



# **TOWNSVILLE GRAMMAR SCHOOL**

## **Outside School Hours Care Information Sheet - Annandale Campus**

### ***What is Outside Hours Care? (O.S.H.C.)***

Outside Hours Care (OSHC) is a childcare service operated within the Townsville Grammar Junior School to provide care for children in attendance at the Junior school. OSHC offers Before School Care, After School Care, Pupil Free Day Care and Vacation Care.

### ***How many children may attend at any one time?***

OSHC is a fully licensed and accredited childcare service. The State Government will allow us to care for 105 children at Before School Care, and Vacation Care each day. There are rare circumstances when we are allowed to accept “extra” children, eg. During periods of family crisis and/or emergencies.

### ***Where is OSHC?***

OSHC operates primarily from the Wenck Block (Drama Room) at the Junior School Campus.

### ***What are the operating hours?***

Licensing permits us to operate between the hours of 7.00 am – 9.00 am for Before School Care; 3.00 pm – 6.00 pm for After School Care, and 7.00 am – 6.00pm for Pupil Free and Vacation Care days. These hours are strictly adhered to at all times.

### ***How do I book places?***

Parents or legal guardians need to contact OSHC staff directly at the Junior School on (07) 4412 4857 during operating hours, to make arrangements to collect a Family Enrolment Package. This will contain general information about OSHC and the necessary OSHC Enrolment Forms to be completed prior to attendance. Parents may contact the Co-ordinator, Ms Joanne Stockwell.

Places are not held or guaranteed unless a written OSHC Enrolment Form has been received and confirmed. This form is also available at OSHC. Places need to be re-applied for annually. New families are urged to contact OSHC upon confirmation of enrolment at the Townsville Grammar School, as places generally fill up very quickly for each programme.

### ***What about Childcare Benefit and Rebate?***

This service is offered to most families by the Federal Government via Centrelink. Parents need to contact Centrelink on 136150 to arrange Childcare Benefit based on their personal circumstances. There are a number of options for families with this service and Centrelink will advise accordingly.

***What do I have to bring each day?***

Parents need to supply hats, sunscreen, lunch (unless otherwise stated), morning tea, medications (which must be signed in), and a personal water bottle. Children must be correctly attired and remain in full school uniform for Before and After School Care. All information is available via OSHC staff.

***What do the children do at OSHC?***

Outside Hours Care has a legal obligation to meet certain developmental requirements within their programming as does any form of licensed childcare under both State and Federal regulations. Activities offered need to be age/stage appropriate and cover the Physical, Social/Emotional, Cognitive, Language, Cultural and Aesthetic areas of human development. Activities offered should be based on the likes and dislikes of those children in attendance and also should be fun and interesting. Choices for the children include – art, craft, cooking, indoor and outdoor games, music, dance and excursions.

***What is the Governance for OSHC?***

OSHC services in general operate within the framework of Education and care National Regulations and Education and Care Service National Law, Centrelink Act, Child Protection Act and Workplace Health and Safety Act and Regulations. The Board of Trustees of the Townsville Grammar School ensure that OSHC staff reflect the recommended practices stated by all of the above Acts, by appropriate programming and up to date documentation such as Policies, Procedures and Risk Management documents. Staff are regularly encouraged to undertake Professional Development in many areas to ensure that the service delivery remains up to date at all times.

***What about the staff?***

The staff at OSHC must have appropriate Childcare qualifications as stated in the Regulations to work within this industry. All staff must hold a current Blue Card. The staff are employed by the Townsville Grammar School to operate OSHC and are men and women who have the necessary qualifications and commitment to the overall development, quality care and personal safety of all children in attendance. The staffs aim is to develop a trusting and caring relationship with the children, and to foster their development whilst taking into consideration their individual needs.

<b>CREATIVE PLAY = PERSONAL DEVELOPMENT</b>
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