



Parents' Handbook

OSHC 2022

extraordinary

We welcome
your family to the
Concordia College
**Out of School
Hours Care** (OSHC)
community.

The OSHC provides care for school-aged children from both Concordia College and the wider community.

We aim to provide a nurturing and inclusive environment for all children. We adopt a play-based approach to learning that enables meaningful opportunities for the development of children's autonomy and agency.

We look forward to caring for your family in 2022!

Welcome

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Leadership Team



I have been a part of our wonderful OSHC community for 4 and a half years as an educator and Assistant Director, and I have enjoyed seeing the OSHC grow and become what it is today!

We are proud of our enthusiastic and committed team of educators who enjoy and take pride in providing a safe, creative, and enjoyable environment for our children and families.

I completed my Bachelor of Education (R-7)/Bachelor of Arts at Flinders University in 2019 and have enjoyed my journey in our Concordia College community.

This will be my first year as our Director and I am grateful for the warm welcome and support we have received. It is certainly an exciting time, and I cannot wait to see what we can do in 2022.

Jenny Wei

Out of School Hours Care Director



I have been a part of the Concordia team for 4 years now. I am currently completing my final semester of a Bachelor of Education (R-7)/Bachelor of Arts at Flinders University.

I am grateful and excited to help lead such an incredibly dedicated and friendly team to provide care for your children in a play-based, inclusive environment.

I enjoy playing music and sport, and love incorporating these into our OSHC. I look forward to seeing you all in 2022!

Isaac Noles

Out Of School Hours Care Assistant Director



I have been part of the OSHC team for 2 years, and this will be my first year in the shared role of OSHC Assistant Director. I am currently completing my fourth year of a Master of Teaching (Primary R-7)/Bachelor of Arts at Flinders University.

I look forward to helping create a safe and engaging environment for your children and building connections with families both new and current.

Alexandra Barratt

Out Of School Hours Care Assistant Director



I have been part of the Concordia College OSHC Team since 2019 both as an educator and now as our Educational Director. I am grateful to work in such a fantastic community of children, families, and staff.

I am currently completing my Bachelor of Education (R-7)/Bachelor of Arts at Flinders University.

I have a passion for sport, particularly cricket and football and enjoy integrating this into our OSHC. I aim to build a positive workplace culture, and to always bring smiles to all in our OSHC community.

I look forward to welcoming you to our OSHC community in 2022!

Liam Thompson

Out Of School Hours Care Educational Director



I have been employed at Concordia OSHC for almost 8 years. Over my time here my responsibilities have grown to include managing the OSHC's booking system, managing accounts, and navigating Child Care Subsidy issues for families.

I am currently undertaking a Diploma in School Aged Care.

Simon Quast

Out Of School Hours Care Finance Officer/Educator

Key Contacts

Out of School Hours Care

OSHC Director

Jenny Wei

jwei@concordia.sa.edu.au

Assistant Directors

Isaac Noles

inoles@concordia.sa.edu.au

Alexandra Barratt

abarratt@concordia.sa.edu.au

Educational Director

Liam Thompson

lethompson@concordia.sa.edu.au

Finance Officer

Simon Quast

squast@concordia.sa.edu.au

ELC and Primary School

Principal

Michael Paech

mpaech@concordia.sa.edu.au

Primary School Leader

Sue Drogemuller

sdrogemuller@concordia.sa.edu.au

Risk and Operations Manager ELC to Year 12

Sally Staggs

sstaggs@concordia.sa.edu.au

Dates for 2022

Term 1: Tuesday 1 February – Thursday 14 April

Term 2: Wednesday 4 May – Friday 1 July

Term 3: Tuesday 26 July – Friday 30 September

Term 4: Monday 17 October – Wednesday 14 December

Vacation Care is offered between term dates

OSHC is closed on Public Holidays

Christmas closure dates: 23 December 2022 – 9 January 2023
(OSHC is closed for 2 weeks over Christmas each year)

Key Details

Opening Times

Before School Care: 7.30am-8.30am (Breakfast Club until 8.00am)

After School Care: 3.15pm-6.00pm

Vacation Care: 7.30am-6.00pm

Description

Concordia OSHC is a non-profit organisation operated on the School site adjacent to the Junior Primary Playground. The service is licensed for 90 children.

Service Approval Number

SE-00011796

Fee & Accounts

Cost per Student per session

	Permanent Booking	Casual Booking
Before School Care	\$11	\$14
After School Care	\$26	\$28
Vacation Care	\$75/day	

Permanent Booking

A permanent booking is considered as any booking made 7 days, or more, prior to the required day of booking (ie. An ASC booking required for Tues would need to be made by close of business on the preceding Monday)

Casual Booking

A casual booking, therefore, is considered as any booking made less than 7 days prior to day of the required booking.

