



Parent Handbook

St Paul Lutheran School
OSHC



WELCOME TO SPLASH

We are happy to warmly welcome you and your child/ren to SPLASH.

It's a privilege to have you join our Out of School Hours Care (OSHC) community. We understand that entrusting your child to our care is an important decision, and we are dedicated to creating a nurturing and enriching environment where your child can flourish.

At SPLASH, we believe that every child should feel secure, happy, and engaged during their time with us. Our team of passionate educators is committed to fostering a caring and supportive atmosphere that nurtures your child's physical, emotional, and intellectual development.



Where are we?



SPLASH is located on site at St Paul Lutheran School; below the senior classrooms.

To enter the building, please use the front gate between the church and the front garden. Then enter the SPLASH space through the door to your right.

Operating Hours

Opening Hours

Before School Care	7:00am – 8:30am
After School Care	3:15pm – 6:15pm
Student Closure	7:00am – 6:15pm
Vacation Care	7:00am – 6:15pm

SPLASH is closed on public holidays

Christmas Closure

SPLASH is closed for a 3-week period over Christmas and New Years.

Dates vary*





Fees & Accounts



Fee Structure

	<i>Before School Care</i>	<i>After School Care</i>
Permanent	\$ 13.75	\$ 23.00
Casual	\$ 15.85	\$ 25.30

Any booking made within 7 days of the date booked will be charged as a “Casual”

	<i>Vacation Care / Student Closure</i>
In house	\$ 70.00
Incursion	\$ 80.00
Excursion	\$ 90.00

Additional fees may apply*

Accounts

St Paul Lutheran School OSHC (SPLASH) use the childcare management system called ‘Spike’ to manage bookings and accounts. Spike is a completely online system that provides users the ability to manage their own bookings.

Overdue accounts

Families with accounts over \$500 will be flagged and may be refused care.



Bookings & Cancellations



Cancellations

Before & After School Care

A 48-hour cancellation period will apply to all bookings. That being, all bookings not cancelled before 48 hours to the start of the session will be charged the full fee.

Vacation Care

A 7-day cancellation period will apply to all bookings. That being, all bookings not cancelled before 7 days to the start of the session will be charged the full fee; unless waitlist apply for the day.



Bookings

You can make your bookings for before school care, after school care and vacation care online at the Spike Childcare App



Spike Childcare



SPLASH Leadership



Felicity Torpstrom
Director



Dianne Brown
Assistant Director &
Educational Leader

SPLASH Educators



Miss Hannah
Senior Educator



Mr. Bailey
Senior Educator



Miss Jasmine
Senior Educator



Mr Zayd
Qualified Educator



Miss Harshinee
Senior Educator



Miss Patricia
Senior Educator



Miss Tiarna
Senior Educator





SPLASH Educators



Miss Emily
Educator



Miss Ava
Educator



Miss Jazmin
Educator



Mrs. Gaynor
Educator



Miss Veronica
Educator



Miss Lucy
Educator



Miss Helen
Educator



Miss Erin
Educator



Miss Ebony
Educator



Mrs Jodi
Educator



Miss Chelsea
Educator

Service Philosophy

At St Paul Lutheran Out of School Hours Care (SPLASH) we follow the Reggio Emilia philosophy, which guides our approach to fostering curiosity, creativity, and a love of learning. Our program aims to provide an inquiry-based approach to learning while prioritizing and maintaining the highest standard of care for all children and young people.



We view each child as a natural learner, inherently curious, intuitive, creative, playful, and uniquely individual. Each child comes with their own passions and experiences, which we celebrate and incorporate into our learning environment.



Recognizing their instinct to discover and explore, we support this through open-ended, play-based activities that nurture the development of social and life skills, as well as learning through play.

SPLASH values the transformative power of play in children's learning and development. This is evident in the diverse range of open-ended play opportunities provided both within SPLASH and in outdoor environments. Whether building with cardboard boxes, engaging in imaginative play, playing card games, or collaborating in outdoor nature activities, children actively immerse themselves in play. These experiences foster their physical, social, and emotional growth, supporting a holistic development.



Our commitment is to offer a secure, safe, inclusive and stimulating environment and culture that reflects the Christian care of our school and church community. At SPLASH, every child and young person is treated with dignity and respect, acknowledged for their unique character and contributions.

Our educators strive to build meaningful relationships with each child, supporting their sense of being, belonging and becoming, as well as their physical and emotional well-being. We are dedicated to ensuring no child is discriminated against based on race, age, religion, ability, language, or gender.



SPLASH believes that providing well-supervised care for children and young people within their own school campus plays a vital role in supporting families.

By creating a seamless connection between school, caregivers, and our service, we enhance communication and foster continuity of care. SPLASH serves as a crucial link for sharing information between parents/caregivers and the school, ensuring open and transparent communication.

This strengthens the well-established relationships between St Paul Lutheran School and its community, further enriching the lives of children and their families.

Communication

We provide regular updates in the school newsletter and on the Spike Childcare App



Spike Childcare app is our primary source of communication with families.

