Wallaroo Primary School and Community OSHC

Handbook

2025

**Wallaroo Primary School and Community OSHC provides a quality service to Wallaroo, Wallaroo Mines and Kadina.**

**We care for children from preschool to 12 years of age.**

**Our Centre provides an exciting range of leisure activities that will extend and enhance**

**children’s development supporting them to thrive.**

**BEFORE SCHOOL CARE – 6:30 – 8:50am – Monday to Friday (except public holidays)**

**$22 per session per child (WPS students)**

**$27 per session per child (all students utilising bus)**

**AFTER SCHOOL CARE – 3:00 – 6:00pm – Monday to Friday (except public holidays)**

**$28 per session per child (WPS students)**

**$33 per session per child (all Primary School students utilising bus)**

**$38 per session per child (Pre School aged student utilising bus)**

**VACATION CARE – 6.30am – 6pm – Monday to Friday (except public holidays)**

**$80 per full day per child**

**$100 per full day per preschool child**

# THOSE ELIGIBLE FOR CHILD CARE SUBSIDY WILL RECEIVE REDUCED FEES

**LOCATION** Wallaroo Primary School Hughes Street

WALLAROO SA 5556

**Email Director** [dl.0459.oshc@schools.sa.edu.au](mailto:dl.0459.oshc@schools.sa.edu.au)

**Mobile:** 0428 280425

**Bus Mobile:** 0488 139 261

**Account Information: BSB:** 105-020 **Account No:** 035949340

**(Payment is via Direct Deposit only.)**

**For Building locations please refer to Site map at the back of this booklet.**

Our Purpose: Inspiring Curious, Creative And Confident Learners.

Staff have current Working with Children Checks, First Aid Certificates, Responding to Abuse and Neglect Training and regularly attend training to meet the needs of children in their care e.g. Asthma, Anaphylaxis training, activity and programming training, etc. The OSHC bus drivers all have Approved Bus Driver Accreditation.

The Wallaroo Primary School and Community OSHC team members are committed professionals who cater for children’s individual needs and bring to the program enthusiasm and a wide range of unique skills and experiences. All staff are required to under-go a Criminal History Check in line with service policy at the time of employment. The OSHC Advisory Committee conduct meetings twice a term to promote Quality Assurance (Accreditation), professional development, networking, service support and promotion.

**Staff Ratios**

1 to 15 children

1 to 11 children when preschool children are attending.

Off site excursions require a risk assessment which will determine appropriate ratios. Staff ratios are in accordance with the SA Standards for OSHC.

# OSHC ADVISORY COMMITTEE

The Wallaroo Primary School and Community OSHC service is managed by a voluntary Advisory Committee which is a sub-committee of the School Governing Council. The OSHC Advisory Committee meets twice per term, prior to Governing Council meetings, and is responsible for making recommendations to Governing Council in the areas of financial management, revising and setting policies and procedures as well as ensuring quality child care is maintained.

The Wallaroo Primary School Community OSHC Advisory Committee consists of the following:

Wallaroo Primary School Principal and Business Manager

OSHC Director

Governing Council Representative

Parent Representatives

# BOOKINGS AND CANCELLATIONS

Bookings must be made VIA the SPIKE APP. If short notice bookings are required, text the OSHC mobile **0428 280 425.** Please note that bookings are at the discretion of the Director and Principal.

**Bookings:**

Bookings need to be made as early as possible to ensure places. This can be done via SPIKE APP, any issues please contact the Director on mobile number **0428 280 425**.

* Bookings for Before School Care MUST be made before 5:30pm the day prior.
* Emergency use can be arranged by contacting the service anytime on the day of use.
* An adult or person over the age of 16 must accompany a child and book them into or out of OSHC. Children are NOT permitted to book themselves into the service.
* If a child is absent when attendance is expected (in accordance to the booking sheets), Contact will be made with a Parent/Guardian to discover the child's location to ensure their safety.
* If a parent is not able to be contacted within 15 minutes, staff will contact Pre School or Primary School and contact classroom teacher and Principal for support and information.

**Cancellations/Absences from the program:**

* No Show Fee- Children booked into Wallaroo Primary School Community OSHC need to be cancelled 24 hours prior to the day of care. If a no show occurs for a booked session the fee for the session will be charged. (See Fee Policy).
* Notified Absence- Each child is given 42 allowable absence days by Family Assistance per financial year. After the 42 days have been utilised, parents are required to pay the full fee for the booked session.
* Parents please note- If you are no longer going to attend OSHC- let us know. If a child does not attend their last booking with the service, CCS will be cancelled by CCS (not the Service) and the full fee will be applied.

**Payment of fees:**

Your account will be emailed weekly. Payments are to be made via Direct Deposit.

Payment of fees is required within 7 days unless other arrangements are organised. Please contact the OSHC Director if you are experiencing difficulties with payment. Accounts with an outstanding balance of $100.00 or more past this date may result in denial for access of care to our service until the account is paid.

All accounts will be transferred to a Direct Debit system, by June 2025.

