



Belair Primary School
Out of School
Hours Care
&
Vacation Care

Family
Welcome Package



Government of South Australia
Department for Education and
Child Development



Belair Primary School
OSHC & Vacation Care
Phone: 8278 7609
Fax: 8370 2651
Main Road, Belair SA, 5052

Child Care Benefit: phone contact 13 61 50

Internet Banking Details

BSB: 105 078

Account Number: 055 569 540

OSHC Office Hours: Bookings, cancelations, enrolments, invoice queries, payment of accounts, or just to chat about any issues regarding your child.

Director: Monday, Tuesday, Wednesday 7.00-4.00pm and Thursday 9.00am—4.00pm

Assistant Director: Friday 2.00—5.30pm

OSHC Staff

Director:	Barb Humble
Assistant Director:	Melissa Clark
Qualified Educator:	Barbel Reiman
Qualified Educator:	Katriana Vlachos
Qualified Educator:	Hannah Wertheim
Qualified Educator:	Emily Turci
Qualified Educator:	Taylor Thomson
Qualified Educator:	Jo Van Eyk
Qualified Educator:	Chris Broadbent
Qualified Educator:	Ashley Jolley
Certificate 3 (studying Diploma)	Samantha Berry
Certificate 3 (studying Diploma)	Isaac Moore
Certificate 3 (studying Diploma)	Tessa Lomman
Certificate 3	Renee Nash
Educator:	Danielle Hooper
Educator:	Luke King
Educator:	Ella Tonkin
Educator:	Jaime Topham
Educator:	Madeleine Day
Educator:	Maddison Duncan

Hours of Operation

Before School Care

Monday to Friday during Term time
7.00 am to 9.00 am

After School Care

Monday to Friday during Term time
3.00 pm to 6.00 pm

Vacation Care and Pupil Free Days

Monday to Friday during School Holidays
7.30 am to 6.00 pm

History

The Belair Primary School Governing Council took over management of the Belair Primary School OSHC from 1st July 2006.

Fire Safety

The Belair Primary School Out of School Hours Care is in the Mount Lofty Ranges. Please make sure you are aware of the OSHC Bushfire Policies and Procedures.

Belair Primary School OSHC

VISION

Belair Primary School Out of School Hours Care aims to develop children who have a strong sense of identity, are confident communicators who contribute to their world and take responsibility for their well-being.

VALUES

Belair Primary School Out of School Hours Care's Values underpin how we expect children, their families and staff relate to each other.

Responsibility Respect Diversity Open-minded Risk taker Balance Communicative

Before and After School Enrolment;

Each child must have a completed the Yearly Enrolment Form (available on the school web-site), supply a copy of the most recent Centre-link Assessment form (with CRN numbers for parent and child/ren) an updated Health Action Plan before attending the Belair Primary School OSHC and Vacation Care. (This is a Licensing requirement.)

Enrolment and Health Care Action Plan forms are available from the OSHC room. Each Vacation Care you will be required to fill in a booking sheet and add any changes to your child's enrolment since their last attendance. Please make sure you keep these enrolment records and OSHC/Vacation Care staff up to date with any relevant changes to your details.

Vacation Care Enrolment;

Families must complete an enrolment/booking form for each Vacation Care Program. Vacation Care Program and Booking Sheets are available on the school web-site from week 6 of each term. If a child is new to the service a completed current year OSHC Enrolment Form is also required (also available on the school web-site). (Each child must have an up to date OSHC Enrolment Form and Health Action Plan).

Priority of Access Policy is applied to all bookings.

Orientation Visit:

Before you child's first attendance at OSHC and Vacation Care we encourage families to come along for a tour of our service to become familiar with our routines and resources available to children.

Upon your child's first OSHC or Vacation Care attendance we ensure that they are introduced to the group and linked with a helper buddy to make this important transition as smooth as possible.

Breakfast (7.00-8.00 am) and Afternoon Tea (3.20-4.40 pm)

A hot breakfast of a toasted cheese, baked beans or spaghetti sandwich, a bowl of cereal, 7.00 am to 7.50 am (from 7.50 am to 8.00 am cereal will be provided) during school term, and 7.30 am to 8.00 am during Vacation Care. Afternoon tea is provided in the afternoon and usually consists of cheese, jam, vegemite sandwiches or dry crackers, fresh fruit, vegetables and cheese.

We encourage children in making healthy food choices and are given the opportunity in choosing from the selection of healthy snacks supplied.

PLEASE MAKE SURE THAT THE DIRECTOR IS NOTIFIED OF ANY FOOD ALLERGIES OR SPEICAL DIETARY REQUIRMENTS ON YOUR CHILD

Cancellations:

Our service is staffed each day according to the number of children booked to attend; therefore the service needs to be sufficiently notified of bookings or cancellations to maintain Licensing Standards ratios 1 Educator to 15 Children.

If a child does not attend BSC, without notification, this session will be charged as 'Absent'. Child Care Benefit is paid for up to 30 'Allowable Absences' per year.

If a child is ill during the school day and as a result collected from school early, the family will not be charged for being absent at the afternoon's care

Before School Care (BSC):

Cancellations for BSC are to be made by phone, email or in person 24 hours prior to day of the booking. If a child does not attend BSC, without notification, this session will be charged as 'Absent'. Child Care Benefit is paid for up to 30 'Allowable Absences' per financial year.

After School Care (ASC):

Cancellations for ASC are to be made by phone, email or in person 24 hours prior to the day of the booking. If a child does not attend ASC, without notification, this session will be charged as 'Absent'. Child Care Benefit is paid for up to 30 'Allowable Absences' per year.

