

Welcome to St Francis OSHC Tannum Sands

Dear Outside School Hours Care Families.

We are so excited to welcome you to St Francis Outside School Hours Care Service, located at the St Francis Catholic Primary School campus.

The service aims to provide leisure based, social learning experiences for children in Outside School Hours Care through the dedication of our qualified educators so that we can support each child's spiritual, physical, social, intellectual and emotional abilities.

We would like to share some information regarding the commencement of the year:

- Our prep children will be meet by an educator at their classroom and then will walk together to the OSHC area.
- *Contacting the OSHC service is vital if your child if away sick, gone home from school during the day, or is attending the OSHC on a day they usually do not attend. Fees and Booking procedures are outlined in the **Family Handbook** please read this information.*
- Our OSHC service operates under the Regulatory Authority-*The Department of Education and Care* and therefore we abide by the *National Education and Care Services Act and Law*. Please take the time to visit the Framework document for OSHC website - *My Time Our Place*:
<https://www.education.gov.au/my-time-our-place>

▪ Enrolment Information

- **Enrolment is easy! You can find the enrolment forms on the St Francis School website, under the OSHC tab.**
- **Please have the following documents ready to upload, child's birth certificate & immunisation record.**
- **Bank details to complete the direct debit process. You can choose a debit or credit account and payment frequency can be weekly, fortnightly, or monthly.**
- **Any health care information to accompany the child's enrolment. e.g., action plan, health plan.**

When your completed form is received, it will be processed, along with any regular bookings you have chosen. A link will be sent to you with information about the Xplor app used for signing in and out, bookings, notifications, finance and more. OSHC will submit the request for your child to be linked to the Child Care Subsidy System. You will receive notification on Xplor to log into *myGov* to confirm your enrolment.

▪ OSHC Fees – 2023 – per child per session

| |
|--|
| Before School Care: \$20.00 |
| After School Care: \$26.00 |
| Vacation Care: \$57.00 |
| Late Fee \$17 for every 15 mins or part thereof per family |

▪ Hours of Operation

| | | |
|---------------|--------|--------|
| Before School | 6.00am | 8.25am |
| After school | 2:45pm | 6:00pm |
| Vacation Care | 6.00am | 6.00pm |

■ Programming

Our OSHC is committed to providing a quality program where every child's physical, emotional, spiritual, and social needs are met in a safe, caring, and supportive environment.

Meaningful play and leisure:
a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects, ideas and the environment.

Our Service delivers a Program, which aligns with the Australian Government's National Quality Framework "My Time Our Place". The Framework aims to maximise learning outcomes for children who participate in OSHC programs and offers guidance to educators on specific areas to support children in their learning and development

■ OSHC Staff

We would also like to introduce you to our team:

| | |
|-------------------------------|-----------------------------------|
| Nominated Supervisor | Meredith Grove (acting Principal) |
| OSHC Coordinator | Gail Whiting |
| OSHC Educator | Bonnie Young |
| OSHC Educator | Chris Wright |
| OSHC Educator | Keryn Hardwick |
| OSHC Educator | Bec Penhaligon |
| OSHC Educator (vacation care) | Taylor Duncan |
| OSHC Educator (vacation care) | Lisa Bazuin |
| OSHC Educator (vacation care) | Aurora McBride |

■ 2023 Calendar

Please find below the important dates in the OSHC calendar.

Pupil Free Days

Yet to be released for 2023 stay tuned 😊

Public Holidays

26/01/2023 7/04/2023 10/04/2023 25/04/2023 1/05/2023 2/10/2023

▪ Nutrition

Our service endeavours to provide a variety of nutritious food for breakfast and afternoon tea. Menus are on display on the parent notice board at entry to service. We provide:

- plenty fresh fruit and vegetables in season, tinned and dried fruit
- breads, cereals (weetbix, rice pops, cornflakes etc) rice cakes and crackers
- milk, yoghurt, cheese, boiled eggs.

The children have input into the menus each term. We also supply gluten-free options and dairy-free options if required.

Fresh water is always available at the service. The service follows the 'swish and swallow' method of rinsing after eating.

▪ Orientation

The orientation may include information about the following: participation of families in the service's program, sign in/out procedures, fee payment options, location of the parent area, location of relevant documents, introduction of educators, and the family code of conduct and parent concern procedures. As the typically OSHC families start at various times throughout the year please make a time with the coordinator to assist you with your family's orientation to our OSHC service.

Please do not hesitate to contact me if you have any further questions

- via email sfts_oshc@rok.catholic.edu.au
- Mobile Phone Number 0400 701 721

Kind regards

Gail Whiting