

Vacation Care

Mon-Fri 7:00am-6:30pm
During public school holidays

Pupil Free/Closure Days

When scheduled by Hahndorf Primary School. Minimum numbers are required to open during these times, so prior booking is needed.

enrolment pack, school website or displayed on the notice board per session at the beginning of every school year. and the first and last weeks of the year

of invoicing. Invoices will be emailed, left at OSHC for made at the School via cheque or cash, or online. Credit Card Officer at Hahndorf Primary School on 8388 7058.

22 Account 1023 2315 (include your family name with the transfer)

organise alternative arrangements or a payment plan. Overdue

week three of the following term. Please note that Vacation Care amounts are paid.

by income, Centrelink will issue a rebate percentage, which you r. Should you opt for weekly claims, your rebate is calculated in required to pay the gap weekly, or via prior arrangement.

th yourself and your child/ren, as well as dates of birth, in Finance Office on 13 61 50 to check, or apply, for a CRN.

Council (HPSGC). The OSHC Advisory Committee is a branch of the as parents of children attending OSHC from Hahndorf Primary responsible for the determination and implementation of policies concerning parents, staff and children. All parents are welcome with communication via email if needed.

The Director is your first point of contact, should any issues arise am, matters affecting your child/ren or accounts. Should issues l.

ember to 15 students and one to 10 students should pre-school one staff member for every eight children and one staff member

employment at the Service, and all staff possess a keen interest in

ions to any issues arising at The Hive. Full details of our Grievance folder. Parents are always welcome to access this folder. There

e abide by this.



8:00am.

e refer to the Vacation Care Daily Planner if special foods are please ensure it is packed in their lunch box. Please see the ns, staff will not provide boiling water for soup or noodles, or k or supply us with alternative foods if required should their child

Hahndorf Prima

“Welcome t



Fan

Hand

The Hahndorf Primary School OSHC and Vacation

We hope it is an enjoyable

Known as 'The Hive', our Centre is a-buzz with activities desig development:

☺ Physical ☺ Emotional ☺ Social & Cultural ☺ Co

PHILOSOPHY

Hahndorf Primary Out Of School Hours Care aims to provide a happ and grow according to their needs, interests and abilities. We v provide fun and constructive play situations to encourage p

Through the program we aim to provide children of differing ages confidence. We provide appropriate supervision and guidance children to foster respect for people and property

If you have any ideas or suggestions,

ACCESS TO THE SERVICE

Our Service caters for children from the term that they turn five (5) y Priority of Access Guidelines are;

1. Children at risk, under guardianship or ward of the state;
2. Child/ren of single parent/s satisfying the work/training/study
3. and then all other children are offered access to this service

Please see the Director should your child have special needs of any access to various support agencies which may be of assistance.

MEDICATION

Must be provided in original container, correctly labelled with auth requirements with Director. All medications must be administered/o Contagious diseases require students to be excluded from the prog Parents will be contacted to remove ill children.

POLICIES & PROCEDURES and Quality Improvement Plan (QIP)

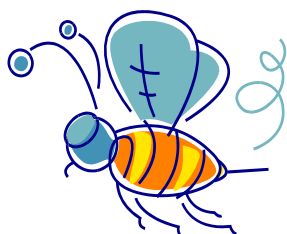
Our QIP, Policies & Procedures folder is available for you to view in t the OSHC Advisory Committee, stakeholders and HPS Governin



Hahndorf Primary School OS
12 Church Street Hahndorf
Email: oshc.hps832@

we believe to be vital to the health and well-being of all who en-
environment where we feel physically and emotionally safe, and
we will act, while we spend time at The Hive. They are the 'Hum of

s, staff and parents. It is expected that all people involved with
not agree with The Hum, you will be required to discuss any issues



ment, with respect

ties and skills when

ultation with children

feelings and emotions)

f teams and each other

regarding Centre issues. Communicate changes, policies

environment with respect

OSHC staff about issues

n using the OSHC service

everyone's experience can be at The Hive. Both our Code
and Procedures, available at the Centre.

