

'Home away from Home'



Family Welcome Pack

Opening hours

Before School Care: 6:45am - 9:00am

After School Care: 3:00pm-6:15pm

Vacation Care: 6:45am-6:15pm

Pupil Free Days: 6.45am-6:15pm

Fees

Before School Care	Permanent	\$20.00
Before School Care	Casual	\$22.00
After School Care	Permanent	\$28.00
After School Care	Casual	\$32.00

Vacation Care & Pupil Free Days

Daily fee		\$65.00
Incursions	+	\$20.00
Excursions	+	\$35.00
Non-Communication Fee		\$5.00
Late fee (after 6.15pm)		\$25.00

(Per family per 15 minutes)

Direct Debit - all fees for Samford OSHC must be paid via our online direct debit payment method. Please enter and update your details by logging into your Xplor account online at login.myxplor.com and navigating to the finance tab. Payment terms - fees are charged and paid one week in advance, all direct debit payments will be deducted from your account every Thursday.

Contact Details

Jayde Norton	Coordinator (Acting)
Taylah Scott	Educational Leader
Sophie Pate	Family and Community Leader
Georgia Browne	Sustainability Leader
OSHC office (J block)	3430 9145
Email	oshc.samford@gmail.com
Website	samfordoshc.au

Any concerns please see the coordinator directly.

Notifying of Absence

If you wish to cancel BSC, ASC or VAC, 5 full business days must elapse between the day of cancellation and the day of your original booking. Preferred methods of notifications are via Xplor home app.

Permanent Cancellations

If you would like to cancel your permanent booking, we do still need the 5 full business days' notice. Once your cancellation has been accepted your place will be offered to another family therefore for any changes of mind or decision to re-book will mean that you will be placed on the waiting list and reallocated a space if and when it becomes available.

Complying Written Arrangement

Families are required to sign a complying written arrangement (CWA) upon receiving a placement at Samford OSHC, whether casual or permanent and they are required to update this CWA whenever there is a significant change to their bookings.

Approved Provider

Samford OSHC is operated by the Samford P and C Association. We are a community-based not for profit service that operates on the needs of the families and the children in our care. This means that input from our families is highly valued and that we strive to be inclusive of the different needs, cultures and interests of each individual.

Enrolment process

Samford OSHC is a large service that caters for up to 120 children in before school care and up to 165 children in after school care. Due to the high demand we have for care we cannot guarantee a place for every family that requests one. We also can only accept bookings from children who are currently attending Samford State School - unfortunately this means we are unable to take children who have left Samford State School to attend any other school.

All new families or existing families with new children wishing to enrol with Samford OSHC will need to complete an enrolment form -

https://prodadmin.myxplor.com/enrollment_v2/centre/Ha24356Wod9423157b_jiMUUDmHVoyw

Families who have current active bookings at the time of re-enrolment will automatically roll over their booking into the following year. Families will be

provided with a change of days form on survey monkey if any changes to days for the following year need to be amended. Any families who do not complete the change of days form will automatically be assumed to have no changes to their permanent booking. All new enrolments will only be allocated in the spaces made available by cancellations of bookings e.g. grade six children leaving, children leaving the school etc.

These spaces will then be allocated in the following order -

- New preps 10% of our overall numbers have been allocated
- Siblings of children with existing bookings for the days currently booked only
 - Existing families requesting additional days
 - Brand new families with children older than prep

Service Closure

Samford OSHC is closed for public holidays and no fees will be charged for families whose care would normally fall on the day of the public holiday. We are closed for a period of two weeks over Christmas - precise dates will be communicated to families as soon as practicable.

Philosophy

Respect

We believe that each child, family and educator is given the time and space to express their thoughts and feelings. The strengths of each child, family and educator are valued and their knowledge is recognised. We build respectful, authentic ways to educate and mentor each other. We are able to acknowledge the benefits of nature play in which we can learn and take measured risks from the natural environment. Through increased awareness and connection to country, we are able to implement practices that contribute to a sustainable future.

Relationships

Through respectful, collaborative relationships and providing a warm welcoming environment, we strengthen families, children and educators' wellbeing. We maintain a symbiotic relationship with communities and the school, appreciate, and acknowledge individual beliefs and traditions. Our relationship with the natural environment provides us the ability to engage our imagination and senses. By extending our children's real-world knowledge, we provide a foundation for successful lifelong learning.

