



Outside School Hours Care

Family Information Booklet 2017

OWNED AND OPERATED BY

ALLAMBIE HEIGHTS CHILDREN'S CENTRE

ABN 16 885 893 431

Telephone	8021 9409
Mobile	0431602 664
Email	oshc@allambiekids.com.au
Website	www.allambiekids.com.au

Hours Open 7.30am - 9.10 am before School Care (BSC)
3.10pm - 6.00 pm after School Care (ASC)

Catering for 4 - 12 year olds

We offer a full Program of activities

We provide nutritious breakfast and afternoon tea

We have qualified & experienced educators

About Us

Welcome to Allambie Heights Outside School Hours Care (OSHC).

We are a privately owned family business which provides a before and after school care service for Allambie Heights Public School (AHPS). We are part of Allambie Heights Children's Centre – a long day care centre on the school grounds for 2 to 5 year old children.

The service currently has the following places available:

Before School Care: up to 170 places per day

After School Care: up to 170 places per day

The service caters for children who are currently enrolled at Allambie Heights Primary School only. The service operates from the Blue Room which is part of the Allambie Heights Community Centre / Allambie Heights Public School Hall.

Operating Hours

Before School Care: 7.30am – 9.10am

After School Care: 3.10pm – 6.00pm

Contact Details

Address 80 Roosevelt Avenue, Allambie Heights NSW 2100

Telephone 8021 9409

Mobile 0431602 664

Email oshc@allambiekids.com.au

Website www.allambiekids.com.au

Service Philosophy (Quality area 7)

To provide an inclusive environment for children, families and educators that is welcoming, caring, safe, fun and stimulating, and supports the play needs and social development of school aged children. (Quality Area 2, 3 5 & 6)

For Educators to document the children's learning in a variety of ways, to gain a greater understanding of each child and program activities that achieve the five learning outcomes of the "My Time, Our Place" framework for school aged children. (Quality Area 1)

To promote a positive environment where the uniqueness of each child is valued and where interest based program is designed to link the family, school, and wider community with the service. (Quality Area 5 & 6)

To offer a range of spaces, activities and experiences that caters to the diverse interests and needs of the children, where they can resource their own learning, including an area dedicated to STEM (science technology engineering and mathematics) (Quality Area 3 & 5)

To encourage involvement by families in the service, and to reflect family structure and lifestyle, background, culture and heritage when designing the program. (Quality Area 1 & 6)

To encourage the children to respect the natural environment in which we live, by being ecofriendly through recycling, reducing waste and gardening. (Quality Area 3)

To value Educators and support teamwork through communication, training and development which will provide a high quality service to the community. (Quality Area 4 & 7)

What we do at OSHC

Our OSHC provides a program that meets the individual developmental needs of children aged 4-12 years, through stimulating, interesting and exciting activities which allows opportunities for children to play explore and develop new skills. Our program reflects the recommendations set out in the “My Time, Our Place” Framework for School Age Care in Australia, which ensures that children in school age care will have opportunities to engage in leisure and play-based experiences which are responsive to the needs, interests, and choices of the children attending the service and contribute fully to their ongoing development

Our OSHC is a great place for school aged children to attend, offering them a stimulating and fun program of activities. Every week we have a theme which is based on the interests of the children at that time, such as science, cooking, other countries that they would like to find out more about, special events like the Olympics, and many other varied ideas. Our room activities are also set up according to the interests of the children, which keep them engaged and happy during their time with us. We have all types of fun and interactive toys, craft and outdoor sports and games every day for the children to play and engage in. Special visitors come to the centre for experiences like Yoga and dance. There is a daily craft activity for them to make – such as painting, beading and jewellery, clay making, 3d creations using pipe cleaners and other craft products, or colouring in activities. We play music, make play dough, have cooking and science experiments, use technology such as our TV laptop and tablets to watch interesting and informative videos on topics we are keen to learn more about, and we can also relax and enjoy a good book or do our homework in our quiet reading and homework area, or just chat and engage with our friends on the lounges!

