

## Our Philosophy

- ❖ Brighton Primary School OSHC aims to provide quality recreational care for children of primary school age.
- ❖ We provide a safe, comfortable and homely environment where all children are valued equally.
- ❖ We believe that our centre provides a range of experiences for children and foster this by enabling children to make informed choices as to the activities they choose to fill their leisure time.
- ❖ We aim to involve children in the decision making about their centre and encourage their participation in planning the program and establishing centre rules outlining acceptable behaviour.
- ❖ We take a genuine interest in the welfare and concerns of children and parents who are involved with our centre and we aim at all times to promote a healthy self-image and social responsibility in children.
- ❖ Parents are actively encouraged to participate in the decision making and planning processes which affect their children.
- ❖ Our staff are friendly, caring and interested in the children as individuals and happy to work with and support parents.
- ❖ OSHC staff have the trust and support of the Governing Council and OSHC Sub-Committee in the running of the Centre.

## Policy Statements

It is recommended that you familiarise yourselves with the following policies:

- Behaviour Management Policy
- Enrolment Policy
- Excursion Policy
- Fees Policy
- Medical Conditions Policy
- Parental Interaction and Involvement in the Service Policy

Policies are available in the office for parents to read.

## Hours of Operation

Before School:	7.00am—9.00am
Fee:	\$12.00
After School:	3.10pm—6.30pm
Fee:	\$20.00
Pupil Free Days:	7.00am-6.00am
Fee:	\$55.00
Vacation Care:	7.00am—6.00pm
Fee:	\$55.00

*These are the full fees charged before your Child Care Benefit reduction.*

Customer Reference Numbers  
BSC & ASC—555 009 313S  
Vac Care— 555 009 531K

If you have any concerns or comments, please let staff know. Feedback helps to improve the quality of care for the centre and the school community.



## BRIGHTON PRIMARY OUTSIDE SCHOOL HOURS CARE 2017

Celebrating 26 years of Community Service

*“It is our wish for every child who attends Brighton Primary OSHC will gain self-esteem, self-confidence and fulfilment through all the experiences that they share at our service.”*

**Address: 1 Hight Ave, Brighton SA**  
**Telephone: 8377 2655**  
**Fax: 8296 7180**  
**Mobile: 0488238223**  
**Email: [brightonps.oshc@live.com.au](mailto:brightonps.oshc@live.com.au)**

### **Enrolments**

It is essential that an enrolment form and booking sheet are completed before a child participates in the program. Emergency care is available to those parents/caregivers who through genuine emergency cannot pick up their children from school. An enrolment form must be completed after the child has attended in this circumstance. Brighton OSHC accepts primary school age children from Reception to year 7. 4 – 5 year olds can begin vacation care in January prior to the commencement of their first school term.

### **Bookings**

We offer permanent and casual bookings. There is a limit to the number of children we can cater for, so it is essential that you book early to be ensured a place on your preferred days. Children are not permitted to attend unless parents/guardians have booked prior to the session.

### **Fees**

Accounts are processed weekly and an invoice will be sent to your nominated account on Tuesday's. Payment of accounts can be made by 'QKR' app (preferred), B-Point, cash or cheque. Fees are strictly payable 14 days after invoice is received. Penalties apply for late payment.

### **Child Care Benefit (CCB)/Child Care Rebate (CCR)**

What you pay for a session can depend on your combined family income. Families are required to contact Centrelink to check eligibility for CCB and CCR on [13 61 50](tel:136150). Families must provide Customer Reference Numbers (CRN) to OSHC for benefits to be deducted from fees.

### **Arrival and Departure of Children**

In the mornings please sign your child in on the Daily Attendance Sheet located on the reception desk and notify a staff member of your child's arrival. When children are collected in the afternoon, please initial the Attendance Sheet and clearly mark in the time of collection and notify a staff member of your child's departure. If persons other than those listed on the enrolment form are going to collect your child please notify staff. Should your child need to leave the program (e.g. for sport practice), please notify the centre in writing stating time of practice, duration and arrangements for leaving and returning to OSHC. (a form is available at the sign in/out table)

### **Cancellations**

Cancellations can be made up to 9am on the day of ASC bookings, by 6pm the night before BSC bookings and by a nominated date for vacation care bookings without incurring a fee.

### **Late Collection**

If a child has not been collected by closing time the following procedure will take place:

- Five minutes after closing staff will attempt to contact parents/guardians or emergency contacts.
- If no contact has been made by parent/guardians thirty minutes after closing time, staff will contact Crisis Care on 131611
- Child/ren will be handed over to Crisis Care.
- Parents/guardians will need to contact Crisis Care regarding their location.
- Late fees will apply

### **School Closure Days**

On school closure days the program will operate from 7.00 a.m. –6.00 p.m.

### **Vacation Care**

Vacation Care operates from 7.00a.m. to 6.00 p.m. Parents wishing to enrol their children in Vacation Care should obtain a copy of the relevant program and complete a booking sheet. Required forms are available 3 weeks prior to end of each term. Spaces fill fast, therefore booking early is essential to avoid disappointment.

### **Breakfast and Afternoon Tea**

Breakfast is available during Before School Care and Vacation Care from 7am – 8am. This usually consists of a choice of cereals, oats, toast, muffins, crumpets, yoghurt and fresh fruits. Afternoon Tea is available during After School Care and Vacation Care. This usually consists of fresh fruit and vegetables, dried fruit, cheese, dips, crackers, bread, sandwiches and a variety of other "finger-foods". There is plenty of fresh drinking water available for children throughout the day. We attempt to provide a varied menu that is healthy, nutritious, and of course popular with the children's taste buds!

### **Parents/Guardians can support the centre by:**

- Advising attendance/non-attendance of children
- Collecting children and paying fees on time
- Serving on the committee
- Informing staff of any changes to their child, that may have an effect on their wellbeing
- Contributing ideas, resources and unwanted materials for craft