Philosophical Basis and Aims

St Brigid’s Catholic School Out of School Hours Care is a place of learning, nurturing and growth. We are a community that supports diversity and celebrates the gifts of each individual.

We aim to:

- Provide a variety of activities led by the children’s suggestions which are fun and interesting, taking into account the various ages, abilities, and individual needs and backgrounds.
- Focus on building positive relationships with the children and families to ensure the children are the focus of our care.
- Allow the children to explore the world around them through play, building relationships with others, developing skills and gaining confidence.
- Empower the children with skills such as negotiation, communication and decision making, encouraging them to become responsible citizens in our community.
- Respect the needs of each child and promote their positive self-image and ability to self-manage their behaviour.
- Meet the needs of families in our school and local community who require out of school hours care in a safe, nurturing, caring manner.

The OSHC/Vacation Care service is endorsed by St. Brigid’s Catholic School Board and the values, beliefs and policies complement the school's own. Open communication with families is encouraged and we welcome input from families regarding policies, planning and decision making about the service. If you have anything you wish to input please speak to the Director. There is a Management Committee which represents the families utilising our service and we welcome your input.
Enrolment and Bookings
All families using the service must complete the Enrolment Form, listing emergency contacts and medical information. An update of this form will need to be completed if any of your circumstances change. A booking form, listing expected attendance times also needs to be signed. A once off enrolment fee of $20 (Per child) For all new students is due at enrolment, this covers the administration time, provision of eating implements, and the initial supply of an OSHC hat. This fee is not covered by Child Care Benefits or Rebates (CCB or CCR). If booking times vary, please notify the Director on the above number, via email or through the School Stream App. There is no cancellation fee if cancelled prior to set times (See Hours of operation).

Hours of operation
Before School Care (BSC) and After School Care (ASC) will operate during St. Brigid’s Catholic School Terms, Vacation Care (Vac Care) will operate in all school holidays and is closed on all public holidays and the week between Christmas Day and New Year’s Day. The service is open during the school week Mondays – Fridays 7:00am to 8:30 am (BSC) 3:10 – 6:00pm (ASC) and during the holidays Mondays to Fridays 7:00am to 6:00pm. The service will also be open on early dismissal days. We will be open on St. Brigid’s Catholic School pupil free days that has provided that we have sufficient enrolments a week prior to the set date.

Further information and Policies
All Policies are kept on site in the OSHC room and you are welcome to request a copy of these at any time. If you have any questions or queries please contact the Director on the above email.

Access
This service has 75 places available for BSC, ASC and Vac Care. These places are available to all school aged children, providing staff and resources are available. If the demand for places exceeds availability, priority of access will be given to families in accordance with Federal Government policy; to children at risk, children aged 5 and older and children from single parent families who meet the work/study test.
Fees – (2016)

Fees are calculated using the ‘Formula to calculate the gap for families’ which means they are individually tailored to each family depending on your combined income. (*see fee structure letter included in this pack). For further information either contact the Family Assistance Office on (Insert number), check online at [http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit) or talk with OSHC Staff members.

The full costs of care is outlined below;

<table>
<thead>
<tr>
<th>Service</th>
<th>Full Session Rate</th>
<th>Short Stay (times listed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$15</td>
<td>8:00am – 8:30am $5</td>
</tr>
<tr>
<td>After School Care</td>
<td>$19</td>
<td>3:10pm – 4:00pm $10</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>$42</td>
<td>N/A</td>
</tr>
<tr>
<td>Vacation Care Excursion</td>
<td>$52</td>
<td>N/A</td>
</tr>
<tr>
<td>Pupil Free Day</td>
<td>$42</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Fees may be paid at the end of a session or otherwise at the end of the fortnight. Invoices will be sent out weekly.

*Please note to be eligible to receive CCB and or CCR we need the Date of Birth and Customer Reference Number (CRN) for each child and the enrolling parent to match what Centrelink has on record. This is completed on the enrolment form.*

**Late or Non – Payment of Fees**

The Director must be notified in writing if difficulties arise with payments. Accounts are distributed weekly and fees are expected to be paid weekly or fortnightly. Any account which becomes outstanding after a month will result in a suspension of care, (Unless an agreement has been reached prior to this with the Director). The School Board reserves the right to terminate enrolment and engage the debt collection agency if fees are not paid within a negotiated time.

**Collection of Children**

Only people specified on the Enrolment Form (over the age of 16) are allowed to collect children from the service. Please ensure that you nominate every possibility on the ‘others to collect’ section of the Enrolment Form. If an emergency situation occurs and you require someone other than those listed on the form please contact the service ASAP and inform this person they will require identification. **All children must be signed in or out by the parent/guardian/authorised pick up.**
Late Collection
All children must be collected prior to 6pm according to the OSHC phone. A late fee of $1 per minute per child will be added to the account which will not be subsidised by CCB or CCR. (To a maximum of $60). If a child has not been collected by 6pm and there is no message from a parent, every effort will be made to contact a parent/guardian or an emergency contact person. If this proves unsuccessful Crisis Care will be contacted, who will work with SAPOL to locate a parent/guardian.

