Largs Bay School

OSHC

FAMILY HANDBOOK

Quality Area 6: Collaborative Partnership with Families

Updated November 2026

SERVICE INFORMATION

Largs Bay School Out of School Hours Care
215 Fletcher Road, Largs Bay SA 5016
Phone: 08 8341 5350
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Largs Bay OSHC is a not-for-profit care service operating at Largs Bay School. The service is governed by Largs Bay School Governing Council, the OSHC Advisory Committee and OSHC management and leadership. Parents are encouraged to participate in the OSHC Advisory Committee meetings and express any ideas and/or concerns. Please contact the OSHC Director for future meeting details or further information.

Our service is located in the school hall adjacent to the main courtyard and playground of the school.

Our serviced is licensed for 100 children. In South Australia there are specific educator to child ratios and qualification requirements for OSHC services primarily educating and caring for children over pre-school age. The current educator to child ratio for OSHC is 1:15 and 1:10 on excursions, or lower according to the level of risk determined in risk assessments undertaken for specific activities.

All educators are required to hold a current Working with Children Check, Child Safety Training and are Mandated Reporters of Child Abuse and Neglect. All Responsible Persons are required to hold a current HLTAID012- First Aid For Education and Care certificate, all staff are encouraged to obtain one. A Responsible Person will be always on site during service hours.

Largs Bay School OSHC was rated 'Meeting' in 2026 upon an Audit and Assessment by the Educational Standards Board South Australia.

Provider Name: Largs Bay Primary School Council Inc
Provider Approval Number: PR-00006184
Service Approval Number: SE-000010561

Opening Times

BSC: 7.05am – 8.40am
ASC: 3.00pm – 6.00pm
Vacation Care: 7.05am – 6.00pm
Pupil Free & School Closure Days: 7.05am – 6.00pm
*Largs Bay School OSHC closes for a period of 2 weeks over Christmas and New Years.

RATED MEETING NATIONAL QUALITY STANDARD

WELCOME

On behalf of all staff at Largs Bay OSHC, we would like to extend a very warm welcome to your family.

Our service provides Before School Care (BSC), After School Care (ASC), Pupil Free Days and Vacation Care, for school-aged children – Reception to Year 6, from both Largs Bay School and the wider community.

We aim for your child to feel welcome, safe, supported, happy and included and look forward to providing the best possible level of care for your child during their time at our service.

Leadership/ Management
Largs Bay Out of School
Hours Care

MANAGEMENT STRUCTURE

Approved Provider:	Largs Bay Primary School Council Inc
Nominated Supervisor:	Principal – Helen Dunlop
Director/s:	Jess Federici & Sarah Easter
Assistant Directors / Ed Leader:	Jacob Battle & Jack Agius



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the land that we are on is the traditional lands of the Kaurna people and we respect their spiritual relationship with their country. We also acknowledge the Kaurna people, as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

SERVICE STATEMENT OF PHILOSOPHY

Largs Bay School Out of School Hours Care (OSHC) is a not-for-profit educational and care service for the children of Largs Bay School and the wider community. We believe that our service fosters and develops safe, secure and meaningful relationships between children and their families by supporting their individual social, emotional, physical and behavioural needs.

We promote inclusivity through highlighting the achievements of all our children, celebrate their cultural diversity and display equitability. As a holistic service we support the individual needs of the children and their families through effective and transparent communication.

We endeavour to support all children's well-being, learning, growth and development. Our primary goal is for children to be active and informed global citizens who develop social, emotional and life skills for their futures. We encourage children to interact positively, model good behaviour by being fair, kind, respectful and honest, and encourage a sense of personal responsibility.

We acknowledge the diversity of cultures in our service and celebrate this through exploring our families' cultural backgrounds. We believe by exploring these social contexts, our children develop inquiry skills that are essential for problem solving, risk taking and encourage them to be critical and creative thinkers.

We value children as capable and competent individuals. Their voices are actively sought, respected, and embedded in decision-making across our service.

We recognise play as a powerful vehicle for learning and development, supporting children to explore, experiment, and engage with the world around them in meaningful ways.

We hold respect for the natural world, as it lends itself to play, supports wellbeing and encompasses a holistic view of the child. This respect enhances our sustainable practices whilst fostering knowledge and appreciations for the world around us.

