

Loreto College

Out of Hours School Policy



Overview

Out of School Hours Care (OSHC) is provided at Loreto College for students from Reception to Year 6. The OSHC facility is located adjacent to the Micklegate Library in the Junior School campus.

The OSHC service is provided on site enabling parents to access to a secure and caring environment where children can relax after school, complete homework and enjoy leisure activities.

Loreto College respects each child and the family needs, working in partnership to create a homelike atmosphere for our students.

The Loreto College OSHC services also offers a Vacation Care program, run during each school holiday period. Vacation Care is available for Loreto students in Reception to Year 6 and also offered to children (girls and boys) from other schools.

Related Documents

National Quality Framework for Early Childhood Education and Care

Hours of Service

Monday to Friday

Before School Care	Monday-Friday	7am-8am
After School Care	Monday, Wednesday, Thursday, Friday	3pm-6pm
	Tuesday	2.30pm-6pm
Vacation Care	Monday to Friday (School holiday periods)	7.30am-6pm

Before School Care will only operate for permanent bookings and will be closed on mornings where permanent bookings are not received.

Fee Schedule 2019

Before School Care	7am-8am	\$12.00
After School Care	3pm-6pm	\$22.00
Casual Care		\$25.00
Vacation Care	7.30am-6pm	\$55.00

For Vacation Care, new non-Loreto families are required to pay a one-off registration fee of \$35.00.

Late Collection Fee after 6pm

A late fee of \$20 for every 15 minutes will be charged when a child is collected after 6pm.

Arrival and Departure

Upon arrival and departure, parents are to sign their children in and out on the daily attendance sheet. This is a legal requirement. Children cannot sign themselves in and out. Children can only be collected by persons listed on the Permanent Booking form. We are not able to release children into the care of any unauthorised person.

OSHC Enrolment

All students using OSHC or Vacation Care must be registered with the OSHC service prior to attending.

Enrolment forms can be found on the College website (www.loreto.sa.edu.au/services-facilities/out-of-school-hours-vacation-care) or a hard copy can be collected from the Junior School Reception.

Enrolment Options

Before and After School Care

To ensure the safety and wellbeing of students in our care, we must arrange staffing so that the correct child:staff ratios are maintained in accordance with the Education and Early Childhood Services Registration and Standards Board of South Australia requirements.

There are two types of enrolments available for Before School Care and After School Care.

Permanent enrolment

Children who are permanently enrolled attend the same day each week of the term.

A permanent booking will ensure your child's placement at Loreto College OSHC. Fees will be charged for the days booked for every week of the term. Bookings will roll over into the next term if not changed in writing.

Casual enrolment

Infrequent, occasional attendance which is subject to availability. Places cannot be guaranteed at the Loreto OSHC.

Vacation Care enrolment

Attendance at the Loreto Vacation Care program. Children must be enrolled at the Vacation Care service and provide a completed Vacation Care Application Form prior to the closing date for each holiday program.

Booking and Cancellation

Permanent enrolments

To make a permanent booking, a Permanent Booking Application Form must be completed.

A day's attendance fee will be charged for all permanent days booked. If your child is absent, a day's attendance fee will be charged. If you are going away on holidays, the service requires two weeks' notice and fees will be waived for the holiday period.

Should you wish to cancel your child's place at the service, two (2) weeks' written notice must be given. If two weeks' notice is not given, two weeks' fees will be billed to you.

It is a condition of permanent enrolment that fees for Vacation Care and the previous term(s) are up to date to secure the booking.

Casual enrolments

A limited number of casual places are held in OSHC. However, we cannot guarantee a place at OSHC. At your earliest convenience, you must telephone or email the Junior School Administration Assistant to request the day(s) of attendance. The more notice that can be given will assist in securing a place. Planning will need to occur in terms of staffing, food and activities.

Vacation Care enrolments

As soon as your child is booked in the Vacation Care program and you have received confirmation of the booking, a day's attendance fee will be charged if children are cancelled or absent.

Payment of Fees

Permanent and Casual enrolments

Invoices are generated and issued by the College's Finance Department. Payments must be made via EFT and remain separate from tuition fee arrangements. Your invoice will include fees for care for the previous week and details of any outstanding balance.

Payments can be made via bank transfer to:

Account Name:	Loreto College
BSB	015310
Account Number:	836687869
Reference:	Surname

Vacation Care enrolments

Invoices for Vacation Care are sent weekly.

Overdue Accounts

Families can make an appointment to speak with the OSHC and Vacation Care Coordinator to discuss an overdue account.

Continued non-payment of fees may result in exclusion from the OSHC service.

Account Enquiries

All account enquiries should be made to the OSHC and Vacation Care Coordinator.

Child Care Benefit and Rebate

CCB (Child Care Benefit) is means tested, based on a combined family income. You may elect to have your fees reduced and pay the gap to the service.

CCR (Child Care Rebate) covers 50% of your out-of-pocket expenses (up to a maximum amount per child per year), when you claim CCR for approved child care. Out-of-pocket expenses are the total of your child care fees less the amount of any CCB or of any Jobs, Education and Training Child Care Fee Assistance you receive. There are eligibility requirements for receiving the rebate.

Please note that to be eligible to receive CCB and CCR we require the date of birth and Customer Reference Number (CRN) for each child and the registered parent. This may be completed on the Application Form.

In the event that a CRN is not provided, full fees will be due to OSHC with any rebates reversible by families through Centrelink.

National Quality Standards

The Loreto OSHC program is required to meet the National Quality Standards set out by the Australian Children's Education & Care Quality Authority (ACECQA). The National Quality Framework (NQF) includes seven Quality Areas and the program is assessed and rated in line with these.

The OSHC program is required to maintain a Quality Improvement Plan (QIP). This document is ongoing and input is sought from all stakeholders to benefit the service.

OSHC Management Committee

The OSHC Management Committee will meet once per term to ensure standards are being met and the OSHC services continues to provide quality and valued service for our students and parents.

The OSHC Management Committee members will comprise the OSHC and Vacation Care Coordinator, Head of Junior School, Business Manager and Director of Staff.

Accidents and Illness

In the event that your child becomes ill during school hours, she will not be permitted to attend OSHC. However, if your child becomes ill while in our care, you will be notified via emergency contact details provided.

- All short term or long term medication to be given to children by the OSHC staff requires a prescription or Action Plan signed by a medical practitioner;
- Medication must be in its original container, complete with the medical practitioner's label with the child's name, dosage and how often medication is to be given. Staff members are not able to administer prescription medication unless they are prescribed for the child itself.

If your child has a minor accident (eg scrapes her knee), staff are trained in first aid and are able to deal with the problem. An Accident Register is kept with details of the injury, who treated the child, and the treatment itself. You will be asked to sign this record to acknowledge the details.

Sun Protection

We are a Sun Safe Service and advocate for sun protection for all children and adults. We do this by encouraging children and adults in Terms 1, 3 and 4 and when UV radiation is level 3 and above at all other times to:

- Wear legionnaire's or wide brimmed hats;
- Apply broad spectrum sunscreen regularly; and
- Wear appropriate sun safe clothing

A copy of the SunSmart Policy is available upon request.

Document Control

Prepared by:

POSITION	INCUBENT	DATE
Director of Staff	Anna Fitzpatrick	18 August 2017

Reviewed by:

POSITION	INCUBENT	DATE
Principal	Nicole Archard	
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Approved by:

POSITION	INCUBENT	DATE
Principal	Nicole Archard	
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History

ISSUE STATUS	DESCRIPTION OF CHANGE	DATE	REVIEW DATE
1	New Document	18 August 2017	18 August 2020