

*'Home away from Home'*



# Family Welcome Pack

# Opening hours

Before School Care: 6:45am - 9:00am

After School Care: 3:00pm-6:15pm

Vacation Care: 6:45am-6:15pm

Pupil Free Days: 6.45am-6:15pm

## Fees

Before School Care	Permanent	\$12.00
Before School Care	Casual	\$14.00
After School Care	Permanent	\$18.00
After School Care	Casual	\$22.00

### Vacation Care & Pupil Free Days

Daily fee \$45.00

Plus any extra cost as indicated on the VC program

Annual family enrolment form \$20.00

Late fee (after 6.00pm) \$25.00

(Per family per 15 minutes)

Payments can be made via eftpos, credit card, and direct transfer

# Contact Details

Kristy Ryan	Coordinator
TBA	Assistant Coordinator
Bubbles Toft	Educational Leader
OSHC office (J block)	3430 9145
Email	<a href="mailto:oshc.samford@gmail.com">oshc.samford@gmail.com</a>

Any concerns please see the coordinator directly.

# Notifying of Absence

If you wish to cancel BSC, ASC or VAC, 2 full business days must elapse between the day of cancellation and the day of your original booking. Preferred methods of notifications are via email -

[oshc.samford@gmail.com](mailto:oshc.samford@gmail.com)

<b>To Cancel for:</b>	<b>Phone by COB - 2 Full Business Days</b>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

# Philosophy

## Respect

We believe that each child, family and educator is given the time and space to express their thoughts and feelings. The strengths of each child, family and educator are valued and their knowledge is recognised. We build respectful, authentic ways to educate and mentor each other. We are able to acknowledge the benefits of nature play in which we can learn and take measured risks from the natural environment. Through increased awareness and connection to country, we are able to implement practices that contribute to a sustainable future.

## Relationships

Through respectful, collaborative relationships and providing a warm welcoming environment, we strengthen families, children and educators wellbeing. We maintain a symbiotic relationship with communities and the school, appreciate, and acknowledge individual beliefs and traditions. Our relationship with the natural environment provides us the ability to engage our imagination and senses. By extending our children's real world knowledge, we provide a foundation for successful lifelong learning.

## Reconciliation

We thank Mother Earth for looking after us; we will care for you and be kind to you; we will respect you and listen to you; we will learn from you and each other; we will care for one another and ourselves; we will respect the people who are on this land past, present and future.

Our connection to this country that we play, learn and grow upon is recognised and respected. We understand and believe that our children's cultural identity is developing. Our journey through nature helps us to connect to our nation's history, to develop a deep level of understanding on how we can care for Mother Earth and how we can be better people for it.

# What to expect..

Upon arrival at Samford OSHC of a morning your child/ren will have the opportunity to have breakfast. Breakfast is served up until 8am and consists of cereal, toast and spreads, yoghurt, fruit, smoothies and occasionally hot chocolates in the cooler months.

We reset all areas at 8.25am in preparation for signing out children at 8.30am. Year 2-6 children will gather outside of J block and be signed out by the responsible person on for that session; they will then make their own way to school for here. Year 1's and preps will make their way to I block where the year 1 children will gather on the carpet side and the preps will gather on the vinyl side in preparation for signing out. Educators will escort both the year 1's and preps to their classroom and ensure they enter their classroom and unpack their bags.

Afternoon session starts from 3 pm and all children will have the opportunity to have a snack. Afternoon tea consists of fruit and or vegetables, sandwiches with a selection of fillings from egg, ham, jam, vegemite, vegemite and cheese, tomato and cheese or chicken and a fresh baked good or savoury snack.

We have progressive afternoon tea where children from all years arrive at oshc from school can choose to wash their hands and serve themselves afternoon tea. After they have finished eating they will transition off to designated environments e.g. I block, oval, playground, garden, nature space, J block, hard courts, library, undercover.

Our educators will pick up year 1's and preps from their classroom and escort them back to oshc where they will have the opportunity to choose an open play space or afternoon tea. An educator will stand at the end of the table offering any child assistance where required and will encourage children to eat something. After they have finished eating they will transition off to designated environments e.g. I block, oval, playground, garden, nature space, J block, hard courts, library, undercover.

All children are able to move between areas, we ask that all children let the educator in that space know of their departure so the educator can radio them to the next area.

# Some more helpful facts...

We have lost property basket located in J block to the left of the main door any property that we may find in our environment will be placed in this basket. Before term ends we will take all lost property up to the school's lost property collection point near the first aid room.

The vacation care program will be issued out approximately 3 weeks before end of term for enrolled families via survey monkey and will be issued to the whole school through the Iron Bark Press 2 weeks before end of school.

Casual bookings can be made on our My Family Lounge app for enrolled families, this can be found on the school website on the OSHC page (under facilities tab). Once you have registered for this you can download the app for your phone and it will show you when we have vacancies for before and after school care, unfortunately this app cannot be used to book casual vacation care bookings this must be made directly with the oshc.

We are currently a kiwi fruit and nut free zone as we have children whom have severe allergies attend oshc. If your child has any dietary requirements we will attempt to meet their needs.

Our digital sign in/out process is located in J block, when you first use this system it will ask you to type in your phone number and then ask you to input the number code of '0000' from here you will be able to create your own 4 digit pin which you will use from here on. If you do by chance forget your pin we can easily reset this. We do however ask of you that you only use your own phone number as we need to know who is signing out your child/ren. If you have other people picking up your children you will need to ensure that they are on your pick up list beforehand.

