



OUT OF SCHOOL HOURS CARE FAMILY HANDBOOK

2020



CRICOS NO: 01645K

*Woodcroft College is vibrant, innovative and inclusive.
It seeks to provide an excellent all-round education
in a Christian environment.*

School Philosophy

Woodcroft College is future-oriented, equipping students with the knowledge, attitudes and skills they need to gain worthwhile employment, be responsible global citizens, and model their lives on Christian values and beliefs.

The curriculum is diverse and broadly based.

It is centred on the intellectual, physical, emotional and spiritual needs of students.

It encourages them to:

- Pursue academic excellence, yet caters for individual differences in learning styles and abilities
- Strive in all areas of human endeavour from the subject-based disciplines to the arts, outdoor education, sports and leisure-time activities
- Become confident, active, resilient, self-reliant and successful lifelong learners
- Grow in faith through Religious and Values Education, corporate worship, and service to others in school, local community and international projects.

The curriculum, co-curriculum and pastoral care program have a global perspective, preparing students for citizenship in a democratic, multicultural society.

They are encouraged to:

- Be themselves, showing tolerance and respect for the rights of others
- Appreciate social, religious and cultural differences
- Grow in self-respect, taking responsibility for their own actions and conduct
- Become leaders, experienced in decision-making.





Woodcroft College Out of School Hours Care Program

Bains Road, Morphett Vale SA 5162
Coordinator: Natasha England
T: 8381 0457
E: woodcroftoshc@woodcroft.sa.edu.au
www.woodcroft.sa.edu.au



Table of Contents

Pedagogy	5
Philosophy.....	5
Goals for our Service.....	5
Inclusion Policy.....	5
Staffing.....	6
Welcome.....	7
History.....	7
Hours	7
Enrolment	7
Priority of Access	8
Arrival and Departure	8
Fees and Late Collection Charges.....	8
Session Cancellation	8
Child Care Subsidy System	9
National Quality Framework	9
Behaviour Guidance Management.....	10
Accident and Illness	10
Sun Protection.....	10
Before School Routine	11
After School Routine	11
Absent at Roll Call	11
Homework	11
OSHC Program Procedures	12
Recording Attendances.....	12
Pupil Free Days.....	12
Early Finish Days	12
Vacation Care Program	12
OSHC Closure.....	13
Management Committee.....	13
Parent Involvement.....	13
Communication	13
Grievance Procedure.....	13
Nutrition and Dietary requirements	14
The Environment.....	14
Fee Schedule and Late Collection Charges	15

Pedagogy

To give you peace of mind by providing a safe, caring service and offering individual children quality care in an affordable setting.

Philosophy

- Our aim is to provide quality care and recreational activities for children from the age of 5 – 12 years in a safe, caring, nurturing and stimulating environment;
- We believe that Out of School Hours Care (OSHC) is an extension of the family unit and a support to families in the care and wellbeing of their children;
- We believe in our service having an aesthetically friendly atmosphere. Everyone who enters is welcomed and valued as an individual;
- We believe in working together with families to ensure that we are supporting them in their child-rearing role;
- We believe in encouraging children to develop a healthy self-image through social interaction, which involves cooperation, conflict resolution and relationship building;
- We believe in promoting respect for all people by recognising and celebrating the similarities, differences, diverse backgrounds and abilities of everyone in our community.

Goals for Our Service

- To provide a happy, healthy, nurturing environment for the children;
- To provide a program which gives children the opportunities to develop the knowledge and skills they need to reach their full potential;
- To ensure a safe, hygienic and secure environment while in our care;
- To respect and be sensitive to the needs of the families;
- To recognise the children's health and nutritional needs and incorporate them into the routine;
- To maintain regular communication between the service and families;
- To encourage the active participation of families as an integral part of our ongoing program and routines;
- To ensure the service has adequate staff according to licensing and standards.

Inclusion Policy

At Woodcroft College OSHC we believe that we offer a program based on:

- Inclusion – a sense of belonging for all;
- Anti Bias – challenging prejudices and stereotyping;
- Social justice – all people have equal value;
- Equal opportunity – all people are treated equally; and
- Multiculturalism – sharing ethnic and cultural values

OSHC Staff



Tash England, Coordinator



Sally Ker, Assistant Coordinator



Annie



Theresa



Maddie



Mariea



Ellie

Welcome

Welcome to the Woodcroft College Out of School Hours Care Program (OSHC). We look forward to working with you and your family. Our program is a “not for profit” community service operated by Woodcroft College.