Reconciliation

We thank Mother Earth for looking after us; we will care for you and be kind to you; we will respect you and listen to you; we will learn from you and each other; we will care for one another and ourselves; we will respect the people who are on this land past, present and future.

Our connection to this country that we play, learn and grow upon is recognised and respected. We understand and believe that our children's cultural identity is developing. Our journey through nature helps us to connect to our nation's history, to develop a deep level of understanding on how we can care for Mother Earth and how we can be better people for it.

What to expect...

Upon arrival at Samford OSHC in the morning your child/ren will have the opportunity to have breakfast. Breakfast is served up until 7:45am and consists of cereal, toast and spreads, yoghurt, fruit, and a breakfast special each morning (eg. Scrambled eggs, fruit smoothies etc)

We reset all areas at 8.25am in preparation for signing out children at 8.30am. Year 2-6 children will gather outside of J block and be signed out by the responsible person on for that session; they will then make their own way to school for here. Year 1's and preps will make their way to I block where the year 1 children will gather on the carpet side and the preps will gather on the vinyl side in preparation for signing out. Educators will escort both the year 1's and preps to their classroom and ensure they enter their classroom and unpack their bags.

Afternoon session starts from 3 pm and all children will have the opportunity to have a snack. Afternoon tea consists of fruit and or vegetables, sandwiches with a selection of fillings from egg, ham, jam, vegemite, vegemite and cheese, chicken and cheese or honey, and a fresh baked good or savoury snack.

We have progressive afternoon tea where children from all years arrive at OSHC and can choose to wash their hands and serve themselves afternoon tea throughout the afternoon. After they have finished eating, they will transition off to designated environments e.g. I block, oval, playground, garden, nature space, J block, hard courts, library, undercover.

Our educators will pick up year 1's and preps from their classroom and escort them back to OSHC where they will have the opportunity to choose an open play space or afternoon tea. An educator will stand at the end of the table offering any child assistance where required and will encourage children to eat something. After they have finished eating, they will transition off to designated environments e.g. I block, oval, playground, garden, nature space, J block, hard courts, library, undercover.

All children are able to move between areas, we ask that all children let the educator in that space know of their departure so the educator can radio them to the next area.

Some more helpful facts...

We have lost property basket located in J block to the left of the main door any property that we may find in our environment will be placed here. Before term ends we will take all lost property up to the school's lost property collection point near the first aid room.

The vacation care program will be issued out approximately 3 weeks before end of term for enrolled families via survey monkey.

Casual bookings can be made on Xplor home app for enrolled families. You will need to invited to this via email from our office. Once you have registered for this you can download the app for your phone and you can apply for a booking or let us know if your child will be absent. Casual bookings can only be made for before and after school care during term and not for vacation care. This is completed through a different format.

Reoccurring (permanent) booking requests are to be put in writing in the form of an email to the coordinator.

We are currently a nut free and seafood free zone as we have children whom have severe allergies (anaphylaxis) attending OSHC. If your child has any dietary requirements, we will attempt to meet their needs.

Our digital sign in/out process is located in J block, Xplor hub can be accessed by the primary account holder and you can sign out using the QR code. Any additional people that you require to pick up your children will need to be invited by the primary account holder to be a hub guest. The hub guests can only sign out manually and not via the QR code.

Samford OSHC anti bullying statement

You need to remember:

- To be kind to others
- You have the right to feel safe
- Not to do things to others unless you like them done to you
- That you don't have the right to push people around

If you are being bullied you need to:

- Tell someone
- Tell a teacher
- Stand up and be strong and be strong for others if they cannot
- Walk away and ignore them if you can

When you tell OSHC you will be:

- Listened to
- Acknowledged and
- Treated with respect

This statement was created by the children at OSHC and facilitated by Kristy Ryan

Parent and Community Code of Conduct

It is expected that parents and visitors to our service will be polite to others:

- act as positive role models
- recognise and respect personal differences
- use the OSHC 's communication process to address concerns
- recognise every child is important to us
- contribute to a positive OSHC culture
- work together with staff to resolve issues or concerns
- respect people's privacy.

Parents and visitors to our OSHC demonstrate this by:

- using polite spoken and written language
- speaking and behaving respectfully at all times
- being compassionate when interacting with others
- informing staff if the behaviour of others is negatively impacting them or their family
- respecting staff time by accepting they will respond to appropriate communication when they are able
- requesting a meeting to discuss any concerns about their children - allowing their time may be limited.

