

# OUTSIDE SCHOOL HOURS CARE (OSHC)

## PARENT HANDBOOK



Canterbury  
**Outside School  
Hours Care**



# OUTSIDE SCHOOL HOURS CARE



## Canterbury



### Motto

Fortior Quo Parator – The better prepared, the stronger.

### Vision

To inspire and nurture confident, optimistic and compassionate young people who are ready for the world.

### Aspiration

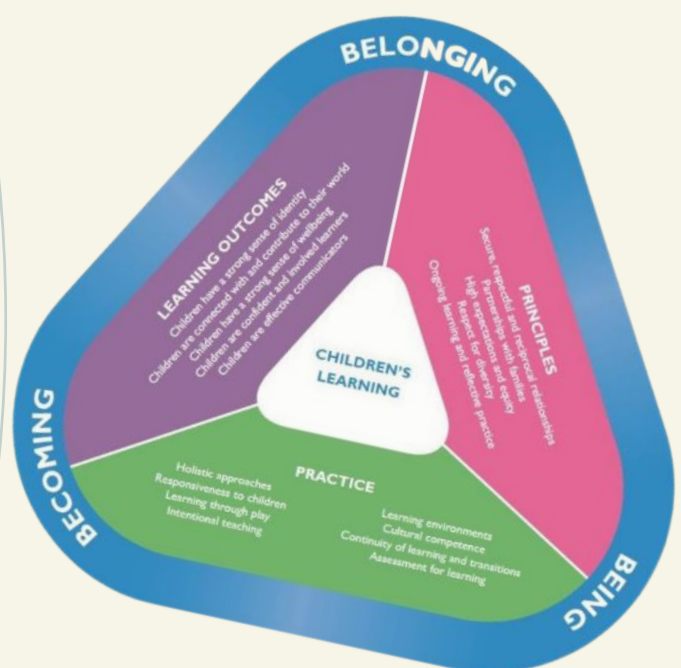
To be recognised national as a leading ELC-12 coeducational school, delivering holistic academic and co-curricular excellence within an inclusive culture which honours our Anglican heritage.

Outside School Hours Care (OSHC) is offered to students in Prep to Year 6. The purpose of the Outside School Hours Care service is to provide high quality care for school-aged children from Prep to Year 6 in a safe and caring environment.

The program is based in our specialised OSHC classroom, Junior School Meadow and other areas of the Canterbury campus. Activities include outdoor and indoor play, arts and crafts, sports and cooking, as well as incursions and excursions during Vacation Care.

The Vision, Aspiration and Canterbury Values provide the framework upon which our philosophy is built and understood and we acknowledge the following in our Canterbury OSHC Philosophy.

The Canterbury OSHC provide opportunities in 'My Time Our Place' for the children to further their learning through the following avenues of 'Being, Becoming and Belonging': a play-based, child- initiated program. .





# WHERE WHEN



## Before School Care

6:30am - 8:00am

## After School Care

3:15pm - 6:00pm

## Vacation Care

6:30am - 6:00pm.

# WHO



## Nominated Supervisor

Michelle Leftwich - Head of Junior School  
[m.leftwich@canterbury.qld.edu.au](mailto:m.leftwich@canterbury.qld.edu.au)



## Coordinator

Sandra Gibson - Coordinator of the Outside School Hours Care Service  
[OSHC@canterbury.qld.edu.au](mailto:OSHC@canterbury.qld.edu.au)  
07 3299 0846  
0459 922 326

## Educators

A team of experienced Educators will be rostered onto each shift ensuring that there is one staff member to every 15 students at a minimum at all times.



To access the OSHC enter via the Easterly Street Gate. Park the car either in the carpark to the right or on the edge of the roundabout and take the footpath to the gate beside Care Central. Student sign in is on the Meadow side of the OSHC classroom.



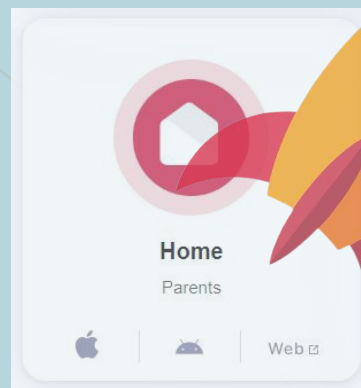


## ENROLMENT AND BOOKINGS

Before booking sessions, students must be enrolled into the OSHC Service.

Locate the enrolment button on the OSHC MyCC page and complete the enrolment form details. Once processed by our admin team, you will receive an email with log in instructions.

Outside School Hours and Vacation Care can be booked via the Xplor Home website at: [login.myxplor.com](https://login.myxplor.com), or the Home app available from the Google Play Store or Apple App Store.



## 2024 FEES



Before School	\$26.00
After School	\$31.00
Vacation Care	\$71.00
Late Pick Up Fee	\$20.00

Enrolments in Before School, After School Care and Vacation Care may be eligible for the Child Care Subsidy.

