

# PORTSIDE

CHRISTIAN COLLEGE

## OSHC

Information for Parents  
2019

*Equipping students for life*



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# Welcome

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Welcome to Portside Christian College Out of School Hours Care (OSHC) and Vacation Care (Vac Care).

As part of our caring culture, OSHC embraces nine safety and wellbeing statements. These statements are on display in the Centre (Room 28).

If you have any ideas or comments to improve our OSHC or Vacation Care service, please write them in our 'Comments Book' or email us at [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au)

## Contact Details

<b>OSHC phone</b>	0427 825 126
<b>Email</b>	<a href="mailto:oshc@portside.sa.edu.au">oshc@portside.sa.edu.au</a>
<b>Website</b>	<a href="http://www.portside.sa.edu.au">www.portside.sa.edu.au</a>
<b>Skoolbag App:</b>	Download from Apple or Google Stores. Search for Portside Christian College, username and passwords available from staff

We accept children into our care once the program enrolment form has been completed, returned to us and spaces are available (please ensure the enrolling parent/guardian is the person that will be claiming child care benefits). Speak to a member of staff to confirm your booking. All information collected by us is kept confidential.



# OSHC Philosophy

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Our OSHC Philosophy is based around our College Purpose of 'Equipping Students For Life' and our College Values:



## Christ-Centred Learning

We seek to provide each child with time and opportunities to question, predict, explore, discover and imagine, with the aim of developing each child's individual potential.

We will promote the development of each child's social, physical, emotional and intellectual potential through implementing our Emergent Curriculum which allows for the children to explore areas of their own interest through structure. Our emphasis is child-directed learning as children learn best when they have an interest in the topic being explored and are having fun. Our curriculum allows for students to explore an area of interest through play-based learning, allowing them to use their imagination and creativity to discover and learn at their own rate, in their own way, through hands-on exploration.

Our educators model Christ's love and seek to support the children to know God better and develop godly character traits. Interwoven throughout our activities is a demonstration and explanation of God's love and character.

## Christ-Centred Caring

Our focus is on encouraging, supporting and loving the children. Our educators are professional and caring, providing a warm, nurturing and safe learning environment for the children. It is only when children feel loved and cared for that they will be able to learn effectively.

We will respect and recognise that each child is unique with different personalities, skills and cultural backgrounds. Therefore, a significant part of our role is encouraging each child to understand their own personal value to God and others, thus developing a strong sense of belonging, being and becoming as outlined in the *My Time, Our Place* Framework.

## Christ-Centred Serving

We seek to encourage the children to do their best – not to be the best, but to do the best they can with the skills and abilities God has given them. Our broad program gives every child the opportunity to succeed.

We also encourage clear rules, boundaries and routines as these provide children with a sense of security and help them learn how to respect authority and behave appropriately.

## Christ-Centred Community

We will provide group activities that help develop socialisation skills such as communication, sharing, problem solving, empathy and cooperation. Importantly, OSHC also provides opportunities for children to develop friendships with children across year levels from Foundation – Year 7. Through these friendships students develop a greater sense of belonging and connection with the College community.

# Bookings

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To ensure the child/staff ratio is not exceeded bookings are essential. An enrolment form MUST be signed and completed prior to your child/ren's attendance.

## Sign In and Sign Out

Please sign in and out of OSHC and Vac Care each day. This is a legal requirement for the operation of the service.

## Permanent Bookings

Bookings end on the last day of the College year and must be renewed for the year ahead.

Bookings are available once you return your booking information. There will be a daily fee charged regardless if your child/ren attends unless notification is given by no later than 9.00am on the day.

Booking forms are available via email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) or from Room 28 and on the College Skoolbag app.

## Casual Bookings

Casual bookings are available once you return your booking information. Casual bookings will only be accepted if there are places available. Once you have made your booking a daily fee is charged. Please refer to the fees and charges information.

Casual bookings can be made on a daily basis before 9.00am on the day via the OSHC email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) or text 0427 825 126.

