

St Martin's Catholic
Primary School

OSHC & Vacation
Care

Parent Handbook and Fee Policy

2024





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Welcome

Welcome to St. Martin's Catholic Primary School, Greenacres, Out of School Hours Care/Vacation Care. Our facility offers Out of School Hours care options, both on a flexible or ongoing basis, catering to students from Reception to Year 6.

The purpose of the Outside School Hours Care (OSHC) service is to provide high quality care for school-aged children in a safe and caring environment.

Philosophy

St Martin's OSHC is committed to providing high quality care to children in a safe, stimulating and supportive environment. Educators are committed to improving professionally in a cohesive workplace, where open dialogue is paramount between the team, children, parents and school staff to develop positive relationships. We believe all children, with outdoor play experiences as a focus for capable learners and contributors to the diverse OSHC culture, have the right to be individually and collectively heard, and are given opportunities to express their agency.



Contact Us

Street Address: 56 – 80 Princes Road Greenacres SA 5086

Postal Address: St Martin's OSHC P.O. Box 246 Greenacres SA 5086

OSHC Phone: (08) 8211 2443

OSHC Mobile: 0439 835 590

Front Office: (08) 8211 2400

Email: oshc@smg.catholic.edu.au

Website: www.smg.catholic.edu.au

Open Hours

Monday-Friday
Before School Care (BSC)
7am-8:30am

After School Care (ASC)
3pm-6pm

Pupil Free Days
7am-6pm

Vacation Care
7am-6pm

Please note: Early access is not permitted as gates will be locked until 7am



Service Information

Accessing OSHC: The OSHC entrance gate located on Whysall Road. Access is available during operational hours only. * Please remember to close the gate upon entry / exit of the service. * Telephone: [08] 8211 2443 Mobile: 0439 835 590 OSHC email: oshc@smg.catholic.edu.au

Educator/Child Ratios

Our service is staffed on strict Educator/Child ratios with the maximum of 15 children to 1 Educator for Reception to Year 6. Our ratios are based on regulations set by the Education Standards Board and National Quality Framework. The ratio is adapted for excursions - see the Director for specific details.

OSHC Closing Time/Late Fees

Our OSHC service closes at 6pm. In accordance with the National Regulations and licensing, we are not permitted to have children in our service after 6pm. Late fees apply to any child not collected by 6pm.

Policies and Procedures

Policies and procedures are available for parents to peruse in the main OSHC room in a pink folder. Risk assessments are available on request.

OSHC policies are subject to change as required to ensure best practice is always occurring. Families will be alerted to policy changes and updates via email as well as in the "Sign in" area in the OSHC room.



My Time, Our Place

At St Martins Catholic Primary Greenacres, our approach to Out of School Hours Care is significantly influenced by the "My Time, Our Place: Framework for School Age Care in Australia." This framework serves as a foundational guide that shapes our program's structure, philosophy, and daily practices.

The "My Time, Our Place" Framework, developed by the Australian Government, acknowledges the significance of the school-age years in a child's development and recognises the unique role that before and after-school care settings play during this crucial phase. This Framework places a strong emphasis on creating environments that are engaging, inclusive, and responsive to the diverse needs of children in this age group.

Enrolling Your Child

An enrolment form **MUST** be completed by all parents/guardians wishing to use Before School Care/ After School Care and Vacation Care. Details such as your phone number and/or address must be updated regularly. All families will need to apply for a Customer Reference Number (CRN) from the Family Assistance Office (FAO).

Families must provide medical and dietary needs, as further paperwork is required to ensure your child is kept safe during their time at OSHC.



Child Care Subsidy (CCS)

The Commonwealth Government offers Child Care Subsidy to reduce the cost of childcare for all families. Customer Reference Numbers (CRN) are required for all children and account holders to be able to access CCS through the service.

Bookings

Children must be booked into the Service via the Xplor Booking App. If bookings cannot be made via the app, the service must be contacted as soon as possible. Please be mindful that the Service has caps on attendances. It may not be possible to accommodate last minute bookings.



Fees

The following fees are charged per child, per session. The prices listed are full fees and do not include rebates / Child Care Subsidy fee assistance. Families are required to apply for the Child Care Subsidy by contacting Centrelink.

Session / Care Type	
Before School Care (including breakfast)	\$13.00
After School Care	\$21.00
Pupil Free Day	\$55.00
Vacation Care – Home Day/Incursion (centre-based)	\$55.00
Vacation Care – Excursion	\$65.00

Invoices are sent via Xplor each week and direct debit payment is required to be set up to ensure regular payments are made to OSHC. Failed direct debits can incur up to a \$20 fee.

A late penalty fee of \$2.00 per minute will apply after 6pm.

The service is staffed on strict educator/child ratios with a maximum of 15 children to 1 educator for Reception to Year 6. Attendance without a booking places the service in breach.

Late pick-ups will incur an additional fee of \$2.00 per minute for every minute a child remains in care after 6:00pm for After School Care, Pupil Free Days and Vacation Care. The charge is per child, not per family.

