

MAWSON LAKES SCHOOL OSHC



FAMILY HANDBOOK

Updated August 2026

MAWSON LAKES SCHOOL OSHC

MISSION STATEMENT

“We provide a safe, secure, and play-based learning environment where every child feels valued and supported.

Through intentional teaching and ongoing reflection, we foster children’s wellbeing while delivering a high-quality, inclusive educational experience that celebrates diversity.

Our nurturing educators work in partnership with families and the local community to support each child’s learning and development”.



Reviewed - January 2026

Welcome

The staff and Governing Council of the Mawson Lakes School OSHC program would like to welcome you and your family to our OSHC service. We hope your child's time with us is filled with many new and enjoyable experiences. All families are welcome to have a tour of our facilities and meet the OSHC staff. This can be arranged with the Director or Assistant Director at any time.

Please note: No smoking of tobacco, vaping devices, vaping substances, illicit drugs, alcohol and no dogs permitted on school grounds.

The Mawson Lakes School OSHC program provides a warm, safe, secure educational and recreational environment for children and young people from Reception to Year 6. The staff is made up of caring and supportive educators who provide a stimulating, unbiased and positive environment.

Educators

Lorin Gillings - Director & Medication Officer

Sue Sheridan - Assistant Director & Work Health & Safety Officer

Joanne Lehmann & Allyssa Ahern - Educational Leaders

All educators are trained in First Aid, CPR and have Responding to Risks of Harm, Abuse and Neglect - Education and Care training as well as Working with Children Checks.

Hours

Before School Care - 6:45am - 8:40am Monday to Friday

After School Care - 3:00pm - 6:00pm Monday to Friday

Vacation Care - 7:00am - 6:00pm Monday to Friday

Pupil Free Days - 7:00am - 6:00pm

SCHOOL CLOSURE - OSHC IS CLOSED

Location

OSHC is located on the site west campus

Postal - Yates Street, Mawson Lakes, S.A 5095

After School Care - 0401 121 318

OSHC Management Committee

Mawson Lakes School OSHC has a sub-committee of the Governing Council which represents us and makes recommendations on behalf of OSHC to our school Governing Council. The OSHC Management Committee comprises of parents, OSHC educators and leadership of Mawson Lakes School.

Priority of Access

The Mawson Lakes School OSHC program follows the Commonwealth Government's Priority of Access Guidelines for children using the service. These guidelines may be accessed in the OSHC Priority of Access Policy.

Inclusion Policy

Mawson Lakes School OSHC supports and encourages children with additional needs into our service. We are committed to providing an environment for all children and young people celebrating all abilities. We understand each child's learning and development outcomes in relation to their identity, ability, and connections with the community.



Fees

Before School Care \$18.50 per day - includes breakfast

After School Care \$24 per day - includes afternoon tea

Vacation Care \$62.50 per day - includes afternoon tea

Pupil Free Days \$62.50 per day - includes afternoon tea

Early finish @2pm - \$26 - includes afternoon tea

The OSHC service reserves the right to refuse a child access to the service based on outstanding accounts. Families need to take full responsibility for payment of all OSHC debts.

A late collection fee of \$5 for the first five minutes. After 6:05pm, \$20 will be charged to your account for every fifteen minutes after. If a child has not been picked up by 6:30pm and all attempts to contact parents, guardians, emergency contacts have been exhausted, Crisis Care and the police will be contacted.

Enrolment & Registration

An enrolment form is required for each child and is available from the front office, OSHC and school website. This must be completed and returned before the child attends the service. Please advise the Director of any changes to the information on the enrolment form.

Child Care Subsidy (CCS)

If you are eligible for Child Care Subsidy you must make sure you have lodged all your details with Centrelink and keep your information up to date in your myGov account.

Bookings & Cancellations

Phone - 0401 121 318 or email: MawsonLakes.OSHC@schools.sa.edu.au in writing or in person.

Seven days' notice is required for cancellation of all booked care. Families who do not notify the service of cancellations will be charged full fees.

If a child is sick, full fees (including CCS), will still be charged. If by the third day the child is still sick, the booking will be cancelled. The school does not let us know if your child is absent or has left the school early, so it is your responsibility to notify us.

