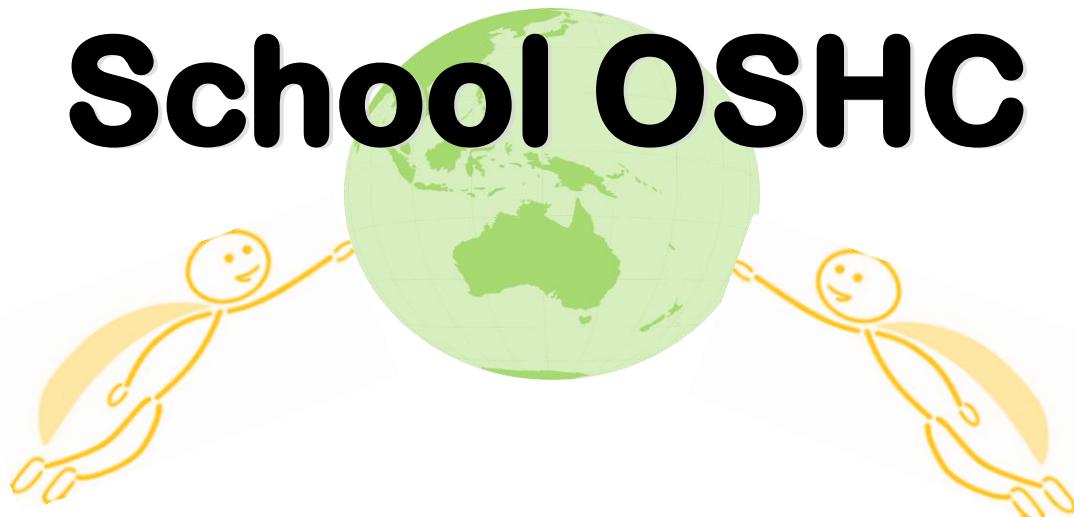


# Lobethal Primary School OSHC



**"Lighting up a World of Learning"**

## **Parent Information Book 2022**

*Offering Before and After School Care, and Vacation Care to children aged 4-13 years.*

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The Parent Information Book has been developed by the Lobethal Primary School OSHC staff, in consultation with the OSHC Advisory Committee.

The OSHC Advisory Committee is made up of parents, a Governing Council Representative, the OSHC Director and the School Principal, and is responsible to the School Governing Council.

### **STATEMENT OF PURPOSE**

Lobethal Primary School OSHC and Vacation Care has grown from a need for Out of School Hours Care in our School and local community, and we aim to meet those needs as much as possible. The program is a Commonwealth approved program with Child Care Subsidy (CCS) available to families.

The Service provides care for children in both Before and After School Care, as well as full day services for Vacation Care (during the School Holidays) and on Pupil Free/School Closure Days. Our service is open to the whole school and wider community (space permitting). It specifically caters for the needs of working parents, those who are studying, and for families requiring recreational, occasional and emergency care.

### **PHILOSOPHY**

At Lobethal Primary School OSHC we aim to provide a variety of exciting opportunities based on children's interests, within a supportive and inclusive environment.

This service strives to provide a happy, healthy, caring and safe environment where each child's beliefs and interests are valued. Children are encouraged to be a part of the programming process by sharing their ideas and knowledge. Safe and stimulating environments both indoor and outdoor, are organised to engage every child in quality experiences.

The health and well-being of our children is key to providing a quality service. We cater for children's health needs by providing a variety of nutritional menu options. Children are also given opportunities for both active, outdoor play as well as quiet, indoor activities each session. The variety of options available allows children to choose activities based on their needs each day.

Lobethal OSHC values cultural diversity and aims to make all of our children and families feel included. Staff at the service ensure that each child's social, emotional and physical well-being are supported. Additional professional support is available for children with special needs to ensure their active inclusion within the service.

Providing a safe and caring environment for our children is at the core of what we do. Together staff and children have developed OSHC Rules based on values of respect and safety towards themselves, others and their environment. These rules are displayed and implemented each day. Our service has zero tolerance towards bullying and children are encouraged to use positive strategies to deal with conflict.

Lobethal OSHC staff strive to develop positive and respectful relationships with children, families and the wider community. We are passionate about our role as educators and advocate for the rights of each child. Staff are encouraged to participate in on-going professional development and

education to further develop skills and improve their practice. Working as a team we reflect on our strengths and weaknesses with the goal of providing a quality service that continues to evolve with the needs of our families.

