Out of School Hours Care

Policy & Procedure Information
Program 2016  |  Including Vacation Care
Program

The Out of School Hours Care Program includes, Before School Care, After School Care and Vacation Care for Primary school age students. The program aims to enrich the children’s well-being and development as they engage in a range of planned play and leisure experiences. The variety of experiences will allow them to feel happy, safe and relaxed while they interact with friends, practise social skills, solve problems, engage in new activities and learn life skills.

This program is supported by the principles outlined in the National Quality Standards for School Age Care. These principles include:

- Secure, respectful and reciprocal relationships
- Working partnerships between the School, families and the local community
- High expectations and a commitment to equity
- Diversity is respected
- Ongoing learning and reflective practice for all learners.

The program provides:

- Quality care and supervision by trained/accredited staff
- A variety of planned play and leisure activities
- Indoor and outdoor play experiences with provision for quiet withdrawal area
- A healthy variety of snacks/foods including fruit and vegetables.

OSHC Coordinator (part-time):
Sarah Marshall

Head of Junior School:
Suzanne Haddy

Bookings:
Michelle Cox
(Student Services Desk)
8334 2261
mcox@stpetersgirls.sa.edu.au
Signing in and out

Signing students in and out is a policy requirement. It is essential that parents support this Duty of Care procedure.

Enrolment and bookings

A Student Registration Form and a booking form will be available at the beginning of each term. To ensure your child’s safety, an enrolment form must be completed prior to commencement.

These records will be updated regularly. All bookings are to be made via the Student Services Desk by contacting Michelle Cox (8334 2261). All bookings will be made on a permanent basis only. Casual bookings will only be considered if places are available and bookings are made at least a day before.

Priority of access

In the event of a place not being immediately available in the OSHC service, a waiting list will be established. We are required to follow the Priority of Access Guidelines recommended by the Government. Please provide details to the Head of Junior School of any family circumstances that would be relevant in making an assessment. Further information regarding Priority of Access can be obtained from the Student Services Desk.

Hours of Operation

Out of School Hours Care
Monday to Friday during term time in the Food Technology Centre

Before School Care
7:30am – 8:30am

After School Care
3:30pm – 6:00pm

Vacation Care
8:00am - 6:00pm
10 – 18 December
11 – 29 January
**Fee Structure**

**Before School Care**  
Flat rate $10

**After School Care**  
Flat rate $25

**Vacation Care**  
Half day rate $40  
One day rate $69

*A late fee of $1 per minute will apply to pick-ups after 6pm.*

**Fees**

St Peter’s Girls’ Junior School OSHC is an approved service under the family assistance law for Child Care Benefit purposes. Families attending an approved Child Care Service can access up to 50% of out of pocket expenses up to the annual cap, currently $7,500 per child per year. This non-means tested Child Care Rebate is additional to the Child Care Benefit.

To access these Child Care Payments, families must ensure they have applied to the Families Assistance Office (FAO) to have their eligibility assessed for the Child Care Benefit and the Child Care Rebate.

Upon receipt of the FAO letter advising you of your eligibility, please advise the Student Services Desk with Parent 1’s Customer Reference Number (CRN) and Date of Birth.

The CRN and date of birth is also required for each child attending the OSHC Services.

**Behaviour management**

Staff will manage all behaviour in accordance with the Junior School Behaviour Management Policy. Students will be encouraged to work through problems, take responsibility for their actions and discover positive solutions. Our focus will be to recognise and promote positive behaviours.
Sun protection policy

A Sun Protection Policy does apply and is in line with the School’s Policy. In Terms 1 and 4 a ‘No Hat No Outdoor Play’ Policy will apply.

Operational regulations

In order to provide an efficient program and safe environment for children, we would like to advise you of the following:

All forms are to be completed prior to your daughter’s participation in any of these programs.

Parents will be required to complete the sign in and sign out forms. Parents must notify staff when they collect their child before leaving the School. Students will not be allowed to leave OSHC during program times unless parents have given consent. Parents are asked to notify staff of any changes to family or custody arrangements, health requirements, dietary needs or behavioural concerns.

Parents are required to bring fee accounts to a nil balance at the end of each term.

Excursions and outings

Staff will notify parents of excursion arrangements and consent.