



# **Out of School Hours Care (OOSHC)**

## **Parent Handbook**

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# GENERAL INFORMATION

The purpose of the Out Of School Hours Care (OOSHC) is to provide a safe, interesting and relaxed environment for children while their parents work, study or have respite, and to give children access to a range of recreational and social activities within the Christian context of St Paul's Grammar School.

OOSHC incorporates Before School Care, After School Care and Holiday Care.

## Contact Information

OOSHC Coordinator Miss Belinda Lloyd (Diploma in Children's Services)

OOSHC Assistant Coordinator Mrs Jessica Robins

### Other Contacts

Junior School Office 02 4776 4775 (8am – 4pm)

OOSHC Room 0408 427 314 or 02 4776 4877

General Enquiries [ooshc@stpauls.nsw.edu.au](mailto:ooshc@stpauls.nsw.edu.au)

## Days and Hours of Care Available

### Before School Care (BSC) service

Operates on School days

6.30 – 8.00am

(Pre-K students are walked to Pre-K)

### After School Care (ASC) service

Operates on School days

3.00 - 6.00pm

### Holiday Care (HC) service

Operates on St Paul's Pupil-Free Days and throughout school holiday periods

7.00am to 5.45pm

## Attendance Options

### Regular attendance:

Some children use the OOSHC services every school day or on particular days of the week on a regular basis. The Co-ordinator will expect these children as a matter of routine. All children must be formally booked, in advance, into OOSHC.

### Casual attendance: After School Care

Regular places should always be booked; however, unexpected work commitments, etc. will sometimes necessitate casual attendance at ASC. Parents in these circumstances wishing to book children in to OOSHC must telephone the Junior School Office (on 4776 4775) before 2pm on the day that their child /children will be attending ASC. This will enable us to provide staffing at an adequate level.

Telephone requests for a non-registered child to attend the OOSHC programme must be accompanied by a registration and direct debit authority form. (Available on my.stpauls)

Casual attendance fees are higher than fees for regular bookings.

## Registration

A Registration Form and Direct Debit Authority must be completed in order to register for OOSHC. These forms are available from my.stpauls - Parent Services - Out of School Hours Care. New registration forms will need to be completed annually.

Medical Management plans are to be provided to the school at enrolment and will be shared by the school to OOSHC upon registration for that service. Families whose students are not enrolled at the school are to provide Medical Management plans to OOSHC at registration.

Programmes and Booking Forms are available on [my.stpauls](http://my.stpauls) or emailed to parents of students not enrolled at the school upon enquiry.

## PHILOSOPHY

St Paul's Grammar School OOSHC recognises the diverse needs of families in balancing work with parenting and childcare. Our aim is to provide a quality childcare service, secured to the mission and vision of the School, which supports our families and those in the wider community.

Our Service is built upon the foundation of 'learning through play'.

Our programme approaches the ideas of each child as being of importance, which in turn strengthens a sense of belonging.

- The programmes that are implemented at OOSHC are designed not only to be fun, but also to promote each child's personal growth and learning. Our flexible, child-centred approach structures programmes around input from children, parents, critical evaluations and extensions by Educators.
- Activity and learning areas are structured in a way that promotes positive relationships between Educators, children and families.
- By providing the opportunity for children to engage in both structured activities and free play we encourage children to express their creativity, use their energy and engage with one another actively and appropriately.
- Educators guide children in making healthy, positive nutrition choices through breakfast and afternoon tea.
- Educators strive to be good role models: dependable, consistent and always aim to reflect God's love to the children and their families.

# FEES

Fees are effective 8 February 2021 and may be subject to change annually. All fee enquiries should be directed to [ooshc@stpauls.nsw.edu.au](mailto:ooshc@stpauls.nsw.edu.au)

Every attempt is made to keep fees to a minimum; however, the provision of a quality care service generates significant expenses and fees for OOSHC will be revised from time to time.

All OOSHC fees are charged fortnightly to your bank account, or credit card. A direct debit arrangement must be set up with the Office of Business and Finance prior to your child/ren attending OOSHC services.

## Child Care Subsidy

All families wishing to access Child Care Subsidies will need to provide relevant information to the school. We require the Centrelink Reference Number (CRN) for your child together with the CRN and birthdate of the parent connected to that child with Centrelink.

To access CRN information you will need to login to your myGov account and go to the Centrelink service. If you do not have a myGov account or CRN's for yourself and your child you will need to create these by following the relevant website instructions. If you have not already done so you may also need to apply for Child Care Subsidy and complete a Child Care Subsidy Assessment.

