

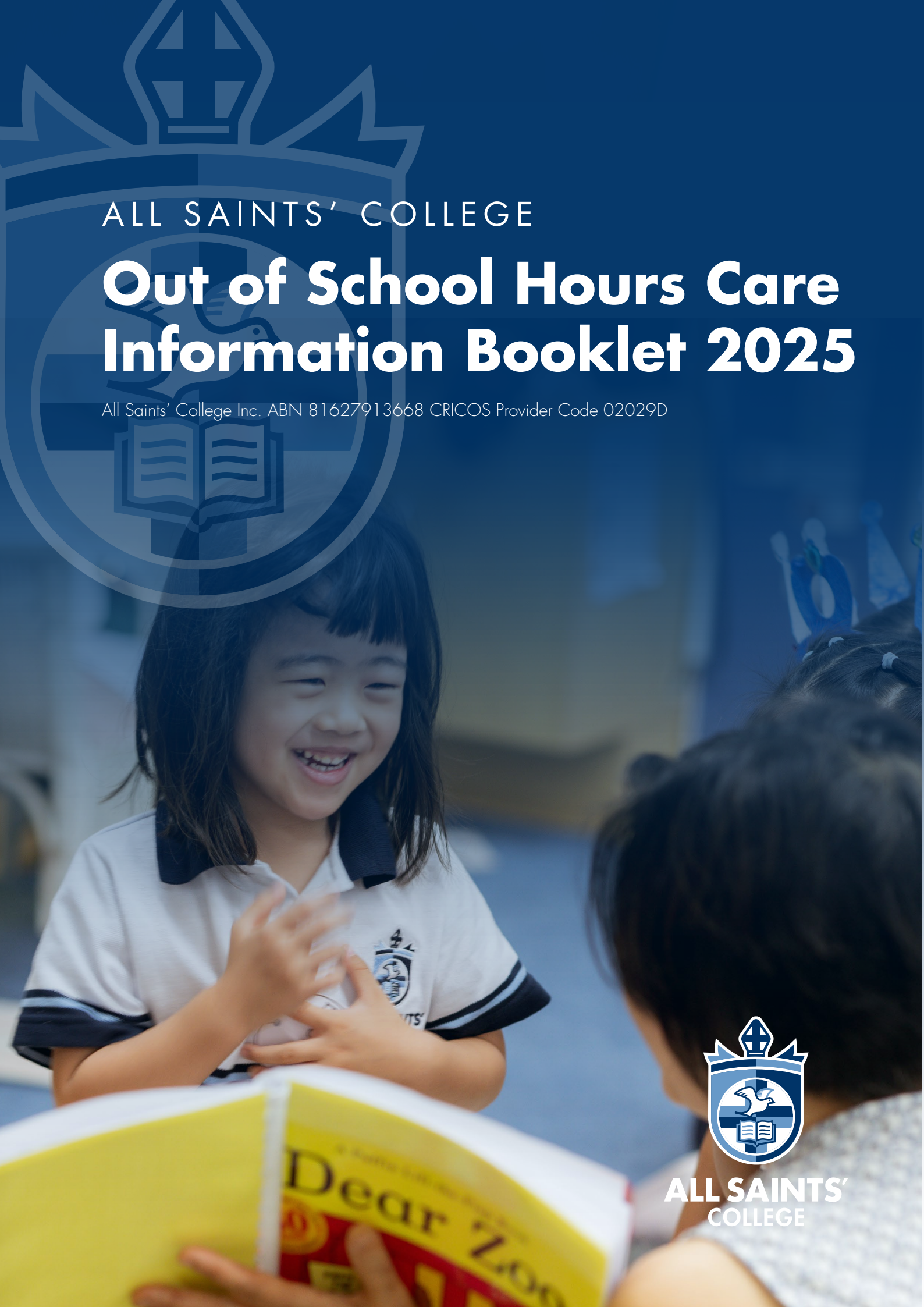
ALL SAINTS' COLLEGE

# Out of School Hours Care Information Booklet 2025

All Saints' College Inc. ABN 81627913668 CRICOS Provider Code 02029D



ALL SAINTS'  
COLLEGE



# CONTENTS PAGE

Contact Information and Hours of Operation	<b>1</b>
Introduction	<b>2</b>
Philosophy	<b>3</b>
Staff	<b>3</b>
Location	<b>3</b>
Child Care Rebate	<b>3</b>
Fees	<b>4</b>
Payments and Charges	<b>4</b>
Late Payment	<b>5</b>
Cancellation of Care	<b>5</b>
Absences	<b>5</b>
Enrolment	<b>5</b>
OWNA Home	<b>5</b>
Swimming	<b>6</b>
Communication	<b>6</b>
Health and Safety	<b>6</b>
Nut Policy	<b>7</b>
Sick Children	<b>8</b>
Daily Registration	<b>8</b>
Attendance and Non-Attendance	<b>8</b>
Leaving the Centre	<b>8</b>
Late Collection	<b>9</b>
Children leaving the Centre without permission	<b>9</b>
Student Behaviour Management	<b>10</b>
Equipment	<b>10</b>
Belongings and Clothing	<b>11</b>



