

# Being~Becoming~Belonging



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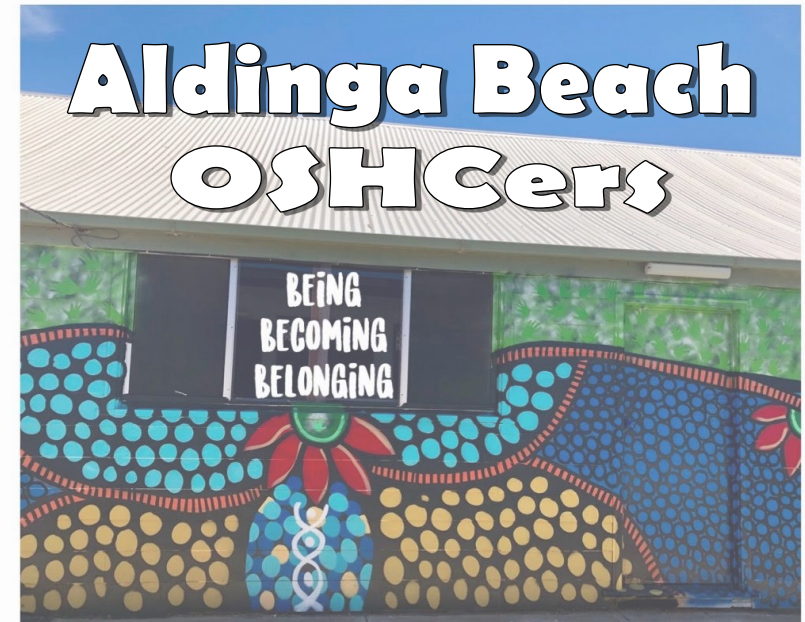
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Facebook page Aldinga OSHCers



Aldinga Oshcers acknowledge that we meet on Ngaltingga Yerta  
(Aldinga country).

We respect the connection to land, water and community of the  
traditional custodians and pay respect to Elders past, present and  
emerging.



Your Out of School Hours

Care Service



PARENT

INFORMATION BOOKLET

### Aldinga Beach OSHC Philosophy Statement

This Philosophy Statement provides the foundation for all activities, policies and procedures of Aldinga Beach OSHC. Wherever there is uncertainty as to Aldinga Beach OSHC's policy or procedure on any issue, Aldinga Beach OSHC uses these principles and philosophies to help resolve the issue. The written policies and procedures of Aldinga Beach OSHC have been developed, and will be monitored and reviewed with these values in mind. The values which underpin Aldinga Beach OSHC for the provision of a high quality service providing the children's physical, emotional and social needs are met in a safe, caring and supportive environment. The best interests of the child are of paramount.

#### Children -

It is our belief that all children are valued individuals with unique personalities, differing needs, capabilities and backgrounds. We aim to provide a nurturing, flexible and culturally inclusive program, which allows for free choice and is sensitive to the special needs of some children. We value the importance of play and aim to encourage primary school aged children to participate in a range of enjoyable experiences and activities that are both planned and spontaneous.

#### We aim to develop the following outcomes through the delivery of our program:

Children have a strong sense of identity ~ Children are connected to and contribute to their world

Children have a strong sense of well being ~ Children are confident and involved learners

Children are effective communicators

#### Families

Aldinga OSHCers is an extension of the home environment. We aim to provide high quality care and support parents/guardians in the care and upbringing of their children. Those using the OSHC service because they work, study or need respite are welcome and encouraged to participate in the operations of the service

#### We aim to support parents/guardians in their role as primary caregivers and educators by:

Welcoming them into our Centre

Encouraging their involvement and participation in the Centre

Respecting and accommodating their child-rearing practices

Exchanging information with parents/caregivers about their child

Providing information about other family and children's services

#### Educators-

We believe the OSHC educators should be a team of skilled child care professionals who are sensitive, warm, caring and aware of the developmental needs of children, each bringing different skills and strengths to the service.

To ensure provision of quality childcare, our educators:

Recognise children as individuals and have an understanding of their needs

Provide a stimulating environment through developmentally appropriate programs

Work as a flexible member of a team

Will be sensitive to the needs of families and the community, and be able to respond to these needs through open communication We are committed to providing: Encouragement for and access to staff development. Opportunities to be involved in decision making An environment which is supportive of the individual work, especially in relation to their physical, professional and emotional needs

#### Community

We believe that to serve the needs of our community we should be sensitive to its diverse social and cultural backgrounds. We should also participate with other community groups and services to share resources and develop a support network while, at the same time, being aware of and responding to the changing needs of the community. A harmonious relationship between management, staff, children, parents and the local community, based on respect for one another is very important. We aim to achieve this through positive and effective communication.

