



WOODSIDE PRIMARY SCHOOL  
OUT OF SCHOOL HOURS CARE

# FAMILY HANDBOOK 2024



## WELCOME

Woodside Primary School Out of School Hours Care Service (OSHC) is a not-for-profit service provided by the Governing Council of Woodside Primary School. It is located on the grounds of Woodside Primary School in Moffett Street, Woodside.

The OSHC Service provides care for Primary School children and is approved to provide care for a maximum of 45 children at each session of Before School Care, After School Care and Vacation Care. Staff are all experienced in the provision of care and recreational activities for children and must meet specific requirements to gain employment with our Service. All staff hold current Child-Related employment screening and Child Safe Environments—reporting Child Abuse and Neglect certificates - and all qualified staff also hold 'Apply First Aid' (Senior First Aid), Anaphylaxis Management and Emergency Asthma Management Certificates.

Our service staff will provide all children with safe, high quality care and fun and varied recreational and educational activities.

## PHILOSOPHY STATEMENT

*Woodside Primary School Out of School Hours Care Service will strive to provide a safe, supportive & caring environment which will create positive & meaningful relationships, with children, families & staff.*

*All children, staff and families are expected to respect & support each other irrespective of differences. All children's individuality will be nurtured, creating a Service inclusive of all families. We will respect and recognise the child's primary carers are responsible for the upbringing, protection and development of the child.*

*This will be achieved by working in partnership with families & the community. We will provide a varied play-based program which will be fun for the child, while teaching and modelling healthy and safe lifestyle choices. Our program will provide quality experiences, which will be age and developmentally appropriate, encourage exploration & spontaneous play, provide positive social interactions, give children direction in life skill areas & encourage further learning.*

*Staff, children and families are encouraged to provide input to our program. We will provide opportunities for children to be active members of the larger community, to create a sense of belonging. We will provide direction to families if they need assistance in accessing Community Services. Staff are given the opportunity to participate in regular training to provide continuous improvement to the Service as a whole. Regular reflective practice will reinforce this philosophy as our foundation for a Service in which everyone is of paramount importance.*

## Hours of Operation

Before School Care: Monday - Friday 7:00 a.m. - 8:30 a.m.

After School Care: Monday - Friday 3:15 p.m. - 6:30 p.m.

Pupil Free Days: Monday - Friday 7:00 a.m. - 6:30 p.m.

End of Term Last day of school 2:15 p.m. - 6:30 p.m.

Vacation Care: Monday - Friday 7:00 a.m. - 6:30 p.m.

Bookings must be made PRIOR to attendance. The daily electronic attendance sheet MUST be signed by parent/caregiver upon arrival/departure from the Service.

## FEE SCHEDULE

The following fee schedule is current as of 1<sup>st</sup>. January 2024.

Before School Care \$27.00

After School Care \$35.00

Pupil Free Day \$67

Vacation Care \$67

## Enrolment & Bookings

**ENROLLING YOUR CHILD:** An Enrolment Consent Form MUST be completed by parents/caregivers before your child can attend the Out Of School Hours Care Program and updated every year (a Government requirement)

Families are required to contact Centrelink to be assessed for CCS (the Government's Child Care Subsidy). Permanent places during term times are booked in advance at the beginning of each year or upon enrolment (subject to vacancies).

Children MUST be signed in by their parent or other authorised person. Casual bookings should be made at least one day in advance for both Before & After School Care to enable us to make arrangements for the appropriate number of staff to be working.

Casual bookings can be made in person by speaking to the educator on duty to check for available places or by emailing [woodside.oshc@gmail.com](mailto:woodside.oshc@gmail.com) . Bookings cannot be made by leaving a message on our telephone (not monitored 24/7). You can telephone the OSHC Service on 0411 779 529 and book but only during service hours)

It is essential to make a booking with the OSHC Service for your child to attend. VACATION CARE: programs are sent via email to families 4 weeks before the end of each term. Vacation Care bookings must be returned promptly so a place can be secured for your child. If forms are not returned in a timely manner there can be no guarantee of a vacancy for your child. Please note that ALL children booked in on

excursion days have to participate in the excursion.

