



BIRDWOOD PRIMARY SCHOOL OSHC

Shannon Street, Birdwood SA 5234

Director: Katie Greenwood Mob:0427912135 Email: birdwoodpsoshc@bigpond.com

FAMILY HANDBOOK

Operating Times Monday to Friday

Before School Care	7.00am – 8.30am
After School Care	3.10pm – 6.30pm
Last Day of Term	2.10pm - 6.30pm
Pupil Free days	7.00am – 6.30pm
Vacation Care	7.00am – 6.30pm

Please note: The Service does not operate on Public Holidays

WELCOME

The Advisory Committee and staff of Birdwood Primary School OSHC program welcome you to our service and thank you for choosing to include your children in our program.

The OSHC program is designed to ensure children are encouraged to develop to their full potential in a safe, caring and supportive environment. Children are given the opportunity for choice and their opinions are respected. Open communication is promoted between the school, parents/caregivers and the OSHC service to ensure positive relationships and continuity of service.

Please do not hesitate to contact OSHC staff or a member of the Advisory Committee if you have any concerns or comments regarding the service.

HISTORY

The Birdwood Primary School OSHC opened in February 2005 after six months of planning and the combined efforts of Primary School staff and volunteer parents.

The service has grown and developed since that time and provides before and after school care and vacation care for up to 45 children.

OSHC staff members continue to work with the Advisory Committee (parent representatives, School Principal and School Finance Officer) to manage the service effectively and to develop the required policies and procedures to meet the National Quality Framework (NQF) requirements. Parents/caregivers are encouraged to attend committee meetings to have an input into this process and to share ideas and feedback.

PHILOSOPHY STATEMENT

At Birdwood Primary School - Out of School Hours Care we are committed to working in partnership with our families and community to provide high quality care and support each child's individual needs. We aim to create a positive social atmosphere where the physical, emotional needs and safety of everyone is important. Providing a nurturing environment where children can begin to explore their full potential which will help prepare them for the challenges of future learning and life. Our service is one which is based on a variety of play options and programs to develop self esteem, leadership, positive relationships and life skills.

The values of respect, happiness, care, loyalty, friendship and honesty will be actively encouraged within the service and modelled by staff.

Our service is guided by the "My Time, Our Place" framework which addresses the requirements set out in the National Quality Framework/Standards.

This *Guide to the National Quality Standard* forms part of a suite of documents which includes the *Self Assessment and Quality Improvement Planning Process*, the *Early Years Learning Framework*, and *My Time, Our Place: Framework for school age care in Australia*. These documents apply to all Out of School Hours Care services nationally.

[Belonging, Being, Becoming](#)

We are aware that children may have already experienced a full day of learning at school, or be at care while their peers are relaxing on holidays. We aim that Out of School Hours Care is a place where children can "just be"* by:

- providing a happy, relaxed, safe environment;
- providing experiences children may not get at home or school;
- providing opportunities for children to choose activities and contribute their ideas to the program, fostering a strong sense of identity.

Priority is given to respectful relationships and a sense of belonging* by:

- fostering positive, respectful, reciprocal relationships between children of all ages within the service;
- promoting students' feelings of connectedness by developing positive respectful relationships with educators in the service who ensure children are listened to and supported;
- building strong positive relationships with school staff, and a sense that we are on the same team;
- ensuring positive relationships with families and the support of parents.

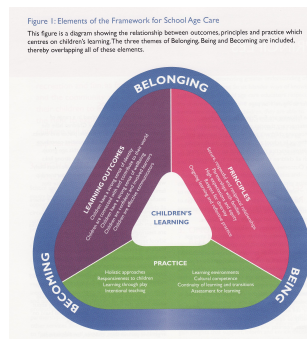
To foster children's ongoing learning and development (becoming*), our planning and programming includes provision of the following activities:

- Physical activity;
- Drama, and creative play;
- Cooking;
- Craft;
- Group activity;
- Quiet area;
- Making provision for school homework.

We ensure we are inclusive of all children in our service by:

- making provision for religious or cultural beliefs;
- planning multicultural activities throughout the year;
- ensuring provision of resources that acknowledge our multicultural society.

For an explanation of "Belonging, "Being" and "Becoming", see My Time, Our Place document pp5.



Approved 19/2/12

STAFF/QUALIFICATIONS

DIRECTOR:

Katie Greenwood

CHILDREN SERVICES PROFESSIONAL:

Madi Trainor
Chelsea Mardle
Jackson Hylan
Kelly Bagwell
Sam Drewett

CHILDREN SERVICES ASSISTANT:

Sansa Tindale- Dugan
Ben Murray
Amie Smith
Leigh Black
Abbey Reifel
Milly Nevin

FINANCE OFFICER

Leanne Sleater

WELCOME TO BIRDWOOD PRIMARY SCHOOL OSHC

OPERATING TIMES

Before School Care:-	7.00am – 8.30am
After School Care:-	3.10pm – 6.30pm
Last Day of Term:-	2.10pm - 6.30pm
 Vacation Care:-	 7.00am – 6.30pm <i>Full day only</i>
 Pupil Free:-	 7.00am – 6.30pm <i>Full Day only</i>

FEE STRUCTURE

An Admin/Enrolment Fee of \$5.00 will apply – this is a one off payment to accompany enrolment forms (for first time enrolments only).

