



**Buxton Primary
School OSHC
Family Handbook
2022**

Welcome to Buxton Primary School OSHC

We are delighted that you have chosen to be a part of our Buxton OSHC community. We look forward to meeting your family and learning how our OSHC can meet your needs. Buxton OSHC is an integral part of the school community and we are excited to be a part of the community. We strive to provide a community that brings a sense of belonging, opportunities for children to grow, have fun and be happy.

Our Team

Buxton OSHC operates as a single educator model, as our community grows, we will utilise educator resources to ensure your child gets the best quality care we can offer. The coordinator is fully qualified and experienced in working in OSHC and school staff are regularly onsite to provide additional support if needed.

Our Program

Our program is based on the My Time Our Place framework. The program provides children with opportunities to develop, grow and learn through play-based curriculum, being child directed as well as educator directed experiences. As well as opportunities for exploring our environment and developing a strong sense of self. We acknowledge students' individual aspirations and developmental processes. We believe students deserve to have opportunities to challenge their diverse needs.

Our Service

Buxton OSHC operates on the Buxton Primary school grounds. Situated in the main school building to allow continuity and flow of the program to school. There is an opportunity for students to access our program from other schools in the local area.

The OSHC service has access to a classroom, along with a quiet space indoors, as well as the playground, open oval and sandpit that forms the beautiful landscape that is Buxton Primary school.

Our Contact Details

Mobile 0460 854 985

Contact Hours 7.00am - 9.30am 2.00pm - 6.00pm

Email Hayley.Money@education.vic.gov.au

Hours of service

7.00am – 8.45 am (Before School Program)

3.10pm – 6.00pm (After School Program)

7.00am – 6.00pm (Vacation Care Program) School holiday periods

7.00am – 6.00pm (Curriculum Day Program)

(All three programs are closed on public holidays.)

Security of Children

For security reasons, only a parent/guardian or a person designated on the enrolment form as an emergency contact can collect the children. Parents are required to accompany their children to the OSH Care area in the School classrooms in the morning and collect them from there in the afternoon.

Parents must also sign their children in and out of the program.

Behaviour

Please refer to our Behavioral Guidance Policy.

Enrolments and Bookings

For children to attend the program, an enrolment form must be completed (we need one enrolment form for every child) by parents **before** the child attends.

A copy of your child/children's immunization records must also be supplied to the service.

Bookings can be permanent or on a casual basis.

Enrolment forms and placements can be obtained and completed from the OSHC office or school office.

Any medical forms must be current, in colour and a clear photo of your child attached if necessary.

Bookings

- A new booking form will be available to parents in Term 4 to resubmit your placement requirements. **NO placements are carried through to the next year.**

Cancellation of bookings

Please refer to your Fees Policy, in our policy folder located in the OSHC room.

Childcare Subsidy Rebate

Buxton Primary School Before, After School Care & Vacation Care Programs are approved Commonwealth funded programs and consequently parents using these programs can receive substantial fee relief through the Child Care Subsidy CCS.

You can claim up to Any parent who would like to use the program and **claim the Child Care Subsidy (CCS)** required to contact the Centrelink Office and complete a My Gov account and activity assessment. For further details contact: My Gov 132307

Family Child Care Subsidy Estimator education.gov.au/childcare

Your family income	Child Care Subsidy percentage
\$0 to \$68,163	85%
More than \$68,163 to below \$173,163	Between 85% and 50% The percentage goes down by 1% for every \$3,000 of income your family earns
\$173,163 to below \$252,453	50%
\$252,453 to below \$342,453	Between 50% and 20% The percentage goes down by 1% for every \$3,000 of income your family earns
\$342,453 to below \$352,453	20%
\$352,453 or more	0%

Fees

	<u>Permanent Booking</u>	<u>Casual Bookings</u>
Before School Care Program	\$15.00	\$20.00
After School Care Program	\$23.00	\$28.00
Vacation Care Program	----- ----	\$70.00
Curriculum Day Program	----- ----	\$70.00

Please note if you are eligible for CCS SUBSIDY this will be deducted from the fees above.

Late Fee

It is essential that children are collected by the prescribed session finish time. A late fee applies for children picked up after 6.00 pm - \$2.00 per 5minute charge after 6.00 pm.

Payment of Fees

All payments may be made through the booking app as well as direct debit and card options.