

## Out Of School Hours Care (OSHC) Information Booklet



**OSHC 8447 0584**

**Mobile 0439 991 828**

**Email: [oshc@mcc.catholic.edu.au](mailto:oshc@mcc.catholic.edu.au)**

*Version: October 2023*

**R-6 Primary Campus**  
17 Pennington Terrace, Pennington  
Phone: 8447 0500

**7-12 Secondary Campus**  
33 Newcastle Street, Rosewater  
Phone: 8447 0500

**Website: [www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au) | Email: [mcc@mcc.catholic.edu.au](mailto:mcc@mcc.catholic.edu.au)**



44 Russell Street, Rosewater  
Phone: 8447 0560  
Email: [info@wtc.sa.edu.au](mailto:info@wtc.sa.edu.au)  
Website: [www.wtc.sa.edu.au](http://www.wtc.sa.edu.au)

## Philosophy

The Mount Carmel College OSHC is a part of Mount Carmel College. We uphold the Catholic ethos and values of the College. Children are supported in developing their full potential within a safe, caring, and supportive environment. We recognise children have a wide range of physical, social, and intellectual abilities and needs, and this is reflected in our program.

We are committed to working in partnership with families and to support the wider community. We embrace the diverse range of backgrounds held by the children and families within our service. We believe children have the right to equity and respect.

We recognise the importance of the value of free play to build children's positive behaviour and positive self-esteem. We utilise directed activities to broaden the range of experiences for children.

Our Mount Carmel College OSHC Policies are approved by the Mount Carmel College Board. Please see our Mount Carmel College OSHC Policies document for our full Philosophy Statement.

We believe that children should:

- Feel safe, supported and respected
- Be acknowledged for their unique identity
- Have their developmental, spiritual and personal interests recognised and embraced
- Feel that their sense of well-being is nurtured
- Build and maintain positive relationships
- Have student voice and student agency in their learning journey
- Be supported to make positive behaviour choices

## Aims

The Mount Carmel College OSHC Service aims to:

- provide a safe, healthy, and nurturing environment for all the children in our care.
- provide an environment that supports children in developing the confidence to seek new challenges and to meet their personal needs.
- provide children with a variety of opportunities to further enhance their development of life skills and age-appropriate experiences.
- encourage each child's development of self-esteem, group participation, positive behaviour choices and personal responsibility, through a diversity of self-directed and free play activities.
- reflect an inclusive approach to develop positive gender, racial, cultural, and individual identities.
- promote positive relationships between children, staff, and parents.

## Advisory Committee

The sponsor of Mount Carmel College OSHC is Mount Carmel College School Board. The role of the Advisory Committee is to provide support and advice on policies, financial matters and issues that relate to the children, educators and program of Mount Carmel College OSHC.

## Location

The Out of School Hours Care is located on the Primary Campus, in the Mount Carmel Centre. Access is via the school carpark gate. Outside areas which are utilised include the basketball court, the oval, and playgrounds. Students are always supervised when using any of these areas.

## Hours of Operation

The Mount Carmel College OSHC operates Monday to Friday during the following times:

Before School Care	7:00am - 8:30am
After School Care	3:00pm – 6:00pm
Early Finish	School finish – 6:00pm
Student-free Days	7:00am – 6:00pm
Vacation Care	7:00am – 6:00pm.

The Vacation care program operates during the school holidays. The service is closed for approximately two weeks over the Christmas and New Year period. The service is closed on public holidays. The service may also be closed occasionally for whole staff training days or other significant staff days.

## Access to the Service

The OSHC service is available to all current Mount Carmel College Reception to Year 6 students. OSHC, including Vacation Care, is not available to secondary students. If the demand for places exceeds availability, priority of access will be given to families in accordance with Federal Government policy ie children at risk, children aged 5 and older and children from single parent families who meet the work/study test.

## Enrolment Forms and Bookings

It is a requirement for each family to complete an enrolment form for their child/ren before they use the service. It is recommended families who may need to use the service complete the enrolment form in preparation for when they may need to book a place. The OSHC Enrolment Form is available from the Mount Carmel College website (under Primary > OSHC), the OSHC service or from the Primary Campus school office. OSHC student records are kept separately from the school records. It is therefore important enrolment forms are returned so we have the necessary information including health and dietary needs and emergency contact details.

Casual bookings are available, subject to our maximum number of permitted places. To request a casual booking on a day when a child who does not have a regular booking, please inform the service by either phoning the school office or contacting the service.

When your child has a regular booking and will not be attending OSHC for any reason you must inform the service as soon as possible – please see our cancellation fees on the OSHC Fee Schedule.

## Safety

Parents/guardians will be phoned when a child is booked into OSHC but does not attend, after checking with the Class Teacher and the front office. If a parent/guardian cannot be contacted, the emergency contacts will be phoned.

