



## Hours of Operation and Fees

An initial registration fee of \$15.50 per family will be invoiced to you on receipt of OSHC enrolment form.

An annual registration fee of \$15.50 per family is payable thereafter.

Full fees **BEFORE** Childcare Subsidy entitlement

**Before School Care** \$13.30 per session

7:15am – 8:45am

**After School Care** \$26.60 per session

3:15pm – 6:15pm

**Early Finish** (last day of term  
& nominated events) \$8.85 per session

2:15pm – 3:15pm

**Holiday Care/Student Free Day** \$68.35 per day

7:15am – 6:15pm

**Excursion Days/Special Activities** \$TBA depending  
7:15am - 6:15pm on costs per day

**Not Notified Fee –** \$5.20

(no show for ASC & absence was  
not notified to service)

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](mailto: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](http://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



Government of South Australia  
Department for Education



# Out of School Hours Care (OSHC)

OSHC Telephone 8270 1744

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



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

Our service is available to children currently enrolled at Flagstaff Hill Primary School.

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

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

Open communication with families is actively encouraged, along with the participation of children, families and educators in planning and decision-making about the service.

All children are supervised by our OSHC Team, which includes both qualified and unqualified educators, ensuring a safe and supportive 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 the **OSHC room** or the **school website**. Families are required to **re-enrol annually**. If family circumstances, contact details, authorised persons, or any other information changes during the year, it is the family's responsibility to **inform OSHC by email**. All information provided on enrolment 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)

## Childcare Subsidy (CCS)

The **Australian Government** assists families with childcare costs through the **Child Care Subsidy (CCS)**.

To be eligible, families must meet the **CCS 'activity test'**. The number of subsidised hours of care is based on the level of recognised activity.

CCS is paid **directly to our service** as a fee reduction. Families are charged the difference between the service fee and the CCS amount.

### How to manage your CCS:

Families can claim CCS and view the status of their claims via the **myGov website or app**, by signing in to their **Centrelink online account**.

If you don't already have a myGov account, you can create one and link it to your Centrelink account.

For more information, visit: [Services Australia – Child Care Subsidy](#) or phone **13 6150**.

## Invoices and Payment of Fees

**Invoices** are generated **one week in arrears** and are accessible via the **Spike Parent Childcare App**. **Payments must be made weekly**. Accepted payment methods are: **BPoint** (secure credit card payment via the school website); **Direct debit** into the OSHC bank account; **EFTPOS** at the Front Office (in person or tel 8270 1744). Cash payments are not accepted.

**Important:** If you experience difficulty paying fees, please notify the **Director immediately** to discuss a payment arrangement. Care may be **suspended until payment is made in full** if fees remain unpaid or a negotiated payment arrangement is not upheld.

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

## OSHC Term Time – **ONLINE BOOKINGS**

Families are required to book all **BSC** and **ASC** sessions via the **Spike Parent Childcare App**. Bookings can be made **up to 3 months in advance**. **BSC bookings** may be made until the start of the session on the morning of care. **ASC bookings** close at **2:00pm on the day of care**.

**Please note:** Only the **account holder claiming CCS** has a login to the Spike Parent Childcare App. Families are encouraged to share login details to allow both parents/guardians access.

## Student Free Days

Children must be booked in separately for these days through the Spike Parent Childcare App. **Please note that these bookings are final and cannot be cancelled.**

## Holiday Care

Holiday Care cannot be booked online. Families must complete a **booking sheet** for each holiday period.

The **Holiday Program** is released **4 weeks before the end of each school term**, with bookings opening at the same time. **Bookings close** on the **second-to-last Friday of each school term**. Late bookings will only be accepted if there is available space within the rostered **educator-to-child ratio**. **These bookings are final and cannot be cancelled**. Session swapping is not permitted.

## Cancellation Policy – Term Time Only

Families can cancel **BSC** and **ASC** bookings through the **Spike Parent Childcare app** if the cancellation is made **more than 7 days before the scheduled booking**. If a cancellation is made **within 7 days of the booking**, families will be unable to cancel via the app. Instead, please message OSHC through the app to advise of your child's absence. The session will be charged as an **allowable absence**. Each child is entitled to **up to 42 allowable absence days per financial year**. These absences can be taken for any reason and are claimable through CCS.

## No Show Fee - ASC sessions

An **additional \$5.20 Not Notified Fee** will apply if a child is booked into an **ASC** session but does not arrive, and OSHC has not been notified of the absence beforehand. In these situations, educators must assume the child is missing. This requires staff to search the school grounds and contact families to confirm the child's whereabouts. This process disrupts OSHC routines, as other children cannot be released to play until all children are accounted for. To avoid this fee and ensure children's safety, please notify OSHC of any absences.