



**ST BRIGID'S SCHOOL**

**2024**

# **Out of School Hours Care (OSHC) Parent Information Handbook**



**Reviewed January 2024**

This Handbook has been prepared especially for the families of St Brigid's OSHC and we look forward to working in partnership together.

# Welcome

Dear Parents/Caregivers,

Welcome to St Brigid's School Out of School Care (OSHC) Program, we will make every effort to make your child/children stay with us a fulfilling experience, your child will interact with other children and have activities specifically catered for their individual needs which meet with the 5 outcomes from My Time Our Place.

Please complete the enrolment form prior to attending the OSHC Service and read the Parent Handbook provided, as this provides you with vital and essential information to ensure the safety of your child/children whilst attending the program.

Yours in Love, Peace and Learning.

Giulia Imbrogno

**OSHC Director**

**OSHC Mobile**

0448 830 652

**OSHC Email**

[oshcdirector@stb.catholic.edu.au](mailto:oshcdirector@stb.catholic.edu.au)

**Website**

[www.stb.catholic.edu.au](http://www.stb.catholic.edu.au)

**St Brigid's School**

08 8162 7700

## **Out Of School Hours Care Parent Checklist**

- Read the handbook and understand the information provided
- Complete the enrolment form
- Complete all parts of the consent and agreements section of the enrolment form
- Complete Medical Management Plans with Director
- Provide CRN numbers for enrolling parent/caregiver and child
- Provide names and phone numbers of emergency contacts and collection authorities
- Advise the service of any Restraining or Custody Law Orders
- Apply for Child Care Subsidy (CCS) through MyGov app
- Download the Childcare App

## **Our Philosophy**

*Every child can learn when provided with the right opportunities, relationships, environments and experiences.*

This is underpinned by the following beliefs:

- We believe that children are made in the image of God
- All children have a right to learn, and they all have the potential to learn
- Children have the right to feel and be safe
- Children have the right to be listened to
- Children need positive relationships
- Children have the right to be loved
- Children must be valued and respected, with dignity and humility

## **Aims**

To provide a relaxed and stimulating environment that will foster each child's wellbeing, sense of creativity, curiosity and enable them to build positive relationships and promote cooperative and collaborative behaviour.

## **Objective**

- Provide an environment that is safe, nurturing and fosters a sense of belonging
- Provide opportunities to help children to experience success
- Provide a variety of activities that take into account children's age, interest, abilities and diverse backgrounds
- Provide a holistic program that caters to children's individual learning needs and wellbeing
- Model positive relationships and cooperation with everyone
- Provide a service that is child centred, that recognises and values the uniqueness of each child, family and culture
- Offer a service that is affordable, accessible and addresses the needs of all families in the community

### **Therefore Children will be**

- Listened to, consulted and have the opportunity to shape their learning program
- Supported socially, emotionally and physically at all times to build a strong sense of well being
- Supported to make connections with others and build strong relationships with others
- Valued and respected, with dignity and humility
- Involved in play experiences which are engaging, challenging and encourages them to take an active role in the learning process

### **Therefore Families will be**

- Listened to, informed, consulted about the learning program and will be provided with the opportunity to have input
- Recognised as the primary educators of their children who offer a rich and diverse range of experiences, perspectives, knowledge and skills
- Expected to adhere to the philosophy and protocols of the program in order to create a welcoming, respectful and collaborative environment for all

### **Therefore Educators will**

- Build and maintain positive relationships with staff, children and families and conduct themselves in a professional manner at all times
- Be available and open to share knowledge to ensure best outcomes for all
- Plan, document and implement programs that cater to the needs of all children based on the My Time Our Place Framework for school age children
- Develop a play-based program that provides opportunities for students to inquire about their world through discovery, creating, imaging and improvising
- Engage with ongoing professional learning to deepen existing, understanding skills and knowledge
- Continually monitor, reflecting on practices to ensure the best outcomes for all
- Ensure the framework for review reflects on current practice and measures learning outcomes

## **Location**

The OSHC service is located within the school grounds in St Brigid's School. Access is via the car park near St Brigid's Church, Le Hunte Street. Children can access the sports oval, playground and are supervised at all times.