## CONTACT INFORMATION

Phone: (08) 9313 9337  
Email: [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au)  
Enquiry: Enquire [HERE](#)  
Address: Early Childhood Centre, All Saints' College, Ewing Avenue,  
BULL CREEK WA 6149  
PO BOX 165, WILLETTON 6955

## VACATION CARE 7.00AM – 6.00PM

Vacation Care is held during the College school holidays in Terms 1, 2 and 3. Christmas Vacation Care is offered for the first two weeks of the All Saints' College Christmas holidays and Summer Vacation Care is offered for the three weeks prior to the start of the new College school year.

---

## TERM DATES 2025

**Term 1** Wednesday 5 February – Thursday 10 April 2025  
**Term 2** Tuesday 29 April – Friday 27 June 2025  
**Term 3** Wednesday 23 July – Friday 26 September 2025  
**Term 4** Monday 13 October – Monday 8 December 2025

---

## BEFORE SCHOOL CARE 7.00AM – 8.30AM

Before School Care is offered every school day of the College term.

## AFTER SCHOOL CARE 3.00PM – 6.00PM

After School Care is offered every school day of the College term. The Centre is also open 7.00am – 6.00pm on Pupil Free Days.

## STUDENT DETAILS

To register or change your details e.g. address or phone number, or advise us of current medical information, please go to [your OWNA app](#).

## Dear Parents and Guardians

All Saints' College provides high quality support for working families through our Out of School Hours Care program. We are pleased that our service allows parents to relax and feel confident knowing that their children are cared for in a safe environment, by well qualified staff who are passionate about working with children.

Before School Care enables children to begin school feeling relaxed and well prepared for the day. A light nutritious breakfast enables them to start the day feeling alert and energised.

After School Care enables our students to engage in recreational activities in a safe and enjoyable atmosphere. The children are able to choose what they do thus creating a home like atmosphere encouraging independence and confidence.

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

We have been fortunate to select quality staff who are well qualified and passionate about working with children and being part of the Out of School Hours Care team.

We believe All Saints' College Out of School Hours Care provides an outstanding service however we know that to provide the best service possible we must always listen to our families and therefore we value your feedback by email [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au) at any time.

Yours sincerely

**Ms Penelope Crane**

Director of Junior School



## OUR OSHC PHILOSOPHY

Creating an inclusive, safe, and caring environment where each student has the opportunity to celebrate their own uniqueness, individuality, and creativity is our number one priority at All Saints' College Out of School Hours Care (OSHC).

We believe that all children should feel valued, heard, and supported, and we are dedicated to building strong and positive relationships with each child to create a sense of belonging.

We tailor our program to suit each child's individuality, strengths, and interests and provide a hands-on, authentic experience for the children to grow, blossom and reach their full potential. Our program is based on real-world experiences and a social constructive approach, where children begin to develop knowledge through dialogue and interactions with peers. We also believe in a play-based approach. We believe this provides a medium for non-verbal communication, interactions, and collaborative learning. Most importantly, it benefits culturally and linguistically diverse students.

## STAFF

The fully qualified OSHC Coordinator and Program Leaders all have Working with Children clearances. At all times there is at least one staff member with a Senior First Aid Certificate, Anaphylaxis Training, Emergency Asthma Management and Basic Emergency Life Support.

## LOCATION

The OSHC Centre is located in the All Saints' College Early Childhood Centre adjoining the Year 2 classrooms. Parents can access the Centre from Gate 1. OSHC has use of many of the College facilities including the playgrounds and oval.

## CHILD CARE SUBSIDY

As OSHC is an approved OSCH provider, parents are able to apply for the Child Care Subsidy (CCS). We find that most of our families are eligible for the rebate by applying for the CCS.

For further information visit <https://www.mychild.gov.au/> or contact Department of Human Services Families Line 136 150 and quote the following approval ID:

**Before School Care: 3-4DDNF3**

**After School Care: 1-VSKAFB**

**Vacation Care: 1-VSKAHU**

Parents need to provide a CRN# and date of birth for themselves and their child to receive their government payment.

