

St. Bernard's Out of School Hours Care Incorporated

40 Patterson street East Coburg 3058

OSHC Co-Directors: Mrs. Carmel Carpinteri and Ms. Nadia Sanfilippo

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Family Information Brochure



Our Philosophy

St. Bernard's Out of School Hours Care Service is a child-focused service where educators facilitate the children's social development through positive encouragement, guidance and understanding. We incorporate a 'home away from home' childcare environment that is reflected in our home style venue.

Our Educators are guided by the National Quality Framework for Australian children in School Aged Care, and by the "My Time, our Place" philosophy of allowing children the maximum of freedom to pursue their own interests in a fun recreational setting.

Our service encourages children to develop to their full potential intellectually, physically, emotionally and socially. We recognise the importance of play in middle childhood, and view free play as paramount in a child's learning and social development. Although educators provide children with structured indoor and outdoor activities and games, they ensure that children are provided with the flexibility and freedom to pursue their own interests by encouraging spontaneous and imaginative play based activities as well.

At St. Bernard's OSHC we encourage secure, respectful and friendly relationships between children, parents, families and educators. We recognise that diversity contributes to the richness of our society and enhances the children's maturity and development. We value and encourage strong, respectful connections with our families to foster positive growth in our daily interactions with parents and children in our care.

Our OSHC educators are committed to ongoing daily reflective practices, and collaborate with the children, families, and each other. Educators see social development as the main pedagogical goal of childcare environments, and understand their role as facilitating social and emotional wellbeing, as well as fun and enjoyment. All children are included at St. Bernard's Out of School Hour Care Service. Educators actively work to ensure that nobody feels bored or left out. Each child's learning and interests are planned for, documented and evaluated. Children are comfortable in approaching educators with their ideas and requests. They know they will be listened to, and treated fairly.

Every possible precaution is taken to ensure children are safe while attending our service. An abundance of healthy food is provided, and educators are vigilant in hygiene practices and in making sure children are well-fed, and playing safely under responsible supervision.

Our collaborative approach to planning allows for meaningful play and leisure opportunities which nurture the following outcomes by which we are guided in practice:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators



Management of the Service

St. Bernard's OSHC is an incorporated not for profit organisation. Our service is self-managed and financially independent from the primary school. The service is managed by an annually elected volunteer Management Committee that is comprised of parents who use the service. These parents work in collaboration with our OSHC Directors, Mrs. Carmel Carpinteri and Ms. Nadia Sanfilippo to ensure that a high standard of care is provided and maintained in accordance with the guidelines set out by the Education and Care Services National Regulations and law.

Venue

The St. Bernard's Out of School Hours Care Program (OSHC) is located in the white house next to the main school building and is situated on the corner of Walsh and Patterson streets. After the school day, the children can safely access the program through the back entrance without the need to leave the school grounds.

Enrolment

All children attending the Out of School Hours Care (OSHC) Service must be enrolled at the service. The annual enrolment allows families to use the three components of our Service; After School Care, Before School Care and Vacation Care.

Upon receipt of enrolment, families automatically become members of the St. Bernard's OSHC association in accordance with the requirements set out in the St. Bernard's OSHC Constitution 2013 and the Associations Incorporation Reform Act 2012.

Enrolment forms are available at the school office, collected from our OSHC venue or via email request.

Bookings

Bookings are either on a permanent (re-occurring same weekly or fortnightly days) OR on a casual basis (use the service when the need arises) All bookings must be made by an authorised guardian. Bookings can be made by notifying the school office, directly calling the OSHC venue or via email request.

Fees (Per child per session)

Before School Care \$23.00 (7am-9am)

After School Care \$32.00 (end of school to 6.00pm)

Early Finish Day \$55.00 (1-6pm)

Pupil Free Day \$75.00 (7am-6pm)

Vacation Care \$75.00 (8am-6pm)

Vacation Care Walk-in \$85.00 (8am-6pm) (When no advance booking is held, availability is limited, positions not always available)

PLEASE NOTE FEES ARE SUBJECT TO CHANGE DUE TO YEARLY BUDGET REVIEWS.

Childcare Subsidy CCS

St. Bernard's OSHC is approved to administer the Child Care Subsidy to eligible families.

The Child Care subsidy is available to families who are working, studying or training and is determined by your fortnightly hours of activity, combined family income and the type of childcare service you use. Please ensure you complete your assessment in your Centrelink account via the MYGOV website before your child commences OSHC.

