



# St John's Grammar OSHC Parent Handbook

Learning to Soar



## STATEMENT OF PHILOSOPHY

Our Philosophy is to provide a high quality environment for children before and after school and in Vacation Care.

To provide this high quality care we draw on the **My Time, Our Place** for the school age framework.

We aim to meet the five learning outcomes of these Frameworks:

- 1. Children have a strong sense of identity**
- 2. Children are connected with and contribute to their world**
- 3. Children have a strong sense of well-being**
- 4. Children are confident and involved learners**
- 5. Children are effective communicators**

We aim for every child in our service to have the opportunity of working towards these outcomes, but recognise that each child is an individual. We aim to support each child as an individual and within group situations.

Educators have a strong belief that children learn through play and educators provide an environment that supports this.

We recognise that children using the centre have often already been at school and may therefore need opportunities to relax in a comfortable environment, which we will provide.

We also recognise that children require meaningful activities to stimulate them and we will endeavour to provide interesting, challenging and novel activities which both interest children and develop skills.

School years are important for developing relationships with peers and building friendships. Educators provide an environment, which is supportive and develops healthy relationships and social skills, which support the child's learning.

You will see educators encouraging and supporting children to interact with peers and giving assistance where needed.

We acknowledge and provide an environment that is inclusive and we value all

cultures, beliefs, genders and all children's abilities.

Educators acknowledge the importance of working in partnership with students, parents, families and the wider community.

Our centre maintains a welcoming, safe atmosphere with quality educators. We work hard to ensure our philosophy and goals are reflected in our centre's practice. Our philosophy incorporates the Anglican ethos of the School and creates similar expectations to the children's school environment.

Educators are guided by a play-based pedagogy and the School-wide pedagogy, **Learning to Soar** to support the children with their learning and this creates opportunities for children to connect to the community.

## OSHC STAFF

<b>Director</b>	Alison Tregoning	BEd (ECE)
<b>Assistant Director</b>	Emma Caddy	BEd (JP & P)
<b>Assistant Director</b>	Sherryn Pillans	Dip Community Service (Child Care) Cert III Montessori Studies
<b>Qualified Staff</b>	Wendy Barnes	Cert III Children's Services
	Sophie Teunissen	BEd Primary BEd DBS
<b>Staff</b>	Alana Henderson	Studying BEd Primary / Arts
	Holly Grabham	Studying BEd ECE
	Joel Size	Studying BEd Primary

## OVERVIEW OF CARE PROGRAMS

- Before School Care is offered daily, commencing at 7.30am- 8.30am
- After School Care is offered daily from 3.30pm to 6pm
- Care is also available on Pupil Free Days and up to 11 weeks of Vacation Care per year.

To use the OSHC service, please contact the OSHC Director on 0433 987 857 (the best contact time is 7am - 10am or 2pm - 6pm) or via email.

## ENROLMENT PROCESS

All families using OSHC must complete an enrolment form each year. Each term families must also complete a Complying Written Arrangement (CWA) and booking form. An annual Registration Fee will be invoiced to each family's account.

OSHC enrolment, CWA and booking forms are available from OSHC staff or can be downloaded at [www.stjohns.sa.edu.au/oshc](http://www.stjohns.sa.edu.au/oshc)

Completed forms should be returned to OSHC staff or emailed to [oshc@stjohns.sa.edu.au](mailto:oshc@stjohns.sa.edu.au)

## FEES, INVOICING AND CCS

OSHC accounts are emailed home fortnightly. If you have any queries, please contact a staff member.

OSHC is an approved child care provider. Parents may also be able to claim for Child Care Subsidy (CCS).

If you haven't yet done so, you can apply for the CCS in person at a Centrelink Office or online at [www.humanservices.gov.au](http://www.humanservices.gov.au)

## BOOKINGS

**We request that any changes to bookings or details be done via email.**

### OSHC

Each term, an OSHC CWA (booking form) must be completed and returned to OSHC staff. These are emailed to parents in the **Week In Focus** or can be obtained from OSHC staff. They can also be downloaded at [www.stjohns.sa.edu.au/oshc](http://www.stjohns.sa.edu.au/oshc)

## **VACATION CARE**

Once the program has been confirmed, booking forms and information on the program's activities and costs will be emailed to parents via the 'Week in Focus' e-newsletter, or can be obtained from OSHC staff. They can also be downloaded at [www.stjohns.sa.edu.au/oshc](http://www.stjohns.sa.edu.au/oshc)

Please return the booking forms by the return date so staffing arrangements and final bookings can be made.

### **Permanent bookings**

- The Director will be flexible with the permanent booking for the first two weeks of each term to accommodate changes of extra-curricular activity times.
- Families with a changing work roster and/or changing care arrangements can make personal arrangements with the OSHC Director, who will make a decision on an individual basis.
- After the 2 week period has lapsed any changes to permanent bookings require families to give two weeks written notice to the Director.

