



Monash OSHC

22 Jackson Street, Monash SA 5342

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Website: monashps.sa.edu.au

ABN: 41 904 831 942

Director: Carly Jones

Nominated Supervisor: Vanessa Wainwright

Phone: 0408 232 353

Provider No: PR-00010196

Welcome to Monash Outside School Hours Care!

We look forward to working with you to provide quality care for your children.

Monash OSHC is located on the Monash Primary and Preschool grounds in Room 6 and operated by the Monash Primary and Preschool Governing Council. We provide before school care (6:30am- 8.30am), after school care (3.00pm-6pm) and early dismissal (2:40pm-6pm), Student Free Days (6.30am-6pm) and Vacation Care (6.30am-6pm)

Before School Care (BSC)	\$38.50
After School Care (ASC)	\$44.00
Early finish (Thursday and last day of term)	\$44.00
Pupil Free Day	\$110.50
Vacation Care	\$110.50
Vacation Care Excursion Day	\$140.00

Childcare subsidy (CCS) applies if eligible, please call Centrelink parents and families line for more information

Session fees as of the 3rd of December 2024

Our service is committed to:

- Offering a curriculum that is based on 'Belonging, Being, Becoming' reflecting the National Approved learning framework 'My Time Our Place', that allows children to explore, imagine, create, problem solve, develop independence, have fun, engage in open ended play opportunities and connect with other children and adults.
- Providing opportunities for children and their families to develop respectful, trusting, and caring relationships with staff and others.
- Encouraging children and their families to become involved in centre programs and services.
- Providing a high quality, supportive and accessible, care and educational environment that caters for each child and family's needs.
- Respect and value the cultural and social diversity of children and their families.
- Maintaining an environment where children feel physically and emotionally safe.

Enrolment

To Enrol in Monash OSHC please complete the Spike Enrolment form, Permissions Form for exchanging information and local walking excursions as well as the 'All About Me' sheet which will provide valuable information about your child. The Director Carly Jones will go through the enrolment form with you on completion and an induction to the OSHC and your responsibilities.

An enrolment administration fee of \$30 will be charge per child. This covers administrative costs and an OSHC hat. Children can choose their preference of colour hat.



Attendance & Collection of children

Only those adults listed on the enrolment form will be permitted to collect your child from our service. Written consent from the enrolling parent will be required to authorise another person to pick your child up from the service. Identification will be checked arrival.

All children must be signed in and out of the service each session. Please come and say hello to one of our friendly staff when you pick your child up each session, so we are aware that your child is leaving.

We are more than happy for you to let us know if your child needs assistance getting to the OSHC room, staff could meet them at their classroom after the bell and bring them to the OSHC room.

Our service is licenced until 6pm, therefore children must be collected before this time. If a child has not been collected, staff will attempt to contact each caregiver/emergency contact person on our system. If no contact has been made within half an hour, the police, and the Department of Child Protection will be notified.

Bookings

24 hours' notice is required to cancel a booking. In this instance, there will be no session fee charged to your account. Failure to attend a booked session without adequate notice, or with no notice at all will result in a full charge for the session. Please ask for our cancellation policy for more information. This policy covers both term bookings and vacation care bookings.

Our vacation care program runs separately to term time. We aim to release our vacation care program 2-3 weeks before the end of each school term. This is emailed to all families who utilise our service throughout term time.

Programming

Our curriculum and program is based on 'My Time, Our Place' which is the Framework for school aged care in Australia. This framework has been designed to allow school age care settings like ours to work in partnership with children, their families, and

the community, including schools. It aims to extend and enrich children's wellbeing and development, focusing on play and leisure opportunities.

We offer both indoor and outdoor opportunities, such as sports, art and craft, games, quiet areas for small groups or solitary play, sensory experiences, STEM and so much more. Our educators follow children's interests in the moment, as well as working collaboratively to plan future experiences.

Behaviour Management

We aim to foster children's decision-making, problem-solving and self-help skills. We promote positive communication with children and adults, as well as respect for property and equipment. Our experienced educators take time to form positive, trusting, and respectful relationships with children and aim to communicate openly about expectations and boundaries. Please take some time to read the Behaviour Guidance Policy on the school website.

Grievance Procedures Families/Caregivers & Community Members:

Feedback from families, educators, staff and the wider community is fundamental in creating an evolving childcare service, working towards the highest standard of care and education. In instances where feedback and divergent views result in complaints, please lodge grievances with management or nominated supervisors who will handle it conscientiously and confidentially. Please take some time to read the Grievance Policy on the schools website.

Sun Safety Policy

Monash OSHC is an active member of the "SunSmart Schools Program". This membership demonstrates our commitment to skin cancer prevention, and Cancer Council's SunSmart Program, through the implementation of effective policy, education and reducing UV exposure in the outdoor environment.

We ask that children keep their Monash OSHC hat at the service. We do have a limited number of spare hats that children can borrow if they do lose theirs. We do not have enough, your child will be required to stay inside or in shaded areas. Please ask staff if you would like to see our SunSmart Policy.

Illness and Emergency Incidents

A child who has a contagious illness must not attend our service. If a child becomes ill while in our care the parent/caregiver, or contact person will be informed, and arrangements made for the child to be collected.

In the event of a serious accident, we will follow our policies and procedures, and the family will be notified as soon as possible.

If your child needs medication, please let a staff member know. All medication must be in original packaging, with a pharmacist sticker on it, detailing the dosage. A permission form signed by a parent/caregiver is required, to allow staff to administer any medication.

Children who suffer from Asthma or anaphylaxis require a current 'action plan' from their doctor. This plan needs to be updated each calendar year. Please speak to a staff member if you have any questions regarding this.

Nutrition

Monash OSHC believes that children's eating habits impact their physical growth, ability to learn, overall behaviour and general well-being. Therefore, we will provide food that is nutritious and varied, and which is based on the Australian Dietary Guidelines for Children and Adolescents.

Policies and Procedures

You can find more of Monash OSHC policies and procedures on the Monash Primary and Preschool website.

[Home - Monash Primary and Preschool](#) or monashps.sa.edu.au

Governing Council and Parent Advisory Committee

Monash OSHC requires the approval of Monash Primary and Preschools Governing Council for decisions concerning our policies, program and budget. We work closely with Monash Primary and Preschool Principal and staff. Families are always welcome to give their ideas to staff, the Committee or the Director at any time. Every contribution and all participation are gratefully received.