We respect each child and his/her family’s needs with an emphasis on working together as a team to create a homelike atmosphere.

History

Woodcroft College OSHC service opened in February 2011.

Hours

The service is available Monday to Friday.

Before School 6:45 am – 8:30 am
(Staff are on-site between 6:45 am – 8:45 am).

After School: 3:15 pm – 6:15 pm.
(Staff are on-site between 2:30 pm – 3:00 pm to receive fees, take bookings and answer queries).

Pupil Free Days: 6:45 am – 6:15 pm

Early Finish Days: 12:30 pm – 6:15 pm

Vacation Care: 6:45 am – 6:15 pm

Staffing

Coordinator	Natasha (Tash) England
Educational Leader	Sally Ker
Educators	Theresa, Annie, Maddie, Ellie, Mariea
Relief Staff	Kerry McDonald (Link Teacher)

Enrolment

Families requesting care should complete an OSHC Enrolment Form, available from the OSHC Room or the Junior School Reception Office. Forms can also be downloaded from the Woodcroft College website. (www.woodcroft.sa.edu.au)

Priority of Access

First priority	Where a single parent or both parents are employed, seeking employment or training/studying for future employment.
Second priority	Supporting families on a casual basis.
Third priority	Parents at home.

Arrival and Departure

Upon arrival and departure parents are to sign their children in and out on the daily attendance sheet.

This is a legal requirement. Children cannot sign themselves in and out.

Fees and Late Collection Charges

Woodcroft College sets the fees. According to the Family Assistance Office, the Child Care Benefit is now available to all eligible families. Accounts are emailed to families weekly. They are not posted.

Payments of accounts can be made by filling in a Credit/Debit authority upon enrolment. Fees will be processed weekly on a Friday.

Woodcroft College OSHC closes 6:15 pm sharp
From 6:15 pm to 6:20 pm = \$25.00 a child
From 6:20 pm onwards = \$2.50 a minute

Session Cancellation

As it is a legal requirement to provide OSHC services with the correct staff/child ratio, the following procedure is strictly adhered to. To avoid charges, all care booked must be cancelled by 6.00 pm the Friday before weekly care.

Care cancelled the week of or day of care will be charged at full fee. Under the Child Care Management System this will be classed as an allowable absence.

Child Care Subsidy System (CCSS)

From 2 July 2018, Australia have implemented a New Child Care Package providing more support for families. To support the Package, a new Child Care IT System will provide a simple and easy to use interface for families and OSHC services.

Child Care Subsidy payments are made directly to services on behalf of families. If families have not completed their Child Care Subsidy Assessment, services will not receive these payments.

Families don't miss out on your Child Care Subsidy complete your assessment as soon as you have filled in your registration form. Families can do their assessment through myGov using their Centrelink online account or through the Express plus Centrelink mobile app.

Options to start receiving CCS from the Australian Government:

- online through your myGov account
- over the phone, by calling Centrelink on 136 150
- in person, by visiting their nearest Centrelink office

Once Centrelink has finalised the assessment or claim, the individual applying will be sent a notice of the outcome. If they get their letters online, the letter will be sent to their myGov inbox telling them if they are eligible and the child care fee assistance they will get.

National Quality Framework

The framework aims to extend and enrich children's wellbeing and development in school age care settings. It acknowledges that children need a place to engage in a range of play and leisure experiences that allow them to feel happy, safe and secure. It recognises that they need time to interact with friends, practise social skills, solve problems try new activities and learn life skills. Children learning at OSHC complement their learning at home and at school. During their time at OSHC we place high importance on relationships and nurturing children's interest & talents. If you would like more information about the National Quality Framework, please ask your child care coordinator or educators. You can also visit NCAC web site : www.acecqa.gov.au .

OSHC Program

The National Quality Framework is linked to the national approved learning framework; My Time, Our Place: Framework for School Age Care in Australia ('Framework for School Age Care').

