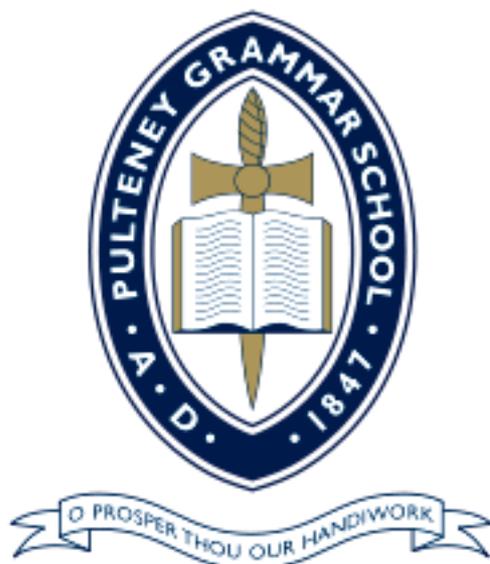


# **Pulteney Grammar School**

## **OSHC**



## **Parent Handbook 2020**



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.

Pulteney Grammar OSHC operates a Before School, After School and Vacation Care Service in 'The Factory', adjacent to the MacKinnon building in Kurrajong (Junior Primary).

### ***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 and fun environment.
- Offer a healthy and nutritional afternoon tea.
- Provide activities that foster play-based learning experiences.

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

### **Operating Hours**

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

*Please note that ASC Bookings must be made before 2:30pm of the required day to avoid a \$5 late fee. Any child(ren) collected after 6.00pm will incur a late fee of \$20.00. A \$1 per minute charge will also commence after 6:15PM.*

Vacation Care operates during every school holiday period. A program is advertised each term on the Pulteney website ([www.pulteney.sa.edu.au](http://www.pulteney.sa.edu.au)).

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.

### **Fees**

Annual registration fee - \$25.00

Before School Care - \$17 per session per child.

After School Care - \$24 per session per child.

Vacation Care –\$61.50 + additional extras for excursions/ incursions.



## Enrolment process

In order to attend Pulteney Grammar School OSHC, the annual enrolment form must be completed at the start of each school year or completed before the first session your child attends. The Annual Enrolment form is located at OSHC or on the Pulteney Grammar School website. Please submit the form to the Director of OSHC.

## Enrolment of students with medical conditions

If your child/ren is/are diagnosed with a medical condition/s, please ensure that an updated Medical Action Plan completed by a Medical Practitioner is provided with the annual enrolment form.

Medical Action Plans need to be reviewed annually by your child's Medical Practitioner. Please ensure an updated coloured photo is provided on the Medical Action Plan.

In conjunction with the Medical Action Plans, a Pulteney OSHC Medical Condition Risk Minimisation Plan needs to be completed, in consultation with the OSHC Director, and given to the Director with the annual enrolment form. The Risk Minimisation Plan will provide OSHC Educators with valuable knowledge on how to reduce the risks of a medical emergency for your child. To obtain a copy of the Risk Minimisation Plan, please email the OSHC Director. Paper copies will also be available at OSHC.

## Registration Fee

A Registration Fee of \$25.00 is charged annually. This fee is charged to cover various administration tasks during the year, including but not limited to; the initial creation and maintenance of OSHC accounts, inputting individual Child Care Subsidy data, updating data from the Annual Application forms, and account maintenance over the school year.

## Payment of fees

Fees statements are either emailed or posted to each family fortnightly.

## Payment options

Several payment options exist;

**BPAY**– Visa, MasterCard and internet banking payments are accepted through 'BPAY'. There are no charges for payment by this method. The school biller code and your BPAY reference number appear at the bottom of your fees statement. Please contact your bank for instructions on how to use BPAY.

**Credit cards** – fees may be paid using MasterCard, Visa or American Express at the front office during school hours, or via the School's BPay payment page. A surcharge applies for all credit card payments not processed through BPAY (Visa, MasterCard 1%, American Express 1.5%).



**Cheque** – payment may be made by cheque at the front office during school hours, or by post to Fee Accounts Office, 190 South Terrace Adelaide SA 5000.

**Please note that the Fee Accounts staff cannot accept payment in cash.**

**Direct payments of fees** - fees may be automatically paid monthly through the Fees & Accounts office via either automatic bank debit or automatic credit card payment. An authorisation form must be downloaded from the school website and returned with the payment election form. Payment of monthly instalments and any additional charges will be made on the 18th of each calendar month, throughout the year. There are no charges for the payment by automatic bank debit. The credit surcharge outlined above applies for automatic payment by credit card.

### Non-payment of fees

Administration of overdue accounts is a time-consuming process for Fee Accounts staff, redirecting valuable resources from School management to the detriment of operations.

Where payment has not been made by the 18th of the month, and in the absence of any prior arrangements for payment having been made, a late payment fee of \$10 will be levied to offset administration costs. Pulteney Grammar School maintains the right to suspend an OSHC enrolment while any fees and charges are outstanding.