Culture:

- speaking positively about the OSHC and its staff
- not making negative comments or gossiping about other OSHC community members, including children - in person, in writing or on social media
- understanding, at times, compromises may be necessary
- considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

MEDICATION AUTHORITY – to be completed by the parent/guardian

Childs Name: Date of birth:

Name of medication: Expiry date:

Reason for medication:

Medication storage instructions (e.g. to be refrigerated):

Please indicate how long this medication needs to be administered:

- Today only – todays date:
- 2 or more consecutive attendance days (e.g. antibiotics) - Start date: Finish date:
- Ongoing, regular medication (e.g. Ventolin) - Start date:

DETAILS OF ADMINISTRATION

Staff will only be able to administer medication if it is received in the original packaging, with a chemist label attached stating the child’s name and dosage. All medication is administered under adult supervision.

My child can self-administer his/her own medication? YES NO

Medication to be administered: Dosage: Time:

Circumstances of administration:

Please circle: Before food / with food / after food

Prescribing Doctor’s Name: Phone no:

Letter from doctor/medical management plan provided? NO YES

Parent/guardian name: Phone no:

Signature: Date:

Educator receiving medication:

Signature: Date:

Nominated Supervisor Signature:

MEDICATION ADMINISTERING

AFTER SCHOOL ACTIVITY PERMISSION TO LEAVE OSHC

I give permission for my child _____ to leave the care of Samford State School OSHC in order to participate in extra-curricular activities at the school during these times:

Day	Period/Dates of Activity		Activity child will be participating in	Time frame	
	Start date	Finish date		Start	Finish
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

FOR THE SAFETY OF OUR CHILDREN ALL CHILDREN MUST BE SIGNED INTO OSHC BEFORE ATTENDING ANY AFTERNOON ACTIVITIES

- Tennis:** The tennis coach will sign your child out from OSHC. Escort your child to their lesson. When their lesson is finished the tennis coach will escort your child back to OSHC and sign your child back into our service.
ASA: The tutor/coach will come and pick up your child from OSHC. The tutor/coach will escort your child back to OSHC and sign your child back into our service.
- I understand whilst away from the service participating in this activity, my child will not be under the care of Samford State School OSHC.
- I understand that responsibility for my child will once again be that of the service once my child returns to the service.
- I understand that I will still be charged for the time that my child is away from the service participating in extra-curricular activities.
- I undertake to ensure that I notify the service if and when this arrangement changes.

Parent/Guardian Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Children's expectations

Our Expectations

- Enjoy your time at OSHC and speak freely but respectfully to us, be a good listener
- Follow instructions given to you
- Be honest
- Play fair - take turns, invite others to join in, and follow the rules
- Keep your hands and feet to yourself.
- Respect each other, respect the Educators and respect our equipment.
- Be considerate to others and be grateful to all who help you to have fun at OSHC.
- Remember you are responsible for your own actions.
- Use appropriate language **at all times. Swearing is not acceptable.**
- Once you have finished playing with an "experience", remember to tidy up before you leave.

Behaviour Guidance

Visual Step System

- Step 1 - Verbal reminder / warning
- Step 2 - Verbal reminder / official warning to the child
- Step 3 - Reflection time away from the other children
- Step 4 - An Incident Form will be completed to be discussed with the child's parents
- Step 5 - Collection by parent / caregiver
- Step 6 - Temporary suspension from OSHC
- Termination of OSHC enrolment

Local Resources and Contacts

Samford State School

Phone - 3430 9111

<https://samfordss.eq.edu.au>

admin@samfordss.eq.edu.au

principal@samfordss.eq.edu.au

Samford Uniform Shop

samford.uniforms@gmail.com

Triple P Positive Parenting Program

<https://www.triplep-parenting.net.au>

Raising Children Network

<https://raisingchildren.net.au>

Parent Line

<https://parentline.com.au>

[tel:1300 301 300](tel:1300301300)

Eat for Health

<https://www.eatforhealth.gov.au>

Brisbane Kids Community Resources

<https://www.brisbanekids.com.au/activities/local-resources-and-support>

Kids Helpline

<https://kidshelpline.com.au>

[tel:1800 551 800](tel:1800551800)

Family and Child Connect

<https://www.familychildconnect.org.au>

SNAICC

<https://www.snaicc.org.au>

Family Assistance/Centrelink

<https://www.servicesaustralia.gov.au>

136 150