



LORETO
COLLEGE

Loreto College

Out of Hours School Policy

Loreto Mission and Values

Mary Ward was an inspirational leader, believing passionately that 'women, in time to come, will do much' and that a strong education focused on girls and women would create 'seekers of truth and doers of justice'. All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy; they shape our identity and how we interact with others through our words, thoughts and actions.

Aim

Out of School Hours Care (OSHC) is provided at Loreto College for students from Reception to Year 6. The OSHC facility is located 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 limited Vacation Care program during pupil free days and one week in the July school holidays and one week in the December school holidays.

Related Documents

National Quality Framework for Early Childhood Education and Care

Hours of Service

Monday to Friday

After School Care	Monday to Friday	3pm-6pm
Vacation Care	Monday to Friday (limited periods)	7.30am-6pm

Fee Schedule

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

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 QuikKids logon. 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) or a hard copy can be collected from the Junior School Reception.

Enrolment Options

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 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 still 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 Receptionist and Student Services Officer Junior School 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 weekly 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 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 Coordinator.

Child Care Subsidy

Before commencement at OSHC, parents are asked to complete a claim for Child Care Subsidy online via the Centrelink page at my.gov.au. Please ensure you are registered with Centrelink and issued with a Customer Reference Number (CRN) for yourself and each child attending OSHC. The Child Care Subsidy will be paid directly to your approved child care provider to reduce the fees you pay. Information about the Child Care Subsidy for new families is available from the Department of Human Services website: <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.

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 Coordinator, Head of Junior School and ELC, 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	
Deputy Principal	Penny Minchin	
Director of Staff	Anna Fitzpatrick	
Business Manager	Phil Kightly	

Approved by:

POSITION	INCUBENT	DATE
Principal	Nicole Archard	
Director of Staff	Anna Fitzpatrick	

History

ISSUE STATUS	DESCRIPTION OF CHANGE	DATE	REVIEW DATE
1	New Document	2017	2020
2	Revised Document	2020	2023