If a child is ill during the school day and as a result collected from school early, the family will not be charged for the ill child being absent at the afternoon's care. However, the service needs to be notified if the child is absent from OSHC the following day.

Vacation Care:

All cancellations made within 5 working days of any vacation care day will be charged as absent. (see Cancellation and Late Collection Fee Policy)

Sports Commitments: If your child is going to attend a sport or any other after school activity the child must attend OSHC to be signed in and let educators know where they are going so this can be recorded.

Sign In/Out

It is a legal requirement that parents/caregivers sight and sign their children's attendance records. Children must be signed in by a parent or caregiver when they arrive in the morning and signed out before they leave in the afternoon. All children will be signed out by a staff member following their departure from Before School Care and signed in on arrival to After School Care. Non-arrival of children attending After School Care 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 are authorized to collect and to sign the children out in the afternoon. Staff may ask for identification.

Payment of Fees

We bill Before and After School Care in arrears. Your weekly invoices are emailed Monday or Tuesday. Outstanding amounts must be paid weekly. This allows for the OSHC service to continue to run at the high standard our families expect. Payments can be made in person by cash/cheque or via BANKSA internet banking using the following details:

BSB: 105-078, Account: 055569540

OSHC Fees are as follows:

Before School Care: \$9.50 After School Care: \$19.50 Pupil Free Day \$50.00

Vacation Care Incursion \$50.00 Vacation Care: Excursion \$60.00

Yearly Administration Fee: \$20.00

OSHC Hat Purchase: \$7.50

Policies

Belair Schools OSHC and Vacation Care have policies covering all aspects of your child's safety and well being while at our service. These are available to families upon request.

Grievance Procedures

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

Illness and Medication

In the case of a contagious sickness a child should not attend the program. Ongoing Doctor's prescribed medication may be administered under written instruction from the parents. Parents of children with allergies and asthma need to talk with the Director about their special needs.

Parents will be notified and asked to collect their child in the event of a child becoming ill while at the program.

In the event of an accident first aid will be administered including documentation and parents will be notified.

Sun Safe Policy (No hat, no play, between the months of September 1st until April 30th)

This is in line with the Belair Schools Sun Safe Policy, children who attend OSHC and Vacation Care will be required to wear an OSHC Hat which is purchased (\$5.00) at the beginning of each year at the time of enrolment. Children are also encouraged to provide and apply their own sunscreen regularly, especially during Vacation Care. Children must not attend OSHC or Vacation Care wearing thongs, ugg boots, or sleeveless tops such as singlets/tank tops.

Family Involvement

At our OSHC and Vacation Care we encourage parent and family participation. This could include activities within the service such as story telling, running art and craft activities, helping with sport activities or playing games. Other opportunities include attending excursion during Vacation Care or running Sports clinics.

We also offer the opportunity on our Community Notice board to display business cards or flyers for local businesses.

Please don't hesitate to approach OSHC staff with suggestion or enquiries.

Student Code of Conduct

Children who attend Belair Schools OSHC and Vacation Care are expected to adhere to the Belair Primary School OSHC and Vacation Care Student Code of Conduct available to families at all times.

The consequences for inappropriate behaviour align with the Belair Primary School Staff Code of Conduct when dealing with Students. Following two warnings children are excluded and asked to consider their behaviour before re-entering the OSHC group. Following repeated incidents of inappropriate behaviour parent/carer of a child may be phoned to collect their child from the service. The child may then be excluded from using the OSHC or Vacation Care service for a period of time agreed upon by the Director and parent/carer of the child. A child will be excluded from the service if the child leaves the OSHC room or any supervised area without permission.

If a child leaves for any reason, the Belair Primary School ground without permission, staff will not follow after them. Staff will notify the Director/Nominated Supervisor

Late pick up Fee:

1st instance \$1.00 charge for every 1 minute after 6.00pm

2nd instance \$2.00 charge for every 1 minute after 6.00pm

3rd and ongoing instance \$ 5.00 charge for every 1 minute after 6.00 pm

Late or Non-payment of Fees

The Director must be notified if difficulties arise with payment of fees.

The Director/Principal/Management Committee reserve the right to refuse care if fees are not paid within the negotiated time. Any unpaid accounts will be sent to a Debt Collection Agency.

Supervision

Children are closely supervised at all times while they are at Belair Schools OSHC and Vacation Care. The staff ratios we operate under are 1 adult per 15 children while at the Belair site. 1 adult per 8 children during Vacation Care excursions. Water play/slides incursions and Beach excursion are staffed with a ration of 1 adult per 5 children.

National Quality Framework (NQF)

A Commonwealth Government initiative linked to Child Care Benefit funding approval for OSHC and Vacation Care services. OSHC and Vacation Care QA aims to provide school age children in outside school hours care throughout Australia with high quality care that promotes learning and development with particular emphasis on play, social interactions and recreation.

Program 'My Time, Our Place'

Our program is designed to foster the individual needs of school-aged children. We offer a wide range of activities, which are developed by staff, child observations and child feedback. We offer our children opportunities to interact with others and learn in a safe and supportive environment.

Qualified Staff are given two hours per week to program for individual children. Qualified staff are Primary Carers to one of six Primary Care groups: Receptions - 'Bilbies', Year 1 'Cockatoos', Year 2 'Possums', Years 3 'The Crocs', Year 4 'Dingoes', Year 5 -7 'The Great Whites'. Two children out of each group are programed for weekly in rotation. At anytime please approach staff and they will be happy to talk with you about your child/ren's programing.