



GOLD COAST CHRISTIAN COLLEGE

OUTSIDE SCHOOL HOURS CARE

Licensed under the Education and Care Services National Law
(Queensland) Act 2011

PARENT INFORMATION BOOK



Before, After School Care and Vacation Care

OSHC Mobile: 0432049438

Email: oshc@goldcoastcc.qld.edu.au

Gold Coast Christian College Outside School Hours Care

Gold Coast Christian College began an Outside School Hours Care (OSHC) programme to provide care for **school age children from prep to grade 6** (enrolled in prep) during before, after school hours and holiday periods.

We are licensed under and must comply with the Education and Care Services National Law (Queensland) Act 2011. It is also an Accredited Service with the National Quality Framework. Our National Quality Rating is; Working Towards. Under this Act we are bound to comply with all rules and regulations, for example requirements about the children's activities, experiences and programmes, staff/children ratios and staff member qualifications.

Guy Lawson
Principal (Director)

Leanne Edward
Coordinator

OUR PHILOSOPHY

At Gold Coast Christian College - Out Of School Hours Care - program we believe:

- In making children the focus of our program.
- That each child is an individual who develops at his or her own rate and comes from a unique family environment.
- That children are competent thinkers and learners.
- That the role of adults is to support and extensive learning of and development within children to become confident learners.
- That children will grow and develop to their greatest potential in an environment which is emotionally warm and secure.
- That families have the right to be involved in their child's care and are the single biggest influence in the lives of children.
- That all children have the right to learn and develop to their fullest potential.

OUR GOALS

At the college OSHC program we aim to provide an environment where:

- Children and families are made to feel welcome.
- A range of cultures is recognized.
- We recognize and cater for the special needs of children with disabilities, children for whom English is a second language and children from Aboriginal and Torres Strait Islander backgrounds.
- Adults acknowledge children's feelings and ideas: listen responsively and give appropriate affection.
- Children have opportunities to make real choices and decisions.
- Children are involved in direct exploration and interaction with people and a range of materials.

- Gender equity is promoted.
- Families are encouraged to have input into the program.
- Families are provided with regular feedback about their child's time in the OSHC program.
- Children are encouraged to use appropriate social skills when dealing with their peers and adults.
- Children learn to work as a group and as part of a team respecting the input of others.
- Children learn the benefits and the importance of regular home work habits.
- Children have a balance of school work, physical and relaxing activities while in the program.

When attending OSHC children should:

- Know they will be respected and cared for, yet be able to choose from a range of activities;
- Feel they belong;
- Bring their own food to consume;
- Are with adults who know a lot of fun interactive games to play;
- Learn real life skills from participating in projects;
- Are not domineered;
- Are not made to feel as though they need looking after.

OSHC for Parents means:

- Offering security in knowing their children are enjoying themselves in a safe and caring environment;
- Activities will involve their children in exciting yet safe or relaxing play opportunities;
- Children will be taught things for which there is no time or facilities at home;
- Their children will make friends and be respected for who they are;
- Their children will usually have the opportunity to do at least some of their homework
- Activities will be age appropriate and individually targeted;
- Their children can practice current skills while testing themselves in developing new skills in a supportive environment.

OUR PROGRAM

Activities that occur during Before School Care and After School Care are:

- Art and craft activities
- Music, movement and dancing
- Thinking and problem solving games and puzzles
- Dramatic play activities, Indoor games and Imaginative play corner
- Construction area
- Book corner
- Homework (children are given the opportunity to get as much of their homework done as they can. One-on-one assistance by an educator cannot always be given, parents need to check and sign that children have completed all homework).
- Computers
- Physical play and outdoor games
- Multicultural activities

OUR STAFF

Director/Principal	Guy Lawson	Bachelor of Education: Primary
Coordinator/ Lead Educator:	Leanne Edward	Diploma in Children's Services
Assistant:	Raquel Slack	Diploma in Children's Services
Relief/ OSHC and VAC Educator:	Melissa Smith	Bachelor of Education: Primary

Staff/Child Ratios: 1 staff member to every 15 children
All staff holds either a Blue Card or an Exemption Blue Card

Hours of Operation- Monday to Friday

BEFORE SCHOOL CARE:	7:00am to 8:00am
AFTER SCHOOL CARE:	3:30pm to 5.30pm
VACATION CARE:	7:00am to 5.30pm

Enrolment and Booking Procedure:

Children attending the OSHC programme **MUST** be enrolled by a parent or legal guardian by completing an enrolment form and booking form. Forms may be obtained from the Co-ordinator and the primary administration office or on our school website: <http://www.goldcoastchristiancollege.qld.edu.au/oshc/>. These forms must be given to the Coordinator **PRIOR** to your child starting care. All information given on enrolment forms is confidential. Any queries concerning the OSHC programme should be directed to the OSHC Coordinator on 0449901000.

