



Parents' Handbook

OSHC 2024

extraordinary



We welcome
your family to the
Concordia College
**Out of School
Hours Care** (OSHC)
community.

The OSHC provides care for school-aged children from both Concordia College and the wider community.

We aim to provide a nurturing and inclusive environment for all children. We adopt a play-based approach to learning that enables meaningful opportunities for the development of children's autonomy and agency.

We look forward to caring for your family in 2024!

Welcome

Contents

Leadership Team	4
Key Contacts	6
Out of School Hours Care	6
ELC and Primary School	7
Dates for 2024	8
Key Details	8
Opening Times	8
Description	8
Fee & Accounts	9
Daily Routine	12
Meal Times & Nutrition	13
Sun Protection	13
Arrival & Collection	14
Behaviour Management	14
Indigenous Connections	15
Excursions & Incursions	16
Tours & Transitions	16
Policies & Procedures	16
Medication, Illness & Accidents	17
Emergencies	18
Grievance Procedures	18
Exclusion	19
Philosophy	20

Leadership Team



I have been a part of our wonderful OSHC community for six years and a half years as an educator and Assistant Director, and I have enjoyed seeing the OSHC grow and become what it is today!

We are proud of our enthusiastic and committed team of educators who enjoy and take pride in providing a safe, creative, and enjoyable environment for our children and families.

I completed my Bachelor of Education (R-7)/Bachelor of Arts at Flinders University in 2019 and have enjoyed my journey in our Concordia College community.

I am so grateful for the absolute pleasure I have in being our OSHC Director and the time I am able to spend making connections across our College and beyond. Our Concordia Community is such a delight to be amongst and I am honored to help in welcoming you to be a part of it.

Jenny Wei

Head of Out of School Hours Care Services



I have been part of the Concordia College OSHC Team since 2019 both as an Educator, Educational Leader and now as one of our Assistant Directors. I am grateful to work in such a fantastic community of children, families, and staff.

I have a passion for sport, particularly cricket and football and enjoy integrating this into our OSHC.

I aim to build a positive workplace culture, and to always bring smiles to all in our OSHC community.

I look forward to welcoming you to our OSHC community in 2024!

Liam Thompson

Out Of School Hours Care Assistant Director



I have been employed at Concordia OSHC for almost nine years. I look forward to welcoming you to our wonderful OSHC and College community.

I am thrilled to be part of our OSHC Leadership team to support your family throughout the school journey.

I will always be here to lend my support with navigating our booking system, managing accounts and supporting families with Child Care Subsidy.

Simon Quast

Out Of School Hours Care Finance Officer/Educator

Key Contacts

Out of School Hours Care

OSHC Director

Jenny Wei

jwei@concordia.sa.edu.au

Assistant Directors

Liam Thompson

lethompson@concordia.sa.edu.au

Educational Director

Liam Thompson

lethompson@concordia.sa.edu.au

Finance Officer

Simon Quast

squast@concordia.sa.edu.au

OSHC Educators

Lauren Aitken

Jacqui Borgas

Tom Castledine

Grace Collins

Max Downs

Sam Fuss

Jack Holiday

Bailee Holmes

Millie Howard

Maddi Kitschke

Bailey Knowles

Chloe O'Dea

Jodi Quast

Amira Sommariva

Brad Thompson

Tom Voyvodic

ELC and Primary School

Principal

Paul Bannister

pbannister@concordia.sa.edu.au

Primary School Leader

Yoon-Ah Lee

ylee@concordia.sa.edu.au

Risk and Operations Manager ELC to Year 12

Sally Staggs

sstaggs@concordia.sa.edu.au



Dates for 2024

Term 1:

- + Tuesday 30 January (ELC-Year 6, Year 7 and 12 Orientation, new students Year 8-11 (9-11.30am only))
- + Wednesday 31 January (continuing Year 8-11 students commence)

Term 1: concludes Friday 12 April

Term 2: Wednesday 1 May - Friday 28 June

Term 3: Monday 22 July - Friday 27 September

Term 4: Monday 14 October - Thursday 12 December

Vacation Care is offered between term dates

OSHC is closed on Public Holidays

Christmas closure dates: 23 December 2024- 7 January 2025
(OSHC is closed for 2 weeks over Christmas each year)

Key Details

Opening Times

Before School Care: 7.30am-8.30am (8:15am breakfast)

After School Care: 3.15pm-6.00pm

Vacation Care: 7.30am-6.00pm

Description

Concordia OSHC is a non-profit organisation operated in our Wirrkuta Building at our St Johns Junior Campus. We are located adjacent the Junior Primary Playground on the North end of the oval.

