

St Francis of Assisi



Out of School Hours Care

OUR PHILOSOPHY

At St. Francis of Assisi OSHC, we are proud to acknowledge the WURUNDJERI people as the traditional owners of this land. All Educators provide a safe environment for all children which ensures their safety, health and wellbeing. We have a commitment to nurturing active bodies and creating healthy minds. We encourage this by creating an inclusive environment that empowers, challenges and provides opportunities for children to develop their learning needs, interests and feeling a sense of belonging. We understand the need to promote children's independence and their ability to work cooperatively with peers and adults within an environment free of cultural and gender bias. As Educators, we provide opportunities for children to become engaged in what they are doing and to feel safe, secure and supported in their endeavours. We believe in developing plans and activities that challenge and further children's learning through their own interests and ideas. By documenting their ideas, interests and curiosities we are able to create extensive learning plans. We focus on specific intentional teaching and learning goals that accommodates for spontaneous teaching and learning experiences for the children and educators. We use our interactions with them to govern our learning goals and how we can achieve them. We will actively empower children to become responsible for creating and contributing to a sustainable future by implementing aspects of reducing, recycling, reusing, recovering and upcycling. Families also play a significant role in the program. We encourage this by including and incorporating their ideas and suggestions into our planning. We accommodate and support all families and their individual needs within our school community. We believe in the importance of family and friends and encourage the children to nurture their faith and positive self-identities to treat each other with equality and fairness. At St. Francis of Assisi OSHC, the children feel comfortable in the knowledge that we take their physical and emotional wellbeing seriously and encourage and model positive behaviours in and around the program. We provide activities that engage their curiosities, develop 'brain power' and provide an opportunity to show pride in their accomplishments within the program. Routines encourage structure, hence, supporting the children in creating respect for each other. It also creates an understanding that they are a part of a community that works together to achieve their goals. We provide a 'home away from home' environment.

Bookings, Cancellations

Families wishing to use the OSHC service **MUST** register their child/children prior to attendance. An **Annual Registration Fee of \$50.00 per family** applies. Families are required to notify the service of any changes to booking arrangements, 24 hours prior to booking or cancellation of care to avoid session charges. If care must be changed for a period longer than a fortnight, then a **change of care** form can be obtained from the service (\$5.00 fee applies for any changes).

Enrolments On-line

DO THIS ON GOOGLE CHROME

1. GO TO THE SCHOOL WEBSITE
2. (St Francis of Assisi Primary School MILL PARK)
3. CLICK ON OSHC
4. SCROLL DOWN TO ENROLMENT
5. CLICK & SCROLL DOWN TO BS, AS APPLY NOW
6. VACATION CARE IS A SEPARATE ENTITY AND THEREFORE IT MUST BE A NEW APPLICATION EVERY TERM (PLEASE APPLY ONCE CALENDAR IS AVAILABLE WITH ACTIVITIES PROVIDED).
7. PUT IN YOUR EMAIL AND USE YOUR MOBILE PHONE NUMBER FOR YOU PASSWORD.
8. FOLLOW THE PROMPT.
9. PLEASE MAKE SURE TO FILL IN ALL BOXES AND ATTACH DOCUMENTS REQUIRED INCLUDING ANY ACTION PLANS.
10. ENROLMENT MUST BE COMPLETED TO BE ACCEPTED. (IT WILL BE RETURNED IF IT IS NOT COMPLETED.
11. **PLEASE ATTACH THE IMMUNISATION AND BIRTH CERTIFICATE TO THE CHILDS APPLICATION (AS IT IS A CENTRELINK REQUIREMENT) FOR IT TO BE APPROVED.**

Hours of Operation/Fees

| | Opening times | Cost |
|------------------------------|---------------|---------|
| Permanent Before School Care | 6.40am–8.45am | \$16.00 |
| Casual Before School Care | 6.40am–8.4am | \$19.00 |
| Permanent After School Care | 3.30pm–6.00pm | \$18.00 |
| Casual After School Care | 3.30pm–6.00pm | \$21.00 |
| In-service Day | 6.40am–6.00pm | \$65.00 |
| Vacation Care | 6.40am–6.00pm | \$65.00 |

CCS APPLIES

Dropping off/Collecting Children

Children can only be dropped off and collected by parents, guardians and emergency contacts. Requests for alternative arrangements **MUST** be made prior to the day in writing. In emergency situations, verbal permission will be granted. The authorised person dropping off or picking up the child/children must consult with an educator and have a form of identification with them. (The authorised person must be 18 years of age or over.) Children must always be signed into Before School Care and out of After School, (this also applies for Vacation Care) by a guardian, parent or authorised person. The time the child is dropped off and/or picked up must be recorded.

In the case of custody orders, parents must provide a copy to the program. The custody order will be kept in the child/children personal file to inform staff members.

National Quality Framework

The Outside School Hours Care is regulated by the National Quality framework (Jan 1st, 2012) that includes:

- Education & Care Services National Regulations (December 2011)
- Education and Care Services national Law Act (No. 69, 2010)
- Early Years Learning Framework
- Framework for School Aged Care in Australia (My time, Our place)

Child Safe OSHC Program

The OSHC program is committed to safety and wellbeing of all children. This will be a primary focus of our care and decision-making.

The OSHC program has zero tolerance for child abuse. The OSHC program is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at the OSHC program has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Health/Safety

Medication

Please ensure all details are kept up to date and that all allergies and medical details are listed. Medication can only be administered to children by educators once the medication form has been completed and signed by a parent.

Sun smart

All children must bring their own hat to wear in term 1 and 4. If the children do not have a hat they will be asked to play indoors or stay in a shaded area. Children must also wear sunscreen; the program does supply sunscreen.

Invoices/Late Fees

Invoices are distributed weekly via email. Fees must be paid by the due date printed on the account and should be paid to an educator during program hours (in a clearly marked envelope). Change will not be given so the correct amount is recommended. . Direct Deposit facilities are also available.
Banking Details:

BSB: 083 363

Account No.: 507 652 657

Fees that are not paid by the due date will incur an additional charge.

Educators

Angela Sicari

OSHC Coordinator
Advanced Diploma in
Children's Services

Rita Blancato

Certificate IV in
Children's Services
OSHC
OH&S Supervisor

Sara Steiszkal

Certificate IV in
Children's Service
OSHC
Food Safety/Handling
Representative

Mark Marasco

Certificate IV –
Children's Services
OSHC

Shanee W

Diploma in Children
Services Cert III

Rose De Gregorio

Diploma in Children
Services OSHC

Joy Marasco

Assistant Co-ordinator
Diploma in Children's
Services OSHC

Nancy Fontinovo

Certificate IV in
Children's Services
OSHC

Nat Kalesaran

Certificate III in Early
Childhood Education &
Care – Educational
Leader

Monica Vasiliadis

Bachelor of Education
(Early Childhood &
Primary)

Jess Panettieri

Studying Bachelor of
Primary
Education

Brianna Mandaliti

Studying Bachelor of
Teaching (Primary)

Lisa De Santis

Studying Bachelor of
Education

**All staff are trained in
First Aid Level 1&2,
Anaphylaxis, Asthma
and are committed to
enhancing
professional
development**