



Parents' Handbook

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We welcome
your family to the
Concordia College

 (OSHC)
community.

The OSHC provides care for school-aged children from both Concordia College and the wider community.

We aim to provide a nurturing and inclusive environment for all children. We adopt a play-based approach to learning that enables meaningful opportunities for the development of children's autonomy and agency.

We look forward to caring for your family in 2022!

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I have been a part of the Concordia team for 4 years now. I am currently completing my final semester of a Bachelor of Education (R-7)/Bachelor of Arts at Flinders University.

I am grateful and excited to help lead such an incredibly dedicated and friendly team to provide care for your children in a play-based, inclusive environment.

I enjoy playing music and sport, and love incorporating these into our OSHC. I look forward to seeing you all in 2022!

Isaac Noles

Out Of School Hours Care Assistant Director



I have been part of the OSHC team for 2 years, and this will be my first year in the shared role of OSHC Assistant Director. I am currently completing my fourth year of a Master of Teaching (Primary R-7)/Bachelor of Arts at Flinders University.

I look forward to helping create a safe and engaging environment for your children and building connections with families both new and current.

Alexandra Barratt

Out Of School Hours Care Assistant Director

I have been part of the Concordia College OSHC

Out of School Hours Care

OSHC Director

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Assistant Directors

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Educational Director

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ELC and Primary School

Principal

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Primary School Leader

Sue Drogemuller

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Risk and Operations Manager ELC to Year 12

Sally Staggs

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Term 1: Tuesday 1 February – Thursday 14 April

Term 2: Wednesday 4 May – Friday 1 July

Term 3: Tuesday 26 July – Friday 30 September

Term 4: Monday 17 October – Wednesday 14 December

Vacation Care is offered between term dates

OSHC is closed on Public Holidays

Christmas closure dates: 23 December 2022 – 9 January 2023
(OSHC is closed for 2 weeks over Christmas each year)

Opening Times

Before School Care: 7.30am-8.30am (Breakfast Club until 8.00am)

After School Care: 3.15pm-6.00pm

Vacation Care: 7.30am-6.00pm

Description

Concordia OSHC is a non-profit organisation operated on the School site adjacent to the Junior Primary Playground. The service is licensed for 90 children.

Service Approval Number

SE-00011796



Cost per Student per session

	Permanent Booking	Casual Booking
Before School Care	\$11	\$14
After School Care	\$26	\$28
Vacation Care	\$75/day	

Permanent Booking

A permanent booking is considered as any booking made 7 days, or more, prior to the required day of booking (ie. An ASC booking required for Tues would need to be made by close of business on the preceding Monday)

Casual Booking

A casual booking, therefore, is considered as any booking made less than 7 days prior to day of the required booking.

Cancellation

A 24-hour cancellation period will apply to all permanent bookings. That being, all permanent bookings not cancelled prior to 7.30am for Before School Care and 3.15pm for After School Care on the day prior to the booking will be charged as per normal. Full CCS entitlements will still be paid.

Late Fees

A late fee charge of \$1 per minute for the first 10 minutes and \$5 per minute thereafter will apply after 6.00pm.

Enrolment Fee

The use of sunscreen is mandatory, and a sunscreen container is available in the OSHC room.



We believe children's well-being and development is supported best when they feel safe and secure.

Rationale – It is only when children feel safe that they will take risks to explore their physical environment. Children need to feel emotionally secure and valued. We will endeavour to

- + Provide a physical environment that is safe and encourages investigation
- + Provide a happy, engaging atmosphere
- + Interact with children in a warm and friendly manner
- + Be consistent and fair in our expectations of children's behaviour and guide children in a positive way
- + Ensure consistent and fair consequences to inappropriate behaviour
- + Provide a predictable routine displayed on the pin board
- + Continue our own Professional Development to ensure we understand best practice in this area.

We believe children's social and emotional development is critical to their future learning and well-being.

taking and relationships. These values underpin every student's capacity to thrive at school' (Dr John Irvine & John Stewart). We will endeavour to:

- + Help children learn to interact effectively
- + Help children learn to balance their own rights, needs and feelings with those of others
- + Celebrate children's achievements
- + Model good behaviour, respect and manners as staff members

We believe young children learn best through play and should be given autonomy in their environment.

Rationale- We believe that play is a child's work and that all learning is experiential. Children learn by doing. We aim to provide a creative and stimulating environment in which children can interact with materials and each other. Children are free to wonder, explore, create, and make mistakes, question and repeat experiences from which they can make their own conclusions. We will endeavour to

- + Provide a balance of child initiated and adult initiated activities
- +

- + Encourage risk-taking as a part of learning
- + Plan experiences and activities to enhance children's physical and creative development

We believe children learn best when there is a positive and

We will provide children with the opportunity to

- + Enjoy trusting relationships
- + Experience a sense of belonging within a caring Christian community
- + Question and be given appropriate, sensitive responses
- + Experience love, forgiveness and faithfulness