This framework guides:

- The development of programs that promote children's learning and development
- The pedagogical practices of educators
- A planned and reflective approach to assessment and planning for each child

A school age care program encompasses all the interactions, experiences, routines and events, planned and unplanned which occur in an environment designed to support wellbeing and foster children's learning and development.

Documentation of children's experiences and their responses to the environment makes learning visible to children, educators and families and promotes shared learning and collaboration.

In partnership with school we use the seesaw app to create an online portfolio for each child. This captures children's knowledge, strengths, ideas, culture, abilities, interests, relationships, learning and participation over their time at OSHC. Educators encourage families to contribute information about their child via seesaw.

Behaviour Guidance Management

As educators, we work at creating an environment that will limit conflict by giving children choices. Conflicts are handled in a constructive way to help children develop skills in problem solving and independence. We acknowledge the uniqueness and potential of every child and aim to engage in practices that are respectful, provide security and in no way degrade, endanger, exploit, intimidate or harm them physically or psychologically.

A copy of the Behaviour Guidance policy is available on request.

Accidents & Illness

In the event of your child becoming ill during school hours, he/she will not be permitted to attend OSHC. However, if your child becomes ill while in our care, then you will be notified.

- All short term or long term medication to be given to children by the OSHC staff requires a prescription or Medication/ Action plan signed by a medical practitioner;
- Medication must be in its original container, complete with doctor's label with the child's name, dosage and how often medication is to be given. Staff members are unable to administer prescription drugs unless they are prescribed for the child itself.

If your child has a minor accident (e.g. scrapes his/her knee), staff are trained in first aid and are able to deal with the problem.

An accident register is kept with details of the injury, who treated the child, and the treatment itself. You will be asked to initial this record to acknowledge it.

Please note that the school provides our families with ambulance cover if there is an emergency requiring professional medical attention.

Sun Protection

We are a Sun Safe Service and advocate sun protection for all children and adults.

We do this by encouraging children and adults during Terms 1 & 4 to:

- Wear Woodcroft College wide brimmed hats;
- Apply broad-spectrum sunscreen regularly; and
- Wear appropriate sun safe clothing.

A copy of the sun safe policy is available upon request. This policy applies when children are out of uniform.

Slip Please pick lightweight loose clothing during vacation care period. Clothing needs to cover most of your child's body including arms and legs.

Slop It is recommended that sunscreen be liberally applied to all areas of skin that is difficult to cover with clothing.

Slap A legionnaire's or broad brim hat is to be supplied for your child every day he/she is at the service.
Caps are not acceptable as they do not shade the back of the neck and ears.

Before School Routine

Before school care is a quiet relaxed time for children to participate in supervised free time before heading off to school. We appreciate children are often getting up much earlier than usual to attend Before School Care so they may still be sleepy, more emotional and not quite ready to eat breakfast at home.

The kitchen is open for breakfast from 6:45 am – 7:45 am each day. Breakfast is offered as part of our morning program.

After School Routine

We offer supervised free time for children in a safe environment.

- 3:15 pm Children dismissed from school.
- 3:25 pm Children arrive, apply sunscreen, wash hands. Roll call to ensure all children have arrived.
- 3:30 – 3:45 pm Snack time - a healthy balanced snack is provided. Please refer to daily menu in OSHC Room.
- 4:00 – 6:15 pm Supervised free time indoors and outdoors. Activities offered are craft, board games, group games, dress-ups, cooking, sports and much more.

Absent at Roll Call

Non arrival at roll call

Staff will contact Reception to find out if your child was absent from school or sent home sick during the day, then contact you. Please ensure that if your child is absent from school, sent home sick from school or there are changes to your plans, you notify us at the OSHC program. This is for the safety and welfare of your child.

Homework

Homework is offered 3:45 – 4:15 pm daily. A staff member is present to assist children. Please note if your child is disruptive during this time, he/she will be asked to pack up and complete the work at home. If you require your child to do homework, please see staff. Children have a Homework Contract to sign before commencing.

OSHC Program Procedures

Parents who wish their child/children to attend OSHC must formally enrol their child and complete a Registration Form (refer to Enrolment).
Children who attend on a casual basis must be booked in 24 hours before requiring care.
In an emergency, a message and contact phone number can be left on our answering machine.
A staff member will contact you between 2:30 – 3:00 pm on the day.

