



Family Information 2025

Coorara Primary School
45 Taylors Avenue, Morphett Vale 5162
PH: 0455 952 011

Welcome to the Coorara Primary School Out of School Hours Care (OSHC). We hope that you and your child will be very happy during your association with us. Our OSHC incorporates care before and after school, on pupil free days and during vacation breaks (Vac Care).

We aim to provide a safe, caring and comfortable environment that is child focused and fun and to provide opportunities for children to develop social, emotional, physical and creative skills through play. Our aim is to involve the children in decision making about the service and encourage their participation in planning activities.

We work with the National Quality Standards to ensure high quality and consistent education and care and implement the My Time, Our Place Framework for School Age Care in Australia.

CooraraKids OSHC is a non-profit organisation located in the Yellow Unit. Our program is available for children 4 to 13 years, from kindergarten through to the end of Year 6. The Entrance for OSHC is next to the Administration Office.

This handbook summarises many of the services policies that are outlined in more detail in the OSHC policy and procedure manual.

Please familiarise yourself with this handbook and feel free to direct any questions to our OSHC team.

We look forward to getting to know you and your family

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Coorara Kids OSHC

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OSHC Director

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Dates for 2025

Term Dates

Term 1

Monday 28 January – Friday 11 April

Term 2

Monday 28 April – Friday 4 July

Term 3

Monday 21 July – Friday 26 September

Term 4

Monday 13 October – Friday 12 December

Student Free Days

Term 1 Friday 7 March – OSHC closed due to staff training off site.

Term 2 Friday 6 June

Term 3 Friday 8 August - OSHC closed due to staff training off site.

Term 4 Friday 28 November

School Closure Day

Term 4 Friday 7 November (OSHC will not be operating)

Hours of Operation

Before School Care:

6:30 am - 8.30 am

Breakfast 7:00 am until 8.00 am

After School Care:

3.10 pm - 6.15 pm

Fruit Platter and a substantial snack served at 3:30 pm

Vacation Care:

6:30 am – 6:15 pm

Breakfast 7:00 am until 8.00 am (extended to 8:30 am if needed)

Late snack 3:00 pm – 3:45 pm

Bookings/Enrolments

Enrolment and Term Bookings must be made online at:

<https://coorarakidsoshc.fullybookedccms.com.au/family>

Our Service Approval Number is 40017240

Please contact OSHC staff if you are having any difficulties with either enrolment information or bookings.

Children must be aged 4 years and attending Coorara Preschool on Tuesdays & Wednesdays.

Children aged 12 years and over who are attending Secondary School are not eligible to attend OSHC

Fees & Accounts

Permanent Booking

A permanent booking is considered as any booking made 3 working days or more prior to the required day of booking (i.e. An ASC booking required for Thursday would need to be made by close of business the Monday prior).

Before School Care: \$20:00

After School Care: \$30.00

Casual Booking

A booking that is made is more than 24 hours prior to the day of the required booking but less than 3 days is considered a casual booking.

Before School Care: \$21.00

After School Care: \$31.00

Last Minute Booking

A booking that is made less than 24 hours prior to the day of the required booking is considered a last-minute booking. OSHC has the right to not accept bookings made after 10 am on the day of the session as staffing may not be possible.

Other Sessions

Vacation Care: \$80.00

Student Free Days: \$65.00

Fully Booked

Coorara Kids OSHC utilises a Child Care Management System called Fully Booked to manage our bookings/accounts. Fully Booked is a completely online system which gives parents the ability to easily manage all bookings, during school term and vacation care. Fully Booked uses a simple debit system called Ezidebit to take payments. Signing on for Ezidebit will occur during the process of setting up your Fully Booked account. Your nominated bank account/credit card will be automatically debited.

All Student Free and Vacation Care bookings need to be made **12 hours** before the day. **No bookings** will be accepted on the day without the Director's approval. This ensures our ratios are followed and the quality of care is the best it can be.

Children must be aged 5 years, and not attending secondary school, to be able to attend any OSHC excursions.

