



**St Anthony's
School**
EDWARDSTOWN

1 Castle St, Edwardstown
South Australia 5039
08 8115 7500
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stantedw.catholic.edu.au

Out of School Hours Care (OSHC)

Supporting Families with Care that Feels Like Home

We are proud to provide an Exceeding-rated program under the National Quality Standards (NQS), designed with your child's safety, development and enjoyment at its core.

This guide will help you understand our service, how to register, and what to expect.

Location

Our OSHC house is at **13 Castle Street, Edwardstown**.

While it looks like a regular house from the street, it connects directly to the school through a secure garden gate. During the day, we often access school facilities and supervise children across both spaces.



Operating Times

Before School Care	7.15am – 8.30am (breakfast included until 8.00am)
After School Care	3.15pm – 6.00pm (includes two healthy snacks)
Vacation Care	7.30am – 6.00pm (breakfast and snack included)
Pupil Free Days	7.15am – 6.00pm (breakfast and snack included)



Pickup and Drop off Procedures

For Before School Care, Vacation Care, and Pupil Free Days, children must be dropped off and picked up directly from the OSHC House.

For After School Care, children meet OSHC staff in the Resource Centre. Once the roll has been marked and the second bell has sounded, children enjoy supervised play in the school grounds before being walked to the OSHC House by staff.

All drop-offs and pick-ups must be made at the OSHC House by an authorised parent, caregiver or family member over 18 years of age.

Booking Types

Permanent bookings are made in advance for a full term or by request.

Flexible bookings can be made week to week.

Late bookings (made on the day) incur a slightly higher fee to support staff planning.

Please note that for CCS purposes, all bookings appear as “casual” in MyGov, but this does not affect your fees.

Program Fees

The costs listed below are full costs before applying the Child Care Subsidy.

Invoices are sent fortnightly. Preferred payment method is **Ezidebit**, but payments can also be made via bank transfer, in person, or over the phone.

	Permanent	Flexible	Late Booking Rate
Before School Care	\$15.50	\$20.50	\$23.50
After School Care	\$22.00	\$27.00	\$30.00
Vacation Care / Pupil Free Days	\$64.50	\$69.50	\$73.00

Please Note:

1. Late booking rates apply to bookings made on the day of care.
2. Costs are inclusive of snacks/breakfast, resources and everyday activities.
3. There is a **\$1.00 per minute** fee if your child/children arrive **before or after** the opening and closing times.

Cancellations

For all OSHC bookings, the full fee will apply to any cancellations made with **less than one week's** notice, unless a medical certificate is provided. This policy applies to all booking types – permanent, flexible and late.



Registrations and Bookings

We use **Fully Booked** for all OSHC and Vacation Care bookings.
Register or log in here stantedw.fullybookedccms.com.au/family/login

Once you have registered, you will be able to manage bookings online.

How to Register on Fully Booked:

1. Create your family profile by clicking the 'Register Now' button.



Welcome to St Anthony's School OSHC family portal

To make bookings please contact the school office on 8115 7500

To update your details, download statements please login using your email address as the user name

Please note: If you reset your password and don't receive the system generated email, please check your junk/spam folder

St Anthony's School Family Site

Please Sign In

Email Address

Password

[Forget Password?](#)

Sign In

Don't have an account yet?

Register Now

2. Fill in the required fields to create your account



New Account Registration

Access Details

Email Address

Password

Confirm Password

Other Details

☐ Separate account for each parent?

Only tick if both parents need to create separate accounts for the same child/ren. If ticked, then please take care to ensure bookings are placed on the correct account.

St Anthony's School Terms & Conditions

Permanent Booking

A permanent booking for Before and After School Care is one that is made for a minimum of one full term. If parents/carers have a flexible working environment a request can be made in writing addressed to the OSHC Director to make bookings on a month by month basis. All requests will be considered on an individual basis. For new CCS reasons all bookings will be called **casual** on your mygov account. This will not be reflected in your payment.

A permanent booking for Vacation Care/Pupil Free Day is one that is made up to **1 week** before the Vacation Care and Pupil Free Day period.

Flexible Booking

A Flexible booking formally know as a **casual** booking is one that is made for Before and After School Care on a casual basis (e.g week by week and not per term).

A flexible booking for Vacation Care/Pupil Free Day is one that is made after the **1 week** cut off for permanent booking dates. For new CCS reasons all bookings will be called **casual** on your mygov account. This

You will be required to provide contact details, emergency contact details, collection authorisation and your Centrelink CRN for Child Care Subsidy (CCS).

If you need support registering please contact OSHC Director, Brooke Gherghetta at bgherghetta@stantedw.catholic.edu.au



What to Bring

- **Vacation Care and Pupil Free Days:** packed recess, lunch, drink bottle, hat
- **Before School Care:** arrive before 8.00am for a healthy breakfast
- We provide snacks during After School and Vacation Care sessions
- Please label all items and avoid sending valuable or electronic items unless pre-approved

Daily Activities

Our weekly OSHC program is displayed at the OSHC House and offers a mix of active and relaxing play, with a range of engaging experiences to suit different interests. Children are also given time and space to complete homework during sessions.

Screen time is limited and only allowed during the allocated homework period in the Resource Centre from **3.30pm to 4.00pm**. Use of personal devices must follow the **St Anthony's BYOD Policy** and must be approved by OSHC staff.

Children are responsible for any personal belongings they bring to OSHC. Staff are not liable for lost or damaged items, including toys or special treasures.

Health & Safety

All OSHC Educators have keys to access all of the school's facilities as well as their required first aid training and other required training and certificates.

Medication

If your child requires any medication, a medication authority form signed by a Medical Practitioner or Pharmacist must be provided to the OSHC Director as per our Medication Policy.

This includes asthma puffers, prescription medication and over the counter medications/creams. Medication must be handed to OSHC staff for them to administer when required.

Sun Protection

During terms 1 and 4, children are required to wear hats for outside play. Sunblock is provided during the day but it is recommended to be applied before they attend OSHC or Vacation Care/Pupil Free Days.

Please refer the St Anthony's *Sun Smart Policy* for further details.

Getting to Know Your Child

To help us personalise your child's OSHC experience, we encourage families to complete the *Getting to Know Your Child* form. You can access it via our website at stantedw.catholic.edu.au/community/OSHC, or request a copy from our OSHC team on-site.

Contact Us

Address: 13 Castle St, Edwardstown SA 5039
Phone: 0478 111 640

Brooke Gherghetta, OSHC Director bgherghetta@stantedw.catholic.edu.au

Kayla Rainsford, OSHC Assistant Director krainsford@stantedw.catholic.edu.au