NORTH ADELAIDE PRIMARY SCHOOL
Out of School Hours Care
HANDBOOK

62 Tynte Street, NORTH ADELAIDE SA 5006

Phone : 8267 5127
Mobile : 0418 853 610 (excursions only)
Fax : 8267 1287

Opening Hours
Before School Care (BSC) 7.30am – 8.40am
After School Care (ASC) 3.00pm – 6.00pm
Vacation Care (Vac care) 7.45 – 5.45pm
PHILOSOPHY OF THE SERVICE

North Adelaide primary School OSHC is a valuable service that supports the needs of school aged children and families. In OSHC settings educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development. Children in OSHC have a choice and control over their learning as they collaborate with educators to extend their life skills and develop dispositions towards citizenship.

North Adelaide OSHC supports and incorporates the philosophy and values of the school in its planning, programming and day to day running of the centre. The philosophy is based on and includes ‘acknowledging cultural diversity, becoming a caring community of learners and working toward continual improvement’. Planning and programming ensures that it is inclusive of all children and developmental play is regularly incorporated into the program. The centre aims to link the program with the wider community where possible, and to educate children about the opportunities within their community.

VISION, PRINCIPLES, VALUES

At North Adelaide OSHC we will:

1. Foster children’s autonomy and development by providing a program that is reflective of the curriculum framework ‘My Time Our Place’.

2. Aim for children to meet all developmental outcomes of the framework;
   - Children have a strong sense of identity
   - Children are connected with and contribute to their world
   - Children have a strong sense of wellbeing
   - Children are involved learners
   - Children are effective communicators

3. Provide an environment that is inclusive, tolerant and respectful

4. Meet the needs of individual children and their families, and encourage involvement and feedback of the program.

5. Cater for nutritional and individual dietary needs by complying with the DECD ‘Right Bite’ strategy and comply with Australian Dietary Guidelines for children and Adolescents.
The number of children that North Adelaide OSHC service can cater for is dependant on the places provided by Child Care Benefit, and space regulations imposed by Licensing and Standards (DECD). North Adelaide OSHC caters for all school aged children, and may have limited spaces for children aged 4 years.

Currently we operate with:
- Before School care: 20 places
- After School Care: 45 places
- Vacation Care: 45 places
- Pupil Free Days: 45 places

**BEFORE SCHOOL CARE**

Fee:
- $9.00 Permanent Booking
- $10.00 Casual Booking

**AFTER SCHOOL CARE**

Fee:
- $18.00 Permanent Booking
- $20.00 Casual

**PUPIL FREE DAYS and VACATION CARE**

Fee:
- $45.00 for bookings made before the due date
- $50.00 for all other bookings

These fees are the maximum fees you can be charged per session. Most families, however, will be eligible for a fee reduction simply by applying for Child Care Benefit which scales the fees according to the household income and the Child Care Rebate which covers up to 50% of out-of-pocket expenses and is not income tested.

**LATE PICK UP FEE**

$1.00 per minute, per child will be charged to your account for children collected after 6.00pm for OSHC or 5.45pm during Vacation Care.

**EDUCATOR RATIOS**

All educators at OSHC are interviewed, and provide the service with a DCSI (Department of Community and Social Inclusion) clearance. Most educators have basic First Aid training and experience in the childcare or teaching profession. As in accordance with state policy our ratios are as follows:

- At school: 1 adult to 15 children
- On excursions: 1 adult to 8 children
- Swimming excursions: 1 adult to 5 children
There is always a qualified staff member on duty and where necessary by regulations more than 1 qualified.

**METHODS OF PAYMENT**

- OSHC accounts are issued weekly via mail or email.
- OSHC accounts can be paid by cash to OSHC or the school finance office. No cash is kept on OSHC premises if change is required.
- Payments can be made using the credit card slips provided in the OSHC and you may opt to have fortnightly payments directly debited from your credit card.
- Pay via Bizgate, id no to enter is 999999999O (9x the numeral 9 and 1x O for oscar), follow the prompts (See Director for more details if needed).
- Postal payments can be sent to North Adelaide OSHC, 62 Tynte Street, North Adelaide SA 5006.
- Receipts will be attached to your next account.
- Surplus payments will be kept in credit on your account for next usage.

**CHILD CARE BENEFIT and CHILD CARE REBATE**

The Australian Government provides families with financial assistance to help cover the cost of approved child care through the Child Care Benefit and Child Care Rebate.

You can apply for the Child Care Benefit (CCB) in person or online through Centrelink. Please note you need to apply for the CCB in order to claim the Child Care Rebate (CCR). If your income is too high for CCB you may still be eligible for the CCR.

