

## Food

As the children arrive from school each afternoon, they are offered a substantial snack which consists of a fruit and vegetable platter and a main snack. These snacks will be healthy with a low fat and sugar content, with only occasional treats. Please notify the Director or Assistant Director if your child/ren have any allergies/dietary conditions. If you find your child is still hungry after OSHC snacks, please pack extra snacks in their lunch box.



In Before School Care a simple breakfast is offered for those children who arrive before 8.15am. This consists of toast, cereal, milk, water, yoghurt and fruit. Once per week, on rotating days, a special breakfast item is offered. Examples of the breakfast items include scrambled eggs, pancakes, baked beans, waffles or fruit toast.

## Health and Safety

Children will be supervised at all times. The required ratio of one educator to 15 students and for every 30 students, one qualified educator will always be adhered to. A minimum of one staff with Senior First Aid will be rostered on at all times. All rooms in use for OSHC are fully airconditioned, heated and regularly maintained. Children will not be allowed to leave the service other than with an authorized person listed on their enrolment form. All educators and children are expected to wear hats, except between the 1st September to 31st May. Children and educators are expected to follow high standards of hygiene.

Nailsworth OSHC is regulated by the Education and Care Services National Regulations. Fire and other emergency procedures are documented and practiced by educators and children regularly. Educators have undertaken Responding to Abuse and Neglect training, relating to reporting Child Abuse. All Volunteers and educators must undergo intensive screening procedures including a DCSI Police Clearance.



## Policies

Service Policies are available on Nailsworth Primary Schools website under OSHC or a hardcopy is kept at the Service.

[www.nailps.sa.edu.au](http://www.nailps.sa.edu.au)

## Program and Activities

Nailsworth OSHC Program is guided by the framework for School Aged Care, 'MyTime Our Place'. In the OSHC room, a large variety of equipment and games are available to the children at all times. Each morning and afternoon there is a planned programme where the Educator leads activities such as arts and crafts, science, environmental activities and cooking to name a few! The children also have access to outside play, the school gym and homework club.

## OSHC Contact Information

**Director: Lauren Ryder**

lauren.ryder852@schools.sa.edu.au

**Assistant Director: Michelle Haywood**

Michelle.haywood499@schools.sa.edu.au

**Phone:** 8344 9700 | **OSHC Mobile:** 0401 121 336

**2 Balfour Street, Nailsworth SA 5083**

*(located next to the playground, behind the school gym)*

[www.nailps.sa.edu.au](http://www.nailps.sa.edu.au)



**Nailsworth**  
Primary School  
Out of School Hours Care

## Parent Information



### OSHC Opening Hours

**Before School Care:** 6.45am - 8.45am

**After School Care:** 3.05pm - 6.15pm

**Vacation Care:** 7.30am - 6.00pm

**Pupil Free Day:** 6.45am - 6.15pm



Government of South Australia

Department for Education and  
Child Development

## Service Philosophy



Nailsworth Out of School Hours Care is run by the Governing Council of Nailsworth Primary School.

We offer care to primary school aged students, before and after school, on pupil free days and during the school holidays.

The service believes that every child is individual, unique and has the right to feel safe and secure. We place an emphasis on children learning in a play based environment, with a focus on their social and emotional development. We also encourage children to learn at their own pace through active involvement where curiosity, exploration and interactions are important, especially for a child's sense of being, belonging and becoming.

## Enrolment, Bookings and Cancellations

All families using the service must complete an enrolment form, list emergency contacts and provide medical information.

Permanent or casual bookings can be made for Before and After School Care. Please phone 8344 9700 or email the service to add or make a change to your bookings. If the phone is not answered please leave a message. Messages will be checked regularly throughout the day.

Vacation Care bookings must be made via a Vacation Care Booking Form.

Before School cancellations must be made by 6.00pm the night before. After School cancellations must be made by 8.30am the day of the booking. Vacation Care cancellations must be cancelled a minimum of 48 business hours before the day of the booking. Less notification will result in fees being charged.



## Fees

**Before School Care:** \$9.50

**After School Care:** \$16.50

**Vacation Care/Pupil Free Day:** \$50.00

**Late Pick Up Fees:** \$1.00 per minute

Fees are current as of 10th July 2017.

Fees listed are before any Government subsidy or rebate is applied.

## Injuries/Illness/Accidents

At the Nailsworth OSHC, we encourage the children to be active and have fun in safe ways. If there is an accident, Educators with ACECQA accepted First Aid Qualifications will administer first aid. Parents/caregivers will be notified via phone if the injury is deemed severe. Alternatively for minor injuries parents/caregivers will be required to sign the services accident/injury/illness record when picking up their child/ren.

## Accounts

Accounts are produced weekly and preferably emailed to families. For families without an email address, accounts will be issued through the classroom. Accounts must be paid within 14 days of issue otherwise our Payment of Accounts and Debt Policy will be enacted.

Accounts can be paid at OSHC to the Director or Assistant Director with the correct cash (no change given) or by EFTPOS/credit card. Payments can also be made at the Finance Office from 8.30am-9.30 am each day. Online payments can be made via B Point. A link can be found on [www.nailps.sa.edu.au](http://www.nailps.sa.edu.au). Direct debits can be arranged through the Finance Office. Sorry, we do not accept American Express Cards.

## Medication

All medication for your child needs to be given to the Director/ Assistant Director. The parent must complete the medications book detailing the type of medication, date, time, dosage and sign it.

Medication must be in its original container and have the pharmacy label attached. A Medication Authority, Medical Information and First Aid Plan must be completed.



## Grievances

Nailsworth OSHC is keen to address and resolve any grievances which may occur effectively and agreeably for all involved. Grievances should be addressed to the Director in person or in writing. If those involved are not happy with the result, or the way the grievance was handled, they may approach the school Principal. Confidentiality will be maintained at all times. Grievance procedures will be guided by the DECD Grievance policy.

## Pick Up of Children

Only the people specified on the enrolment form are allowed to collect children from the service. Please ensure you nominate every possibility on the 'others to collect' section of the enrolment form. If someone other than a regular pick up person is to collect your child/ren please notify OSHC.

All children must be signed in or out of the service by the parent/guardian or nominated person.

The Director must be informed of any custody orders. If children are going to be picked up late we ask that you call ahead and notify the service. If it becomes a regular occurrence, late fees will apply.

## Behaviour Guidelines

Nailsworth OSHC strives to meet the needs of each child in a way that creates a positive and nurturing environment. The safety of all children and educators is paramount and it is expected that all children, educators, staff and volunteers are treated equally and with respect. In cases of inappropriate behaviour, a stepped approach will be taken that aligns to the Nailsworth Primary School Behaviour Management Policy. Please see the service's Behaviour Management Policy for more details.