



## Health and Safety Medication

Medication can only be administered to children once the medication form has been completed and signed by a parent. All medication (both prescribed or over the counter) must be supplied in the original container with the pharmacy label, child's name and dosage clearly marked on the container. No medication will be administered without the correct documentation.



# FLAGSTAFF HILL

RECEPTION - YEAR 7 SCHOOL

## FURTHER INFORMATION

Please contact  
Cathy Morallee, OSHC Director

Telephone 8358 6666

[flagstaff.oshc49@schools.sa.edu.au](mailto:flagstaff.oshc49@schools.sa.edu.au)

You are welcome to drop in  
and visit us at any time

Flagstaff Hill R-7 School  
145 Black Road  
Flagstaff Hill  
South Australia 5159

School Telephone 8270 1744

School Fax 8370 5748

Email [dl.1018\\_info@schools.sa.edu.au](mailto:dl.1018_info@schools.sa.edu.au)

[www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au)



Government of South Australia  
Department for Education



# FLAGSTAFF HILL

RECEPTION - YEAR 7 SCHOOL

## Out of School Hours Care (OSHC)

OSHC Telephone 8358 6666

OSHC Email [flagstaff.oshc49@schools.sa.edu.au](mailto:flagstaff.oshc49@schools.sa.edu.au)

Flagstaff Hill OSHC aims to provide quality, stimulating, happy, nurturing and rich learning environment where children are free to play, investigate, find adventure and be challenged.

We provide a service to the families of Flagstaff Hill School and the wider community (if vacancies exist).

Our service is endorsed by the Flagstaff Hill R-7 School Governing Council and the values, beliefs and policies compliment the school's own.

The service is managed by an OSHC Advisory Committee which meets twice a term and everyone is welcome to attend and participate in the meetings.

Open communication with families will be actively encouraged, as will the participation of children, families and educators in planning and decision making about the service.

All children are supervised by caring and qualified educators in a safe environment.

## National Quality Framework

Our OSHC program is regulated by National Quality Framework. The Acts which apply to this service include:

- Education & Care Services National Regulations (December 2011)
- Education & Care Services National Law (No. 69, 2010)
- Framework for School Aged Care in Australia (My Time, Our Place)

## To Enrol

Families wishing to use our service MUST register their child/children prior to attendance. Forms are available from OSHC room, School front office or School website. Children need to re-register each year. If family circumstances, contacts, or any other information should change during the year, it is the family's responsibility to inform the Director. Information contained on these forms is strictly confidential.

## Bookings

Bookings are ESSENTIAL and can be either on a regular or casual basis. Booking slips are to be completed for required care (these slips are available at OSHC). If your child is attending on a casual, please notify OSHC as soon as possible of your child's anticipated attendance. Bookings may also be made by ringing OSHC on 8358 6666 or via email [flagstaff.oshc49@schools.sa.edu.au](mailto:flagstaff.oshc49@schools.sa.edu.au).

## Hours of Operation and Fees

An initial registration fee of \$15.00 per family will be invoiced to you on receipt of OSHC enrolment form. A yearly registration fee of \$15.00 per family is payable thereafter.

<b>Before School Care</b> 7:15am – 8:45am	\$11.50 per session
<b>After School Care</b> 3:15pm – 6:15pm	\$23.00 per session
<b>Early Finish</b> (last day of term) 2:15pm – 3:15pm	\$7.50
<b>Holiday Care/School Closure Day/Pupil Free Day</b> 7:15am – 6:15pm	\$58.00 per day
<b>Incursion/Excursion Days</b> 7:15am – 6:15pm	\$65.00 per day

These costs include breakfast and/or afternoon tea. Children arriving later from sport or other school activities are offered a snack on arrival.

A late fee of \$10-00 for each 5 minute block will be charged to families for pickup after session closing time.

## Child Care Subsidy (CCS)

The Australian Government assists families with child care fees by way of CCS. To be eligible for CCS, you must meet the 'activity test'. CCS bases the number of subsidised hours care on the level of 'recognised activity'. CCS is paid directly to our service as a fee reduction and families will be charged the difference between fee charged and subsidy amount. To make CCS claims and view the status of their claims, families will be able to go to the mygov website or application and sign in to access their Centrelink online account. If families do not have a myGov account, you can create one and link it to your Centrelink online account.

It is suggested that parents/caregivers contact Centrelink (13 6150) or [www.education.gov.au/childcaresubsidy](http://www.education.gov.au/childcaresubsidy) for more information.

## Holiday Care

Children must book in separately for each holiday period. Holiday program and bookings open 4 weeks prior to each holiday break. Bookings will close on the second to last Friday of each term, with bookings after this date subject to availability. Swapping of sessions is not permitted after bookings close.

## Cancellations

Notification of cancellations must be made by:

<b>Before School Care</b>	6.15pm on the business day prior to expected attendance
<b>After School Care</b>	9.00am on the morning of expected attendance
<b>School Closure/ Pupil Free Days</b>	6:15pm seven days prior to attendance
<b>Holiday Care</b>	Cancellations after bookings close will incur full session fees.

Cancellations after these times will incur an Allowable Absence as outlined in the Commonwealth Government "Child Care Service Handbook". Child Care Subsidy is paid up to 42 allowable absence days for each child per financial year. Allowable Absences can be taken for any reason.

## Invoices and Payment of Fees

Invoices are generated a week in arrears, and will be emailed to you. Please provide your email address on OSHC enrolment form. Payments must be made **WEEKLY**. Fees can be paid by Direct Bank Deposit (details on account), Bpoint via the School Website, EFTPOS or cash via school front office or over the telephone on 8270 1744. Cash payments can also be made at OSHC (no change available).

The Director must be notified immediately if difficulties arise with payment of fees (to negotiate a payment arrangement). Care will be terminated until payment is received in full if negotiated arrangements are not fulfilled.