



# Patricks Road State School P&C Association Outside School Hours Care



## Service Information for New Families

### NATIONAL QUALITY STANDARD

In 2018 we were rated as Meeting the National Quality Standard <http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard>

Service operating hours Monday – Friday  
Before School Care 6:30am - 8:45am  
After School Care 3:00pm - 6:00pm  
Vacation Care 6:30am - 6:00pm  
Administration 9:00am - 2:45pm

### Approved Provider:

Patricks Road State School P&C Association  
P&C President: Heidi Parker  
contactable at [president@prss.com.au](mailto:president@prss.com.au)

Nominated Supervisor/Coordinator: Collin Buursen

Educational Leaders/Certified Supervisors: Mia Blair & Maggie St John

### STAFF CHILD RATIOS

Our ratios are 1:12 at BSC and 1:12 at ASC when staff numbers allow, otherwise the ratios will be 1:15.

Excursion & Incursion ratios are dependent on the activities risk assessment and families will be notified of the ratio in the Vacation Care program. Our average attendance rate at BSC is between 80 - 120, ASC between 120 - 180 and VC 60 - 100. We are licensed for 250 children.

### PREP & GRADE 1 CHILDREN

Staff escort Prep and Grade 1 children to their classrooms at 8:30am in the morning to get them settled. In the afternoons, the Preps are collected from their classrooms and the Grade 1's are collected from the Grade 1 undercover area and brought back to the room. Prep - Grade 1 children eat their afternoon tea with the older children in the Grade 1 undercover area, or they have the option to eat at the Tuckshop when it is opened as a second afternoon tea area on busier days. All children are expected to apply sunscreen and wash their hands upon attendance.

### BOOKINGS/CANCELLATIONS

Families are welcome to have permanent bookings and casual bookings depending on their schedule. There is no difference in fees for different types of bookings, unless a booking is made within 72 hours (see policy 2.14 bookings & cancellation).

We require 72 hours notice to be given (prior to commencement of that session, weekends are not included) to cancel a booked session. You will not be charged for that session if this notice is given. Bookings and cancellations can be made via email, phone or our iParentPortal for clarity and to remove human error. You are not charged for public holidays if you have a regular booking that falls on one.

## NEW ENROLMENTS

Our current iEnrolment link is available online. Please email us at [oshc@prss.com.au](mailto:oshc@prss.com.au) with your details if you would like the link emailed to you. Our current Family Handbook and Policies can be located on the school website at <https://patrroadss.eq.edu.au/Facilities/Outofschoolhourscares/Pages/Outofschoolhourscares.aspx>. Children beginning Prep in 2022 can begin at OSHC from January 10<sup>th</sup>, 2022 for Vacation Care.

Follow us at <https://www.facebook.com/PatricksRoadOSHC/> for regular updates on our program as well as communication with families.

## BREAKFAST AND AFTERNOON TEA

Breakfast and afternoon tea are included in the session fees. Breakfast is provided for the children between 6:30am and 8:00am every morning, while afternoon tea is available from 3:00pm until 4:00pm (these times may vary). Children are encouraged and assisted in making their own food, whether it be buttering their toast, or choosing what to put on their sandwich. Fruit and vegetables are always available to children if they ever need a quick snack outside of these times. Our afternoon menu is displayed at the parent's table at the start of each week, and is mindfully prepared by our on-site Cook to allow children to experience a range of different foods.

## FEES

Please see our fees policy 10.4 which lists our current fees in detail.

Complaints, Grievances & Feedback contact:

1. Collin Buursen 0447568956 [oshc@prss.com.au](mailto:oshc@prss.com.au)
2. P&C President Heidi Parker [president@prss.com.au](mailto:president@prss.com.au)
3. Nundah Regional Office/Early Childhood Education and Care  
Department of Education and Training  
[MetroNorth.ecec@qed.qld.gov.au](mailto:MetroNorth.ecec@qed.qld.gov.au)

Please leave your contact details with us so we can send you an Enrolment Link at the end of the year.