As a parent or guardian, you are required to inform us promptly if your Child Care Subsidy (CCS) has been discontinued, expired, or if there are any changes to your eligibility status.

## FEES

### BEFORE SCHOOL CARE

- Casual Flat Rate – \$27.50
- Permanent Flat Rate – \$23.50
- Cancellation/non-attendance – \$23.50

### AFTER SCHOOL CARE

- Casual Flat Rate – \$36.00
- Permanent Flat Rate – \$32.00
- Cancellation/non-attendance – \$32.00
- Late Collection (after 6.00pm) – \$10.00 per five minute block (minimum fee \$10.00)

### VACATION CARE

- Full Day – \$90.00
- Full Day Incursion – \$100.00
- Cancellation/non-attendance – \$53.00
- Late Collection (after 6.00pm) – \$10.00 per five minute block (minimum fee \$10.00)

*Children are required to bring their own healthy lunch to Vacation Care. In accordance with the College's 'no nut' policy, we ask parents to please refrain from sending food products containing nuts or peanuts to Vacation Care. Morning and afternoon tea are provided.*

Please note the following:

1. Permanent refers to bookings made with at least five working days' notice.
2. Casual refers to bookings made with less than five working days' notice.
3. Cancellation fee applies for cancellations:

**Before School Care:** 48 hours prior to session start time

**After School Care:** 48 hours prior to session start time

**Vacation Care:** five days' notice prior to the day of care

## PAYMENTS AND CHARGES

Accounts are payable by direct debit using the OWNA app, which is a secure online payment system where you can elect to transfer funds via direct debit from either your bank account or credit card. All regular bookings and fees are charged fortnightly in advance. Please be aware that if you choose to use your credit card a surcharge will apply. If your Direct debit declines, a fee will also occur.

Overdue fee accounts may result in the suspension or termination of your child's enrolment at OSHC. Direct debits returned as unpaid are regarded as a late payment.

## LATE PAYMENT

OSHC reserves the right to apply a late payment fee of \$20 (includes GST) to an account not paid within 14 days of the due date. Further, OSHC may take legal action for recovery of fees and charges not paid. Any expenses, costs or disbursements incurred by OSHC in recovering the outstanding fees and charges including debt collection agency fees and solicitor costs, shall be recoverable by OSHC.

Parents who are experiencing difficulty in paying fees by the due date are encouraged to phone the Accounts Department to discuss alternative arrangements for payment. If the fees lapse and no special arrangements have been made your child's place will be considered vacant and may be offered to another child.

## CANCELLATION OF CARE

Should you wish to cancel your child's care please provide written notice to [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au) or via the OWNA app within the following time frames to avoid a cancellation fee:

**Before School Care:** 48 hours prior to the booking start time

**After School Care:** 48 hours prior to the booking start time

**Vacation Care:** five days' notice prior to the day of care

## ABSENCES

Absences due to illness must be communicated directly to OSHC on (08) 9313 9337 or [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au).

Please note information provided to school administration does not relay to the OSHC service.

A non-attendance fee will not be applied should a medical certificate be provided.

## ENROLMENT

We appreciate your interest in our service and hope to be able to welcome your child to OSHC. The first step is to complete an expression of interest via the following link. Our team will then contact you to explain the steps you need to follow to ensure your child is registered allowing you to book them into future sessions. If you require support at any stage, please contact [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au).

## OWNA APP

Upon downloading our management app, OWNA, parents will be able to view the following for their child:

- To create a casual booking, please select the '+' symbol and select 'create casual booking'
- Past attendances
- Statements, invoices and payments
- Observations on your child's progress
- Service updates and notifications

Please find some OWNA parent guides at the following links:

- [Parent App Walkthrough](#)
- [Direct Debit Request](#)
- [How to book casual spots](#)

## SWIMMING

If your child has swimming lessons at the All Saints' Aquatic Centre during After School Care or Vacation Care, OSHC Staff will escort them to and from the Aquatic Centre. Please inform the Centre staff the day and time of the lessons.

## COMMUNICATION

### PARENT - STAFF

The Centre welcomes the involvement of parents on any matter related to the wellbeing of their child. Parents are welcome to speak to the Centre staff at any time about their child's participation at OSHC. Parents have the opportunity to do so informally when they collect their child or may make an appointment to meet more formally. Staff will endeavour to speak to each parent regularly to provide feedback on their child's participation at OSHC. This regular communication is an important link to build trust and understanding for all those involved. The staff will ensure that parents are informed of all matters of concern.

