

Mount Compass

OSHC



Parent Information

Handbook

PHONE: 0411 134 701

EMAIL: cheraleen.barrett300@schools.sa.edu.au

Our Philosophy

Our program has been established with the aim of providing quality childcare that meets the needs of pre-school and school children, parents, care providers and the community outside of school hours. The individual needs of each child will be recognized and provided for, and we will encourage and nurture the development of each child physically, socially, emotionally, and intellectually by providing a diverse and stimulating program in a warm and caring environment. We acknowledge that families come from diverse backgrounds, and we aim to cater for these differences within our program. Our program will be inclusive to all and will make provisions for children and families with special needs. We believe that communication is of the utmost importance in the delivery of a quality service, and we will actively encourage the participation of parents and guardians in the ongoing development and management of this program.



Welcome to Mount Compass OSHC

Dear Parent/Guardian,

We look forward to working with you and your child/ren at our service. This booklet has been designed to answer your frequently asked questions about our service.

As Director, I am happy to discuss any issues you may have:

- If I am available during OSHC time
- If another staff member is available for children supervision, I will hopefully be able to resolve any questions or concerns.
- If for Duty of Care reasons, no other staff member is available I am happy to make a suitable time outside of operating hours.

As child care workers we fall under the legislation which requires Mandator Consultation and Reporting when indicated. All our Staff are trained in Responding to Abuse and Neglect. All staff have Working With Children Certificate and Child safety certificate.

Any contributions of food, craft items, toys or suggestions would be most welcome.

Cheraleen Barrett
Director

Our Staff

Cheraleen Barrett (Director – Qualified Educator)
Aliya Piper (Qualified Educator)
Helen Jackson (Qualified Educator)
Shari Scott (Qualified Educator)
Kelsey Arthur (Educator)

Contact Information

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TTC Building, Mount Compass Area School, School Road, Mount Compass, SA 5210

Opening Hours and Location

The Mount Compass OSHC service is open Monday to Friday during the school term:

Before School: **7.00am – 9.00am (Pre School drop off 9am)**

After School: **3.00pm – 6.00pm (Pre School pick up 3pm) Wed 2.20pm**

We will open to suit early finish days at Mt Compass Area School. We are also available on Pupil Free Days if there are enough children booked in.

We are located within the Mount Compass Area School in the Trade Training Centre and the corner of Arthur Road and School Road.

Drop off and Pick Up of Children

Legally children must be dropped off and collected in person, (over the age of 18) signing the child/ren in/out on the iPad using your pin number. This person must be either the parent or guardian of the child, or someone that the parent or guardian has authorized to collect the child on the enrolment form. The exception to this is children who attend other schools and catch the bus to or from OSHC: these children are signed in/out by the OSHC staff. Siblings over the age of 16 may be given special permission to sign on behalf of the parent once authorization in writing is given to the OSHC service.

Vacation Care

Mount Compass OSHC does not provide vacation care, however neighbouring schools - Willunga Primary, McLaren Vale Primary, McLaren Flat and Aldinga Primary offer programs throughout school holidays. You can also use any service convenient to your workplace. Enrolment forms are usually available online.



Breakfast/Afternoon Tea

Breakfast is provided in the morning sessions and a variety of options are available including cereal, toast, and yogurt. Breakfast is served until 8.10am. Please let us know if your child/ren has not eaten when dropped off after 8.10am and we will supply a piece of fruit or yoghurt, so they don't go to school hungry. A healthy afternoon tea is provided for the children attending OSHC at approximately 4.00PM. This is not designed to be a meal and will generally consist of seasonal fruit and vegetables with a small serving of a snack food: cheese, biscuits, or something that the children have helped to bake: pizza, vegetable bakes, soup, etc. Please let us know if your child/ren have special dietary requirements which we will then cater for. Parents are also welcome to supply special dietary food to OSHC. Drinking water is always available for children in cups or to refill their own drink bottles.

Daily Activities

We offer a wide range of activities to suit all ages, interests, and abilities. Examples include cooking, board games, construction, arts and crafts, drama activities, dance, music, sport, and imaginative play. Outside play is encouraged unless the weather is poor. We are a "Sun Smart" service and therefore in keeping with the school policy expect hats to be worn for outside play during Terms 1 and 4 and when UV rating is over 3 in Term 2 and Term 3. This means **NO HAT, NO OUTSIDE PLAY**. Sunscreen will be offered by staff when it is considered appropriate. All activities are free choice, although we do encourage children to actively participate. On days when only 1 staff member is required all activities must be undertaken in general proximity to facilitate supervision and care of children. Quiet time, and while not enforced, homework supervision is available to all children.



Fees

OSHC is available from Pre School to Middle schpp age. After 13 years of age CCS is no longer paid. You can apply to Centrelink for special circumstances to still receive CCS payments.