## Pick up of Children and Attendance Register

Children must be signed in to Before School Care and signed out of After School Care by their parent/guardian. For Vacation Care and Student-free Days, their parent/guardian must sign them in and out. Children will only be permitted to leave the service with the people specified on their enrolment form. Children will only be able to leave on their own or with an unspecified person if a parent or guardian has requested this either by email, or a letter. Parents/Guardians will be given a pin code to sign their child in/out electronically.

## Fees

Please see our separate, annual Fee Schedule.

## Childcare Subsidy

Child Care Subsidy is the regular payment that assists most families with the costs of childcare. Child Care Subsidy will be paid directly to our service, to be passed on to families as a fee reduction.

Three main factors will determine a family's level of Child Care Subsidy. These are:

- **Family income** - the combined adjusted taxable income of parents/guardians
- **Activity test** - the participation activity level of work and/or study of the parents/guardians
- **Hourly rate caps** - that apply to the type of childcare service and age of the child.

### Information for families

- [Centrelink Payment and Service Finder](#) - to estimate what your Child Care Subsidy may be and assess eligibility for other support payments.
- [startingblocks.gov.au](http://startingblocks.gov.au) - information about children's services, including early learning and childcare services, costs, and vacancies.
- [my.gov.au](http://my.gov.au) - to create and then access a Centrelink online account, to make Child Care Subsidy claims and view the status of claims.

## Payments

Payments must be made on a weekly or fortnightly basis. Payments can be made directly to OSHC, through the school office or via the QKR App, bank transfer and B-Pay. EFTPOS facilities are available in the OSHC Office and College Office. Details for online payments can be found on your account. Accounts are emailed to families. Any issues regarding accounts or payments can be discussed with the OSHC Director.

## Educators

The children are cared for by committed, enthusiastic staff, who are all experienced to cater for children's individual needs. All staff members hold a current First Aid Certificate, Catholic police clearance and child protection certificates.

This Service operates with appropriate child ratios according to National Standards. Experienced and/or qualified supervisors and assistants are employed to provide quality care for our children. Staff are committed to programming and implementing a variety of activities that facilitate fun, excitement and discovery within a safe and caring environment.

The Director is responsible for the overall conduct of the program and is the person with whom parents should communicate with regarding the program and matters affecting their child.

## OSHC Educators

OSHC Director:	Mary Kohler (Certified Supervisor, Qualified, Educational Leader)	
Assistant Director:	Davina Lien (Certified Supervisor, Qualified)	
OSHC Educators:	Loucas Theodoulou (Certified Supervisor, Qualified)	
	James Budd, Qualified, Certified Supervisor	
	Kellie Campbell	Rosa Cuzzocrea
	Billie Cole	Stella Kassabalis
	Gabrielle Hansard-McWhirr	Stuart O'Neill
	Josie Leonardi	Beti Sghirripa
	Jenna Sghirripa	Stephen Vello
	Lily Towler	

## National Quality Standards

Mount Carmel College OSHC is regulated by the Education and Care Services National Regulations.

The National Quality Framework (NQF) aims to provide school age children in Outside School Hours Care throughout Australia with high quality care that promotes learning and development with particular emphasis on play, social interactions, and recreation.

## Activities and Programming

The program is displayed near the OSHC Office. The activities offered are numerous, varied and flexible. We aim to provide a balance between quiet and active times and structured and unstructured activities. Educators encourage each child to participate in a range of activities, to provide a balance of developmental and learning experiences. However, no child is forced to participate in a particular activity, as we believe that as this is their free time, they should be able to reasonably do what they chose.

Parents can request that their child/ren do their homework in OSHC. Tables are available for this, and educators are available to help the children if required.

Parents/guardians are invited to comment on the program at any time. Feedback from both parents and children enables us to be inclusive of everyone. Parents who have any skills, talents or experiences they would like to share with the children in OSHC are very welcome to volunteer their support by contacting the OSHC Director.

## Food and Snacks

Children are provided with a healthy snack each day at 3:30pm in After School Care and Vacation Care. We offer a wide range of nutritious snacks, including fruit and vegetable platters, soups, mini pizzas, sandwiches and many more. These are prepared in accordance with The Australian Dietary Guidelines.

The children are encouraged to participate in the preparation and decision making of the snacks.

Healthy breakfast choices are available in the mornings, including toast, cereal, yogurt, canned fruit, milk, and water. Breakfast is available until 8:10am.

## Confidentiality

The Mount Carmel College OSHC Service protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, educators, and management are kept in a secure place and are accessed by or disclosed only to those staff who need the information to fulfil their responsibilities at the OSHC service or others who have a legal right to know.

## Parental Responsibilities

Parent/guardians must book their child/ren into the sessions they require and make cancellations as necessary.

