



Address details: Lawrence Street, Morphett Vale

Telephone: (08) [8186 5064](tel:81865064)

Email: [dl.1906.info@schools.sa.edu.au](mailto:dl.1906.info@schools.sa.edu.au)

Principal: Mr Michael Koutsoukos

## **Morphett Vale Primary School** **OSHC** **Family Handbook**

**A Powerful Education**  
**Creates the Pathways for a Better Future**

Opening Hours:

Before School Care 7:00am to 8:45am

After School Care 2:30am to 6:30pm

Vacation Care 7:00am to 6:30pm

Looking to Enrol? Contact Us!

Director: Michelle Wallace

Email: [michelle.wallace895@schools.sa.edu.au](mailto:michelle.wallace895@schools.sa.edu.au)

Mobile: 0434 184 169

Phone: 8382 2901



# MORPHETT VALE PRIMARY SCHOOL

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## About

# Morphett Vale Primary School OSHC

### Centre Philosophy:

Morphett Vale Out of Hours School Care program aims to provide an open environment where children can play, learn new skills, relax and build lasting relationships while having their physical, emotional and safety need met. Children are made to feel engaged, encouraged, nurtured and guided to help build long lasting friendships and skills. A place where parents feel comfortable knowing their children are cared for and safe. All our staff are committed to providing a high-quality service.

### **We believe that all children have the right to:**

A safe, caring stimulating and challenging environment

### **This is achieved through being:**

Respectful, responsible, supportive, caring and kind

### **Children:**

Each child that comes into our service is important and has individual needs. Children learn in a number of different ways and at a vastly different pace. The way in which we support each child is to encourage children to express feelings and have input into ideas on how they would like the service to operate. We provide opportunities for children to use their initiative and build their confidence and self-esteem.

### **Staff:**

Our staff work as a team to provide the best care possible through working effectively to create a positive, engaging and encouraging environment to support children's learning through play, being flexible, caring responsible by using good communication skills and by providing support to children, parents/guardians.

Our core values are honesty, respect, care and responsibility. The OSHC service philosophy builds on the school's vision statement and the policies that we develop also support the schools principles.

### **Programme:**

The aim of our program is to provide developmentally appropriate activities that all children have equal opportunity to participate in. We will provide a rich, happy, positive and safe play and working environment for the children and staff. We encourage parents, staff. Children and volunteers to participate in the implementation of our program which is flexible and relaxed. Our program is supported by the My Time, Our Place Framework for school age care in Australia.



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## The National Quality Framework

### **Morphett Vale Primary School OSHC**

Morphett Vale Primary School OSHC operates under Education and Care Services National Law and the Education and Care Services National Regulations. (ACECQA 2011).

The National Quality Standard (NQS) is a key aspect of the National Quality Framework (NQF) and sets a high, national benchmark for early childhood education and care, and outside school hours care services in Australia. It gives services and families a better understanding of a quality service, helping families to make informed decisions about the services providing education and care to their child.

The NQS brings together the 7 key quality areas that are important to outcomes for children.

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership

The NQS contains 15 standards with two or three standards in each quality area. These standards are high-level outcome statements. Under each standard sit elements that describe the outcomes that contribute to the standard being achieved. There are 40 elements in total.

Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results. (ACECQA 2011)



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## Experiences at

### **Morphett Vale Primary School OSHC**

In school age care settings, educators collaborate with children to provide play and leisure opportunities that are meaningful to children and support their wellbeing, learning and development My Time Our Place Framework for School Age Care in Australia. 2011

A program for morning and afternoon sessions is displayed for students / families.

Cooking

Games in the Hall Games

Arts

Crafts

Outdoor Play

Reading

Television

Home Corner

OSHC & Vacation Care Activities

We will provide a variety of activities and experiences each day to enable children to have freedom of choice.

We will provide a program where children are encouraged to develop resourcefulness, responsibility and reliability in open-ended experiences, which allow children to develop personal interests and use free time creatively.

