CHRISTIES BEACH PRIMARY SCHOOL

OUT OF SCHOOL HOURS CARE

VACATION CARE

46 Maturin Ave
(Located Deemster Ave, adjacent to school oval & staff car park)
CHRISTIES BEACH 5165

Phone/Fax: 8326 1971
Mobile Phone: 0413 458 672
Email: dl.0921_oshc@schools.sa.edu.au

School Office: 8382 1511

CCB Benefit available.
Phone Centrelink*: 136 150 with codes:
Out of School Hours Care: 555 009 284K
Vacation Care: 555 010 089C

*Centrelink available from 8:00am to 8:00pm Mon-Fri

COSTS & OPERATING TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Mornings</td>
<td>6:45am – 8:45am $13.00</td>
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<tr>
<td>Afternoons</td>
<td>3:15pm – 6:15pm $18.00</td>
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<tr>
<td>Pupil Free Days</td>
<td>6:45am – 6:15pm $43.00</td>
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<tr>
<td>Vacation Care</td>
<td>6:45am – 6:15pm $43.00</td>
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(Plus $5 on excursion days)
(Casual bookings - $2.00 extra per session)
Open Monday-Friday excluding public holidays

Director: Erika Badics
CHRISTIES BEACH OUT OF SCHOOL HOURS CARE
During excursions we can be reached on the OSHC mobile number 0413 458 672
PHILOSOPHY STATEMENT

At Christies Beach Primary School OSHC and VAC CARE, we provide quality recreational care in a safe and comfortable environment. Using My Time Our Place, the National Curriculum Framework for school age care, with its themes of ‘Being, Belonging & Becoming’, as a guide, we acknowledge that each child is important and unique and we aim to create an inclusive atmosphere where each child feels a sense of belonging and positive self-worth.

Children are encouraged to guide their own learning through leisure based activities and inquiry based learning where spontaneity is valued and used to engage children in the things that are interesting and meaningful to them. Children’s ideas are welcomed in a variety of ways including flexibility in daily activities, request slips, and the OSHC student planning committee. Students are heavily involved in the decision making and are encouraged and supported in communicating their interests, talents and needs with staff and peers.

We believe that it is important for all children to develop friendships, social skills and life skills which they can build upon, to ensure that they have the foundation for becoming effective and successful citizens. In collaboration with the school, we promote the core values, good manners, courage, friendliness, resilience, persistence and empathy.

Working together with families and community provides the best route to understanding and supporting the holistic, healthy development, and enriched experience of each child. To this end we invite parent participation, seek combined evaluation of all aspects of our service, and intend to make our policies reflect the beliefs, philosophy and expectations of our community - based on mutual respect of all stakeholders.

Our programme aims to provide a variety of opportunities where children’s creativity and curiosity is celebrated and each individual’s personality is nurtured and appreciated. We invite parents to reflect on children’s progress with us. Our educators are chosen for their enthusiasm, genuine care and dedication to providing meaningful and positive experiences for all students.
PROGRAMME INFORMATION

ENROLMENT
Enrolment packs are available from the OSHC desk and an enrolment form must be completed before a booking can be accepted. We believe it is important to make entry into the programme a happy and comfortable experience, and need as much information as we can to enable this. Therefore, an initial meeting with the Director or her representative is required.

An email address is a great way to save time and money, and facilitate communication. Efficiency in relaying programme details and payment of fees, allows us to keep costs lower for our community. However if this is unsuitable for any reason, mailing through Australia Post or other means can be organised.

Our email address is: dl.0921_info@schools.sa.edu.au

BOOKINGS & CANCELLATIONS
Bookings are essential to maintain a place for your child, as well as for safety reasons. These should be made via the Parent Communication Book at the sign in/out desk or via the centre’s landline

Ph: 8326 1971

Bookings made less than two whole weeks before the week in which care is being booked, will accrue the casual rate, which is an extra $2 per session.

However, to sustain viability, normal fees will still apply to cancellations (for whatever reason) made less than two whole weeks before the week in which care was booked.

(There are a very small number of places kept daily for emergencies or situations when the need for care is unexpected. Messages should then be left on both the OSHC landline and school front office on 8382 1511.)

When places are limited, our Priority of Access Policy (see Policy Folder at sign in desk for more detail) will take effect, giving priority to children of parents with recognised work-related or study commitments and children at risk.

DROP OFF & COLLECTION OF CHILDREN
By law, parents must sign in with the time of arrival. If other arrangements are required, they must be pre-organised in writing, specifying dates and times. Children are only released from the programme into the care of those specified on the enrolment form, unless permission authorising another person is received (ID is required to be seen by staff). Parents/guardians must also sign children out with the time of departure and inform staff that they are leaving. Once again, pre-organisation in writing is required if other arrangements are necessary. On collection, for safety reasons, children should not run out ahead when parents arrive, but should wait with parents and leave together. The car park can be a very busy place at this time, and distractions occur with several pick ups occurring at once.

FEES PAYMENT
Families are required to contact Centrelink with their details if CCB subsidies and Family Tax Benefit are to be claimed. Once they are informed of their status, hours of available cover, and percentage of cover, we can use our cost calculator to work out the balance required. We have found that there is a generous subsidy for all families. To streamline collection of fees, and keep costs as low as possible, families will be required to pay in one of these three ways:

1. Up front by direct transfer - BSB:105-119 A:054198540
2. Upfront or by the day, with cash or EFTPOS
3. An arrangement to have the payment taken out by our finance officer, through credit/debit card.

