

# Aldinga Beach



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Belonging,  
Being &  
Becoming



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Aldinga Oshcers acknowledge that we stand on Ngalingga Yerta (Aldinga Country), our site is committed to recognising our First Nations Peoples', respecting and celebrating their culture and connection with the land.

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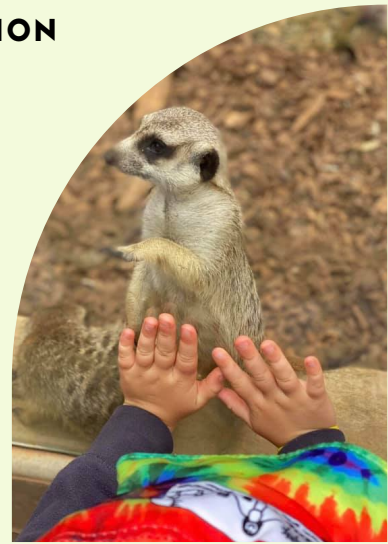


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# Aldinga Beach OSHC

PARENT INFORMATION  
BOOKLET



## *Our Service's statement of philosophy guides our engagement.*

Aldinga Oshcers acknowledge that we stand on Ngaltingga Yerta (Aldinga Country), our site is committed to recognising our First Nations Peoples', respecting and celebrating their culture and connection with the land.

Our **Philosophy Statement** provides a foundation for all activities, policies and procedures of Aldinga Beach OSHCers. They have been developed, and will be monitored and reviewed with these values in mind:

- We value children's physical, emotional and social needs and ensure they are met in a safe, caring and supportive environment. It is our belief that all children are valued individuals with unique personalities, differing needs, capabilities and backgrounds.
- We aim to provide a nurturing, flexible and culturally safe program which allows for free choice and is sensitive to the differing needs of children.
- We value the importance of play and aim to encourage our children to participate in a range of enjoyable experiences; both planned and spontaneous.
- We use a Restorative and Trauma informed practice, placing a high importance on mindfulness and whole child wellbeing. Our OSHC pets give children a sense of ownership and responsibility.
- We aim to develop the My Time, Our Place outcomes through the delivery of our program, which is designed to develop autonomous children with agency over their learning.

Aldinga OSHCers is an extension of the home and school environment. We aim for our service to feel **warm and welcoming** and that all members of our community will feel **respected and included**. Families using the OSHC service are welcome and encouraged to participate in the operations of the service. We support parents/guardians in their role as primary caregivers by:

- Welcoming them into our Service, encouraging their involvement and participation in the Service, respecting and accommodating their practices in raising children and exchanging information about their child/ren.

To ensure provision of quality education and care, our educators recognise children as individuals and understand their needs, provide a stimulating environment through developmentally appropriate programs. Educators work as flexible members of a team and are sensitive to the needs of children and families.

We believe that to serve the needs of our community we should be sensitive to its diverse social and cultural backgrounds. A harmonious relationship between school leadership, educators, children, families and the local community; based on respect for one another is very important. We aim to achieve this through positive and effective communication, we are committed to continuous quality improvement.

## CHILD CARE SUBSIDY

Families wanting to claim Child Care Subsidy to reduce the cost of their fees must apply to the Family Assistance Office in person or by phone on 13 61 50. Families who wish to claim CCS should apply prior to or within 28 days of their children starting care at OSHC. The OSHC Service can then reduce the family's fees from the day the child/ren started care. We require your CRN and DOB and the CRN'S and DOB's of your child/ren before any CCS fee reduction can be claimed on your behalf.

## PAYMENT OF FEES

Accounts will be issued weekly in arrears.

If fees are unpaid and outstanding, children's access to OSHC will be paused until a payment arrangement has been discussed.

All sessions children are booked in for will be charged.

Please read Fees policy included with this information package. We request that you return the FEE AGREEMENT with your enrolment forms to the OSHC service.

Fees must be paid via bank transfer using child's name as reference, you can find the banking details on the top right hand side of your invoices.

## CANCELLATION OF CARE

All permanent and casual OSHC bookings require 24 hours' notice if a booking is to be cancelled without cost. This applies to After school and Before School.

For example, if you cancel an After School Care booking you will need to notify us before 3.00 p.m. the previous day to avoid being charged.

Vacation Care bookings cannot be cancelled without charge after the last day of term. We need 24 hours' notice to make the necessary adjustments to the educator to child ratio and contact parents who have children on the waiting list.

If the office is unattended please leave a detailed voicemail message or text which are time and date stamped.

## **CONFIDENTIALITY STATEMENT**

Aldinga Beach OSHCers protects the privacy and confidentiality of individuals by ensuring that all records and information about individual, children, families and staff are kept in a secure place and are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the service.

## **AFTERNOON TEA**

This is a light, healthy snack given to children at 4PM each day, it provides an opportunity for social interaction and feeding hungry bellies. The snack is not designed to be a meal, and will comprise of a variety of fruit and a sweet or savoury snack.

If your child has any special dietary needs, please inform OSHC educators and we will cater for them.

Filtered drinking water is always available.