**Reviewed January 2019**

### ***CHILD CARE SUBSIDY***

Families wanting to claim ***Child Care Subsidy*** to reduce the cost of their fees must apply to the Family Assistance Office in person or by phone on **13 61 50**. Families will also need access to the MyGov website. Families who wish to claim CCS should apply prior to or within 28 days of their children starting care at OSHC. The OSHC Service can then reduce the family's fees from the day the child/ren started care. Please inform the FAO that your child is a school child. We require your CRN and DOB and the CRN'S and DOB's of your child/ren before any CCS fee reduction can be claimed on your behalf.

### ***PAYMENT OF FEES***

- Accounts will be issued weekly in arrears. People wishing to pay other than weekly will need to phone the OSHC service on **8556 6503 / 0407559889** and make arrangements with the office staff. If fees are unpaid and outstanding, children's access to OSHC will be at the discretion of the Director.
- All booked sessions will be charged for.
- Please read **Policy 4: Fees** included with this information package. We request that you return the FEE AGREEMENT with your enrolment forms to the OSHC service. If you do not return the agreement we will assume that you will pay your account on a weekly basis.

***Fees must be paid at the Aldinga OSHCers Service. When paying your fees, please hand to senior staff member to be receipted. You can also pay via internet banking, ask the office staff for our bank details and your unique family code, which must be used for all internet transfers.***

### ***CANCELLATION OF CARE***

All permanent and casual OSHC bookings require **24 hours notice** if a booking is to be cancelled without cost. This applies to After school, Before School and Vacation Care. We need 24 hours notice so that we can make the necessary adjustments to the staff to child ratio and contact parents who have children on the waiting list for care. For example, if you cancel an After school Care booking you will need to notify us before 3.00 p.m. the previous day to avoid being charged.

Please assist us by making contacting when your child is absent from school or if you intend on not using a booked session.

We are also getting quite busy and have waiting lists for many days, by informing us of your child's absence we may be able to provide care for another family and your session will not incur a fee.

***If the office is unattended please leave a detailed message on our machine which is time and date stamped.***

## **CONFIDENTIALITY STATEMENT**

Aldinga Beach OSHCers 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 only accessed by or disclosed to those people who need the information to fulfill their responsibilities at the centre or have a legal right to know.

## **AFTERNOON TEA**

This is a light, healthy snack given to children soon after they arrive from class. It provides an opportunity for social interaction and the transition from school to our recreation program. The snack is not designed to be a meal, and will comprise of a drink, a variety of fruit, sweet or savory snack.

If your child has any special dietary needs, please inform OSHC staff and we will cater for them.

**Filtered drinking water is always available.**



## **DAILY ACTIVITIES**

We offer a wide range of activities to suit all ages, interests and abilities. They include art/craft activities, cooking, sports, movies, games and other special activities and excursions during Vacation Care times.

Outside play is encouraged. Children are expected to be **'Sun Smart'**, therefore in keeping with school policy, hats are compulsory for outside play during term's one and four. Therefore **NO HAT, NO OUTSIDE PLAY**. Sunscreen may be applied by OSHC staff when it is considered appropriate. Please let staff know if you would prefer children to use their own sunscreen. (Children with sensitive skin)

All activities are free choice, although we do encourage children to actively participate. Quiet time and homework supervision is available to all children.

*As our service now offers spaces for **Kindergarten children**, the staff to child ratios change on these days. When Kindy children are present please note this may affect last minute bookings as we can not go over certain numbers.*

## **Welcome to Aldinga OSHCers**

Dear parent/guardian,

We look forward to working with you and your child/ren at our service. We hope you find the information in this booklet useful. We are always available during operating times and are happy to discuss any issues, concerns and ideas you may have regarding the program. Feedback from stakeholders is very important.

As Director, I am happy to make a suitable time outside operational hours to discuss any program related issues you may have.

Aldinga OSHCers is located in the western transportables and the mural on the front of our building makes us easy to find. We are run by the Aldinga B-7 Governing Council.