Once OOSHC staff have received the initial CRN information it will be entered into HubHello, our billing system. Our staff can then set up a Schedule of your child's expected attendance (or casual attendee status) based on your OOSHC Enrolment Form or through discussion with you. This CRN and Schedule are then submitted to Centrelink to match your child with our OOSHC service.

Parents will then need to confirm the information submitted by the school in the Centrelink system. This may occur after your child's first attendance at OOSHC. You should receive a notice via myGov to prompt your action. Once you have confirmed the enrolment information within Centrelink we will be informed via our billing system, HubHello, being updated and your Child Care Subsidy rate will be applied.

## Annual Registration Fee

An annual registration fee of \$25.00 per child, per year will be debited from your account in the first payment cycle of the year. This registration fee is payable by all users, both regular and casual, and assists in meeting the cost of renewal of equipment and resources.

## Late Collection Fees

Parents are asked to collect children on time to avoid a late fee.

Parents are encouraged to ring staff should they experience delay in collecting their child on either 4776 4877 or 0408 427 314.

A late fee of \$10.00 for every ten minutes or part thereof applies if parents are late in collecting their child (after scheduled closing time) from the OOSHC service.

## Fees for Late Arrival for Afternoon Kiss 'n Drop

Where parents are late in picking up their child/ren from Kiss 'n' Drop the student will be sent to OOSHC for supervision. This is to meet the school's Duty of Care commitment.

Students will be transferred to OOSHC at 3.30pm if not collected by that time. A fee of \$10.00 will be charged up to 3.40pm. Thereafter the Casual Rates for After School Care sessions will apply.

## Fees for Before and After School Care

<b>Annual Registration Fee</b>	<p>\$25.00 per child, per year, for both regular and casual attendees.</p> <p>This is charged on first registration for the year, whether for Before and After School Care or for Holiday Care.</p>
<b>Before School Care</b>	<p>Regular attendance: \$18.00 per session, per child.</p> <p>Casual attendance: \$22.50 per session, per child</p> <p>Before School Care fees are set at a flat rate per session, per child, regardless of the time of arrival and regardless of whether breakfast is required. Once a student is booked in for regular attendance, fees are charged regardless of attendance, unless notification is received by 4pm the day prior to care.</p>
<b>After School Care</b>	<p>Regular attendance: \$15.00 per half afternoon session \$30.00 per full afternoon session</p> <p>Casual attendance: \$18.75 per half afternoon session \$37.50 per full afternoon session</p> <p>Half afternoon sessions are 3.00 - 4.30pm or 4.30 - 6.00pm Full afternoon session is 3.00 - 6.00pm</p> <p>After School Care fees for regular attendance are charged regardless of attendance unless notification is received by 9am on the day care is not required.</p>

## Fees for Holiday Care and Pupil Free Days

<b>Annual Registration Fee</b>	\$25.00 per child, per year. This is charged on first registration for the year, whether for Before and After School Care or for Holiday Care.
<b>Holiday Care and Pupil Free Days:</b>	Fees are set at a flat rate of \$65.00 per child, per day
<b>Fees for Cancellation or Non-Attendance</b>	For any absence from or cancellation of a nominated Holiday Care day after the booking form has been signed and returned to secure your child's place, the following fees will apply: <ul style="list-style-type: none"> <li>▪ Full fee of \$65 where OOSHC staff are not notified by 4pm the day before the absence</li> <li>▪ A 50% cancellation fee where: <ul style="list-style-type: none"> <li>○ the child is absent due to illness and OOSHC staff are notified prior to 7:30am on the given day; or</li> <li>○ cancellation is notified to OOSHC staff by 4pm the day before the absence.</li> </ul> </li> </ul>

# DAILY PRACTICES

OOSHC's programmes are guided by the 'My Time, Our Place' framework which focuses on ensuring that the educational program and practice is stimulating, engaging and enhances children's learning and development.

Each child's knowledge, ideas, culture and interests are the foundation of the programs, while healthy eating and physical activity is promoted and provided each day.

## Daily Organisation

### Before School Care

Children arrive in full school uniform. Breakfast will be served until 7.40am as required and children will be supervised with quiet indoor activities or completion of homework until 7.45am at which time they will take part in Devotions. After 8am students will head to the Junior School playground where they should place their bags at their classroom and join their peers who will be supervised, as usual by the teachers on morning duty. Pre-K students are escorted to Pre-K by OOSHC staff.