## **Management Committee**

The principal is the nominated supervisor who oversees the Director and gives support on policies, financial matters and any other issues that may arise relating to children, staff and program. The Director is responsible for overseeing the collaborative planning, programming, and documenting for the program and portfolios with the educators.

## **Hours of Operation**

The St Brigid's OSHC hours of operation are as follows:

- Before School Care                      6.30am – 8.30am
- After School Care                        3.00pm – 6.15pm
- Pupil Free Days                          6.30am – 6.15pm

The service is open during the school week Monday to Friday and Pupil Free Days. The service is closed on public holidays and school holidays.

## **Who can access the OSHC Service?**

Any student attending St Brigid's School can use the OSHC Program.

## **Enrolment Packs and Booking in Process**

It is important for each family to have their child/children enrolled prior to using the OSHC service. Enrolment Packs are available from the front office and OSHC service.

OSHC records are kept at the service not in the school office, due to this it is important to return all completed forms to the service. It is essential to book your child into the program in advance; this enables the service to make arrangements of the appropriate number of staff and to comply with government regulations on ratios. New parents to the service can make bookings by contacting the OSHC Director on 8262 3812 or 0448 830 652.

## Fees

Before School Care	\$13.00	Breakfast supplied
Before School Care Casual	\$14.00	
After School Care	\$20.00	Afternoon tea supplied
After School Care Casual	\$21.00	
Pupil Free Day	\$50.00 + Excursion Fee if applicable	

## Childcare Subsidy (CCS)

Centre Name: St Brigid's OSHC Kilburn

Before School Care	CCB Approval ID	4 - 46LL2L7
After School Care	CCB Approval ID	4 - 46QYIG7

The Commonwealth Government offers assistance through Child Care Subsidy to reduce the cost of care for all families. All families may apply for Child Care Subsidy. Before commencement at OSHC, parents are asked to complete a claim for Child Care Subsidy online via the Centrelink page at [my.gov.au](http://my.gov.au).

Please ensure you are registered with Centrelink and issued with a Customer Reference Number (CRN) for yourself and each child attending OSHC. The Child Care Subsidy will be paid directly to your approved childcare provider to reduce the fees you pay.

Information about the Child Care Subsidy for new families is available from the Department of Human Services website: [www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy).

The amount of assistance received is based upon the family's income, activity level of parents and type of childcare service. If you want to claim assistance for childcare fees you need to submit an assessment for each child for Child Care Subsidy through MyGov website.

Child Care Subsidy is not payable until you:

- Complete an online Child Care Subsidy Assessment & confirmation using your Centrelink online account through [myGov](http://myGov).
- Provide your Customer Register Number (CRN) and your child's CRN.

Contact Centrelink on 13 61 50 for any assistance regarding the assessment.

## **Casual Booking Fee**

Casual bookings for Before and After School Care, attract a higher fee due to the nature of the booking and irregular pattern of attendance. The more notice that can be given will assist in securing a place.

For casual OSHC bookings, planning will need to be done regarding staffing, due to these ratios, children who arrive on the day without a booking are not guaranteed a place.

## **Pupil Free Day and Excursion Fees**

Advance bookings for Pupil Free Day days are essential, as numbers for these programs are strictly limited and it may not be possible to accept children on the day.

Any additional costs for excursions or incursion activities are determined prior to the experience and communicated to families.

## **Parents' Childcare App**

St Brigid's OSHC use an online Parent's Childcare App. With our easy-to-use app for IOS and android, parents can manage their upcoming bookings, view contact and health information and access their invoices all in one location.

To access the parent and childcare app, we will need an email address to email your OSHC tax invoices. Once you receive the tax invoice, you may wish to

access the parent and childcare app by clicking the link in your invoice. Your username is your email address that you have provided to us, and your password is your pin number – please see OSHC Director for your pin number.

The app allows you to make changes to your current bookings at the centre. You can:

- Add or cancel a Permanent booking
- Add or cancel a Casual booking

You will be able to book your child/ren in to BSC/ASC if the service is not at capacity. Parent's Childcare App can be saved as an app on your mobile phone.



