



# FAMILY INFORMATION BOOKLET 2022

Located on the grounds of Sans Souci Public School

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ABN: 16 394 019 305

## ABOUT US

Sans Souci OOSH is a not for profit 105 place service managed by a Volunteer OOSH Parent Committee located on the grounds of Sans Souci Public School. On a day to day basis, the centre is managed by the Managing Director (Nominated Supervisor) and when the Managing Director is absent the centre is under the supervision of an Authorised Supervisor (Responsible Person). We offer accredited:

- Before and After School Care during School Terms to SSPS children
- Pupil Free Day Care on Staff development days for SSPS children and children in the wider community
- Vacation Care for SSPS children and children in the wider community
- Care for school aged children from Kindergarten to Year 6 in a safe and caring environment

Our newly renovated, state of the art OOSH hall is not only welcoming but embodies our philosophy.

### Philosophy

Sans Souci OOSH provides education and care services to meet the needs of school-age children and their families at both Sans Souci Public School and the wider community, regardless of individual circumstances. Sans Souci OOSH offers children a comfortable, safe, stimulating, fun, home-like environment where they will always feel welcomed, included, motivated, inspired, excited and happy. Our free-play framework encourages ongoing input from children into our weekday program, with a range of choices, experiences and activities for them to choose from. Equally, children have significant input into our school holiday programs. Our educators (together with parents, the school, and the wider community) support our children to become confident and responsible and capable of making positive choices about their future. We aim to build a supportive and trusting relationship with our local community to ensure we are a dependable service. We respect and embrace the diversity of all our families and ensure all families are welcomed and valued in our service. Our vacation care program is open to all families in the local community and allows children to engage in experiences they otherwise may not be able to.

*Our philosophy encompasses the following key elements;*

- We focus on providing a safe, happy, inclusive, caring, fun and creative environment for all children.
- We encourage respect, honest, tolerance, kindness, equality and appreciation of others.
- We value diversity, and we encourage acceptance, tolerance, understanding and respect from and for all children.
- We believe that all children have individual talents, personalities, interests, needs and abilities that must be nurtured and allowed to flourish.
- We promote life-long learning by ensuring that children are actively involved in their learning through play, interactions, exploration and experience.
- We incorporate the My Time, Our Place Learning Framework to extend and enrich the wellbeing and development of school age children in a range of play and leisure activities, including 'risky play' opportunities to challenge and stimulate their young minds and bodies.
- We believe that play is not a luxury, but it is a necessity.
- We create an environment that promotes autonomy and independence, so children can become confident, knowledgeable and involved individuals.

- We encourage children to engage with the natural environment to stimulate brain development and encourage environmental responsibility.

Our centre is governed by the National Quality Framework which includes:

A National Legislative Framework: The Education and Care Services National Law and National Regulations  
A National Quality Standard (NQS) consisting of seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership

**Our service is rated as Meeting all quality areas**

## OOSH FEES

Current Session Times and Costs effective January 2022

### **Before School Care 7.00am to 9.15am**

- \$12 per session (permanent booking)
- \$18 per session (casual booking)

### **After School Care 3.15pm to 6. 30pm**

- \$23 per session (permanent booking)
- \$30 per session (casual booking)

### **Pupil free days 7.30am to 6.00pm**

- \$50 per day

### **Vacation Care 7.30am to 6.:00pm**

- \$50 to \$70 per day (day camps, incursions, excursions).

### **Other fees**

**Search Fee** for non-notification \$5 per occasion It is very important that the Centre is notified by phone, or email by 3pm if your child is going to be absent. If the Centre is not notified that a child is not attending, we need to find where the child is which takes time and attention away from the other children at the centre.

**Late Collection** fee \$30 for every fifteen minutes or part thereof. This fee is charged in addition to the daily fees when a child is collected after 6.30pm (6pm during vacation care) and is based on the OOSH clock. This is to cover the cost of Educators staying with your child. Educators are employed until 6.30 pm only. If parents are late, staff will phone the emergency contacts listed on the enrolment form. If no contact has been made from either a parent or an emergency contact listed, and the child is not collected by 7pm then the Nominated supervisor will be contacted, and further action will be taken (this may include contacting the Police). Please phone the Centre if you think you may be late collecting your child.

