



**ST FRANCIS
XAVIER'S
CATHOLIC SCHOOL**

OSHC

FAMILY HANDBOOK

SFX OSHC

Management

Director & Executive Educational Leader: Tasharni Nienaber
Supervisor & Vacation Care Program Focused Educational Leader: Charlotte Cottrell
Supervisor: Caitlin Zander

Team

Please see our staff display at OSHC for Educator information.

Acknowledgement to Country

SFX OSHC delivers our program on Kaurana Land.

We acknowledge the Traditional Owners of the lands and waters on which we live, learn and work.

We acknowledge the continued deep spiritual connection and relationship of Aboriginal peoples to this country and commit to the ongoing journey of Reconciliation.

Contact Details

Address:

St Francis Xavier's Catholic School
4 Carignano Street, Wynn Vale SA 5127

Telephone: 08 8251 9560

Website:

<https://www.sfx.catholic.edu.au/community/oshc-vacation-care>

OSHC Management Email:

oshc@sfx.catholic.edu.au

Director's Email:

tnienaber@sfx.catholic.edu.au

Session Hours

OSHC is open Monday to Friday offering the below sessions:

Before School Care: 7:15am – 9:00am

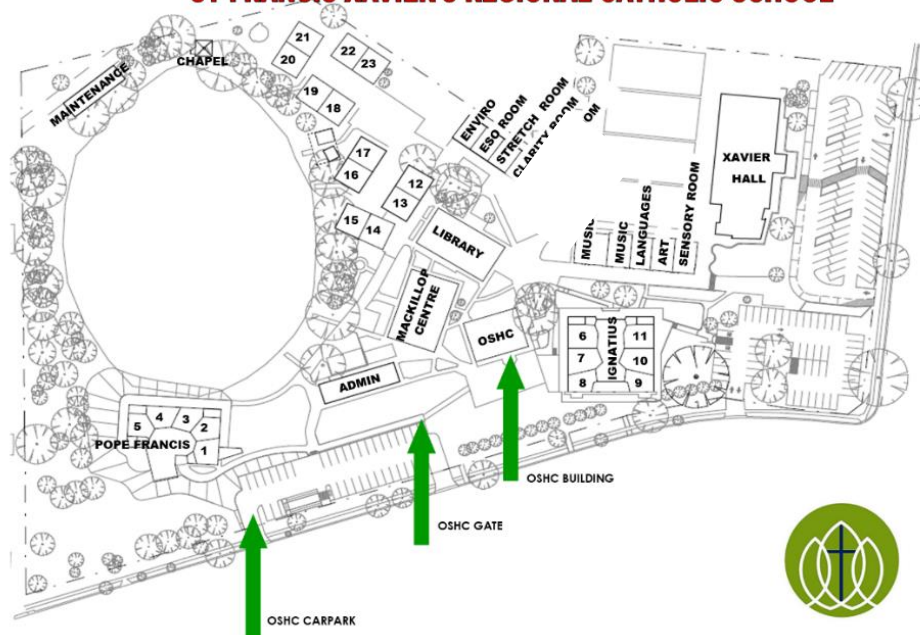
After School Care: 3:05pm – 6:00pm

Pupil Free Days & Vacation Care: 7:15am – 6:00pm

We are CLOSED on Public Holidays and for an approximate 2 and a half weeks during the Christmas / New Year's period.

The exact dates are communicated to the OSHC community in Term 4 each year.

ST FRANCIS XAVIER'S REGIONAL CATHOLIC SCHOOL



FEES and ACCOUNTS

Enrolment

Please complete and return an OSHC enrolment pack containing: an Enrolment form, CWA booking form and a Direct Debit form which can be found via our website here:

<https://www.sfx.catholic.edu.au/community/oshc-vacation-care> or alternatively a pack can be emailed to you by emailing the service via oshc@sfx.catholic.edu.au or a printed pack can be collected from the Front Office or OSHC.

Please ensure that you submit all required forms and documentation with your enrolment forms to ensure a prompt enrolment process. Each family must submit a CWA Booking Form every year for all enrolled children.

Additional documentation that may be required but not limited to – Medical Documentation, Care Plans & Forms and Court Orders ect.

