



# Out of School Hours Care 2024



Perth College  
ANGELICAN SCHOOL FOR GIRLS



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# Welcome

## We warmly welcome you to Out of School Hours Care at Perth College.

Our service provides high quality support for working families, allowing parents to feel confident knowing their children are cared for in a safe environment by well-qualified staff who are passionate about education.

In supporting the diversity of family needs, we offer Before School Care, After School Care and Vacation Care.

### **Before School Care**

Before School Care enables each child to begin school feeling calm and well-prepared for the day. A light, nutritious breakfast enables students to start the day alert and energised. The children are supported in any homework they may have and given the opportunity to engage in activities.

### **After School Care**

During After School Care, students take part in recreational activities in a safe and enjoyable atmosphere. Children can choose their projects, creating a homelike environment while encouraging independence and confidence. A light, nutritious afternoon tea is provided, and homework assistance is also offered, as well as opportunities for outdoor play.

### **Vacation Care**

Vacation Care enables children to participate in a vibrant and energetic recreational program that is both stimulating and enjoyable. The children feel comfortable, secure and, most importantly, have fun as they participate in an engaging program that fosters creativity, curiosity, and wellbeing.

Perth College Out of School Hours Care provides an outstanding service for families, and we value your feedback by email, [oshc@pc.wa.edu.au](mailto:oshc@pc.wa.edu.au), at any time.



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# Important Information

## Contact Details

### **Founders Centre for Early Learning**

30 Queens Crescent, Mount Lawley

**Email** oshc@pc.wa.edu.au

**Phone** 0409 104 158 **or** (08) 9471 2209

## Hours of Operation

- Before School Care from 7.00 am to 9.00 am every day of the school term
- After School Care from 2.00 pm to 6.00 pm every day of the school term
- Vacation Care/Pupil Free Day from 8.00 am to 6.00 pm

Vacation Care is offered for the Mid-Term Breaks and Pupil Free Days of the school terms, and the school holidays in Terms One to Three as well as Term Four holidays. Summer Vacation Care is also offered for the three weeks prior to the start of the new school year.

## Vacation Care for 2024

**January Vacation Care:** Monday 8 January to Monday 29 January

**Term One Mid-Term Break:** Friday 1 March

**April Vacation Care:** Friday 29 March to Monday 15 April

**Term Two Mid-Term Break:** Friday 31 May

**July Vacation Care:** Monday 24 June to Monday 15 July

**Term Three Mid-Term Break:** Friday 16 August

**October Vacation Care:** Tuesday 24 September to Monday 7 October

# Perth College Campus Map



## LEGEND

- P PARKING
- P STAFF PARKING
- E EVACUATION ASSEMBLY AREA
- SCHOOL BUILDINGS
- RESIDENTIAL BUILDINGS
- GRASSED AREA
- COURTS



**WE ARE  
HERE**

# Our Philosophy



We aspire to be a place of wonder – where children are encouraged to grow and use their imaginations to explore the world.

We believe children are active participants in developing their own passion for lifelong learning. We enable this by providing a safe, supportive and nurturing environment that promotes wellbeing by strengthening relationships and encouraging curiosity.

We create dynamic and stimulating experiences within an engaging, play-based environment that are both comforting and inspire the creativity and problem-solving skills of young minds. We are passionate about early childhood education and value learning as a partnership between our families, the School and the wider community.

## Our aim is to imagine!



# i m a g i n e

Independent, kind, caring and confident children who are determined to flourish into the best versions of themselves through the science of positive psychology.

Model respectful behaviour and use a variety of strategies, such as Kimochi toys, to encourage appropriate behaviour and healthy relationships.

Amazing and engaging physical and natural environments curated for each child to experience, play, interact and learn in.

Grow interests and passions and develop personal learning goals by using visible learning practices and intentional teaching.

Invite families and guest speakers into our centre to share their knowledge, as we interact and value our local and wider community.

Nurture a love of learning and a passion and development of interests by providing...

Engaging and rich learning experiences, including STEaM opportunities, to encourage independent thinking and the ability to find solutions to real-world problems.

