

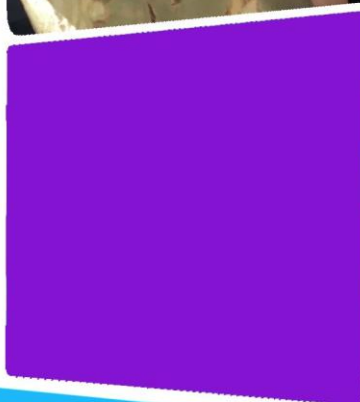


2023

Hawthorndene Primary School

Out of School Hours Care

Information Booklet



Director: Samantha Peake
Assistant Director: Lauren Cook
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VACOS Director: Bonnie Csongei
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Kurna miyurna ngadlu Kurna Yarta banbanbalya tampinhi ngaitalya

We recognise Kurna People, and their land that we meet and play on. We acknowledge our shared history and we show our respect and thank them.

Our Philosophy

At Hawthorndene Primary School OSHC we aim to provide a high-quality, play-based program which meets the needs of every child. We welcome and celebrate families from all backgrounds and strive to provide equal access and opportunity to all children.

We pride ourselves on the relationships we build and nurture with children and their families. Leaders, Educators, and families work collaboratively to continuously improve our service, the program, and its practices.

Our physical environment and natural setting are highly valued by children and adults alike. They are an integral part of play and programming. Educators include a range of sport, activities, and routines in their programming which encourage and teach children about healthy lifestyle and balanced nutrition.

A wide range of Educator and child led play experiences are offered to support children’s development. Our staff team is responsive to individual needs and interests. This, in turn, supports overall wellbeing and assists children on their childhood journey of learning, social development and discovery.

Our service aspires to encourage and enable children to work collaboratively, problem solve, and build strong friendships. We strive to foster your child’s sense of agency and resilience in a supportive and safe environment where they feel a sense of security, belonging and community.

Location

The OSHC building is located at the far South-west corner of the school grounds. Best access is via Cunard Drive (see our big blue OSHC sign) with a path leading to our front door.

Enrolment

An enrolment form must be completed before a child can attend the program. An annual registration \$25.00 per family. This will be applied to your account/invoice after the first session.

OSHC & Vacation Care Operating Hours and Fees

<i>Session Title</i>	<i>Operating session hours</i>	<i>Fees before CCS</i>
Before School Care	7:00am – 8:30am (1.30hrs)	\$10
After School Care	3:10pm – 6:15pm (3.05hrs)	\$22
Early Dismissal (end of term)	2:10pm – 6:15pm (4.05hrs)	\$29
Pupil Free Day/Show Day	7:00am – 6:15pm (11.15hrs)	\$55
Vacation Care Day	7:00am – 6:15pm (11.15hrs)	\$55
Excursion day	7:00am – 6:15pm (11.15hrs)	\$60

Please note these costs include breakfast and/or afternoon tea.

Some excursion days may incur an extra fee depending on the activity on the program. You will be notified of this via the program.

Accounts are generated every week and are emailed to families. Please provide your email address on the enrolment form. Fees can be paid via the QKr! App or make a Direct Bank deposit (PLEASE INCLUDE CHILDS NAME AS REFERENCE). Your payment can not be processed without this. Payments take up to a week to appear on your statement.

Childcare Subsidy

Many families are eligible for the Childcare Subsidy, which reduces fees. Families should register for a MyGov account which can be done at www.my.gov.au and link your child/ren to our service.

Late or Non-Payment of Fees

Families will be deemed as having outstanding fees when they are 28 days behind in payment. The Director must be notified if difficulties arise with payment of fees. The Management Committee reserves the right to terminate enrolment if fees are not paid within the negotiated time. A late fee of \$20 will be added once an account is overdue by 28 days. No further care will be provided until a payment is made.

Bookings

Bookings are essential and should be made on the enrolment form. Bookings are made for the whole School year or on a Termly basis. For those families with irregular patterns of use please see staff or put a request in writing to hps.oshc173@schools.sa.edu. All bookings are FINAL and must be paid for even if your child is absent or unwell. Swapping of sessions is not permitted. There may be a few casual places available day to day, but these cannot be guaranteed.

If you need last minute care, please call, email or FB message to see if there are any vacancies. We will accommodate your childcare needs where possible. We have a capacity of 100 places for After School Care (Monday and Thursday at time of printing) and 75 other afternoons and mornings sessions. ****Legal ratios****

Each family may take up to two weeks holiday allowance during term time at no charge. This must be taken in weekly increments, and the Director must be advised at the earliest opportunity.

Late Pick Up

All children must be picked up at 6:15pm sharp. In the case of an unforeseen emergency the Director must be notified.

A late fee of \$10 on every late arrival and then \$1 per minute in the first instance, \$2 per minute in the second and \$5 in the third instance. This fee is to cover staffing costs in caring for your child. This charge will be added to your account. Three late collections will result in a meeting with the Director to discuss future use of the service

Arrival & Departure

All children must be signed in for Before School Care and signed out for After School Care. You will be given a family access code for the IPad which is located at the main OSHC door. This is a legal requirement and validates your childcare subsidy.

