and their families and encourage a sense of belonging in our service. We also encourage children to develop positive peer relationships that foster their sense of well-being at our program.

Our programs goals are:

- ✓ To provide a childcare program which is of the highest possible quality and that is accessible to all children and their families within the school community. Seaholme OSHC values the unique qualities of each family and aims to celebrate their diversity in the program. The program aims to incorporate the needs of children of all ages, stages of development, genders, backgrounds and abilities.
- ✓ To work in partnership with families, children, other educators, management, members of the community to encourage the involvement in the development of our program and ensure they are relevant and responsive to our school community needs.
- ✓ To provide an education program which offers a variety of experiences that are age appropriate and flexible, and support and enhance each child's opportunity for growth and development. Our programs promote a play centred approach and recognize the importance of learning through play.
- ✓ To plan and facilitate different experiences that promotes independence, individuality, creativity, self-esteem and confidence in each child. Educators also acknowledge the importance of self-directed play and each child's contribution to their own program experience.
- ✓ To provide resources, equipment and play spaces that children can adapt and that provide opportunities to explore, learn communicate and grow.
- ✓ To set limits and appropriate guidelines at our program so that all children can feel safe, respected and valued. Setting boundaries encourages children to develop respectful, reciprocal relationships with others.
- ✓ To provide a program where respect for the environment and others is paramount. To encourage children to value the world they live in and make informed choices about their health and wellbeing to the environment.
- ✓ To provide educators with resources and professional development opportunities regarding middle childhood development, health and safety and best practice to assist them in their roles and support the continuous improvement of the programs through thoughtful planning, reflective practice and evaluation.
- ✓ To be guided by My Time, Our Place and the VEYLDF. Through these, and other relevant frameworks, we will work on building upon children's interests, skills and backgrounds both as individuals and as part of a group. These frameworks encourage intentional teaching by educators and highlight the importance of interactions and experiences that meet the developmental and learning needs of children in this age group.
- ✓ To comply with the Education and Care Services National Regulations, National Law and the National Quality Standards to ensure a holistic approach to service planning, provision and reflection.
- ✓ To be guided by the ethical responsibilities associated with the ECA Code of Ethics and the UN Rights of the Child.
- ✓ Our policy documents will be reviewed on an annual basis and will go to School Council each year in the tenth month i.e. October for their approval.

National Quality Framework

The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

The NQF introduced a new quality standard in 2012 to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care services.

The NQF includes:

- National Law and National Regulations
- National Quality Standard
- Assessment and quality rating process
- National learning frameworks.

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shapes every child's future and lays the foundation for development and learning.

The major benefits for parents and children include:

- ✓ improved educator to child ratios, ensuring children have greater individual care and attention for children
- ✓ educators with increased skills and qualifications
- ✓ better support for children's learning and development through approved learning frameworks
- ✓ consistent, transparent information on educators, providers and services in the national registers

National Quality Standard

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

The 7 standards under the NQS are:

- 1 Educational program and practice
- 2 Children's health and safety
- 3 Physical environments
- 4 Staffing arrangements
- 5 Relationships with children
- 6 Collaborative partnerships with families and communities
- 7 Governance and leadership

More information on the National Quality Framework and the National Quality Standard can be obtained from www.acecqa.gov.au

Policies and Procedures

As part of our policy development and review process, and in accordance with the National Regulation and National Quality Standard (NQS), our OSHC program aims to provide effective management and quality by seeking family and community feedback. Our policies and procedures folder is available for viewing in OSHC. Your feedback is welcome.

Child Care Subsidy

On 2 July 2018 the Child Care Subsidy and Additional Child Care Subsidy replaced the previous child care fee assistance payments (Child Care Benefit and Child Care Rebate). The Child Care Subsidy will be paid directly to providers to be passed on to families as a fee reduction. Families will make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount. Many families are eligible for Child Care Subsidy, which reduces the out of pocket cost of out of school hours care depending on your family circumstances. All families claiming entitlements for approved child care must have their income assessed by the relevant government department. For more information contact the Centrelink Family and Parents Line on 13 61 50 for details on how to register.

Fee Schedule/Invoice Payments



Our OSHC fees are set annually and parents will be informed of any changes to them at the end of the school year. Fee accounts will be emailed to Parent/Guardians on a weekly basis and must be paid online weekly via the QKR App (available in the app store).

SERVICE	HOURS OF SERVICE	COST PER SERVICE (full fee)
Before School Care	6.45am – 8.45am	\$15
After School Care	3.30pm – 6.00pm	\$20
Pupil Free Days	6.45am – 6.00pm	\$40

A permanent holding fee of \$5 for before school care and \$7 for afterschool care applies when a child is absent from a permanent booking place. Parents are not charged for permanent bookings that fall on public holidays, curriculum days or camp days.

Overdue fee accounts may result in the suspension or termination of your child's enrolment at OSHC.

Please contact the OSHC Coordinator, Ms Jan Jeffrey should you have any questions regarding the fee schedule or your OSHC account.