It is imperative you make alternate arrangements for your child's collection if you are not able to reach the service before 6:00 pm.



Cancellation of Bookings

• Before School Care Cancellation Fee (less than 48 hours' notice) will be \$13.00

After School Care cancellation fee (less than 48 hours' notice) will be \$21.00

Pupil Free Day cancellation Fee (less than 7 days' notice) will be \$55.00

• Vacation Care Cancellation Fee (less than 7 days' notice) will be Full Session Fee of \$65.00

Please note: If your child is unwell and not attending sessions, please contact the OSHC via email (oshc@smg.catholic.edu.au), phone call (8211 2443) or message (0439 835 590). Cancellations without charge will be up to the Director's discretion if parents communicate directly with OSHC. Failure to communicate with OSHC will result in the cancellation fees.



Payment Of Invoices

St Martin's OSHC is a user pay facility. St Martin's OSHC is committed to providing efficient account keeping practices. Parents or Caregivers are responsible for maintaining their payments, when due, to OSHC.

OSHC uses the online based platform 'Xplor' for payments of fees. Payment details will be required during the completion of the OSHC enrolment form. Account payments will be deducted from your nominated bank account or credit card on a weekly basis. Failure to maintain regular payments will result in suspension of enrolment. No receipts are issued; you will, however, receive a weekly statement showing your OSHC bookings and payments. Payment arrangements/schedules can be arranged in consultation with the OSHC Director.



Daily Routines

Typical Before School Care Routine:

Breakfast available for all children

7-8:00 Morning open ended activities

7:45 or 8 am to 8:15am: Outside/hall play available

8:15am: Clean up

8:25-8:30am: Children signed out

Typical After School Care Routine:

3pm: sign in (R - Year 2 children to the main OSHC room; Years 3-6 to the hall)

3:15-4pm: afternoon snack and open-ended activities

4pm: structured activities and play

5pm: clean up and head count

5-6pm: quiet group games and activities

6pm: service closes

Homework Club available Monday to Thursday, unless staff ratios do not allow.

Vacation Care routines are dependent on whether it is a home day, incursion or excursion. Please refer to the Vacation Care program and information sent prior to specific days.



Food

We are committed to providing healthy snacks to the children in OSHC. Our menu is developed to meet the nutritional requirements of children aged 5 – 12 including individual religious and dietary requirements. We are an Allergy Awareness Service and thus a strict nut-free zone.

Breakfast is available in Before School Care between 7:15am – 8:00am. Breakfast is a daily choice of cereal, toast, spreads, milk and fruit.

Afternoon snack is provided at approx. 3:30pm during After School Care, Vacation Care and Pupil Free Day programs. Filtered and cold drinking water is available at all times.

Afternoon snack consists of fresh fruit / vegetable platters in addition to a specialty dish which varies daily. Specialty foods can include; soups, pasta bake, butter chicken, savoury platters, sandwiches, fruit and custard, tacos, spaghetti bolognese, vegetable no bake pizzas and much more.

During Vacation Care, we offer the same breakfast and afternoon tea service, but children must bring a nutritious lunch, recess and a refillable water bottle.

We recommend foods from:

Right Bite Easy Guide to Healthy Food and Drink Supply for Schools and Preschool

<http://bit.ly/2r43NDF>

The Australian Dietary Guidelines

<http://bit.ly/33Yt0xP>

For more information regarding the menu or to discuss your child's individual dietary requirements, please contact the OSHC Director.



Our Programs

What can I do in OSHC?

We aim to meet the needs of each child by offering a safe and secure environment in addition to a fun and engaging program which is specifically developed to support all children individually and as part of a group. We offer a wide variety of activities (including but are not limited to):

- Indoor/Outdoor games and exploration
- Dramatic play experiences
- Quiet reading
- Rest and Relaxation
- Exploration using technology
- Homework help / room
- Arts and Crafts
- Music
- Dancing
- Cooking
- Gardening.

If you would like additional information regarding the program and services offered or to discuss how we can meet your child's individual needs, please contact the OSHC Director.



Communication

Regular and open communication between families and OSHC Director is crucial. OSHC staff can be contacted via email or phone. Your child's learning and activities will be shared through your child's/children's Xplor app.

Personal Responsibilities

We are committed to providing a safe, secure, and happy environment for all children and staff. The expectation for behaviour of all is to be positive, safe, and respectful. We will encourage and support your child to make fair and good choices and to act responsibly.

Rules and responsibilities of children attending the OSHC Service are in line with the St Martin's school Behaviour and Personal Responsibility Policy and are designed to encourage children to be responsible for their own behaviour.

Parents will be contacted and asked to collect their child if they are demonstrating serious, risk-taking behaviours at any time. Children who exhibit repeated unacceptable behaviour may be suspended or excluded from the service.

Students' Responsibilities

- Listen, respect, and follow instructions issued by the OSHC Educators
- Follow the rules and responsibilities of the Service
- Play in a safe way and look after each other
- Always be polite and treat others with respect and kindness
- Care for our OSHC environment and equipment. Use it safely and return it to its place when finished with it.
- Say NO to harassment, bullying and put downs
- Take care of their own and respect other people's property



Personal Belongings

All personal belongings are to be labelled. Lost items will be returned to children where possible. All other items will be placed in the school's lost property box at the end of each week.