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# Who we are and how to find us

## Our Staff

The centre is staffed by a fully qualified and experienced early childhood teacher, educational leader, nominated supervisor, supervisors and educators.

All staff have current Working with Children Checks and are First Aid-qualified. They have also undertaken anaphylaxis training, emergency asthma management, food safety training and mandatory reporting training.

In accordance with the Education and Care Services Law (WA) Act 2012, the staff to child ratio is 1:10, with the ratio adjusted when on excursions at the discretion of the nominated supervisor and dependent on the risk assessment.

## Centre Location

Perth College Out of School Hours Care is located in the Sister Ruth and Multi Purpose Rooms of the beautiful Founders Centre for Early Learning. Parents can access the centre from the gate at the Founders car park on Queens Crescent.

OSHC has use of many of Perth College facilities, including the Kindergarten classroom and playground, Founders oval, Multi-Purpose Room, the Spida climbing frame and the vertical and kitchen gardens.

# Waiting Lists

Availability of places in Out of School Hours Care changes regularly and places are allocated according to the order of bookings.

When the Out of School Hours Care facility is full, a waitlist is kept of families who would like to use the service. Please note preference will be given to Perth College families.



# Enrolment

Children from Pre-Kindergarten to Year 6 may be enrolled in Out of School Hours Care by completing an online enrolment form through Xplor. This places your child on the register for the service. You will be sent an invite to set your log in details once the enrolment has been accepted. Xplor Home app can be downloaded from your App Store to assist with contactless signing in and out. Bookings can be requested through the app.

Parents and children are welcome to tour the centre and meet the staff upon request. Please contact the centre to arrange a suitable day and time.

[Xplor Enrolment Link](#)

## 2024 Out of School hours Care Fees

	Permanent	Casual
<b>Before School Care</b>	\$20	\$25
<b>After School Care</b>	\$35	\$40
<b>Vacation Care</b>	\$95	\$105
<b>Pupil Free Day</b>	\$95	\$105
<b>Late fee (after 6.00pm)</b>	\$20 for the first 5 minutes	\$2 per minute after

- Permanent refers to bookings confirmed with at least one week's notice.
- Please note the OSHC email and Xplor booking requests are monitored between the hours of 8am and 5pm.
- Last minute bookings made with less than 24 hours' notice may not be approved.
- Cancellation fee will be charged at the same cost as attendance fee if bookings are cancelled with less than 48-hours' notice for term bookings (excluding weekends and public holidays) and with less than five working days' notice for school holidays.  
Payment will be deducted through X-PAY every Thursday on a weekly basis, for the balance of the previous week. X-PAY can be set up through logging in to Xplor portal:

[Go to the Xplor Portal](#)

- Regular lateness will not be tolerated and your placement may be forfeited to another family





## Payments

Payments can be set up online by signing in through the parent web. Auto debit can be set up by entering payment details. Please note only the primary carer for the child will be able to see financial information.

[\*\*Online Payment Link\*\*](#)

The Finance dashboard on Xplor Home app features a centre card illustrating the amount that is either owing or in credit. Pressing on the centre card will open the statement view showing the current week. The date range can be changed. The opening balance at the start of the date range, the fees incurred during this period, estimated subsidy and total amount due can be viewed here. Payment Summary gives oversight over scheduled payments.

## Child Care Subsidy

As Perth College Out of School Hours Care is an approved Child Care Provider, parents can apply for the Child Care Subsidy (CCS) through their MyGov account.

There are a number of steps to take in order to be eligible for the subsidy. These include:

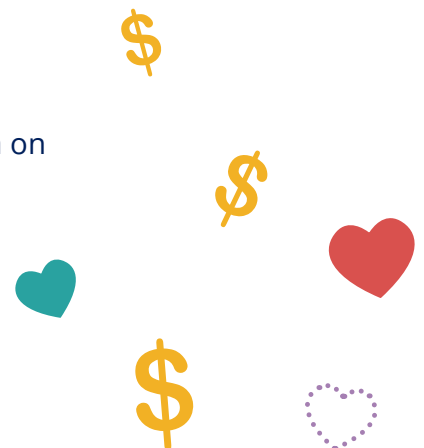
- Signing a CWA every time there is a change to a child's enrolment
- Completing an Activity Test in MyGov
- Confirming the enrolment in MyGov
- Keeping your child's Immunisation Records up to date
- Signing your child in AND out if they attend childcare, or approve third party sign-ins if your centre does this on your behalf

You are not considered entitled for CCS unless you have completed all of the above.