### **Cancellation of permanent bookings**

- Two weeks' notice is required via email to the Director by families wishing to cancel a permanent booking

### **Casual bookings**

- A casual booking must be made at least 24 hours before the requested session to guarantee a place.
- Cancellations of casual bookings must be given in writing at least 24 hours ahead of the scheduled booking.

### **Cancellation of Vacation Care bookings**

- You must give 5 business days to cancel Vacation Care bookings. If a cancellation is not made, the booking will be charged. Some activity fees may be still charged due to the booking agreement with venue.

### **School camps and special occasions**

These activities are known in advance, so please advise the Director if your child will be away so changes can be made to your permanent booking. No charges will apply.

## ABSENCES

Please email [oshc@stjohns.sa.edu.au](mailto:oshc@stjohns.sa.edu.au) or call 0433 987 857 before 9am if your child is ill or will not be attending OSHC as booked.

Child Care Subsidy is paid for each child for up to 42 absences per financial year from all approved child care services (not from each service) except occasional care. These absence days can be taken for any reason, with no evidence required.

## LATE FEE

- The service closes at 6pm and a late pick-up fee will apply thereafter. The charge will be \$1.00 per minute per child for the first 10 minutes, then \$5 per minute thereafter, per child.
- Vacation Care bookings will attract a \$5 per day late fee if the booking sheet is returned after the booking due date.

## SCHOOL SPORTS CANCELLATION

In the event of after-school care being required due to the cancellation of after school sports due to extreme weather (or any other reason), please contact OSHC as soon as possible.

The School will usually advise of cancellations via email and/or on the parents Facebook page. Please therefore be alert for any such messages on a day of extreme weather.

## BUSHFIRE POLICY AND PROCEDURES

On days when a **Catastrophic** day in the Mount Lofty Ranges has been declared, all campuses across St John's Grammar School will be closed for students and staff. This notice will be communicated via an SMS message. OSHC bookings will be charged as an absent. On days where an **Extreme** day in the Mount Lofty Ranges has been declared, OSHC will operate and staff will follow Bushfire Procedures.

**IT IS ESSENTIAL THAT YOU FAMILIARISE YOURSELF WITH THE FULL SCHOOL-WIDE BUSHFIRE POLICY AND THE ELC BUSHFIRE POLICY ON OUR WEBSITE:**

[www.stjohns.sa.edu.au/policies](http://www.stjohns.sa.edu.au/policies)

## COMMUNICATION

We like to communicate with families, so it is crucial you advise us of email changes immediately so you can be kept informed.

We use a variety of communication methods:

- Weekly e-news, Week In Focus
- Program (on display and in ***Week In Focus***)
- Fortnightly Accounts email
- Verbal conversations and feedback can occur on a daily basis
- Sign In and Out Kiosk
- Noticeboard in the foyer
- Vacation Care Programs and Booking Forms sent via email and on the School website

## FOOD

**OSHC is an Allergy and Nut Aware facility.**

A variety of nutritious snacks are provided to children at afternoon snack time. Snack times and activities involving food preparation provide positive learning experiences for children, who will be encouraged to develop healthy eating habits.

Water is always available.

Food is prepared according to guidelines and stored hygienically. Children are encouraged to try different foods, but will never be forced to eat.

Children who are on special diets are catered for and parents are consulted about appropriate choices.

Children attending Vacation Care will need to bring a morning snack and lunch. We encourage parents to provide nutritional snacks and lunches.

Occasionally, lunch will be provided as part of the Vacation Care activity. Please check the Vacation Care program for days where lunch may be provided.

## HATS

In Terms 1 and 4, and at any time during the year when the UV Index is 3 or more, all students not in the shade are required to wear a hat whilst attending OSHC. Students may wear a school hat or their own **broad-brimmed** hat.

Unseasonal weather can occur throughout the year, so please ensure a hat is kept in your child's bag all year round.

## LOST PROPERTY

A lost property box is situated in the entrance.

## MEDICAL INFORMATION

To ensure the health, safety and well-being of all children, up to date medical and health information is required at all times.

The OSHC Enrolment Form includes all medical and health information. Please also ensure any updates or changes to medical details are communicated to staff.

### Medication

If your child needs medication whilst at OSHC, parents are to speak with a staff member.

Medication must be provided in the original container with a clearly readable original label, including the child's name. Applicable instructions related to the use of the medication must be packaged with the medication along with any verbal or written instructions provided by the child's registered practitioner.

A Medication Authority form must also be completed. These are available from staff.

Conditions requiring long term medication to be (or potentially be) administered require a Medication Authority Form to be completed with your GP.

If your child is able to self-medicate, please advise us and complete the appropriate authority.



**All medication (including asthma medication) must be provided to staff to be stored in an appropriate place and should not be left in a child's school bag.**

### **Anaphylaxis**

OSHC is an Allergy and Nut Aware Zone. Parents are asked to be extra vigilant with this as nuts and some other foods, such as eggs, are potentially life threatening for some of our children.