**AGE REQUIREMENTS:** In most cases, children must be of at least 5 years of age to begin using our service, whether or not they are enrolled in school yet.

Children of 4 years of age can commence their enrolment providing that the year that they would begin school has commenced. If they are beginning school within a particular year, they are able to use our service as of January 1<sup>st</sup> of that same year.

Children who have begun high school will no longer be eligible to use our service but will be able to continue utilizing our care until their first official day of high school.

## Cancellations & Collection of Children

**CANCELLATIONS:** For all sessions, 7 days' notice must be received BEFORE the booked session or the full session fee will apply. Cancellations can be made anytime via email at [woodside.oshc@gmail.com](mailto:woodside.oshc@gmail.com)

Permanent bookings during term time are entitled to 42 allowable absent days per child per school year (Government regulation).

Full fees are charged on any cancellation made on excursion/incursion days because of the usual 'pay in advance' terms of the providers.

For safety and security, children will only be released to authorised adults as named on the enrolment form. Collecting guardians must greet educators in person to ensure that children are being handed over to authorised collection authority holders.

Children must be collected by 6.30 P.M. (close of day). Late fees apply after 6.30 P.M. (refer to 2022 fee policy)

If, because of an emergency situation you are going to be late, please notify the OSHC staff as soon as possible so that appropriate arrangements can be made. Written permission is required for a child to leave from After School Care or Vacation Care before the regular time without being in the care of an adult.

## Accounts & Fees

We are a not-for-profit service and require prompt payment of accounts to ensure that the delivery of a quality service can be maintained. Payment of the full amount outstanding is due on a weekly basis. Accounts are calculated weekly and emailed to you so you must ensure you have an email that can be regularly checked for the invoices which are emailed every Tuesday. Payment is due by the Friday of that same week or a \$20 late payment fee may be applied.

Woodside OSHC accepts payments made by EFT or directly from your bank (no cash or cheques). Please ensure the child and family names are in the description area of your transfer or deposit. Any payments not listing the family name will take longer to process and payment will be delayed in being credited to your account.

OSHC Banking Details for Funds Transfer  
BSB: 105-057 Account Number: 029 831 740

Please take the time to read the Fees Policy included in this welcome pack. If you have any questions regarding fee payment please don't hesitate to speak to the Director. We will be happy to answer any queries you may have regarding fee payment.

## Our Program

Our Service complies with the National Quality Framework and My Time, Our Place requirements. Staff, in collaboration with the children, put together a fun and varied program each week based on the principles of reflective practice.

Before and After School activities are designed and structured to be inclusive of all children, allowing them all to learn new skills and also further develop existing skills across many areas. The program is displayed in the room for your perusal.

The children are encouraged to be active, enjoy the outdoors and respect and nurture the environment. Our program includes a focus on the importance of sustainability, recycling through many art designs, care of animals and life skills. The OSHC Veggie Garden sees the children being actively involved in the whole process from, deciding what to plant when, growing needs of specific plants, right through to cooking and eating our very own produce.

Children are given the opportunity to be involved in playing and learning a variety of different sports and games. We have a large and varied range of sports equipment for the children to use during their time at OSHC. Inside the OSHC Room children can be involved in many activities including games, construction activities, technology and dramatic play. Art & craft is always available for children to participate in.

Children are offered opportunities to participate in leisure and recreational activities, homework and friendly discussion in a caring and nurturing environment. Nutritious and healthy food is provided each day following the Right Bite program for school aged children. Breakfast is available upon request until 7.45 a.m. Afternoon tea is provided during both After School Care and Vacation Care. The children have input into the weekly menu based on healthy eating guidelines. Many children enjoy cooking with the carers and get excited about providing their 'own' recipes for the group to eat.

Our OSHC Room is a constantly changing display centre for all children's masterpiece creations. Vacation Care is always an exciting and stimulating experience for all children.

