

'Home away from Home'



Family Welcome Pack

Opening hours

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

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

Vacation Care: 7:00am-6:00pm

Pupil Free Days: 7:00am-6:00pm

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
Jo Wilson	Assistant Coordinator
Travis Sercombe	Educational Leader
OSHC office (J block)	3430 9145
Email	<u>oshc.samford@gmail.com</u>

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.

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

PHILOSOPHY

We believe that each child has the right to be an active member of their community, to express their opinions and have their views considered in any decision that may affect them. We adopt a culture of learning and reflective practice which enables us to support, inform and enrich our decision-making about each child's wellbeing and development. We act in the best interest of the child and respect their right to play, learn and develop in a safe and nurturing environment.

We believe that families are the child's primary nurturers and that respectful, collaborative relationships strengthen the capacity and efforts of families and OSHC to support their children and promote each child's health and wellbeing. The intrinsic worth of all children and their families, their strengths and their right to equitable access and participation in the community is clearly visible in all aspects of our delivery.

We believe that by working in partnership with communities and other agencies, we will continually strive to find equitable and effective ways to ensure that all children have the opportunities to experience a sense of personal worth and achieve outcomes to promote a foundation for successful lifelong learning. Our positive relationship with the school allows us to uphold our holistic approach to education and care whilst supporting a progressive mindset within our community.

We believe that our children's individual and cultural identity must be recognised and respected. We value Australia's Aboriginal and Torres Strait Islander cultures as a core part of our nation's history, present and future.

We believe the outdoor environment emphasises child-led learning and that it builds confidence, self-esteem, independence, individual and collaborative thinking. It creates a meaningful connection between the child and the wild, inspiring curiosity and a sense of care for the animals and plants within it. We believe wild nature play will allow them to build relations in authentic ways through self-directed encounters with people and provide a unique opportunity for children to take measured risks and learn from that risk taking so they are able to move around the environment as confident and successful risk assessors.

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
- Keep your hands and feet to yourself.
- Respect each other, respect the Educators and respect our equipment.
- be considerate to others.
- Remember you are responsible for your own actions.
- Use appropriate language at all times.
- 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
