



**ST FRANCIS  
XAVIER'S**  
CATHOLIC SCHOOL



**SFX OSHC**  
**Parent Handbook**

# SFX OSHC

## Management

Director & Educational Leader: Tasharni Nienaber  
Assistant Director & Educational Leader: Tayla Skurray  
Vacation Care Planner: Charlotte Cottrell

## Contact Details

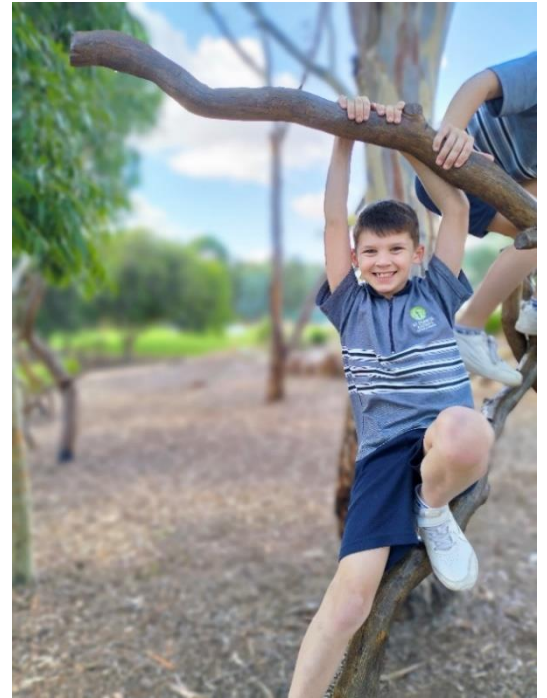
**Address:**  
St Francis Xavier's Catholic School  
4 Carignane Street, Wynn Vale SA 5127

**Telephone:** 08 8251 9560  
**Vacation Care Excursion Telephone:** 0400 500 583

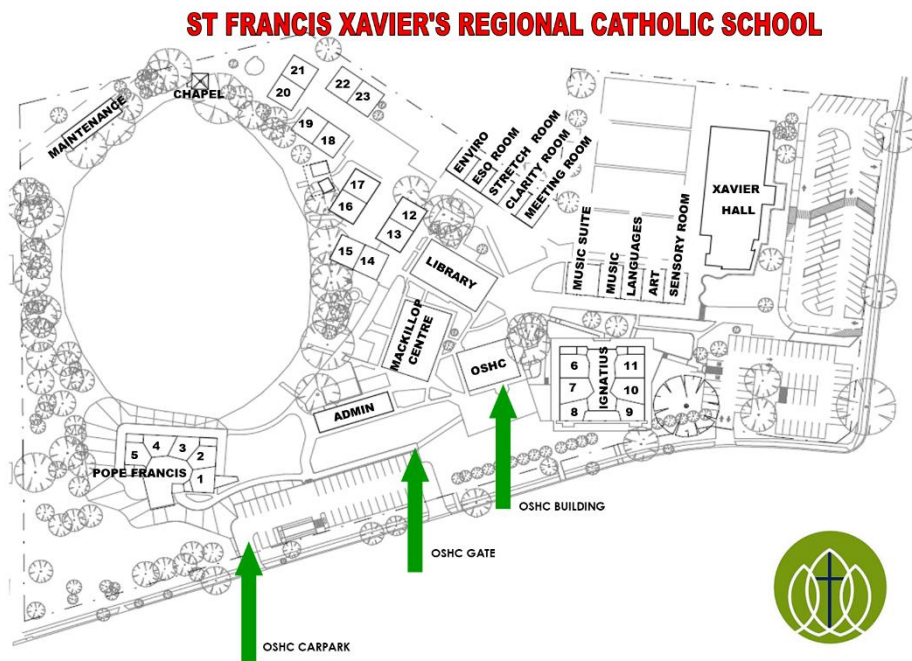
**OSHC Management Email:**  
[oshc@sfx.catholic.edu.au](mailto:oshc@sfx.catholic.edu.au)

**Director's Email:**  
[tnienaber@sfx.catholic.edu.au](mailto:tnienaber@sfx.catholic.edu.au)

**Website:**  
<https://www.sfx.catholic.edu.au/community/oshc-vacation-care>



## Site Map



## *Session Hours*

OSHC is open Monday to Friday offering the below sessions:

**Before School Care:** 7:15am – 9:00am

**After School Care:** 3:05pm – 6:00pm

**Pupil Free Days & Vacation Care:** 7:15am – 6:00pm

We are CLOSED on Public Holidays and for 2 weeks during the Christmas/ New Year's holidays. The exact dates for this yearly closure are communicated to the community in Term 4 each year.

