

Figtree Heights Out of School Hours Care



Figtree Heights Public School
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Welcome to Figtree Heights OOSH

Experience the fun, adventure and play every day!

Welcome to OOSH

Our mission is to provide quality care for children outside of school hours within our local school community and local community of school's network.

We believe that every child has a right to a safe, nurturing and caring environment. We can enrich children's wellbeing, learning and development in the school age care setting by providing opportunities to experience a wide range of recreational activities. At the same time assist families in meeting the competing demands of work, study, and family.



Our service follows the **“My Time Our Place” Framework for School Age Care in Australia.**

Through the collaboration with families, schools and local communities, we aim to support the development of a strong sense of wellbeing and social competencies within our environment, by creating and nurturing interpersonal relationships.

Who are we?

We are a not-for-profit After School Care service, an initiative of Figtree Heights Public School P&C Association to service our community. We provide a friendly and welcoming environment for all children attending Figtree Heights Public School and our local neighboring schools including; Lindsay Park Public School, Nareena Hills Public School, Mt St Thomas Public School and Figtree Public School. During our holiday program our service is open to all children who wish to enrol and participate.

Care is provided from 6:30am to school drop off weekdays for Before School Care, school pick up to 6:00pm for after school care weekdays during school terms, and 7am to 6pm each weekday during school holidays.

Our approved provider is the Figtree Heights Public School P & C Association, who delegates prime responsibility to our own Figtree Heights OOSH sub-committee of volunteer parents and members of the community.

All parents and guardians are encouraged to attend meetings, to contribute to the decisions needed for the running of the Centre. The Management Team meets twice a term.

What we provide:

- ✓ A safe, caring and comfortable environment.
- ✓ A wide variety of experiences and activities developmentally appropriate for ages 5-12yrs.
- ✓ Activities that cater to the social, intellectual, physical, recreational and emotional needs and interests of all children.
- ✓ Quality care that is accessible by all children and their families in our local community and community of schools.
- ✓ A healthy and delicious breakfast at BSC to sustain children at the start of their school day
- ✓ A healthy and yummy afternoon tea at ASC after a busy day at school.
- ✓ Friendly, warm, sensitive experienced and qualified staff.
- ✓ A caring environment that promotes positive attitudes, personal growth, high self-esteem and respect for others.

How to Enrol

Visit our website: www.figtreeheightsoosh.com to enrol online. You will be able to click on the “enrol now” link which will take you to My Family Lounge to create an online account.



If your child has a disability or additional needs, please contact the OOSH Coordinator on: (02) 4227 2515 to discuss inclusion support and whether your child would be able to safely participate in our service.

Types of care we offer:

- **Permanent days** - Reoccurring sessions each week for BSC and/or ASC. Absences are charged regardless of attendance.
- **Occasional days** - One-off sessions for BSC and/or ASC booked using your My Family Lounge account up to 14 days in advance.
- **Vacation care booked attendance** - booked using your My Family Lounge account. Program is released in Week 6 each term for upcoming school holiday period).
- **Additional transport to your local extracurricular activity** - An ASC extra option in which an educator will transport your child to their local activity e.g. soccer training, that they are involved in. This is a drop off service only, therefore parents must ensure adequate supervision arrangements for duty of care handover. Additional permission form is required. Subject to availability.

Information we need on file about your family/child:

- Completed online enrolment form and printed copy with parent/guardian signatures presented to the service before care commences.
- Immunisation statement from Medicare (latest update).
- Eligibility of childcare assistance statement from Centrelink (including customer reference numbers for the parent and each child).
- Birth certificates (of children only).
- Court orders (any court orders in place affecting care and responsibility of the child/ren).
- Medical condition reports and/or Medical Action Plans (from doctors, specialists etc. if your child has a medical condition or allergy). Please contact the service for relevant documentation to complete.



Centrelink Information:

Our service is approved for childcare subsidy (CCS) government incentives. To receive your CCS fee-relief you must apply and be deemed eligible by Centrelink. You can do this online, by phone or in person at your nearest Centrelink office. Once you have applied you will be given a customer reference number (CRN) as will the children you have named in the application process. These CRN's are what we need to be able to link up to your Centrelink entitlements. Your CCS will be applied to your family account at our service, which will reduce your out of pocket expenses.