A large variety of activities are programmed both at OSHC and further afield. We encourage prompt bookings for required days as places fill quickly.

## Staying Healthy in OSHC



Be Sun safe at OSHC. Hats: During Terms 1 and 4 and Vacation Care periods children must wear an approved hat for sun protection. If your child arrives without an approved hat, you will be given the option of going and getting one or the child being required to play in the shade only.

Sunscreen: OSHC provides sunblock and staff supervise the application of sun block as required throughout the day. Vacation Care children should apply sun block before they arrive each morning. Sun screen will be provided throughout the day.

Pets at OSHC: Please organise with a carer before bringing any pets on to the OSHC grounds so that the health and wellbeing of all children can be ensured.

## Your Role In Helping Us Stay Healthy At OSHC

Parents will:

- advise the OSHC staff when their child is suffering from an infectious disease
- seek alternative care when their child is suffering from an infectious disease
- be contacted by staff if their child becomes unwell during their time at the OSHC Program

Program

- be asked to collect their child if it is considered by the staff that the child is unable to cope with normal activities
- advise the staff of any condition which requires ongoing treatment e.g. Asthma
- grant the staff permission to seek emergency medical care
- will pack healthy & nutritious snacks

## Our Role in Keeping Your Child Healthy

Staff will be expected to:

- take preventative measures with regard to personal health and hygiene
- protect their own and others health and safety in the way they utilise their working environment
- maintain the premises to a standard which will help protect against the occurrence and transmission of disease
- obey reasonable instructions and comply with Out of School Hours Care Program policy by monitoring the work systems
- absent themselves from the Centre during periods of illness with communicable symptoms
- manage and use equipment provided in a healthy and safe manner
- employ safety measures when supervising outdoors
- maintain high standards of cleanliness and hygiene during food preparation
- wear gloves when administering first aid
- be aware of any special medical requirements of children

- Staff will model healthy life choices while working their rostered shift

A staff member with their First Aid certificate will be on site at all times.

All qualified staff have completed CPR, Emergency Asthma Management and Anaphylaxis Training.

Staff will contact you immediately if your child should become unwell or require emergency treatment.

## As Staff Members We Value Your Involvement

We understand what a difficult decision it is for you when considering care for your children. As staff members we feel that our service provides a caring, safe and fun-filled environment for your children.

This type of care can only be achieved to the high standard that we maintain by input received from children, families and staff.

We encourage families to be involved in our Service by participating if they are able in any of the following areas:

- Input into the program or nutrition area of OSHC is encouraged. If you have any talents/skills you would like to share with the children please speak to the Director, we would really like parents/caregivers to be involved in this way if they are able to spare some time. The children also get really excited when 'their' family is here to help.
- Our staff team and the OSHC Advisory Committee work together to fundraise to enable us to purchase items for the children's enjoyment. If you are able to help us out with fundraising it would be greatly appreciated.
- Programming suggestions are welcomed. If you have any ideas please don't hesitate to let us know.
- We love getting your feedback. Please take the time to complete the feedback forms that you receive during the year as all information is compiled and used to improve the service we offer your family.

We thank you for considering the above 'jobs' and look forward to welcoming you to Woodside Primary School OSHC.

## Checklist

- \*Organise a time to tour the Centre and meet with the Director for a brief meeting to discuss your child/ren's placement and needs
- \*Familiarise yourself and your children with our OSHC room, daily routine & staff.
- \*Take a look at our current program
- \*Discuss any dietary or health requirements or assistance your child may need

\*Complete and return an Enrolment Form: Please ensure all children's and enrolling person's details are included and provide the Service with a health care plan if required. Medication can be administered only with specific written instructions. (See Health Policy for Medication information)

\*If your child is required to attend sports training, please ask staff for relevant form to complete. (Children will not be released unless this form is completed)

\* Ring Centrelink on 13 61 50 to register for Child Care Subsidy (CCS). N.B. Please remember it is your ongoing responsibility to notify staff of any changes to bookings (Phone, address & email address details) emergency contacts & collection persons and custody arrangements.