To apply online visit [humanservices.gov.au/childcarebenefit](http://humanservices.gov.au/childcarebenefit) or Call the Department of Human Services / Centrelink (Ph. 13 6150)

Centrelink will provide you with a CRN (Customer Reference Number). Each individual person has their own unique number. Please provide this number with your enrolment form in the space provided to ensure you receive your entitled benefits. The enrolling parent needs to provide their own personal CRN and date of birth for claims to be processed without complication.

If claiming Child Care Benefit for the first time please arrange this prior to commencement of care.

If you believe you are not entitled to the CCB it is still in your best interest to register your details with Centrelink and our service to ensure you receive the Child Care Rebate automatically. All families are entitled to the Child Care Rebate.

**Accounts in arrears**

As soon as you encounter difficulties paying your fees please see the Director to implement an individual payment plan or alternatively you may wish to access outside agencies or Centrelink for extra assistance. Non payment of fees over a period of time will result in the cancellation of care.
ENROLMENTS

• Each family must complete an enrolment form for their child before using the service.
• On enrolment, parents will be given a Family Information Folder.

If a place is not immediately available at the service, the child may be put on a waiting list. When a place becomes available, the family will be contacted by the Director and enrolment may proceed. Please note we are currently not at capacity and there are circumstances where the service may exceed the 45 places.

Enrolment information will be kept in a confidential file. Access to this information is available only to the Director and service staff. Parents may access their own file upon request.

BOOKINGS and CANCELLATIONS

BSC and ASC
• All children attending on a regular basis need to make permanent bookings and parents will be asked to confirm their bookings each year.
• Additional bookings can be made by using the communication book, or informing a staff member or leaving a message on the answering machine. Please note we do not call back to confirm bookings as we have spaces everyday for extra children. Phone calls will only be made if we can not accept the child.
• Cancellations need to be made as soon as possible to avoid being charged an Allowable Absence.: 
• Allowable absences include child care benefit and the child care rebate and are the same cost of a normal session.
• Cancellations must be made before 6pm the day prior to care for BSC and by 9am the day of care for ASC.

Vacation Care
• Bookings are to be made by using the Booking Form
• Additional bookings can be made by informing a staff member or by phone messages.
• Cancellations must be made 7 days in advance.
• Allowable absences will be charged to all cancellations made after 7 days.

CHILDREN REFERRED FROM SCHOOL

Children not collected from school by 3.30pm or sports practices will be taken to the OSHC service. The custodial parent will be liable for any fees incurred. It is recommended that all children enrolled at the school be enrolled at the OSHC service.

BEHAVIOUR MANAGEMENT and OSHC RULES

Children are to comply by school rules whilst in OSHC. We value the school principles and expect behaviour of all children to reflect these principles. Children may be asked to be excluded from OSHC activities for both short and long term lengths of time. When necessary children will be given green slips and miss positive play. Parents will be kept informed of misbehaviour and staff will actively support children to behave accordingly.
PROGRAM and ACTIVITIES

OSHC aims to provide a variety of activities that support the outcomes outlined by the curriculum framework ‘My Time Our Place’ (see pg 1.). We have a consistent routine by which we structure our afternoons. BSC is only an hour therefore after breakfast the children can engage in any free play inside. Vac care programs and activities are written daily and are determined by the events or theme of the day.

**ASC runs**

- **3.00 – 4pm**  Sign in and free indoor play
- **4.00 – 4.15pm**  Snack
- **4.15pm – 5pm**  Outdoor or Gym play or Hall
- **5pm – 5.20pm**  Homework time and quiet time (All children Yr3 and up are asked to do part of their homework whether it be written or reading. Children under Yr3 are encouraged to read to a staff member or take part in quiet activity time)
- **5.20 - 6pm Close**  Free choice play and pack up

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<th>Lego</th>
<th>Craft</th>
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<td>Cooking</td>
<td>Dancing and Games</td>
<td>Board Games</td>
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<td>Puzzles</td>
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<td>Reading Corner</td>
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<tr>
<td>Play dough &amp; Clay</td>
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<td>Trains and Cars Track</td>
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TV and Computer time is limited and used only when staff feel the children have exhausted all other active activities.

STANDARDS and POLICIES

OSHC maintains the standards outlined by the appropriate agencies such as DECD (Department for Education and Child Development), AFSA (Australian Food Safety Assessment) and ACECQA (Australian Children’s Education and Care Quality Authority). Previously we held a high quality standard awarded to the service in October 2009. Under the new framework we have a “Provisional "rating as we are yet to be assessed.

Policies are implemented by the service to ensure we meet accreditation and DECD standards. We have policies on the following:

- Staff professionalism including the duty of care
- Right Bite Policy – ensuring snacks provide balance and nutrition
- Emergency Procedures
- Health and Safety
- Infectious Diseases
- Sun Safety
- First Aid
- Medical Conditions and Awareness and Health Support Planning
- Fees Policy
- Behaviour Management

Please note to obtain a full copy of the policy see the Director or download from the NAPS website and staff policies are not listed but can be obtained through OSHC.