Service Approval Number SE-00011796

Fee & Accounts

Cost per Student per session

	Permanent Booking	Casual Booking
Before School Care	\$15	\$17
After School Care	\$30	\$32
Vacation Care	\$80 per day	

Eligible families will receive Child care Subsidy. Concordia OSHC use a Child Care Management System called Fully Booked to manage our bookings/accounts.

This is a completely online system which gives parents the ability to easily manage all Before and After School, and Vacation Care bookings. Fully Booked in turn uses a simple debit system called Ezidebit to take payments.

- + A permanent booking is considered as any booking made 7 days, or more, prior to the required day of booking (ie. An ASC booking required for Tuesday would need to be made by close of business on the preceding Monday).
- + A casual booking, therefore, is considered as any booking made less than 7 days prior to day of the required booking.
- + Cancellations for Before or After School Care bookings should be made by close of business the previous day, to avoid being charged full session fees.

- + Cancellations for Vacation Care bookings should be made by close of business three days prior, to avoid being charged full session fees.
- + Late fee of \$1 per minute for the first 10 minutes and \$5 per minute thereafter will apply after 6pm.
- + Enrolment Fee of \$30 per child upon their enrolment into OSHC. This fee will cover the child for their entire primary school life.

Overdue Accounts

Families with accounts in excess of \$1000 can be refused care.

Accounts

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Absences

Please notify Educators by phone or email if your child is going to be absent from OSHC.

Phone: 8273 0425

Mobile: 0431 820 029

Email: oshc@concordia.sa.edu.au

Child Care Subsidy

Families are able to claim the Child Care subsidy for OSHC fees. The Fully Booked system is linked to Centrelink and will calculate and deduct the subsidy prior to your fees being debited.

humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim

Queries about childcare subsidy can be directed to **OSHC Finance Officer**; Simon Quast, squast@concordia.sa.edu.au

Daily Routine

Before School Care (BSC)

7:30am OSHC Opens

- Indoor/Outdoor Play
- Breakfast
- Indoor/Outdoor Play
- Chat
- Students leave OSHC to go to classroom

8:30am OSHC Closes

After School Care (ASC)

3:15pm OSHC Opens

- Indoor/Outdoor Play
- Chat
- Fruit / Snack Time
- Indoor/Outdoor Play
- Technology

6:00pm OSHC Closes

Vacation Care

7:30am OSHC Opens

- Indoor/Outdoor Play
- Chat
- Fruit Snack
- Indoor/Outdoor Play
- Chat
- Lunch
- Rest
- Indoor/Outdoor Play
- Snack Time
- Group Time
- Indoor/Outdoor Play

6.00pm OSHC Closes

What to bring

- + Backpack
- + Drink bottle (water only)
- + Fruit, lunch and a healthy snack (no nuts)
- + Hat
- + Spare Clothes

During School Holidays children are not required to wear School Uniform.

Everything your child brings to the OSHC must be named.

Meal Times & Nutrition

Mealtimes at OSHC provide a calm, social, positive learning experience for children who are encouraged to develop healthy eating habits. During Vacation Care families are asked to provide fruit, recess and a nutritious lunch. Lunch boxes remain in children's bags so please add an ice pack to lunch boxes if chilling is required.

Drink bottles should contain water and can be refilled as necessary

Please do not send in lollies or any food items containing nuts (e.g. peanut butter, nut spreads like Nutella, nut muesli bars etc.) as we have children with very serious nut allergies.

Sun Protection

Concordia College is a 'Sunsmart' school, and consequently, hats are required to be worn by students who are outdoors from 1 September to 30 April.

Students are expected and encouraged to wear hats when on excursions and partaking in outside activities as well. Educators are also expected to wear a hat whenever outdoors.

Students may leave their hats in the classroom during term time. You are welcome to pack an additional hat for OSHC use.

