

PORTSIDE  
CHRISTIAN COLLEGE

OSHC  
Handbook  
2021

*Equipping students for life*

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# Welcome

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Welcome to Portside Christian College Out of School Hours Care (OSHC). OSHC operates for a minimum of 48 weeks per year and includes Before and After School Care, care on College closure days and Vacation Care.

We are aware of the pressure on families and the importance of providing a safe and caring environment outside of school hours.

Our service provides a warm and caring environment where students can flourish under the guidance of qualified staff.

Our program includes indoor and outdoor activities along with excursions as part of our Vacation Care program.

## How to Enrol your child in OSHC

Please access the OSHC Enrolment Pack from the school documents section on SEQTA Engage or email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au)

If your family will be claiming the Childcare Subsidy, the enrolling parent/guardian must be the person claiming the Childcare Subsidy. Further information on Childcare Subsidy is included on the following pages.

Once the enrolment pack is completed and returned to OSHC, we will confirm with families that children can now be booked for sessions.

All information collected by us is kept confidential.

## Contact Details

<b>OSHC phone</b>	0427 825 126 - text is best as we are unable to answer between 10-2pm
<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>Booking Website</b>	OSHC Enrolments and bookings are made through Storypark Manage which can be accessed here: <a href="http://www.ccms.storypark.com">www.ccms.storypark.com</a>
<b>SEQTA Engage</b>	School Documents, including OSHC Vacation Care Programs can be accessed from SEQTA Engage for College families

# OSHC Philosophy

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Our OSHC Philosophy is based around our College Purpose of 'Equipping Children 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 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. We allow children 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 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 and supporting children. Our educators are professional and caring, providing a warm, nurturing and safe learning environment for children.

We 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, developing a strong sense of belonging, being and becoming as outlined in the *My Time, Our Place* Framework.

## Christ-Centred Serving

We encourage children to do their best with the skills and abilities God has given them. Our program gives every child the opportunity to succeed, mentor and serve each other.

## Christ-Centred Community

We provide group activities that 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 children develop a greater sense of belonging and connection with the College community.

# 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 will be expressed in the program. Please be encouraged to express an area of interest your child may desire to explore in our OSHC Diary/program books located on the front desk as you walk into our room or email us at [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) we will do our utmost to include your ideas.

Please bring in a family photo for our display wall.

Through the ACECQA Framework's five learning outcomes, educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills.

For more information on these outcomes please go to [My Time, Our Place - Framework for School Age Care in Australia - Information for Families](#)

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

## Homework

If you would like your child to do their homework while at the service, please let staff know and they will provide time and space for independent supervised work.

## Cooking Experiences

Cooking Experiences are a fun and tasty way children can explore and learn about different foods and textures. Please send in any favourite family recipes we could include in our Vacation Care program - we love to try food from lands far and wide.

## Green Fingers

Children learn about the environment through different craft and gardening activities. They also look after our chickens in the College frog garden, stick insects, Sharky our fighting fish and the occasional lizard. Children take nature walks through the local mangroves and along the Port River. Food scraps contribute to the College compost bins; in Vacation Care plastics and recyclable containers go home in the children's lunch boxes.

## Children's Journals

Children may choose to have a Journal.

Staff document childrens' learning through:

- outcomes checklists
- floor book entries
- learning stories
- daily observation notes in our staff program diary, which is used to inform our program.

# Fees and Bookings

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## Absences

### Before/After School Care

If your child will not be attending a booked session for any reason, please notify the service of their absence as follows:

- More than 24 hours prior to the scheduled booking – Cancellations can be made via [www.ccms.storypark.com](http://www.ccms.storypark.com)
- Less than 24 hours prior to the scheduled booking – please email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au)

This avoids unnecessary phone calls to parents when children do not arrive for their booked session.

### Vacation Care

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

If your child will not be attending a booked session for any reason, please notify the service of their absence as follows:

- More than 24 hours prior to the scheduled booking – Cancellations can be made via [www.ccms.storypark.com](http://www.ccms.storypark.com)
- Less than 24 hours prior to the scheduled booking – please email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au)

Please be aware that missed sessions will be charged at the normal rate.

## Casual Bookings

Casual bookings are available once enrolment information is received and will be accepted if there are places available. Once casual bookings are made, they cannot be cancelled and a daily fee will be charged, an absence will be registered and charged if the session is not attended.

Parents can make casual Before School Care and After School Care bookings as follows:

- More than 24 hours prior to the requested session – book via [www.ccms.storypark.com](http://www.ccms.storypark.com)
- Less than 24 hours notice prior to the requested session – please email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) Booking confirmation will then be advised to families subject to availability.

## Childcare Subsidy (CCS)

The College OSHC service is a registered childcare provider and families may claim Childcare Subsidy to reduce the cost of OSHC. To receive the Childcare subsidy children must be immunised.

