

## **MANAGEMENT COMMITTEE**

The OSHC program is administered by an official Management Committee a Sub Committee of School Council, which ensures the smooth operation of the Program. This Committee is made up of a School Principal, Director and/or Assistant Director, School Finance Officer and parent representative.

Parents are encouraged to participate on the OSHC Management, and/or to express their ideas and concerns. Please contact the Director/Assistant Director if you wish to participate on this committee. Alternatively, you may wish to speak to a member of the management committee, for contact details please see the Director/Assistant Director.

## **CHILDCARE BENEFITS**

To receive Childcare Benefits, please inform the Family Assistance Office you are using child care on 136 150 between the hours of 6am and 8pm. **You may claim up to 50% Child Care Tax Rebate** of your out of pocket expenses.

To reduce your fees this payment can be made direct to OSHC, please contact the Family Assistance Office for more information.

The enrolling custodial parent / guardian or approved person who are registered with the Family Assistance Office must give us and their child/rens customer reference numbers and dates of birth.

To ensure you receive these payments parents are reminded to sign their child/ren in and out daily as proof of attendance.

## **MISSION STATEMENT**

**Our mission is to support the wellbeing of children, families and communities through providing quality care within an educational framework.**

**We aim to deliver a high quality service that is demonstrated through principles and practices.**

**We are committed to foster community spirit and to create and promote a safe caring and challenging environment.**



## **WLSS Out of School Hours Care**

THE OLD BUILDING  
WEST LAKES SHORE SCHOOL R-7  
EDWIN ST  
WEST LAKES SHORE SA 5020  
Telephone/Fax 82423141  
Mobile 0413 311 486  
Email [wlsosshc@adam.com.au](mailto:wlsosshc@adam.com.au)

PROVIDING CARE FOR  
SCHOOL AGE CHILDREN

RECEPTION TO YEAR 7

BEFORE SCHOOL,  
AFTER SCHOOL,  
PUPIL FREE /  
SCHOOL CLOSURES AND  
VACATION CARE

# **OUT OF SCHOOL HOURS CARE**



Director  
Judy Bungey

Assistant Director  
Jackie Boulger

**We aim to provide a  
strong, viable and  
high quality service**

## WELCOME TO OUT OF SCHOOL HOURS CARE (OSHC)

OSHC provides care for junior primary and primary school aged children from reception to year seven on weekdays.

### STARTING CARE

To enrol in care we require an enrolment form and payment agreement to be completed and returned to us for placement within our service.

For more details please refer to our handbook which is available at the service, school front office and online at [www.westlakes.sa.edu.au/oshc.htm](http://www.westlakes.sa.edu.au/oshc.htm)



### OPERATING HOURS

\*Before School Care 7 to 8.45am

A school staff member is on yard duty from 8.30am

\*After School Care 3.15 to 6pm

\*Early School Closures eg end of term 2.15 to 6pm

\*Vacation Care 7am to 6pm

\*Pupil free/School closures 7am to 6pm

### PLEASE NOTE:

We are not open public holidays or weekends

The aim of our program is to provide children with a safe and happy environment where they can learn new skills, have fun, develop new friendships, and to accommodate the individual needs of each child i.e. cultural diversity, special/medical needs whilst fostering their self esteem and confidence.

### PRIORITY OF ACCESS

Priority 1 - a child at risk of serious abuse or neglect

Priority 2 - a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act

Priority 3 - any other child

### BEFORE SCHOOL CARE

When children arrive in the mornings they are offered breakfast which may include a choice of cereals, toast and muffins. After which they may choose to play games, colour in, watch TV or play outside.

### AFTER SCHOOL CARE

Children are provided with a variety of healthy food/snack choices for example, seasonal fruit, variety of cold meat sandwiches, dips, cheese, etc.

Each afternoon we have an activity which is linked to our curriculum, eg water conservation. Some days children may be involved in cooking activities or may also choose to play on the adventure playground/oval or do their homework in a quiet space.

Our service uses the emergent curriculum for programming activities, and is based on the My Time Our Place framework, it is a way of programming that is open ended, child focus, child led and reflective of their interests.

OSHC Provides care for junior primary and primary school aged children from reception to year seven as well as kindergarten children that have turned 5 weekdays.

### VACATION CARE

The program of activities and booking sheet is available 3 weeks prior to the commencement of the holidays from the service or school front office. The booking sheet and consent forms need to be signed and a \$10 deposit per day (per child) is required to confirm the booking.

We provide a variety of excursions and incursions such as the going to the movies, theatre, bowling, hiring bouncy castles, hosting cartoon and Lego workshops, Footsteps to run discos and during the summer months we might go to the Semaphore water slides.



Our program is equipped with audio-visual equipment, board games, sports equipment, books, art and craft materials. Children also have access to clothes for dress ups and are able to dance and play to music.



On behalf of the WLSS OSHC program we would like to wish you and your family a very warm welcome.