Vacation Care - Cancellations are not accepted after the booking due date. Families will be charged for all days booked and sick certificates will not be accepted.

Exceptions - In the case of a medical emergency or family issue, please discuss with the Director.

Photographs

Our service takes photos daily of children and young people doing various activities and experiences. Please notify our educators if you do not wish your child's photograph to be taken or placed on display.

Incidents, Accidents, & Illness

If a child is injured at the service first aid will be administered by an educator. An incident form will be filled out and shown to the parent, who then needs to sign the form.

If the injury is of a serious nature, we will call the parent/s and an ambulance.

If a child becomes ill at the service, educators will make the child as comfortable as possible until they are picked up. If the educator warrants that the child's illness is serious enough to be sent home, a phone call will be made to the parents or emergency contact to come and collect them straight away. Depending on the illness the child may need to be isolated.

Medication

Medication can only be given to a child if it is a prescribed medication accompanied by an Action Plan from a medical practitioner. It must state the time it is to be administered, and in its original packaging with a pharmacist's label which clearly states the child's name and dosage.

Parents will be asked to supply an Action Plan and sign a Health Support Agreement and fill out the service's Medical Agreement form, if a child takes medication.

When a child requires their prescribed medication, two qualified educators will supervise the administering of the medication. They will then both fill out and sign the medication log with the date, time, and dosage.

SunSmart Policy

Mawson Lakes School OSHC is a registered SunSmart service which is endorsed by the Cancer Council SA. We actively encourage all children to wear bucket hats and apply sunscreen 20 minutes before going outdoors when the U.V is forecast at 3 and above. Children are not allowed to wear sleeveless shirts or thongs during the hotter months for safety sun-safe reasons.



Check-In and Departures

Children and young people from site west are responsible for walking to OSHC from their class once the bell has gone. An OSHC educator will sign the child/ren in under the veranda at TR12. At 2:55pm educators walk to site east to collect the junior primary children. One educator goes to each building to collect all children and young people that are attending OSHC on the day. Once all children and young people are accounted for the educators will safely make their way back to OSHC on site west.

For further details please see our Safe Arrival of Children and Unaccounted for Child Procedure that aligns with our Supervision Plan.

Any students still on the school grounds after 3:15pm will be brought to OSHC by the teacher on yard duty. We will notify parents to come and collect them.

Children must be collected by a parent or a nominated person before 6:00pm.

Parents need to sign their child in and out daily.

Breakfast & Afternoon Tea

The program provides breakfast for all children and young people before 8am. Afternoon tea consists of a snack upon arrival. If your child has dietary requirements, please specify on the enrolment form.

The service takes into consideration religious and dietary requirements for all children.

On Pupil Free Days and in Vacation Care children and young people are required to bring recess, lunch, and a water bottle. Breakfast and afternoon tea will be provided by OSHC.

Please remember we have children and young people in our care who have life-threatening NUT ALLERGIES.

NO NUTS OR PRODUCTS THAT CONTAIN NUTS ARE ALLOWED AT OSHC.



Behaviour Management

All children and young people are required to follow the school and OSHC values.

We are Courageous, We are Curious and We are Kind.

To empower compassionate, diverse learners to positively impact our world.

The Mawson Lakes School OSHC encourages children and young people to problem solve. If there is a problem the educator will ask the children involved with the incident to sit together and discuss the problem and come to a compromise. The educator will not resolve the problem, but rather mediate and encourage the children to try to work it out for themselves.

Everyone has the right to feel safe in our environment therefore any child deliberately physically hurting or continuously bullying other children and educators will not be tolerated.

Parents will be called to come and collect their child immediately and the incident will be documented. A policy is in place for children who continuously do not follow OSHC rules. A “inappropriate behaviour form” will document the incident and parents will need to sign the form and then return it to OSHC.

A procedure for re-inclusion to care will be worked out between the OSHC Director and parents or guardians.

Vacation Care Transportation

All excursion transportation will be done by a private coach line with seat belts. Parents will be asked to sign their consent through their Vacation Care booking form.

Excursion activities are flexible, and the program is subject to change-weather permitting.