Parents need to provide their own and their child's customer reference number (CRN), date of birth, and names on the enrolment form to receive CCS.

[\*\*Child Care Subsidy Service Link\*\*](#)

For further information, visit the website or contact Services Australia on 136 150 and quote approval ID 190018543T.



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# Communicating with us

We welcome parent involvement on any matter related to the wellbeing of their child. Parents are welcome to speak to centre staff at any time about their child's participation and education at OSHC. Parents can do this informally when they collect their child or may make an appointment to meet more formally.

Staff endeavour to speak to each parent regularly to provide feedback on their child's progress and wellbeing at OSHC. This regular communication is important for building trust and understanding. Staff will ensure parents are informed of all matters of concern in a timely manner.

For any urgent or immediate communications, please contact the OSHC phone or the Junior School reception.

The weekly program of activities, Vacation Care programs and reminders are displayed in the parent's corner in the centre.



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## Kimochis 7 Keys

Each one focuses on helping your child learn about different feelings and personality styles to help communicate and interact with each other in moments of disagreement.

**1** Call someone's name, wait for eye contact and give a communication tap, if necessary, before you speak.

**2** Use a talking tone of voice instead of a fighting tone of voice.

**3** Use a talking face and relaxed body language instead of a fighting face and tense body language.

**4** Choose words that help instead of hurt ("I feel mad because..." instead of "I hate it when...")

**5** Be brave and redo any hurtful moments.

**6** Be kind and let people try again.

**7** Assume the best.

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# Health and Safety



## Emergencies

### Accidents and First Aid

A staff member with current First Aid certifications will always be on duty.

All injuries will be reported to the child's parent or guardian with an accompanying incident or injury report. An ambulance will be called, should one be required. Parents will be notified immediately in these circumstances.

### Evacuations

Regular evacuation, fire emergency and lockdown procedures are carried out to ensure children and staff are familiar with the routines.

### Medicines

The nominated supervisor, supervisor and educators will not administer any medicine without parental consent. If a child is undergoing treatment and requires medication during centre hours, parents are required to arrange and attend an interview with the nominated supervisor regarding the treatment. Written details provided by a doctor and consent need to be provided by a parent with an Administration of Medication Form, together with the medicine in its original packaging clearly labelled with the child's name and dosage.

All medicines are to be given and kept by the Out of School Hours Care supervisor, who will administer the medicine. Please ensure you complete the medical section on your Xplore Home App account when you enrol online. It is vital any information about your child is always up-to-date, so we can provide the best possible service.

Please ensure all anaphylaxis and asthma medical conditions are included on the Xplor enrolment and an up-to-date action plan is uploaded. The nominated supervisor will complete a risk minimisation plan and ongoing medication form, in the event that the action plan must be used.

### Hat Policy

We have a 'no-hat-play-in-the-shade' policy. Children are required to wear a hat when playing outside. It is also recommended sunscreen and enclosed shoes, such as sneakers, are worn to allow active play. We encourage children to bring their own sunscreen for their personal use. Hats used during Vacation Care do not need to be school hats, however, they should be appropriate for sun safety - bucket, legionnaire or broad-brimmed hats are recommended.

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## Allergy Awareness

We ask you to refrain from sending food products containing nuts or peanuts (e.g. peanut butter, Nutella or muesli bars containing nuts) to OSHC. Some children attending OSHC have severe, life-threatening allergies to nuts and may experience anaphylactic shock by eating or having contact with these foods. Shared cooking utensils, skin-to-skin contact and, in some instances, even the breath of another person who has eaten nuts can lead to a fatality.