## **Attendance Register**

Parents/caregivers **must sign** the child/children in and out of the program each morning and evening. The Federal Government has stated that this is mandatory as parents are handing over **duty of care** to our program. Children are not permitted to enter or leave OSHC on their own.

## **Authorisation For Collecting Children**

The names and contact numbers of all persons authorised to collect children from the Service must be included on the Enrolment Form. Any changes to these authorities must be advised to the Service by the enrolling parent/guardian as soon as possible.

If the child/children are to be collected by anyone other than those listed on the enrolment form, parents/caregivers must contact the Service to advise of this arrangement and confirm who will collect the child.

If the Service has not been notified and someone other than the enrolling parent/guardian or authorised person arrives to collect the child, the nominated supervisor/educator will contact the enrolling parent/guardian to obtain their verbal authorisation.

The child will not be released until the enrolling parent / guardian authorisation has been obtained. If the authorised person is not known to the Service, the enrolling parent/guardian will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.

## **Cancellation Procedure**

If your child has a regular booking and will not be attending the program, the service must be notified as soon as possible. The service has a **duty of care** to all children attending and if your child/children do not attend, every effort is made to contact the parents/caregivers and emergency persons to find the location of the child/children.

OSHC needs to be advised of all cancellations. Notification of the cancellation must be received from the parent/caregiver either in writing (email/SMS) or verbally, not by the child/children.

Permanent bookings for Before School Care & After School Care can be cancelled in the Parent's Childcare App up to 6.00pm the day before the cancellation.

Cancellations of bookings after 6.00pm, will incur the full fee, unless in the case of OSHC being notified of the child or the child's sibling being unwell or unforeseen circumstance, and at the discretion of the Director and/or Principal.

Cancellations made after this will incur the normal session charge as an approved absence. Each child is entitled to 42 approved absences per financial year.

If your child/children are booked in for BSC or ASC and are NOT attending school that day due to sickness, please advise OSHC of their absence before 8.00am via phone – 0448 830 652 or email – [oshcdirector@stb.catholic.edu.au](mailto:oshcdirector@stb.catholic.edu.au).

**If you do not notify cancellations, you will be charged the session fee.**

## Late Pick Up

All children must be collected by 6.15pm. Please note **Late Pick Up Fees** apply per child for late pick-up after 6.15pm.

Parents/caregivers who are late need to phone the service to advise staff. If a child is not collected and no notification has been given OSHC staff will attempt to contact parents/caregivers or emergency contacts.

- 6.15pm – parents/caregivers are phoned
- 6.20pm – emergency contacts are phoned
- **If a child is not collected by 6:25 pm, OSHC staff will contact Police and request that they take responsibility for the welfare of the child.**

## Late Pick up Fees

Collection of children between 6:15–6:30pm will incur a \$20.00 late pick up fee per child. After 6.30pm every additional 15-minute interval or part thereof will incur a \$30.00 late pick up fee per family. If late fees are incurred on three occasions within a term, the family's ongoing enrolment will be reviewed and possibly cancelled.

## Payment of Fees

OSHC fees need to be paid on a weekly basis. Weekly statements/tax invoices are emailed out to all parents on Tuesday. All fees are due the week after care is provided.

Payment Options available:

- Electronic Fund Transfer into OSHC Bank Account
  - St Brigid's School OSHC
  - BSB: 085005
  - Account No: 456659866
  - Reference: Student's Name & OSHC
- EFTPOS at School Front Office – Please have your statement/tax invoice with you.
- Qkr! App – secure and easy way to pay for fees from your phone

Please make an appointment with the Director to discuss and make arrangements if payments become a concern. Any decisions on payment methods for late fees must be mutually agreed on by the Principal and/or OSHC Director.

## **Carpark**

Parents/caregivers are not allowed to park in front of the yellow roller doors as this is a safety issue if there is an emergency. Drivers are reminded this is not an area you can park or leave cars unattended. Parking areas are clearly marked, and parking is only to occur in designated, marked car parking bays. All vehicles must observe the speed limit in the Church/School carpark.