The OSHC fees are as follows:

\$16.85 before school/Pre School

\$27.20 after school/Pre School

\$37.50 early finish session (eg. last day of terms 1,2, & 3 and sports day)

\$46.20 last day of term 4 early finish

\$76.70 pupil free days

Children must be collected by 6pm or a **late fee of \$10 for every 10 minutes per child**. If you are running late please phone and let the OSHC staff know. This fee is not claimed on the CCS.

Payments

Accounts are invoiced weekly and need to be paid within 7 days to keep this service viable. Overdue accounts will result in your child/ren having their access to this service restricted until payments are up to date.

Payments can be made at OSHC by **EFTPOS** , or on the **QKR!** app on your phone



Child Care Subsidy

The updated childcare package started 10th July 2023 and will be determined by the following:

1. A families combined annual income will determine the percentage of the subsidy you receive.
2. The number of hours of subsidised care families can access, up to a maximum of 100 hours a fortnight, will be based on the parent or guardian with the lowest hours of activity per fortnight.
3. Parents whose hours of work vary from one fortnight to the next (such as casual workers) can estimate their fortnightly hours of work based on a three-month period.
4. From 10th July 2023 Aboriginal and or Torres Strait Islander children can get at least 36 hours of subsidised care per fortnight, regardless of their family's circumstances.
5. For information go to childcaresubsidy.gov.au

Enrolment, Bookings, and Cancellations

Enrolment forms are available from the Director of Mt Compass OSHC during operating hours and once completed need to be returned to OSHC. For health and safety reasons it is recommended these be completed and handed back prior to your child/ren using this service. **Bookings can be made by calling or texting OSHC on 0411 134 701** or in person on the booking form at the service. We are licensed to provide care for 43 children. Cancellations can be made by ringing OSHC on 0411 134 701. Please ensure this is done to save the stress and time of looking for children who are no longer on the school grounds, as well as for staffing reasons. There will be a cancellation/absent charge if the booking is not cancelled within 24 hours. You will be signed in as absent and your normal fee for the session will be charged. Your CCS will still be paid to you as you are entitled to paid absences



from Services Australia (Centerlink).

First Aid

If your child becomes unexpectedly ill or injured,

- Staff will administer basic first aid.
- Call an ambulance if required.
- Inform you (or your emergency contacts) if first aid might need follow-up at home or with a doctor.

Please note:

- The service is not responsible for Ambulance fees.
- Provision is made on the enrolment form for you to provide the service with any information pertaining to your child's health, diet, and physical condition.
- All our Qualified staff hold current certificates for Apply First Aid, CPR, Management of Anaphylaxis & Emergency Management of Asthma.

Medication

If you require us to administer medicine to your child/ren, please ask for the appropriate form to be filled out. Medicine required three times daily can generally be administered in the home situation. Any medication should be given to the staff in the original container with full instructions and dosage details. This medication (except for asthma puffers), should NOT be left in the child's bag.



Programming

Mount Compass OSHC uses the **My Time, Our Place** framework for school aged care and the **Early Years Learning Framework** (for Pore School students) to design a diverse, engaging, and inclusive program for our children. Both frameworks centre around the key areas of children:

- Having a strong sense of identity
- Connecting and contributing to their world
- Having a strong sense of wellbeing (both social and emotional, and physical)
- Being confident and involved learners.
- Are effective communicators.

Please check the pin-board above our sign in table for the program of the current week. Feel free to add any suggestions to our activity ideas page which is also displayed on the pin-board every term.



Behaviour Management

Behaviour management will be consistent with the policies of the Mount Compass Area School. Children will be encouraged to take responsibility for their actions and behaviour, and find positive ways of dealing with conflict. Respect for staff, other children, and personal and OSHC property will be encouraged and enforced. How we conduct ourselves and abide by the rules plays an important role in duty of care and the safety and enjoyment of everyone. The director has the right to report to the Principal any behaviour deemed inappropriate and which compromises our duty of care. The Advisory Committee reserve the right to terminate the enrolment of any child if their disruptive behaviour persists, after reasonable efforts have been made to involve the child in a positive manner.



Advisory Committee

The role of the Advisory Committee is to give support and advise on policies and issues relating to the children, staff, program, and facilities. Members include the Principal, a School Governing Council representative, parent representatives, the Director, and Finance Officer. Meetings are held twice each term, please consider joining the Advisory Committee and become involved in your child's OSHC.

Policies and Procedures

Mount Compass OSHC follows policies and procedures from the Department for Education, Mt Compass Area School, and specific policies for Mt Compass OSHC and required Policies by National Regulations for Education and Care Services. Copies of these are available for your viewing on the sign out table. Please see the Director if you require any information about these policies and procedures.





Handbook Current for 2026