**Bond** will be payable for all new families commencing at Sans Souci OOSH and will be added to your first invoice. The amount is 2 weeks fees paid in advance and will be returned to you once your child leaves the service.

### **Payment of Fees**

Fees for all bookings are paid weekly or fortnightly in arrears by direct debit (bank account or credit card) using Xpay or EFT. Fees will be charged for each session of care as they occur. It is a requirement that fees are to be paid for all days the child is booked into the centre, including when a child is absent due to illness, or on holidays. Vacation care fees are paid in full in advance upon booking your child into the Vacation care program each holidays. Information on how to do this is found on the Vacation care forms which are released 4 weeks before each School Holiday period.

## *Child Care Subsidy (CCS)*

To receive this subsidy families must apply via Centrelink/MyGov. All families will need to complete an assessment to be able to access this rebate. The rebate is based on family's activity hours (work, study, volunteering), and income. Once assessed and approved by the government, your CRN's will link to our service. The CCS is a single, means-tested subsidy, and once assessed and approved, will be paid directly to service providers to be passed on to families as a reduction in fees. Families can get an estimate of what they may be entitled to by entering their details into the 'Payment and service finder'. Please provide your CRN's to OOSH so we can claim these rebates for you. You will need to log in to 'My Gov' to confirm that your child is attending our service to ensure your rebates feed through to us.

## ENROLMENT

**How to Enrol:** It is essential that an enrolment form is completed before a child participates in the program. This form is available online **ONLY** by visiting [www.sanssoucioosh.com.au](http://www.sanssoucioosh.com.au). We suggest that families contact us after submitting these forms to discuss your needs further and ensure we have received all the necessary forms. Enrolment forms are required to be updated annually as well as when any changes in the family's circumstances occur.

### *Shared custody:*

For families who have children in shared care arrangements, both custodial parents will need to complete an enrolment form and set up separate accounts if both parents intend of making bookings while the children are in their care

### *Court Orders:*

If a non-custodial parent is to be prevented from collecting a child, a court order will need to be sighted by the Director and copy kept on file along with a photo of that person.

### *Government cessation of care (absences on first or last day/s of care):*

Due to government guidelines, families will not receive CCS for the days the child was expected, and full session fees will be payable when:

- a child is booked in to start at OOSH on a particular date and does not start on that day due to sickness or other reasons for absence (or consecutive days)
- notice has been given for end of enrolment at Sans Souci OOSH, and the child does not attend on their last or consecutive last days

## Priority of Access

The federal government has approved our service to provide up to 105 places for children. Our responsibility is to ensure that places are offered using best practise. As vacancies arise in our service we consider prioritising children as follows and as legislated to offer care based on the following priorities:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- Priority 3 – any other child.

Within these main Priority categories, priority must also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold for 2020-2021 or who or whose partner is on income support
- families from a non-English speaking background
- socially isolated families.
- Children of single parents.

A service may require a Priority 3 child to vacate a place to make room for a child in a higher priority group. They can only do so if the parents are:

- Notified when their child first enters care that the service follows this policy
- Given at least 14 days' notice of their need to vacate

This reflects the Australian Government's intention to help families who are most in need and support the safety and wellbeing of children at risk.

If you would like more information regarding this please visit:

[https://docs.education.gov.au/system/files/doc/other/instruction\\_sheet\\_10 -  
\\_priority\\_of\\_access\\_guidelines\\_for\\_child\\_care\\_services\\_0.pdf](https://docs.education.gov.au/system/files/doc/other/instruction_sheet_10_-_priority_of_access_guidelines_for_child_care_services_0.pdf)

## Bookings

Permanent bookings require a parent to pay the booked days of care regardless of whether the child attends or not, attending the same day each week on an ongoing basis.

Casual bookings can be made as needed, provided we have capacity. It is essential that you contact the centre by email or text message and we will reply as soon as practicable. Cancellation periods apply.