We believe that school age children in care need opportunities for physical activities, self-expression and socialization with peers. We are very conscious of the fact that time spent in OSHC is normally a child's recreation time; hence we will provide a program where children can have fun.

All activities are free choice, although we do encourage children to actively participate.



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## Staffing and Ratios

at

## **Morphett Vale Primary School OSHC**

During Morphett vale Primary School OSHC hours there must be one qualified person on duty for every 30 children, as well as one educator who is classed as a responsible person. This is based on the Education and Care Services National Law, the safety and welfare of the children and the duty of care requirements. Morphett vale Primary School OSHC always has 2 staff onsite at all times when children are present; this means 2 staff are always opening and 2 staff are always closing.

Before and After School Care - 1:15

Before and After School Care with Kindergarten Children - 1:11

Vacation Care (in-house) - 1:15

Vacation Care (excursions) - 1:8

Vacation Care (water) - 1:5

Vacation Care with Kindergarten Children 1:5



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## **Weekly Flexible Routines**

### **Morphett Vale Primary School OSHC**

#### **Before School Care**

7:00 - Children arrive at OSHC

Breakfast Offered till 7:55am

7:30 till - 8:20 Programmed Experiences and Gym/Outdoor Play (weather pending)

8:20 – 8:25 Pack-Up

8:25 – Roll Call and Morning Group Time

8:30 - Leave for School/Kindy

(Kindergarten children escorted to onsite Preschool)

#### **After School Care**

3:00 – OSHC Opens to Children

(Kindergarten children escorted from onsite Preschool)

3:10 – 3:15 Roll Call and Afternoon Group Time

3:15 - 3:45 – Afternoon Snack

3:45 – 5:00 Programmed Experiences and Gym/Outdoor Play (weather pending)

5:00 – 5:10 Pack Up Room

5:10-5:30 Electronics/Movie Time

Late Snack Offered

6:30 - OSHC Closes



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## Vacation Care (In House) Flexible Routines

### **Morphett Vale Primary School OSHC**

#### Vacation Care - In-House

7:00 - Children arrive at OSHC

Breakfast Offered till 7:55am

8:00 – 9:20 Free Play and Gym/Outdoor Play (weather pending)

9:20 Roll Call and Morning Group Time

9:30 – Morning Snack Time

10:00 – 12:00 Programmed Experiences and Gym/Outdoor Play  
(weather pending)

12:00-12:30 - Lunch

3:10 – 3:15 Roll Call and Afternoon Group Time

3:15 - 3:45 – Afternoon Snack

3:45 – 5:00 Programmed Experiences and Gym/Outdoor Play  
(weather pending)

5:00 – 5:10 Pack Up Room

5:10-5:30 Electronics/Movie Time

Late Snack Offered

6:30 - OSHC Closes



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## OSHC FEES - UPDATED TERM 3 2022

### **Morphett Vale Primary School OSHC**

Before School Care (7:00am-8:45am) \$16.00

After School Care (3:00pm-6:30pm) \$28.00

Vacation Care Incursion (7:00am-6:30pm) \$ 60.00

Vacation Care Excursion (7:00am-6:30pm) \$65.00

Pupil Free Day (7:00am-6:30pm) \$ 50.00

A subsidy for the above charges is available through the Child Care Subsidy Scheme administered through the Centrelink. It is suggested that parents / caregivers register their enrolment on their MyGov app. The new CCS system should automatically link you to our service.

Accounts must be paid in full weekly or fortnightly and cannot exceed \$150.00

Casual bookings will incur a \$5 fee on top of fee for the session.

Morphett Vale Primary School OSHC fees are required to be paid on a weekly / fortnightly basis. If

OSHC fees have not been paid within the 14 days a written request for the outstanding fees will be sent to the parents. If the account remains outstanding for a further 7 days another written request will be sent. If the outstanding fees have not been paid in full within 7 days of the third and final notice being issued, the account will then be given to a Debt Collecting Agency and care will no longer be provided for the family. All fees incurred from the Debt Collecting Agency will be the parent or guardian's responsibility to pay.