### PROGRAMS

The weekly program of activities, school term dates, any incursions or special materials required for use by the children, reminders etc. will be displayed on the shelves at the Centre and on the Junior School Notices on the Portal, as well as sent out by notification from OWNA. It is the **responsibility of the parent** to read the notices.

## HEALTH AND SAFETY

### EMERGENCY - ACCIDENTS AND FIRST AID

A staff member who holds a current Senior First Aid Certificate is on duty at all times. All injuries will be reported to the child's parent or guardian. An ambulance will be called should one be required. Parents will be notified immediately in these circumstances.

### EMERGENCY - EVACUATIONS

Regular evacuation and lock down procedures are carried out to ensure children and staff are familiar with the routines.

### MEDICINES

If your child has any allergies or specific medical conditions, please contact Ashley Rowe at [oshc@allsaints.wa.edu.au](mailto:oshc@allsaints.wa.edu.au) to ensure that accurate and up to date plans are in place. These will need to be in place before your child's first session at OSHC. When dropping off medication please alert an Educator on drop off so that all procedures can be undertaken, and the medication is signed in appropriately.

If your child requires medication throughout the day, we will provide you with a consent form to fill in and sign, outlining all relevant instruction on administering the medication. Medication should be in its original packaging with the child's name and dosage. This is also the case for any over the counter medication.

Please note that we do not administer paracetamol.

### RISK MINIMISATION

If your child has any serious medical conditions, it is required that we work with you to develop a risk minimisation and communication plan. As an OSHC service our regulations also require that if a child has an anaphylaxis plan, or an asthma plan that the plan is up to date and signed by the child's GP. For your child to be enrolled in OSHC, these plans must be regularly updated and in date. If your child's plans are not up to date and signed by their GP, they will not be able to attend the OSHC service.



## NUTRITION

Healthy and nutritious snacks are provided during the course of the program each day. A nut policy is maintained in the Centre.

### NUT POLICY

A number of children in the Junior School have severe, life threatening allergies to nuts, which may cause anaphylactic shock by eating and/or touching these foods. Shared cooking utensils, skin to skin contact and in some instances, even the breath of another person having eaten nuts, can lead to a fatality.

As a consequence of this situation, we ask you to refrain from sending food products containing nuts or peanuts (e.g. peanut butter, Nutella or muesli bars containing nuts) to school.

In order to assist all parents, when selecting items to place in a lunch box, we have outlined below some suggestions for safe inclusions. Naturally, 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
- Yoghurt

### TECHNOLOGY GUIDELINES

OSHC follows the College's technology guidelines. Smart watches, if worn, are not to be used to connect and communicate like a mobile phone device. If used, it will be stored safely within the service with other valuable



## **SICK CHILDREN**

Children who are unwell should not attend the Centre. The Centre is not able to care for children with contagious diseases such as chicken pox, head lice and impetigo.

If a child (is/or) becomes unwell/injured at the Centre, the parents will be informed and the child kept comfortable until a parent is able to collect them.

## **DAILY REGISTRATION**

### **STUDENT ARRIVALS**

- All children are signed in with their arrival time each day. Unexpected absences will be followed up immediately.
- Children not attending when booked in: The OSHC Staff will take all reasonable steps to locate a child who has not arrived within 15 minutes of the expected time:
  - The Coordinator will contact the Junior School Office for a possible explanation. Steps will be taken to locate child within the premises and follow up parent contact to establish arrangements.
  - If the child is not located within 15 minutes, the parents, Director of Junior School and police will be notified.

### **ATTENDANCE AND NON-ATTENDANCE**

Arrival and departure times are recorded daily for each student enrolled in the program. The parent or authorised person is required to sign the student out when departing the Centre. Students are not permitted to be collected by anyone who is under the age of 18. This is a legal document that must be completed accurately with full name and signature. This information is also used to calculate fees.

If your child leaves school early, is absent from school or does not require OSHC services, parents must notify OSHC by email. A cancellation fee will apply for cancellations not within the cancellation notice period.

### **LEAVING THE CENTRE**

- Who will collect your child? A child will only be released to persons authorised by the child's parents. Parents must specify on the child's enrolment form the name/s of any persons authorised to collect the child on a regular basis or in the case of an emergency. If the authorised people change, the Centre needs to be advised in writing.
- In the event that an unauthorised person seeks to collect a child, the parent will be contacted immediately and proof of identification sought. All children must be signed 'out' by the collecting person, giving their full name and departure time.