To keep costs down, copies of invoices and receipts can be emailed to families, or picked up from the sign in/out desk.

Unfortunately, for viability and fairness reasons, care will not be possible without payment using one of the above options.

(Signed written agreements will need to be made to cover any existing debt under the old system, with current care requiring payment as above. Withholding care is consequent upon not keeping to this agreement.)
HEALTH SUPPORT
To enable the best quality care in sync with families, parents are required to facilitate their child’s care by providing health support details for allergies, asthma and/or any special needs. Helpful advice and support is available from several agencies, and so details may be required for extra forms and applications.

ILLNESS
We regret that children who are ill or suffering from contagious infections cannot be cared for at the centre. If a child arrives unwell, or become unwell during the programme, parents will be notified to collect the child as soon as possible. For further information please see the Director.

MEDICATION
Only medication in the original container in which it was dispensed, bearing the child’s name, dosage and time of next dose can be administered to children by staff. This must be accompanied by a written request from the parent or guardian and a current medical authority form, filled in by a doctor. To monitor collaboratively and safely, parents should check in daily with staff at the beginning and end of each session, when medication has to be administered at OSHC. A signature acknowledging medication administration may be required.

ACCIDENT
In the event of an accident, staff will take immediate action as specified on the enrolment form. It is the parent’s responsibility to ensure that details are updated promptly, if they occur. A Change in Details form is available at the sign in/out desk.

BEHAVIOUR
Fairness and respect form the basis for our Behaviour Management Policy: Respect by every person for each other and for their surroundings, respect shown by children and adults alike.
Group rules are negotiated and agreed upon together, and displayed on the centre walls.
Our OSHC policy reflects the school’s policy which is based upon the principles of the PLAY IS THE WAY initiative:
“Treat others as you would like them to treat you”
“Be brave - participate to progress”
“Pursue your personal best no matter who you work with”
“Have reasons for the things you say and do”
“It takes great strength to be sensible”
“Be the master, not the victim of your feelings”
These are based on sources of current thinking and research and have an expectation at their core, that children will learn to take responsibility for their own behaviour - a much more enduring attitude and foundation for growing competent and confident future citizens.

Using picture charts, children are encouraged to recognise and acknowledge their feelings, and are supported in exploring ways to deal with them effectively and appropriately. Children are also supported in talking through issues together to problem solve satisfactory outcomes for all parties. A quiet place is supplied for calming time when required. Visual cues are displayed to help with understanding.
We believe there can be subtle reasons for negative behaviour, perhaps unrecognised and unexpressed, and we will try to find the root cause, and work with child and family to alleviate the problems identified.

Bullying and physical violence will not be tolerated, and repeated refusal to follow staff direction, may result in parents being required to pick up their child. Rethinks may be issued to aid in reinforcing the serious nature of a bad choice. Consequences may include temporary loss of privileges (such as electronics), and community service tasks. Repeated Rethinks may lead to exclusion from the program and on re-entry, a Student Learning Plan will be put in place.
Throughout the time that a child attends Christies Beach Primary OSHC, staff educators will seek to communicate with parents and teachers to better support children.
Christies Beach Primary OSHC is run in accordance with National Laws and Regulations under the National Quality Framework for School Age Care. (Further details can be obtained in the Policy Folder at the sign in/out desk.)

Under the umbrella of the School Governing Council, the OSHC Advisory Committee collects information and gives guidance. This committee consists of Director, OSHC Staff, and Parents of children in attendance, Gov Council Rep, School Staff and Line Manager, (The Principal). It supports the running and organisation of the service. The Advisory Committee takes recommendations and decisions to Governing Council to be ratified. The Director and staff are responsible for implementation of decisions, and day to day running.

We encourage family participation in the Advisory Committee. Meetings are held twice a term on Tuesday evenings between 6.15pm and 7.15pm at the centre, in weeks 3 and 7. Dates will be displayed on the board at the sign in desk. Children are welcome at these meetings and families are given a token of appreciation of one free session for their children, following attendance at a meeting.

Feedback through evaluation from all stakeholders is welcomed for the purpose of healthy reflection and review.

Grievances can be lodged either in person, or in writing, with or without names. Grievance forms are available at the desk if desired.

We also welcome entries or notes by community members, into our Community Folder and Daily Diary at the sign in desk.

The OSHC programme is run on a “not for profit” basis and costs are met by Childcare Benefit subsidies and fees from parents. However, viability must be maintained if the centre is to remain open. Efficient systems for collection of fees and disseminating information are therefore essential, - and we request your cooperation in achieving these.

Our collective aim is to provide affordable quality child care and opportunities for recreational activities in a safe, friendly and nurturing environment.

Staff educators are trained in child development, and undergo ongoing training and development throughout their employment with us. This leads to informed decisions about programming and mapping of developmental opportunities. We aim to program for the individual needs and interests of each student and use a variety of ways to communicate with the students to ensure that our daily activities are engaging and meaningful to them. The ongoing input of children and parents in planning is also encouraged and much valued.

Children are routinely provided with breakfast and afternoon snack with an emphasis on healthy foods, and they are involved in preparation and serving wherever possible. Cooking is offered as an optional activity on some days and children are taught about the importance of hygiene as well as healthy eating and safe procedures when preparing food.

Reading and homework opportunities are made available, and children are given many opportunities to become involved in planning and facilities management. Through applications for grants from the Sports Commission, such things as sports and dance sessions are made available at no extra cost to parents.

For further information families may consult the policies book at the sign out desk.