

BOOKINGS

Permanent Bookings (ASC, BSC)

Request for booking forms are accessible on the Parents Desk and Skoolbag for all families. Booking forms are available once a semester, these will go out for access during Week 5 of Term 2 and Week 5 of Term 4. This allows families to have consistent and permanent bookings for the sessions requested on the booking form.

Casual Bookings (ASC, BSC)

Request for booking forms are not required for casual bookings. However, when requiring care families need to notify an educator within period specified below; this ensures we are within ratio to provide the best care for your child.

Before School Care: by 6pm of the previous day.

After School Care: by 9am on the morning of.

Vacation Care Bookings:

Request for booking forms for Vacation care are also accessible on the Parent's Desk and Skoolbag, these are accessible once a term from Week 4. This allows families to get consistent bookings for the sessions requested on the booking form. Request for booking forms are not required for casual bookings during vacation care. However, when requiring care families need to notify an educator at least the day before. This ensures the best possible chance of an available position. The best form of contact is via text message, phone call or to speak to an OSHC educator in person.

Due to the nature of our service, not all casual bookings may be accepted due to certain circumstances:-

- Service has reached full capacity
- Service unable to meet educator to child ratio
- Correct enrolment information not supplied by parent/ caregiver (medical, dietary etc.)

CANCELLATION POLICY

Hillcrest OSHC require notice when cancelling any bookings. This is due to limited available positions offered at our service and ensuring we follow the legal requirements of staff to child ratio. Our service follows the cancellation time frames below:

Before School care: The morning before by **7:00am**
(For example: a Tuesday morning session, would need to be cancelled on Monday morning by 7:00am to avoid a charge)

After School Care: The afternoon before by **3:00pm**
(For example: a Tuesday afternoon session, would need to be cancelled on Monday afternoon by 3:00pm to avoid a charge)

Vacation Care/ Pupil free/ School closure: 3 Full business days' notice e.g. If you want to cancel a Wednesday booking it would need to be done by 7:00am Friday morning.

LATE COLLECTION POLICY

All children are required to be collected from the service by 6:00pm. A **late fee** of **\$5.00** applies for the first 10 minutes after 6:00pm. Exceeding the first **10 minutes**, the late fee increases to \$1.00 every minute thereafter. In the event of unforeseen circumstances or knowledge of late collection, please contact the director or responsible adult (qualified educator) immediately.

Our policies for the service and families are located on the parents desk in the OSHC area.

Feedback is always welcomed, please feel free to make an appointment with the Director regarding any issues or suggestions.

HILLCREST PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

Director: Paige Henderson

Contact number: 0403443641

Email: Paige.henderson853@schools.sa.edu.au

Address: Condamine Street Hillcrest, 5086



Hillcrest OSHC

OSHC FEES

Before school care: 12.50

After school care: \$22.00

After school care early dismissal: \$24.00

Pupil free day and School closure: \$45.00

Vacation care home day: \$45.00

Vacation care incursion OR walking

excursion: \$50.00

PAYMENTS

Invoices for each child's attendance at OSHC are billed **weekly** and sent to the email address provided with your account.

Payments can be made by:

- *Direct bank transfer (BSB,ACC information on the invoice)*
- *Cash payments at the school front office*

FACILITIES & RESOURCES

Our service offers a wide variety of experiences and activities. Our service also utilises different approved areas around the school as well as the OSHC area.

- Oval
- Playgrounds
- Yard
- Nature garden
- Hall

OSHC OPERATING HOURS

Before school care - 7:00am-8:30am

After School care - 3:00pm-6:00pm

Vacation care, Pupil free days and

School Closure days: 7:00am-6:00pm

Public Holidays: closed

OSHC ROUTINES

Before School care:

- 07:00:** Open for breakfast and indoor play
- 08:00:** Outdoor play is offered
- 08:15:** Pack up (including breakfast)
- 08:20:** Group game or sharing time
- 08:25:** Roll call
- 08:30:** Children can play outside if a school teacher is on duty
- 08:45:** All children to have left the OSHC room ready for school
- 09:00:** Educators finish for the day

After School care:

- 3:05:** Roll call and group time
- 3:30:** 1st snack is served
- 4:00:** Outside play and homework club available for children
- 4:30:** 2nd snack is served
- 4:45:** Only Indoor play available
- 5:00:** Programmed activities and free inside play
- 5:45:** Children helping to pack up
- 6:00:** Staff have finished pack up and OSHC closes.

ABOUT US

Our team are delighted to welcome you and your child/ren to Hillcrest Out of School Hours Care (OSHC). Our team look forward to working with you and your children in providing a safe service for your family.

The service has been approved under the Early Childhood services Registration and Standards Board of SA, the Department for Education, the Australian Education and Care services National Quality Framework and Regulations.

OUR PHILOSOPHY

Hillcrest Primary School is committed to providing a rich learning environment for school age children, where children are free to play, investigate, find adventure and be challenged in a safe and supportive environment.

STAFFING ARRANGMENTS

Our service maintains the following ratios:

Before school care, After school care,

Incursions, Pupil free days and School closure

days: 1:15,

Vacation care excursion day: 1:10

Vacation care water excursions: 1:05