CCS The Child Care Subsidy System is a National Child Care System that all approved child care services online. Our service will use the CCS registered software to record child enrolment and attendance information. Parents / guardians of children will be able to access an online statement via the MyGov app. CCS ensures that fee reductions are calculated on your child's actual use of care.

Due to the privacy act, any problems relating to your Child Care Subsidy will be your responsibility to contact Centrelink, ensuring you receive the correct entitlement.

Further information on CCS is available from the website <https://www.education.gov.au/new-child-care-packageinformation-resources-families> Please note that it is your responsibility to inform the Centrelink of any changes to your circumstances and when your child starts school, as this will affect your percentages and rebates.





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## Parent Information

# Morphett Vale Primary School OSHC

### Child Policy

The Morphett vale Primary School OSHC Service has an obligation to all children attending the service to defend their right of care and protection. To support this right, the service will follow the procedures set down by DECD under the Children's Protection Act 1993 Section 11(1) & (2), when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection.

### Sun Policy

The service follows the Cancer Council guidelines for sun protection. When at Morphett Vale Primary School OSHC, children are required to wear a hat between the months of September and April, this is when the UV is at its strongest, however if the UV is over the rating of 3 in the other months of the year. Refer to the service's Physical Environment policy for further details.

### Medication and Illness

Please keep us informed and up-to-date with any information relating to your child's health, diet, daily routine and physical condition. If we are well informed we will be able to better deal with any situation that may arise.

### Administering Medication

If your child requires medication a "Permission to Administer Medication" form must be completed by the child's Parent or Caregiver. These forms are available from the staff. All medication should be given to the staff and should be in the original container, with the doctor's full instructions and dosage details clearly marked. It is the responsibility of the Parents or Caregivers to keep information on enrolment and medical forms up to date.

### Illness

In the event of a child becoming ill during school hours or suffering from a contagious infection, the child will not be permitted to attend the session.

If a child becomes ill during a session they will be cared for and comforted, and the Parent or Caregiver asked to collect the child as soon as possible.

In an Emergency: In the event of a child being injured the trained staff will administer first aid. If the injury is significant we will contact the Parents and seek further medical attention. This may include a Doctor, or calling an ambulance



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## **Grievance Procedures**

Morphett Vale Primary School OSHC believes that effective relationships between the school and its community give children a greater chance of success. However, it is only natural that from time to time grievances can arise.

Morphett Male Primary School OSHC has a Grievance Procedure that we follow:

- Allow a reasonable time frame for issues to be addressed.
- Please don't discuss major problems or grievances at school or in the office without prior arrangement.
- Let the Director or an educator know what you consider to be the issue. Allow a reasonable time frame for issues to be addressed.
- If the grievance is not addressed arrange a time to speak with the Principal about the issue. (Ask for their support by: speaking to the person involved on your behalf, acting as a mediator in a meeting).
- If you are still unhappy, please arrange a time to resolve the issue further (eg. Governing Council).

**PARENT INVOLVEMENT** Our service aims to provide as many outlets as possible for family and service communication.

These include:

Face-to-Face conversations, important information on invoices and displayed by the sign in sheet. Regular informal meetings with parents and the opportunity to plan formal meetings if necessary. A suggestion box for feedback and ideas, families are invited to join the Morphett Vale Primary School OSHC management advisory committee

## **Drop off and Collection**

Only those adults listed on the enrolment form are able to collect a child unless prior written arrangements are made. Phone arrangements may be possible. Children must have written permission if they are to leave the program alone, without supervision. All parents must sign out their children and inform staff when taking their children. A search of the school grounds will be made by educators for children who are booked in but are not in attendance and parents or caregivers notified if the children cannot be found. Due to this possibility it is imperative that the coordinator be notified of non-attendance. If you cannot contact the Morphett Vale Primary School OSHC service please notify the school if your child will not be attending the session and they will pass on a message to the educators