# Samford OSHC anti bullying statement

You need to remember:

- To be kind to others
- You have the right to feel safe
- Not to do things to others unless you like them done to you
- That you don't have the right to push people around

If you are being bullied you need to:

- Tell someone
- Tell a teacher
- Stand up and be strong and be strong for others if they cannot
- Walk away and ignore them if you can

When you tell OSHC you will be:

- Listened to
- Acknowledged and
- Treated with respect

*This statement was created by the children at OSHC and facilitated by Kristy Ryan*

# Parent Conduct

Parents/guardians will be expected to communicate appropriately with all educators whilst dropping off or collecting their children, or other children as permitted to and from the service.

Appropriate communication shall include, but not be limited to:

- Appropriate Language; and
- Calm and considerate tone.

Parents/guardians will not be permitted to verbally discipline or in any other way discipline, the children of other families. Should a parent have an issue or concern regarding the conduct of another child, family or employee, they shall follow appropriate grievance procedures.

Parents/guardians who consistently breach the conduct expected of them whilst engaging with our service may be exposed to appropriate consequences which may result in the suspension of their family's enrolment with the service.

The Police may be notified if Parent conduct within the service is threatening or violent.

**MEDICATION AUTHORITY – to be completed by the parent/guardian**

Childs Name: ..... Date of birth: .....

Name of medication: ..... Expiry date: .....

Reason for medication: .....

Medication storage instructions (e.g. to be refrigerated): .....

Please indicate how long this medication needs to be administered:

- Today only – todays date: .....
- 2 or more consecutive attendance days (e.g. antibiotics) - Start date: ..... Finish date: .....
- Ongoing, regular medication (e.g. Ventolin) - Start date: .....

**DETAILS OF ADMINISTRATION**

Staff will only be able to administer medication if it is received in the original packaging, with a chemist label attached stating the child’s name and dosage. All medication is administered under adult supervision.

My child can self-administer his/her own medication? YES NO

Medication to be administered: Dosage: ..... Time: .....

**Circumstances of administration:**

Please circle: Before food / with food / after food

Prescribing Doctor’s Name: ..... Phone no: .....

Letter from doctor/medical management plan provided? NO YES

Parent/guardian name: ..... Phone no: .....

Signature: ..... Date: .....

Educator receiving medication: .....

Signature: ..... Date: .....

Nominated Supervisor Signature: .....

**MEDICATION ADMINISTERING**



## SAMFORD STATE SCHOOL OSHC ACTIVITIES ESCORT FORM

I give permission for my child \_\_\_\_\_ to leave the care of Samford State School OSHC in order to participate in extra-curricular activities at the school during these times:

Day	Period/Dates of Activity		Activity child will be participating in	Time frame	
	Start date	Finish date		Start	Finish
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

### **FOR THE SAFETY OF OUR CHILDREN ALL CHILDREN MUST BE SIGNED INTO OSHC BEFORE ATTENDING ANY AFTERNOON ACTIVITIES**

- Tennis:** The tennis coach will sign your child out from OSHC. Escort your child to their lesson. When their lesson is finished the tennis coach will escort your child back to OSHC and sign your child back into our service.  
**SEEP:** An OSHC staff member will sign out your child from OSHC. Your child will be escorted to the activity by a OSHC staff member. The tutor/coach will escort your child back to OSHC and sign your child back into our service.  
**Swimming:** An OSHC staff member will sign out your child from OSHC. Your child will be escorted to the swimming pool by an OSHC staff member. After the lesson an OSHC staff member will escort your child back to OSHC and sign your child back into our service.
- I have reminded my child that they will be escorted to the activity by a OSHC staff member/coach from OSHC and that they are to follow any directions given to them whilst en route to and from the activity.
- I understand whilst away from the service participating in this activity, my child will not be under the care of Samford State School OSHC.
- I understand that responsibility for my child will once again be that of the service once my child is collected from the activity and returns to the service.
- I understand that I will still be charged for the time that my child is away from the service participating in extra-curricular activities.

# Children's expectations

## Our Expectations

- Enjoy your time at OSHC and speak freely but respectfully to us, be a good listener
- Follow instructions given to you
- Be honest
- Play fair - take turns, invite others to join in, and follow the rules
- Keep your hands and feet to yourself.
- Respect each other, respect the Educators and respect our equipment.
- Be considerate to others and be grateful to all who help you to have fun at OSHC.
- Remember you are responsible for your own actions.
- Use appropriate language **at all times. Swearing is not acceptable.**
- Once you have finished playing with an "experience", remember to tidy up before you leave.

# Behaviour Guidance

## Visual Step System

- Step 1 - Verbal reminder / warning
- Step 2 - Verbal reminder / official warning to the child
- Step 3 - Reflection time away from the other children
- Step 4 - An Incident Form will be completed to be discussed with the child's parents
- Step 5 - Collection by parent / caregiver
- Step 6 - Temporary suspension from OSHC
- Termination of OSHC enrolment

# ALL ABOUT ME

## JUST THE FACTS

I AM \_\_\_\_ YEARS OLD AND I AM IN \_\_\_\_\_ GRADE.

MY TEACHER'S NAME IS

\_\_\_\_\_

THE MEMBERS OF MY FAMILY ARE

\_\_\_\_\_

MY FRIENDS ARE

\_\_\_\_\_

## A FEW OF MY FAVOURITES.

SUBJECT \_\_\_\_\_

FOOD \_\_\_\_\_

SPORT \_\_\_\_\_

SONG \_\_\_\_\_

MOVIE \_\_\_\_\_

BOOK \_\_\_\_\_

## MY MINI BIOGRAPHY

WRITE A LITTLE SOMETHING ABOUT YOURSELF

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