



# Welcome to Seaview Downs Primary School Out of School Hours Care and Vacation Care Service



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### **Brief Philosophy Statement:**

At Seaview Downs Primary School OSHC, we are dedicated to providing an exceptional level of care to all children and families. We strongly believe every child deserves to feel they have a place at our service. We strive to ensure children feel as though they belong, are free to be themselves and are supported and encouraged to become whatever they aspire to be. As educators, we see it as our role to assist our children and facilitate this wherever possible, through high quality, student-centred programming. Our full Philosophy Statement is always available to children and families in hardcopy within our service.



### **Operating Hours/ Session Information:**

#### **Before School Care – 6:45am – 8:30am**

Families are required to sign their children in at drop off during before school care. Children are offered breakfast on arrival and are encouraged to participate in our programmed activities, run by staff. Staff then sign children out before they move to their classrooms at 8:30am.

#### **After School Care – 3:15pm – 6:15pm**

Staff sign children in as they arrive at OSHC after school. Children are offered fruit and a healthy snack on arrival and are encouraged to participate in our programmed activities. Families are required to sign their children out at pick up, by 6:15pm.



### **Vacation Care – 6:45am – 6:15pm**

Families are required to sign their children in and out on drop off and arrival. Children should have recess and lunch packed and should be dressed appropriately for the day's activities. We ask that families arrive by 8:45am on excursion/ incursion days so as not to miss out on any scheduled activities. Fruit and an afternoon snack is provided at 3:15pm.

### **Staff:**

**Director** – Kristy Weekley

**Assistant Director** – Kate Macpherson

**Educators** – Emily Mooney-Doe

Georgie Steiner

Kerry Mathews

Madison Moser

Robert Allen

Thomas Heritage

### **Fees:**

**Before School Care** - \$16

**After School Care** - \$23

**Vacation Care In Day** - \$49

**Vacation Care Excursion/  
Incursion** - \$56

Our Cancellation policy requires families to make cancellations with more than 24hrs notice during term time. Cancellations made with less than 24hrs notice will still be charged the session fee.

During vacation care our cancellation policy requires families to make cancellations with more than 5 business days notice.





Cancellations made with less than 5 business days will still be charged the session fee.

### **Bookings:**

To make bookings, families will need to make an account and enrol their children through our online system, Fully Booked. The link to this, as well as more information is available on the school website under the OSHC tab. Families are able to make and adjust their own bookings, allowing for flexibility and accuracy with bookings. Please refer to our casual bookings and cancellation policies online when booking. Please do not hesitate to contact staff for help with this process.



### **Policies and Procedures:**

Our Policies and Procedures manual is reviewed in collaboration with Governing Council annually and is updated regularly throughout the year. This is always available to families and on display within our centre. For more information, please do not hesitate to ask our friendly staff.