We are committed to providing a safe and nurturing environment where every child feels valued and protected. Our service is guided by the 10 National Principles for Child Safe Organisations, which underpin all aspects of our practice and ensure that the rights, safety and wellbeing of children remain central to everything we do.

As a holistic service we meet the National Quality Framework regulations by adhering to each quality area and the framework, relevant legislation and regulations which supports each domain.

EDUCATOR PHILOSOPHY

Our Educators are professional, and intuitive to the individual needs of each child.

As Educators we believe it is imperative to provide a program that is engaging and stimulates children's thinking. We critically reflect and analyse play scenarios and current interests of all children.

We aim to base our intentional, spontaneous and child-initiated learning experiences to the principles, practices and learning outcomes in the My Time Our Place framework for school aged children. We promote inquiry-based learning that requires lateral and abstract thinking, exploration, and experimentation.

Recent studies indicate that play based learning is an effective skill for life as it teaches autonomy, resilience and respect.

Our strong beliefs of play-based learning encourage spontaneous play which therefore enhances children to be creative and confident learners, use prior knowledge to make connections, self-regulate their emotions and take increasing responsibility for their world. It is an enriching process which we believe underpins their Being, Belonging and Becoming.

ENROLMENTS, BOOKINGS AND CANCELLATIONS

Enrolments & Starting Care

To help with your child's transition, we welcome your family to visit the service prior to starting, between the hours of 4pm and 6pm during the school term. (It is very busy between 3pm and 4pm and our priority is ensuring all children booked in arrive safely). An alternate time may be made on request however is subject to Educator availability. Please call ahead or email us to book in a time.

Children are accepted for enrolment once we receive a completed enrolment form, updated medical information and a place is available.

Our service follows the 'priority of access' guidelines to ensure children at risk or who meet the criteria are supported for with the highest level of care.

Bookings

Bookings can be completed for a full year, termly or on a casual basis. Booking forms are available through email request or in the OSHC office. Bookings can also be made through our online booking system on our website! Please note that casual bookings will only be accepted if there are places available. If places are not available, a wait list may come into effect. Please request a copy of the Priority of Access Guidelines if you require more information. To ensure that child to staff ratios are not exceeded, bookings are essential.

Cancellations

The service has a 7 day notice cancellation policy. Families that do not provide 7 days' notice will be charged the full fee per session. Consideration will be given for families with exceptional circumstances or who provide a medical certificate.

Vacation Care and Pupil Free Days have a 'No Cancellations Policy'. Consideration will be given at the Directors discretion for a cancellation due to sickness if a medical certificate is provided and or your child's vacancy can be filled.

**Full fees are charged for cancellations. CCS entitlements are available for eligible families for up to 42 allowable absences per year.

FEES & ACCOUNTS

Fee Structure

Session	Standard Booking	Casual Booking
Before School Care	$16	$18
After School Care	$22	$24
Early Finish	$24	$26
Vacation Care	$62.50	$67.50
Pupil Free Days	$62.50	$67.50

During term time, a casual booking is one that is placed on the day of attendance. Any bookings placed before the day are considered a standard booking.

In Vacation Care, a standard booking is one that is placed prior to the cut off date advised in the program. Any booking received after this date will be considered a casual booking.

Late Collection Fee

Our service closes at 6:00pm and in accordance with the National Regulations we are not permitted to have children in the service after this time.

*A late collection fee of $1.00 per minute per child after 6:00pm will be charged.

If we are unable to contact the parent/guardian or persons authorised to collect, the police or other authorities may be contacted to take responsibility of the child.

Accounts

Accounts are processed weekly to the Child Care Subsidy portal for entitlements. Families are invoiced via email weekly (in arrears).

Payment Methods

Fees are payable via:

- The QKR App (our preferred method of payment)
- Direct Debit Transfers- Bank details provided upon request
- At the OSHC office via Eftpos

Overdue Accounts

All fees are to be paid within 7 days of receiving an Invoice.

Accounts that are in arrears of 28+ days will be sent a first reminder and so forth.

Accounts that continue to remain in arrears will be sent for debt collection as per the Fees Policy.