Session Fees

Before School Care: \$15.00

After School Care: \$22.00

Pupil Free Day: \$65.00

Vacation Care Day at OSHC Charge: \$65.00

Vacation Care EXCURSION DAY Charge: \$70.00

The session charge is prior to CCS rebate being applied. You can claim CCS via Centrelink.

OSHC Red Hat: \$ 7.00

OSHC red hats are required for excursions. Hats can be purchased at OSHC.

Late Collection Fee: \$1 per minute, per child still in care past 6pm. Please ring the service to notify if you are going to be late.

Non Notification Call Fee: Failure to notify OSHC of absence/change in care needs for that session may result in a call fee of \$10.

Payment Options

Current payment options are via the QKR app, Bank Deposit, Direct Debit or EFT (eftpos).

Qkr! App is available here: <https://www.sfx.catholic.edu.au/files/d/7079/QKR.pdf>

Bank Deposit:

BANK: Commonwealth Bank

BSB: 066 782 **ACCOUNT NUMBER:** 100 000 369

REFERENCE: "OSHC and your Account SURNAME"

Direct Debit forms can be downloaded from the OSHC tab on the school website (Credit Card Payment Request Form): [St. Francis Xavier's Wynn Vale | OSHC & Vacation Care \(sfx.catholic.edu.au\)](https://www.sfx.catholic.edu.au) or in person or emailed on request from the OSHC Director.

EFT (eftpos) available at OSHC. Please speak to the Director to pay via EFT.

BOOKINGS

SPIKE App

On the app you can make bookings, cancel bookings, check your information, download invoices, view the program, newsletters, photos and observations.

To download the app please follow the below steps at the following link to activate your account: <https://xavier.spike.economicoutlook.net/clients/>

APP INSTALLATION INSTRUCTIONS:

- Press forgot password and add your email address registered with OSHC
- You will receive an email
- Click on the link in the email
- Create your account

Making a Booking

Bookings are essential. Before and After school bookings can be made up until an hour before the session starts.

To make a booking please book via the app:

- Select the Bookings tab at the bottom of the screen
- Click on desired date to book
- Click "Accept" next to your child's name
- Click "Confirm"

If you require a booking for a session commencing within an hour please call or email the service to enquire if a space is available.

(CWA) Complying Written Arrangement of Bookings

Bookings can be made casually through the app or a permanent booking can be made by completing a CWA (Complying Written Arrangement) Form. This can be found here (under OSHC Booking Form): [St. Francis Xavier's Wynn Vale | OSHC & Vacation Care \(sfx.catholic.edu.au\)](https://www.sfx.catholic.edu.au) All families are required to complete and submit a CWA at the beginning of each year. This is a requirement of enrolment.

Vacation Care & Pupil Free Day Bookings

Vacation Care The program is published to families via the SPIKE app, on the SFX website under the OSHC & Vacation Care tab and emailed via the SPIKE app. in Week 6 of each term. The program is published to families via the SPIKE app, on the SFX website under the OSHC & Vacation Care tab and emailed via the SPIKE app.

A Pupil Free Day program is published to families via the SPIKE app- emailed and displayed on the app. Bookings open when the program is published – approximately 4 weeks prior to a Pupil Free Day date wherever possible.

Cancellations

If you wish to cancel a booking you can do so via the SPIKE app within the cancellation timeframe. Any bookings that you wish to cancel after the cancellation period, or if your child will not be attending the session for any reason, please notify the service. You can do so via a message sent through the SPIKE app or by phoning or emailing the service.

Before and After School bookings have a cancellation period of 24 hours prior to the session commencement to avoid charges. Vacation Care and Pupil Free Day bookings have a 7 days prior to the booking date.

PROGRAM

OSHC Program

Our service is provided in accordance with the National Quality Framework, National Quality Standards, the My Time Our Place and Early Years Learning Framework.

We provide enriching and enjoyable activities ranging from arts and crafts, outdoor games, switch tech play and homework club.

Activities are planned for every session as well as children being encouraged to seek spontaneous play and activities with their peers. Educators document children's interests and requests and plan for the next week's sessions based on the observations.

ARRIVAL & DEPARTURE PROCEDURES & CO-CURRICULAR INFORMATION

Before School Care

Arrival:

Session commences at 7:15am. Children are to place their bags either on the hooks or bag racks. Parents/ Guardians are to please sign their child/ren in on the iPad. Breakfast is provided until approx. 8:00am.