There are limited OSHC spaces available in the afternoon due to staff and ratio requirements. Bookings will be accepted up until 9.00am on the day of booking if spaces are available. Bookings will not be accepted after this time unless an emergency arises.

Before School Care bookings can be made by 6.00pm the day before the service is required.

## Cancellation Policy

Before school care booking cancellations need to be made by 6.00pm the day before booking or fees will be charged.

After school care booking cancellations need to be made by 9.00am on the day of the booking or fees will be charged.



Vacation Care booking cancellations need to be made by the Wednesday of the last week of term prior to Vacation Care or the daily fee will be charged.

Please email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) or text 0427 825 126 by 9.00 am. Our phones\emails will not be answered after this time until 2.00pm.

## Child Ratio

In South Australia there are specific educator-to-child ratios and qualifications for out-of-school-hours-care (OSHC) services primarily educating and caring for children over preschool age.

Qualified staff member-to-child ratio for children over preschool ages is 1:30. Educator-to-child ratio for children over preschool ages is 1:15. When on an excursion the staff member-to-child ratio for children over preschool ages is 1:8 or depending on our risk assessment.



# Locations

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Sessions	Location	Opening hours
Morning OSHC	Early Learning Centre Building	7.15am – 8.15am
Afternoon OSHC	Room 28	3.10pm – 6.00pm
Vacation Care	Room 28	7.15am – 6.00pm

Students are to report to Room 28 following school dismissal at 3.10pm.

Foundation students will be escorted to Room 28 by their classroom teacher.

Students who have after school activities, eg netball, soccer, music, Maths Club, etc are to report and sign in to OSHC before their activity. Parents of these students will need to sign a consent form to leave the service and attend the activity. The relevant and other OSHC forms are available on the College website.

Staff will ensure they have an opportunity to have a healthy snack and change into appropriate clothing if necessary.

We are not open on public holidays or weekends.



# General Information

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## OSHC

Students will be supplied with a healthy snack each afternoon in after school care. We encourage them to bring water bottles. The list of foods that are served to students is posted on the OSHC wall. Please inform staff of any specific dietary requirements.

## Food/Snacks

Our dietary guidelines are as advised by the National Health and Medical Research Council. Children attending our program during 7.15am-8.15am are welcome to bring their own breakfast.

A variety of fruit and vegetable snacks are provided each afternoon from 3.10pm onwards. Please inform us on your child/ren's enrolment form of any food allergies.

We have children attending our program with a severe allergy to peanuts. Please refrain from sending your child/ren with foods that contain peanuts or traces of peanuts.

### OSHC Menu

#### Available every day

Fresh fruit and vegetables

#### Occasional Special Treats

- Roast potatoes
- Sandwiches
- Popcorn
- Fruit smoothies
- Ice blocks
- Custard
- Ice Cream
- Cake
- Pancakes
- Yoghurt
- Dry biscuits
- Dip



Cooking capers are held one day each week, rotating the day. Prepared family recipes and children's favourites are also used.

We love to celebrate birthdays and include treat foods.

## Vacation Care

Vacation Care students need to bring their own food, snacks and a drink bottle. Some Vacation Care excursions require transportation by bus/train. Please check your Vacation Care program for transport details and activities on offer. A completed signed booking sheet is required.

## Cost

Portside Christian College is registered for subsidy for **Out of School Hours Care, Before School Care, Vacation Care and Student Free days.**

OSHC operates a minimum of 48 weeks per year, with *Before and After School Care* and *School closure* programs, and a Vacation Care program available. Parents need to contact Centrelink (136 150) to register their child for child care (this includes Out of Hours School Care).

Description	Session Times	Fee per child per session in 2018
Before School	7.15am to 8.15am	\$11.60
After School	3.10pm to 6.00pm	\$20.00
Vacation Care	7.15am to 6.00pm	\$58.80
Student Free Day	7.15am to 6.00pm	\$58.80
Late Collection Fee	After 6.00pm	\$10.00 each 10 mins over

## Childcare Subsidy

Families can inform the Family and Parentsline they are using childcare on 13 61 50 between 6.00am and 8.00pm. This line will direct you to the myGov website or app. You may claim Child Care subsidy to reduce your childcare payments. This subsidy will be paid directly to the Childcare service. The enrolling custodial parent/guardian who is registered for Child Care subsidy must provide their child/ren's customer reference numbers and dates of birth. To ensure we receive these payments parents are reminded to sign their child/ren in and out daily as proof of attendance. To receive Childcare subsidy it is a requirement for your child to be immunised.

