



BLACKFRIARS
PRIORY SCHOOL

2017 OSHC HANDBOOK



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PRIORY SCHOOL

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Philosophy

The Blackfriars Priory School Out of School Hours Care (OSHC) Service provides a safe and healthy environment for children within our school and local community. The Blackfriars Priory School OSHC Service is convenient and cost effective to support families outside of school hours and during holidays. We maintain standards in line with the National Quality Framework for School Aged Care.

We acknowledge diversity of culture, individuals, identity and families. Our planning and programming is developed in consultation with the children and is centred on the importance of play and experiences that develop life skills for all. We promote a nurturing environment where children are happy and secure through the development of positive relationships between OSHC Staff, children and their families.

Access for children to the OSHC Service will be non-discriminatory. Individuals will be treated with respect regardless of their gender, race, religion, age, impairment or disability, medical condition, marital status, pregnancy, sexuality, political conviction, family responsibility or family status.

Objectives

To support our philosophy we will ensure that the OSHC Service:

Is safe, stimulating and caring for the children that attend by providing:

- appropriate supervision and duty of care for all children
- relaxing and comfortable surroundings
- a range of challenging, rewarding, relaxing and alternative activities for the children.

Encourages communication and social interaction with peers, staff and families by:

- promoting group activities while recognizing individual needs of the children in our care
- encouraging responsible behaviour of all children
- encouraging children to listen and respect the opinions and feelings of others (their peers, the staff and families that use the service)
- encouraging children to respect the values and cultural differences of others.

Is affordable, accessible and addresses the needs of all families in the community by:

- encouraging all parents/guardians who utilize the service to participate or volunteer in the service
- respecting all families' rights to have input in the decision making of the service
- endeavouring to make responsible decisions about income, expenditure and quality practices

- being accountable and open in all management, financial and administrative matters.

Employs appropriately qualified and skilled staff that demonstrate:

- a caring and supportive manner in their interactions with the children and families
- their ability to develop exciting and stimulating age appropriate activities
- a professional approach in continually developing their professional skills.

Our Location

The OSHC facility is located at the rear of the Primary School adjacent to the back oval. You can use the Junior Primary car park entrance off Highbury Street and walk north along the edge of the oval to the OSHC facility or use the main car park and walk east past the Senior library and Primary classrooms to gain access.

OSHC operates from the Frasatti Hall and uses a number of facilities within the school. A sign will be on the northern door to notify parents/guardians if we are elsewhere in the school.

Other areas within the school that may be used during our hours of operation are the Primary School Library, the Primary Quadrangle, the front oval and the back oval.

Transport in OSHC

In some instances, we have children attending our OSHC from local schools. We provide a service where we transport children after Before School Care in the mornings. This is done through the use of the Blackfriars Priory School mini-bus. We then collect children for After School Care, using the Blackfriars Priory School bus. At times, the school bus is unavailable to collect children for After School Care. In this instance, the Rosary School bus is used. A bus driver is employed by the school to collect the children from their respective school. All drivers have up-to-date training and police clearances to allow them to assist us with this service.

Rosary School students are collected at 3:00pm and St Dominic's Priory College students are collected at 3:30pm. If you are using this service, it is important to notify the Director of OSHC by 12:00pm on the day before your child needs to be collected from school. Parents/guardians need to provide permission for transportation to and from the OSHC Service when enrolling their child.

OSHC Session Times

Before School Care

7:30am-8:30am

After School Care

3:00pm-6:15pm

Vacation Care (School Holidays)

7:30am-6:00pm

PLEASE NOTE: Care may also be provided on days where Blackfriars Priory School is due to finish early or has a pupil free day. Care is not provided on public holidays.

Bookings and Cancellations

Parents/guardians must complete the 'Booking' section on the OSHC Enrolment Form and confirm with the OSHC Director at the start of each term that their booking is still required. Casual bookings for OSHC can be made by contacting the OSHC Director either by phone or email.

When a booking for After School Care or Partial Closure Days is no longer required, notification must be made in writing (either by text or email) by 12:00 pm on the day before care is required or the session fee will be charged.

When a booking for Vacation Care or Full Closure Days is no longer required, notification must be made in writing (either by text or email) by 12:00 pm the day before care is required or the session fee will be charged.

