

# **Gulfview Heights Primary School OSHC**

## *Before School Care*

**6.30am – 8.00am**

Breakfast

Children offered a range of activities

Indoor spontaneous play

8.00am -8.35am

Indoor and outdoor play

## *After School Care*

**On arrival**

Children are signed in

Snack is served (varied according to the daily menu)

**3.30pm – 5.00pm**

Children offered a range of activities

Structure programmed activity run by educators

Indoor and outdoor spontaneous play

**5.00pm until 6.30pm**

Homework opportunity

More spontaneous indoor and outdoor play

Tidy up

Quiet activities and wind down time

## *Our Program*

While attending OSHC, the children will take part in interesting and enjoyable educational and recreational activities in a supervised, informal and safe environment. Activities include art and craft, games, cooking, sport, special visitors and excursions. We have a weekly program that we use as a guide for providing activities for children that are based on the children's interests, developmental needs, requests, skills and abilities.

We incorporate community and cultural celebrations whilst meeting our requirements within the education framework, My Time, Our Place. OSHC's program provides children with the opportunity to develop their individual skills and abilities whilst enhancing their self-esteem through various recreational activities, routines and experiences provided. Children learn through play, as well as through educational programmes.

## *Our Team*

Gulfview Heights Primary School OSHC believe our educators are our greatest asset. As a minimum, our educators have the appropriate qualifications as required by legislation. Our educators are required to undergo a range of training throughout their career to further their development as educators to ensure that a high-quality service is offered.





### Our Philosophy

Gulfview Heights Primary School Out of School Hours Care (OSHC) operates in order to support the families and children of our school and the wider community during vacation care. We provide quality Out of School Hours care based on a sound understanding of the learning process and the developmental stages of primary aged children.

Our philosophy evolves to meet the needs of our community, and is driven by a commitment to Quality Improvement. We achieve this through community consultation and regular evaluation of our service to ensure compliance with legislation and to align with current industry standards and regulations.

#### We aim to:

- Provide an environment where children feel safe, secure and supported to express themselves and interact with others.
- With a positive approach, guide children's behaviour to build their confidence and self-esteem.
- Provide resources, equipment and play spaces that children can adapt to provide opportunities to explore, learn, communicate and grow.

#### We recognise:

- The value of ensuring that staff are given opportunities for professional development to continue improvement of our OSHC service.
- The significance of inclusivity and respect in our program in relation to diversity, culture, gender and ability.
- The traditional custodians of the land upon which our OSHC is situated and commit to fostering respect for all Indigenous cultures.

#### We are committed to:

- Providing a quality and fun program that allows the children to choose how their time will be spent at OSHC to foster a sense of ownership and belonging.
- Establishing and maintaining effective partnerships with staff, parents, children, advisory committee members, school staff, the wider community and professional agencies.
- Sustainable and environmentally aware practices in our service.

### Our Promise

- ❖ Provide a play-based curriculum
- ❖ Encourage the pleasure of learning
- ❖ Provide opportunities for nature play experiences and learning
- ❖ Encourage the celebration of diversity in OSHC
- ❖ Promote a strong sense of well-being through developing collaborative and nurturing partnerships with children, families and the community.



## *Enrolment Process*

Enrolling is easy. Simply contact the OSHC and either collect in person or by email through a copy of our enrolment form. Fill in the form and return; please attach a copy of your child's immunisation status and any medical action plans and medication authorities if required.

Bookings can be made through the Spike Parent App once you have returned your enrolment form. You can access the app by entering the address into your web browser

<https://gulf.spike.economicoutlook.net/cli-ents/>. and using the email address linked to your account.

Through this App you will be able to make bookings for your child/ren for before and after school sessions as well as viewing your invoices. Please note currently you are unable to make bookings for School Holidays or Pupil Free days via the App.

## *Fees*

Invoices are generated and emailed to families weekly. Payment for fees can be made via bank transfer or EFTPOS at OSHC.

Banking is processed on a Friday morning so please ensure transfers have sufficient time to clear otherwise they will be reflected on the following weeks invoice.

## *Cancellation*

Families are required to give a minimum of 24 hrs notice before the session begins for a session to be cancelled at no charge. This can either be done via the app or contacting the OSHC directly. Under 24 hours notice you will have to contact OSHC directly and an absence fee will be applied.

## *Accessing Child Care Subsidy*

Contact Centrelink on 136 150 to apply for Child Care Subsidy (CCS). Once registered you will need to provide the OSHC service your Customer Reference Number of the enrolling parent/guardian and child via your enrolment form. Once your child has attended, Centrelink will automatically apply any subsidy you are entitled to, which will be reflected on your invoice.

## *MyGov Process*

Part of the enrolment process requires you to agree to a Complying Written Agreement (CWA). This is done when you make your first booking with us. You will then receive a message from MyGov and be required to log into your account to confirm your enrolment with Gulfview Heights OSHC.

## *Asthma/Anaphylaxis*

All children with Asthma or Anaphylaxis must provide their own epi-pen and/or inhaler with spacer.

These need to be accompanied by asthma management/action plans or Anaphylaxis management/action plans and medication authority. These plans should be in colour and signed by your medical practitioner. All plans should be updated annually with a copy provided to the OSHC service.

## *Policies*

Gulfview Heights OSHC is operated and guided by a series of policies incorporating the school's policies and our own service policies. Our policies are available on the school website or copies are available by request at OSHC.

All policies and procedures are strictly in accordance with ACECQA's national framework and Department for Education requirements and all other leading expert agencies e.g. Cancer Council.



## *Sun Smart*

Gulfview Heights OSHC is a Sun Smart accredited service. Sun Smart hats will be worn from the 1<sup>st</sup> August to the 30<sup>th</sup> April or when the UV reading is 3 or above. Red OSHC hats are available to purchase from OSHC and will be kept in a named, sealed bag for your child's use.

## *Important Information*

Phone: 8182 6950

Mobile: 0417 945 104

Email:

[oshc.ghps176@schools.sa.edu.au](mailto:oshc.ghps176@schools.sa.edu.au)

Before School: 6.30am – 8.35am

After School: 3.10pm – 6.30pm

Vacation Care: 6.30am – 6.30pm