The use of sunscreen is mandatory, and a sunscreen container is available in OSHC. If your child requires specific sunscreen (e.g. sensitive), please pack this and advise our friendly team to ensure they apply regularly.

Arrival & Collection

Each child will be welcomed into the care of the staff and collected from them to ensure appropriate responsibility is taken for their care and safety.

We are located at 20 Highgate Street, SA 5076.

You can find us in the Wikkurta Building, adjacent the Activity Hall. Our OSHC doors open out to the oval by the larger climbing frame.

It is important that parents/guardians enter and exit through the main doors to the OSHC room.

An adult must record the child's arrival and departure times on the Fully Booked app on the iPad located in front of the OSHC Kitchen.

The Fully Booked app is an important record of your child's attendance for Child Care Subsidy purposes and for emergency evacuation roll calls.

Behaviour Management

At OSHC we aim to provide an environment based on caring and respectful behaviour. We help children to learn the skills to communicate effectively and show respect for each other. Appropriate and respectful ways of behaving are modelled and discussed with the children and agreements are displayed and referred to.

All behaviour is communication. Incidents of inappropriate behaviour are seen as an indicator that a child is experiencing frustration or distress.

We will acknowledge the child's feelings and attempt to assess the reasons for the problem behaviour. This is done in a loving and caring environment that promotes faith, hope, justice and reconciliation.

Educators will employ positive teaching and caring techniques. We acknowledge, encourage and praise caring and responsible behaviour. Effective guidance of children's behaviour occurs in partnership between OSHC and families. Where a child's behavior requires further attention and discussion, parents/guardians will be consulted. We will collaborate with families to ensure behaviour guidance techniques are positive and consistent.

Indigenous Connections

OSHC educators respect all Aboriginal and Torres Strait Islander people and recognise they are the First People of Australia. Educators acknowledge the Kurna people as the traditional custodians of the land on which the OSHC sits. The OSHC educators support children to become more knowledgeable about Aboriginal Australia and embed meaningful and respectful experiences and practices in the Centre.

“Kurna miyurna, Kurna yarta, ngadlu tampinhi” (We recognise Kurna people and their land). The College has an active Reconciliation Committee, of which OSHC staff are representative members and contribute to the College's active Reconciliation Action Plan.

Excursions & Incursions

Excursions and incursions are an integral part of the children's curriculum, offering interest, challenge and discovery within and about the wider community. Excursions and incursions will be planned to provide a range of learning experiences for children. Parents will be informed in advance about when incursions and excursions take place. Parental authorisation will be obtained for excursions on Fullybooked.

Tours & Transitions

Concordia College educators recognise that a child's transition into school is an important time and work to ease that transition so the child can be helped to settle quickly. Educators recognise the importance of both the parents' and children's feelings at this time, and will make themselves available to listen and respond.

The OSHC team work closely and collaboratively with the Early Learning Centre to provide additional OSHC transitions in Term 4 to support students commencing OSHC in the following year.

Policies & Procedures

A copy of the OSHC Policies and Procedures is available for viewing in a folder in the OSHC foyer. College policies are on the Concordia College App.

Photography

The use of photographs is integral to making children's learning visible. Educators are aware of the need for privacy and sensitivity when using children's images. Parents will be asked to state on their Fully Booked account if they do not wish their child's image to be used in College materials.

Medication, Illness & Accidents

All OSHC educators have current first aid qualifications plus relevant training in asthma and anaphylaxis emergency. OSHC educators undertake to administer medication only within strict guidelines. Medication must come to the OSHC in its original container with the child's name, dosage and **expiry date clearly visible** on a pharmacy label. Families will be asked to fill out and sign an authorisation form, giving details of the medication and dosage required. Educators will not administer. Families of children with diagnosed asthma or serious allergies must present an Action Plan from their doctor and medication must be kept at the OSHC. **A child cannot attend the OSHC without their prescribed medication.**

OSHC educators are trained in first aid and will tend to any minor accidents as they occur. An Incident Report is kept recording any first aid administered. The Incident Report is signed by staff and parents. Families will be notified if their child has received first aid. All reasonable precautions will be taken to prevent accidents and to protect children's safety. Parents will be notified by telephone of any head injury or any injury requiring medical treatment. An ambulance will be called in the event of an emergency. Educators will keep records of any illness, accidents and medication administered.