Students are encouraged to bring a toothbrush, toothpaste and hand towel to clean their teeth etc. after breakfast.

### After School Care

Children booked into OOSHC are to go straight to the OOSHC rooms after they are released from class or after other school-based activities, E.g. sports practice, long distance running etc. For safety reasons, at 3.30pm any children left on school grounds will be automatically booked into ASC and fees will apply.

OOSHC runs out of 2 different rooms during school term. Room groupings are split into age groups and are currently Pre-K- Year 2 together and Year 3-6. Children will be given a nutritious afternoon tea snack.

Parents pick up and sign their child out from the main OOSHC room and the Staff will call the child over to meet them.

### Holiday Care

Afternoon tea (only) is provided and children need to bring their own healthy morning tea, lunch and drink bottle, sunscreen and brimmed hat. The programme is quite relaxed and various indoor and outdoor activities are provided throughout the day. Holiday Care will provide all items for craft & games. A programme for each day will be provided prior to the holiday period commencing.

Children need to bring:

- A healthy morning tea
- A generous lunch and additional drinks for the day
- Joggers or enclosed shoes; no open-toe sandals or thongs
- Hat with a wide brim (no caps) and jumper; singlet tops are not to be worn

Parents should be aware that children tend to develop a hearty appetite at Holiday Care. Parents are asked to ensure their child eats breakfast prior to attending as breakfast will not be provided.

Children must not bring:

- iPods, Phones or Electronics (BYOD Policy)
- Bikes, Skateboards or Scooters (unless requested to do so on specific programmed days)



## Delivery & Collection of Children

All children are to be signed in and out from the main OOSHC room by the parent or carer before leaving the OOSHC Care Room, with a signature and time. Siblings may not sign students in or out.

Students may not be signed into OOSHC or left on the School premises prior to 6.30am, under any circumstances.

Parents must advise staff in writing if they wish their child to go home with another adult/family, other than those indicated on OOSHC Registration Form.

A parent or authorised person must collect their child from OOSHC before 6.00pm (or 5.45pm for Holiday Care). If a child remains after the closing time of the programme without prior parental arrangement the following course of action will be taken:

- The authorised supervisor will try to contact the parent/guardian.
- If the parent/guardian cannot be reached, then the authorised supervisor will ring the alternative emergency contacts supplied by the parent/guardian on the Registration Form.
- An additional charge will apply at the rate of \$10.00 per 10 minutes after scheduled closing times.

## Staffing Arrangements

All Educators working at OOSHC are employed by, inducted into and are under the governance of St Paul's Grammar School - and therefore undergo all relevant training and child protection requirements - in accordance with our established Policy and Compliance Protocols. Every effort is made to establish continuity and consistency amongst Educators at OOSHC for both parents and children.

## Behavioural Expectations

It is a condition of attendance at OOSHC that children and parents accept that the usual positive standards of behaviour expected of St Paul's Grammar School students also apply in these situations. (JS Discipline and Welfare Policy, Bullying and Harassment Policy)

## Emergencies

In case of an accident or an emergency every effort will be made to contact parents prior to taking action or seeking medical treatment. In the event that a parent or the alternative emergency contacts cannot be reached, staff will seek to obtain any medical assistance that they deem necessary, in accordance with the School's Medical Conditions Policy.

## Medication

Any medication is to be lodged with the authorised supervisor on arrival each day. Medication must contain written and signed instructions for administering, from the parent/s. Medication provided should be current (not outside the expiry date) and should also include storage instructions in accordance with the School's Health and Medications Policy.

Please do not send your child to OOSHC if he or she is unwell.

## Allergies/Dietary Needs

If your child has any serious allergies or dietary needs, parents are asked to please attach a written report and alert staff. If food allergies exist, it may be appropriate to provide his/her own food from home. Please note breakfast is served at Before School Care, only up until 7.40am. An additional (detailed) Medical Management Plan must be provided in relation to any current illness or allergy. Please Contact Mrs Brenda Bennett, the School Nurse on 02 4776 4842 or email [brenda.bennett@stpauls.nsw.edu.au](mailto:brenda.bennett@stpauls.nsw.edu.au)

## Complaints or Policy queries

School policies referred to in this document, including the Complaints and Grievance Handling Policy, are available from [my.stpauls](#) - Compliance - Policies and Procedures - Parent Policies.

For further information, please contact:

Monique Joines (Manager of  
Safety, Policy and Compliance)

02 4776 4753

[monique.joines@stpauls.nsw.edu.au](mailto:monique.joines@stpauls.nsw.edu.au)