We consult with school catering and ensure the afternoon tea provided for children during term time does not contain nuts or peanuts, with the same procedure for afternoon tea catered by OSHC staff during Vacation Care.

To assist parents when selecting items to place in a lunch box, we have outlined some suggestions for safe inclusions. This list is intended as a guide only:

- All fruits, vegetables, salads, breads, cold meats, cheese
- Jam, vegemite, honey, tomato sauce
- Plain meats, milk, fruit juices
- Rice crackers, rice cakes, corn cakes
- Yoghurt

**NO NUTS  
PLEASE**



## Nutrition

Healthy, nutritious and vegetarian snacks are provided each day. A mainly plant-based menu is provided to support our focus on sustainable practices, and allergy awareness is considered in the centre.

Please provide any relevant instructions to the supervisor and ensure everything is clearly labelled and stored in a sealed container or sealable cooler bag. All equipment and food must be collected at the end of the day, with the sterilisation of bottles to be done again at home.

## Sick Children

If your child is unwell, please keep them at home so they can recuperate and be well when they return to OSHC. The centre is not able to care for children with contagious diseases and they must be excluded from the centre for a certain period.

If a child is or becomes unwell or injured at the centre, parents will be informed and the child will be assessed. If the condition proves to be minor, any First Aid attention given will be noted in the incident report. The child will be supervised and kept comfortable until collected by a parent.

If the condition is more serious, parents will be contacted to organise collection as soon as possible. If a child has a significant accident or injury, parents will be contacted immediately. In serious cases, or where the parents cannot be contacted, the child will be taken to Lindisfarne Medical Centre, located across the road from the school, or in some cases, to the hospital via emergency services.

### ***Lindisfarne Medical Centre***

697 Beaufort Street, Mount Lawley | Phone 9272 2455

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# Behaviour Guidance

OSHC's guidance of student behaviour is in accordance with that of Perth College. The policy is designed to ensure the wellbeing of children and to assist in the smooth running of the centre. Extreme behavioural incidents will be referred to the nominated supervisor or the Director of Junior School.

At the commencement of the school year, expectations are discussed and clearly identified with students. While these guidelines are general in nature, they encompass a multitude of actions making it easy for children to question and modify their behaviour as required. Children are treated with respect and are guided to make positive behaviour choices.

## Equipment

Children are responsible for the use of equipment and facilities and are encouraged to care for and report damage or breakages in accordance with school policy.

Children are discouraged from bringing their own toys and games to the centre, unless requested for specific activities. The centre will not accept responsibility for loss, damage or theft of personal items.

## Multimedia

School iPads and notebooks can be used at Out of School Hours Care to assist children with their homework.

We do not allow children during Out of School Hours Care to watch television, as we feel the content cannot be monitored effectively. DVDs and movies with a (G) or (PG) rating are allowed from time-to-time, when programmed as an activity for Vacation Care or as an excursion to the movie theatre.



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# Attendance

## Daily Registration

Children attending Out of School Hours Care will be electronically signed in by the supervisor, or parent or guardian of the child, when they are dropped off at the centre.

Authorised adults who collect the children, including parents, guardians and emergency contacts, will sign them out. Sign in is completed by scanning a QR code at the sign-in/sign-out stand. The supervisor will explain the complete procedure on each child's first visit to the centre.

## Student Arrivals

All children are signed in with their arrival time each day. Unexpected absences for an enrolled After School Care session will be followed up immediately, with OSHC staff taking reasonable steps to locate a child who has not arrived within 15 minutes of the expected time.

The supervisor will contact the classroom teachers and the Junior School Reception for a possible explanation. Steps will be taken to locate the child within the premises and follow up parent contact to establish arrangements.

If your child will not be attending After School Care on a day you have made a booking, please mark them as absent on the Xplor Home app.

## Collection of Children

Please ensure the adults who are authorised to collect your child are clearly named and authorised on your enrolment form. If any changes to these authorised adults are required, please inform the supervisor in writing by email.

If an authorised collector presents in an unfit state, an alternative authorised collector will be contacted and police will be notified if necessary. In the event of an emergency when an unauthorised adult is sent to collect your child, the supervisor will telephone the parent or guardian directly before allowing them to leave the Out of School Hours Care centre. The service must be notified in writing when someone other than parent/guardian or a new emergency contact will be collecting.

Please note all people authorised to collect your child must be 18 years old or over, and authorised or non-authorised collectors may be asked for photo identification from staff when your child is collected from the centre.

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# Belongings and Clothing

During the school term students are required to wear school uniform to the centre. When special arrangements have been made through the School, or on event days such as Book Week, the children may wear comfortable free dress, costumes or casual clothing. Correct school uniform must be worn when leaving the centre, unless special arrangements, such as swimming lessons or performances, have been made through the School.

On pupil-free days and during the Vacation Care program, children may wear comfortable, casual clothing.

## Extra Clothing

It is advisable that children, especially those in Pre-Kindergarten to Year 1, bring a second set of clothing. If your child has an accident that requires a change of clothing, staff will endeavour to find clothing to fit if a spare change of clothing is not provided. It would be appreciated if these were returned laundered.

## Hats

Perth College Out of School Hours Care has a 'no-hat-play-in-the-shade' policy. Please provide a hat to wear during outside play time or for outdoor activities. Hats need to comply with the School's sun safe policy and must be clearly labelled with your child's name.

## Art Aprons

The centre has art aprons and will endeavour to ensure children wear them during art, science or craft activities.

## Lost Property

When children take off an item of clothing (eg shoes, jumper, hat) it is their responsibility to put it in their bag immediately. If your child has lost an item while attending the centre, staff will make every effort to return it to the child. If it is unlabelled, it will be placed in the lost property tub at the centre.

## Toys and Devices

It is advisable that toys and devices such as iPads, iPods or iPhones are not brought to the centre, unless special arrangements have been made.



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# Appendix

## National Quality Framework

The National Quality Framework (NQF) was the result of an agreement between all Australian governments to work together to provide a national approach to regulation, assessment and quality improvement for early childhood education and care, and outside school hours care services across Australia. The NQF introduced a new quality standard in 2012 to improve education and care across long day care, family day care, preschool, kindergarten and outside school hours care.

Our service is currently rated by the Australian Children's Education and Care Quality Authority as meeting the National Quality Standards. Our rating indicates that we provide quality education and care in all seven quality areas, as we continually strive to provide an outstanding service.

### *The NQF includes:*

- The National Law and National Regulations
- The National Quality Standard
- An assessment and quality rating process
- National learning frameworks

## Benefits for children and families

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shape every child's future and lay the foundation for development and learning.

### *The major benefits for parents and children include:*

- Improved educator to child ratios, ensuring children have greater individual care and attention.
- Educators with increased skills and qualifications.
- Better support for children's learning and development through approved learning frameworks
- Consistent, transparent information on educators, providers and services in the national registers.
- Caring for children is an enormous responsibility. Australia has always had safe, regulated child care. The introduction of the NQF has raised the bar to improve education and care outcomes. Part of this process is assessment and rating. Regular assessment and rating ensures the new standards are being implemented, and over time, will measure the quality improvements at every service.
- The National Quality Framework raises quality standards in education and care services across Australia.
- The National Quality Standard is more demanding with heightened benchmarks than previous systems. The NQS also allows room for continuous quality improvement.



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## Quality Improvement Plan

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers, such as an Out of School Hours Care centre to self-assess their performance in delivering quality education and care, and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service. A QIP helps providers to document the strengths of their services and to recognise areas for improvement.

Perth College Out of School Hours Care regularly maintains and updates its Quality Improvement Plan, and parents are welcome to view and contribute to the plan upon request.

### Further information

For further information about the National Quality Standard Ratings, please refer to:

<https://www.acecqa.gov.au/nqf/national-quality-standard>

For further information about the Quality Improvement Plan, please refer to:

<https://www.acecqa.gov.au/assessment/quality-improvement-plans>

To view and provide feedback for our Quality Improvement Plan, please email our centre.





# Perth College

ANGLICAN SCHOOL FOR GIRLS

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