Please contact the FAO on 13 6150 m-f 8:00am to 8:00pm for further information regarding your eligibility.

Parent involvement

We encourage all our parents and guardians to participate in our program, whether it's by rewarding us with their valuable knowledge, experience, artistic talents or just by attending our OSHC meetings and helping us make decisions to further enhance our program.

Illness / Medical conditions

When a child becomes ill during their attendance, the Director/Coordinator on duty will notify the parents immediately so that the child may be collected without delay. Parents of children who have a medical condition MUST provide our service with a medical action plan to ensure that appropriate action is taken in the event a child is unwell.

Sun Smart Policy



Children attending the Program will be required to wear a hat and apply sunscreen during outdoor play activities from September to the end of April and whenever the UV level is 3 and above. Please supply an appropriate hat for your child to wear during their attendance; bucket, legionnaire or broad-brimmed style to protect the face, neck and ears. This is in accordance with the recommendations of the Cancer Council Victoria. Our program will provide sunscreen, however, if you prefer, you may supply your own.

Daily Indoor/Outdoor Activities:

Our qualified educators follow the guidelines of the National Quality Framework and ensure that program planning not only reflects the children's preferences but also encourages natural learning, enjoyment and wellbeing.

Daily, the children are presented with the opportunity to participate in creative activities that have been prepared by our qualified educators. However, children are encouraged and may choose to participate in free spontaneous games and activities of their choice, such as dramatic play, art and craft, music and dance, board games, outdoor physical activities, quiet play, building and construction activities and much more. Our aim is to foster children's wellbeing by encouraging free play, independence, autonomy and spontaneous creativity in an inviting and safe environment.

We understand and acknowledge that OSHC is the children's recreational time therefore learning and education is encouraged naturally during children's play. Skills and learning acquired through play promote the development of fine and gross motor skills, physical wellbeing, creativity, friendship building and social awareness.

Children who are tired (particularly foundation children) are given the opportunity to rest, either through quiet play or voluntary sleep. Children are provided with quiet time to participate in homework studies if they wish.

Code of Conduct

The conduct of children is expected to be consistent with that expected of them during the school day. Similarly, the disciplinary procedures are consistent with school policy. That is, a warning is given to a child to stop unacceptable behaviour, followed by 'time to reflect'. Staff will inform parents or guardians when issues arise.

Food Allergies

St. Bernard's OSHC has a number of children in attendance who have food allergies. We have strict precautionary procedures to ensure that the children concerned are not exposed to the allergens. Therefore, no food is to be consumed by the children in attendance **other** than the food provided by our Service.

Breakfast and Snacks

Before School Care

In the morning breakfast is served until 8.20am.

Children have a choice of cereal, toast, fruit, muffins or crumpets with a drink of fresh fruit juice or milk.

Please feel free to notify our service if your child has any special dietary requirements.

After School/Vacation Care

The afternoon and Vacation Care program provides a healthy afternoon snack, which is served between 3.30pm and 4.00pm.

The menu consists of a mixture of fresh fruits in season, vegetable sticks, dry crackers, cheese, dips, olives, green salads, wholemeal bread, a variety of spreads and dried fruits. Fresh filtered water on tap is available throughout the afternoon. The menu is changed weekly to ensure nutritional variety.



Drop off/ Pick-Up

Before School Care service:

The Before School Program operates from 7.00am to 9.00am. All children attending the program must be dropped off and signed in by a parent or guardian at all times. A parent must accompany children on arrival; under no circumstances are children to access the program on their own.

After School Care Service:

After School Care operates from the end of the school day to 6:00pm. Late pick-ups will incur a late fee.

All children must be picked up by parents or guardians. Emergency collectors nominated on the enrolment form may collect the child provided he or she is over the age of eighteen.

Vacation Care Service:

Vacation Care operates during Victorian school holidays from 8:00am to 6:00pm. Late pick-ups will incur a late fee. All children must be picked up by parents or guardians. Emergency collectors nominated on the enrolment form may collect the child provided he or she is over the age of eighteen.

Acknowledgement of Country

St. Bernards Out Of School Hours Care community respectfully acknowledge the Wurundjeri people as the Traditional custodians of this beautiful land we gather on, live and learn upon.

We pay our deepest respects to the Elders, both past and present of the Kulin Nation and extend that respect to the other indigenous Australians present for they hold the memories, traditions and culture of their people across the nation.