### **Asthma**

This medical condition is prevalent in a significant number of students. Parents should be very clear and precise in detailing their child's medical needs with respect to asthma to staff. Medication should be provided for your child's personal use at OSHC. Spacers and Ventolin are available at OSHC for emergency use.

If your child suffers from Asthma and or Anaphylaxis you must ensure OSHC, has a Management Plan and assist in the Risk Minimisation Plan for your child/ren. A specific form for Asthma / Anaphylaxis Management should be obtained annually from practitioners to update your child's risk management plan.

## **SUNSCREEN**

We ask all children attending Vacation Care to arrive at the Centre with sunscreen applied. We will support children with re-application throughout the day as required.

Parents will need to supply specific sunscreen for children who require it (e.g. for sensitive skin).

## DAILY ROUTINE

### Before School

On arrival, the parents must sign in their child/children on the kiosk.

A variety of activities is available to children in the morning including games, colouring, books or outdoor play (weather dependent).

Breakfast is provided if requested by child or parent.

Children are signed out at 8.30am when they make their way to class. Younger children are assisted to their classroom by OSHC staff as required. Children are permitted to leave OSHC earlier if they have commitments such as Choir, Ensemble or Traffic Duty.

### After School

All children attending OSHC after school must report to the staff member taking the daily roll.

After putting their bags away, children will spend some time playing outside before washing or sanitising their hands ready for afternoon snack, which is sometimes served by selected child helpers.

Children are then able to choose from free play inside or outside (weather dependent), sport activities, participate in crafts or cooking, or use the computers (after 5pm). There will also be programmed activities for individuals and small groups.

### Homework

Homework is done at parents request. If you wish for your child to do homework whilst at OSHC, please inform staff and they will start after snack.

## THE PROGRAMS

OSHC provides a program that is developmentally appropriate to the needs of the children attending the services, and provides for the development of each child's social, physical, emotional and intellectual potential, including language skills and creativity.

Programming is based on interest and opportunity for the children to extend the knowledge, skills and understanding of our world, in addition to individual needs and calendar events.

Children are encouraged to be involved in the programmed activities along with their own interests. If redirection is needed, a suitable activity is introduced.

Educators encourage the children to try new activities, and model optimism and enthusiasm for life skills.

The programs are balanced, providing a range of indoor and outdoor experiences, quiet and active times and settings, structured and unstructured activities, and opportunities to learn and practise life and social skills and further develop gross and fine motor skills.

Our program is on display and is emailed home each week in the eNews, **Week In Focus**.

Weekly learning stories about what is happening for children in OSHC are also displayed.

## BEHAVIOUR MANAGEMENT

The School's behaviour management processes are formulated in the light of our Anglican values, ensuring the students are in a safe and caring environment. It is basic to the School's ethos that the children are exposed to the meaning of a Christian community where integrity, service to others and concern for individuals are demonstrated.

The Head of the Junior School is ultimately responsible for the overall behaviour management. Please refer to the St John's Grammar School CARES policy on our website [www.stjohns.sa.edu.au/our-school/policies](http://www.stjohns.sa.edu.au/our-school/policies)

The culture of our Junior School, ELC and OSHC has always been important. To ensure that all in our community has a clear guideline, the School developed the CARES model having identified areas of focus being Courtesy, Awareness, Responsibility, Empathy and Service.

## USEFUL CONTACTS

**OSHC/Vacation Care:** [oshc@stjohns.sa.edu.au](mailto:oshc@stjohns.sa.edu.au)

**OSHC Mobile Phone:** 0433 987 857

**Junior School:** 8278 2242

**ELC (3 year old room):** 7099 8333

**ELC (4 year old room):** 8278 2326

**School Administration:** 8278 2233

**School Website:** [www.stjohns.sa.edu.au](http://www.stjohns.sa.edu.au)

**OSHC and Vacation Care Information:** [www.stjohns.sa.edu.au/oshc](http://www.stjohns.sa.edu.au/oshc)

**Synergetic Parent Portal:** <https://parentportal.stjohns.sa.edu.au>

**Online payments:** [www.stjohnspayment.com.au](http://www.stjohnspayment.com.au)

**Policies:** [www.stjohns.sa.edu.au/policies](http://www.stjohns.sa.edu.au/policies)

**Uniform:** [www.stjohns.sa.edu.au/uniform](http://www.stjohns.sa.edu.au/uniform) / 8278 4636

**School Facebook:** [www.facebook.com/stjohnsgrammarschool](http://www.facebook.com/stjohnsgrammarschool)

**School Parents Facebook:** [www.facebook.com/groups/286747171337563](http://www.facebook.com/groups/286747171337563)

**Child Care Benefit and Child Care Rebate:** [www.humanservices.gov.au](http://www.humanservices.gov.au)

**St John's Grammar School  
OSHC**

**Junior Campus  
42 Sheoak Road  
Belair**