For more information on the Childcare Subsidy, please click here:

<https://www.servicessaustralia.gov.au/individuals/services/centrelink/child-care-subsidy> or phone Centrelink on 13 61 50.

The enrolling custodial parent/guardian who is registered for Childcare Subsidy must provide their own and their child/ren's customer reference numbers (CRN) on the OSHC Enrolment Form.

If you are registered for Childcare Service and have not used the service in 14 weeks, you will need to re-confirm with Centrelink that you will continue to use the service.

## Cost

Description	Session Times	Fee per child per session in 2021
Before School Care	7.15am to 8.15am	\$12.50
After School Care	3.10pm to 6.00pm	\$21.50
Vacation Care	7.15am to 6.00pm	\$62.00
Child Free Day	7.15am to 6.00pm	\$62.00
Late Collection Fee	After 6.00pm	\$10.00 for every 10 mins over

## 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 charged after 6.00pm of \$10.00 for every ten minutes over per child.

## Permanent Bookings

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

Bookings are available once enrolment information is received. Enrolment forms are available via email [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) or from the OSHC Room.

To change permanent Before School Care and After School Care bookings please email [enrolments@portside.sa.edu.au](mailto:enrolments@portside.sa.edu.au) Two weeks advance notice is required to prevent a daily fee being charged.

# General Information

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## Behaviour Guidance

At Portside Christian College we use KARR culture to help each other learn and feel safe:

Kindness

Agency

Respect

Responsiveness

Parents will be contacted if children continuously disrupt others, fail to respect property or the feelings of others and future care may be refused.

## 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. The College staffs our ratios according to the level of risk on excursions.

## Food/Snacks

Our dietary guidelines are as advised by the National Health and Medical Research Council. For healthy eating ideas click on this link [Healthy eating tips](#)

There are children attending our program with a severe allergy to nuts. Please refrain from sending your child/ren with foods that contain nuts or traces thereof.

## Before School Care

Children attending our Before School Care program are welcome to bring their own breakfast.

## After School Care

A variety of fruit and vegetable snacks are provided each afternoon. Children are required to bring water bottles. Please inform us on your child/ren's enrolment form of any food allergies.

Occasional treats may include roast potatoes, sandwiches, popcorn, fruit smoothies, ice blocks, ice cream, cake, pancakes, yoghurt, biscuits, dip and soup.

## Cooking Experiences

We occasionally have cooking experiences as part of our program. We love to celebrate birthdays and include treat foods on some occasions.



## Locations

Sessions	Location	Opening hours
Before School Care	Early Learning Centre Building	7.15am – 8.15am
After School Care	Room 28	3.10pm – 5.00pm
	Early Learning Centre Building	5.00pm – 6.00pm
Vacation Care	Early Learning Centre Building	7.15am – 8.00am
	Room 28	8.00am – 5.00pm
	Early Learning Centre Building	5.00 – 6.00pm

Children are met in Room 28 following school dismissal.

Foundation children will be walked to Room 28 by their classroom teacher or an OSHC educator.

Children 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 children will need to sign a consent form to leave the service and attend the activity.

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

OSHC is not open on public holidays or weekends.

## Medical Information

Please update any medical conditions that your child/ren have so that appropriate care may be given.

Medicine can only be given to children when a written medical direction is provided by a doctor and a permission form is completed by parents, as per the College Handbook. Medication will be stored in a secure location.

In the event of a medical emergency an ambulance will be called and the person requiring medical attention will be responsible for the ambulance costs incurred. The College holds limited accident insurance which covers whilst participating in College activities.

## Sign in and Sign Out

Children attending After School Care must go directly to OSHC from their classroom to be marked as present on the OSHC roll.

Parents must sign their children into/out of Before School Care, After School Care and Vacation Care each day. This is a legal requirement for the operation of the service.

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. driver's licence.

## Sun Protection, Clothing and Belongings

As a SunSmart service it is a requirement that children wear a legionnaire or wide brim hat (baseball caps are unacceptable). Please refer to the SunSmart policy at the service. A t-shirt with a collar and suitable length sleeves must be worn (singlet tops and shoestring straps are unacceptable). Children should wear clothes that are appropriate for the daily weather forecast. Parents will be called to arrange appropriate clothing if children are not suitably dressed.

Sunscreen will be available for children to use. Please provide your own if preferred. Children are required to apply their own sunscreen. We recommend you apply sunscreen before your child arrives at Vacation Care. Closed in shoes must always be worn, unless the activity of the day states otherwise.

College hats are available from the Uniform Shop.

Jewellery is permitted in accordance with the College Handbook, please refer to the link for more information on the [College Website](#) (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.

## Vacation Care

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

A Vacation Care booking cancellation needs 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 or message the OSHC service for changes.

## Volunteering

If you would like to volunteer at the service, please contact [oshc@portside.sa.edu.au](mailto:oshc@portside.sa.edu.au) for more information.