

## General Information

Flagstaff Hill Primary School OSHC is endorsed by the Flagstaff Hill Primary School Governing Council and meets all requirements and standards in compliance with National Quality Standards, National Quality Framework, National Law and National Regulations. Care is provided to primary school aged children (Reception to Year 6).

We operate Before School, After School, Holiday Care and Student Free Days and have a two-week closure over Christmas/New Year period. We have a team of highly dedicated staff who are passionate about working with children. Our aim is to provide quality, stimulating, happy care in a rich learning environment where children are free to play, investigate, find adventure and be challenged.

Our operating hours are: 7:15am to 8:45am and 3:15pm to 6:15pm during school terms, and  
7:15am to 6:15pm during Holiday Care and Student Free Days.

Children are provided with breakfast if they arrive before 8:15am, afternoon tea at 3:15pm and a light snack at approximately 5:40pm.

We operate out of the OSHC room and have access to plenty of outdoor play areas within the school grounds. Our OSHC educators use portable radios to communicate with each other and children are always in pairs when going to bathroom or moving areas.

### OSHC enrolment is separate from school enrolment

Families wishing to use our service **MUST** enrol their child/ren prior to attendance. OSHC enrolment form is available from OSHC room or school website [www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au)

*Children with any diagnosed medical and health conditions* - families **MUST** complete and return necessary documentation including medical action plan, medication authority, risk assessment and communication plan and provide prescribed medication (which will be stored in OSHC).

Please note that children with diagnosed medical/health conditions **cannot attend our service until OSHC has received all supporting documentation and medication**. Supporting medical or health care documents are available from OSHC room or on school website [www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au)

### Bookings - OSHC

Can be permanent or casual. All booking requests are required to be made by email to [flagstaff.oshc49@schools.sa.edu.au](mailto:flagstaff.oshc49@schools.sa.edu.au) You will receive email confirmation for requested sessions. Fees apply to any booked session that a child does not attend unless OSHC receives email notification of cancellation 7 days or more prior to scheduled booking.

### Bookings – Holiday Care and Student Free Days

Children must be booked in separately for these days. Bookings will open 2 weeks prior. Bookings are FINAL and NON-CANCELLABLE.

### Reception children 2024

Can commence attending OSHC from Monday, 29<sup>th</sup> January 2024 (first day of school) and holiday care from April school holidays.

You are required to communicate with your child's classroom teacher to inform them the days your child is booked into OSHC. An OSHC educator will accompany reception children to their classroom at end of before school care session, and collect them from a meeting point in the afternoon and accompany them to after school session. Booked children are on our attendance sheet, so any late or non arrivals are followed up.

Our staffing ratios are greater during the first few weeks to support and successfully transition the younger children into OSHC.

### Fees

Fees are stated in OSHC brochure and on school website. As an approved childcare service, the Australian Government assists families with childcare costs by way of childcare subsidy which is paid directly to our service as a fee reduction and families will be charged the difference between fee charged and subsidy amount. Fees are payable WEEKLY. More information is available from Services Australia [www.servicesaustralia.gov.au/child-care-subsidy](http://www.servicesaustralia.gov.au/child-care-subsidy)

Communication - please join the OSHC Group on Audiri school communication app to keep up to date on the latest OSHC news.

If you have any queries about OSHC, please drop in to see us, ring OSHC on 8358 6666 or email [flagstaff.oshc49@schools.sa.edu.au](mailto:flagstaff.oshc49@schools.sa.edu.au)

Cathy Morallee  
OSHC Director

Please return your completed OSHC enrolment form and any relevant medical and health conditions documentation together with booking sheet as soon as possible before our sessions book out. We look forward to your children joining our OSHC family.