OSHC Attendance

Before School Care Sessions

- All children must be booked into the OSHC Service if they wish to attend Before School Care (refer to the Access to the Out of School Hours Care (OSHC) Service Policy).
- On arrival, all children must be signed in by a parent/guardian.
- At 8.30am, children will be signed out by the OSHC Staff member and handed over to the teacher on yard duty.
- When children first begin school, parent/guardians may arrange for the OSHC Staff member to take the child to their classroom.

After School Care and Early Finish Sessions

- All children and families requiring care for their children in the After School Care program must book their child into the OSHC Service (refer to the Access to the Out of School Hours Care (OSHC) Service Policy).
- All children will be signed in by an OSHC Staff member.
- All children will be collected and signed out by a parent/guardian or approved person.

Vacation Care and School Closure Day Sessions

- All children must be booked into the OSHC Service if they wish to attend (refer to the Access to the Out of School Hours Care (OSHC) Service Policy).

- On arrival, all children must be signed in by a parent/guardian.
- All children will be collected and signed out by a parent/guardian or approved person.

OSHC Fee Structure

(Effective 01/1/2017)

Before School Care

\$12.00 per child per session

After School Care

\$21.80 per child per session

Half Day Closure

\$22.90 per child per session

Full Day Closure

\$40.50 per child per session

Vacation Care (School Holidays)

\$55.00 per child per day
(non-excursion day)

\$69.00 per child per day
(excursion/incursion day)

Late Collection

\$1.00 per minute when a child is collected after 6:15pm

Child Care Benefit and Child Care Tax Rebate

Child Care Benefit (CCB) and the Child Care Tax Rebate (CCTR) enables the OSHC Service to offer reduced fees to families. Families must register with the Family Assistance Office and advise Centrelink that their child is attending Blackfriars Priory School Out of School Hours Care. For further information, refer to the Child Care Benefit and Rebate Information Letter.

Account Payments

All parents/guardians must sign the agreement to pay fees included on the bottom of the OSHC Enrolment Form. Accounts are sent out weekly and they are due to be paid within 7 days. Details of an individual's account will be confidential and stored appropriately. Individual families may access their own records at any time. Particulars of fees will be made available in writing upon request.

Fees can be paid directly over the phone, 8169 3913, or direct to the Blackfriars Priory School Finance Office. Payment can be in the form of cash, cheque, credit card, EFTPOS, BPay, Direct Debit or EFT.

OSHC fees are charged weekly, with tax invoices sent via email. The fee account is to be paid in full within seven days of the tax invoice being issued.

Non payment of fees will result in the cancellation of your child/childrens enrolment in OSHC, until the account is paid in full.

Communication

Communication between OSHC Staff and parents/guardians is maintained through the use of emails. Please provide the OSHC Director with your current email address to ensure you are kept up to date with all OSHC events and billing.

Program

Our program is on display in Frasatti Hall and is available to all families. We encourage input and suggestions from both families and children.

Children are regularly given opportunities to provide feedback and suggestions on the program. We feel this is an important aspect of planning, as it allows staff to better understand what the children are enjoying when they attend the service.

Food

Children will be provided with a healthy snack in After School and Vacation Care. If your child has any special dietary requirements please ensure that this is clearly stated on your OSHC Enrolment Form. If your child requires breakfast during Before School Care or Vacation Care, please inform the Director. Breakfast will be provided prior to 8:00am.

Homework

If you would like your child/children to start their homework while they are attending After School Care, please advise the staff. The staff will supervise the children doing their homework. If the children are not interested in completing homework staff will suggest it is put away and completed at home.

Outside Play

When outside play is planned, children will be in the company of OSHC Staff

and will be in designated playing areas. At all times, the children will be in direct view of OSHC Staff.

If the temperature is 35 degrees or above, or if it feels too hot, the children will not play outside. Instead, inside activities will be scheduled. During winter, in wet and cold weather, inside activities will be planned and implemented.

Sunscreen is available and children will be encouraged to apply sunscreen at regular intervals throughout the day. OSHC Staff will assist children to apply sunscreen (if this authorisation has been granted on the OSHC Enrolment Form).