If you are registered for subsidy and have not used the service in 8 weeks, you will need to reconfirm with myGov that you want to continue using our service.

## Late Collection

Custodial parents or guardians who are unavoidably delayed and are unable to collect their child/ren at the collection time must telephone and inform the service of their lateness and expected time of arrival. If a custodial parent or guardian has not contacted the service and the child/ren have not been collected immediately after the closing time, we will attempt to telephone the custodial parent or guardian. If this is not possible, we will telephone the emergency contact people listed on the child/ren's enrolment form to arrange for the child/ren's immediate collection.

Should children not be collected after the regular closing time, and if no one can be contacted, Crisis Care and/or the police will be advised and take responsibility for the child/ren. A notice about this will be posted on the service entrance with the relevant contact details.

There is a late collection fee after 6.00pm of \$10.00 per ten minutes over.

## Safety

After school children are expected to ensure that their arrival is recorded by making themselves known to the Educator in charge of the roll.

**CHILDREN MUST BE** collected by a custodial parent/guardian or nominated person. Custodial parent/guardians must sign children in and out daily (**this is a legal requirement**). Written permission is needed if your child/ren will be collected by someone other than the person/s nominated on your enrolment form. Staff may ask for proof of identification i.e. drivers licence.

OSHC staff will NOT be responsible for children before and after operating times.

## Behaviour Management

Inappropriate language and or unacceptable behaviour will not be tolerated. We reserve the right to suspend any participant. Contact will be made with the nominated person to collect the child immediately. Children attending our service follow the CARE program for themselves, others and their environment.

This means we:

Consider and respect the rights of others

Always stay within the boundaries

Remember to care for our environment

Expect everyone to follow instructions

Those children who are disruptive to others, who fail to respect property, or do not respect the feelings of others will follow these procedures:

- Remember
- Reminder
- Short time out
- Long timeout and/or parent contacted
- Suspension

A severity clause applies to all steps. This means stages may be progressed at the staff's discretion and/or the school Principal. Parents will be notified of regular inappropriate behaviour and future care may be refused.

## Sun Care

For sun safety it is a requirement that children be supplied with a legionnaire or wide brim hat (**baseball caps are unacceptable**). Please refer to the sun safe policy at the service. A t-shirt with a collar and suitable length sleeves must be worn (singlet tops and shoe string straps are unacceptable). Please check the notice board for the sunscreen we are using. Please provide your own if ours is not suitable. Wear suitable shoes for walking and climbing. Children are required to apply their own sunscreen. (We recommend you apply sunscreen before your child arrives at Vacation Care).

## Volunteering

Portside Christian College believes that volunteers can make a significant contribution to the life of the College Community, giving of their time, skills and resources for the benefit of others. Volunteers are defined as those who, without expectation of reward or remuneration, offer their services to the College.

Volunteer programs may include the Learning Assistance Program and assisting with activities such as sport coaching, classroom reading and excursions. Volunteering in various College locations such as OSHC and ELC or the Library Resource Centre are additional program components.

Appropriate training and safe practices must be followed to ensure that the College environment is a safe setting for staff, students and volunteers.

A current National Police Certificate (NPC) or DCSI working with children check is a requirement prior to commencing any volunteer activity at the College.

A volunteer will be provided with induction training prior to commencement of activities at the College.

This induction training will cover areas such as:

- Responding to abuse and neglect
- Work Health and Safety
- Duty of Care responsibilities to students including those referred to in the booklet ***Protective practices for staff in their interactions with children and young people***
- Confidentiality & Privacy requirements

- Training specific to the area of volunteer work

## Volunteer Selection

A screening process will be undertaken for all volunteers at the College. All volunteers are appointed to roles in the College at the discretion of the Principal/Directors and in relation to the needs of the College at any given time.