All trading cards, gaming consoles and personal electronics of any kind other than school Laptops for school purposes are not to be brought to the Service unless specified on the program. The safety and security of these items cannot be guaranteed.

Sun Smart Policy

St Martin's School is a member of the SunSmart Schools Program and is an accredited school by the Anti-Cancer Foundation of South Australia. The OSHC, under direction by the school, implements a comprehensive Sun Protection Policy to actively protect children and staff from dangerous overexposure to the sun. This policy is reflected through the actions of children, staff and parents/caregivers and the environment around the school.

As part of the general skin protection strategy, it is compulsory that:

- all children and staff wear a hat when the UV levels are 3 or above, typically during Terms 1, 4 and some of Term 3.
- children who do not wear a hat during outdoor activities, will be required to partake in indoor activities.



Mobile Phones

The most effective means of communication between parents and their children is via the OSHC staff. Mobile phones are not to be used whilst children are in OSHC. If a child chooses to bring a mobile phone to OSHC, it must be turned off and kept in their bag. Children who choose to use their mobile phone or Smart Watch with phone/text capabilities during OSHC or Vacation Care will have it taken and stored in the office and returned to them when they leave the service.

Safety and Security

Parents collecting children must enter via the Whysall Road gate and make their way to the Sweeney building to sign in/out their child.

- No child will be allowed to leave our Service with a person who is not stated on their Enrolment form unless prior arrangements are made with the Director/Assistant Director.
- Parents/guardians are responsible for signing their child/ren into Before School Care and out of After School Care/ Vacation Care. This includes the exact time children leave recorded by Xplor. Staff will ensure that all children are signed correctly into school at 8:30am and into care at 3pm.
- In the event of a parent/guardian not collecting their child/ren by 6pm, the staff member/s will contact them by phone. If parent contact and other emergency contacts are unsuccessful, our late pick up policy will take over duty of care through contacting the police, and the police will contact the parent/guardian to advise them where they may collect their child/ren.



Safety and Security

- In the event of an accident/emergency, normal school policy will be followed, and an incident report will be completed and filed. Every effort will be made to contact parents prior to acting or seeking treatment. If a child requires urgent medical treatment and a parent/guardian cannot be contacted, the staff will obtain the treatment they deem necessary as per information on the Enrolment form.
- In the event of a fire or any other emergency where children have been evacuated from the OSHC room, children will be relocated to the oval or the Courtyard, depending on the situation at hand. A staff member will be standing near the gate to direct parents and emergency services.

Health and Medical Information

Parents are asked to provide accurate, up-to-date information with regard to their child's health, any relevant court or custody orders and contact numbers in case of emergency or sickness.

It is important that there is an alternative place where your child can go if they are ill, and parents are unavailable or at work. Please let us know promptly when there is a change to addresses and/or home or work telephone numbers so that this information can be kept up to date.



First Aid

All educators are trained in First Aid for Schools and Centres. They will ascertain a child's needs and first aid will be administered if necessary. In minor cases, the Service will deal with the situation and record the treatment provided. However, parents will be contacted if their opinion is required and/or more information is needed. In serious cases, SA Ambulance Services will be contacted, and parents will be informed immediately.

Educators will complete an incident report for all first aid incidents, which requires parent signature.

Medication

Parents must request administration of the medication in writing (forms available from the Front Office) and issue full instructions. Medication must be in the original container, clearly marked with the child's name, dose, time to be administered etc. Any change in instructions and/or dosage must be in writing, signed and dated by the parent. We ask that if your child has any infectious medical scenarios (e.g. COVID, measles), you notify OSHC and the school immediately, as this can be of serious concern to some of our children.

Allergy Aware School

There are a number of children with a range of allergies attending the service, including nut allergies. Please do not send any type of nuts or nut products (i.e. Nutella) to OSHC or Vacation Care for your child's lunch or recess.



First Aid Medical Action Plan

Children diagnosed with certain medical conditions such as asthma or anaphylaxis will be required to provide OSHC, separate from the school, the following items:

- In-date medication in original box with pharmacy label of child's name
- Medical Action Plan
- Medication Agreement (emailed by OSHC before enrolment is confirmed. Only for medications NOT related to anaphylaxis or asthma)
- Health Support Agreement (emailed by OSHC before enrolment is confirmed)
- Risk minimisation plan (emailed by OSHC before enrolment is confirmed)

Children requiring dietary needs will need to fill out a food safety risk minimisation plan prior to enrolment. This is also emailed by OSHC.

OSHC Grievances and Complaints

St Martin's OSHC Service fosters positive and harmonious relations between all families, staff and levels of management. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner. If any parents should have a grievance or complaint, the parent should discuss the problem with the Director or Assistant Director.

Should grievances or complaints continue after consultation with the Director and/or the Assistant Director, please contact the Principal or Deputy Principal.