



SEAVIEW DOWNS
PRIMARY SCHOOL

OSHC Family Handbook



Welcome.

We warmly welcome you to Seaview Downs Primary School OSHC and we look forward to sharing the coming year with you and your child. Please email, phone, or come in for a chat if you have any further queries.

2024 Staff:

Director

Kristy Weekley

Assistant Director

Georgie Steiner

Educators

Jakob-Ross Masters

Tayla Jupp

Magenta Manaley

Ursula Simpson

Travis Parker

Kerry Matthews

Philosophy

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

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.



Our Programs

Orientation visit

Children are welcome to come for a visit and please. Please contact the service if you would like to arrange an orientation visit.

Weekly programs

We offer different weekly programs during term time based on children's interests, staff suggestions and family feedback. This program is located by the parent sign in area and also written on our welcome white board.

During Vacation care we offer a program to parents in week 4 of the term. Due to high demand, we have incorporated a Priority system. Priority 1 are vulnerable children and children of abuse and neglect. Priority 2 are families who receive the Childcare subsidy or single parents. Priority 3 is everyone else. This is a trust system, and we hope all families will follow truthfully when booking.

Our programs are based on *National Quality Framework*. This Framework describes 5 outcomes including My Time Our Place

- **Children have a strong sense of identity**
- **Children are connected to and contribute to their world**
- **Children have a strong sense of Wellbeing**
- **Children are confident and involved learners**
- **Children are effective Communicators**

Fees

Before School Care - \$16

After School Care - \$23

Vacation Care In Day - \$49

Vacation Care Excursion/ Incursion - \$56

Cancellation fee (24 hours) OSHC (14 days)

VAC - Full session Charge

Late booking fee - \$3

Late pick up fee \$1 per minute

Our Cancellation policy requires families to make cancellations with more than 24hrs notice during term time and 14 days before for Vacation care. Cancellations made with less than 24hrs notice or 14 days for Vacation care will still be charged the session fee. Fee's will be deducted fortnightly (every second Thursday). Please ensure your online bank details are correct and there are sufficient fund's or a fee will be applied.

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.



What to bring

Bag

Children need a bag or backpack in which to keep spare clothes and other belongings. Please ensure that bags are clearly named. We suggest an easily recognisable name tag. Upon arrival children place their bag in an available locker.

Clothing

During the school term children must adhere to the schools policies on uniform. During holidays children are required to wear practical and comfortable clothes and shoes that are suitable for climbing and other outdoor activities. Children need clothing that they can individually manage. Many activities that help with children's development involve mess. Smocks are provided but are not always sufficient protection for very messy activities. Please provide spare clothes in children's bag just in case. Enclosed shoes are always recommended.

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. The Medical Policy is available on our website for families to view.

Water

Your child needs to bring a named water bottle. Water is available for refill.

Breakfast and afternoon snack

Breakfast is provided during Before School Care. We follow the rite bite policy ensuring all meals are healthy. We provide cereals and toast.

Afternoon snack is provided during After School Care and Vacation care. We offer fruit or vegetables and a small healthy snack. This is usually served around 3:15.

Hat

Please ensure your child has a separate Hat for OSHC. We do have spare Hats available however your own child's hat is recommended. Hats needs to be appropriate for sun protection.

Other Services

Support Services

Gowrie offer a wide range of Inclusion Support services to children and families. Speech Pathologists, Social Workers, Psychologists, Support Workers, Bilingual Workers. Please Contact the director to discuss any issues or concerns regarding your child's development, behaviour and wellbeing

Lending Library

One of the best ways to contribute to your child's literacy development is to share books with them every day. We have set up a lending library and encourage you to borrow books regularly.



Parent participation

Parents

Parent involvement is not only encouraged but it is Vital for our OSHC to operate effectively. There are many ways in which you can be involved, including sharing your skills with educators and children – music, craft, storytelling, gardening, science, cooking, joining the Oshc committee and Governing Council. We welcome parent participation and look forward to it.

The OSHC committee and Governing Council

Joining the Governing Council is the is an ideal way to become more involved in your child's OSHC experience. A committee of parents is elected at the Annual General Meeting. The responsibility/oversight of OSHC and managing finances.

The Councils responsibilities include

- Planning and authorising the use of OSHC funds
- Supporting the development and maintenance of OSHC
- Communicating with Oshc families, through staff meetings, informal functions, newsletters, and notices
- Working with staff to develop Quality Improvement plan.

We highly value a collaborative partnership between staff and parents.

Quality Improvement Plan

Our Quality improvement plan has been made by and reviewed by staff, families, and Governing Council. This folder is available by the parent sign in area at OSHC and is on display.

Procedures

Arrivals and Departures

Upon arrival at OSHC please;

- Ensure your child is brought into OSHC after 6:45am
- Sign your child in
- Help child place bag in locker
- Parents and child will be greeted by staff

Departure

- Sign out child and be greeted by staff
- Collect bag
- Please collect your child punctually at the end of the day. If an emergency shall arise and you are going to be late, please contact the service so they can reassure your child.
- When children are collected by someone other than usual it is essential that this information is updated on your fully booked enrolment form. To Ensure child's safety staff may ask for Identification.

Communication

Open communication between parents and staff is important. We strongly recommend parents to discuss any concerns or questions with staff. Please be aware that children are our first priority so it may sometimes be necessary to make an appointment to see the director.

Each child has an account on Sea Saw that is not only used at OSHC but at the school. Please regularly check for updates about programs and your child's learning journey. Staff keep parents up to date through this app abut also through newsletters. Our notice board will also display information to ensure families are up to date.

Absences

If your child is unwell or has an illness that may be infectious, please keep them at home and advise staff. You will need to provide a medical certificate to enable refund of session.

Complaints

We recognise that sometimes things go wrong, and you may feel that your expectations are not being met . If you have a concern please speak to staff. If you do not feel your concerns are being addressed there is a provided contact number available at OSHC to the Educations Standards Board.



Health

Sickness

Precautions against spreading colds, viral infections and contagious diseases are necessary at OSHC. Parents should keep a child home if they have a raised temperature or is showing any signs of being unwell. Children who have had vomiting or diarrhoea should be kept at home for at least 24 hours after last episode. Children with nasal discharge should stay at home. Should your child become unwell at OSHC you will be contacted to arrange your child to be collected.

Infectious conditions

Please notify the staff immediately should your child contract an infectious condition. Information about a range of common childhood illnesses and exclusion guidelines is available at OSHC.

Medication

Please inform staff if medication is needed to be given to children as extra paper work needs to be filled out. If your child has Anaphylaxis or Asthma a Medical Plan and needs to be provided as well as and Epi Pen and puffer for our service.





**For more information
please contact us**

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Mobile: 0438 651 898

Email: OSHC.SDPS51@schools.sa.edu.au

www.seaviewdps.sa.edu.au/oshc



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