Any families in financial hardship are encouraged to meet with the Director to negotiate payment plans. As a non-for-profit service, we are here to support the needs of all families.

Child Care Subsidy Entitlements

Child Care Subsidy is available to help with the cost of care for children aged 0-13years. A family's level of subsidy is determined by combined annual family income, an activity test and the service type. Families must apply through the MyGov website prior to commencing at the service.

Child Care Subsidy is paid directly to our service and passed on as a fee reduction. Families pay the difference between the service fee and subsidy amount received – this is called the "gap fee".

On enrolment families are required to provide the service with the correct CRN details and date of birth for their enrolling child, and the enrolling parent / guardian. It is the enrolling parent/guardian's responsibility to ensure that CCS details are up to date.

For further information please view the Department of Human Services website.

https://www.servicesaustralia.gov.au/child-care-subsidy

Allowable Absences

Parents/Guardians must notify OSHC, (not the school), if their child will be absent from a booked OSHC session. Please note, the full session fee will be charged for non cancellations or cancellations without notice – please refer to OSHC's cancellation policy for further details.

Up to 42 absences per financial year will be paid for any absence from an approved child care service that your child attends. Absences beyond this may be approved for various reasons with supporting documentation – please see a Director if required.

You can access your child's absence record on your online statement on your Centrelink online account.

If your child has not attended our service for 14 continuous weeks, their enrolment will be cancelled automatically and your Child Care Subsidy will be ceased. To re-enrol, please wait until your first invoice upon recommencement and then login to your Centrelink Online Account and confirm enrolment.

SERVICE PROCEDURES & POLICIES

Arrival & Departure

Before School Care

It is a legal requirement for parents/guardians to sign children in upon arrival at BSC.
At 8.30am children in year 3- 6 are released to Yard A where school staff are on duty to supervise until school commences. Children below year 3 remain in BSC until 8.40am at which time OSHC educators will sign them out and walk with them to ensure they arrive safely in their classrooms.

After School Care

Reception and year 1 students will be collected from classrooms and signed in by Educators.

Older children are expected to ensure their arrival is recorded by making themselves known to the Educator in charge of the booking sheet.

Children may ONLY be collected from the service by custodial parents/guardians or other nominated persons and must be signed out on the ipad booking system – this is a legal requirement.

Written permission is needed if your child is to be collected by someone other than the person/s nominated on your enrolment form. Educators may ask for proof of I.D. i.e. drivers licence.

If a sibling under the age of 18 collects the child/ren from OSHC or children are required to walk home, permission must be supplied in writing.

Permission to leave OSHC

Under no circumstances is a child permitted to leave the school grounds while booked into the service. From time-to-time children may be involved in an activity such as sport or music which requires they leave the care of the OSHC educators. In these circumstances, custodial parents/guardians are required to supply permission via our After School Sport/Activities Form (available at the service), relieving OSHC educators of responsibility for the child/ren while they are participating in the other activity. You may request that your child be escorted to and from these activities, however, this is a courtesy service and may not be available due to staff to child ratio requirements.

Food/Snacks

Our food schedule is planned according to the guidelines from the Australian Guide to Healthy Eating, as well as student's likes and dislikes & suggestions. Breakfast, afternoon snack and fruit are supplied daily including during Pupil Free Days and Vacation Care & the menu is displayed on the weekly program.

During Vacation Care and Pupil Free Days students are required to bring their own nutritious recess and lunch from home.

Please inform us on your child's enrolment form of any food allergies or dietary requirements.

We are a NUT AWARE service.

Sun Safety

Children are required to wear our Red OSHC bucket hats & appropriate clothing when outside. Staff will encourage the children by modelling behaviour.

Children will be supplied with a red hat upon starting at the service. Parents/Guardians will be invoiced $15 for replacement hats.

Terms 1 & 4 – No Hat; No Play
Terms 2 & 3 – No Hat; Play In The Shade; educators will assess the UV index rating during these terms.

The use of SPF 30+ sunscreen will be encouraged daily by educators upon arrival to After School Care and before outside play in full day sessions.

*For further information please refer to the full Sun Protection Policy in the Policy manual.