## LATE COLLECTION

**The Centre closes promptly at 6.00pm. If parents are going to arrive after this time, the Centre must be notified and an approximate pick up time given. Please contact the Coordinator on 9313 9337.**

Should no advice be received, the following procedures will be implemented:

1. An OSHC staff member will contact the parent at 6.00pm, followed by the emergency contacts.
2. A Centre staff member will continue to contact a parent or the emergency numbers until 6.30pm.
3. At 6.30pm a note will be left on the Centre door as to the student's whereabouts. The Director of Junior School and the Principal will be contacted and the student will be taken to Murdoch Police Station, 120 Murdoch Drive, Murdoch - telephone 9313 9000, in a College authorised vehicle. Permission to do this can only be granted from the College Principal.
4. Parents will be responsible for paying any extra costs incurred due to late collection of their child.
5. Late fees will be incurred in five-minute intervals from 6.00pm. (See Fees for charges.)

## CHILDREN WHO LEAVE OSHC WITHOUT PERMISSION

OSHC staff are committed to providing an appropriate level of supervision and high quality duty of care. In the unlikely circumstance of a child leaving OSHC without permission, the Centre staff will make every reasonable effort to locate them, the procedure below would then be followed.

- The Coordinator will look for the missing child.
- When the Coordinator finds the child they will identify the reason for leaving, and return the child to the Centre.
- Assistant Director of Junior School (Education and Care) and Director of Junior School will be contacted to determine the course of action including contact with parents.
- In the event that the child cannot be located, parents will be contacted and police involvement will commence. The OSHC Coordinator will be required to provide a description of the child, personal details and the circumstance of their disappearance.



## STUDENT BEHAVIOUR MANAGEMENT

OSHC's management of student behaviour is in accordance with that of All Saints' College. The policy is designed to ensure the wellbeing of children and to assist in the smooth running of the Centre and adhere to College policy with extreme behavioural incidents referred to the Assistant Director of Junior School (Education and Care). At the commencement of the school year, expectations are discussed and clearly identified with students.

These are on display at all times and appear below so that both regular and casual attendees are aware of the rules.

- We respect ourselves, others, property and the environment.
- We play safely.
- We play together; no exclusions.
- We play within the boundaries.
- No-hat-no-play.

Whilst these rules are fairly general, 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

The OSHC program has much of its own equipment, but wider College facilities and equipment are available for use as deemed appropriate by staff. Staff and children are responsible for the equipment and facilities in their use and are encouraged to care for and report damage or breakage in accordance with College policy.

If damage or breakage is deemed wilful, parents will be informed and may be asked to replace or pay for damage caused.

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



## BELONGINGS AND CLOTHING

### CORRECT SCHOOL UNIFORM

For After School Care, students are required to wear school uniform to the Centre. When special arrangements have been made through the school, the children may wear free dress.

Correct school uniform must be worn when leaving the Centre.

On Pupil Free Days and Vacation Care programs, children may wear free dress.

Kindergarten to Year 2 students are supported by the staff to remember to bring their hat, clothing, water bottle and journal to the Centre.

Students in Year 2 upwards are expected to be responsible to bring their own belongings to the Centre.

### ART SHIRTS

The Centre has art shirts and will endeavour to ensure children wear them during art/craft activities.

### EXTRA CLOTHING

It is advisable that children, especially those in Kindergarten to Year 1, bring a second set of clothing. If children have a toileting accident, staff will endeavour to find clothing to fit your child, which may be borrowed, and returned laundered.

### HATS

All Saints' College has a 'no-hat-no-play' policy. Parents will need to provide a hat for their children to wear during outside play time. Hats need to comply with the College Sun Safe Policy. If your child is in Kindy - Year 2, your child's school hat will be kept in their classroom, so we kindly request you please keep a spare hat for OSHC in their bag.

All hats must be labelled clearly with your child's name.

### LOST PROPERTY

When children take off an item of clothing (e.g. shoes, jumper) it is their responsibility to put it into their bag immediately. If your child has lost an item whilst attending the Centre, the staff will make every effort to return it to the child. If it is unlabelled, it will be placed in lost property at the Health Centre.



**[allsaints.wa.edu.au](http://allsaints.wa.edu.au)**

Ewing Avenue, Bull Creek WA 6149 • PO Box 165 WILLETTON WA 6955

Senior School: (08) 9313 9333 • Junior School: (08) 9313 9334

ABN: 81 627 913 668 • CRICOS provider code: 02029D

**DIVERSITY IS IN OUR DNA**



**ALL SAINTS'  
COLLEGE**