### **ACCESS**

The program is available to all members of the community and is currently licensed for up to 40 children per session. Where a vacancy exists, children will be accepted according to the following Commonwealth Guidelines, Priority of Access as follows:

#### **First Priority**

A child at serious risk of abuse or neglect.

#### **Second Priority**

A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act.

#### **Third Priority**

Any other child.

Within each category the following children are to be given priority:

- Children in Aboriginal or Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families with a non-English speaking background.
- Children in socially isolated families.
- Children of single parents.

### **VENUE**

The OSHC and Vacation Care program is located in the timber-framed cottage directly behind the bike shed. It is comprised of a kitchen, activity room and staff pantry. OSHC also has access to the outdoor school grounds (e.g. playground, oval, nature play-space/pines, sandpit, courts and Gymnasium).

### **HOURS OF OPERATION**

Before School Care -	6:45am – 8:45am
After School Care -	3:10pm – 6:30pm
Vacation Care -	7:00am – 6:00pm each day of the School Holidays (except for on Public Holidays and for a 2 week period over Christmas/New Year's)
Pupil Free Day/School Closure Day -	7:00am – 6:00pm

**FEE STRUCTURE (As of Monday 25<sup>th</sup> of January 2021) - including meals, art/craft supplies**

Before School Care -	\$20 (less CCS)
After School Care -	\$30 (less CCS)
Vacation Care At Service Day & Pupil Free Day/School Closure Day -	\$60 (less CCS)
Vacation Care Incursion/Excursion -	\$70 (less CCS)
Kindy Enrolment Administration Fee -	\$50 (one off fee on enrolment, additional to session fees)
Late Booking Fee -	\$10 (if a booking is made after the due date for Vacation Care, or if a booking is made after 9am on the day prior for Before School Care, and after 6pm on the day prior for After School Care - 24 hours-notice is required to avoid a late booking fee)
Late Pickup Fee -	\$20 (if you are late picking your child up - after 6:30pm for After School Care, and after 6pm for Vacation Care/Pupil Free Days. An additional \$20 will apply for every 15 minutes you are late picking your child up after closing time)

**CHILD CARE SUBSIDY (CCS)**

The Child Care Subsidy (CCS) is available to parents, at a variable rate depending on parental income. Information and Application forms are available from Centrelink or via the Services Australia website.

Alternatively, you may wish to claim your Childcare Subsidy (CCS) at the end of the financial year. For further information you can speak to Centrelink or the OSHC Director.

**ENROLMENTS AND REGISTRATION**

To enroll in our OSHC service, parents should collect an enrolment package (Enrolment Form and Parent Information Book) from the OSHC room or the School Front Office.

In the event that the program has no vacancies available, the registered child will be added to a waiting list. At the time that a vacancy occurs in the program, the child at the top of the list, according to 'Priority of Access Guidelines', will be offered the first placement.

Children will not be accepted into the program without a completed Enrolment Form returned prior to attendance. Enrolment Forms are updated annually however if parent circumstances, contacts, or information should change during the year, parents must advise OSHC Staff immediately.

**PAYMENT OF ACCOUNTS**

We do not have facilities for CREDIT CARD PAYMENTS however **INTERNET PAYMENTS** are welcome. Our Bank Account Details are as follows:

BSB Number: 105 067 Account Number: 028818340

Please allow approximately two working days for transfers to go through.

For Cash Payments, please see OSHC or School Front Office staff. Please have the correct change if payment is made by cash as change is not available; additional monies can be credited to the child's account. A receipt will be issued.

Fees must be paid on a weekly basis unless alternative arrangements have been made.

All account enquiries should be directed to our OSHC Finance Officer who is contactable via email: LPSOSHCFinance908@schools.sa.edu.au

### **VACATION CARE ACCOUNTS**

Vacation Care accounts will be sent out weekly during Vacation Care as normal. Payment can be made either by cash (to OSHC staff – a receipt will be issued) or via Internet Transfer, as per above.

### **OUTSTANDING FEES**

OSHC accounts are emailed weekly. If you are experiencing issues receiving your accounts or wish to change your details, please contact the OSHC Director or Finance Officer.

If OSHC fees have not been paid within 14 days of the account being issued, a reminder will be forwarded to you.

If the overdue account has then not been paid within a further 7 days, a reminder account will be sent again. If the account is still outstanding after 28 days, the account will be placed in the hands of the OSHC Advisory Committee who will then refer it to a Debt Collecting Agency, and the parent/guardian will be obliged to find alternative care.

All fees incurred from the Debt Collecting Agency will be the parent/guardian's responsibility to pay.

