



# **PRINCE ALFRED COLLEGE**

## **OUT OF SCHOOL HOURS CARE**

### **PARENT HANDBOOK**

Updated January 2021

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## **PHILOSOPHY**

Prince Alfred College is committed to developing children who value integrity, excellence and Christian principles and who will serve their community and the world with confidence and compassion.

Prince Alfred College Outside School Hours Care (PAC OSHC) is a valuable and integral part of the Prince Alfred College community. We are committed to ensuring that all children have the opportunity to develop their social and personal skills through the pursuit of physical, cognitive and creative interests, and through working in conjunction with families and the community to ensure the ongoing growth of children.

### **Our Values**

- an allegiance to Christian values
- a commitment to optimum quality care
- the provision of a bias free environment
- an appreciation of diversity
- a commitment to realising and developing individual potential
- a respect for each other and our environment.

### **Goals, Aims & Objectives**

- to provide an OSHC service that is fun, holistic and responsive to the needs of young boys and their parents
- to deliver an OSHC program that enhances boys' development socially, emotionally, physically and intellectually
- to encourage parent participation
- to respond to feedback and/or suggestions about any aspect of PAC OSHC
- to provide an OSHC service that is culturally relevant and provides opportunities free of bias.

### **Confidentiality**

PAC OSHC staff have access to a wide range of confidential information.

Any material given to us will be used appropriately and only for the purpose for which it is provided.

PAC OSHC staff will not give out any information provided to other families.

### **HOURS OF OPERATION**

Before School Care: 7.30am – 8.20am during school terms

After School Care: 3.00pm – 6.00pm during school terms

Vacation Care: 8.00am – 6.00pm during school holidays

## **SERVICES PROVIDED**

### **Before School Care**

Before School Care operates Monday to Friday from 7.30am - 8.30am in the main OSHC room.

When your son arrives he will be signed in by the staff on duty. He will be supervised at all times and has access to the wide range of games, craft and indoor activities.

**Years 3 – 6** will be dismissed at 8.15am to make their way to class independently.

**Reception – Year 1 & 2** students will be dismissed at 8.20am and all Reception students will be walked to class by the staff on duty.

Before School Care will be closed on public holidays and pupil free days.

### **After School Care**

After School Care operates Monday to Friday from 3pm-6pm during the school term.

At 3pm OSHC staff members will collect all Receptions from their classrooms and will walk them to OSHC.

At 3.30pm all Year 1s and 2s will be met in the courtyard café before they continue to make their way to the OSHC room.

Years 3-6 should make their way to OSHC independently.

PAC OSHC will be available on pupil free days. Parents will be informed of opening times and dates as bookings are required.

After School Care will be closed on public holidays.

### **Vacation Care**

PAC Vacation Care runs from 8am-6pm Monday to Friday during the school holidays and is closed for approximately two weeks over Christmas. As the dates change annually, this information will be communicated to parents when the December/January Vacation Care Program is released.

Vacation Care is available to boys and girls, as well as students from other schools. Places are sometimes limited and preference will be given to PAC students.

Vacation Care will be closed on public holidays.

## ENROLMENT AND BOOKINGS

Please note **before** you can make a booking your child/ren must be enrolled in Prince Alfred College OSHC and you must have registered with our system, Xplor.

Enrolment forms can be completed online via the Prince Alfred College website.

After completion of your enrolment, we will accept the enrolment and then a generated email will be sent to your listed email address (parents/guardians) which will request for you to register with our system Xplor.

*Please note: PAC OSHC and PAC ELC are different services, and you will need to create a new profile with a different email address to enroll in PAC OSHC*

### Before School Care

No bookings are required for before school care, however if you wish your child/ren to be in before school care you are **required to bring your child/ren into OSHC and sign them in to our care.**

### After School Care

Prince Alfred College OSHC has two types of enrolments for after school care.

- 1. Permanent enrolment** – attending the same days each week of the term. A permanent enrolment secures your placement at Prince Alfred College OSHC. Fees will be charged for the days booked for every week of the term including Public Holidays. Bookings will roll over into the next term if not changed in writing. All bookings cancelled on the last day of term 4.
- 2. Casual enrolment** – infrequent, occasional attendance which is subject to availability and places cannot be guaranteed at Prince Alfred College OSHC. All casual bookings must be booked and confirmed by OSHC prior to 2pm on the day of session.