## FEES and ACCOUNTS

### *Enrolment*

Please complete and return an enrolment form which can be found via our website here: <https://www.sfx.catholic.edu.au/community/oshc-vacation-care> or alternatively a print out can be collected from OSHC and/or the Front Office on request.

### *Session Fees*

**Before School Care:** \$15.00

**After School Care:** \$22.00

**Pupil Free Day:** \$65.00

**Vacation Care Day at OSHC Charge:** \$65.00

**Vacation Care EXCURSION DAY Charge:** \$70.00

The days charge is prior to CCS rebate if you are eligible to claim through Centrelink.

**OSHC Red Hat:** \$ 7.00

OSHC red hats are required for excursions. Hats can be purchased at OSHC.

**Late Collection Fee:** \$1 per minute, per child still in care past 6pm. Please ring the service to notify if you are going to be late.

**Non Notification Call Fee:** Non notification to OSHC of an absence/change in care requirements in an after school session may result in a call fee of \$10.

### *Payment Options*

Current payment options are via the QKR app, Bank Deposit, Direct Debit or EFT (eftpos).

**Qkr! App** is available here: <https://www.sfx.catholic.edu.au/files/d/7079/QKR.pdf>

#### **Bank Deposit:**

**BANK:** Commonwealth Bank

**BSB:** 066 782    **ACCOUNT NUMBER:** 100 000 369

**REFERENCE:** "OSHC and your Account SURNAME"

**Direct Debit** forms can be downloaded from the OSHC tab on the school website (Credit Card Payment Request Form): [St. Francis Xavier's Wynn Vale | OSHC & Vacation Care](https://www.sfx.catholic.edu.au) ([sfx.catholic.edu.au](https://www.sfx.catholic.edu.au)) or in person or emailed on request from the OSHC Director.

**EFT (eftpos)** available at OSHC



# BOOKINGS

## *SPIKE App*

On the app you can make bookings, cancel bookings, check your information, download invoices, view the program, newsletters, photos and observations.

To download the app please follow the below steps at the following link to activate your account: <https://xavier.spike.economicoutlook.net/clients/>

### **APP INSTALLATION INSTRUCTIONS:**

- Press forgot password and add your email address registered with OSHC
- You will receive an email
- Click on the link in the email
- Create your account



### *Making a Booking*

Bookings are essential. Before and After school bookings can be made up until an hour before the session starts.

To make a booking please book via the app:

- Select the Bookings tab at the bottom of the screen
- Click on desired date to book
- Click "Accept" next to your child's name
- Click "Confirm"

If you require a booking for a session commencing within an hour please call or email the service to enquire if a space is available.

### *(CWA) Complying Written Arrangement of Bookings*

Bookings can be made casually through the app or a permanent booking can be made by completing a CWA (Complying Written Arrangement) Form. This can be found here (under OSHC Booking Form): [St. Francis Xavier's Wynn Vale | OSHC & Vacation Care \(sfx.catholic.edu.au\)](https://www.sfx.catholic.edu.au) All families are required to complete and submit a CWA at the beginning of each year. This is a requirement of enrolment.

### *Vacation Care Bookings*

Vacation Care Bookings open via the SPIKE app when the program is released in Week 6 of each term. The program is published to parent's via the SPIKE app, on the SFX website under the OSHC & Vacation Care tab and emailed via the SPIKE app.

### *Cancellations*

If you wish to cancel a booking you can do so via the SPIKE app within the cancellation timeframe.

## *Cancellations continued*

Before and After School bookings have a cancellation period of 24 hours prior to the session commencement to avoid charges. Vacation Care and Pupil Free Day bookings have a 7 days prior to the booking date.

Any bookings that wish to cancel after the cancellation period, or if your child will not be attending the session for any reason you will be required to notify the service. You can do so via a message sent through the SPIKE app or by phoning or emailing the service.

## PROGRAM

### *OSHC Program*

The OSHC is run and the program is planned in accordance with the National Quality Framework, National Quality Standards, the My Time Our Place and Early Years Learning Framework.

We provide enriching and enjoyable activities ranging from arts and crafts, outdoor games, switch and homework club.

Activities are planned for every session as well as children being encouraged to seek spontaneous play and activities with peers. Educators document children's interests and requests and plan ahead for the next week's sessions.



## ARRIVAL & DEPARTURE PROCEDURES & CO-CURRICULAR INFORMATION

### *Before School Care*

#### **Arrival:**

Session commences at 7:15am. Children are to please place their bags either on the hooks or 1 bag underneath each above bag on the decking area. Parents/ Guardians are to please sign their child/ren in on the iPad.