OSHC Telephone Number: 8381 0457

Our service is required to maintain appropriate staff/child ratios so please provide us with as much notice as possible.

Recording Attendances

Please remember to record and initial the time your child/children arrives and departs OSHC. This information is required for the following reasons.

- It is a provision of the regulations under the Children's Services Act 1985 that the attendance of every child is recorded;
- It is a Department of Human Services and Health requirement that parents sign an attendance sheet as a verification of attendance at the OSHC Program for the purpose of payment of the Child Care Subsidy;
- And, most importantly, in the case of an emergency this documentation will be used as a roll-call.

Pupil Free Days

Our service provides care on pupil free days for families needing care. A booking and \$10.00 non-refundable deposit is required.

Early Finish (School Days)

On the last day of the school year, school closes at 12:30 pm. Care is offered and needs to be booked in with a staff member.

Other early finish days will be communicated to parents with the same booking process as above applicable.

Vacation Care Program

Vacation Care is offered every school holidays. This care requires a separate enrolment. Information on the Vacation Care Program is available on the Woodcroft College website two weeks before the school holidays commence.

OSHC Closure

OSHC will not offer care annually on Sports Day. Alternative arrangements will need to be arranged.

Management Committee

Woodcroft College is responsible for the overall operation of the service.

Parent Involvement

This is your service to enjoy with your children. We encourage you to talk to our staff about your child's time with us. We welcome your input. If you are thinking about your child and wondering how he/she is or if he/she has arrived at OSHC, please feel free to give us a call. Communication through email woodcroftoshc@woodcroft.sa.edu.au or interact with staff through SeeSaw.

Communication

It is desirable that you establish contact with staff as you bring/collect your child/ren from the service. Close liaison between home and staff can allay misunderstandings and help us to obtain the best possible care for you and your family.

Staff and management welcome ideas and input from children and families. It is your service and we need to know your thoughts on how it is working. Verbal and written feedback are regularly sought. Please notify the Coordinator of any change of personal information regarding your child/ren (i.e. phone number, address emergency contacts). This information is important for staff to provide a safe, caring environment.

OSHC works best when it is truly a partnership between families and OSHC staff. Please collect your newsletter from the sign-in desk so you are kept informed about the OSHC service.

Grievance Procedures

A full copy of the policy is available upon request.

If you feel concerned about any aspects of our service, please use the following steps to advise us.

Step 1 Talk to OSHC staff;

Step 2 Make an appointment with the OSHC Coordinator;

Step 3 Make an appointment with the Head of the Junior School.

Nutrition and Dietary Requirements

How this policy and other nutrition information will be communicated to families:

- A full copy of the Nutrition Policy is available on request;
- The OSHC Programs is a NUT FREE ZONE;
- Recipes for food served at OSHC are available for you to take home;
- Any 'special occasion food' will be advertised on the Program; and
- Refer to Food Handling Policy & Procedure.

The Environment

Goal: To provide a safe and inviting eating environment that encourages the implementation of nutritional Family and Cultural values.



Fees and Charges 2020

Before School 6:45 – 8:30 am	\$12.50 (permanent booking shift workers) \$15.00 (casual bookings less than 24 hours notice & subject to availability)
------------------------------	--

After School	3:15 – 6:15 pm \$20.00 (permanent booking shift workers) \$25.00 (casual bookings less than 24 hours notice & subject to availability)
--------------	--

Please note: Late Collection Fee for children in care after 6.15 pm.

From 6:15 pm – 6:20 pm	\$25.00 per child
From 6:20 pm onwards	\$2.50 per minute

Pupil Free Day	\$60.00
Early Finish Days (Term 4)	\$35.00

Vacation Care	
Per child (a day)	\$60.00

Bookings

Permanent care can be booked via email and a staff member will respond to confirm availability by the last Friday of each holiday period before the start of term.

Email: woodcroftshc@woodcroft.sa.edu.au

Shift Workers

All shift workers are required to book in as soon as your roster becomes available. A weeks' notice is preferable.

Casual Bookings

If you require casual bookings, please ensure you book in with a staff member between 7:00 – 9:00 am and 2:30 – 6:15 pm daily. We do not take casual bookings via email.