Before School Care: Per session	\$16.00
After School Care: Per session	\$25.00
Last Day of Term: Per session	\$29.00
Pupil Free:	\$50.00

Vacation Care Home Day	\$50.00
Vacation Care Incursion	\$60.00
Vacation Care Excursion	\$70.00

Late collection is anything after closing time of 6.30pm. A late collection fee of \$3.00 per minute, per child, will apply if a valid reason of delay has not been notified. This fee will appear on next account and needs to be paid within 7 days.

A Late fee of \$5.00 will be charged on accounts which are outstanding after 30 days and any thereafter.

ALL FAMILIES MAY BE ELIGIBLE, FOR CHILD CARE SUBSIDY (CCS). PLEASE CONTACT CENTRELINK TO APPLY OR TO MAKE ANY CHANGES YOUR FAMILY CIRCUMSTANCES (e.g. income).

APPROXIMATE DAILY TIME TABLE

BEFORE SCHOOL CARE

7.00am	Open (Caregivers to sign-in children),
7am – 8.00am	BREAKFAST available
7am – 8.20am	Limited program – Free Play
8.20am	Pack up
8.30am	Leave for school (Educator to sign children out)

AFTER SCHOOL CARE

3.10pm	Arrive at OSHC; Check in name; (Educator to sign-in children), Free play
3.10pm – 3.45pm	AFTERNOON TEA
4.00pm – 5.45pm	Outside Play (weather permitting) and OSHC Programmed activities or free play
5.30pm	LATE SNACK
5.45pm – 6.00pm	Major pack up and wind down time ready for going home
6.30pm	CLOSE (Caregivers to sign children out).

VACATION CARE / PUPIL FREE DAYS

7.00am	OPEN (Caregivers to sign-in children)
7am – 8.00am	BREAKFAST available Free play
9.30am – 10.00am	MORNING TEA Outside play Free play and/or programmed activity (children's choice)
12.30pm - 1.00pm	LUNCH Outside play Free play and/or programmed activity (children's choice)
3.00pm - 3.30pm	AFTERNOON TEA Outside play/free play Free play and/or programmed activity (children's choice)
5.45pm – 6.00pm	Major pack up and wind down time ready for going home
6.30pm	CLOSE (Caregivers to sign children out).

MEALS AND SNACKS

Before and After School Care

Breakfast is provided and served between 7am and 8am.

Afternoon snacks are provided and served between 3.10pm and 3.30pm.

Late Snack will be provided at 5.30pm, if you choose for your child to not have this meal, please let staff know.

Balanced snacks will be provided to meet the nutritional needs of children.

Vacation Care

Lunches and morning snacks are to be provided from home, unless stated otherwise on the program.

Afternoon snacks are provided and served between 3.10pm and 3.30pm.

Late Snack will be provided at 5.30pm, if you choose for your child to not have this meal, please let staff know.

Food Allergies

In the case of severe allergies families will be made aware of issues and any restrictions on food products. We do have children in the Service with severe allergies.

*** THE SERVICE IS NOT AWARE ***

THINGS CHILDREN NEED TO BRING

Our "SUN SMART" policy encourages all children to wear a hat and sunscreen when the UV is over 3. Hats must be broad brim or Bucket style. It is recommended that children bring their own Hats to OSHC. However, OSHC hats are available to wear if children have forgotten one.

THE POLICY IS "NO HAT – NO OUTSIDE PLAY".

The service will provide sunscreen however it is recommended that you provide your own should your child have sensitive skin.

CLOTHING AND SHOES

For Vacation Care appropriate casual clothing can be worn. Shirts and tops must have sleeves (**no tank tops** or the like). Sneakers and Sandals will be accepted footwear (**No thongs** except for Pool Excursion Days).

PRIORITY OF ACCESS

The Australian Government has determined the Priority of Access Guidelines for allocating places in childcare services. The Director will be happy to provide you with details regarding these guidelines.

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of single parent who satisfies, or of parents who both satisfy, the work/ training/study test under section 14 of the family assistance act.
- Priority 3 – Birdwood Primary School Students
- Priority 4 - any other children

Within these main categories priority should be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low income
- Children in families with non-English speaking background

- Children in socially isolated families
- Guardians of the Ministry children
- Children of single parents.

Children are eligible to attend OSHC from Reception up to Year 6.

Children who currently attend Birdwood Primary School will be given priority, over new enrolments, children who attend other schools or children who are yet to commence school (ie. receptions in the January Holidays)

At Birdwood OSHC we have families that are enrolled in other schools who attend our service in Vacation care.

ENROLMENT/BOOKINGS

Your child or children must be enrolled in the Service before a booking for care can be taken. The director will assist you with the enrolment process.

Bookings can be made at the time of enrolment or at a later date. A waiting list will be maintained if no vacancy is currently available. A one off Enrolment/Booking Fee of \$5.00 per child will be charged.