For more information, please refer to the Services Australia website at: [www.servicesaustralia.gov.au/child-care-subsidy](https://www.servicesaustralia.gov.au/child-care-subsidy).



## NOTICE PERIODS

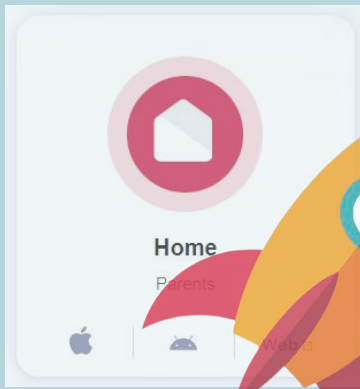
Before and After School Care bookings must be cancelled at least 24 hours prior to the booking to not incur a fee.

Vacation Care bookings must be cancelled at least 48 hours prior to the booking to not incur a fee.

The late cancellation fee is equal to the enrolment fee for that session.

Statements are issued weekly via Xplor to cover attendance from the previous week. Statements are accessed via [login.myxplor.com](https://login.myxplor.com), or the Home app available from the Google Play Store or Apple App Store.

# AUTOMATIC PAYMENT SETUP



Home

Parents



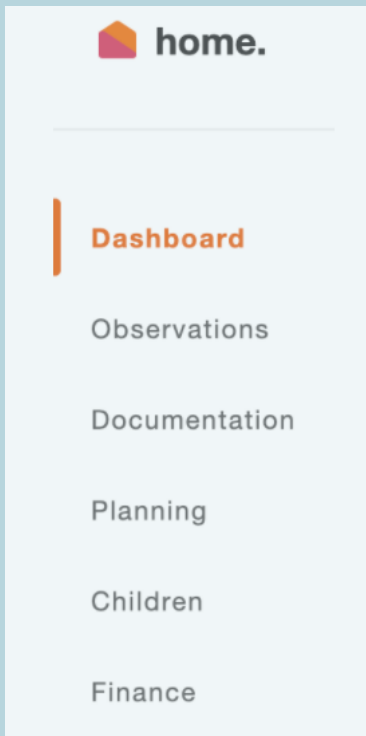
Web

1

Sign in to Xplor Home at: [login.myxplor.com](http://login.myxplor.com)

2

Select Finance from the list of options on the left-hand side of the page.



3

Select the Auto Debit Setup tab, at the top of the screen. Enter your details, tick the check-box and read through the terms and conditions. Click 'Agree' if you'd like to proceed.

4

Click on 'Setup Payment Method'

5

Select either Credit Card or Bank Account

6

Enter your details, tick the authorisation check box, then the 'Add details' button and you're all done!

## Manual Payments

Manual payments can be made via [login.myxplor.com](http://login.myxplor.com), or the Home app available from the Google Play Store or Apple App Store.

Payments will also be accepted at the Community Helpdesk in the Corporate Services Administration Building.

As an inclusion in the program students are provided with meals during their session. All dietary requirements will be catered for, with information captured during the enrolment process.

## ← MEALS

### **Breakfast**

Served between 6:45am and 7:30am, a light breakfast is available to students attending Before School Care and Vacation Care.

### **Lunch**

As a part of the Vacation Care program, all students are served a healthy lunch prepared on site by our catering staff. On occasion, Vacation Care activities may involve students cooking or preparing their own lunch meals.

### **Afternoon Tea**

Served at 3:30pm, a nutritious afternoon tea is provided as part of the After School and Vacation Care programs.

*Note: students who wish to bring their own food to the service are more than welcome.*



## ↓ SIGNING IN AND OUT

All enrolled students must be signed in and out of the service every day.

### **Before School**

Use the digital sign in screen near the Meadow entrance upon arrival. Ensure that you verbally confirm with a staff member that your child/ren have arrived to the service. Service staff will sign students out at 8:00am after which they will be supervised by Canterbury yard duty staff.

### **After School**

Students will be signed in by service staff by 3:25pm. Use the digital sign in screen near the Meadow entrance upon departure. Ensure that you verbally confirm with a staff member that you have collected your child/ren.

### **Vacation Care**

Use the digital sign in screen near the Meadow entrance both upon arrival and departure. Ensure that you verbally confirm with a staff member when you arrive and depart.





# WHAT TO BRING

## Before and After School Care

Students are to arrive in their full Canterbury Uniform and store their bag and other items at the Outside School Hours Care room.

## Vacation Care

Students are to arrive in sunsafe suitable clothes:

- Shirts with sleeves
- Skirts or shorts longer than mid thigh
- Enclosed shoes
- Hat

Students should also bring:

- Water bottle
- Spare clothes (Prep - Year 2)

Students must not bring:

- Electronic devices (*mobile phones must be handed to staff upon arrival for secure storage*)
- High value toys. Staff cannot guarantee the security of any toys brought to the service.



