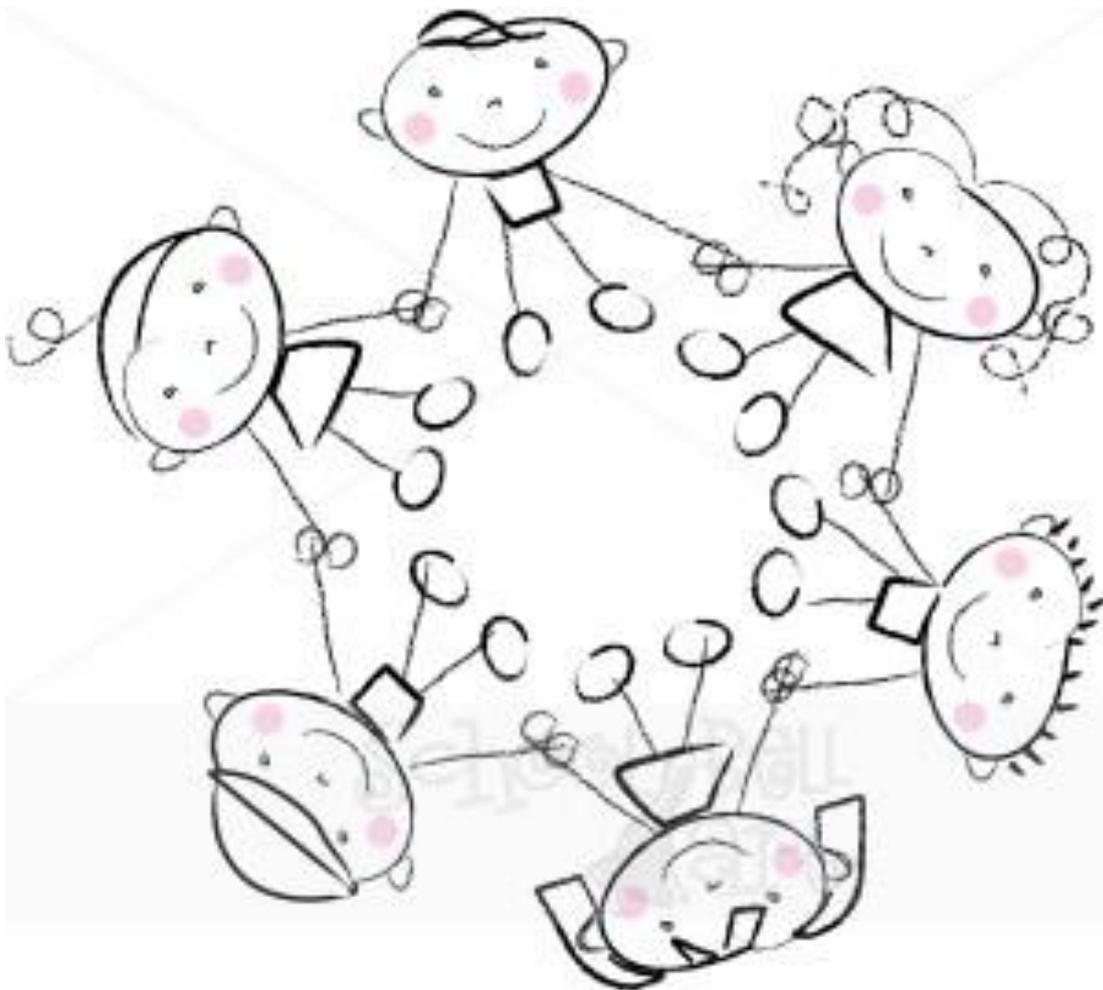


# **EAST MARDEN PRIMARY SCHOOL**

## **OUT OF SCHOOL HOURS CARE**

### **Parent Information Handbook**



#### **Operational Hours**

**Before School Care: 6.30am – 8.30am**

**After School Care: 3.00pm-6.10pm**

**Vacation Care: 6.30am-6.10pm**

**43 James Street,  
Campbelltown SA 5074**

**Phone: 8336 4980 / 0423 025 790**

**Fax: 8337 6249**

**E-Mail: [eastmardenoshc@gmail.com](mailto:eastmardenoshc@gmail.com)**

## SERVICE VISION & PHILOSOPHY

*“East Marden OSHC strives to be the best  
Out of School Hours Care service in the community.”*

### **East Marden Out of School Hours Care is dedicated to:**

- 1.** Consistently deliver a high quality and engaging educational program that stimulates children’s learning through play and exploration.
- 2.** Maximise ease of access and convenience of care provided with the support of a positive and professional organisation culture where staff members are friendly, approachable and supportive.
- 3.** Ensure that children are appropriately supervised at all times and are encouraged to make positive choices for their health, safety and wellbeing.
- 4.** Engage in reflective practice through a process of planning, observation and evaluation to ensure best practice is delivered to cater to the needs, interests and cultural diversity of families and children.