Please be aware that **NO PHONE BOOKINGS WILL BE ACCEPTED WITHOUT A COMPLETED ENROLMENT FORM.**

FEE STRUCTURE:

BOOKED

Before School Care: \$6 per child per day

After School Care: \$17 per child per day

Vacation Care: \$50 per child per day

- *(before holidays start)*

NON BOOKED (casual day)

\$8 per child per day

\$18 per child per day

\$55 per child per day

- *(after holidays have started)*

LATE FEE

Every minute after 5.30pm is an added cost of \$1.00 per minute per child.

ABSENCES AND CANCELATION

If your child will be absent on a booked day please ring or text a message stating that your child/ren will not be attending that day. ***Important Notice:** Booked days **WILL** be charged if **24 hour notice is NOT given.**

Child Care Benefit

The Child Care Benefit is funded by the Commonwealth Government to assist families using an approved child care service with child care fees. Its primary focus is to support families who are working, studying,

training and looking for work. The other main client group it supports is children who are at risk. The OSHC service is funded by the Commonwealth and as a result abides by regulations and guidelines pertaining to this funding. To receive this assistance:

You will need to fill out an application form. Forms can be obtained by calling Centrelink on 13 6150; registering that your child is enrolled at Gold Coast Christian College Outside School Hours Care services (OSHC).

If you already receive Child Care Benefit, call Centrelink on 136150 and tell them you are using OSHC services. Centrelink will then send you and the Service a new Assessment Notice. If Centrelink ask for a CCMS Approval Id they are: BSC: 1-TW6ICV, ASC: 1-BBTVX9 and VAC: 1-TX6RXA.

This Service cannot use your percentage to offset fees until they receive notification from Centrelink.

PAYING FEES

As the Service is fully self-funded we ask that payment of fees be paid weekly and no more than a fortnight after your child has attended.

Payment can also be paid at the school office during the operating hours of 8:00am – 4:00 pm Monday – Thursday and 8:00am – 3:45pm Friday. Payments of cash, or credit card will be accepted. Internet banking transfers can also be made:

Account Name: Gold Coast Christian College OSHC

BSB Number: 034002

Account Number: 729319

Example description for internet banking transfer: **OSHC/VAC (Last Name)**. Please make sure you label your description with **OSHC/VAC** followed by your **surname** to avoid your school fees being paid instead of OSHC fees.

Not paying fees will **terminate** your child/rens enrolment in the Service and bookings will be cancelled. Once fees are paid then your child/rens enrolment will resume. If you have any queries, please contact the Coordinator.

If fees are outstanding by the end of the Term, fees will **automatically** be placed on your school fees account.

Please contact the OSHC Coordinator if there are any special circumstances regarding fee payments on OSHC Phone: 0432049438 or email: oshc@goldcoastcc.qld.edu.au

Vacation Care

Operating hours: 7:00am – 5.30pm

Cost: \$50 per day (if booked before holidays start) \$55 (if booked during holidays)/ **we have Childcare Benefits (CCB)**. Note that excursions cost extra and **are** covered with CCB.

We recommend you contact Centrelink prior to booking, as you may be eligible for a substantial reduction in Childcare fees. You will need to fill out an application form. Forms can be obtained by calling Centrelink on 13 6150; registering that your child is enrolled at Gold Coast Christian College Outside School Hours Care services (OSHC) and give them our Vacation Care CCMS Approval Id VAC: 1-TX6RXA.

Lunch is to be **provided by parents/Guardians** (Unless informed otherwise on program) .

Please ensure you have completed an enrolment form (available from the school office and school website) and ensure it has been returned prior to booking your child/ren into Vacation Care.

Bookings and payments **MUST** be made in advance to secure a place for your child/ren. There are limited places so please book early to avoid disappointment.

Cancellation of a booked Vacation Care day is to be made with **24 hour notice** to avoid payment for that day. ***please note** that cancellation of Vacation Care Day that has an excursion, cannot be refunded due to payments made to book excursions in advance and staff planned ratios.

Excursions: Vacation Care will go on two/three excursions a week. There is one teacher per eight students on excursions.

Incursions: Vacation Care will have fun filled activity days at the school for the remaining two/three days of the week.

A list of excursions and incursions will be provided prior to booking for you to choose the days you wish for your child/ren to attend. Bookings will be available a few weeks prior to Vacation Care holidays.

What should your child/ren bring to OSHC?

All food must be provided by the parent/ caregiver. Make sure your child/ren have something extra packed for After School Care snack break, their homework folders as we complete homework every afternoon aside from Friday (no homework at Vacation Care) and the appropriate clothing (e.g. hats, jumpers and sport shoes). Lunch for Vacation Care must be provided by parent/ caregiver.

OSHC Policy's and Information

Full policy documents and emergency procedures are available from the Coordinator on request. **Parents or guardians can ask for information about the following:**

- i. A general description of the activities and experiences given by the service;
- ii. The service's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved;
- iii. The goals about knowledge and skills to be developed through the activities and experiences.

Early Childhood Information Service

Contact number: 137468