

CRAIGBURN PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE

PARENT HANDBOOK 2014

Contact numbers: 8270 1620 &
0427 271 768

Director – Kylie Preece

cps.oshc820@schools.sa.edu.au

After School/Before School care 555 009 296T

Vacation Care 407 002 354S

Welcome to Craigburn Out of School Hours Care (OSHC). Our aim is to ensure your children have a great time at OSHC and feel comfortable and happy at all times. The service is approved for 70 children. On a daily basis we will staff according to average bookings 30-45 children in the mornings, 60 children in the afternoon and 60 children on vacation care and pupil free days. We understand that family commitments change and are happy to adjust average numbers if the need arises.

RATIOS

Oshc

A staff/child ratio of 1:15 is strictly adhered to for After School Care and Before School Care

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.

A guideline of a staff/child ratio of 1:10 will be used for excursions. However, a staff/child ratio of 1:5 will be strictly adhered to for swimming excursions.

A staff/child ratio of 1:15 is strictly adhered to for school based days. If a Kindergarten aged child/ren is attending as transition in the school holidays prior to starting school the service will use a staff/child ratio of 1:10

STATEMENT OF PURPOSE

Craigburn Primary School OSHC and Vacation Care has grown from a need in our school and local community and we aim to meet those needs as fairly as possible. The service will provide care for children before and after school care and school closure days. Vacation Care is available during the holidays. This 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.

The OSHC and Vacation Care programmes have been set up to provide quality child care, in accordance with the State and Commonwealth Government requirements, that meets the needs of the children, parents, caregivers and community during out of school hours. The service will provide a nurturing environment. It is available to all school aged children.

Staff are friendly, caring and interested in children. Staff participate actively in the programme and endeavour to learn new skills and knowledge through formal and informal training. Staff help children to form trusting relationships with both staff and other children while supporting a safe and nurturing environment. Staff communicate with parents about their children by sharing special moments or addressing individual needs.

ADMINISTRATION

Hours of Operation

Before School Care	7.00am – 8:50am
After School Care	3:10pm – 6:15pm
Pupil Free Day	7:00am – 6:15pm
Vacation Care (full day only)	7:00am – 6:15pm

Fee Structure as at 28/04/2014

Before School Care	\$9	per session (including breakfast)	
After School	\$19	per session (including snacks at 3:30 & 5:00pm)	
Pupil Free Day	\$50	per school based day	
	\$60	per excursion based day	
Vacation Care	\$48	per school based day	(Early Bird fee)
	\$50	per school based day	(Casual fee)
	\$58	per excursion day	(Early Bird fee)
	\$60	per excursion day	(Casual fee)
Annual Registration Fee	\$15	per family	
Late Collection Fee	\$10	per child for the first 15 minutes, then \$1 per minute thereafter	

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

Child Care Benefit

Child Care Benefit is available to all parents (upon qualification by the Family Assistance Office) at a rate depending on parental income. You can call the FAO on 13 61 50 and register over the phone or register on the internet. For options about claiming CCB (child care benefit) or CCR (child care rebate) please contact the FAO.

The service provider numbers you will need to quote to the FAO when applying for CCB are:

After School/Before School care 555 009 296T

Vacation Care 407 002 354S

SERVICE STRUCTURE

Program

The service provides a programme 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.

Children are encouraged 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
Reading	Drama	Dolls
Dance	Quiet time	Cooking
Music	Musical games	

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

Food and Nutrition

The OSHC program is a healthy eating program. The aim is to encourage children to make healthy snack choices and allow the opportunity to participate in the preparation of some of these snacks.

The food is always prepared with consideration for children who have special dietary needs, for example, intolerances, allergies, and a variety of snacks are always promoted. On special days where there is a birthday there may be allowances made for special treats, however, there are always healthy alternatives provided. Regardless of the menu there is always a fruit platter and fresh water.

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. This will be in the form of a poster or notice displayed on the parent notice board in the foyer of the OSHC room. To protect the privacy of individuals, no names will be included in the publications.