## **Sun Protection Policy**

St Brigid's OSHC requires all children to wear a broad brimmed hat when UV levels are 3 or higher. Hats are to be worn and sunscreen applied during these times. If children do not have a hat, they will only be allowed to be in shaded areas.

St Brigid's OSHC Staff access the daily local sun protection times on the SunSmart app or <http://www.myuv.com.au/>, to assist with the implementation of the Sun Protection Policy.

Where possible OSHC will schedule outdoor activities outside the peak UV times, in the shade or indoors. Sun protection is considered when planning outdoor activities, including excursions.

## **Illness**

If a child becomes ill whilst in the care of the program, the parent/caregivers will be contacted to collect the sick child. We are obliged to comply with State Government Health Department guidelines concerning infectious disease and exclusion practices.

The emergency contact person will be phoned if we are unable to contact the parents/caregivers. If your child has an illness and you are not sure whether they are to be excluded from the program, please contact the Director for clarification.

## **First Aid**

Where a minor accident occurs, qualified staff in first aid will:

- Assess the injury
- Attend to the injured child and administer first aid
- Contact the parents/caregivers (depending on the nature of the injury)

## **Medication**

If your child requires any prescribed medication, the following conditions apply:

- A Medical Medication Plan must be completed with Director and parent/caregiver
- Written permission, including instructions, clear dosage and times signed by a medical practitioner must be supplied
- Medication must be in the original container with the child's name, date, description of medication and the dosage.
- Parents/caregivers need to complete a Medication Record Sheet with Staff

Please refer to the [St Brigid's School Kilburn OSHC – Administration of First Aid and Medication Policy](#).

## **Snacks**

The service provides a variety of snacks that are healthy, nutritious, and appealing to the children. As we are multi-cultural community, the menu includes foods from a variety of different countries. Parents and caregivers are encouraged to offer any ideas and recipes from their country of origin to be shared at snack times.

All cooking utensils are washed in the dishwasher and food is handled with tongs and disposable gloves. All tables and benches are cleaned and sanitized after each use.

## **Personal Responsibility**

The Staff of St Brigid's OSHC follows the policies and procedures approved by the school board.

Policies and procedures are available from the OSHC service. These policies are reviewed over a 3-year period. Parents/caregivers are encouraged to become familiar with them.

## **Policies**

- Risk Assessment Policy
- Sleep, Rest & Relaxation Policy
- Nutrition, Food and Beverage, Dietary Requirements Policy
- Sun Protection Policy
- Extreme Weather Policy
- Water Safety Policy
- Incident, Injury, Trauma & Illness Policy
- Administration of First Aid & Medication Policy
- Infectious Diseases and Infestation Policy
- Medical Conditions Policy
- Delivery and Collection of Children Policy
- Excursion/Incursion Policy
- Child Safe Environment Policy
- CESA Code of Conduct Policy
- Working Alone Policy
- Pastoral Care Policy – Interactions with Children Policy
- Duty of Care Policy – Interactions with Children Policy
- Grievance Policy
- Enrolment and Orientation Policy
- Inclusion Policy
- Fees Policy
- Governance and Management Policy
- Privacy Policy
- Authorisation Policy
- Development of Personal Responsibility Policy
- Emergency and Critical Incidents Policy
- Acceptable use of Information & Communication Technology Policy

## **My Time Our Place**

St Brigid's OSHC follow the guidelines and framework of the following 5 outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of well being
- Children are confident and involved learners
- Children are effective communicators

## **National Quality Standards**

The National Quality Standard sets a new national benchmark for the quality of education and care services. These standards bring together the seven key Quality Areas that are important outcomes for children.

### Quality Areas:

- QA1 Educational Program and Practice
- QA2 Children's Health and Safety
- QA3 Physical Environment
- QA4 Staffing Arrangements
- QA5 Relationships with Children
- QA6 Collaborative Partnerships with Families and Communities
- QA7 Governance and Leadership

Further information on the above Quality Areas can be located on the following website [www.acecqa.com.au](http://www.acecqa.com.au)



## Portfolios

Each Child has their own individual portfolio, which contains stories, artwork, photographs, and documentation of their learning development.

Children are very proud of their learning experience whilst at OSHC, so we encourage you to share in their achievements.