**Late Collection Policy:**

Policy:

Parents/Guardians are responsible for collecting children from the OSHC service within the hours of operation listed.

Procedure:

After 6pm a late collection fee of $15 for 0 – 15 minutes is applicable. If families/guardians are not present after 15 minutes, you will be required to pay wages for staff **and** the initial fee of $15 on top of wages. This fee is charged per family to their account. Further child care will not be provided until this fee has been paid to the service.

If a child is left after 6:15pm without notification, the person deemed in charge will endeavour to contact the Parent/Guardians or emergency contacts listed on the enrolment form. If they cannot be contacted after 15 minutes:

* Initially the service will seek the assistance of local Police to help in locating the Parent/Guardians.
* The children may be required to leave the centre with persons nominated on their enrolment form.
* If we have not heard from a Parent/Guardian by 6:30pm, Crisis Care (131611) will be contacted to assist in the matter at hand.

**Signing your child in/out of the program and collection:**

Children must be signed in/out of the OSHC program on the electronic attendance record provided, by an enrolling parent or guardian or authorised person on the child’s enrolment form. If someone other than an authorised contact is required to collect children at any stage the OSHC service will need to be notified via text. The collecting person’s full name and phone number is required and staff will request that unknown persons display photo identification for staff to view.

**We will NOT allow a child/ren to leave the service unaccompanied or allow them to be escorted from the service by somebody other than an authorised person without written notification.**

**Waiting List:**

The waiting list ensures all families waiting to use the service are placed in order of booking request. This procedure is at the discretion of the Director.

**Behaviour Guidance Policy:**

For further information please refer to policies held in OSHC room.

**Grievance Policy:**

For further information please refer to policies held in OSHC room.

**Sun Safety Policy:**

To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun:

* Children will be required to wear a sun safe hat outside at any time while at the service.
* Children without a hat will be supplied with a spare hat for OSHC purposes.
* Sunscreen will also be applied during the hotter months.
* Please ensure that your child is wearing appropriate clothing and footwear, sleeveless tops and thongs are not deemed as appropriate and safe items.

**Healthy Snack:**

The OSHC service provides a healthy afternoon snack each After School session. Dietary requirements are taken into consideration when these snacks are planned and prepared.

**Hand washing:** Children wash their hands on arrival at OSHC, before eating or cooking and after toileting.

**Parent Notice Board:**

The parent notice board is located near the OSHC entrance, on the front desk. Please take the time to read and view valuable information. Information is posted on the SPIKE messaging service. Please ensure your email information is up to date.

**Quality Improvement:**

Wallaroo Primary School & Community OSHC is committed to continuous improvement through our ongoing Quality Improvement Plan (QIP). Aligned with the Education and Care Services National Law and Regulations and approved Learning Frameworks, our QIP ensures compliance while striving for excellence. By adhering to the National Quality Standards, we aim to provide a safe, nurturing and stimulating environment where children can learn, grow and thrive. Through regular assessment, reflection and collaboration with stakeholders, we continually enhance our programs and practices to meet the evolving needs of our children and families.

Families can ask to view the QIP at any time and their feed back is welcome.

**Medication:**

If your child/ren require any prescribed medication, our staff will be able to administer it under the following conditions:

* An action plan from a doctor is available and must be retained by the service if medication is for a long term condition or complaint, such as asthma, ADHD or epilepsy.
* It is prescribed by a doctor, is in the original container with a pharmacy label detailing the child’s name, required dosage and storage requirements.
* If a child is required to be taking medication during the school day and the medication has been left in the front office for staff to administer, the medication will be given to the Responsible Person on duty at OSHC at the end of the school day and taken to the OSHC room for safe keeping, administering and/or giving to parent/carer on collection.
* The Parent/Carer will also be asked to sign a Medication form if medication has been administered during an OSHC session.

**Child Illness:**

You will be contacted if your child becomes ill while in care at the service and you will be required to collect your child if requested by staff to do so. Please note we do not have extra staff available to care for sick children. Children who are unvaccinated will be unable to attend OSHC if an outbreak of illness occurs.

**Additional Information:**

* You will be required to sign the consent on the Enrolment Form to say you understand and have read all information contained in this book.
* Please notify us of any changes to your child’s enrolment form. Details such as change in phone numbers, addresses, emergency contacts, medical and family details. Yearly update forms will be provided.
* We accept no responsibility for broken or lost personal toys at OSHC.
* Children must abide by a reasonable code of behaviour, respect school property, OSHC property and comply with staff requests at all times. (See Behaviour Guidance Policy) We have an exclusion policy in regard to violence.
* Families are to conduct themselves in a civil and respectful manner at all times.
* Staff will conduct themselves in a professional manner and treat all children equitably.
* “No hat ~ No play” (See Sun Safety Policy)
* Children are encouraged to participate in outside school activities, then proceed to OSHC upon completion, however, we can not accept responsibility for children while they are involved in activities or while child/ren are making their way to OSHC or away from OSHC.
* Recyclable and natural items are greatly appreciated.

For further information please refer to policies held in OSHC room.

