



OSHC & VACATION CARE PARENT/CAREGIVER HANDBOOK

53 Wakefield Street, Adelaide

For **bookings/cancellations** please telephone:

8217 3200 (8:00am-2:00pm) St Aloysius College Office

8217 3254 or 0418 471 663 (7:15-8:00am & 2:00pm-6:00pm) OSHC Centre

or email the OSHC team: oshc@sac.sa.edu.au

St Aloysius
A Ministry of Mercy Education Ltd

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Key Contacts

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Welcome

Welcome to St Aloysius College Out of School Hours Care/Vacation Care. Our service provides out of school hours care on a casual or permanent basis to our **Reception to Year 6 students**. The OSHC Centre staff are committed to ensuring your child is cared for in a welcoming, supportive and stimulating environment. SAC OSHC/Vacation Care follows the National Quality Standard for Out of School Hours Care and Vacation Care. Your input and feedback are encouraged to ensure the service continues to achieve high standards.

Aims

SAC OSHC/Vacation Care strives to provide quality care as support to the families of the College. We undertake to provide a safe and caring environment which will provide children with numerous opportunities to develop physically, intellectually, socially and emotionally. We endeavour to foster cooperative and collaborative group relationships and positive behaviours.

Location

The OSHC Centre is situated in the St Aloysius College grounds:

- **Reception-Year 2 students** in The Cloisters, Convent building - Room A21
- **Years 3-4 students** in the Dunlevie building - Room DM106 (Airspace Room)
- **Years 5-6 students** in the Dunlevie building - Breakout Study Space

We are fortunate to be able to use the vast resources and areas of the school grounds and some recreational activities are undertaken in other areas of the College.

Enrolment in OSHC/Vacation Care

An OSHC/Vacation Care Enrolment Form must be completed by parents/caregivers before a child can attend the OSHC Centre. This form is available from the **SAC Office** and the **SAC website**: <https://www.sac.sa.edu.au/our-school/oshc-vacation-care>

For **bookings/cancellations** please telephone:

- **8217 3200 (8:00am-2:00pm)** College Office
- **8217 3254 or 0418 471 663 (7:15am-8:00am & 2:00pm-6:00pm)** OSHC Centre

or email the OSHC team: oshc@sac.sa.edu.au

Hours of Operation

The SAC OSHC/Vacation Care service is available at the following times:

OSHC - Before School Care (BSC)

The OSHC services provides two sessions of before school care Monday to Friday:

- Long session: 7:15am-8:30am
- Short session: 7:45am-8:30am

Breakfast is available to students using the BSC service between 7:15am-8:00am Monday to Friday. Cereal, toast and Milo is available.

OSHC - After School Care

The OSHC services operates from the time students are dismissed from school until 6:00pm.

- Mondays 2:30pm-6:00pm
- Tuesdays to Fridays 3:15pm-6:00pm

On special days when students are dismissed early from school (eg - Open Night, Athletics Carnival), the OSHC service will be available from the time students are dismissed until 6:00pm.

All children attending After School Care will need to arrive at the centre by 2:30pm on Mondays and by 3:15pm Tuesdays to Fridays to be signed in by either the OSHC Director or Assistant Director. Children who attend after this time (due to after school commitments) must notify the OSHC Director or Assistant Director immediately upon arrival.

Student-Free Days & Vacation Care

Vacation Care is currently available the week before school commences at the start of the year as well as during the Terms 1, 2 and 3 school holidays, student-free days and for two weeks immediately following the last school day of the year from 8:00am-6:00pm.

A detailed program for the days of service and a booking form will be made available a few weeks prior to the school holidays.

Our Philosophy and Policies

Our OSHC/Vacation Care operates on the same philosophy as the College:

The St Aloysius College school community operates to a large degree on trust. Students and staff aim to foster a climate where a sense of responsibility for one's actions is paramount, together with a sincere consideration for the needs of others.

OSHC and Vacation Care follow the St Aloysius College school policies, which can be found on our website: <https://www.sac.sa.edu.au/our-school/school-policies>

St Aloysius College is a Mercy School based on the theological values of Mercy, affirmed and practiced by Catherine McAuley, the founder of the Sisters of Mercy, who lived by the ideal that "the proof of love is deed".

Our school policies are a reflection of the foundation that the spirit of Mercy lives on as "a spirit of loving kindness, an awareness of the worth and needs of others".

At St Aloysius College, we encourage our students to be compassionate and hospitable; to respect the worth and diversity of others, and to reach out in a spirit of loving kindness.

The model that supports us to put these values into action is the restorative practices approach.

The SAC OSHC/Vacation Care program is an important and valuable service for our community. Our OSHC Centre shares the same values and principles as our College. We are a community educating for life where faith is nurtured and all are welcomed, respected and valued.

SAC OSHC/Vacation Care:

- provides an environment that is safe, peaceful, supportive and loving
- promotes a healthy self-image and growing independence
- provides quality care for children which encompasses the welfare and individual needs of each child
- provides a range of social learning experiences which encourages participation, fosters skill development, is age appropriate
- understands the importance of middle childhood and the value of play
- develops partnerships with families and the wider community.

