



**ST PETERS  
GIRLS**

# Out of School Hours Care Program

## Information for Parents

# 2021

This service is provided at St Peter's Girls for school-aged children in Reception to Year 6. It is situated in the transportable on the Oval, next to the Middle School.

Before and After School Care is available to students enrolled at the School.

The service is provided so that parents have available, on-site, before and after school care in a secure, well supervised, caring environment in which children can relax, do homework and enjoy themselves in various activities.

In addition to this, the OSHC Service runs a program during School Holidays and Pupil-Free Days, making care available for 50 weeks of the year. Vacation Care is available for Reception to Year 6 students enrolled at St Peter's Girls, as well as those from other schools.

The number of children in attendance shall not exceed 41 children per session.

### CURRENT STAFF

Supervisor: Rebecca Kranz  
Educators: Aichlinn Duffy  
Jordan Petrilli  
Tyson Sarunic  
Sarah Duffy

### HOURS OF SERVICE

#### Monday to Friday

Before School Care: 7.30 – 8.15am

After School Care: 3 – 6pm

Vacation Care: 8am – 6pm

### REGISTRATION TO USE THIS SERVICE

All children using OSHC must be registered with the service and this registration must be renewed yearly. Registration forms can be collected from OSHC.

### ARE FAMILIES ABLE TO CLAIM GOVERNMENT ASSISTANCE FOR THIS SERVICE?

Our service is registered with the Commonwealth Government, and access to the Child Care Subsidy (CCS) is available for eligible families.

It is recommended that all families register for the CCS prior to using OSHC by contacting the Family Assistance Office on **13 61 50** to ensure that all entitlements are received, as delays may occur when registering after commencing care.

St Peter's Girls' School  
Stonyfell Road, Stonyfell SA 5066  
PO Box 1185 Kensington Gardens SA 5068  
T (08) 8334 2200 | F (08) 8364 1523 | E [admin@stpetersgirls.sa.edu.au](mailto:admin@stpetersgirls.sa.edu.au)  
W [stpetersgirls.sa.edu.au](http://stpetersgirls.sa.edu.au)

St Peter's Collegiate Girls' School CRICOS Provider Code: 00373D

## BOOKINGS

Regular bookings can be made on a term-by-term basis via the booking sheet. This can be accessed on the [myLink](#) parent portal or by picking one up from OSHC. Regular bookings are continued for each term unless parents notify of a cancellation/alteration.

Casual bookings are those made less than 24 hours prior to the session and can be made as needed, provided there is a place available. Casual bookings can be made verbally to OSHC staff, by phoning OSHC on 0419 999 552 or email [rkranz@stpetersgirls.sa.edu.au](mailto:rkranz@stpetersgirls.sa.edu.au)

Cancellation of bookings must be within the following timeframes in order to avoid being charged for that session:

Cancellation of a booking must be made prior to 4pm the previous day.

If an After School Care cancellation is due to school absence, the cancellation must be made by 9am of that day.

If a Before School Care cancellation is due to school absence, the cancellation must be made by 7.30am of that day.

For Vacation Care booking and cancellation procedures, please follow the guidelines attached to the Vacation Care program prior to each holiday period.

## FEE STRUCTURE

### Before School Care

7.30 – 8.15am

Regular - \$15

Casual - \$20

### After School Care

3 – 6pm

Regular - \$30

Casual - \$35

### Vacation Care

8am – 1pm: \$55

1pm – 6pm: \$55

8am – 6pm: \$100

*\*Casual bookings during term time is defined as a booking made less than 24 hours prior to the session required.*

## Additional fees

It is a legislative requirement that minimum staff:child ratios are maintained at all times. This includes times where staff have to go 'off the floor' in order to locate children who are booked in but have not arrived. These requirements help to ensure the safety of staff and your children. For this reason, the following additional charges also apply.

### Late Pick-Up Fee

\$15 for first 15 minutes or part thereof, then \$1 per minute

Applies to all children not collected by 6pm.

### No Booking Fee: \$5

Applies to all children who arrive at OSHC for a session where a booking was not made.

### Vacation Care

Extra charges will apply on some excursion days.

Please refer to the individual Vacation Care program for further information.

## **INVOICES**

Invoices will be issued via the School Finance Office. All invoice/account related enquiries are to be directed to Rebecca Kranz via 8334 2200 or [rkranz@stpetersgirls.sa.edu.au](mailto:rkranz@stpetersgirls.sa.edu.au)

All accounts should be paid by the due date on the invoice.

## **DROP OFF/PICK UP PROCEDURE**

Children must be signed in for Before School Care and out for After School Care by a parent/caregiver.

Signing your child in for a session is a legal requirement and care will not be assumed for your child if this does not occur.

Children in Reception and Year 1 are collected by OSHC staff at the appropriate dismissal time. Children in Years 2 - 6 are required to meet at the OSHC transportable on the Oval, immediately after school. Please help us to help your child see the importance of this, as any child unaccounted for can, in a very short time, be assumed absent or missing.

Should a child be absent from OSHC at the end of a school day, an OSHC staff member will be sent to investigate the absence. Should the child remain absent, appropriate action will be taken to locate them. This may include phoning parents and/or emergency contacts. The School Principal/Head of Junior School may be notified if further action is required. Please keep this in mind and remember to cancel your OSHC sessions if your child/ren will not be attending, even if it is short notice.