**Restorative Practices framework. This means we aim to find
encouraging children to take responsibility for their ac-
hand, and support students to participate in this process.**

**, the Director may speak to parents to discuss anything
ise a Behavioural Contract.**

be excluded from care, should they exhibit violent or threat-
ea) without supervision or permission, or consistently refuse
and welfare of students and staff using our service.

WA) & ATTENDANCE PROCEDURES

ool and on the School website

oklet

ibility. Casual bookings must be arranged as soon

llection Authority (**adult over 18 years old**) Late fees apply if your

be collecting your child, this adult will be required to present

any bookings

companied by OSHC staff, at 8:30am

chool, need to clarify After School Care arrangements with the

five (5) full working OSHC days notice. Otherwise, full fees and
e 2nd to last week of school term in Vac Care once bookings
Centre, email or completing a Changes to Booking Form.

are using the secure online journal Seesaw App to document and
ng stories. As a parent you will only be able to access journal
vacy policy and committed to never sharing personal journal
pt must be signed by the parent prior to your child's inclusion.



VACATIO Important things yo

Vac Care Hours: 7.00am to 6.30pm - **breakfast is included b**

Contact Number: Ph 8388 7420 Email: oshc.hps832@school

Fees: (As per our Fee Schedule insert) **Pre-school aged children a**

Director. Please speak with the Director if you have any questions.

Bookings & Cancellations: Bookings can be made by filling in a booki
and Daily Planner (with an outline of each day's plans and children's s
us to roster, staff and order resources adequately we ask that booking
an "Early Bird" discount. Some days may be capped, so book early to
once accepted, can be made only until the end of the 2nd to last we
be recorded as an allowable absence and fees will apply.

EXTREME WEATHER & CATASTROPHIC DAYS: During the hot weath
be Catastrophic conditions, our Centre will be closed. All excursions w
we ask that you write down your best possible emergency contact nu

PROGRAMMING: Our OSHC is centered around the children, theref
needs and interests, staffing, weather conditions and funding restrictio

BEHAVIOUR AT VACATION CARE:

We follow the OSHC Code of Conduct and Hum of the Hive, which is
excluded from Vac Care and not be able to return until school mana
leave the grounds or excursion area or constantly refuse to follow staff
dents and staff using the service.

YOU WILL NEED TO SUPPLY:

Please bring: A hat, healthy morning snack, lunch and a labeled drink
supplied and charged to the family's account.

Clearly label: All your child's belongings and check lost property befo

Please leave at home: Mobile phones, money, precious items which m
and electronic games and consoles (unless otherwise arranged on sp
Please wear: seasonable clothing and footwear suitable for active pla

On excursions: On excursion days we ask that children be on site at le
times). Parents are required to sign a consent form before their child
children to stay back at the centre. Spending money is not required.

PARENT CHECKLIST FOR USING THIS SERVICE:

☺ Organise a time to tour the Centre and meet w
child/ren's placement and needs and:

- Familiarise yourself and your children with the sp
- Peruse the program and policies
- Become familiar with daily routines and bounda
- Discuss any additional needs, dietary, health cor

☺ Complete and return an Enrolment Form:

- Ensure all children's details are included
- Ensure all vaccination, medical & health require
- Health Care Plans. Medication can be adminis
- See Health Policy for Medication information
- Be sure to include any conditions your child ma
- ADHD, Dyspraxia, Autism, Aspergers Syndrome,
- providing quality care for all children. In addition
- for extra staff and training to cater for your child
- Include Behaviour Management Plans and con
- currently have access to
- Ensure the Extreme Behaviour agreement is sign
- Ensure the Hum of the Hive is signed by all famil
- Include any special arrangements- permission t
- Sign and return Homework Agreement & Medic

☺ Ring Centrelink on 13 61 50 to register for Child C

- ☺ As an on-going venture, please notify stat
- Bookings
- Collection persons
- Phone
- Custo

