

ST LEONARDS PRIMARY SCHOOL

OSHC and VACATION CARE



ADDRESS JERVOIS STREET, GLENELG NORTH SA 5045

PHONE 8294 1990

FAX 8294 2568

EMAIL oshc.stleonards865@schools.sa.gov.au

Hours of Operation

(Monday – Friday, excluding public holidays)

Before School Care, BSC	7.30am – 8.30am
After School Care, ASC	3.05pm – 6.00pm
Vacation Care, VC	7.30pm – 6.00pm
Pupil Free Day (PFD)	

Provider: St Leonards Primary School Council

Director: Connie Cowling

Assistant Director: Steve Gregov

***OSHC is situated off the western (oval) end of the school hall,
with access via the south facing quadrangle***

Primary Philosophy Aims



At St Leonards Out of School Hours Care (OSHC) and Vacation Care we believe children are developing towards independence. Therefore we will provide a programme and environment which nurtures and fosters this progression.

We believe the staff relationships and interactions with children form the basis of a successful and nurturing OSHC programme. Therefore we will encourage staff to form a good rapport with the children and promote a stimulating care and play environment.

We believe that a stimulating programme allows for flexibility to ensure that the needs, interests, and abilities of children are catered for adequately. Therefore we will be responsive to the requests of children and families.

We believe all children should be valued equally, and as such we will encourage children from diverse backgrounds to share their personal cultures. In addition we will assist children with additional needs by accessing all relevant resource agencies in order to enhance their development.

We believe child and staff safety is paramount. Therefore we will maintain a safe environment that complies with Occupation Health and Safety and child safety protection requirements.



Bookings

Both permanent and casual bookings may be made by contacting OSHC staff directly, via email or phone **8294 1990**.

Children booked into an After School Care (ASC) session will receive a daily reminder from OSHC staff of their need to attend.

As a safety proviso, **all** Reception students booked into an ASC session will be collected from class by OSHC staff. All other children will be greeted and signed into care by OSHC staff after release from their respective classes.

Vacation Care booking forms are made available once the relevant programme is prepared.

Fee Structure

(per child, per session, for financial year 2016/17)

To qualify for Government funded fee reductions, families must be registered with **Centrelink** (ph: 13 61 50)

The Child Care Benefit (CCB) is means tested and allows **most** families to receive reductions from the full session charge. Furthermore, the Child Care Rebate (CCR), available to **all** families irrespective of income, allows for a **50% refund** on out of pocket expenses.

Please refer to the 2016/17 financial year OSHC Fee Structure below.

Session	Full Fee	Fee less CCR	Fee less Max CCB	Fee less Max CCB & CCR
BSC	\$ 13.00	\$ 6.50	\$ 9.45	\$ 4.75
ASC	\$ 20.00	\$ 10.00	\$ 9.35	\$ 4.70
VC, In House	\$ 44.00	\$ 22.00	\$ 6.80	\$ 3.40
VC, Visitor	\$ 49.00	\$ 24.50	\$ 11.80	\$ 5.90
VC, Excursion Pupil Free Day	\$ 59.00	\$ 29.50	\$ 21.80	\$ 10.90
Early Closure 2.05pm	\$ 22.00	\$ 11.00	\$ 7.80	\$ 3.90

Accounts are generated weekly and forwarded electronically via email

Cancellations

To ensure child safety, it is essential that written and/or verbal parental/carer authorization is received by OSHC staff prior to **any** booking being cancelled or children released from care.

Please note the minimum notification required for a cancellation, **otherwise** an allowable absence fee (equivalent to your usual out of pocket expense for that session) will be incurred.

Session	Minimum notification required
Before School Care	nil
After School Care	By 8:30am of the day booked
Vacation Care	By 9:00am, 2 full business days (excluding weekends, public holidays and service closure days) prior to the booked session

Additional Information

The Service promotes a safe, fun and harmonious environment and requires **all** children to abide by a fair and mutual Code of Conduct.

The Service does **not** offer breakfast during Before School Care, but does **provide** a snack (at approx 4.00pm) in After School Care.

It is the **family's responsibility** to provide lunch and any snacks for Vacation Care and Pupil Free Days.

If your child has a **Medical Condition/Allergy/Dietary Need**, it is **essential** that the Service be supplied with **all** relevant documentation (ie Action Plan prepared by a doctor) and medications to support the wellbeing of your child.
NOTE: Failure to do so will, unfortunately, result in refusal of access.

The Service does foster Sun Protection awareness and requires all children in care, during **Terms 1 & 4 and Summer Vacation** to be provided with a broad brimmed hat/legionnaire cap/bucket hat for any outdoor play. **Baseball style caps do not comply.**

Whilst every care will be taken to protect your child's possessions from loss/theft/damage, it is, ultimately, their individual responsibility to ensure that all belongings are properly cared for and packed away.

