



Belair Primary School  
Out of School  
Hours Care  
&  
Vacation Care

Family  
Welcome Package



**Government of South Australia**  
Department for Education



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

**Child Care Subsidy: phone contact 13 61 50**

**Internet Banking Details**

BSB: 105 078

Account Number: 055 569 540

**OSHC Office Hours:** Bookings, cancellations, enrolments, invoice queries, payment of accounts, or just to chat about any issues regarding your child. Call Monday – Friday 7am-6pm.

**OSHC Staff**

Director:	Melissa Clark
Assistant Director:	Luke King
Qualified Educator:	Barbel Reiman
Qualified Educator:	Emily Turci
Qualified Educator:	Madeleine Day
Qualified Educator:	Marco Cecere- Palazzo
Qualified Educator:	Maddison Duncan
Qualified Educator:	Chris Broadbent
Qualified Educator:	Dani Fisk
Qualified Educator:	Kath Williams
Qualified Educator:	Ella Tonkin
Certificate 3 Educator:	Renee Nash
Educator:	Wendy Goulding
Educator:	Jaime Topham
Educator:	Nick Fox
Educator:	Harley Giles-Stubna
Educator:	Jolie Tran
Educator:	Jo Van Eyk

**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 website), which includes a copy of the Child Care Subsidy Assessment form (with CRN numbers for parent and child/ren) and 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 website 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 website). (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 your 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 their regular educator 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 sandwich, or baked beans, spaghetti, jam or vegemite on toast is available from 7.00 am to 7.50 am. Cereal is available from 7 am to 8am during school term. Breakfast is provided from 7.30 am to 8.00 am during Vacation Care. Afternoon tea is provided in the afternoon and usually consists of sandwiches or dry crackers fresh fruit, vegetables and cheese.

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

**PLEASE MAKE SURE THAT THE DIRECTOR IS NOTIFIED OF ANY FOOD ALLERGIES OR SPECIAL DIETARY REQUIREMENTS FOR YOUR CHILD.**

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**Cancellation of Before, After School, Vacation Care and Pupil Free Days.**

**Cancelling a booking**

No fee is charged for bookings that are cancelled by phone, electronically, or in person by 8.00am seven calendar days prior to the day of the booking. If seven calendar days' notice is not provided, the session will be marked as 'Absent' and the account holder will be charged the full amount.

**Illness**

When a booking is cancelled within seven calendar days due to illness or other medical condition, no fee will be charged if a medical certificate is provided to cover the missed session(s). If a medical certificate is not provided, the session will be marked as 'Absent' and charged the full amount.

Children who are sent home early from school due to illness and are booked to attend OSHC that same day will be marked as 'Absent' and charged the full amount. If a medical certificate is provided, no fee will be charged.

**Children referred from school**

Children not collected from school by 3:45pm and who are enrolled with the OSHC service will be taken to the OSHC. The parent/carer will be liable for any fees incurred.

**Child Care Subsidy**

Families are entitled to receive the Australian Government Child Care Subsidy for up to 42 absences per year. Further information on Child Care Benefit is available at [www.human.services.gov.au](http://www.human.services.gov.au).

**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 to let educators know where they are going so that 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 persons specified on the enrolment form are authorised 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**

### **Late Collection of Children**

The OSHC service closes promptly at 6.00pm. An accumulating charge applies for late collection as follows:

- \$1 per minute after 6pm for first late collection.
- \$2 per minute after 6pm for second late collection.
- \$3 per minute after 6pm for third late collection.

Payment will increase by another dollar per minute after each late collection until the end of the year.

If your child has not been collected by 6.00 pm, staff will attempt to contact the parent/caregiver and then the emergency contacts nominated on your child's enrolment form. If staff are unable to locate anyone to collect the child by 6.45pm, the police will be contacted (ph.: 13 14 14).

### **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 Primary School OSHC and Vacation Care. The staff ratios we operate under are 1 adult per 15 children while at the Belair site and 1 adult per 8 children during Vacation Care excursions. Water play/slides incursions and Beach excursion are staffed with a ratio of 1 adult per 5 children.

### **National Quality Framework (NQF2)**

This is a Commonwealth Government initiative linked to Child Care Subsidy funding approval for OSHC and Vacation Care services. OSHC and Vacation Care aims to provide school age children in outside school hours care throughout Australia with high quality care that promotes learning and development with a 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 to learn in a safe and supportive environment.

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