### Vacation Care

Vacation Care booking form to be completed before each session prior to the cut off acceptance date. No booking will be entered without a booking request form and all consents and permissions signed completely.

### Cancellations

If you do not require the service of PAC OSHC please cancel your booking by phoning PAC OSHC directly (ph. 8334 1268) or the Preparatory School Office during school hours (ph. 8334 1203). PAC OSHC has a duty of care to all students booked in and cancellations must be received from parents. Alternatively, please email to advise.

If your child/ren does not arrive at PAC OSHC then you will receive a phone call from the OSHC Director or staff member checking his location and safety. Unnecessary phone calls can cause stress for staff members and take their attention away from other students, so please ensure cancellations are made.

## AFTER SCHOOL CARE PROGRAM

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each term PAC After School Care has a new and exciting themed program that forms the basis of the structured activities offered. These programs are educational and provide boys with opportunities to increase their self-esteem and social interaction. Most importantly, they give students the chance to relax, enjoy themselves and have fun!

OHSC has a new theme each term. These themes are based on the boys' interests, cultures, different environments, and world events or celebrations. An outline of upcoming activities is displayed in the OSHC room so that students are aware of when activities will occur. These include cooking, craft, challenges and sports. To cater for the wide range of ages in OSHC, several different structured activities will be available each day.

All students have the opportunity to participate in all of these activities. All aspects of the program are fully supervised and children are encouraged to participate and engage in different activities.

We do not make students do anything they do not want to, but we do encourage them to try the programmed activity.

All students have the opportunity to engage in free play and a number of construction tools, including Lego, duplo and mobilo. Board and card games are also available. Sometimes these activities will form part of the structured program for the day. For example, chess boards may be set up before students arrive.

On most days the children have access to the gym and outdoor spaces (playground, handball courts, and the oval occasionally). A wide variety of sports equipment is available to students to use outside of structured sports activities. Outside play and playground time will be offered when the weather permits.

Computer time will be available on some days. OSHC staff supervise computer access and ensure that any games played are age appropriate and that all students are cyber-safe. OSHC computer time is in accordance with the school policy.

PAC OSHC does show movies. All movies are age appropriate and are rated either G or PG. Television shows from free to air TV will not be shown.

### Personal Belongings

Please ensure that all of your son's personal belongings are named. This will help the OSHC staff to return them to your son or their teacher as soon as possible. Any belongings that are found but are not named will be put in the lost property box outside the OSHC room.

***Mobile phones, electronic games or iPods should not be brought to After School Care. If found, staff will look after these items until the student is collected.***

## **VACATION CARE PROGRAM**

To provide an OSHC service that is fun, holistic and responsive to the needs of students, each school holidays a different Vacation Care Program is prepared. Vacation Care is a time for students to have fun and socialise with their peers while having a relaxing holiday. To facilitate this, each Vacation Care day includes activities that cater for all ages.

To deliver an exciting and fun program, some Vacation Care days will involve excursions or incursions. Vacation Care will always begin and end in the OSHC room.

Many of the activities and games available in After School Care will also be available in Vacation Care. Outside play and sports games are available, along with cooking and craft activities.

Students are encouraged to make use of the wide range of construction and board games.

Unless specified in the daily program, students will need to provide their own snacks and lunch. Water bottles should also be brought to Vacation Care.

Computer time is also available and operates the same as during After School Care. Movies are also shown and are PG or G rated.

Unless specified in the daily program, students are not encouraged to bring games or toys from home.

### **Personal Belongings**

Please ensure that all of your child/ren's personal belongings are named. This will help the OSHC staff to return them as soon as possible. Any belongings that are found but are not named will be put in the lost property box outside the OSHC room.

***Electronic games and toys such as Nintendo DS and iPods are not to be brought to Vacation Care. If found, staff will look after these items until the student is collected.***

### **OSHC SNACKS – AFTER SCHOOL CARE ONLY**

Snacks are prepared by OSHC staff in a clean environment in a hygienic manner, are nutritious and include a variety of fruit and vegetables, as well as sandwiches. Boys also have access to tap water and cups to stay hydrated. Water from drinking fountains is also available.

Boys are often given the responsibility of preparing their own snacks to help them make informed healthy choices. We respond to feedback given by the boys and make changes in accordance.

All snacks that are provided take food allergies into consideration. If a boy is present who has particular allergies, he will be provided with another option so he does not feel excluded.

At OSHC, snacks are provided to Receptions at 3.00pm, and to Years 1-6 at 3.30pm.