Homework

We encourage children to do their homework whilst in OSHC however it is up to the child to take responsibility. Where able, staff are happy to assist. We offer Homework Club daily at 4pm, children are provided a quiet and calm inside environment supervised by staff. Use of digital technologies is available when required.

Technology & Devices

Electronic equipment and devices are only permitted to be brought to OSHC on Technology Days or day's where excursions have been cancelled. When technology is brought in, it is done so at the owner's own risk. All technology needs to be clearly labelled.

Children will have opportunities at OSHC to access a range of technologies including iPads and to facilitate areas of interest such as music, movies and games.

Mobile Phones are not permitted to be used by students at our service.

Illness/ Accidents

Children who are sick should not be sent to the service. Please contact us as soon as you know your child will be absent.

Children suffering from a contagious disease are not be permitted to attend the service.

If your child becomes ill whilst in our care, you will be contacted to collect your child immediately.

Whilst we aim to minimise any risk of accidents, from time-to-time through play they will occur. Our service has an educator trained in first aid, CPR, Asthma and Anaphylaxis management on-site at all times and in the event of an accident, educators will take immediate action (e.g. first aid or ambulance).

Parents/guardians will be responsible for all medical expenses.

*For further information please refer to the full Accidents/Medical Conditions Policy in the Policy Manual.

Medication

If your child requires medication whilst in our care, you must complete and supply an Administration of Medication Record/Plan. This record must be signed by the parent/guardian at the end of each day that medication is given/administered.

All medication needs to be in its original packaging, clearly labelled with the child's name and the pharmacists/doctor's instructions and be before the expiry/use by date.

Medication will be appropriately and safely stored at OSHC and under no circumstances is to be left in a child's bag.

Asthma inhalers or auto injectors (EpiPens) or insulin (for diabetes), must accompany the child each day to our service or parents/guardians must ensure our service has adequate in date supplies of the medication required at all times.

*For further information, please refer to the full Medication Policy in the Policy Manual.

Behaviour Management

Positive behaviour is encouraged at OSHC and rewarded through the presentation of certificates to the nominated students at the school assembly each fortnight. Children are also rewarded for their positive displays of behaviour through our rewards system.

At OSHC we have a duty of care to all our students and staff to ensure their safety and wellbeing whilst at our service. Students who demonstrate negative or inappropriate behaviour will be re-directed. If such behaviour continues or the behaviour is deemed serious by leadership, the decision may be made to suspend the child from our OSHC service. This is inline with the Department for Education Guidelines and the service's Behaviour Management Policy.

*For further information please refer to the full Behaviour Management Policy in our Policy manual.

Confidentiality

All information regarding your child and family is kept strictly confidential. We protect the privacy of individuals by ensuring all of our records are secure and are only accessed by authorised persons or who have the legal right to access.

Grievance Procedure

Largs Bay OSHC fosters positive relationships between all families, staff and levels of management. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner. If any parents/guardians should have a grievance or complaint, they should discuss the problem with the relevant staff member or Director.

For a copy of our Grievance procedure and policy please see a copy of the Policy manual located at the OSHC office.

EDUCATIONAL PROGRAM & PRACTICE

My Time Our Place

The My Time Our Place National Framework assists educators to provide children with opportunities to maximise their potential and develop a foundation for future success in life. The Framework acknowledges the importance of play and leisure in children's learning and development and that their learning is not limited to any particular time or place. Developing life skills and a sense of enjoyment are emphasised. The Framework recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that children in all school age care settings engage in quality experiences for rich learning, personal development, and citizenship opportunities.

My Time Our Place is underpinned by the following 5 Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Documentation of Learning

Our service documents children's learning in a number of ways which assists us with identifying the child/ren's interests, strengths and development for reflection, and planning. Parents are welcome and encouraged to visit the service and view their child/ren's documentation of learning.

Documentation includes but is not limited to:

- Child's file
- Observations and Learning Stories
- Programming Book
- Work Samples
- Check lists
- Display Boards
- Newsletters

Family Involvement

We welcome all parents/guardians and family members to support our program in anyway they feel comfortable. This may be through contributing ideas, information, resources and craft items, attending management committee meetings, volunteering their time/expertise, reviewing documentation or providing feedback.