Late Pickup Fees

For children that are collected after the closing time of 6.00pm, a late fee of \$10 for every 15 minutes or part thereof will be charged to your account. Please call the OSHC program on 0407 351 811 if you think you are going to be late, so that children and staff can be informed.

Enrolment Documentation

Please complete the OSHC Enrolment Form and return it to the School Office with a current Immunisation Certificate and Birth Certificate and any relevant Medical Forms. An OSHC Enrolment Form must be completed before your child can attend the OSHC Program. We encourage that the OSHC Enrolment Form is completed for all children attending Seaholme Primary School. Completing an OSHC Enrolment Form ensures that in unforeseen circumstances your child can attend the OSHC program at short notice.

Booking System

All parents are required to complete the OSHC Enrolment Form as part of the enrolment process to the Seaholme Primary School OSHC program. This will ensure that in any unforeseen circumstances, children can attend the OSHC program.

To book your child's permanent place in OSHC, please complete the OSHC Enrolment Form and indicate the required days/service times.

For casual bookings, please text or call the OSHC phone number 0407 351 811 with a message detailing the child's name and session date/time required. Please note that this phone number is unattended during 8.45am and 3.00pm. Messages can still be left during this time, however there will be no response during this time.

Sign in/out procedures

It is a legal requirement that all parents/guardians sign their children in and out of the OSHC program. Only those listed on the OSHC Enrolment Form as an authorised collector can legally pick up the child.

If you require someone else to collect your child from OSHC, please text the name of the person you are authorising to collect your child to the OSHC phone number, 0407 351 811. The authorised person will be required to present identification at the time of collecting the child as proof of identity.

Snacks

The following food is provided at the Seaholme Primary School OSHC Program:

BEFORE SCHOOL CARE	AFTER SCHOOL CARE	PUPIL FREE DAYS
<p>Cereals: Corn Flakes, Rice Bubbles, Weet-Bix, Oats, Milo Cereal (fortnightly)</p> <p>Drinks: Tropical, Orange, Apple, Apple & Blackcurrant juice, Water</p> <p>Spreads: Nuttelex, Strawberry Jam, Honey, Vegemite & Cream Cheese</p> <p>** Special Breakfast once a week consists of one of the following options:</p> <p>Waffles, French Toast, Bakes Beans or Spaghetti Jaffles, Scrambled Eggs, Hash-Browns, Pancakes, Raisin Toast</p>	<p>Fruits: Apples, Oranges, Watermelon, Pears, Bananas, Cantaloupe, Strawberries, Blueberries</p> <p>Vegetables: Carrot, Celery, Cucumber, Cherry Tomatoes, Capsicum</p> <p>Dried Fruit: Sultanas, Apricots, Dates</p> <p>Snacks: Rice Crackers, Rice Cakes, Saladas</p> <p>Sandwiches: Vegemite, Cream Cheese, Cheese Slice and Jam</p> <p>Drinks: Water</p> <p>** Special Afternoon Tea once a week consists of one of the following:</p> <p>Chicken or Beef Noodles, Pasta & Garlic Bread, Hash Browns Sandwich, Nachos, Fried Rice & Dim Sims, Chicken Nuggets & Chips, Tomato & Pumpkin Soup & Baked Beans or Spaghetti with Toast</p>	<p>Breakfast (cereals, toast, fruit)</p> <p>Children are to provide their own lunch</p> <p>Afternoon Snack (Fruit, Veggie Platter, Healthy Snack Options)</p> <p>Water</p>

- Children also have cooked food made by OSHC children. Usual foods are Cookies, Cakes, Muffins, Chocolate Crackles, Mars Bar Slice, Muesli Bars etc

The OSHC program is committed to promoting healthy eating habits and hygienic food handling. All snacks are planned and prepared to meet the nutritional recommendations for children as per Nutrition Australia Guidelines.

If your child has a special diet or develops an allergy after you have enrolled, please advise the OSHC Team and update your OSHC Enrolment Form.

Medication

Children taking medication must have medicine/s clearly labelled with the child's name and times of administration. All medicines must be handed to the OSHC staff and a medication consent form completed and signed. A copy of this form is available on the school website www.seaholmeps.vic.edu.au. The Seaholme Primary School OSHC program abides by the Seaholme Primary School medication policy. All medication must have the child's name, dosage, use by date and be in its original packaging.

Asthma and Anaphylaxis

All children with Asthma or Anaphylaxis must provide their own Auto-Adrenaline Device and/or Inhaler and spacer. Asthma and Anaphylaxis Medical Management Plans must be provided to the OSHC Program. Please ensure that all medical information is current at all times.

Information Privacy

The Seaholme Primary School OSHC program is committed to respecting the confidentiality of information provided by children and parents. Our Information Privacy Policy is as per the Seaholme Primary School Information Policy and is available for viewing on the school website www.seaholmeps.vic.edu.au.

Questions or Queries

If you have any questions or queries regarding the Seaholme Primary School OSHC program, please contact Ms Jan Jeffrey, Ms Rebecca Leene or one of our friendly OSHC Team Members by calling 0407 351 811. Parents/guardians are also encouraged to ask any questions when dropping off or picking children up from the OSHC program.