Where a child is not collected by 6pm, effort will be made to contact parent/guardian/family contacts. Please ensure all contact details are current. If contact attempts are unsuccessful, then as a last resort, police assistance may be requested.

Unless prior arrangements are made with staff, children will only be released to the person(s) named on the registration form. In an emergency, however, children will be released to a third party on your authorisation only, after suitable ID has been established. Suitable ID includes: Photo ID e.g. Student Card, Driver's Licence.

## **SUPERVISION AND BEHAVIOUR**

All children are expected to behave in a manner in line with school policies and the underlying ethos of the School, under the direction of the OSHC staff.

### **Before/after school sport commitments**

Please notify staff if your daughter will be participating in other school commitments during OSHC hours. Staff will note it on our records so we do not try to unnecessarily locate a booked-in child who has not arrived for a session.

### **The facilities and boundaries**

OSHC is currently using the transportable on the School Oval. We often use the junior play area and occasionally other School facilities.

**If you have a dog with you at pick up or drop off, please ensure it is secured outside so you can enter the building to sign your child in/out. Please do not enter the building with an animal.**

## **MEDICAL**

If a child is sick or has an accident, they will be assessed by OSHC staff and appropriate action will be taken. Parents/guardians will be required to provide up-to-date medical and contact information with their registration form.

### **Infectious diseases**

Children suspected of carrying an infectious disease will be isolated from the main group and their parent/guardian will be immediately notified. The School Principal will also be notified should it be deemed necessary by the OSHC staff. All attempts will be made to avoid cross-contamination, and equipment/facilities/items that have been in contact with the child shall be disinfected/washed/treated as necessary.

## **SNACKS**

Children will generally be offered a variety of fresh fruit and/or vegetables. In addition to this, a variety of other weather-appropriate menu items will be offered. For example, in the past, children have enjoyed items such as pita bread pizzas, baked potatoes, pasta and assorted sandwiches.

This is a snack only. We do not intend the children to be full and not eat their evening meal. Children will usually be offered one helping. Please help us by talking to your child/ren so they too understand that it is not a meal, just a little snack to get them through until dinner.

If your child has specific dietary requirements, these must be communicated verbally and in writing in order to be catered for.

There is a healthy food policy in place that requires food to be nutritious. Nutrition is regularly discussed with children along with conversations focusing on what is an 'everyday food', what is a 'sometimes food' and which foods fit into the 'careful selection basket'.

We do try to make our menus interesting for children. Children are often able to participate in the cooking and preparation of many of our menu items.

Children see meal times as a social interaction, so we encourage staff to sit, chat and eat with the girls just as most families would at home. Even if children are not hungry at snack time, staff will encourage them to stop what they are doing and join in the social side of snack time.

Snack times often offer an opportunity to involve some multiculturalism and if you have a favourite recipe that you think might be appropriate and that the children could manage under some supervision, we would be more than happy for you to share that with us.

The weekly menu is displayed on the notice board for families to view at any time.

## OTHER RELEVANT INFORMATION FOR PARENTS/CAREGIVERS

### Exchanging of information

Parents are able to exchange information at any time with the Supervisor in relation to their child. However, if you think that the exchange of information and resulting discussion may take the Supervisor away from active involvement in the care of our students for more than a few minutes, or is of a sensitive nature, then we would ask that you make an appointment outside of these hours to discuss the issue. All written correspondence in relation to the exchanging of information will be acknowledged as received in writing.

Exchange of information between the School and OSHC will only take place when authorised by the parent/guardian or when deemed necessary in relation to the safety and wellbeing of our students.

### Policies and procedures

All policies and procedures are under constant review and no policy or procedure is left unreviewed for longer than 24 months. Parents can have access to current policy and reviews at any time and need only approach the Supervisor for assistance. They are also available on the [myLink](#) parent portal.

All records in relation to your own child/ren may be viewed and copies can be requested at any time by approaching the Supervisor. Records of children other than your own will not be made accessible to you or to any other party not required by law to have access to such records with the exception of the School where details may be exchanged only when issues of safety and wellbeing are a concern.

### Concerns and complaints

All concerns and complaints should be handled as stated in the OSHC 014 Grievance Policy.

### Inclusion for all

We pride ourselves on our 'Inclusion for all' policy, where all students have equal rights regardless of their individual ability, age, gender or race. We celebrate difference and diversity, and cater to the needs of all children.

Multiculturalism is practised within our service and we will often celebrate the differences of other people even if they are not represented members of our service. It is important to recognise others' cultures and to learn about their lives, foods, customs, interests and activities in a safe and non-threatening environment.

### Priority of access

Should the service be near capacity, places will be provided according to the 'Priority of Access' guidelines.

As per the Guidelines for OSHC Services, our priority of access is as follows:

- A child at risk of serious abuse or neglect
- A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act
- Any other child

Within each category, the following children are given priority:

- Children in Aboriginal or Torres Strait Islander families
- Children in families which include a person with a disability
- Children in families with low incomes
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents
- All other children

### Parent participation

All parents and caregivers are welcomed in a warm and friendly manner. We welcome the input of our children's family members and caregivers, and their participation is always encouraged.

Feel free to pop in for a chat at any time!