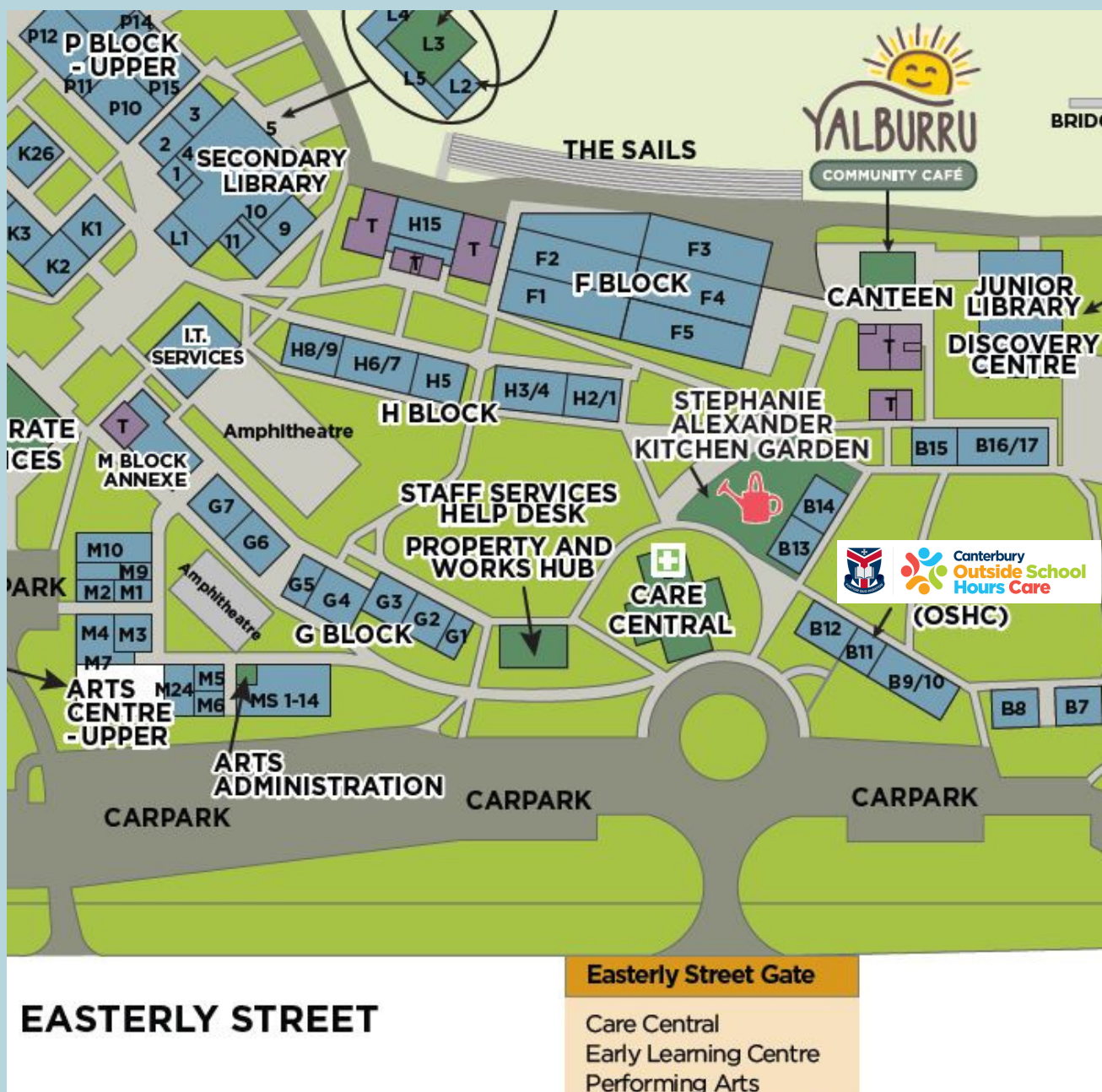
# MEDICATION



Outside School Hours Care Staff do not have access to Care Central staff or resources before 8:00am and after 4:00pm. Therefore, if students require any form of medication to be administered whilst at the service this medication must be provided to OSHC staff and an Authorisation to Administer Medication Form completed.

The medication provided must be in the original packaging and have a pharmacy label with the student's name and dosage attached.

Students with Asthma or Anaphylaxis plans must provide the plan and medication to OSHC staff prior to commencement.



**Canterbury  
Outside School  
Hours Care**

<https://canterbury.qld.edu.au/outside-school-hours-care/>

<https://mycc.qld.edu.au/homepage/5844>

[oshc@canterbury.qld.edu.au](mailto:oshc@canterbury.qld.edu.au)

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