## Volunteer Application Process

1. Download and complete an Application for Volunteer Service form from the Portside Christian College website
2. Look at the National Police Certificate information the Portside Christian College website
3. Download and complete an application for National Police Certificate (NPC) from the SAPOL website: [www.police.sa.gov.au](http://www.police.sa.gov.au)
4. Take the completed NPC form along with 100 point ID check to your nearest police station for signatures
5. Return the signed NPC application form along with the Application for Volunteer Service form to Belinda Elsegood at the College. She will issue a Volunteers Organisation Application Number (VOAN) and post the document on your behalf. There will be no charge for volunteers. Please note that National Police Certificates take 2-3 weeks to obtain
6. Successful applicants will be required to complete a Volunteer Declaration form and attend a training session
7. Volunteers will be supplied with a name badge and commence volunteer duties
8. National Police Certificates are required every three years for volunteers

Please direct any queries to Belinda Elsegood at the College.

# Hats, Clothing and Belongings

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Hats are to be worn at all times.

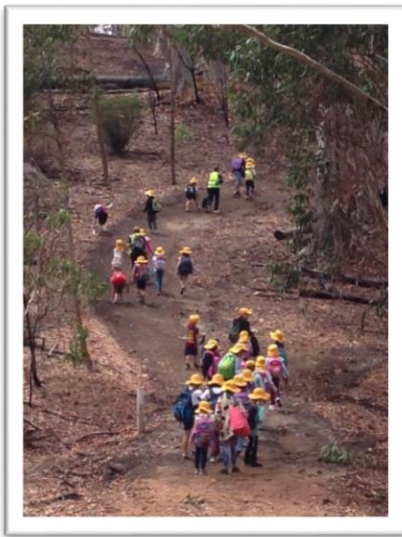
Students need to wear a sun safe hat. College hats are available from the Uniform Shop at a cost of \$19.50. This policy applies to both OSHC and Vacation Care.

Students should wear clothes that are appropriate for the daily weather forecast. Shoulders need to be covered at all times and singlets are not permitted. Children need to wear closed in shoes to be able to participate safely in activities. Parents will be called to arrange appropriate clothing if children are not suitably dressed.

**Jewellery** is not permitted unless it is specific uniform jewellery i.e. sleepers or studs for pierced ears.

The service will take no responsibility for items lost, broken or stolen that are brought in by individual children. Mobile phones, ipods and ipads or any other devices that can take photos, video images or are capable of downloading images are not permitted and will be held, if brought to the service, in the OSHC lockable cupboard for collection at the end of the day.

Please inform staff if there is any part of our program you do not wish your child/ren to take part in.





# OSHC Curriculum

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Our program is 'The Emergent Curriculum', a non-traditional style of teaching that presents children with the gift of discovering the world around them by encouraging them to explore life through their own interests and passions.

This is child-led or child-based learning as opposed to 'teacher directed learning'.

Topics are on the display board in Room 28. Please be encouraged to express an area of interest your child may desire to explore in our OSHC comments book and we will do our utmost to accommodate them.

Please bring in a family photo and a favourite family recipe we can make in our cooking capers program. We'd love to try our families' yummy dishes.

The 5 outcomes we aim to achieve are as follows:

- Children have a strong sense of identity
- Children are connected to their world
- Children are confident and involved learners
- Children have a strong sense of well being
- Children are effective communicators

The aim of our program is to provide children with a safe and happy environment where they can learn new skills, have fun, develop new friendships, and to accommodate the individual needs of each child i.e. cultural diversity, special/medical needs whilst fostering their self-esteem and confidence.

Please note that some DVD's at the service and films on excursions may be rated **PG**.

## Homework Club

PM	Location	Homework Club hours
Monday to Thursday	Room 5	30 minutes allocated

If your child needs encouragement to get started on their homework, please let staff know.

Look out for photos, reminders and events via the OSHC section of the College Newsletter, on the College notice board and via email.