Fees Schedule for 2017

Daily Fees

Permanent per child/per day	Casual per child/per day
Before School Care \$14.00	\$15.00
After School Care \$24.00	\$26.00

A one off family enrolment fee may also apply annually.

Fee Arrangements

There are two types of fee arrangements – permanent or casual

Permanent fees:

Two week’s (fee paying) notice is required for changes to your child’s attendance or to withdraw from the service. If your child does not attend on a booked day, the daily charge still applies as you are paying for your booking not your attendance. Accounts are issued fortnightly in advance and payment is only accepted by direct debit, through a third party provider called Pay Solutions.

Casual Fees:

Bookings are more expensive, but can be booked with a day’s notice. If your child is not going to attend, casual bookings can be cancelled with a day’s notice without incurring a charge. Casual positions can only be issued if there are spaces available on that day or if the day is full and another child is absent for the day. Casual rates are charged all extra days booked.

Payment Options

OSHC fees can be paid by the following method only – Direct Debit through Pay Solutions.

Service Closures & Holidays

OSHC is closed on (NSW and National) Public Holidays, AHPS school holidays and AHPS pupil free days. We only charge fees when the service is operating. Warringah council runs vacation care in the school hall – for information contact www.warringah.nsw.gov.au

Routine

Below is the program of a typical day at the service:

Morning

7.30am service opens

7.00-8.00am Breakfast

8.00 – 8.45am free play and activities

8.50 am Children in years 3 – 6 can go to school if they would like to.

8.50 - 9.00am Quiet activities

9.00am Year 1 and 2 children go to class

9.10am Kindergarten children are taken to class

Service closes

Afternoon

2.30 A member of staff prepares food for afternoon tea and sets up equipment

3.00 Educators meet Kindy children on the verandah outside the Kindergarten classes and have roll call.

Year 1 – 6 Children come directly to the Blue Room / art room for roll call

3.15 – 3.30pm Years 1 – 6 Afternoon tea

3.30 – 3.45pm Years Kindy – 2 Afternoon tea

3.30 – 5.10pm Afternoon activities (see program for further details)

5.10 – 5.20pm pack away

5.20 – 6.00pm Quiet activities and group games

6.00pm service closes (late fee applies for collection of children after 6.00pm sharp)

Breakfast and Afternoon Tea

Breakfast is provided to the children each morning between 7.30am to 8.15am. Afternoon tea is provided for the children each afternoon. The service aims to provide nutritious and varied afternoon teas. The breakfast menu includes cereals and toast, milk or water. Examples of the afternoon tea menu include fruit, sandwiches, toasted sandwiches etc. Consideration is given to children with special dietary needs and the afternoon tea provided is adjusted based on any special needs. Frequently an afternoon activity will include cooking. Biscuits, pikelets, popcorn, pizza and cup cakes are often made. Children are able to consume these during the afternoon or take them home. Cooking is always a favourite activity.

The Service is an “**ALLERGY AWARE**” service. Peanut butter and other nut-based products are not provided, and we cater for children with special dietary requirements.

Absent children

If your child is going to be absent for an afternoon session, please contact the service before 2pm on 8021 9409, and leave a message on the answering machine. You can also send an email or a text message. If your child doesn't arrive at OSHC the staff will try and contact you via phone. It is important to let the service know if your child is not going to attend ASAP to avoid time spent unnecessarily trying to find your child. If no contact is made a fee of \$10.00 will be added to your account to help cover the cost of looking for your child.

Illness and Medication

OSHC is unable to care for sick children. If your child falls ill whilst in attendance, you will be telephoned and asked to make arrangements to have your child collected as soon as possible. Medicine can be administered to children in certain circumstances. Please discuss this with the service co-ordinator. We also cater for children with special medical requirements. Again please discuss with the co-ordinator.

How to enrol

Please email the Director Lily Waterhouse at oshc@allambiekids.com.au or visit our website www.allambiekids.com.au and click on the Outside School Hours Care tab for further information.