When a child does not attend a service within an 8-week consecutive period, the CCS enrolment for that child ceases. This means that the child's CCS connection "enrolment" ends, and you will not receive child care subsidy payments for care attendance after that date. This is an automatic process that occurs from CCS and applies to all child care services. If this happens please contact our service as soon as you are made aware your CCS has ceased. This may be just by noticing no CCS is being applied that should be there OR if you have received a message from Centrelink advising your CCS has ceased. We will be able to reconnect your CCS on our end and attempt to ensure no gap dates from date CCS was ceased and when we are reactivating. You need to confirm our new CCS connection through your My Gov account then email to alert us that this has been completed and ensure CCS is processing correctly.

Fees

Enrolment fee: \$30 per child at time of enrolment

BSC Permanent: \$20 per child per day

BSC Casual care: \$22 per child per day

ASC Permanent care: \$26 per child per day

ASC Casual care: \$28 per child per day

Additional Transport fee: \$7 per child per term dates

VAC care: \$44 per child per day

VAC extras: A fee may be charged on a vacation care day for an activity or excursion and will be identified on the program. Childcare Subsidy also applies to these activity fees to reduce out of pocket expenses.



Payment:

Direct deposit	BSB: 062 644 ACC: 00903271 Name: Figtree Heights OOSH Reference: your child/rens full name
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Operating Times:

BSC: 6:30am – 9:00am (school drop off between 8:30am – 9:10am) during school terms

ASC: 3:00pm – 6:00pm (school pick up from 2:45pm – 3:30pm) during school terms

VAC: 7:00am – 6:00pm during school holiday periods and staff development days

Please note: Our service is closed on all Public Holidays (charges for permanent ASC and BSC bookings will apply if day falls during school term),

and for 2 weeks during the Christmas/New Year period (dates are advised in term 4. All BSC and ASC bookings are put on hold during this period with no fees incurred).

Signing in/out

Before School Care –

- Parents drop their children off and sign them in on arrival.
- A headcount and roll call are conducted as children are dropped off at their school by our OOSH bus (or leave from the hall for Figtree Heights Public School).
- Children are signed out by educators as they exit the service premises and again as they exit the bus.

After School Care –

- A headcount and roll call are conducted as children are collected from their school by our OOSH bus (or met at the hall for Figtree Heights Public School).
- Children are signed in by educators as they enter the bus and then again as they enter the service premises.
- Parents and authorised persons collect children from the service and sign them out.

Vacation Care –

- Parents drop their children off and sign them in on arrival.
- Educators sign children off /on when excursions are in place.
- Parents and authorised persons collect children from the service and sign them out.

Bus Service and transports

- During ASC and BSC our OOSH buses will collect/drop off children from/to their school and bring them back to the service.
- Drivers hold LR and MR licenses and are Educators of the service.
- Additional supervising educators are present on all transports.
- In situations where our bus is not able to operate, the service will arrange for hired bus service and/or private transports of educator vehicles.
- During VAC our OOSH buses as well as hired bus vehicles will transport children to and from excursions. Other forms of transport may also be used such as a train, walking, public buses etc. for activity experience purposes.
- All transport details will be communicated to families regarding vacation care excursions at time of booking.
- Sport /activity transports are transported in our OOSH buses.
- For ASC in the event children attend schools outside of our pick-up schools, families may still enrol and provide alternative arrangements for arriving at the service.

PARKING at our school:

Strictly no parking in any carpark at any time on school grounds.

Safe areas to park:

- Along Lewis Drive on the curb, with walking access from the stairs (spot light is in place to improve lighting with more improvements being planned).
- Along St George Avenue on the curb, with walking access from the main entrance gate (lighting is already in place along verandah corridor through to walkway to the hall).



What to Bring each day:

- Hat.
- Drink bottle.
- Appropriate clothing for outdoor play (jumper/jacket).
- Closed in shoes.

What Not to Bring:

- Thongs
- Unhealthy snacks e.g. chips, lollies, chocolates etc.
- Nuts & foods containing nuts including Nutella – our service supports the need to limit exposure to nuts due to allergies.



Please read these policies at time of enrolment – these include important information relating to your time with us.

- Fees
- Management of complaints
- Enrolment and orientation
- Delivery and collection of children.

How you can help your OOSH:

- Do not let your child attend when he/she is unwell.
- Sign in & out when dropping off and collecting your child.
- Gain an understanding and awareness of our service rules and values and communicate this with your child/ren.
- Donate resources and materials that you no longer need e.g. Christmas cards, fabric scraps, cardboard rolls and boxes, egg cartons, toys etc.
- Attend Parent/Committee meetings.
- Make suggestions for improvements to the Centre.
- Ensuring your fees are paid up to date.
- Ensure that your child is always collected before 6:00pm.

Thank you and Welcome.