## ENROLMENT

Enrolment forms must be completed and returned prior to the first session of care. A refundable bond of \$100 is required at enrolment for the first child; \$50 bond for second child. Vacancies will be prioritised according to the *Australian Government Priority of Access Guidelines*.

To receive Child Care Subsidy, parents will need to register with the *Centrelink* via MyGov. Please quote our reference numbers below.

Before and After School Care	555 009 265 A
Vacation Care	406 981 398 X

It is the responsibility of families to notify the Director of any changes to personal details and emergency contacts. All information will be kept confidential.

## SESSION TIMES AND FEES

Type of Care	Times	Fee
Before School	6:30 – 8:30	\$10
After School	3:00 – 6:10	\$16
Early Closure	2:00 – 6:10	\$16
Vacation Care	6:30 – 6:10	\$45
Pupil Free Day	6:30 – 6:10	\$45
School Closure	6:30 – 6:10	\$45

### **Bond Fee**

A \$100 bond fee is required at the time of enrolment. Cost: \$100 for the first child and \$50 per additional child.

### **Late Collection Fee**

\$1.00 per minute, per child, will be charged to your account for children collected after 6.10pm. Care may be suspended at the discretion of the Director from regular late collection.

### **Vacation Care**

Bookings must be made prior to the deadline as stated on vacation care program. A deposit of \$15 per day is required to secure booking.

*\*Families from external schools will be required to pay fees in full prior to Vacation Care period.*

## PAYMENT

OSHC accounts are issued Monday of each week via e-mail. It is the responsibility of families to keep copies of their invoices and make payments promptly. Payments are required within 7 days from date on invoice period (top left corner on invoices).

Payments of Cash and Eftpos can be made at the OSHC service. Online payments can be made through direct transfer into the OSHC bank account:

Account Name - East Marden Primary School OSHC  
BSB - 105 152  
Account Number - 039299940

## BOOKINGS AND CANCELLATIONS

Bookings and cancellations can be made by calling 8336 4980, texting 04 2302 5790 or e-mail. If the phone is unattended, please leave a message and a confirmation will be returned as soon as possible. Please note that the school office is not responsible for taking bookings.

'24 hours' notice is required for successful cancellations to be made without charge.

### Before and After School Care

To ensure the child/staff ratio is not exceeded, please make bookings with as much notice as possible.

**Permanent Bookings:** Children attending on a regular basis should be booked into care as permanent bookings. OSHC fees are charged in full at the event of absences and late cancellations.

**Casual Bookings:** Children attending on an irregular basis should be booked into care as casual bookings. OSHC fees are charged in full at the event of absences and late cancellations.

### Vacation Care

The vacation care program is available and distributed on week 6 of each term prior to the commencement of Vacation Care. Bookings are placed and secured once a completed form and deposit has been made. However, bookings may be rejected at the discretion of the Director if families are unable to clear their overdue account.

24 hours' notice must be given for the request of cancelling any vacation care days. A full fee absence charge will be applied to any requests with insufficient notice. \*Excursion days can only be cancelled without charge if the child's booking can be covered by the waiting list.

## DROP OFF AND COLLECTION

All children must be signed in and out of the service daily by parent/guardian. When collecting children, please take home all their belongings and artwork.

### Authorisation for Collection

Children can only be signed out and collected from OSHC by a custodial parent or nominated person. Written permission is required if your child will be collected by someone other than the person/s nominated on your enrolment form. Staff may ask for proof of identification (ie drivers licence).

## LATE COLLECTION

Parents who are unable to collect their child at the collection time should call the service to notify of their lateness and advise of their expected time of arrival.

If you or nominated persons are unable to collect your child before closing time, please arrange for another responsible adult to collect the child and advise the service of this arrangement. This advice should be in writing if possible.

If the parent has not contacted the service and the child has not been collected after the closing time, the service will get in contact with all listed emergency contacts on the child's enrolment form to arrange for immediate collection.

If the service is unsuccessful in contacting all listed emergency contacts, Crisis Care and/or police will be contacted and asked to take responsibility for the child. A notice about this will be posted on the service's entrance with the relevant telephone contact numbers.

A late collection fee at the rate of \$1.00 per minute will be charged to your account for children collected after 6:10pm.