## **Cooking Capers**

Cooking Capers is a fun way for children to work with educators. Recipes used are chosen by the children from our family recipes book and past favourites.

If you have a family recipe that we can try, please give it to an educator to add to our collection.

## **Green Fingers**

Green Fingers is offered at our service.

Students learn about the environment through different craft and gardening activities.

Our little garden areas are next to and in front of Room 28, which is coming together nicely. Garden food is used in our cooking capers and the garden space is used for children who need to rest, relax and take time out. It also serves as a space for parent/educator/student chats.

## **Learning Journals/Portfolios**

Students may choose to have a portfolio. Children add their activities to their portfolio and staff work with children on specific tasks.

Another way of documenting is through our children's outcomes checklist and floor books.

# Grievance Procedure

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## Introduction

An unresolved conflict may turn into a grievance being lodged.

The purpose of grievance procedure is to advance sound labour relations and to manage grievances to ensure that grievances:

- Are handled speedily, without bias and favour
- Will promote healthy restored relationships
- That are individual in nature
- Are solved at the lowest possible level

## Responsibility of the Employer regarding grievance management

The employer will ensure that grievances are managed as follows:

- Grievances must be solved as close as possible to the source
- Grievances must be handled with fairness and without bias and prejudice by complying with the principles of natural justice
- Both employers and employees must be given the opportunity to express their viewpoints regarding the grievance
- Grievances should not lead to victimisation of employees
- Representation from both employer and employee if requested

Note: An employee can register a grievance as a result of an interpersonal conflict with another member of staff (which can include the Principal) or a situation in the workplace that leaves an employee aggrieved

## **GRIEVANCE PROCEDURE AT PORTSIDE CHRISTIAN COLLEGE**

### Oral interview

- The aggrieved person has to put their grievance into writing addressed to the Principal
- Upon receipt of the grievance the Principal must respond in writing with 5 working days to set up a meeting between the parties
- A real effort must be made towards trying to resolve the grievance by means of an oral interview before it results into a formalised grievance. Time ought to be taken to talk through the issues and resolution ought to be reached in loving humility
- The process is not to be recorded at this stage as this often inflames the situation and creates an environment of mistrust
- Where a satisfactory resolution is reached, the matter ought to rest there
- If the parties could not reach agreement it might require arbitration or the delivery of a directive by the Principal
- The process of arbitration or any directive delivered has to be documented
- If a resolution is not reached, or arbitration or directive not accepted and the complainant does not wish to drop the matter, a formal written grievance must be lodged.

### Formal written grievance

- A formal grievance must be in writing and must be signed by the grievant
- Upon receipt of the grievance the Principal must respond in writing within 5 working days to set up a meeting between the parties attempting to bring about a resolution
- The process needs to be documented in full
- It may involve a directive from the Principal
- If the complainant is not satisfied with the outcome, a written request must be handed to the Principal indicating that the complainant wants the matter to be taken further. The Principal must again respond within 5 working days to set up a meeting between the parties
- Representation for all parties is recommended at this stage
- The Chairman of the College Board will now hear the grievance and is responsible to conciliate and pass down a determination that will take the form of a recommendation to the Principal
- The process could also involve a directive from the Principal
- After the directive is passed down the process is completed as far the College is concerned. Complainants not accepting the directive may proceed to explore legal processes at this point

Note: Where the grievance is against the Principal the same grievance procedures will apply with the difference that the Chairman of the College Board will be hearing the parties from the start of the process.

# OSHC / Vacation Care Staff

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## Staff



Sheryl Godfrey  
**OSHC Director**  
Educational Leader



Yianni Cartledge  
**OSHC Assistant**



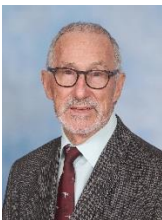
Kate Davey  
**OSHC Assistant/Bus Driver**



Shane Dodd  
**OSHC Assistant/Bus Driver**



Melanie Elsegood  
**OSHC Assistant**



Athol Harris  
**OSHC Assistant/Bus Driver**



Emma McCormack  
**OSHC Assistant**



Kika Palmer  
**OSHC Assistant**