Suggestions, Feedback & Grievances

Mawson Lakes School OSHC invites suggestions or ongoing feedback from children, families and OSHC Educators and treats all communication in a professional and confidential manner. Please feel free to talk to the OSHC educators regarding any feedback or grievances about the service. A convenient time can be made to speak one on one with the Director if required. Other means of communication include email, texts, the use of the suggestion box, or the Parent Comment and Contribution form.

It is the responsibility of the parents or guardians to notify the OSHC Director of any relevant or important information relating to the care, collection, or supervision of their children.

Programming

Our programming cycle contributes to each child's learning and development by utilising a variety of meaningful and engaging avenues to provide diverse activities, experiences, and learning opportunities that foster each child's identity, connection with community, wellbeing, confidence as a learner, and effectiveness as a communicator. Our planning is intentional, responsive, and reflective, ensuring experiences evolve from children's interests, strengths, ideas, emerging skills, family input, educator observations, and critical reflection. This enables our program to remain relevant, engaging, and responsive to the needs of the children attending our service.

Kid's Club

Kids' Club is held one afternoon each month and, alongside our Leadership Program, provides children and young people with meaningful opportunities to share their ideas, interests, opinions, and aspirations for the service. While Kids' Club offers a dedicated forum for collaborative discussion and decision-making, children are encouraged to contribute to the program at any time and are not required to wait for the monthly meeting. Their ideas and feedback are continuously gathered through The Book of Thoughts, the suggestion mailbox, letters to educators, whiteboard reflections, spontaneous conversations with educators, and observations of children's play and interests. This ongoing approach ensures children's voices are heard every day and are reflected in both our term program and Vacation Care planning. By providing multiple avenues for participation, we foster a strong sense of agency, belonging, and ownership while ensuring our program remains responsive to the evolving interests and needs of the children.

Parent Comment and Contributions

Families' contributions play an important role in informing our planning, programming, and the ongoing evolution of our service. We value families as partners in children's learning and recognise the knowledge, experiences, cultures, and perspectives they bring to our community. Family feedback is gathered through daily conversations with educators, cultural sharing, our suggestion mailbox, emails, parents' whiteboard questions, and our QR code feedback opportunities, which provide families with an accessible way to share their ideas, suggestions, and reflections at a time that suits them.

Family voices are actively considered as part of our Quality Improvement Plan (QIP) and continuous improvement processes, ensuring feedback contributes to meaningful changes within our service.

By embedding family contributions into our planning cycle, we strengthen our partnerships with families and ensure our program remains responsive, inclusive, and reflective of the children and community we serve.

Intentional Teaching

Intentional Teaching provides educators with an opportunity to purposefully embrace, identify, and build upon children's strengths, interests, ideas, and individual learning needs. Through intentional planning, educators can identify areas where a child or group of children may benefit from additional support, guidance, encouragement, or opportunities to extend their skills and understanding.

Intentional Teaching allows educators to document creative experiences, emerging interests, cultural celebrations, projects, and learning opportunities that support children and young people to broaden their knowledge, develop new skills, and explore the world around them. Educators use intentional interactions, questioning, modelling, and meaningful conversations to extend children's thinking and support deeper engagement within their learning.

When an experience is intentionally planned with a specific child or group of children in mind, it creates opportunities for inclusive learning that can be adapted and extended to benefit all children and young people within the service. This ensures our program remains responsive, equitable, and supportive of each child's learning, development, wellbeing, and sense of belonging.

Program Extension

Program Extension is informed by children's ideas, interests, feedback, and contributions gathered through Kids' Club, the Leadership Program, Parent Comments and Contributions and Intentional Teaching. These opportunities allow educators to reflect on children's engagement, learning, and experiences within the program and identify opportunities where further extension may be beneficial.

Activities may be extended when educators recognise that children's interests continue to develop, when children demonstrate a desire to explore an idea further, when additional learning opportunities arise, or when educators identify that children can transfer their existing skills, knowledge, and understanding into new or similar experiences.

Through Program Extension, educators support children to deepen their learning, build confidence, develop new skills, and make meaningful connections between experiences. This responsive approach ensures our program continues to evolve alongside each child's individual learning journey, strengths, interests, and developmental needs.

