

Aims of the Program

- ❖ To provide a rich learning environment, where children are afforded opportunities to play, investigate, be challenged, and be a child, within a safe and supportive setting.
- ❖ To assist children to reach their full potential
- ❖ To meet the individual needs of each child in line with the outcomes of My Time Our Place

Operating Times

Monday to Friday (not Public Holidays)

Before school:

7.30am - 8.30am

After school:

3.20pm - 6.30pm

Vacation Care and Gumeracha Primary

School closure days:

7.30am - 6.30pm

Closed between Christmas and New Year for 2 weeks. Please check for dates.

Care is available to all Primary School children.

Enrolment

Each child must be enrolled into the program. This provides us with essential medical and emergency information. We hope parents will take this time to ask any questions they may have regarding the service and its programs. A \$5.00 non-redeemable fee is charged upon enrolment. Enrolment forms are available from the OSHC room, or the school office.

Bookings

It is necessary to submit a booking to ensure a place is reserved for your child. Bookings may be permanent or casual and can be made by lodging a **Booking Form** with OSHC staff. Yellow forms are to be used for Vacation Care. Cancellations for Permanent and Vacation Care bookings require 1 weeks written notice, and 24 hours' notice for Casual bookings, otherwise a fee will be charged. A Cancellation Form is available for this purpose. Where bookings cannot be accommodated, a waiting list will apply.

Fees

Fees are to be paid promptly every 2 weeks. Please do not hesitate to contact the Director to discuss payment if you are having difficulty. Child Care Subsidy is available to reduce the amount of the base fee set by the OSHC committee. The fees charged by the committee reflect the cost of materials used by your children and to provide a safe level of staffing (staff:child ratio as per regulations). Apply online through your MyGov linked Centrelink account for the Child Care Subsidy. Visit www.mygov.com.au

Fees

Before School	\$ 12.00
After School	\$ 22.00
Vacation Care	\$ 50.00

\$10 Materials Fee twice a year

Behaviour Management

We encourage children to take responsibility for their own behaviour. The Advisory Committee reserves the right to terminate the enrolment of any child if disruptive behaviour persists, after reasonable efforts have been made to involve the child in the program, and after parental involvement and counselling for the child.

Sickness and Accident

Children who are ill should not attend OSHC. Alternative care should be arranged. All attempts to contact parents will be undertaken if your child becomes unwell during a session.

In the event of an accident, the staff will take steps to provide First Aid and to seek medical assistance as soon as possible.

Arrival and Departure

Government regulation requires parents to provide a signature on the attendance sheet, when leaving or collecting their child/children.

A child will only be released into the care of the adults listed on the Enrolment form. All children must be collected by 6.30 pm. A late fee applies.

Transport

Transport is available before and after school to Birdwood PS and Lobethal Lutheran PS. Arrangements for this can be made through the relevant school.

Role of Parents

Parents are encouraged to take an active interest in the program by

- helping as a volunteer
- contributing ideas and resources, such as art, craft and raw materials etc.
- serving on the Advisory Committee
- supporting fundraising and social events.

Parents have the responsibility to

- collect children on time
- notify staff if they are going to be late
- cancel bookings not required
- ensure staff are aware of change in a child's physical and emotional condition
- advise of enrolment information changes

Vacation Care Program

A separate program is designed prior to the holidays by our staff, with input from the children, giving parents the opportunity to plan their child care needs. Vacation Care Programs are focused on the children's current interests, and learning needs, providing a variety of activities ranging from creative arts, and crafts; music, dance and drama; challenging interactive sports and workshops; local outings, and an extensive range of visitors to the program. Wii, PS2, DSi, games, computers and internet access; cooking creations and special lunches. Loads of fun!

Staff

Mary Vivian – Director and Nominated Supervisor
Sharen Randell - Supervisor

Both Mary and Sharen have completed a Diploma in Children's Services; Provide First Aid (formerly Senior First Aid); Anaphylaxis, Asthma, and Seizure Management qualifications; as well as Mandatory Notification and Fire Safety. All staff have undertaken Relevant History Screening.

Quality Assurance

Gumeracha OSHC participates in, and maintains the National Quality Standards and Regulations required by ACECQA, Dept. for Education, and Education Standards Board. A continuing Improvement Plan ensures our service strives for *best practice* principles, in accordance with My Time Our Place outcomes for children.

CCS Provider Numbers

Provider ID : 190005593C
Service ID : 190015863C



Revised August 2018



Gumeracha Primary School Outside School Hours Care And Vacation Care Program

**Gumeracha Primary School
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