## PROGRAMMING & ACTIVITIES

At East Marden, the OSHC program operates under the 'My Time, Our Place' framework. Educators work independently and collaboratively to develop educational programs which cater for the needs, interests and abilities of children attending the service. Each program is designed to engage children in play based learning opportunities. Children are involved in the planning process by working with staff, brainstorming ideas, completing questionnaires and evaluations.

Some of the activities and resources available to the children are:

• Beading activities	• Homework	• Quiet area for reading
• Board games	• Imaginative play areas	• Soccer table
• Computer stations	• Large oval area & playground	• Sporting Equipment
• Constructions	• Movie room	• Structured art & crafts
• Cooking	• Painting	• Television
• Dress ups & role play	• Play dough	• Outside play
• Hama beads	• Puzzles	• Indoor gymnasium

## MEALS & SNACKS

Food provided at East Marden OSHC Service are nutritious and varied. Please inform us of your child's food allergies on your enrolment form.

### BREAKFAST

During Before School Care, breakfast is provided from 6:30am to 8:00am.

### AFTERNOON TEA

During After School Care, a fruit platter and a second snack/ freshly cooked dish will be provided.

### VACATION CARE

During Vacation Care, breakfast and afternoon tea is provided each day. Lunches may be provided on incursion days; please refer to vacation care program for details.

## FIRST AID, MEDICATIONS & ILLNESS

In the event of a major injury or accident, every effort will be made to contact parents first, then emergency contacts. Staff with First Aid qualifications will deal with all injuries.

Medication must be handed to a staff member and be accompanied by a letter from your doctor. Parents also need to sign a permission notice for staff to administer medication.

If your child becomes ill whilst in our care, you will be contacted to collect your child immediately.

We regret that children suffering with a contagious illness can not enter care.

## EQUIPMENT

- Electronic devices are permitted at the service but set times will be allocated throughout the session.
- Cards/ Toys can NOT be swapped or traded at the service.
- The service takes no responsibility for items being lost, broken or stolen.
- Mobile phones must be given to a staff member to be locked away.

**Staff will accept no responsibility for items being lost or stolen.**

## BEHAVIOUR

The children, together with the staff at East Marden Out of School Hours Care, devised a set of rules of consequences that they believed to be fair and equitable to all ages and gender.

RULES	Step Choices at OSHC
<ol style="list-style-type: none"><li>1. Stay within the safety boundaries set by OSHC</li><li>2. Be respectful to all children and educators</li><li>3. Listen to and follow educator's instructions</li><li>4. Look after the environment &amp; OSHC resources</li><li>5. Be inclusive of all children</li><li>6. Bullying, violence and harassment will not be tolerated</li></ol>	<ol style="list-style-type: none"><li>1. Rule reminder</li><li>2. Verbal warning of consequence</li><li>3. Sit out and reflection</li><li>4. Internal / External Suspension</li></ol> <p><i>Children may be suspended indefinitely from care at the discretion of the director if child's behaviour repeatedly breaches the school's Anti-Bullying policy and student Code of Behaviour.</i></p>

Suspension from the service will occur only after all other avenues of communication and support have been made and/or a result of the following:

- Professional advice has confirmed that the child is in high psychological risk as a result of an unusually prolonged inability to settle into care
- A child puts one or more children at risk through inappropriate/dangerous harmful behaviour.

## STAFF

All OSHC services must adhere to a minimum staff:child ratio of 1:15. A Qualified Staff with a Diploma of Children Services or equivalent is required for every 30 children attending care.

## MANAGEMENT

The OSHC service is operated by the East Marden Primary School Governing Council. The Governing Council has two sub-committees:

**The Governing Council Finance Committee** to oversee the financial position, approve budget, fees, and report back to the Governing Council.

**The OSHC Advisory Committee** for the effective operation of the OSHC service, including updating policies, accreditation implementation, and programming. Parents are encouraged to participate on the OSHC Advisory Committee to express their ideas and concerns. Please contact the OSHC Director if you wish to participate on this committee.

## PARENT GRIEVANCE PROCEDURE

If a parent has a concern about the service provided, it is recommended that they proceed as follows:

- Speak to the Director about the problem in person, in writing or e-mail.
- If you are not satisfied with the outcome, you may contact the School Principal
- The parent may also be invited to attend or write a letter to the OSHC Advisory Committee to discuss a solution.

## OSHC POLICIES

Our OSHC service is operated and guided by a series of policies incorporating the school's policies and our OSHC service's policies. Our policies folder can be viewed in the OSHC office.