Non arrival children will be immediately followed up within the school. Should this be unsuccessful, parents will be contacted.

Only the person(s) specified on the enrolment form will be allowed to pick up the children from the program.

Discipline

Reasonable discipline measures will be taken and children are expected to follow instructions from staff. In the case of a disruptive child the Director will discuss the situation with the parents. Please see out Behavioural Management policy for further specific details or speak to the Director.

Illness & Accidents

In the case of contagious sickness a child should not attend the program. Parents will be notified and asked to collect their child in the event of a child becoming ill whilst at the program.

Ongoing medication may be administered, under written instruction from the parents, providing it is prescribed by a doctor. Parents of children with allergies and asthma may wish to talk with the Director about their specific needs. Please provide comprehensive information on the enrolment form.

In the event of an accident, first aid will be administered. The Directors and all staff are trained in current First Aid and CPR, and all staff members hold a First Aid qualification. Parents will be notified of accidents and first aid that had been administered. Parents will be asked to read and sign an accident report form. This ensures that all parties are fully aware of the injury and any treatment given. An ambulance will be called if necessary, and a staff member will travel with your child in the ambulance in the event that a parent/carer is not available to do so.

Should your child require special medications, e.g. EpiPen, Epilepsy asthma medication or others, please supply this to us in a labelled container (family name and child's name) with Doctors authorisation and instructions so that we can administer as quickly as possible.

We will require parents to complete a Risk Minimisation and Communication Plan.

A copy of the child's medical action plan should also be given to the Director.

Anaphylaxis plans must be in colour and have the child's photograph attached.

Supervision

Children will be closely supervised at all times, at the recommended minimum staff/student ratio of 1 adult: 15 children at "home" and higher ratios for Vacation Care depending on the activity/excursion. A risk assessment will be undertaken to ensure staff ratios are adequate.

Leaving the School Grounds

Children are NOT allowed to leave the school grounds during the time they are at the program unless otherwise specified (e.g. excursion) and consent is given.

Breakfast & Afternoon Tea

Breakfast is available until 8:00am each day. Children can choose from toast, muffins, cereal, fruit, eggs, yoghurt, milk, and juice.

Afternoon tea will be provided each day after school. We offer a range of healthy food snacks with fruit and vegetables available each day.

Please note any food allergies or special diets on the enrolment form and speak to staff if you have any issues or concerns.

Sports/Performing Arts

If your child is going to be absent for a time when they are booked into the program, due to sport or Performing Arts, the service must be advised. We ask children to book in at OSHC **before** going to their practice.

Non Attendance / Cancellations

The Director must be advised if your child is not attending. **Full fees will be charged for non-attendance.**

Please call/ leave a voicemail/email or fb message to let us know of non-attendance, this is very helpful to us when we are signing in large numbers of children each afternoon.

Vacation Care Bookings & Cancellations

The Vacation Care program & booking/consent form will be available in week 7 of each term. The booking form and program will be made available to families via email, on our fb page, hard copy at OSHC, and on the SkoolBag app.

Booking forms are to be filled out, signed by parents/carers and handed in to a staff member every Vacation Care. **Email and phone bookings will not be accepted.**

Receipt of a booking form will be a firm commitment and bookings will incur a charge regardless of illness or cancellation. New Reception children are welcome to use the VACOS program after the end of term one of their starting year.

Bonnie Csongei – Vacation Care Director E: hps.vacos668@schools.sa.edu.au

Bush Fire Policy

In line with current school policy. Catastrophic Fire Day procedures also in line with school policy. OSHC & Vacation Care will close on such days. Please check weather reports and CFS website at times of high fire danger. Hawthorndene OSHC and Vacation Care will close on catastrophic fire days identified for the Mount Lofty region.

Sun Smart Policy

In line with current school policy, devised in consideration of the Cancer Council recommendations. Hats on September 1st to April (End of Term 2). We do insist that children wear a hat at all times when playing outdoors. Please provide a wide brimmed hat in your child's bag. Red OSHC hats are available for purchase at the school uniform shop).

Sunblock will be available to your child/ren during summer months and/or days of high sun risk. Children will be supervised as they apply sunblock.

Please ensure children arrive at Vacation Care with sunblock already applied and shoulders covered. Specific clothing i.e. for wet play activities will be specified on the program.

Grievances

All grievances should be directed to the Director or the Chairperson of the OSHC Management Committee, for a timely and agreeable resolution for all parties.

Mobile Phone/Smart watches/Electronic Device Policy

Mobile phones/smart watches and other electronic devices are to be kept in your child's bag whilst at OSHC and Vacation Care. If a call/text message is necessary children should seek permission from a member of staff.

During Vacation Care there will be allotted times during the day for children to use their electronic devices. At all other times they should remain in your child's bag.

Students remain responsible for all their personal effects whilst at OSHC and Vacation Care. We accept no responsibility for these items and they are brought in at your own risk

Direct Bank Deposit Details	
BSB	065 - 132
Account no.	10327531