Programming

Our OSHC and Vacation Care services provide quality programs for students and are designed using the Australian Government's **My Time, Our Place National Quality Framework** to meet the needs and interests of each child. Our programs foster responsibility, resourcefulness and positive self-awareness.

We aim to provide a variety of activities for children during their time in OSHC/Vacation Care. The activities aim to promote a stimulating and positive experience in a safe environment. A varied art and craft program is conducted daily and materials are provided for individual pursuits. Outdoor play is encouraged. A copy of the daily program is displayed behind the reception desk of the OSHC Centre.

Students who wish to complete homework during OSHC have a space available for this purpose and will be appropriately supervised by OSHC staff and assisted where possible.

National Quality Standard

A key element of the National Quality Framework is the National Quality Standard (NQS).

The NQS sets out the seven quality areas against which all services will be assessed and rated. Assessment against the standards aims to improve developmental and educational outcomes for children and ensure families have access to information about the quality of care provided at each service.

The seven quality areas are:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management.

We regularly implement, review and document these areas so as to provide an optimum level of care for children and families. We will seek input and feedback from all involved (parents/ caregivers, children, staff and management) and this information is greatly appreciated. If you would like more information about these quality areas, please feel free to speak to OSHC Director or Assistant Director.

Staffing

All OSHC staff members hold a current First Aid Certificate and a police check clearance through the Catholic Archdiocese of Adelaide. Staff ratios are determined by State Government regulations.

Cancellation and Non Attendance Policy

As staffing and catering relies directly upon numbers of children, it is essential that we have prior knowledge of children attending to ensure adequate care is provided.

Accurate attendance records for OSHC/Vacation Care are an important safety aspect and therefore parent/caregiver cooperation by advising of bookings and cancellations in a timely manner is essential. If a child is booked for a particular day but is not present at OSHC/Vacation Care, a parent/caregiver will be telephoned.

OSHC

It is expected that parents/caregivers will notify us of a cancellation as soon as possible. It is preferred that 24 hours' notice be given when cancelling an

OSHC booking to support staffing. In the case of an emergency, however, cancellations can occur on the day.

Vacation Care

It is preferred that 24 hours' notice be given when cancelling Vacation Care. If your daughter cannot attend on a day she is booked, the fee for that day will remain and is claimable through the Australian Government's Child Care Subsidy (CCS). In the case of illness or injury, a medical certificate must be provided for fees to be credited/refunded to your nominated account. Please call the OSHC Centre directly on 0418 471 663 between 8:00am-9:00am on the day of cancellation.

Sign In and Sign Out Process

To ensure the safety of children and to fulfil our duty of care, please note the following:

Before School Care (BSC)

Parents/Caregivers are required to sign their child into Before School Care via the iPad using their PIN number for each session. This is a legal requirement. If you do not have a PIN number, please speak to the OSHC Director or an Assistant Director.

At the completion of the service at 8:30am, children from Years 3 to Year 6 will leave the BSC service. A teacher is on duty at this time and students will be required to make their way to their classrooms.

Students in Reception to Year 2 will be taken directly to their classrooms at 8:30am by OSHC staff.



If your child needs to leave the BSC service before 8:30am, please arrange this with the Director or Assistant Director. We must have something in writing from a parent/caregiver for this to happen on any given day.

After School Care

When a parent/caregiver arrives to collect their child, a staff member must be notified and the authorised collection person must sign out the child on the iPad.

If a child is to be collected by a person other than the nominated adults on the OSHC/Vacation Care Enrolment Form, we require a telephone call and an email giving authority from an enrolling parent/caregiver.

The OSHC Centre closes at 6:00pm and we require all children to be collected by this time.

If a parent/caregiver is unable to collect their child before closing time, they must arrange for another responsible adult to collect the child. Please advise OSHC Centre staff if collection is to be by a person not authorised on the OSHC/Vacation Care Enrolment Form.

Parents/Caregivers can enter the College grounds either from the Angas Street entrance between The Cloisters (Convent building) and the Redden Centre or through the Wakefield Street main entrance until 4:30pm. After this time, parents/caregivers can only enter through the Angas Street entrance or the Chancery Lane gate.

Food and Nutrition

The focus on food groups regarding food consumed revolves around a varied, healthy and nutritional diet. Water is available at all times. A snack is provided each afternoon.

Please note during Vacation Care, students must bring their own recess and lunch.

Any allergies or special diets must be listed on the OSHC/Vacation Care Enrolment Form or provided in writing to the OSHC Director.

Hygiene

Food will be prepared and eaten in a hygienic environment. Children are instructed to wash their hands before and after eating, after handling

animals and when going to the toilet. Parents/Caregivers will be notified if a toileting accident occurs.

Staff members wash their hands before preparing food and use gloves as required, particularly when administering first aid. Separate chopping boards are used for different foods. Chopping boards and surfaces are cleaned daily. Dishes and cups are regularly washed in the dishwasher.

The rooms are regularly cleaned by a contracted cleaning company and clothing (dress-ups) and cushions are regularly washed.

