



Canterbury  
Outside School  
Hours Care

# Parent & Carer Handbook



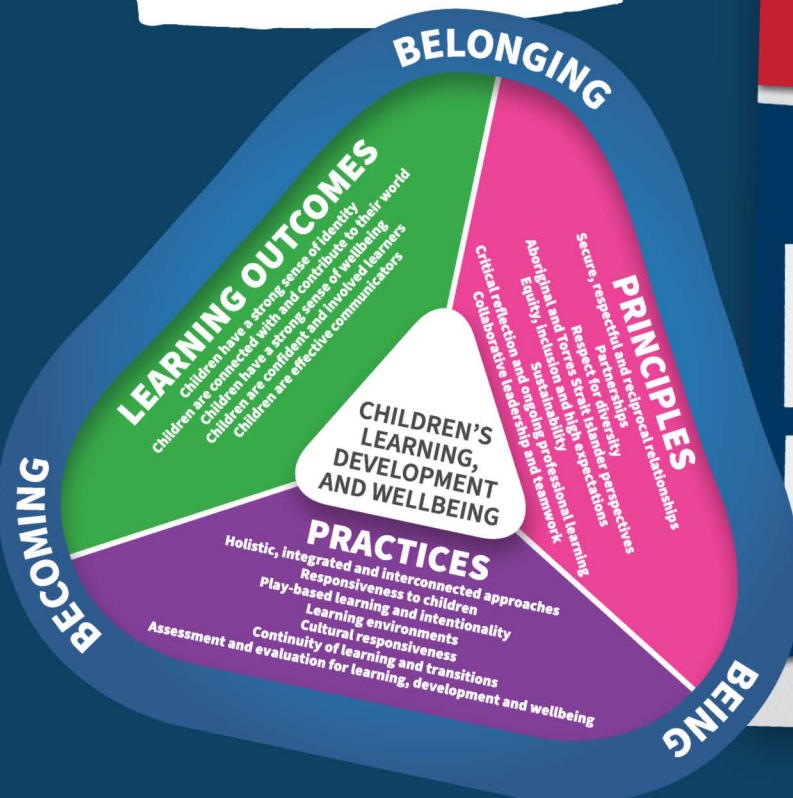
# OSHC: Outside School Hours Care

## When

**Before School Care**  
6:30am - 8:00am

**After School Care**  
3:15pm - 6:00pm

**Vacation Care**  
6:30am - 6:00pm



The purpose of Canterbury's Outside School Hours Care (OSHC) service is to provide high quality supervision and care, for school-aged children attending Prep to Year 6, in a safe and engaging environment.

This service is offered via our specialised OSHC Classroom; indoor activity spaces; outdoor playgrounds and ovals; the kitchen garden; school canteen; plus other sports and performing arts facilities located around our large campus.

Activities include outdoor and indoor play, arts and crafts, sports, games, gardening and cooking, as well as incursions and excursions during Vacation Care.

The four Canterbury Values of Integrity, Respect, Gratitude and Effort provide the framework upon which our OSHC Philosophy is built and understood.

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.



Canterbury

## Our Motto

Fortior Quo Paratior -  
The better prepared, the stronger.

## Our Vision

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

## Our Values

The strength of our Community is built on:

### Integrity

Matching our words with actions and taking responsibility, even when no one is watching.

### Respect

Showing compassion, forgiveness, understanding and regard for all people and our environment.

### Gratitude

Being thankful stewards who show appreciation for what we have and who return kindness.

### Effort

Having the determination to improve, make contributions, and rise to the challenge.



World Ready



# What To Bring

## Before and After School Care

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

## Vacation Care

Students are to arrive wearing 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 medical 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 this plan and medication to OSHC staff prior to commencement.



# Enrolments & Bookings

Before booking any sessions, students must be enrolled into Canterbury's OSHC Service.

Please locate the enrolment button on the [OSHC MyCC web page](#) and complete the Enrolment Form details.

Once processed by our admin team, you will receive an email with login instructions.

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

2025 Fees Per Day	
Before School	\$28.00
After School	\$33.00
Vacation Care	\$75.00
Late Pick-Up Fee	\$20.00

Statements are issued weekly via Xplor Home to cover attendance from the previous week.

Statements are accessed via [login.myxplor.com](http://login.myxplor.com) or via the Home app available from the [Google Play Store](#) or [Apple App Store](#).



## Contact

**Outside School Hours Care Service**

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

T: 07 3299 0846 | M: 0459 922 326

---

**NOMINATED SUPERVISOR: Mrs Leigh Mayes**

## Child Care Subsidy

Enrolments in our Before School, After School and Vacation Care 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)

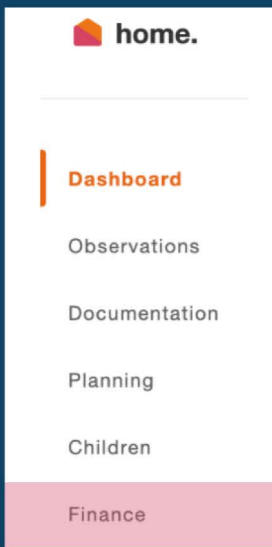
## Cancellation Notices

Before and After School Care bookings must be cancelled at least 24 hours prior to the booking time to avoid incurring a fee.

Vacation Care bookings must be cancelled at least 48 hours prior to the booking time to avoid incurring a fee.

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

# Automatic Payment Setup



## Manual Payments

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

Payments will also be accepted at the [Family Liaison Helpdesk](#) in the Corporate Services Main Administration Building.

STEP 1

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

STEP 2

Select Finance from the list of options on the page.

STEP 3

Select the **Auto Debit Setup** tab at the top of the screen.

STEP 4

Enter your details, tick the check-box and read through the terms and conditions. Click **Agree** if you wish to proceed then the **Submit Form** button.

STEP 5

Click on **Setup Payment Method**.

STEP 6

Select either **Credit Card** or **Bank Account**.

STEP 7

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



# Educators

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

# Meals

As part of our OSHC program, students are provided with meals during their session. All dietary and cultural requirements are catered for, with this information captured during the enrolment process.

## Breakfast

A light breakfast is available to students attending Before School Care and Vacation Care between 6:30am and 7:30am.

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

## Lunch

As part of the Vacation Care program, all students are served a healthy lunch prepared onsite by our catering staff.

On some occasions, 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.





# Signing In & Out

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

## Before School Care

Please use the digital sign-in screen near the entrance 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 time 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 entrance upon departure.

Please 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 entrance both upon arrival and departure.

Please ensure that you verbally confirm with a staff member when you arrive and depart.





# Where

To access our Canterbury OSHC Service, please enter via the Easterly Street Gate.

Park your car either in the carpark to the left or right, or on the edge of the roundabout, then follow the footpath to the gate beside Care Central.

Student sign-in is on the Meadow side of the OSHC Classroom.