Before eating their snacks, all students are asked to wash their hands with soap and water.

Plates are provided to all students, who are encouraged to sit down while eating their snack. When the weather permits, snacks may be eaten outside.



## **HOMEWORK – Year 3-6**

### **Purposes of Homework**

Homework provides students with an opportunity to engage in activities that will reinforce and consolidate their learning. It establishes appropriate attitudes, habits, expectations and a commitment to learning that will ensure continuity of learning between the Preparatory and Middle School.

Further, homework is critical to encourage the development in each student responsibility, independence, self-discipline, organisation and planning skills.

### **Time Guidelines**

The Prince Alfred College homework policy states that homework is set regularly on a class basis from Years 3-6 and may be given from Monday to Thursday. The normal time allowance for homework each night is 20 minutes.

To coincide with this policy, Years 3 to 6 are encouraged to undertake their homework in the OSHC rooms between 4:00pm and 5:00pm.

We encourage the children to be responsible for their homework and time management. The OSHC staff support and help them as needed.

Students can choose to work on their homework for as long as they like.

## **BEHAVIOUR MANAGEMENT**

PAC OSHC follows the behaviour management policy used by Prince Alfred College.

The procedure used by OSHC staff to remind boys of acceptable behaviour and to warn children of possible consequences are summarised by the following steps:

**1) Verbal Warning 1**

Individuals are reminded of expected behaviours when participating in certain activities at OSHC.

**2) Verbal Warning 2**

Where students fail to respond to an instruction or expectation, a warning is given that they may be removed from the activity.

**3) Redirection from Activity**

Students will be removed from the activity after a warning, if they continue to behave in an inappropriate manner. A staff member will then speak to the student individually about their choices and will discuss ways in which behaviour could be improved.

**4) Continued Misbehaviour**

If a student continues to behave inappropriately then the OSHC Director will speak to the student. Parents will then be notified about the behaviour and if required the Deputy Head of the Preparatory School will be contacted.

## **HEALTH & SAFETY**

### **Allergies & Anaphylaxis**

All OSHC staff members have EpiPen qualifications and have access to confidential information concerning students who have food allergies. Please ensure you have clearly communicated any allergies to the director.

If your child/ren is anaphylactic to anything, please ensure that their EpiPen is brought to OSHC in the unlikely case that an anaphylactic reaction occurs. The OSHC Director will store it in a place which is easily accessible for staff.

**PAC OSHC is a strictly Nut Free service.**

### **Illness**

If your child(ren) becomes ill or unwell whilst at OSHC, we will monitor them and notify you of their condition. You may be asked to collect your child/ren from OSHC if they display any of the following symptoms: diarrhoea, vomiting, head lice, inflamed or discharging eyes or ear, temperature of or over 38 degrees.

If you cannot be contacted, we will phone the emergency contacts on your enrolment form. In the event of an emergency, we will phone for an ambulance. Every effort will be made to establish immediate contact with you. However, your child/ren's medical needs will always come first.

If sent home unwell, your child/ren must remain at home until he has completely recovered or is no longer infectious to other children or staff. In the interest of health and safety of other staff and children, they will not be permitted to return to OSHC for at least 24 hours after their last symptom.

### **Medication**

All OSHC staff members have first aid qualifications.

PAC OSHC and Vacation Care does not stock and will not provide any medication (e.g. Panadol, Nurofen) to students in the event of an illness occurring while boys are in our care.

If a student arrives at OSHC or Vacation Care and requires prescription medication for a non-infectious medical problem, the prescription medication must be in its original container, with a chemist label on it that states your child's name and dosage. Non-prescription medication will only be administered in the appropriate dosage listed on the original container and must be accompanied by written authorisation.

Long-term medication requires a doctor's letter stating its use and for the period required (i.e. Ventolin for Asthma) and must accompany an Action Plan.

Please inform the OSHC Director or an OSHC staff member of any medication your son requires, as well as the time it is to be administered, the dosage, storage and any other instructions as required by the doctor.

### **Sun Protection**

At OSHC we aim to promote positive attitudes towards sun safety, through role modelling, education and appropriate behaviours. The sun safety policy at PAC is “No Hat, No Play” during Term 1 and Term 4. Sunscreen will be provided to all boys before they play outdoors. Staff will ensure that sunscreen is applied to all children at least 10 minutes before starting outside play. Sunscreen will be re-applied every few hours during OSHC.