Accident, Injury and illness
In the event of an accident or sudden illness, staff will provide first aid, care and comfort until a parent or emergency contact arrives to collect them. If the injury or illness is of a serious nature staff will seek medical assistance or call an ambulance (Ambulance Insurance is covered by the service for accident and injury) as they see necessary. Parents will be notified by staff as soon as possible.
In cases of infectious diseases, children will not be allowed to attend the service. If you are unsure of exclusion details please see OSHC staff who will refer to the ‘Staying Healthy in Childcare’ document.

Medication
Any student medication needs to be provided to staff and the parent must make a record on the appropriate form detailing type of medication, date, time, time of last dosage, dosage and sign it. The medication must be in its original container and a “Permission To Administer Medication” form must be completed by the parent and signed by the doctor.
Once administered OSHC staff will fill in appropriate forms and file them in the child(ren)’s file.

Health and Safety
Children will be supervised at all times.
There is always a minimum of 1 OSHC staff member with a current First Aid Certificate on duty.
There is a minimum of 1 Qualified staff member for every 30 children. All the rooms in the OSHC service are fully air-conditioned, heated and regularly maintained.
Children will not be allowed to leave the service other than with an authorised person.
All children and staff are expected to wear hats outside when the UV rating is 3 or higher according to www.bom.gov.au/sa/uv/index.shtml
Children and staff are encouraged to follow a high standard of hygiene and staff who handle food will have completed a food safe handling course. A high standard of personal hygiene is
essential for staff as well as ensuring the cleanliness of all food storage and preparation areas, toilets and the general room.

St. Brigid’s Catholic School OSHC is regulated by the Education and Care Services National Regulations.

Fire and other emergency procedures are documented and practised by staff and children regularly.

All staff have undertaken Responding to Abuse and Neglect Training, relating to reporting Child Abuse. All volunteers and staff must undergo intensive screening procedures, including a Catholic police check.

Facilities, Activities and Programming
The OSHC service is based in rooms 17&18 at St. Brigid’s Catholic School. We have access to the outside facilities, the SAMMAT and the Resource Centre. We encourage the children to engage in homework and provide a staff member to assist with this Monday to Thursday. There is a regular program of scheduled activities where the children are encourage to engage and freely choose appropriate activities. Structured activities are provided (e.g. art/craft, cooking, sport, outdoor games etc.) however, no child is forced to participate as we understand that some children require freedom and release time from the structure of school activities. If you would like your child to participate in the Homework Time please speak to OSHC staff and this will be encouraged.

Grievances
St. Brigid’s Catholic School OSHC is keen to address and resolve any grievances effectively and agreeably for all concerned. Grievances should be addressed to the OSHC Director in person or in writing. If the involved parties are not satisfied with the result or the way in which the grievance was handled they may approach the School Principal. Confidentiality of all parties concerned will be upheld at all times. Grievances not handled adequately by the school may be presented to the Catholic Education Office.
**Behaviour Guidance**

The behavioural expectations are as follows:

- We care for ourselves
- We care for others
- We care for the environment

These include; staying inside the supervised boundaries (Care for ourselves), Listening and following the directions of staff (Care for others), and working and playing safely and cooperatively (Care for the environment and others).

Please read the Behaviour Contract for further information. This needs to be signed prior to commencement at the service.

**Food**

Before School Care – Breakfast is offered to children who arrive prior to 8:00am. This will consist of Cereal or toast, with the opportunity for a milk drink or juice. Occasionally, we will provide something special such as pancakes, eggs, muffins or crumpets and other foods (in keeping with our nutrition policy).

After School Care - Each afternoon as the children arrive they will be offered some fruit as a snack. Afternoon tea will be provided at approximately 4:15pm. We aim to provide healthy everyday food, low in fat and sugar, with only occasional treats. Please notify staff if your child has any special dietary conditions. Children are encouraged to be involved in afternoon tea planning and preparation.

If you find that your child eats a lot or is still hungry please pack extra in his/her lunch box.

If your child is in care for their birthday we will provide a cake for them to celebrate and share with the staff and children in care that day. (Please let us know in advance if possible).

**Confidentiality**

The St. Brigid’s Catholic School OSHC/Vacation Care protects the privacy and confidentiality of individuals by ensuring that all records, and information about individual children, families, staff and management are kept in a secure place and are accessible or disclosed only to those people who need the information to fulfil their responsibility at the service or have a legal right to know.
Parental Input

We welcome any family support in the following ways:

- Contributing ideas, craft materials etc.
- Attending management committee meetings
- Participating in fundraising initiatives
- Providing feedback, open communication with OSHC staff regarding children

We also ask that Families

- Complete and return forms promptly.
- Collect children on time
- Pay their fees on time
- Notify us of any changes to bookings, financial circumstances or personal contact details
- Communicate with OSHC staff with any feedback concerns or questions as they arise