Pupil Free days & Vacation Care bookings are taken up to 4 weeks prior. Changes or cancellations cannot be made, we are unable to offer refunds. Please refer to Vacation Care forms for more detailed information

## *Cancellation of Bookings – Casual & Permanent*

Families wishing to cancel their child's place at the service are required to provide two (2) weeks written notice to the Director (please be aware that fees still apply in these 2 weeks). This is required to allow us to make places available for other children and adjust staffing requirements. The same notification period applies once any family books their children in for casual days. When a family provides written notice to cancel a child completely from the service, **if the child does not attend in those weeks the family will be liable for paying full fees as CCS cannot be applied for these absences.**

## *Absences from OOSH*

Parents are requested to notify the Centre as soon as possible if a child is not attending on a booked day for any reason. The school does not let us know of child absences. Please call the centre by 2.50pm if your child is not attending in the afternoon to avoid staff looking for your child unnecessarily. A search fee of \$5 is charged every time we need to search for your child due to non-notification. In line with the fees policy, fees are payable for family holidays, overnight school excursions, Teacher strike days, Public holidays and sick days if those days fall on a day that a child is booked into the service. Families are allowed up to 42 CCS paid absences a year without requiring a medical certificate, after this doctor certificates can be used to allow CCS payment on these absences.

## *The First Day*

The first day for any child can be a nervous and anxious time. It is critically important that you have completed an enrolment form and communicated to the Director which day you would like to start. It is also suggested that you arrange a time for your child to visit the service prior to their first day. We will ensure your child has arrived at the program and introduce them into the program. Your child will be monitored to ensure they are comfortable, participating and having fun. On your arrival it is vital that you sign your child in or out from the program on the roll located on the parent information desk at the front door.

## *Food at OOSH – what we provide*

A weekly rotating menu is displayed.

We provide: Breakfast 7.15 – 8.15am

Afternoon tea at 4pm

Late Afternoon tea at 5.30pm

Our Breakfast menu consists of cereals, toast and fruit, yoghurt, and pancakes on occasion.

Our afternoon tea menu consists of fruit and vegetables, cheese, dips, deli meats, breads, wraps, savoury crackers, cooked pasta and rice dishes, multicultural cooked foods, and other special treats such as sushi or pies and pizza. On occasion when cooking is done as an activity, cooked food may be served at late snack time at 5.30pm for children who are remaining after this time. If your child is extra hungry, please send along some extra food in their bag for them. We also cater for children who have special dietary needs, so please advise us if your child has any specific requirements so we can ensure there are other foods available for them.

## OOSH PROGRAM

### *Types of Activities*

Our program is flexible, allowing for children's specific needs, interests and spontaneity. As educators we seek to facilitate children's learning through recreational & social play, provide a wide range of resources and activities for the children to choose from. A range of activities such as craft, cooking, sport, construction and imaginative toys and play, electronic equipment, music, dance, games and dress -ups are available for the children to be involved in. Educators are spread out across all used areas of OOSH to supervise all activities

### *Extra-Curricular Activities*

The centre works in conjunction with children, families and community organisations to enable children at OOSH to attend extracurricular activities in the school grounds. If your child is required to attend extra activities during OOSH time, please complete a permission note available from OOSH. Staff will remind, encourage and escort children to these activities however, the centre will not be responsible for your child during your child's absence from the centre.

### *Excursions*

For all excursions out of OOSH (during vacation care) and the school grounds, a permission note is to be completed by a parent. Parents will be notified in advance about the destination, cost and transport involved. Educator/child ratios will increase while on any excursion and will be judged based on the risk assessment results of each excursion.



## Routines

BEFORE SCHOOL CARE ROUTINE		
7:00am	Service Opens NB – we cannot accept your child earlier than this time	Inside quiet activities available for children. We are very mindful that different children have different needs in the morning, some jumping out of bed raring to go and others still not quite awake when school starts. We encourage children to choose their own activities and pace.
7:15-8:15am	Breakfast Available	Children can have breakfast as they arrive to OOSH, and we encourage them to select and prepare their own choices of food (under supervision). OOSH encourages healthy eating.
7:15-8:20am	Quiet Activities	Activities that are on offer all the time include craft, construction play, board games, dress ups and reading. On occasions we offer TV/Movies. Mornings are also a great time to finish off any homework as they tend to be a little less busy than in the afternoons.
8:00am Earlier in summer	Outdoor play	Children may either continue inside activities or, weather permitting and contingent upon the interest of children, join in outside play on the basketball court e.g. hockey, cricket, basketball, tennis, etc.
8:30-8:45am	Pack-up time	All children are encouraged to assist with leaving the room clean and tidy, ready for the children in the afternoon
8:45am	Roll Call – years 3,4,5 & 6	Children are marked off the roll and walk out to the playground where school supervision has commenced before morning classes
8:50am	Roll Call – year 2	Children are marked off the roll and walk out to the playground where school supervision has commenced before morning classes
8:55am	Roll Call – year 1	Children are marked off the roll and walk out to the playground where school supervision has commenced before morning classes
9:00-9:15am	Roll Call – kindy	Kindy Children are marked off the roll and escorted by OOSH staff to the designated Kindy meeting point