If you are having difficulty paying an account, please speak to the OSHC Director or Finance Officer as soon as possible, so that arrangements can be made to pay by installments.

### **BOOKING PLACES FOR CHILDREN**

To ensure 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 using the Term Booking Sheet (changes or cancellations to regular bookings must be notified as soon as possible).
- Calling or texting the OSHC phone: 0403 605 975
- Visiting the OSHC room and speaking to OSHC staff during operating hours

## **CHANGES/CANCELLATIONS TO BOOKINGS**

**BEFORE & AFTER SCHOOL CARE** - Families are required to give at least 24 hours-notice of any cancellation, or full fees will apply (less CCS). This can be done by calling or texting the OSHC phone, emailing the OSHC Director, or by face-to-face communication with an OSHC staff member.

**VACATION CARE** - Families are required to give at least 7 days-notice of any cancellation to Vacation Care bookings, or full fees will apply (less CCS). This can be done by calling or texting the OSHC phone, emailing the OSHC Director, or by face-to-face communication with an OSHC staff member.

Where children are sick in the morning, or a child goes home from school sick during the day, parents are required to inform OSHC ASAP. Full fees (less CCS) will apply if children are absent from OSHC due to sickness, unless 24 hours-notice is given (7 days for Vacation Care), as per any other cancellation.

## **ARRIVAL & DEPARTURE PROCEDURES**

### **Arrival**

For Before School Care, Vacation Care and Pupil Free Days, children are signed in by their parent/guardian on drop-off. For After School Care, students are expected to go straight to the OSHC room following their dismissal from School, and are signed in by OSHC staff on arrival. Lobethal Lutheran School and Kindergarten children are transported by bus, and arrive at OSHC around 3:25pm. Lenswood Primary School children are transported by car (private transportation), and arrive at OSHC around 3:15pm.

### **Departure**

When departing, children must be signed out by a parent/guardian or collection authority, ensuring that an OSHC staff member has also been notified. Children will not be allowed to leave the service with any person not listed as an authorized pick up, therefore changes to children's collection authority must be notified personally, by phone or by written communication to the Director or OSHC staff member.

If an expected child does not arrive by 3:30pm, the Director or Person in Charge will:

- Contact the Front Office of the appropriate School and see if the child attended School that day.
- Check the School grounds and drop off points/pick up zones.
- Phone the child's parents first, then proceed to emergency contacts.
- In the event that parents or emergency contacts cannot be reached, the Person in Charge will contact the School Principal.
- In the event that none of the above can be contacted or the whereabouts of the child cannot be determined, the Person in Charge will notify the Police.

### **LATE PICK UP**

If children have not been picked up from the OSHC room by closing time (6:30pm for After School Care, or 6pm during Vacation Care/Pupil Free & School Closure Days), the following procedure will take place:

1. After closing time, the staff members on duty will attempt to contact parents/guardians/emergency contacts as listed on the Enrolment Forms. Pickup within 15 minutes after closing time, will incur a late fee of \$20.00.
2. If no contact has been made by 6:45pm (15 minutes after closing time), the late fee will then rise to an additional \$20.00 for every 15 minutes until pickup.
3. Staff will continue to attempt to contact parents/guardians/emergency contacts.
4. If no contact is able to be made 30 minutes after closing time, the staff will proceed to contact the Woodside Police Station on 8389 7277, and the child(ren) will be handed over to their care. A note explaining this action and the Woodside Police Station phone number will be displayed on the OSHC room door. Parents will then need to contact the Woodside Police Station on 8389 7277 to collect their child(ren).

### **CHILD SAFETY AND CARE**

Our OSHC Centre, located in the timber-framed cottage behind the bike shed, has high quality facilities. It is comprised of a kitchen, activity room and staff pantry. OSHC also has access to the outdoor school grounds (e.g. playground, oval, nature play-space/pines, sandpit, courts & Gymnasium). These environments will be kept safe, clean and well supervised in accordance with Licensing Guidelines and Quality Assurance.

The OSHC program has access to a wide range of resources including a variety of toys, games, books, sports equipment, art and craft supplies and electronics.

#### **Toilet**

Where possible, a minimum of two children will go to the toilet at any one time. Staff will wait directly outside toilets once it is dark and during excursions. Children must notify staff when they are leaving the OSHC room for the toilet as well as when they return, and are asked to use the toilet sign in/out sheet located on the back of the OSHC door.

#### **First Aid Kit**

The First Aid kit will conform to all Occupational Health and Safety guidelines and will be checked for supplies on a six monthly basis and regularly restocked by the OSHC Director.

