



St Peters Campus Parents' Handbook

OSHC 2023

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 2023!

Welcome

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Leadership Team



I have been a part of the OSHC community since 2020, and have enjoyed Co-directing the OSHC since the beginning of 2022. During this time, I have watched our OSHC flourish and grow in a variety of ways, something we hope to continue to see in the future.

We are so proud of the OSHC team that has come together over this time – people who have formed strong connections with both students and families within the school. All of us are passionate about creating a warm, safe, and fun environment for students to relax in and learn through explorative play.

I am currently completing my final year of my Bachelor of Education (R-7) & Bachelor of Arts at Flinders University. I am grateful for the rich experience I have gained through university and my time here at Concordia College - St Peters Campus.

This will be both mine and Tom's second year directing here, and we are approaching this year enthusiastically in anticipation for the great things to come.

Abbey McKennall, Director



I have been part of this wonderful community since 2021, and have absolutely loved and treasured my time as Co-Director here so far. I am also a former student here, attending from 2006-2013 and the OSHC room was my reception classroom! It has been amazing watching the OSHC progress and develop across the time which Abbey and I have been Co-directing.

We are immensely grateful to our awesome team who make our lives so much easier. We have been able to bring in quality, servant hearted people who really care about the students and families at

our school. We are always looking at how we can improve our service, and we are really proud of the environment we have created.

I completed my Bachelor of Education (R-7)/Bachelor of Arts at Flinders University in 2022 and have thoroughly enjoyed my journey at our OSHC so far.

This will be our second year directing together, and I am so excited for the future ahead.

Tom Ledson, Director



I have been part of the OSHC team for one year and I am currently in my fourth year of studying a Bachelor of Health Science/Master of Occupational Therapy at Flinders University. Outside of work and study, I enjoy playing sport and volunteering at my church.

I am passionate about helping students to develop new skills and enjoy life, qualities I hope to provide

OSHC in 2023!

Jack Corbett, Educator



I've been lucky enough to be part of the St Peters OSHC team for a year! I love the community focus and the close staff and student relationships at OSHC. I'm currently studying a Bachelor of Occupational Therapy at the University of South Australia and hope to work in a paediatric field in the future. I enjoy reading and music and my favourite activities to do in OSHC include craft

and outdoor games. I have loved every minute of getting to know everyone at OSHC, and look forward to the upcoming year!

Millie Corbett, Educator



I've been working at this OSHC since 2022, and have loved it since the moment I joined the team. I'm currently in my fourth year of my Bachelor of Education (Primary R-7), Bachelor of Special Education degree at Flinders University.

I love being a part of this team in creating a safe and welcoming environment for your children and I look forward to getting to know you more throughout 2023.

Ashley Anderson, Educator



I have been part of the wonderful OSHC family since the end of 2022. I have loved my time here so far, spending it with all the students and staff.

I studied Youth Work and love working with young people and encouraging them to be who they are.

When I am not at Concordia OSHC, I work at another primary school in the Administration Team which I love. I enjoy spending my free time catching up with friends, drinking lots of coffee and reading a good book. I also spend my time volunteering at my church and going for beach walks with my husband.

Ella Wildman, Educator

Key Contacts

Out of School Hours Care

OSHC Directors

Abbey McKennall and Tom Ledson

sposhc@concordia.sa.edu.au

ELC and Primary School

Principal

Bronwyn Wilson

sppmail@concordia.sa.edu.au

Dates for 2023

Term 1: Monday 30 January - Friday 14 April

Term 2: Wednesday 3 May - Friday 30 June

Term 3: Monday 24 July - Friday 29 September

Term 4: Monday 16 October - Wednesday 13 December

Vacation Care is offered between term dates

OSHC is closed on Public Holidays

Christmas closure dates: Our OSHC will be closed for 4 weeks over christmas break. We will offer vacation care on the 14th and 15th of December. We will then close, and reopen on the 15th of January until school commences.

Key Details

Opening Times

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

After School Care: 3.05pm-6.00pm

Vacation Care: 7.30am-6.00pm

Description

Concordia OSHC is a non-profit organisation operated on the School site adjacent to school oval, next door to Japanese room. Licensed for 40 children.

Service Approval Number

SE-00010965

Fee & Accounts

Cost per Student per session

	Permanent Booking	Casual Booking
Before School Care	\$13	\$15
After School Care	\$28	\$30
Vacation Care	\$77/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

Casual bookings can also be selected on FullyBooked if a parent would rather the flexibility of a casual booking.

Cancellation

A 7 day cancellation period will apply to all permanent bookings. That being, all permanent bookings not canceled prior to 7:30am for Before School Care and 3:05pm for After School Care one week prior to the booking will be charged as 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 automatically be debited every fortnight.

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.

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

- + Recognise 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
- + Daily Seesaw posts to show parents what their children have done at OSHC and encourage responses or comments

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