### Child Care Subsidy

Pulteney Grammar School OSHC is an approved care provider, enabling families with 0 – 13-year-old children to access Child Care Subsidy. The Child Care Subsidy provides financial support for families who are either working, training, studying or volunteering.

The level of subsidy received is determined by the combined family income, activity level of both caregivers and the type of childcare service.

Parents / Caregivers must register with Centrelink to obtain a Customer Reference Number (CRN) for the parent claiming CCS, and for all children for which CCS is to be claimed, and complete an eligibility test at <https://www.centrelink.gov.au>

The Child Care Subsidy is paid directly to the childcare provider (Pulteney Grammar School OSHC). Families are then required to pay the financial difference between the subsidy and the fee charged.

Further information can be obtained by contacting Centrelink on Ph: 13 61 50 or visiting the Centrelink website.



## Ceased Enrolment - Child Care Subsidy

Changes to the Family Assistance Law will take effect from 13 January 2020, meaning that CCS enrolments will automatically cease after fourteen weeks, not eight weeks as per 2019. If you receive notification from Centrelink that your enrolment at Pulteney Grammar School OSHC has ceased, please contact the OSHC Director who will be able to reactivate the enrolment.

## 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.
- Parents of Prep school children (Years 3 to 6) have the choice at the start of the year whether they wish for their child(ren) to engage in homework club. If they are to take part in homework club, students 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 and children are not permitted to borrow/share hats due to health reasons. Children without a hat are required to apply sunscreen and play in shaded areas.
- No toys (including electronic games) are to be brought to OSHC. They are however allowed during certain times in Vacation Care, providing they are clearly labeled, and children take responsibility for them. Educators will not be held accountable for any damage or losses.

## Ensuring the health and wellbeing 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. This is to ensure that every child is safe at OSHC.
- 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 and display the dosage of medicine required when administered.



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## 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 to have a restorative conversation with an educator. Once children have adequately reflected on the behaviour they may rejoin play or be assisted to join a different area.
- Step 3** Parents are notified about the behaviour when student is picked up.
- Step 4** If the behavior is considered a threat to others' safety, the child is removed from the situation & parents are called. Their Class Teacher and the Head of Kurrajong are also notified.

### **Prep**

- Step 1** Child is given verbal warning.
- Step 2** Child is removed from the situation to have a restorative conversation with an educator. Once children have adequately reflected on the behaviour they may rejoin play or be assisted to join a different area.
- Step 3** A note may be placed in their diary, which is to be signed by parents and the child's teacher the following day.
- Step 4** Child may receive a "focus" from the class teacher and the Head of Prep School is informed.

In **extreme cases** where the safety of other children or staff is threatened, the child(ren) concerned may be excluded from the OSHC environment in consultation with the Head of Prep, Director and parent.

## Afternoon Routine

### **Kurrajong**

**3:25pm** - an OSHC educator collects the Reception children while Years 1 and 2 make their way down and are signed in then continue with some free play under the educators' supervision.

**3:45pm** - Sit down for an afternoon rundown and welcome. OSHC Helpers lead the group time. The OSHC Helpers remind the other students of our OSHC expectations, UV rating for the day, menu items and students are reminded to wash their hands.

**3:55pm** - Afternoon tea is offered, followed by free play outside under the educators' supervision.



**4:30/4:45pm** - Children are provided with a variety of activities inside or outside. These activities are programmed from the children's own ideas, staff observations, celebrations and community/world events. We focus on the My Time, Our Place learning outcomes whilst still catering to the children's interests and need for 'down time' after a long school day.

**5:00/5:15pm** - Children are free to play under an educators' supervision.

**6:00pm** Service closes.

### Prep School

**3:30pm** - Children arrive and are signed in by an educator. Prompt arrivals may have time for a short play outside before beginning homework time.

**3:40pm** - Children have supervised homework time & fruit is offered on the tables as a snack whilst working. Children can read or complete quiet activities during this time if they have completed their homework or they can join the Kurrajong group.

**4:15pm** - Afternoon tea is served. Free time and programmed activities. They are also given the option to stay, should they wish to complete homework.

**5:00- 6:00pm** – Free time.

\*\* If a parent has chosen for their child(ren) **not** to participate in homework club, the student joins the Kurrajong children, out in the Kurrajong room, to engage in their learning activities. This needs to be indicated on the annual application form filled out by the parent/s.



## National Quality Framework

The National Quality Framework which we adhere to at Pulteney Grammar OSHC, is a Framework that sets out to ensure a national approach to laws and regulations, assessment and quality improvement for early childhood education and outside school hours care services nationwide.

The Framework includes the National Laws and Regulations, the National Quality Standards, the assessment and rating process and the National Learning Frameworks i.e. My Time, Our Place for OSHC.