Cancellation

A 24-hour cancellation period will apply to all permanent bookings. All permanent bookings not cancelled 24 hours prior to 6:30 am for Before School Care and 3:10 pm for After School Care will be charged as per normal. Full CCS entitlements will still be paid. Vacation care cancellation period is 48 hours (2 days) prior to day of care.

Late Fees

A late fee charge of \$5 per child for the first 1-5 minutes and \$5 per minute thereafter will apply after 6.15pm.

Outstanding Fees

Families with accounts more than \$200 may be refused care. All Accounts must be up to date before the start of Vacation Care to be able to attend.

It is necessary by law, and a safety requirement, to sign your child in and out each day. An iPad is located at the Director's table of the OSHC room. The OSHC staff sign the children in for afterschool care. When you collect your child at the end of the session, please sign them out.

Apart from the child's parent/guardian, only people specified as authorised persons on the child's enrolment form are permitted to collect the children, unless otherwise organised with the Educator/Director. Authorised persons must be 18 years or over, and may be asked to provide proof of identification when collecting the child if unknown to staff.

Toys and Technology

Children are encouraged to leave any toys, games and equipment brought from home in their bags. OSHC Educators cannot take responsibility for any lost, damaged or stolen items and children are responsible for their own belongings.

No electronic devices are allowed at OSHC at any time unless it is a stated OSHC Vacation Care Technology day.

Any devices brought to OSHC outside these days will need to be handed to the Director/Educator to be kept in a secure cupboard. We ask that children are not to have access to the internet on any devices brought to OSHC.

Sun Protection

At our OSHC service we are obliged to follow the Cancer Council Guidelines in relation to sun protection, which are as follows:

Between 1 September to 30 April, all children must wear a suitable broad brimmed hat. The use of sunscreen is mandatory during terms 1 and 4. Sunscreen is available in the OSHC room. Please be advised that there is a consent form that will need to be signed permitting staff to provide and assist with application of sunscreen.

Please speak to one of our friendly staff if you would like to purchase an OSHC hat. All children are expected to wear suitable clothing and meet the sunsafe policy.

Educators are also expected to act as role models and wear a hat and sunscreen, seeking shade wherever possible.

Philosophy

The OSHC program is committed to providing a safe, inclusive and stimulating environment where children can grow, learn and thrive, through a nurturing and stimulating environment where children feel safe, valued and inspired to explore and grow. We value partnerships with families and the community, and we respect the diverse backgrounds and cultures of all children in our care.

Management of the program

The OSHC program is run by the Governing Council. (Approved Provider)

The School Governing Council has delegated the authority for the day-to-day running and decision making of the program to an OSHC Director / Qualified Educator who is the person in day to day charge and who is also known as the Responsible Person.

The number of Educators employed at the service

The OSHC Program is staffed as a Dual Educator model. Our service can fit up to 53 children present on site at any one time.

Our Educators are all required to have a current Working with Children Check, and the relevant qualifications required for their position. Educators are trained in anaphylaxis management, and have current first aid training. There will be at least one Educator on duty at all times who has current First Aid Level 2 training, asthma management and anaphylaxis management training. We encourage staff to participate in professional development and training.

The Approved Provider will ensure that the workplace operates on the principles of fairness, equality, merit and team work in all aspects of employment. New educators will be provided with a comprehensive induction.

Parent Involvement

The role of the family in the OSHC Service is paramount to the success of the Service, its programs and outcomes for children. Your input is greatly valued and always welcomed.

Parents can help Educators increase their understanding of the children and support them in their caring. This support can be fostered through day to day contact and communication between parents and staff. You are welcome to discuss any aspect of your child's participation with the program Director/Educator in Day to Day Charge, or the Nominated Supervisor. Confidentiality will be ensured. For more formal or in depth discussions, an appointment with the Nominated Supervisor can be arranged on request.

Please also feel free to give us your feedback (both positive and negative). We will ensure that parents are provided with regular OSHC information through the newsletter, the OSHC notice board and our regular face to face contact.