Sleep and Rest

SAC OSHC/Vacation Care aims to ensure each child's individual need for sleep and rest is met. Our approach to safe sleep and rest is based on the ACECQA recommendations of current, evidence-based practices.

A quiet space is designated for rest and sleep, away from interactive groups. The space allows for calm play experiences. Each individual child requiring sleep will be provided with a cushion or bean bag.

Staff members are given access to training and professional development focused on supporting safe sleep practices.

The need for sleep will be reviewed regularly as children get older and their needs change. All children who are sleeping and resting will be supervised by staff. Children's sleep times will be recorded and information provided to families upon request.

Allergies and Medical Conditions

Children's privacy and dignity must be safeguarded. A list of children with special medical conditions and allergies will be maintained and discretely displayed for staff. Medication plans and health support plans will be kept for each of these children with the first aid records. **It is the responsibility of parents/caregivers to inform the OSHC Director or an Assistant Director of any changes to health, allergies or medical conditions as soon as possible.**

Medications

Prescribed medications can only be administered upon receipt of a written medication plan. The OSHC Centre can provide these forms or they may be obtained via the College Office. Medication must be provided with the child's name, name of medication, dosage and times of administration clearly labelled, and in the original medication bottle or packet.

Only the OSHC Director, Assistant Director or the delegated Person in Charge will administer medication, and times and doses will be recorded.

Accident Procedures

In the event of an accident, OSHC Centre staff will provide first aid in accordance with their first aid training. In the event of a minor accident, the adult who collects the child from the OSHC Centre will be informed of the injury upon their arrival.

In the event of a serious injury or illness, OSHC Centre staff will seek assistance from the SA Ambulance service for transportation to the Women's and Children's Hospital for consultation with a medical officer.

In the event of an accident, OSHC Centre staff will notify parents/caregivers as a matter of urgency.

It is of the utmost importance that we hold accurate contact telephone numbers, preferably mobile phone numbers.

Illness

Children who are ill or suffering from a contagious disease will not be able to attend the program. Please refer to the **SAC Health Information Handbook** for information, including documented exclusion periods of time.

If a child becomes unwell, she will be comforted and cared for and her parents/caregiver or an emergency contact will be advised to collect her as soon as possible.

OSHC Centre staff will ensure appropriate hygiene standards are observed for all children. These measures, combined with responsible supervision, aim to safeguard the health and well-being of all children attending OSHC/Vacation Care.



Fees

The following fees are applicable:

Before School Care (BSC)

We offer both full and short sessions for BSC:

- **Full session**
Monday to Friday 7:15am-8:30am
Cost: \$10.00 per child
- **Short session**
Monday to Friday 7:45am-8:30am
Cost: \$5.00 per child

After School Care

The 2021 fee is \$20 per session per child.

Student-free Days & Vacation Care

Student-free days (whole days) are currently charged at \$55-\$70 per day, depending on the activity.

Late Collection Fee

If parents/caregiver arrive after 6:00pm to collect their daughter, a late collection fee will be applied.

Please Note

The College reserves the right to charge the full fee for non-attendance at any booked session. There is no discount for multiple children.

Late Pick Up

If a child has not been collected 10 minutes after the closing time of 6:00pm and a parent/caregiver has not contacted the OSHC Centre, the OSHC Director/Assistant Director will telephone the parent/caregiver. If contact cannot be made, an emergency contact will be called to arrange for the child's immediate collection.

If no-one can be contacted and the child has not been collected 30 minutes after the OSHC Centre's closing time, a member of the College Leadership Team and OSHC Director or Assistant Director will determine a course of action.

Child Care Subsidy (CCS)

Assistance with the cost of fees is available from The Australian Government, Department of Human Services through myGov and Centrelink or you can visit the Family Assistance website:

www.familyassist.gov.au

Child Care Subsidy (CCS) is available to subsidise your fees. Forms and information are available from the website of the Australian Government, Department of Human Services:

<https://www.servicessaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

or telephone 136 150.

Please arrange your CCS as soon as possible, ideally before your child commences at our OSHC Centre as FULL FEES will be charged until information is updated online through Centrelink.

Accounts

Accounts are issued weekly in arrears. Payments may be made at OSHC Centre or at the College Office. Payments can be made by cash, direct debit or credit card. The OSHC/Vacation Care program requires prompt payment of accounts to ensure that the delivery of a quality service can be maintained.

Important: Payment in full is required by the due date shown on the account (7 days from the end of the billing period).

Families experiencing financial difficulties are advised to make an appointment with the Business Manager of St Aloysius College.

Fees outstanding 28 days after the due date become a debt to the OSHC Centre, and therefore to St Aloysius College, who may refer your account to a collection agency.

Management Committee

The Management Committee assists in the implementation of our OSHC/Vacation Care philosophy and policies. It provides support to OSHC Centre staff to ensure the best interests of the families and service are met.

The Management Committee comprises of the OSHC Director, OSHC Assistant Directors, Deputy Principal of Pastoral Care, Deputy Principal of Administration and the Primary Coordinator. The Committee regularly meets each term.