#### **Medication**

Children's medication will be stored in a child safe cabinet.

OSHC staff will assist with children's medication if:

- It is prescribed by a Doctor, in its original container clearly labelled, and accompanied by a Health Care Plan detailing the child's name, required dosage and storage requirements.

- The parent/caregiver has completed and signed the services Request to Administer Prescribed Medication form.

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's Medical Practitioner or Specialist (Health Care Plan) detailing the medical condition of the child, correct dosage and how the condition is to be managed. We encourage children with ongoing medication to keep their medication at OSHC, so that in an emergency we are able to administer medication as quickly as possible. Please understand that we sometimes run as a single staff service and accessing child's medication from the office can be time consuming.

*\*Panadol will not be administered by any staff member\**

### **Accident Procedure**

When a minor accident occurs, staff qualified in first aid will:

- Assess the injury.
- Attend to the injured child and apply first-aid.
- Contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident, they will be informed about the incident when they arrive to collect their child.

When a serious accident occurs which requires more than first aid, the Director or senior staff qualified in first aid will:

- Attend to the injured child and apply first aid.
- Assess the injury and decide whether an Ambulance should be called.

### **Illness**

Parents/caregivers who deliver children who are unwell on arrival may be asked to take their child home to care for them.

If a child becomes unwell during the school day, the parent or guardian will be contacted and asked to pick their child up and the child would not be accepted into OSHC until he/she has fully recovered. If a child becomes ill while at OSHC, that child will be cared for and comforted until the Parent/Guardian can be contacted to collect them. Emergency contacts may be called if Parents/Caregivers are unavailable and OSHC staff feel that the child should be at home.

### **Infectious Diseases**

Children who are ill with an infectious disease will not be allowed to attend OSHC until they have fully recovered. It is important that if any child has an infectious disease (such as chicken pox, measles, whooping cough or head lice etc.), that the Director is notified immediately.

Information about the occurrence of the infectious disease in the Centre will be made available to other Parents/Guardians of the OSHC and School. This will be in the form of a poster displayed on the OSHC

room door, as well as a letter circulated via email or text. To protect the privacy of individuals, no names will be included in the publications.

### **Emergency Procedures**

Lobethal Primary School OSHC abides by School/OSHC Safety procedures. Safety and Invacuation/Evacuation procedures are regularly discussed with children throughout the year. They are also displayed prominently in the OSHC room.

Once a term, emergency drills (Evacuation, Invacuation and Bushfire Drill) will be held with the children to discuss safe behaviour's and protection techniques. During the Evacuation process, children are evacuated to the school oval. During the Bushfire process, children are evacuated to the bushfire refuge/ School library.

### **Harassment and/or Threat Procedure (Invacuation/Lockdown)**

In case of harassment and/or threat to children by person's known and unknown to the service, the Director or Person in Charge will assume control.

Steps:

1. Sound alarm – one long shake of a bell, and informing all staff by mobile phone to return immediately with children to the OSHC room.
2. Gather children – in a quick and organised manner ensuring all children have returned indoors. A decision is made whether to stay in the OSHC room, or to move to the Library area.
3. Security – lock all doors.
4. Roll call – check that all children are accounted for. The designated staff will check the toilets and all places where the children are likely to be.
5. Notify the authorities – when all children are accounted for, the Police will be notified.
6. Once a term there will be a practice drill in Before School Care, After School Care and Vacation Care.

### **HAT POLICY**

All children must abide by the OSHC and School's NO HAT, NO PLAY POLICY.

Children must wear a sun safe hat when playing outside during the hours of 7:30am to 6:30pm throughout Terms 1, 3 and 4.

This policy has been designed for the safety and protection of the children. The wearing of hats also enables easy recognition of OSHC children on and off of the School grounds by staff. Failure to follow this requirement may result in exclusion from the activity.

## **SERVICE STRUCTURE**

### **Program**

The Lobethal Primary School's OSHC and Vacation Care service provides a program which is developmentally appropriate to the needs of the children attending the service, and allows for each child's social, physical, emotional and intellectual development, including life skills and creativity.

Children are encouraged to be involved in program planning, implementation and evaluation processes.

A variety of age-appropriate activities are provided in each session to enable children to choose activities for themselves (including art, craft, reading, writing, drawing, outdoor play, board games/card games and puzzles, cooking, fine motor, sensory, building and construction, imaginative play, music, nature play and electronics).

