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 (Junior Primary).

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 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 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. Hours of operation of Vacation Care are 8:00am – 6:00pm.

Charges

Before School Care - $15 per session per child.
ASC - $22 per session per child.
Vacation Care - $56 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.
- Parents of Prep school children (Years 3 to 6) have the choice at the start of the year whether their child(ren) 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, 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 certain times in 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. 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, Ali.
- Medicines must be in their original packaging and display the dosage of medicine required when administered.
**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, and told to sit with the reflection questions somewhere quiet in the room to reflect on their behavior. Educators go through the sheet with the child.
- **Step 3**  Parent is told about the behaviour when child is picked up.
- **Step 4**  If the behavior is considered a threat to other’s safety, the child is removed from the situation & parents’ are called. Home-group Teacher and Kurrajong Director, Virginia Evans 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 the following day.
- **Step 4**  Child receives a focus and the Prep School Principal, Denise O’Loughlin 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 Director, Ali and parent.
**Afternoon Routine**

**Kurrajong**

**3.20pm** – an OHSC educator collects the reception children while Year 1 and 2 are brought down by their class teacher. All children congregate in ‘The Factory’.

**3:30pm** – Sit down for an afternoon rundown, listening to OSHC rules, the UV rating for the day and what’s on the menu for afternoon tea.

**3:45pm** - Afternoon tea is offered and children are able to participate in free play outside under educators’ supervision. One Educator to fifteen student ratio is adhered by in the OSHC.

**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 from the My Time Our Place Framework, 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 prefered.

**6.00pm** – OSHC closes.

**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.**
Child Care Benefit

- Parents / Caregivers may be entitled to the Child Care Benefit (CCB—means tested), or the Child Care Rebate (CCR—non means tested) which will reduce total costs.

- Parents / Caregivers must register with the Families Assistance Office (FAO), obtain a Customer Reference Number (CRN) for parent claiming CCB/CCR and for all children for which CCB/CCR is to be claimed.

- CCR covers 50% of out-of-pocket child care expenses for approved child care, with a rebate of up to $7,500 per child per year, for eligible families.

- Further information can be obtained by contacting the FAO on Ph: **13 61 50**, or by following the hyperlinks below.


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

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