



**ST PAUL  
LUTHERAN SCHOOL**  
*Living and Learning Together in Christ*

**SPLASH: St Paul Lutheran School OSHC**  
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## **SPLASH (St Paul Lutheran After School Hours) Policy**

### **1. Broad Objectives**

#### Objective

St Paul Lutheran School OSHC/SPLASH provides a professional childcare service to the families of St Paul Lutheran School, whilst adopting and maintaining a caring Christian environment.

#### Philosophy

The St Paul Lutheran Out of School Hours Care (SPLASH) program aims to provide quality recreational care for all children of primary school age. This recreational care incorporates play-based activities, and the development of social and life skills.

SPLASH is committed to offering a secure, familiar and safe environment that extends the Christian care of our school and church community. All children have the right to be treated with respect and to be acknowledged for their unique character and contributions. SPLASH staff strive to build relationships with each child to facilitate their sense of well-being and belonging and ensure that no child is discriminated against due to their race, religion, ability, language or gender.

It is SPLASH's belief that the provision of well-supervised care for children on their own school campus significantly contributes towards the continuity of support for parents and families. SPLASH provides a vital link and information-exchange between busy parents and the school, ensuring that the communication lines between SPLASH and the school are open and transparent. Therefore, the service enhances the already well-established relationships between St Paul Lutheran School and its parents.

### **2. Procedural Guidelines**

#### Enrolment and Contact Details

Families utilising the service must enrol their children via the enrolment form supplied. In order to care appropriately for each child, special needs relating to diet, health or behaviour are clearly articulated on the Enrolment Form. Parents are to notify SPLASH staff immediately of any change to contact or medical details. As part of the enrolment process, the Director will ascertain needs of families and allocate places as available.

#### Location

SPLASH operates from the St Paul Lutheran Church hall at 44 Audrey Avenue, Blair Athol.

### Session Times

Before School: 7:00 am - 8:30 am

After School: 3:15 pm - 6:15 pm

Vacation Care & Pupil Free Days: 7:00am - 6:15 pm

SPLASH is closed on public holidays.

Vacation Care will run in all school holidays. SPLASH will close for 3 weeks over Christmas and New Year, restarting in mid-January.

The hours of operation are in accordance with Outside School Hours Care Registration. Should there be any alteration to these times; parents will be notified in advance.

### Fees

SPLASH is a self-funded program and, as such, all fees must be paid promptly. Payment may be made at the St Paul Lutheran School front office or via bank transfer. Details of fees are stipulated in the SPLASH fees policy.

A Child Care Subsidy is available to families approved by the Family Assistance Office. Information relating to the subsidy can be sourced from the Family Assistance Office (ph 136 150 or <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>) or contact the Splash office or School Business Manager.

### Absenteeism

In the event of children who have a permanent booking not attending SPLASH, the regular charge will be applied.

### Emergency Care

St Paul Lutheran School takes its duty of care responsibilities seriously and will not leave any child unsupervised in the event of specific need for emergency care. St Paul Lutheran School OSHC/SPLASH will ensure that a number of places will be available each night to cover any emergency care required. School supervision begins at 8:30 am. Children found on the school grounds, unsupervised by a parent or guardian, before this time will be escorted to SPLASH. Similarly, school supervision ceases at 3:35 pm. Any child not collected at this time will be escorted to SPLASH. Fees will be charged according to the current rates.

### Departure

All children must be signed out of SPLASH by a parent or guardian, or another adult nominated by a parent or guardian. Written authorisation must be given for an adult other than those listed on the child's enrolment details to collect a child. The Director must be informed of any order affecting the collection of children.

### Priority of Access

Australian Government funded child care services are required to allocate places to those families with the greatest need for child care support. Priority of Access is as stipulated in the Australian Government Child Care Service Handbook section 6.3. SPLASH is required to follow Priority of Access guidelines when allocating places for child care. This involves, when necessary, giving 14 days' notice requesting a child of lesser priority to vacate their place in child care for a child in a higher priority situation. Further information regarding Priority of Access can be found at <https://www.education.gov.au/priority-filling-child-care-places>.

### **3. Duty of Care**

#### Illness

Any child with a contagious medical condition is not permitted at SPLASH. Should a child become ill while attending SPLASH, a parent and/or contact person will be informed and the appropriate arrangements will be made for the child to be collected. In the event of a serious accident, all necessary action will be taken and parents will be notified.

#### Medication, Allergies and Diet

Details regarding medication, allergies and dietary needs must be clearly articulated on the enrolment form. The Director will seek additional written information from parents or guardians as required, to ensure the safety of children.

#### Behaviour Management

SPLASH works closely with the staff of St Paul Lutheran School with regard to student behaviour. Higher-level aspects of the school's Behaviour Management Policy are closely linked with SPLASH policy, enabling follow-up of unacceptable behaviour to take place during the school day. In the case of ongoing negative behaviour, the Director will discuss the situation with the parents. Should the situation not be resolved and if negative behaviour persists after reasonable measures have been taken to involve the child positively, SPLASH management reserves the right to terminate the enrolment.

SPLASH Policy

Version 1.6 (October 2018)