



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. An annual registration fee of \$15.00 per family is payable thereafter.

Full fees before Childcare Subsidy entitlement

Before School Care 7:15am – 8:45am	\$12.75 per session
After School Care 3:15pm – 6:15pm	\$25.50 per session
Early Finish (last day of term & other recognised days) 2:15pm – 3:15pm	\$8.50
Holiday Care/Student Free Day 7:15am – 6:15pm	\$65.50 per day
Excursion Days/Special Activities 7:15am - 6:15pm	\$TBA depending on costs per day
Not Notified Fee – (After School Care)	\$5.00 (no CCS entitlement)

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.



Further Information

Please contact
Cathy Morallee, OSHC Director

Telephone 8270 1744
flagstaff.oshc49@schools.sa.edu.au

Further detailed information is available on the school website including OSHC Family Handbook, forms, resources and policies.

www.flagstaff.sa.edu.au
(Parent Information/OSHC)

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

Flagstaff Hill Primary School
145 Black Road
Flagstaff Hill
South Australia 5159



Out of School Hours Care (OSHC)

OSHC Telephone 8270 1744

OSHC Email: flagstaff.oshc49@schools.sa.edu.au



Flagstaff Hill OSHC aims to provide a 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 children currently enrolled at Flagstaff Hill Primary School.

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

The service is managed by an OSHC Sub 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 qualified and unqualified 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 (2011 S1653)
- Education & Care Services National Law Act (2010)
- My Time, Our Place: Learning Framework for School Aged Care in Australia (V2.0 2022)

To Enrol

Families wishing to use our service MUST enrol their child/children **PRIOR TO ATTENDANCE**. Enrolment forms are available from OSHC room or school website. Families are required to re-enrol annually. If family circumstances, contact details, authorised persons or any other information should change during the year, it is the family's responsibility to inform the service by email. Information contained on these forms is strictly confidential.

Medical and Health Information Diagnosed Health Care Needs

National Regulation (90):-

CHILDREN CANNOT ATTEND OUR SERVICE until we have received:

1. An up-to-date Medical Management Plan (eg Asthma, Anaphylaxis, Allergic Reactions, Diabetes)
2. Medical Conditions Risk Minimisation and Communication Plan
3. Prescribed medication (to be stored in OSHC) (forms are available from OSHC or school website)

Bookings are essential – walk-ins are not accepted due to child:educator ratios

OSHC TERM TIME – ONLINE BOOKINGS

Before School (BSC) & After School (ASC)

Families are required to book their children into BSC and ASC sessions via the Spike Parent Childcare App. Bookings can be made up to 3 months in advance. BSC bookings can be made up until start of session on the morning of care. ASC bookings close at 2pm on the afternoon of care.

Please note: only the account holder can access the Spike Childcare Parent App.

Childcare Subsidy (CCS)

The Australian Government assists families with childcare costs by way of CCS. To be eligible 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 can go to myGov website or app and sign in to access their Centrelink online account. If families do not have a myGov account, you can create one and link your Centrelink online account. For further information, parents/guardians can contact Services Australia (13 6150) or www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy

Holiday Care

Unable to be booked online. Children must be booked in for each holiday period. The Holiday Program and booking sheet is released 3 weeks before the end of each school term with bookings opening 2 weeks before commencement of each holiday break.

Bookings are final and non-cancellable. Swapping of sessions is not permitted.

Student Free Days

Unable to be booked online. Children must book in separately for these days. Bookings will open 2 weeks prior to the day.

Bookings are final and non-cancellable.

Cancellation Policy

Families can cancel BSC and ASC bookings on the Spike Parent Childcare app if MORE THAN 7 DAYS PRIOR TO SCHEDULED BOOKING.

If less than 7-days' cancellation notice, families will be unable to cancel bookings via the app. Families are required to message OSHC via the app advising their child's absence and that booking will be charged as an allowable absence. Up to 42 allowable absence days are claimable for each child per financial year. Allowable absences can be taken for any reason.

Not Notified Fee – ASC sessions

An additional fee of \$5.00 will apply for instances when a child is booked into an After School Care session and fails to arrive with families not notifying OSHC of the absence earlier. Educators will assume your child is attending and will be looking throughout the school grounds and messaging parents to ascertain the child's whereabouts. This disrupts the OSHC routines as the rest of the children cannot be released to play until all children have been accounted for.

Invoices and Payment of Fees

Invoices are generated a week in arrears and will be available on the Spike Parent Childcare App.

Payments must be made **WEEKLY**. Fees can be paid by BPoint (credit card secure online payment via school website), direct debit into OSHC bank account or EFTPOS at the Front Office (in person or phone 8270 1744). Cash payments are not accepted.

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.