## **DAILY ACTIVITIES**

We offer a wide range of activities to suit all ages, interests and abilities. They include art/craft activities, cooking, sports, movies, games and other special activities and excursions during Vacation Care.

Outside play is encouraged. There is an expectation that Children wear 'SunSmart' clothing and hats, in keeping with school policy, hats are compulsory for outside play during term's one and four or whenever the UV is 3 or above. Therefore, NO HAT, NO OUTSIDE PLAY. Sunscreen will be supplied. Please let educators know if you would prefer children to use their own sunscreen.

All activities are free choice, although we do encourage children to actively participate, we have a set weekly program but often play is child led. Quiet time and homework supervision is available for all children.

As our service now offers spaces for Kindergarten children, the staff to child ratios change on these days. When Kindy children are present please note this may affect last minute bookings as we cannot go over allocated numbers.

# *Welcome to Aldinga OSHCers*

Dear parent/guardian,

We look forward to working with you and your child/ren at our service. We hope you find the information in this booklet useful. We are always available during operating times and are happy to discuss any issues concerns and ideas you may have regarding the program.

As Director, I am happy to make a suitable time outside operating times to discuss any program related issues you may have.

Aldinga OSHCers is situated in the Green unit, at the Aldinga Beach Primary School. It is managed by the Aldinga Beach Primary School Governing Council. OSHCers incorporates Before School, After School and Vacation Care as well as Pupil free day care and early school closure.

## **HOURS OF OPERATION**

Before School Care - 6.30 – 8.45 am

After School Care - 3.00 – 6.30 pm

Early School Closure - 2.00 – 6.30 pm

Pupil Free Day - 6.30 am – 6.30 pm

Vacation Care - 6.30 am – 6.30 pm

The Aldinga OSHCers service is closed on public holidays and for two weeks over the Christmas period.

## **FEES AND OTHER CHARGES**

Full Fee

Before School Care \$16.00

After School Care \$24.00

Early School Closure \$26.00

Pupil Free Day \$53.00

Vacation Care \$55.00

Vacation Care—Excursion \$65.00

Casual booking rates apply

Enrolment fee \$5.00 per child

A late fee of \$25.00 for the first 15 minutes and \$40.00 for each subsequent 15 minutes or part thereof applies to children who are not collected by closing time.

Crisis Care are called at 7pm if no contact can be made—13 16 11

Additional Vacation Care fees may be charged for special activities, visitors or excursions. These costs will be clearly shown on the program.

## OUR DAILY ROUTINE

Before School Care  
6.30 AM Service opens  
Quiet activities/games  
Breakfast –

Cereal/toast/ fruit toast/seasonal fruit/water/milk  
Finishes at 8AM

7.30 a.m. A choice of programmed activities for the day or any of our range of free choice games and activities.

8.40 a.m. Children can go to their classes.

After School Care

3.00 p.m. Children are dismissed from class and make their way to the OSHC room. Younger children are collected by OSHC educators. Once greeted by an educator, signed in our group check in finished children are free to move on to play.

3.30 p.m. Free choice activities / Programmed activities  
4.00 pm Afternoon snack and social time.

4.30 p.m. A choice of programmed activities for the day including outside play or any of our range of free choice activities.

6.15 p.m. Finish off activities, tidy up, quiet games to finish off the day.

## ALDINGA BEACH OSHCers POLICIES

Aldinga OSHCers have policies that are available on request and the most relevant are accessible on the school website.

## ADVISORY COMMITTEE

We would love to hear your voice. If you would like to become a parent representative on our OSHC advisory committee, please see an educator. We meet twice per term and report to the school's governing council.

## DELIVERING AND COLLECTING CHILDREN

Our daily attendance tablet is located near the door. It is very important each time your child attends the service that you enter your pin to verify collection and/or arrival time.

When attending after school care, the arrival time will have been entered already by the OSHC staff, but you will still need to sign child/ren out.

In the mornings, we cannot take responsibility for your children until they have been signed in. We ask that you accompany them to the OSHC room, not drop them off at the gate.

Children will only be released from the program into the care of those specified on the enrolment form, unless written permission from the custodial parent or guardian, authorising another person is received.

Children who need to attend sporting or other commitments during Before or After School Care, which means they must leave the program, must have written permission from their parents/guardians.

Children attending such commitments are required to attend the program and be marked on the roll before attending their commitment. Staff will then sign these children out which must be countersigned by the parent at some stage. If the children later return to the program staff will sign them back in and the collecting parent will sign them out as usual.

## LATE COLLECTION OF CHILDREN

Children must be picked up on or before 6.30 p.m. or late fees will apply. If children are still at the OSHCers Service at closing time the following will take place.

After 6:30PM senior educator on duty will attempt to contact parents/guardians/emergency contacts as listed on the enrolment form. Educators will continually attempt to contact parents/guardians, emergency contacts until **6.45 p.m.**

If no contact is able to be made 30 minutes after closing time the staff will proceed to contact Crisis Care on **13 16 11** and the child/ren will be handed over to their care. Parents will then need to contact Crisis Care regarding the whereabouts of their child/ren.

The crisis Care phone number will be displayed near the OSHC front door.