



St Anthony's School

OSHC/Vacation Care Policy

Written: 2017

Review Date: 2018

Vision Statement

Growing in Faith Building Knowledge Working for Justice

Mission Statement

St Anthony's Catholic School is a community of learners who through inquiring minds and reflective hearts celebrate and nurture a love of God, each other and creation to become the good news for the world.

In this mission we are guided by Catholic Social Teaching Principles.

PURPOSE OF THIS POLICY

St Anthony's School exists for the education of children from within the Catholic Community, and, we accept children of all denominations and faiths. We trust that parents requesting a position at St Anthony's School and Out of School Care (OSHC) and Vacation Care know and understand that we are a welcoming community with a declared option for the disadvantaged and those in need.

This policy is designed to support and assist families in the education of their child, informing them of relevant procedures and process. This information outlines the school's OSHC and Vacation Care/Pupil Free Day processes and encourages each parent's commitment to and supporting of the policy.

SCOPE

This policy addresses the booking procedures and fee review guidelines for all students who attend the Service.

EXPECTATIONS

By enrolling a child at our OSHC/Vacation Care and Pupil Free Day programs, parents agree to support and comply fully with the OSHC/Vacation Care Policy.

FEE STRUCTURE

The OSHC/Vacation Care and Pupil Free Day fees structure will be reviewed annually by the OSHC Advisory Committee with any proposed changes to be approved by the St Anthony's School Board.

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 booking on a month by month basis. All requests will be considered on an individual basis.

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.

CASUAL BOOKING

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 casual booking for Vacation Care/Pupil Free Day is one that is made after the 1week cut off for permanent booking dates.

LATE BOOKING RATE

A late booking rate will be charged for a booking that is made on the same day that the service is required. This is necessary to ensure we can make provisions to accommodate your child/children.

CANCELLATION PROCESS

For OSHC, the full fee will be charged on all cancellations received with less than 1 weeks' notice, unless a medical certificate is provided. This includes all permanent, casual and late bookings.

For Vacation Care/Pupil Free Days the full fee will be charged on all cancellations, unless a medical certificate can be provided.

FEES

OSHC accounts are generated fortnightly and emailed or sent home via your child's classroom that afternoon. Fees are to be paid on a regular basis (a minimum of fortnightly). St Anthony's OSHC is a not for profit organisation and cannot operate effectively with late payments. It is suggested that a payment plan is set up so that regular fortnightly payments can be made. Fees can be paid at the St Anthony's School front office by cash, cheque, credit card or by setting up a regular fortnightly payment plan. Please contact the school Bursar to discuss payment options.

If fees are overdue and no contact has been made to advise when payment will be received, OSHC has the right to deny access to Before and After School Care, Vacation Care and Pupil Free Day Care until fees have been settled. Contact will be made via telephone and access will only be approved once payment has been made.

If fees are not paid the debt collection process will be actioned as per the St Anthony's School Fees Policy.

FEE REBATE

St Anthony's School OSHC is an approved child care service provider. This means that you may be eligible to receive either/or the Child Care Benefit and the 50% Child Care Rebate on all OSHC fees. Phone Centrelink on 136150 or via their website on www.centrelink.gov.au to confirm your eligibility and provide your CRN details to us.

PRIORITY OF ACCESS

The Australian Government has Priority of Access Guidelines for allocating places in these circumstances. These guidelines apply to CCB approved centre-based Long Day Care (LDC), IHC, Family Day Care (FDC), and Outside School Hours Care (OSHC) services. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*
- Priority 3 – any other child

PICKING UP AND DROPPING OFF CHILDREN

For Before School Care and Vacation Care/Pupil Free Days children are required to be dropped off and picked up from the OSHC House, 13 Castle Street, Edwardstown.

For After School Care all children are required to meet the OSHC staff in the Resource Centre. Once the role is marked off and the second bell has gone OSHC staff will supervise children in the school grounds for supervised play time. OSHC staff will then walk students over to the OSHC House which is located behind the school. Drop off and Pick up is at the OSHC House, 13 Castle Street, Edwardstown.

Collection and drop off must be made by an authorised parent/caregiver/family member who must be over 18 years of age.

FOOD PROVIDED

Breakfast will be provided for children who arrive at Before School Care before 8.00am.

A healthy snack is provided for children at After School Care as soon as everyone arrives at the OSHC House from school. This snack is included in the fee pricing.

The snack includes a selection of seasonal fruit and vegetables along with a substantial portion size snack that is in line with the healthy guidelines, e.g pasta bake, baked potatoes and soup in the cooler weather. We do provide gluten-free options and other dietary needs as long as the OHSC Director has been made aware of this requirement.

Children are required to bring a packed recess, lunch and drink bottle on Vacation Care and Pupil Free Days. Breakfast is provided before 8.00am in the mornings if required.

OSHC PROGRAMMING

A weekly program is available at the OSHC House. During OSHC, children will have the choice between relaxing play and active play. Children also have the option and time to complete their homework if required.

Screen time is limited with the exception of allocated time to complete homework in the Resource Centre. Home devices are to be used under the guidelines of the St Anthony's School BYOD Policy.

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.

MEDICATION

If your child requires any medication, a medication authority form signed by a Medical Practitioner or Pharmacist must be provided to the OHSC 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.

SECURITY

What your child brings to OSHC is their responsibility. OSHC will not be responsible for special toys/treasures that your child brings. Children are not to bring any electronic devices unless otherwise arranged and approved.