Emergencies

Appropriate resources, procedures and routines are in place to deal with emergencies. Evacuation/ Lockdown drills are held every term.

Appropriate fire precautions are in place to reduce the risk of fire.

Grievance Procedures

Our OSHC fosters positive relations between all parents/guardians and educators. Every parent has the right to a positive and sympathetic response to their concerns. Solutions are sought to resolve all disputes, issues or concerns in a fair, prompt, positive and confidential manner.

Families are encouraged to discuss concerns with the staff member most directly involved. If concerns remain, parents are always welcome to provide feedback or seek assistance from the Director. If grievances are unresolved parents are invited to contact the Principal. The Concordia College Grievance Policy is available via the school website/ Governance (concordia.sa.edu.au).

Exclusion

The OSHC reserves the right to exclude enrolled children in specific circumstances, which include risk to the child, other children and/or staff. Exclusion from the OSHC would only occur after all other avenues of communication and support have been exhausted.

Short term exclusion may occur when:

- + a child is unwell on arrival
- + symptoms suggest the child may be contagious
- + the child becomes unwell at the OSHC
- + in date medication has not been provided for a diagnosed health need.

Philosophy

We believe children’s well-being and development is supported best when they feel safe and secure.

Rationale – It is only when children feel safe that they will take risks to explore their physical environment. Children need to feel emotionally secure and valued. We will endeavour to

- + Provide a physical environment that is safe and encourages investigation
- + Provide a happy, engaging atmosphere
- + Interact with children in a warm and friendly manner
- + Be consistent and fair in our expectations of children’s behaviour and guide children in a positive way
- + Ensure consistent and fair consequences to inappropriate behaviour
- + Provide a predictable routine displayed on the pin board
- + Continue our own Professional Development to ensure we understand best practice in this area.

We believe children’s social and emotional development is critical to their future learning and well-being.

Rationale – ‘Current research shows that our children’s success in life will depend less on their “traditional” IQ and more on their emotional intelligence – their ability to form successful relationships, be more understanding of others and form a positive outlook on life. They will need the “Four Rs”, the values of respect, responsibility, risk-

taking and relationships. These values underpin every student's capacity to thrive at school' (Dr John Irvine & John Stewart). We will endeavour to:

- + Help children learn to interact effectively
- + Help children learn to balance their own rights, needs and feelings with those of others
- + Celebrate children's achievements
- + Model good behaviour, respect and manners as staff members

We believe young children learn best through play and should be given autonomy in their environment.

Rationale- We believe that play is a child's work and that all learning is experiential. Children learn by doing. We aim to provide a creative and stimulating environment in which children can interact with materials and each other. Children are free to wonder, explore, create, and make mistakes, question and repeat experiences from which they can make their own conclusions. We will endeavour to

- + Provide a balance of child initiated and adult initiated activities
- + Provide materials that can be used in flexible and imaginative ways
- + Provide opportunities for children to make choices and decisions
- + Provide opportunities for children to work collaboratively with others
- + Provide opportunities for autonomy, small group and whole group interactions

- + Encourage risk-taking as a part of learning
- + Plan experiences and activities to enhance children's physical and creative development

We believe children learn best when there is a positive and supportive relationship between staff and parents.

Rationale – Building relationships with families is in the best interests of all children and is an integral part of a quality curriculum. Communication and partnerships with families create a strong sense of belonging and connectedness. We will endeavour to

- + Recognize and value the prior knowledge and experiences the children bring from home to the Out of School Hours Care environment
- + Encourage parents to share information about their child
- + Be available for informal chats whenever possible
- + Display children's work to keep parents informed
- + Write information on the white board which is located in the playground about the program

We support the School's faith based ethos, Christian values and motto of 'Sharing Jesus love, learning as we grow'.

Rationale – We believe children should know that they are created with special gifts and talents to develop, enjoy and use. Children should be able to hear God's Word, know of His love and appreciate all that He gives us.

We will provide children with the opportunity to

- + Enjoy trusting relationships
- + Experience a sense of belonging within a caring Christian community
- + Question and be given appropriate, sensitive responses
- + Experience love, forgiveness and faithfulness



extraordinary