#### **CO CURRICULAR during BEFORE SCHOOL CARE**

Please speak with the Director if you have any questions regarding the availability of educators accompanying children to co-curricular activities in the before school care sessions. Spaces may be limited depending on the activity, child to educator ratios and supervision requirements of the co-curricular. Please complete a request for OSHC co-curricular transition form by emailing the Director.

#### **Departure:**

At 8:30am group time is run by the educators where they complete a roll call/ head count.

## Departure continued

Children in Reception and children who attend Wynn Vale Kindergarten participate in the roll call but stay at OSHC until children in years 1 – 6 have been signed out. Another head count is completed of the attending Reception and Kindy children. The Reception children are then accompanied by an educator to their classrooms and the Kindy children are accompanied by an educator to Kindergarten.

Children in Years 1 – Year 6 will be signed out from the service from 8:35am / 8:40am during roll call.

This routine is dependent on the morning schedule on site at school – OSHC is in partnership with the school and ensure children attending OSHC are able to participate in the school's morning activities such as Breakfast Club, Independence Day and Fun Friday. On these days children may be signed out promptly at 8:30am to ensure they can participate in the activities commencing at 8:30am.

Teachers are on duty as of 8:30am each morning.

### **Non Attendance:**

Non attendance of a before school care session will be marked as an absence.



## After School Care

### **Arrival:**

The after school session commences at 3:05pm. The Reception children are collected by an educator from their classrooms at approx. 2:55pm and accompanied to OSHC to sign in to ensure they are at OSHC for a 3:05pm session start. The children who attend Wynn Vale Kindy are collected by an educator from the Kindergarten at approx. 3:00pm and accompanied to OSHC to sign in.

Children who are booked into OSHC for an after school care session are required to sign into OSHC straight after the bell. Children must place their bags either on the hooks or 1 bag underneath each above bag on the decking area. Children then proceed to line up at the decking door where they will be signed in on the iPad by an educator.

### **CO CURRICULAR during AFTER SCHOOL CARE**

Please speak with the Director if you have any questions regarding the availability of educators accompanying children to co-curricular activities in the after school care sessions. Spaces may be limited depending on the activity, child to educator ratios and supervision requirements of the co-curricular. Some co-curricular activities require parent/guardian supervision at all times of the activity.

Children will be walked to and from co-curricular activities to ensure maintained supervision. Children must sign in to OSHC first. Exclusions of an educator accompanying children to co-curricular activities in after school care are those that begin immediately after the school bell with a teacher and the parent/ guardian has notified OSHC that the children will not be signing into OSHC first. The teacher will then accompany the child/ren to OSHC to sign in once the activity has finished. Please note a co-curricular form must be completed so the OSHC educators can document the whereabouts of these children.

## **Departure:**

The service closes at 6:00pm

## **Non Attendance:**

If a child is booked into the after school care session and they do not present for sign in to OSHC, an educator will check the child's attendance at school for that day. If the child was at school the educator will ring the emergency contact/s to ask the whereabouts of the child. Non notification to OSHC of an absence in after school may result in a call fee of \$10 per non notification.

Notification can be made in person, via email, phone call or messaging through the spike app.

# MEDICAL

## *Medical Needs*

All children who have a medical condition must provide a risk minimisation plan and any additional medical documentation to OSHC.

## *Medications*

If your child needs medication administered:

OSHC can only administer medication if it is

- Prescribed by a doctor
- Is in it's original packaging with a pharmacy label detailing the child's name, required dosage, frequency of doses, date of dispensing, storage requirements and expiry
- must have a signed medication agreement (this document can be provided by the Director and Assistant Director)

OSHC educators will document the medication being administered in the Administration of Medication Record book.

## *Inclusion*

SFX OSHC are working together with GowrieSA to establish an inclusive environment for all children. GowrieSA provide a network and support to SFX OSHC with trainings, funding and resources.

If your child has a diagnosis, we encourage you to fill in and return a request for service inclusion support program form so we can support your child appropriately and cater to their individual needs.

This form can be provided to you by the Director and Assistant Director.





# COMMUNICATION & FEEDBACK

## *Contacts*

Here at SFX OSHC we strongly encourage feedback and open communication with families. Please don't hesitate to message through spike, email, call or book an appointment with the Director to discuss any feedback. Surveys are sent out each term and we encourage you to participate to ensure our quality of care is at the highest level.

We welcome you to SFX OSHC and look forward to providing a nurturing and enriching space for your child to enjoy their time whilst in our care.