The National Quality Standards help to guide on going improvement of our service. There are seven different Quality Areas of the Standards, these include;

- Quality Area One: Education program and practice
- Quality Area Two: Children's health and safety
- Quality Area Three: Physical Environment
- Quality Area Four: Staffing arrangements
- Quality Area Five: Relationships with children
- Quality Area Six: Collaborative partnerships with families and communities
- Quality Area Seven: Governance and leadership

In the assessment and rating process, Pulteney Grammar School OSHC rated '**Exceeding** the National Quality Standard'

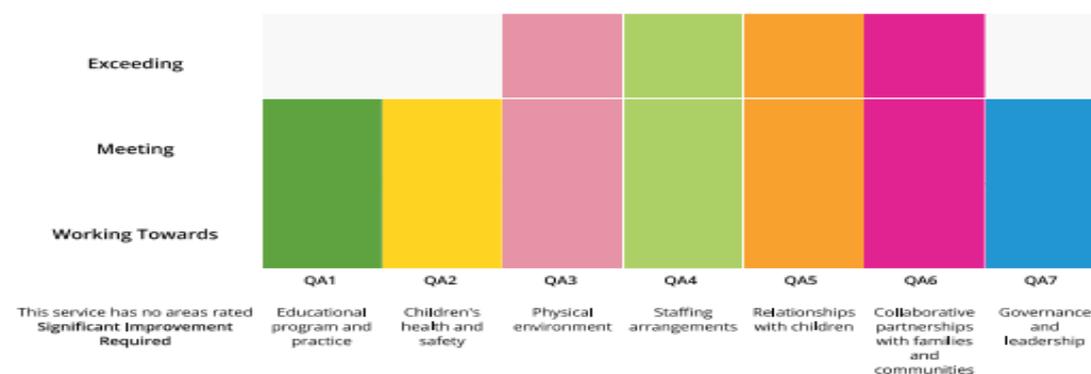
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## Ratings chart



### Pulteney Grammar School OSHC

Overall Rating: **Exceeding NQS**



This ratings chart displays how our service is improving quality for your child. All services across Australia will be assessed and rated against the National Quality Standard to improve quality and outcomes for children. More information about how our service is improving in each quality area is available from our staff members.



## **My Time, Our Place Learning Framework**

The curriculum that OSHC implements is the My Time, Our Place Framework. The outcomes of this curriculum are:

### **Outcome 1: Children have a strong sense of identity**

- Children feel safe, secure and supported
- Children develop their autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

### **Outcome 2: Children are connected with and contribute to their world**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

### **Outcome 3: Children have a strong sense of wellbeing**

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

### **Outcome 4: Children are confident and involved learners**

- Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### **Outcome 5: Children are effective communicators**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children collaborate with others, express ideas and make meaning using a range of media and communication technologies



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## **Bookings**

### **After school care**

Permanent Bookings can be made every new Term on booking slips found at OSHC.

### **Kurrajong Parents**

Casual bookings can be made by circling your child's name on the class list outside their classroom, calling the Director on 8216 5545 or via the OSHC email [oshc@pulteney.sa.edu.au](mailto:oshc@pulteney.sa.edu.au).

### **Prep Parents**

Please send an email to [oshc@pulteney.sa.edu.au](mailto:oshc@pulteney.sa.edu.au) or call the Director on 8216 5545 before 2:30pm\* to secure a spot.

\*Any bookings after 2:30pm will be considered late and will receive an 'Incorrect Booking' fee of \$5.

### **Before school care**

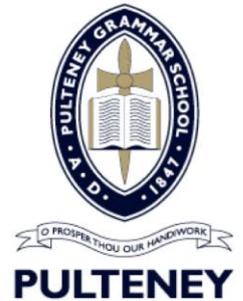
We do not require pre-bookings for Before School Care. Simply arrive on the day and write your child's name and class on the Sign-In sheet.

### **Vacation care**

Vacation Care bookings are normally due the second to last Friday of the Term. We endeavor to have the program available with Posters displayed to remind parents approximately 5 weeks prior to each Vacation Care Period. Any bookings received after the nominated due date will be considered late and late fees will apply.

## **Notifications of Absence**

Parents are to advise OSHC educators of any absence. This can be done by calling or emailing the Director before 2:30pm on the day of their After School Care session. If there is no notification of absence, parents will be charged an 'Incorrect Booking' fee. In the case of Vacation Care absence and cancellations for days AFTER the due date, we can only refund the initial cost (\$60.00) unless a medical certificate is provided. Additional excursion/incursion costs will still be charged along with a \$10.00 late cancellation fee. This is due to staffing arrangements, catering, bus bookings and excursion/ incursion fees. We also cannot swap days after the booking due date as staffing and child-staff ratios will already be confirmed.



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](mailto:oshc@pulteney.sa.edu.au)

**Alice Flynn (Ali)** - Director / Manager of OSHC  
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