AFTER SCHOOL CARE ROUTINE		
3.15pm	Service Opens	Kindy, year 1 & year 2 children are collected by OOSH staff and escorted to OOSH hall. Years 3 – 6 make their own way to the hall, hang up their bags
3.20pm	Roll Call	Children have their names marked off the roll
3.25pm	Toilet, handwashing, hats and sunscreen	Children prepare for the afternoon session. Missing children are followed up vigorously by calling parents. Please remember that the school does not as a matter of course let us know if children are away, so a phone call to us by 3pm is necessary. There is a search fee of \$5 per instance if OOSH is not notified.
3.30	Outdoor play	Weather permitting, children and Educators stay outside to get out some of the days energy with some physical activities and fresh air before the indoor activities commence.
4.00pm	Afternoon tea	Sans Souci OOSH prides itself of its amazing healthy choice menu options. Children will receive food such as: antipasto platters, homemade soup and bread, pasta bake, chicken and vegetable fried rice and tacos. We pay close attention to dietary requirements and offer a variety of alternative options
4.15pm – 5.15pm	Free choice activities	A range of activities are organised and set up throughout the inside and outside environments surrounding OOSH. We recognise that children have been in a structured environment for six hours at school and that they need to unwind and relax, however if you feel the need for your child to start their homework at OOSH, please encourage your child to take their homework books inside and work on this in a quiet area. Children are required to pack up what they are playing with before leaving with their parents. As activities finish children are encouraged to pack up equipment and clean up any mess they have made.
	Indoor play	Inside activities include craft, homework, book corner, dramatic play corner, construction corner, board games, and cooking a couple times a week.
	Outdoor Play	Children can engage in outdoor play on the oval, basketball court, sandpit. A range of sporting, creative, construction and imaginative play equipment is available and set up for the children. Staff also arrange organised games and sporting activities.
5.30pm	Late afternoon tea	At this time, children will be selected to help serve fruit and snacks to their peers. This is usually served in the OOSH hall.
5.45pm – 6.30pm	Quiet Activities and Home Time	Quiet activities such as board games, staff led group games, reading, or DVD's will be the options at this time. Parents are required to sign their children out and let a staff member know when they are taking their child. Please ring and advise staff if you suspect that you may be late picking up your child, this helps us know what's happening and prevents your child from worrying that you have forgotten
6.30pm	Centre Closes	There is a late fee if you are late picking up your child so it may be advisable for you to organise a friend to pick up your child if you are delayed.

## OOSH Rules

1. Sans Souci OOSH has a zero tolerance for bullying
2. Stay in bounds
3. Be kind to others and use kind words
4. Keep hands and feet to yourself
5. Be safe and keep others safe
6. If you have a problem, see a staff member
7. Take care of equipment and the environment
8. Tidy up after yourself and keep OOSH and the school grounds clean
9. Follow instructions and directions given by staff at all times
10. Follow Sunsafe procedures including wearing hats
11. Bring your best manners with you and be respectful
12. Shoes must be worn at all times unless permission is given to remove them
13. Make sure a staff member knows where you are at all times
14. Follow all Sans Souci Public School rules
15. Have FUN!

## Centre Information

Managing Director / Nominated Supervisor:	Shannon Hunter
Co-ordinator	Dana McCrea
Educational Leader:	Dana McCrea
Responsible people on duty:	Shannon Hunter Dana McCrea Sally Groat Thatsana Cha-Umprakhon Christine Atkinson
Complaints or queries:	in person or via email to Shannon on <a href="mailto:manager@sanssoucioosh.com.au">manager@sanssoucioosh.com.au</a>

Contact Details of regulatory Authority:  
NSW Early Childhood Education and Care Directorate,  
Department of Education and Communities  
Website: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)  
Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)  
Phone: 1800 619 113

Provider Approval number: PR-00007716  
Service Approval number: SE- 00013400



On behalf of the Management and  
Educators of Sans Souci OOSH, we hope  
that parents and their children enjoy their  
time with us.

