

Good Shepherd

Lutheran School | Para Vista

Active and connected, growing for LIFE

Out of School Hours Care Parent Handbook

LOVEOPTIMISMCREATIVITY





Key Contacts

Out of School Hours Care

OSHC Coordinator

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Good Shepherd Lutheran School

Principal

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Director of Wellbeing and Educational Administration

Bronwyn Holliday

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Director of Business and Finance

Garry Schwartz

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Dates for 2019

Term 3

Tuesday 23 July – Friday 27 September

Term 4

Monday 14 October – Wednesday 11 December

Vacation Care

Is offered between term time dates

OSHC Closed Public Holidays

Christmas closure dates

23 December 2019 – 5 January 2020

Key Details

Opening Times

Before School Care

7:00am-8:30am

Breakfast until 8:00am

After School Care

3:05pm-6:00pm

Vacation Care

7:00am-6:00pm

Description

Good Shepherd OSHC is a non -profit organisation operating on the school site adjacent to the Ark. The service is licensed for 89 Children.

Service Approval Number

SE-00010389



Fee & Accounts

Fee Structure

Before School Care	\$12
After School Care	\$20
Vacation Care	
Bronze Day (Base day)	\$60
Silver Day (IncurSION)	\$70
Gold Day (Excursion)	\$80

Cancellation

A 24-hour cancellation period will apply to all bookings. That being, all bookings not cancelled prior to 7:00am for Before School Care and 3:05pm for After School Care on the day prior to the booking will be charged half of that session fee amount.

Late Collection Fee

A late fee charge of \$1 per minute for the first 10 minutes and \$5 per minute thereafter will apply after 6:00pm.

Overdue Accounts

Families with accounts in excess of \$500 can be refused care.

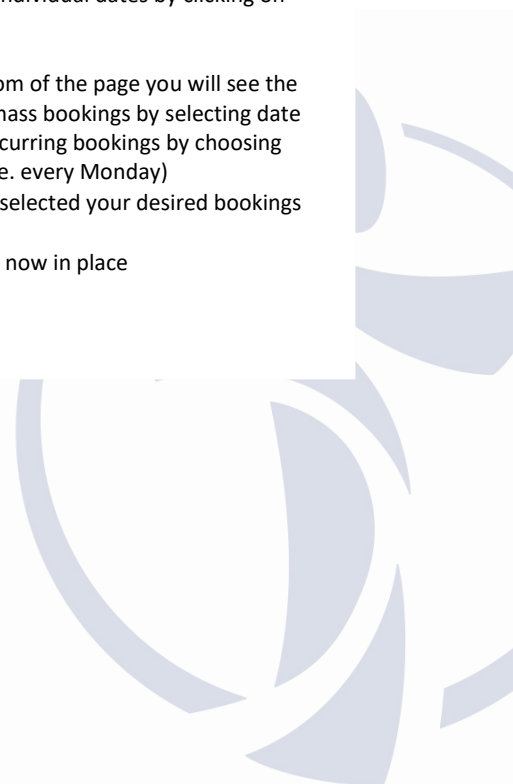
Accounts

Good Shepherd Lutheran School OSHC utilises the Child Care Management System called Fully Booked to manage bookings/accounts. Fully Booked is a completely online system which gives parents the ability to easily manage all Before School and After School Care bookings. Vacation Care bookings will require a separate manual form as they are entered in by the OSHC team to keep on top of booking numbers. Fully Booked in turn uses a simple debit system called Ezidebit to take payments. Signing up for Ezidebit will occur during the enrolment process of setting up your Fully Booked account. Your nominated bank account/credit card will be automatically debited fortnightly on a Friday.

Fully Booked

To make a booking with Good Shepherd OSHC you must ensure you have registered and created an account with our Childcare Management system Fully Booked. Once all your details are correct you can then proceed to book your child/children into Before School or After School Care. To book into a session:

- Sign into your Fully Booked account and navigate your way to 'preview current bookings'
 - Click 'Edit Bookings'
 - Select your desired care session in the drop-down box 'Select Care Session'
 - You will then be shown the calendar with dates available to book appearing in orange
 - You can select individual dates by clicking on them
- or
- Down the bottom of the page you will see the option to add mass bookings by selecting date periods or reoccurring bookings by choosing specific days (i.e. every Monday)
 - After you have selected your desired bookings click 'confirm'
 - Your booking is now in place





Sun Protection

Good Shepherd Lutheran is a 'SunSmart' school, and consequently, hats are required to be worn by students who are outdoors when the UV rating index is above 3.

When the UV rating index is above 3, students are expected to wear hats when on excursions and partaking in outside activities.

Educators are also expected to wear a hat whenever on excursions or outdoors and the UV rating index is higher than 3.

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

Communication App

The service uses an App called Seesaw. This is our primary source of communication with families and the school community. Each child has their own profile and can be viewed by parents, educators and staff members at Good Shepherd Lutheran School who also use this form of communication.