Outside School Hours Care National Quality Framework

The OSHC program operates under the National Quality Framework for Early Childhood Education and Care. This framework includes:

- a national legislative framework that consists of the Education and Care Services National Law and Education and Care Services National Regulations
- a National Quality Standard
- an assessment and rating system
- a regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.

ACECQA

The National Quality Standard is linked to national learning frameworks that recognise children learn from birth and outline practices to support and promote children's learning.

For OSHC Services our learning framework is the Early Years Learning Framework, Belonging, and Being & Becoming.

It addresses five outcomes.

Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to the world.

Outcome 3: Children have a strong sense of wellbeing.

Outcome 4: Children are confident and involved learners.

Outcome 5: Children are effective communicators.

Behaviour – We are respectful, responsible and safe

We show RESPECT for all members of our community and our environment. As members of our centre community your child is expected to follow OSHC and Vac Care behaviour guidelines. We value the community's principles and expect behaviour of all children to reflect these principles. If your child's behaviour is inappropriate you will be given a report and asked to meet with staff and your child to discuss positive behaviour strategies and expectations.

The child cannot return to the centre until the committee and all educators are satisfied that there is no further likelihood of danger. The same is applicable for any child who persistently breaches behaviour guidelines.

SUPER SIX RULES

1. SHOW RESPECT TO EDUCATORS AND CHILDREN
2. SAFE HANDS, SAFE FEET
3. ALWAYS LISTEN TO INSTRUCTIONS FROM EDUCATORS
4. RESPECT AND CARE FOR OSHC PROPERTY AND THE PROPERTY OF OTHERS
5. USE KIND WORDS
6. BE HAPPY, KIND, HEALTHY AND SAFE

NOTE: Any child's whose behaviour is inappropriate or has caused the threat to safety or wellbeing to another person may be excluded from the service temporarily or, in some cases permanently.

Policies

Policies & Accreditation

Our service is operated and guided by the school's policies and our own service policies. Our policy folder is in **Coorara Kids OSHC**. Individual copies of particular policies or a comprehensive list of policies can be printed and supplied upon request. All policies and procedures are strictly in accordance with ACECQA's National Framework, and DfE requirements.

FAQs

Health & Safety

Emergency procedures practiced?

We practice these on a regular basis to ensure both Educators and children are familiar with the expectations during emergency procedures. If you happen to arrive during one of our practice runs, you will be asked to stay until we have completed our official duties. Please support us as we practice keeping your child safe.

If a child requires first aid during the session how will families be notified?

The way families are notified will depend on the nature of the injury. For all serious incidents (where medical treatment is required, including head injuries) parents/emergency contacts will be advised as soon as possible. Where first aid was required for a minor injury, families may be notified by text, email or at the time of collection. While we record all first aid, we don't report all entries to families. We would expect that children will pass on minor incidents to their parents. If you have any questions we encourage you to contact our team for more information.

Health support plans for medical conditions and where OSHC is required to administer medication.

We are required by Law to have health support plans and medication authorities that are signed by a medical practitioner for all health related matters. Families are asked to update these on a regular basis or when circumstances change. We are NOT able to administer ANY medication to children without this consent. In some circumstances we are able to apply for additional funding for children with health support needs and medical conditions, however we would need supporting documentation to fill out an application together.

Other FAQs

When I drop off or collect my child do I need to sign anything?

Yes, it is a legal requirement that children are signed into the service and they also need to be signed out on collection. Failure to do so could see Centrelink cease to apply for CCB entitlements.

Can children have mobile phones at OSHC?

Children are not permitted to use mobile phones as a form of communication whilst at **Coorara Kids OSHC**. This means no text messages, phone calls, Facebooking etc. to anyone including parents. Phones and devices are to be handed in on arrival at OSHC / Vac Care.

If a parent/guardian needs to contact their child or vice versa, this must be done through the Coorara Kids OSHC staff.

