

# OUTSIDE SCHOOL HOURS CARE (OSHC)

## PARENT HANDBOOK



Canterbury  
**Outside School  
Hours Care**





# OUTSIDE SCHOOL HOURS CARE



## Canterbury



### Our Motto

*Fortior Quo Parator* – The Better Prepared, The Stronger.

### Our Vision

To nurture and inspire confident, optimistic and compassionate young people who are World Ready.

### Our Values

- Integrity
- Respect
- Gratitude
- Effort

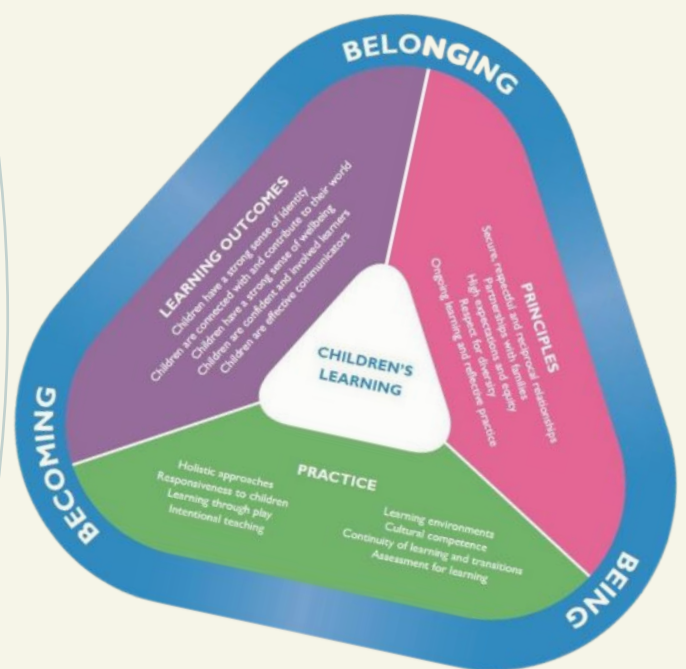
Our **Outside School Hours Care (OSHC)** service is offered to students in Prep to Year 6.

It's purpose is to provide high-quality care for young school-aged children in a safe and caring environment before and after school and during the school holidays.

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

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

Canterbury OSHC provides 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



To access Canterbury OSHC, please enter via the High Road Gate. Park your car and follow the footpath next to A Block building until you reach Yalburru Community Cafe. Student sign-in is located on the verandah entry/exit side of the OSHC Classroom.

# WHO



## Nominated Supervisor

Leigh Mayes - Head of Early Learning  
[l.mayes@canterbury.qld.edu.au](mailto:l.mayes@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 there is one staff member to every 15 students at a minimum at all times.



# → ENROLMENT AND BOOKINGS

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

Please 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 Care and Vacation Care can be booked via the **Xplor Home** website at: [login.myxplor.com](http://login.myxplor.com) OR the Xplor Home App available from the Google Play Store or Apple App Store.

# → CHILD CARE SUBSIDY

Before School Care, After School Care and Vacation Care enrolments may be eligible for the Australian Government's Child Care Subsidy.

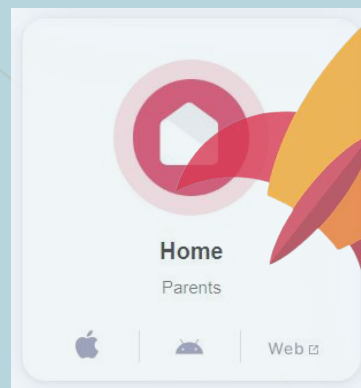
For more information, please refer to the Services Australia website at: [www.servicesaustralia.gov.au/child-care-subsidy](http://www.servicesaustralia.gov.au/child-care-subsidy)

# → NOTICE PERIODS

Before and After School Care bookings must be cancelled at least 24 hours prior to the booking time and date to avoid incurring any penalty fees.

Vacation Care bookings must be cancelled at least 48 hours prior to the booking time and date to avoid incurring any penalty fees.

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



# 2024 FEES



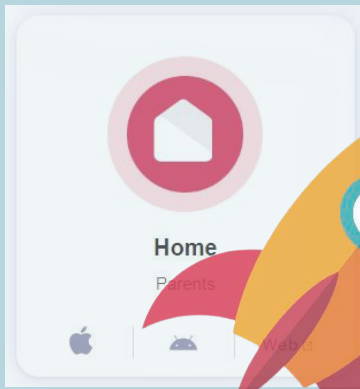
Before School Care	\$26.00
After School Care	\$31.00
Vacation Care	\$71.00
Late Pick Up Fee	\$20.00

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

Before



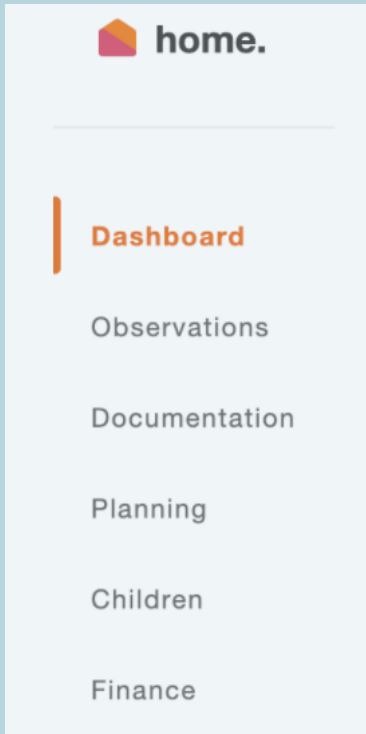
# AUTOMATIC PAYMENT SETUP



1  
2

Sign in to Xplor Home at: **login.myxplor.com**

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, then 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 Xplor 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 part of our OSHC program, students are provided with meals during their session. All dietary requirements will be catered for, with this information captured during the enrolment process.

### **Breakfast**

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

### **Lunch**

As 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 Canterbury OSHC are more than welcome.*

## ← MEALS



## ↓ SIGNING IN AND OUT

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

### **Before School Care**

Please use the digital sign-in screen near the verandah entry/exit upon arrival. Please 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 Care**

Students will be signed in by service staff by 3:25pm. Please use the digital sign-in screen near the verandah entry/exit upon departure. Please also ensure that you verbally confirm with a staff member that you have collected your child/ren.

### **Vacation Care**

Please use the digital sign-in screen near the verandah entry/exit upon arrival and departure. Please also ensure that you verbally confirm with a staff member when you arrive and depart with your child/ren.



# 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 Classroom.

## 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 while 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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