



**ST PETERS
GIRLS**

Out of School Hours Care Program Information for Parents

2026

This service is provided at St Peter's Girls for school-aged children in Reception to Year 6. It is situated in the Drama Room, 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

Director: An Nguyen

Educators: Tyson Sarunic Rosa Lepore
Sarah Duffy Lara Strever
Fran Dedai Wilma Mungur

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 or by emailing OSHC@stpetersgirls.sa.edu.au.

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.

BOOKINGS

Regular bookings can be made on a term-by-term basis by emailing OSHC@stpetersgirls.sa.edu.au. Regular bookings are continued during Terms 1 to 4 unless we are notified 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 OSHC@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.

All Before School Care cancellations need to be made by 4pm the previous day via text message.

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 - \$24

Casual - \$32

After School Care

3 – 6pm

Regular - \$40

Casual - \$48

Vacation Care

8am – 6pm

Full day

Regular - \$125 plus excursion costs where applicable

Casual - \$130

Half day (am or pm)

Regular - \$85

Casual - \$90

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

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 fortnightly via the School Finance Office. All invoice/account related enquiries are to be directed to Rebecca Kranz on 8334 2200 or OSHC@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 to 6 are required to meet at the OSHC Junior School Activity Space, 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. 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 currently uses the Drama room and the Activity space in the main building. Specific details around location on particular days can be confirmed by speaking with the OSHC Supervisor when making your bookings.

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

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

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