CO CURRICULAR during BEFORE SCHOOL CARE

Please complete an OSHC co-curricular permission form by emailing the Director. Spaces may be limited or certain programs may be unavailable for OSHC co-curricular permissions depending on the activity, child to educator ratios and supervision requirements of the co-curricular program such as parents/guardians requiring to be on site.

Departure:

At 8:30am a session pack up and group time is conducted where educators complete a roll call and sign out children in Years 1 – Year 6 once the session pack up was completed.

Children in Reception and children attending Wynn Vale Community House Kindergarten stay signed in at OSHC and participate in a small group time where educators read a story, encourage a yarn or take surveys. A roll call and sign out is then completed for the children in Reception and they are then accompanied by an educator to their classrooms. Children attending Wynn Vale Community House Kindergarten are accompanied by an educator to the Kindergarten.

This routine is dependent on the morning schedule on site at school – OSHC is in partnership with the school and ensure children attending OSHC are able to participate in the school's morning activities such as Breakfast Club, Independence Day and Fun Friday. On these days children may be signed out promptly at 8:30am to ensure they can participate in the activities commencing at 8:30am.

Teachers are on duty as of 8:30am each morning.

Non Attendance:

Non attendance of a before school care session will be marked as an absence.

*After School Care***Arrival:**

The after school session commences at 3:05pm. The Reception children are collected by educators from their classrooms at approx. 2:55pm and accompanied to OSHC to sign in. The children attending OSHC from Wynn Vale Community House Kindergarten are signed out of the Kindy by an educator at approx. 3:00pm and are accompanied to OSHC by an educator to sign in.

Children in Years 1 – Year 6 are required to make their way straight to OSHC after the bell. They will place their bags in the back racks and line up at the back decking door where they will be signed in on the iPad by an educator.

Washing hands, sunscreen application when necessary and snack service takes place.

CO CURRICULAR during AFTER SCHOOL CARE

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Departure:

The service closes at 6:00pm

Please ensure all children are signed out and families have left the premises at 6:01pm as per licensing.

Please contact the service if you won't be able to collect your child before our service closure. Fees apply.

No contact to the service may result in the service's non-notification procedures being commenced for your child's safety.

Non Attendance:

Absence charges also apply.

Non notification to OSHC of an absence in after school may result in a call fee of \$10 per non notification. If a child is booked into the after school care session and they do not present for sign in to OSHC, an educator will ring the emergency contact/s to ask the whereabouts of the child unless the child's non attendance at school can be confirmed via the front office where the \$10 fee will be charged.

Notification can be made in person, via email, phone call or messaging through the spike app.

MEDICAL

Medical Needs

All children who have a medical condition must complete a risk minimisation plan in conjunction with the service and provide their child's medical documentation and medication where required to OSHC.

Medications

If your child needs medication administered:

OSHC can only administer medication if it is

- Prescribed by a doctor
- Is in it's original packaging with a pharmacy label detailing the child's name, required dosage, frequency of doses, date of dispensing, storage requirements and expiry
- must have a signed medication agreement

OSHC educators will document the medication being administered in the Administration of Medication Record book.

Inclusion

SFX OSHC have submit inclusive applications to GowrieSA to establish an inclusive environment for all children. GowrieSA provide funding and support to SFX OSHC based on their strategic inclusion plan that is submit regularly to the Gowrie.

If your child has a diagnosis, we encourage you to fill in and return a request for service inclusion support program form so we can support your child appropriately and cater to their individual needs.

This form can be provided to you by the Director.

Service Quality

Service

Our service is committed to excellence. We are involved with numerous networking hubs, training companies and OSHC advocates to create a exceeding service.

COMMUNICATION & FEEDBACK

Contacts

Here at SFX OSHC we strongly encourage feedback and open communication with families. Please don't hesitate to message through spike, email, call or book an appointment with the Director to discuss any feedback. Surveys are sent out to families/ run by children and displayed regularly and we encourage you to participate to ensure our quality of care is at the highest level.

We welcome you to SFX OSHC and look forward to providing a nurturing and enriching space for your child to enjoy their time whilst in our care.