Parents have a responsibility to:

- be familiar with the procedures outlined in this booklet
- address any concerns with the Director
- keep the OSHC service informed and up to date with any changes in the information provided by them
- pay their accounts on time to ensure the smooth running of the service
- ensure their child/ren are picked up before 6:00 pm
- keep the service informed of their child/ren's participation in organised school events eg after school sport.

## Behaviour Guidance and Children's Responsibilities

Children attending OSHC have a responsibility to:

- use behaviours that are safe
- respect each other
- respect other people's property and that of the Service and School
- accept and respect individual needs and differences

- clean up after activities
- promote a friendly and harmonious environment.

The Mount Carmel College OSHC Service closely follows the School Behaviour Requirements. It aims to provide a caring, happy, safe, and respectful environment in which children can express themselves freely and with confidence. Values such as sharing, co-operation, respect, honesty, fairness, and responsibility are encouraged and promoted. Strategies are consistent with the schools.

When behavioural expectations are not met, the following actions may occur:

1. An educator will have a discussion with the child/ren about their and other's needs. A positive plan forward to change inappropriate behaviour will be a part of this discussion.
2. Future consequences for further inappropriate behaviour will be discussed.
3. A logical or natural consequence will apply, such as withdrawal from a game or being asked to play in a different area.
4. Repeated inappropriate behaviour will result in a conversation between the Director and the child's parent/s.
5. If this does not assist in behavioural issues, the issue will be directed to the School Principal.
6. A copy of the Behaviour Education Policy is included in the OSHC Policies document.

### Mobile Phones and Personal Belongings

Mount Carmel College OSHC, in line with College policy, does not allow children to bring personal electronic devices to the OSHC Service, except for a mobile phone. A student's mobile phone must be handed to an Educator upon arrival at OSHC. It will then be returned when the child leaves for the day. All mobile phones must be clearly labelled with the child's name to ensure the correct phone is returned when the child is signed out. The OSHC Service and its individual staff members take no responsibility for mobile phones. All personal belongings brought to the service are at the family's personal risk.

If parents need to urgently contact their child during the course of an OSHC session, the parent is to phone the OSHC service's landline or mobile number, NOT their child's mobile number.

The purpose of the mobile phone procedure as detailed above is to:

- Manage the risk of children contacting or being contacted by external, inappropriate or unauthorised persons
- Assist with child protection risk management
- Minimise the risk of theft of mobile phones
- Ensure the privacy of other children and staff is not breached through the use of mobile phone internet, cameras or videos.

### Medication and Illness

If your child requires medication during an OSHC session, please obtain a Medication Form from the OSHC office. This form needs to be filled in and signed by the parent/guardian prior to any Educator supervising the administration of medication. The medication should be in the original container with the dosage clearly labelled. Children will not be allowed to self-administer medication unless this is deemed appropriate by educators and the appropriate parent permission has been given in writing.

Children who are suffering from contagious infections cannot be cared for in the program. If a child arrives at OSHC unwell, a parent/guardian will be contacted immediately, and the child will need to be collected as soon as possible. In the event of an accident while at OSHC, staff will provide first aid. If the injury or illness is of a serious nature staff will seek medical assistance or call an ambulance. The service has ambulance insurance for accidents but NOT for pre-existing conditions. Parents will be notified immediately of the situation and what treatment has been given.

Please ensure that all allergies are clearly stated on the enrolment form and accompanied by the appropriate medical plan signed by the doctor/health professional.

### Health and Safety

Children will be supervised at all times. There is always at least one OSHC educator with a current First Aid Certificate on duty. There is a minimum of one qualified educator and one educator for every 30 children. All rooms used by OSHC are air-conditioned and regularly maintained.

Children are encouraged to follow high standards of hygiene. Hand washing is a requirement at the appropriate times. Emergency Procedures such as evacuations and lockdowns are documented and practised by educators and children regularly.

### Sun Safe Policy

The Mount Carmel College OSHC Service follows the College policy of wearing hats during Terms 1 and 4. Children who do not have a hat will be required to play in the shaded areas. Sunscreen is always available, and educators will supervise and assist with its application.

Children attending OSHC for Vacation Care, Pupil Free Days and Early Finishes are expected to wear sun safe clothes eg bucket hats and t-shirts with sleeves. If your child has a reaction to sunscreen, please supply your own. Please refer to our Sun Safe policy.

### Damage to Equipment or Facilities

As part of everyday experiences involving children, we recognise that fair wear and tear will occur. However, if damage is done that cannot be attributed to fair wear and tear but can be attributed to a malicious or intentional act on the part of a child, it will become an expense to the parent/guardian.

### Grievance Policy

The Mount Carmel College OSHC Service fosters positive and harmonious relations between all who are a part of its community. Solutions are sought to all disputes, issues or concerns that affect the operation and delivery of the service in a fair and prompt manner.

Any grievance can be made directly to the OSHC Director, Head of Primary Campus or the Principal.

***We hope your time at Mount Carmel College OSHC is rewarding and enjoyable!***