Toys

We discourage the children from bringing toys to OSHC unless they are part of the OSHC Program. The OSHC Service takes no responsibility if your child/ren's toys are lost or broken. If children are requested to bring them in as part of the OSHC Program, toys will be used when closely supervised.

Toilets

If children need to go to the toilet, they need to ask an OSHC Staff member. Please encourage your children to ask before going to the toilet.

Illness

Children who are suffering from a contagious infection cannot be cared for. If a child arrives unwell, or becomes unwell during the course of the session, the child will be comforted

and cared for by OSHC Staff. The child's parents/guardians will be notified at the earliest convenience so that they can collect the child as soon as possible.

Medication

OSHC Staff will assist with children's medication if it is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements and the parent/guardian has completed and signed the OSHC Service's Request to Administer Prescribed Medication Form.

If children are receiving medication at home but not at the OSHC Service, the OSHC Service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.

Action Plans must be provided with your child's OSHC Enrolment Form and made available to all OSHC Staff.

Excursions

During Vacation Care, one off-site excursion is planned per week. For excursions, the OSHC Service may utilise the Blackfriars Priory School bus or mini-bus. At times, both the School bus and Mini-bus may be unavailable for use; therefore a private chartered bus may be used.

Prior to excursions, parents/guardians are provided with all excursion information (including: date, destination, transportation, activities, summary of times, costs, eating

arrangements, equipment required and names of OSHC Staff).

Parent Participation

We welcome parent and carer participation at our OSHC Service. If you would like to volunteer your time and assist staff with excursions, then please discuss this with the OSHC Director. Comments about the OSHC Service may be provided when regular surveys are sent home to children and families. If you have suggestions or comments about the program, please address these to the OSHC Director.

OSHC Policies

OSHC Policies are available in the service for viewing. Please speak with the OSHC Director if you would like to read the OSHC Policies.

OSHC Policies include:

- Access to the Out of School Hours Care (OSHC) Service Policy
- Policy on Fees and Financial Management in OSHC
- OSHC Children's Program Policy
- Health and Safety Policy
- OSHC Personal Responsibility Policy
- OSHC Grievance Policy
- OSHC Leadership and Management Policy
- OSHC Management Committee Policy
- OSHC Privacy Policy

Grievance Concerns

(Taken from the OSHC Grievance Policy)

The Blackfriars Priory School OSHC Service fosters positive and harmonious relations between all levels within the OSHC Service. All children, parents/guardians, OSHC Staff and OSHC Management Committee members have the right to a harmonious and responsive working environment. Solutions are sought to all disputes, issues or concerns that affect the operation of the OSHC Service in a fair and prompt manner.

Behaviour Management

(Taken from the OSHC Personal Responsibility Policy)

The Blackfriars Priory School OSHC Service will provide a positive environment with a choice of activities which recognizes and promotes success and builds children's self-esteem.

Behaviour Management will be based on the following principles:

- All individuals will be treated with respect at all times
- Individuals choose their own behaviour to meet their needs within the group
- Behaviour has consequences, which increases or reduces choices in life
- Individuals will be expected to accept responsibility for their own behaviour according to their developmental stage

- Families, society, peers, staff and other significant adults influence children's choices
- The procedural steps for handling children's inappropriate Behaviour will at all times be consistent with the Blackfriars Priory School's Behaviour Management Policy and Procedures.

Staff will use a positive approach in managing children's behaviours by:

- Using a co-operative approach to the development of rules, expectations and procedures, with the involvement of children, volunteers and parents/guardians
- Displaying, discussing and practicing positive rules
- Using encouragement, eye contact, nods and smiles to reinforce positive, co-operating behaviour
- Engaging in collaborative problem solving relationships with children and parents, providing an environment with a choice of activities that recognizes and promotes success and builds children's positive self-esteem.

Children will develop and accept responsibility for their own behaviour by being:

- Taught that behaviour results from choices made by an individual and that all behaviour has consequences
- Encouraged to respect rights and fulfil responsibilities.

All fees due must be paid within 7 days of your account being issued at the Blackfriars Finance Office or over the phone, 8169 3913 during the hours of 8:00am - 4:30pm.



BLACKFRIARS

P R I O R Y S C H O O L

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BLACKFRIARS

PRIORY SCHOOL

Delivering excellence in boys' education
from Early Learning (co-ed) to Year 12