Our service has been rated as 'Exceeding the National Quality Standard'

### **Hours of operation**

Before School Care	6.30 – 8.45 am
<i>After School Care</i>	<i>3.00 – 6.30 pm</i>
Early School Closure	2.00 – 6.30 pm
<i>Pupil Free Day</i>	<i>6.30 – 6.30 pm</i>
Vacation Care	6.30 – 6.30 pm

**The Aldinga Beach OSHC service is closed on public holidays  
and for two weeks over the Christmas period.**

### **FEES AND OTHER CHARGES**

#### **Full Fee**

Before School Care	\$ 16.00
<i>After School Care</i>	<i>\$ 21.00</i>
Early School Closure	\$ 22.00
<i>Pupil Free Day</i>	<i>\$ 53.00</i>
Vacation Care	\$ 53.00
<i>Excursion Day</i>	<i>\$ 63.00</i>

Enrolment fee of \$5.00 per child is added upon creation of formal enrolments  
A **late fee** of \$25.00 for the first 15 minutes and \$40.00 for each subsequent 5 minutes or part thereof applies to children **who are not collected by closing time.**

**Crisis Care are called at 7pm if no contact can be made - 13 16 11**

## **OUR DAILY ROUTINE**

### ***Before School Care***

6.30 a.m.	Service opens  Quiet activities/games
7.00 to 8.00 a.m.	Breakfast –  'Special menu' items offered regularly (scrambled eggs/pancakes/cheese toasties  Every day options -Cereal/toast/ fruit toast/seasonal fruit/water/milk
7.30 a.m.	A choice of programmed activities for the day or any of our range of free choice games and activities.
8.40 a.m.	Children can go to their classes.

### ***After School Care***

3.00 p.m.	Children are dismissed from class and make their way to the OSHC room.  Younger children are collected by OSHC staff.  Once greeted by a staff member and signed in children are free to move on to free choice play.
3.30 p.m.	Free choice activities / Programmed activities
4.00 pm	Afternoon snack and social time.
4.30 p.m.	A choice of programmed activities for the day including outside play or any of our range of free choice activities.
6.15 p.m.	Finish off activities, tidy up, quiet games to finish off the day.

## **ALDINGA OSHCers POLICIES**

Aldinga Beach OSHCers have policies that are readily accessible in the Centre and available on request.

All policies are available to read in the Aldinga OSHCers Policy Handbook kept near the parent information notice board. If you would like a copy, please ask one of our friendly staff members.

### **ADVISORY COMMITTEE**

If you would like to become a parent representative on our OSHC advisory committee, please see a staff member to organise. We meet twice per term on Tuesdays and report to the school's governing council.

## **DELIVERING AND COLLECTING CHILDREN**

Our daily attendance tablet is located on the blue bench near the door. It is very important each time your child attends the service that you verify the collection and/or arrival time and any previous absences with your PIN. When attending after school care, the arrival time will have been entered already by the OSHC staff, but you will still need to verify the departure time.

This is a government requirement and is compulsory. Failure to sign may result in being charged the full fee – no CCS will be payable.

In the mornings, we cannot take responsibility for your children until they have been signed in. We ask that you accompany them to the OSHC room, not drop them off at the gate.

Children will only be released from the program into the care of those specified on the enrolment form, unless written permission from the custodial parent or guardian, authorising another person is received.

Children who need to attend sporting or other commitments during Before or After School Care, which means they must leave the program, must have written permission from their parents/guardians. Children attending such commitments are required to attend the program and be marked on the roll before attending their commitment. Staff will then sign these children out which must be countersigned by the parent at some stage. If the children later return to the program staff will sign them back in and the collecting parent will sign them out as usual.

## **LATE COLLECTION OF CHILDREN**

Children must be picked up on or before 6.30 p.m. or late fees will apply. If children are still at the OSHCers Service at closing time the following will take place.

1. After closing time the senior staff member on duty will attempt to contact parents/guardians/emergency contacts as listed on the enrolment form.
2. Staff will continually attempt to contact parents/guardians, emergency contacts until 6.45 p.m.
3. If no contact is able to be made 30 minutes after closing time the staff will proceed to contact Crisis Care on **13 16 11** and the child/ren will be handed over to their care. Parents will then need to contact Crisis Care regarding the whereabouts of their child/ren. The crisis Care phone number will be displayed on the OSHC front door.