Any change in booking times needs to be made with a staff member, or via text to the OSHC phone on 0427 912 135. Same day bookings need to be done by ringing the school office (8568 5329), where admin will let you know if there is space on that day.

You will be asked to complete a revised booking sheet if this is to be a regular booking alteration.

CANCELLATIONS

Cancellation of a child attending a session for **Before and After School Care** must be made one week prior to the session time or a session fee will be charged. If the cancellation is less than the above or the child does not arrive, you will still be charged a full session fee.

For **Vacation Care** the cancellation of a booking must be made one week prior to the session booked. If the cancellation is less than the above, or the child does not arrive you will be charged a full session fee.

This is to allow us to maintain the appropriate staffing ratios.

In accordance with Child Care Subsidy (CCS) criteria, each child has 42 Allowable Absences and unlimited Approved Absences per annum to use in these circumstances. If you use an AA you will still receive your CCS to assist with payment of the session fee. Details relating to AAs can be obtained from the director.

Two weeks written notice is required when a child is withdrawn from permanent care.

FEES

Fees will be reviewed annually. You will be given at least two weeks notice of any fee increase. Fees must be paid via bank transfer to the Birdwood Primary School OSHC account noted on the invoice, all payments will receive a receipt on the next invoice.

Details of a family's fees and accounts will be kept confidential and stored appropriately. Families may access their own account records at any time. Particulars of fees will also be available in writing to parents/caregivers upon request.

A late accounting fee will apply to any accounts outstanding for 30 days and thereafter of \$5.00.

More detailed information relating to the management of fees and bookings can be found in Policy No. 1, Fees, Bookings and Cancellations and via discussion with the Director.

PAYMENT DIFFICULTIES

You are encouraged to discuss any payment difficulties with the director. Failure to pay fees within four weeks from the date of invoice may result in cancellation of care and will incur a late accounting fee of \$5.00 after each 30 days.

Further details relating to the management of late fees are contained in Policy No 1 – Booking and Fees.

CHILD CARE SUBSIDY (CCS)

It will be the responsibility of parents to have their eligibility for Child Care Subsidy assessed by Centrelink. The Director can provide advice with regards to this process. CCS will then be deducted from fees in accordance with CCS entitlements. The Sign In and Out records must be completed by parents/caregivers to enable CCS to be paid.

COLLECTION OF CHILDREN

For safety reasons, children may only be collected by persons nominated at the time of enrolment. Any variations to this must be advised to the staff before children can be allowed to leave, person picking up children must show photo identification on pick up.

LATE PICK UP: After 6.30pm closing time is considered late pick up. Whenever possible, please advise the staff if you will be late to pick up your child. A late collection fee of \$3.00 per minute, per child, will apply when parents/caregivers arrive later than closing time. This fee will appear on your next account. The director may discuss other care options if late pick ups occur frequently.

PROGRAMMING AND ACTIVITIES

When programming we look at the overall operation of the service. We endeavour to meet the physical, emotional and social needs of the children by creating weekly programs and activities that allow children to explore, create and develop to their full potential. Children's likes and dislikes are taken into consideration and we encourage all children to participate in outdoor activities. We aim to provide an exciting program of entertainment during Vacation Care.

ILLNESS/ACCIDENT

Every attempt will be made to contact you if your child becomes unwell or has an accident while attending OSHC/Vacation Care. Please ensure your contact details are always up to date to assist us with this. In the event of an accident, a staff member will provide basic first aid and seek medical assistance if necessary.

MEDICATION

OSHC staff will assist with children's medication if:

- It is prescribed by a doctor and is in the original labelled container showing the child's name and required dosage and accompanied by a medication or health care plan.

Parents are to give medication to OSHC staff so it can be kept in a safe place. Children are not to keep any medication or medicated creams in their school bags.

GRIEVANCE PROCESS

Every effort will be made to resolve grievances in a confidential, positive and timely manner. Please do not hesitate to contact the director to arrange a time to discuss any grievance. If you are unable to resolve an issue with the director, please contact the school principal who will assist you further.

POLICIES AND PROCEDURES

The Services Policies and Procedures are available for perusal in the OSHC room. We regularly review these policies as is required by the Education and Early Childhood Services Registration and Standards Board of South Australia (EECSRSB).

FAMILY PARTICIPATION

We would like to encourage families to participate in the service. To share interesting aspects of their family and working lives that will enrich the experiences of the children and to show them the value of diversity in our community.

PARENT/CAREGIVER COMMENTS AND FEEDBACK

We welcome your comments and feedback on any aspect of our service and encourage you to talk with staff and your child/children about the OSHC Program. Parent/Caregiver involvement through the advisory committee is also very welcome and is an ideal way to voice your opinions and share in the management and direction of our OSHC program. Thank you for taking the time to read this information. Please talk with the director or an advisory committee member if you require any clarification or additional information.

As at July 2023, the Advisory Committee includes:

OSHC Director: Katie Greenwood

OSHC Line Manager/Birdwood Primary School Principal: Helen Dunlop

OSHC Finance Officer: Leanne Sleater

Parent Representatives: