ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL

OUTSIDE SCHOOL HOURS CARE FAMILY HANDBOOK

St Francis of Assisi
Catholic Primary School
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WELCOME

We are so excited that you have decided to join St Francis of Assisi's Outside School Hours Care (OSHC) program and we look forward to working with you and your child.

St Francis holds a special place in the hearts of many, here we are able to share that loving connection with all the families that join us. We welcome the input of parents and families, and value their opinions and views, know that you are always welcome to discuss any aspect of your child's education with the educators.

Our core goal here at St Francis OSHC is to provide a safe and calming environment for the development of personal and social growth. Our program and our environment is constantly evolving, using the voice of the children. This allows them to feel connected with their centre and therefore feel comfortable, safe and most importantly, heard.

The information contained in this booklet will hopefully prove valuable to you and your children. You may contact the OSHC Coordinator at any time in order to clarify any issues.

Thank you for choosing us, we hope to be working with you very soon.

PHILOSOPHY

GOALS

Our goals:

- Optimise children's learning by acknowledging the My Time Our Place framework outcomes (the MTOP framework handbook can be found on the sign in table at Before and After School Care.)
- Build partnerships with children, families and the community.
- Participate in ongoing training and learning to build professional knowledge.
- Gather information to support and enrich decision making about children's wellbeing and development.
- Seize opportunities to extend children's thinking and learning.
- Develop positive attitudes towards cultural differences.

ORGANISATION

Hours of Operation

Before School Care

Monday to Friday: 7:00am – 8:00am.
Closed during school holidays. Vacation Care Program is offered.

After School Care

Monday to Friday: 2:50pm – 5:45pm.
Closed during school holidays. Vacation Care Program is offered.

Vacation Care Program

Monday to Friday: 7:00am – 5:45pm.

Offered only during school holidays and school closure days.

Contact details

School Office 89881212

OSHC mobile 0429 501 507

School email: admin.sfas@nt.catholic.edu.au

Staffing

Principal:	Chris McAloon
Director:	Rebbeca Russell
Outside School Hours Staff:	Lucy Aigea
School Business Manager:	Nola Hebb
Admin Officer:	Annette Reynolds & Emma Goldsmith

Staff

All our staff are dedicated to providing your child with quality care and education. All staff have current First Aid training, Emergency Asthma Training, Anaphylaxis Training and Epi-pen training, Fire Awareness Certificate and have had a Police Check/Ochre Card.

Relief staff may be employed when permanent staff are sick or on holidays. All staffing levels are set in accordance with the Child Care Act and Regulations.

Miss Bec

Miss Lucy

Enrolment

Fees

Before School Care (BSC)	After School Care (ASC/OSHC)	Vacation Care (VAC)
Weekly - $67 Daily - $16 Daily Casual - $22	Weekly - $123 Daily - $34 Daily Casual - $48	Daily - $89 Weekly - $418

As of January 2026

Children attend on their specified days (unless otherwise arranged with a two-week notice period). Permanent changes in enrolments may not be possible until vacancies occur. Public Holidays cannot be substituted for alternative days as the Service maintains only permanent bookings. Fees are to be paid two (2) weeks in advance.

- All payments can be made at the School Office.
- Full fees will be charged for every day your child is enrolled, including all absences for illness and public holidays.
- Please contact the Finance Officer as soon as possible if there are any difficulties
- meeting payment commitments.
- A late pick-up fee of $1 per every 1 minute is charged (according to the Service's clock).
- All fees must be kept up to date to ensure your child's continued enrolment.

Child Care Subsidy

Contact Services Australia to register for Child care subsidy. Please provide us with your child's CRN & also the Primary carer's CRN. Any child care subsidy you are entitled to will show as a deduction on your fee account.

Allowable Absences

Child care subsidy will be paid for up to 42 allowable absences per year. Any additional absences will require further evidence such as a medical certificate provided to our office to process.

Sick Days

If your child is sick, please contact the OSHC mobile or the school office. A doctor's certificate is required in order for the CCS to be paid after the 42 allowable absences have been used.

Holidays

Written notification of holidays in school term time is required at least two weeks in advance. Regular fees will apply if notice is late or not given. A holiday form must be completed and signed by the parents/ guardians and given to the Service or School Office. Holiday forms can be found next to the sign in book. A holding fee of 50% of your regular fees will be charged on eligible leave.

End of Care

Written notification is required at least two (2)weeks, or more, prior to the child's last day.
A "Notification of End of Care" form must be completed and given to the Service.

Arrival and Pick Up

To ensure that children arrive and depart safely and happily we ask that:

1. Children are always escorted to a staff member on arrival and pick up.

2. Parents must sign children in and out on the sign in/ out register each day (this important legal document also ensures we have an accurate roll in the case of an emergency evacuation).

If you are unable to collect your child from the service, please call or notify the service in writing as to who will be picking up your child. This person must be an adult (over 18)and an authorised person noted on your child's enrolment form. They will be asked for identification on arrival at the service.

Please note that the service is not legally open until 7.00am, therefore you cannot drop your child off any earlier than this. If you are going to be late any time please contact the service. The service closes at 5.45pm sharp.

Car Parking

Car parking specifically for the service is available in front of the ELC. No parking is allowed in the BUS zone. Please exercise considerable care as there are many pedestrians and children can be very unpredictable. Please observe speed and direction signs.

Parent Participation

Parent input and suggestions are always welcomed. This assists us with programming and reflective practice. We are constantly adding to our Quality Improvement Plan (QIP).Parents are encouraged to participate in the program. For Before and After school care that might be just staying for a photo at arrival or pick up. During Vacation care parents are encouraged to share their skills for example such as, cooking, gardening, music and also by collecting crafting materials for our art.

Excursions

We believe that excursions are an integral part of children's learning. We will notify you if an excursion is coming up and you will need to sign a permission sheet before your child can attend. Parent participation is highly appreciated when taking groups on excursions to assist with supervision. We ask that parents encourage their child to wear the St Francis shirts and hats whilst on excursions.

Clothing

During school hours (Before and After School Care) all children are required to wear school uniform. During Vacation Care they may wear casual clothes (school uniform is optional) which is smart safe. A spare change of clothing and a towel will be requested if we are planning a wet/messy activity. ALL clothing must be named. Children must wear a full brimmed hat (not cap) and sunscreen at all times when outdoors. Please inform staff if your child is allergic to any sunscreens. Please note there is a lost property box near the sign in table, you are more than welcome to have a look if your child has lost any item of clothing.

Birthdays

We encourage parents to let children share their special day with friends. Most children like to bring a cake; however, fruit can make a lovely change.

Please check with staff to determine what would be most suitable.

Hygiene

Strict hand washing procedures are implemented. Children will be encouraged to wash and dry their hands as they arrive to the service, before and after meals, after using the toilet and after messy activities.

Nutrition

Before School Care provides breakfast at 7:30. Cold water and milk is also available.

After School Care provides an afternoon tea at 3:10, fruit and water are freely available throughout the afternoon.

Children are encouraged to drink regularly from their water bottles.

The service aims to provide a nutritionally balanced menu. These meals and snacks will be appropriate to the children's developmental needs. Cooking activities for the children are also planned regularly.

If you have any meals you would like us to cook please advise one of our educators.

If you have any concerns regarding your child's nutrition, the meals provided or allergies your child may have, please let us know. A weekly menu is posted in the room.

Show and Tell

Children who would like to share special treasures from home are encouraged to do so but these will be handed to an educator to keep safe.

Changes to Information and Immunisation Records

Please notify us promptly of any changes to information regarding your child. Change of contact numbers, address, employer and persons authorised to collect your child are most important so that we are able to contact you at all times. Immunisation records need to be sighted at the time of enrolment and immunisations should be kept updated throughout their enrolment at the service.

Sick Children

We are sure parents would appreciate our concern for protecting the health of all children attending the Service. The Coordinator reserves the right to send home or refuse attendance to any child who is considered too unwell to attend, or whose illness may affect the health of other children and staff.

In cases where a sudden illness occurs, or where the Coordinator considers a child to be showing signs of infectious or contagious diseases (eg: mumps, measles, chicken pox, school sores, etc) the parents will be notified immediately and asked to collect their child. A more extensive list is on display in the OSHC Room.

Please refer to the table below.

Condition	Exclusion From The Service
Chicken Pox	Exclude until fully recovered or for at least five days after the spots (eruption) first appear. Please note that some remaining scabs are not areason for continued exclusion.
Conjunctivitis	Exclude until discharge from the eyes has ceased.
Diarrhea and vomiting (gastroenteritis)	Exclude until bowel motions have returned to normal and at least 24hours after the last abnormal bowel motion.
Diphtheria	Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.
Impetigo (School Sores)	Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.
Influenza	Exclude until child feels well. No coloured discharge from the nose.
Measles	Exclude for at least four days after the onset of the rash.
Mumps	Exclude for nine days or until swelling has gone (whichever is sooner).
Ringworm	Exclude until the day after appropriate treatment has started.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of the rash.
Whooping Cough (Pertussis)	Exclude until fully recovered or for at least four days after the onset of the rash.

St Francis of Assisi

ROUTINE

Our daily routine enables us to provide a stable learning environment for all children. The routine reflects the individual needs of the children as well as the group as a whole. Our routines are as follows and are displayed in the rooms.

Before School Care

7.00am - Service opens. Educator greets parents and children upon arrival. Sun cream is applied and hats on. Children enjoy indoor and outdoor activities and breakfast is offered.

8.00am – Children are taken to the stage area by an educator and handed over to the care of the teacher on duty.

After School Care

2:50pm – Children arrive at the service and sign their names in.

3:00pm – Programed activities begin and afternoon tea is available.

5:45 – Service closes.

Vacation Care Program

7.00am - Service opens. Educators greets parents and children upon arrival. Breakfast/morning tea is offered. Children enjoy planned indoor and outdoor activities.

10.00am - Programmed activities commence for the day.

12.15pm - Lunch.

1.00pm - Programmed activities continue for the day.

3.15pm – Continue mixed activities available with afternoon tea provided.

5.45pm - Service closes.

This is a flexible daily routine for the children. The children's needs and interests will always come first. Meal times may be changed and play extended. We simply see where the day takes us!

PROGRAMMING

The My Time, Our Place is a guide for educators who work with school age children. It assists with the development of programs that are responsive to the children's ideas, interests, strengths and abilities in the context of their families and communities.

The framework outlines a vision and an education program that promotes wellbeing and learning in a culturally responsive, safe and supported setting.

The My Time, Our Place Framework (MTOP) describes the Primary Years as a time of belonging, being and becoming. The MTOP focuses on the following outcomes:

1. Children have a strong sense of identity.
2. Children are connected and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners.
5. Children are effective communicators.

At St Francis of Assisi OSHC Service we provide a visual program located on the white board in the OSHC room. This documents activities that are based on children's interests, documents observations of engagement and guides the process for future planning.

Our learning stories are based on the program over a period of time and are available for families to access. The learning stories are also available for the children to revisit to inspire future activities and programs.

Information and photos of activities will be shared on a regular basis in Class Dojo.

We encourage input from our families.

POLICIES

St Francis School Board

Our School Board is an advisory group for the School Principal/ Service Coordinator. The focus is on forward planning and development of the Service.

Service Board

A Service Board with information is located above the sign in table in the OSHC room.
For parent communication please either email, phone or speak directly to an educator.

Accidents/ Incidents

Staff members record any accidents on an Accident/ Incident Form. If your child has been hurt at the service, you will be asked to sign an incident report.
If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will becalled. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parent's responsibility.

Medicine Administration Policy

Only prescription medicine can be administered. If your child requires prescription medication, the medicine register must be completed and signed by the parent. Once the prescription medication has been administered, the staff member doing so will sign to indicate that it has been carried through and witnessed.

The National regulation stipulates that this procedure is to be completed on a daily basis, even if prescription medication is to be administered for more than one day. The prescription medication must be in the original named container.

If your child will require prescription medication every day or most days (i.e., Ventolin puffer, antibiotics, etc) you will need to complete a "Long Term Medication Authority" form. Please ask staff for a form.

The prescription medication container must be clearly marked with the doctor's instructions. All medication is locked away from the children.

Behaviour Management

We aim to provide a safe, happy learning environment for all children, staff and parents at the service. Therefore, the following guidelines apply:
Positive guidance directed towards acceptable behaviour with praise freely given.

Discipline will always be very constructive; suggesting alternate acceptable behaviour, keeping the child busy by re-directing the activities, talking with the child about feelings and the consequences of their behavior and focusing on the behaviour and not on the child.

The environment will be arranged so that any disciplinary issues can be minimised by:

1. Ensuring that an adequate number of toys/equipment and stimulating experiences are available, to avoid misuseand conflict
2. Ensuring the activity is supervised adequately, and it is developmentally andage appropriate
3. Ensuring that there is convenient storage available so that the children may easily assist with "packing up" and activity selection
4. Ensuring that there is a balance of quiet and active "user friendly" spaces for indoor and outdoor play.

ST FRANCIS OF ASSISI
CATHOLIC PRIMARY SCHOOL
Grow in Wisdom and Love

Address: 56 Challoner Circuit
Humpty Doo NT 0836
Web: www.sfasnt.catholic.edu.au
Email: admin.sfas@nt.catholic.edu.au
Phone: (08) 8988 2821
Fax: 8988 1514