### **Food and Nutrition**

Our OSHC service offers a healthy eating program, where we provide Breakfast during Before School Care and Afternoon Tea during After School Care. During Vacation Care, both Breakfast and Afternoon Tea are supplied. The aim is to encourage children to make healthy snack choices and allow them the opportunity to participate in the preparation of some of these snacks.

The food provided will show consideration for the special dietary needs of children with food allergies or intolerances, cultural or religious beliefs and promote variety.

On programmed days, there may be some allowances made for special treats, however healthy alternatives will also be provided.

Regardless of the menu, the following will also be offered with Afternoon Tea & Breakfast each day:

- Fresh Fruit from our Fruit Bowl
- Cold Water from our Water Jug

Any food allergies or special dietary requirements must be clearly stated on the Enrolment Form.

Children are welcome to bring their own healthy snacks. Please remember that we are a NUT FREE site.

### **BYO DEVICES AND TOYS FROM HOME**

Lobethal Primary School OSHC discourages children from bringing toys and personal belongings in from home and cannot take any responsibility for lost or broken items. Children are not to bring electronic devices for use in OSHC time, apart from on specified 'bring your own device' days, (which is usually the last afternoon of each Vacation Care period). Children have access to a wide range of learning materials including some use of technology within the OSHC program.

## **STAFF/CHILD RATIOS**

OSHC operates at the following staffing ratios:

- School Aged Children – 1 staff : 15 children
- Kindergarten Aged Children – 1 staff : 11 children

It is a requirement that all staff will hold a current First Aid Certificate, Responding to Risks of Harm, Abuse and Neglect Training, as well as a current Working With Children's Check.

## **EXCURSIONS**

Excursions are ideally programmed once during each Vacation Care period (except for during the Summer Holidays due to the bushfire risk). Parents/Guardians must complete the appropriate consents, including an Authorisation for Transportation Form in order for their child(ren) to travel by bus. OSHC Staff will supply this form prior to each Excursion.

## **BEHAVIOUR CODE**

Children will be encouraged to develop and demonstrate responsible behaviour for themselves and others. The OSHC staff and Advisory Committee have developed a Behaviour Management Plan and OSHC rules, that must be read through and discussed with the child(ren). The Behaviour Plan has been developed to:

- Ensure the safety and security of the children and the staff.
- Ensure respect for the rights and feelings of the children and staff.
- Ensure the smooth running of the service.

To achieve these goals the OSHC staff:

- Aim to be consistent.
- Reinforce positive behaviour.
- Follow through with clear and established expectations.
- Ensure that rules and consequences are known and understood by children, staff and parents through ongoing discussion and review, and by having OSHC rules on display at all times.
- Encourage children to seek support from staff and other children where necessary.
- Seek parental support for our strategies by ensuring that upon enrolment, parents are informed of all procedures.

Children attending the program are expected to:

- Respect the rights of other children and be courteous.
- Care for their own property and the property of others/OSHC property.
- Move safely and sensibly throughout the Centre.
- Endeavour to resolve conflict appropriately by following the displayed grievance procedures.

In the event of harassment/bullying, students are encouraged to follow these steps:

- Ignore the behaviour.
- Tell the person to stop.
- Warn the person that you will be reporting the behaviour to OSHC staff.
- Report the behaviour to OSHC staff.

Note: Depending on the seriousness of the situation, students can go to whichever step deemed necessary.

The OSHC children have developed their own consequences for inappropriate behaviour at OSHC.

1. Children will be given a warning of inappropriate behaviour by OSHC staff.
2. Children will be asked to find a quiet space to have some “chill out” time.
3. Before re-entering play, an educator will talk to the child about their behaviour.
4. The School Principal may be asked to offer assistance for serious behaviour.
5. Parents may be contacted and asked to collect their child immediately.
6. A meeting with the Director, the child’s Parents, and/or the School Principal may be organised to discuss a behaviour management plan and possible suspension from OSHC.

**ROLES AND RESPONSIBILITIES**

PARENTS have a responsibility to:

- Collect their child on time.
- Pay fees on time and ensure that Child Care Subsidy (CCS) arrangements are up to date.
- Keep in touch with the Director and OSHC staff regarding the physical and emotional state of their child(ren).
- Take an active interest in the program and support the staff in their roles.

Time and resources may allow parents to:

- Contribute ideas, resources and donations of craft materials, newspaper, magazines etc.
- Serve on the OSHC Advisory Committee.

**REMEMBER – YOUR INPUT, SUGGESTIONS AND FEEDBACK ARE VALUED.**

If you have any questions or queries that you wish to discuss, please do not hesitate to contact OSHC Staff. ☺