

LOVE
OPTIMISM
CREATIVITY

imagination
Good Shepherd OSHC

Parent handbook

Welcome

We are delighted to extend a warm welcome to you and your child to Imagination OSHC.

It is our pleasure to have you as part of our Out of School Hours Care (OSHC) community. We understand that entrusting your child to our care is a significant decision, and we are committed to providing a nurturing and enriching environment where your child can thrive.

At Imagination OSHC, we believe that children should feel safe, happy, and engaged while in our care. Our team of dedicated educators and staff members are here to ensure just that. We strive to create a loving and supportive community that encourages your child's physical, emotional, and intellectual growth.

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Play Space



Location

Imagination OSHC is located in The Ark.

To enter the building, please use the front playground gate and walk down the veranda. You will find signs guiding you to Imagination OSHC.

When exiting The Ark, please use the playground gate, as the Stage 1 corridor is locked from 3:30 PM



Bookings

You can make bookings for before school care one day in advance and for after school care via the portal until 12:00pm on the same day. If you require care after 12:00pm, please contact the OSHC team via email or phone.

Cancellations

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.

Opening Hours

Before School Care: 7:00am – 8:30am
After School Care: 3:05pm – 6:00pm
Vacation Care: 7:00am – 6:00pm

Imagination OSHC is closed on public holidays.

Christmas closure dates

20 December 2024 – 5 January 2025.
We reopen from the 6th January 2025.

Operating Hours & Bookings

Fees and Accounts



Accounts

Good Shepherd Lutheran School Imagination OSHC uses the childcare management system called 'Fully Booked' to manage bookings and accounts. Fully Booked is a completely online system that provides parents and caregivers with the ability to easily manage all Before School Care and After School Care bookings. For Vacation Care bookings, a separate manual form is required, as they are entered by the OSHC team to monitor booking numbers. Fully Booked utilises a simple debit system called Ezidebit for payments. During the enrolment process for setting up your Fully Booked account, you will also sign up for Ezidebit. Your nominated bank account or credit card will be automatically debited fortnightly on a Friday.

Overdue Accounts

Families with accounts more than \$500 can be refused care.

Fee Structure

Before School Care \$15

After School Care \$25

Vacation Care

Bronze Day (Base day) \$65

Silver Day (Incursion) \$75

Gold Day (Incursion/Excursion) \$85

Medical Conditions at OSHC



If your child/ren is/are diagnosed with a medical condition, please ensure an updated medical action plan, risk minimisation plan, and medication are provided to Imagination OSHC.

All required forms are available at Imagination OSHC or through email: skyla.charman@gspv.sa.edu.au

Medical action plans need to be reviewed annually, or as the doctor requests.

Please attach a current photo of your child to the medical action plan.

Please ensure that ALL medication provided to Imagination OSHC is in its original packaging, which is clearly labelled with a pharmacy label that states your child's name, date of birth, and dosage requirements. The label must be attached to either the bottle of medication, or the canister of the Asthma inhaler.

Your child cannot attend Imagination OSHC until these requirements are up to date.

Imagination Educators



Skyla
OSHC Director



Alysha
Assistant Director



Ella
Senior OSHC Leader



Jack
Qualified Educator



Belinda
Qualified Educator



Kirralee
Qualified Educator



Simone
Qualified Educator



Gaby
Responsible Leader



Deborah
OSHC Educator

Imagination Educators



Rory
OSHC Educator



Maddy
OSHC Educator



Lisa
OSHC Educator



Candice
OSHC Educator



Kaitlyn
OSHC Educator



Cameron
OSHC Educator



Mali
OSHC Educator

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Programs & Activities



We offer a wide range of exciting programs and activities to keep your child engaged and entertained, including arts and crafts, outdoor play, educational games, and home learning support, gathering activity ideas from the students themselves.

Imagination OSHC uses the 'My Time Our Place' framework, which serves as a key guiding document for planning and implementing curriculum in Out of School Hours Care (OSHC) settings for school-aged children in Australia.

<https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf>

Healthy Snacks & Meals



During Before School Care and Vacation Care, a range of cereals and toast is offered for breakfast between 7:00am - 8:00am.

Nutritious snacks are provided each afternoon at 3:30pm.

Our menu is found on the weekly program located above the parent table, or on the weekly newsletter.

The snack and breakfast suggestions are from the students and guided by the Australian guide to healthy eating <https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>

If your child has any dietary requirements, please let the OSHC team know, so that we can accommodate for your child at OSHC.

Sun Smart OSHC



Good Shepherd Lutheran School 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.

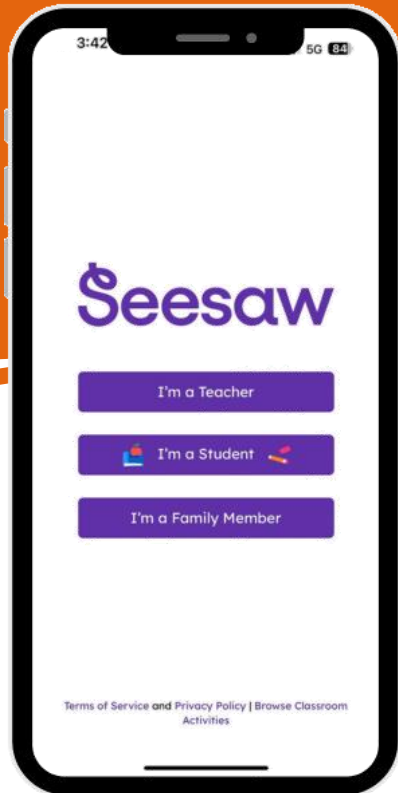
Sunscreen use is mandatory, and a sunscreen container is provided in the OSHC room. If your child requires sensitive sunscreen, please provide Imagination OSHC with a labelled tube of sensitive sunscreen.

Staff Ratios



Session	Educator : Student Ratio
After School Care	1:15
Before School Care	1:15
Vacation Care - In house	1:15
Vacation Care - Excursion	1:10
Water Activities	1:5

Communication Methods



We provide regular updates via the weekly school newsletter, Seesaw, and Fully Booked.

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.

OSHC Director Contact Details

Skyla Charman

[0408 009 637](tel:0408009637)

skyla.charman@gspv.sa.edu.au

Fully Booked Guide

Family or caregivers to create an account via this link found on the Good Shepherd Lutheran School website:

<https://gspvoshc.fullybookedccms.com.au/family/register>

To create an account

1. Select Good Shepherd OSHC from the drop-down menu
2. Add in email address and password. Then select other details.
3. Press register.
4. Complete the registration by adding in parent and guardian contacts, account details and child details. You will also need to verify your email address.
5. Make bookings via the calendar down the bottom of the portal.

If you wish to claim the Child Care Subsidy, here is further information from Services Australia:

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

To book into a session

1. Sign into your Fully Booked account and navigate to 'Preview Current Bookings.'
2. Click on 'Edit Bookings.'
3. Select your desired care session from the dropdown menu labelled 'Select Care Session.'
4. The calendar with available booking dates will be displayed in orange.
5. You can select individual dates by clicking on them or choose to add mass bookings at the bottom of the page by selecting date periods or recurring bookings on specific days (e.g., every Monday).
6. Once you've made your desired selections, click 'Confirm.'
7. Your booking is now confirmed and in place.