## **CO-CURRICULAR ACTIVITIES**

PAC OSHC encourages students to make the most of the opportunities offered by PAC. PAC OSHC will make every effort to structure the OSHC program around co-curricular activities.

All co-curricular activities are organised outside of OSHC. Please ensure that you inform the OSHC Director of any co-curricular activities that your son will be participating in. This will ensure staff members know his location and safety.

### **Music Lessons**

Some music lessons take part after school so please ensure that you let OSHC staff know so that we can ensure that your son gets there on time. Some music teachers do pick the boys up from OSHC and walk them back if their lesson is at 3.30pm.

### **Chess**

Chess takes place on Wednesday evenings 3.30pm-4.45pm during Term 2, 3 and 4. Chess is offered to Year 3 to 6. After chess has finished, boys will make their way independently to OSHC.

### **Tennis**

Tennis lessons take place before and after school. Please ensure that you let OSHC staff know if your son has a tennis lesson so that we can ensure that he gets there on time and knows his location. Any Receptions that have a tennis lesson after school will be picked up by the Tennis coach from their classroom and walked to OSHC after his lesson.

### **Swimming**

We are happy to assist with getting your son(s) to their swimming lesson in the R.E.D. Centre. Please speak with OSHC staff to make an arrangement suitable to the age(s) of student(s).

## **SIGNING IN AND OUT**

Upon arriving and before departing, please ensure you have signed your children in or out. This will need to occur on the 'hub' located by the door to OSHC. This requires an Xplor log in. You are required to sign your children in to Before School Care, out of After School Care and both for Vacation Care.

**If you do not sign your son out, then you will be charged a late stay. PAC OSHC staff members are not legally allowed to sign out for you.**

### **Late Collections**

Collection of children between 6:00-6:10pm will incur a \$10 late pick up fee per child. After 6:10pm every additional fifteen-minute interval or part thereof will incur a \$20 late pick up fee per family. If late fees are incurred on three occasions within a term the families ongoing enrolment will be reviewed and possibly cancelled.

If your son is not picked up before 6.30pm and contact hasn't been made the police will be contacted.

## **OSHC FEES**

Fees are listed in the Fee Schedule & Policy.

### **Child Care Subsidy (CCS)**

We are an approved childcare service. Child Care Benefit (CCB) is a Commonwealth Government payment made to families to assist with the cost of child care. All Australian residents are eligible please complete the online assessment.

To be eligible for CCS families must provide a CRN for both the parent and child, as well as correct date of birth for both. Please ensure all information matches your MyGov information.

After enrolment and first booking, a CWA will be created. This must be accepted before you will receive CCS.

*Please note:* after 10 weeks of inactivity in OSHC, you will need to accept another CWA.

## **MEDICAL CONDITIONS POLICY**

### **Aim**

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

### **Implementation**

PAC OSHC will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service.

No child enrolled at the service will be able to attend the service without required medication prescribed by their medical practitioner. Families are required to provide this information on the Enrolment Form as outlined below and are responsible for updating the service on any new medication, ceasing of medication, or any changes to their child's prescription.

Parents must inform the Nominated Supervisor of any changes to their child's medication plan or requirements. Parents will be formally requested at the start of each year to provide any updates.

### **Information that must be provided on Enrolment Form**

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition. The following information must be completed on the Enrolment Form, and any information is required to be attached to the Enrolment Form as necessary and kept on file at the service.

- Asthma
- Diabetes
- Allergies
- Anaphylaxis/ Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner using the Enrolment Form.
- Any other specific medical condition(s) mentioned by a child's parents or registered medical practitioner at any point during the child's education and care at the service.
- Any Medical Management Plan put forward by a child's parents and/or registered medical practitioner. The Medical Management Plan must be used to inform the Medical Conditions Risk Minimisation Plan. Parents are responsible for updating their child's Medical Management Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.



**Summary of Full Policy**

The College has adopted the advice, guidelines and procedures recommended by the Australasian Society of Clinical Immunology and Allergy (ASCI) and the Allergy Department of the Women's and Children's Hospital, Adelaide. However, it is recognised that, even with the best intent and with established guidelines and procedures, the College cannot always control what students, staff and community members do or bring onto the premises or grounds. The College establishes policies and guidelines and encourages the College community to actively support them. The College will, with parents' help, strive to provide the best possible environment for the child and to act appropriately (in consultation with parents and health care professionals) should a situation arise.

**Reference: PAC School Policies**

Any parent/caregiver is welcome to read our full policy documents