Cancellation

A 24-hour cancellation period will apply to all permanent bookings. That being, all permanent bookings not cancelled prior to 7.30am for Before School Care and 3.15pm for After School Care on the day prior to the booking will be charged as per normal. Full CCS entitlements will still be paid.

Late Fees

A late fee charge of \$1 per minute for the first 10 minutes and \$5 per minute thereafter will apply after 6.00pm.

Enrolment Fee

There will be a 'one off' Enrolment Fee of \$30 applied to each child upon their enrolment into OSHC. This fee will cover the cost of administration duties and cover them for their entire primary school life.

Overdue Accounts

Families with accounts in excess of \$1000 can be refused care

Accounts

Concordia OSHC utilises Child Care Management System called Fully Booked to manage our bookings/ accounts. This is a completely online system which gives parents the ability to easily manage all Before and After School, and Vacation Care bookings. Fully Booked in turn uses a simple debit system called Ezidebit to take payments. Signing up for Ezidebit will occur during the process of setting your Fully Booked account. Your nominated bank account/credit card will be automatically debited on the 17th of each month.

Sun Protection

Concordia College is a 'Sunsmart' school, and consequently, hats are required to be worn by students who are outdoors from 1 September to 30 April.

Students are expected and encouraged to wear hats when on excursions and partaking in outside activities as well.

Educators are also expected to wear a hat whenever outdoors.

The use of sunscreen is mandatory, and a sunscreen container is available in the OSHC room.

Communication App

The service uses an App called SeeSaw. It can easily be downloaded to your device or mobile. This is our primary source of communicating with families. Each child has their own profile and can only be viewed by a parent via invitation.



The link to sign up has been sent to your email OR you can do it **right here, right now!**

Scan the appropriate year level and select your child's name. Follow the prompts to create/sign in to your See Saw account and connect to your child's journal.

Kindy/ELC



Reception



Year One



Year Two



Year Three



Year Four



Year Five



Year Six



Year Seven



Philosophy

We believe children’s well-being and development is supported best when they feel safe and secure.

Rationale – It is only when children feel safe that they will take risks to explore their physical environment. Children need to feel emotionally secure and valued. We will endeavour to

- + Provide a physical environment that is safe and encourages investigation
- + Provide a happy, engaging atmosphere
- + Interact with children in a warm and friendly manner
- + Be consistent and fair in our expectations of children’s behaviour and guide children in a positive way
- + Ensure consistent and fair consequences to inappropriate behaviour
- + Provide a predictable routine displayed on the pin board
- + Continue our own Professional Development to ensure we understand best practice in this area.

We believe children’s social and emotional development is critical to their future learning and well-being.

Rationale – ‘Current research shows that our children’s success in life will depend less on their “traditional” IQ and more on their emotional intelligence – their ability to form successful relationships, be more understanding of others and form a positive outlook on life. They will need the “Four Rs”, the values of respect, responsibility, risk-

taking and relationships. These values underpin every student's capacity to thrive at school' (Dr John Irvine & John Stewart). We will endeavour to:

- + Help children learn to interact effectively
- + Help children learn to balance their own rights, needs and feelings with those of others
- + Celebrate children's achievements
- + Model good behaviour, respect and manners as staff members

We believe young children learn best through play and should be given autonomy in their environment.

Rationale- We believe that play is a child's work and that all learning is experiential. Children learn by doing. We aim to provide a creative and stimulating environment in which children can interact with materials and each other. Children are free to wonder, explore, create, and make mistakes, question and repeat experiences from which they can make their own conclusions. We will endeavour to

- + Provide a balance of child initiated and adult initiated activities
- + Provide materials that can be used in flexible and imaginative ways
- + Provide opportunities for children to make choices and decisions
- + Provide opportunities for children to work collaboratively with others
- + Provide opportunities for autonomy, small group and whole group interactions

- + Encourage risk-taking as a part of learning
- + Plan experiences and activities to enhance children's physical and creative development

We believe children learn best when there is a positive and supportive relationship between staff and parents.

Rationale – Building relationships with families is in the best interests of all children and is an integral part of a quality curriculum. Communication and partnerships with families create a strong sense of belonging and connectedness. We will endeavour to

- + Recognize and value the prior knowledge and experiences the children bring from home to the Out of School Hours Care environment
- + Encourage parents to share information about their child
- + Be available for informal chats whenever possible
- + Display children's work to keep parents informed
- + Write information on the white board which is located in the playground about the program

We support the School's faith based ethos, Christian values and motto of 'Sharing Jesus love, learning as we grow'.

Rationale – We believe children should know that they are created with special gifts and talents to develop, enjoy and use. Children should be able to hear God's Word, know of His love and appreciate all that He gives us.

We will provide children with the opportunity to

- + Enjoy trusting relationships
- + Experience a sense of belonging within a caring Christian community
- + Question and be given appropriate, sensitive responses
- + Experience love, forgiveness and faithfulness

extraordinary