Emergency, Fire, Bushfire and Evacuation Procedures

Once a term there will be a practice and a discussion about the emergency procedures used at OSHC, so that all children are aware of what to do in these situations.

Sunsmart Policy for Outdoor Activities/Hat Policy

The aim of the sun safe policy is to promote positive attitudes among students, staff and parents. 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 hat (which can be purchased at the finance office for \$6) when participating in all outdoor activities. The red hat does not need to be worn during June, July and August. These legionnaire hats are designed to protect the face, neck and ears whenever they are outside.

Student sunscreen monitors are chosen each term and they, along with staff, help with the dispersion of SPF 30+ water resistant sunscreen to children who are participating in outdoor activities. Students work in pairs to ensure appropriate application of sunscreen.

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 efficient sun protection. Singlets or t-shirts that expose the shoulders are not appropriate. Students are allowed to provide their own hats during vacation care, although an exception to this is when children go on excursions, as a red hat 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 or a letter from the child's medication 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.

Sports Practice on school grounds

Parents must complete an After School Sports 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 are picked up and dropped off to sporting practices by a staff member, if required by prior arrangement.

Toilets

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

Booking Places for Children

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

Bookings

Can be made by:

- placing a regular booking as part of the enrolment process
- emailing cps.oshc820@schools.sa.edu.au
- phoning the centre during regular session times 8270 1620
- leave a message on message bank 0427 271 768
- contacting the front office of the school during school hours 8270 4144

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

Cancellations for Before School Care must be made by 6:00pm of the previous day otherwise a non-attendance fee will be charged to your account

Cancellations for After School care must be made by 8.30am of the same day otherwise a non-attendance fee will be charged to your account

Cancellations for vacation care must be made in writing by Monday of the final week of term, otherwise full fees will be charged to your account. A medical certificate will be required for all cancellations due to illness to avoid a fee.

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. Each child has the option of nutritional cereals, toast, muffins or yoghurt. The children are dismissed at 8:40am when school staff members are on duty. Reception children will be walked to their classrooms by an OSHC staff member.

Arrival and Departure Procedures – 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 are all signed in by an OSHC staff member on arrival and asked to wash their hands before snacking.

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.

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

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 4 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 4 weeks later on 1st April. If this is not paid within 4 weeks, we will move to Step 2.

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, Bizgate, credit card or cash to the school finance office.

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.

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.

Additionally

If you are having trouble paying OSHC /Vacation Care bills, please contact the Director (details below) to reach a payment agreement. If no communication is made by you, we will assume that you are not intending to pay the bill and it will be placed into the hands of our debt collection agency.

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, cheque or credit card.

- Our preferred method is bank transfer
BSB : 105-186 A/c No : 023612140
Use your surname as a reference
- You can pay at the cash window - open from 8.30am until 10.30am each morning
- Place cash, cheque or credit card details in an envelope and place in the classroom finance box.
- Place cash, cheque or credit card details in an envelope and place in the metal secure mail drop in the front office window.
- Pay through Bizgate on the schools website.
- Ring the school on the 8270 4144 and pay by credit card.

ENROLMENT CHECK LIST

- A CRN and Date of Birth are required for the registered parent and each child so that the Craighburn OSHC computer system matches up with the Centrelink on-line system. If this information is not forwarded to us, there may be a delay in you receiving a Child Care rebate. This information should be filled in on the front page of the enrolment form.

- Contact the Family Assistance Office on 13 61 50 and provided them with the following provider numbers:

Before School/After School Care	555 009 296T
Vacation Care	407 002 354S

- Inform us if siblings are in alternative child care programs. If we do not receive this information you may not receive the correct amount of Child Care rebate. This information is required on the front page of the application form.

- The enrolment form is signed. Forward the completed application form to Kylie Preece, Director, for processing.

- Purchase a red legionnaires hat through the finance office at the school or through OSHC Hat price is \$6

Thank you for your co-operation.

Director and the Craighburn Primary School OSHC Committee