Pulteney Grammar School

OSHC
Out of School Hours Care
Parent Handbook 2013
Dear Parents / Caregivers,

I am delighted to welcome you and your child(ren) to Pulteney Grammar Out of School Hours Care (OSHC). My team and I look forward to working with you and your children in providing this service for your family.

**Out of School Hours care aims to;**

- Provide a happy, safe and secure environment for all children.
- Deliver a program developed from children’s ideas in a relaxed environment.
- Offer a healthy and nutritional afternoon tea.
- Provide activities that foster play based learning experiences.

Pulteney Grammar OSHC operates a before and After School Care Service in ‘The Factory’, adjacent to the MacKinnon building in Kurrajong.

The following information is provided to ensure that your family’s OHSC experience is a positive, rewarding and successful one.

**Operating Hours**

*Before School Care: Open from 7:30AM – 8:20AM*
*After School Care: 3:20PM to 6:00PM*

Please note that any child(ren) collected after 6.00pm will incur a late fee of $20.00 and $1 per minute after 6:15PM

Vacation Care operates every school holidays. A program is advertised each term on the Pulteney website [www.pulteney.sa.edu.au](http://www.pulteney.sa.edu.au). Hours of operation are 8.00am – 6.00pm.

**Charges**

*Before School Care* - $11.50 per session per child.
*ASC* - $18 per session per child.
*Vacation Care* - $52 per day + any extra activity expenses (entry prices, travel etc.)
Expectations and requirements to ensure a rewarding and safe OSHC experience:

- Children are expected to be polite, considerate and tolerant of others.
- OSHC adheres to all Pulteney Child Protection policies and procedures. These may be downloaded from the Pulteney website.
- Prep school children (Years 3 to 6) are to do their homework, to read and / or complete quiet activities when they first arrive.
- Children are expected to bring everything they need to OSHC, as they are not permitted to return to their classrooms.
- As per the Pulteney Sun Protection policy, children must bring a hat every day to OSHC. Children need to have their own hat kept in the front pocket of their school bag. The hat provided needs to cover ears and neck. OSHC cannot provide spare hats, due to health reasons children are not permitted to borrow hats. Children without a hat are required to play in shaded areas.
- No toys (including electronic games) are to be brought to OSHC. They are however allowed during Vacation Care, providing they are labeled and children take responsibility for them. Educators will not be held accountable for any damage or losses.

Ensuring the health and well being of all OSHC users:

- If a child is unwell, a parent or caregiver will be called to collect their child as soon as possible.
- Parents are asked to keep children at home and not to use the OSHC facilities or Vacation Care for 24 hours without supplying a doctor’s certificate.
- Staff are not permitted to administer medications unless there is a health plan supplied by the child’s doctor. Please discuss this with the OSHC Director.
- Medicines must be in their original packaging.
**Behaviour**

OSHC follows a similar behaviour management plan to that of Kurrajong and Prep. This is outlined below for your information.

If a child displays inappropriate behaviour the steps are:

**Kurrajong**

**Step 1**  Child is given an initial warning.
**Step 2**  Child is removed from the situation, sat on the reflection chair for a given period of time, and explained why.
**Step 3**  Parent is told about the behaviour when child is picked up.
**Step 4**  Child is removed from the situation & parents’ are called. Teacher and Kurrajong Director are also notified.

**Prep**

**Step 1**  Child is given verbal warning.
**Step 2**  Child is moved away from the unsettled area.
**Step 3**  Note is placed in the diary, which is to be signed by parents and the child’s teacher.
**Step 4**  Child receives a focus and the prep school principal is informed.

In extreme cases where the safety of other children or staff is threatened, the child may be excluded from the OSHC environment in consultation with the Co-coordinator and parent.
Afternoon Routine

Kurrajong

3.20pm – an OHSC educator collects the reception children while Years 1 and 2 are brought down by their class teacher. All children congregate in ‘The Factory’.
3:30pm – Sit down for an afternoon rundown including traditional Kuarna welcome, listening to OSHC rules, and what’s on the menu.
3:45pm - Afternoon tea is offered and children are able to participate in free play outside under educators’ supervision.
4.00pm – Children are brought in and a variety of activities are offered for the day. These activities are adapted from children’s’ ideas meetings held every two weeks, focusing on positive learning outcomes whilst still catering to the children’s needs.
4.30pm – At this time children are free to play under an educator’s supervision, screens such as computer and television can now be used.

Prep School

3.30pm – Children arrive and are signed in by an educator. Children have supervised homework time. During this time they may choose to read and / or complete quiet activities
4.15pm – Afternoon tea is served & Prep School Children are free to join the other activities offered in the service. They are also free to stay in ‘The Prep Room’ and complete homework or quiet activities preferred.
6.00pm – OSHC closes.

Please be aware that all children are signed in by staff when they arrive at OSHC and MUST BE SIGNED OUT BY A PARENT OR CAREGIVER WHEN THEY ARE COLLECTED.

Again welcome to the OSHC facility of Pulteney Grammar School. We look forward to getting to know your family and providing a secure and engaging facility for your child(ren).

If you have any questions or feedback, please do not hesitate to contact my team or myself via Phone: 8216 5545
Or Email: oshc@pulteney.sa.edu.au

Adam Krawczyk – Co-Coordinator of OSHC