Families have their own accounts connected to their children to make their own bookings, message the service, check their accounts and view observations





Routines – Before School Care

- 7:00am Doors open and children are signed in by a parent, guardian or authorized person.
Breakfast is available from 7:00am – approx. 8:00am at a small cost.
Please sign the breakfast sheet if you wish for your child to have breakfast.
A variety of indoor and outdoor games and activities are provided throughout the morning.
- 8:20am Children meet for roll call and group time before collecting their bags and heading to class.
New children to SPLASH will be escorted to class by a staff member or a buddy until they are ready to go on their own.

Routines – After School Care



- 3:10pm Reception children are collected by a staff member at the start of the session.
- 3:15pm School bags are placed in the outside lockers or on the bag hooks. Children must report to the educator at the door to either be signed in or to write their name on an after-school activities list (e.g. sport, music lesson..). Children will be signed into SPLASH upon their return from their after-school activity. New children may be linked with a buddy who can show them the routines and practices at Splash. Once signed in, children have free play both inside or outside (weather permitting).
- 3:35pm Children meet for a roll call and discussion about daily activities. They have an acknowledgement to country, say grace, wash their hands and then move to the snack area outside.
- 3:45pm SPLASH provides a varied, nutritious snack every day with the weekly menu displayed in the splash entry.
- 4:00pm Free play and continued planned activities. Access to basketball courts is available at this time depending on child interest/staffing/weather/etc.
- 5:00pm Readers for junior children is available upon request from parents and will be supervised by staff.
- 5:30pm All children will pack up their areas, collect their bags and return to SPLASH Space for quiet activities. A late fruit snack will be offered at this time.



Programs & Activities

At SPLASH We provide a variety of exciting programs and activities designed to keep your child engaged, including arts and crafts, outdoor play, educational games, and support for home learning. We also incorporate activity suggestions from the children themselves to ensure their interests are reflected.

SPLASH follows the *My Time, Our Place* framework, which is a key document guiding the planning and implementation of the curriculum in Out of School Hours Care (OSHC) for school-aged children in Australia.

Scan the QR code to view 'My Time Our Place' Document





SunSmart OSHC

As a SunSmart school, St. Paul Lutheran School requires all children to wear hats when outdoors if the UV index is 3 or above.

When the UV index is 3 or higher, children are expected to wear hats during outdoor activities and excursions. Educators are also required to wear hats during excursions and outdoor time under the same conditions.

Sunscreen use is compulsory, with sunscreen provided in the OSHC room. If your child needs a specific sunscreen for sensitive skin, please supply SPLASH with a clearly labeled tube of the required sunscreen.





Healthy Snack & Meals

During before school care and vacation care breakfast is offered between 7:00am – 8:00am for an additional cost of \$5.50.

A nutritious snack & fruit is provided each afternoon at 3:45pm.

Our weekly menu is displayed on the wall at the entrance to the SPLASH Space.

Our snack menu is developed using suggestions from the children and guided by the Australian Guide to healthy eating.

If your child has any dietary requirements, please let the SPLASH management team know, so that we can accommodate for your child at OSHC.



Spike Childcare App Guide

All account holders should download the Childcare App; instructions are below
via the app a range of tools can be accessed including; managing bookings, receiving messages and
important notices, viewing photos and observations, checking invoices and statements, correct
health details and contacts on the account.

Notices and reminders are regularly put on notice boards in the SPLASH entrance and posted on
the app

A range of policies are available from the SPLASH office upon request; including SunSmart,
Nutrition, Grievances, Medical Conditions, Child Safety and many others.



Parent App



Use your phones camera app to scan the QR code
Or you can type this link into your internet search on your smart phone.

<https://splash.spike.economicoutlook.net/clients/>

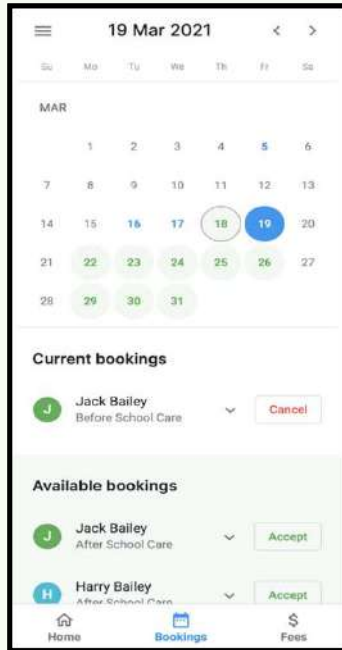
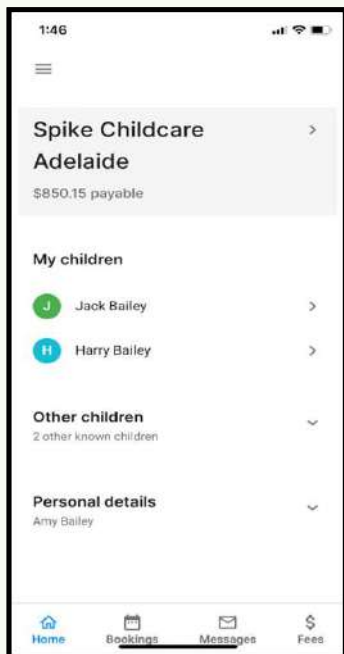
Your username is your Account email address; if you are logging in for the first time you will need to do a password reset, select 'forgot password'. You will receive an email from Economic Outlook with the subject 'reset PIN' and you will be guided to install the app.

The App is the sole booking platform for Vac Care bookings and term occasional bookings.

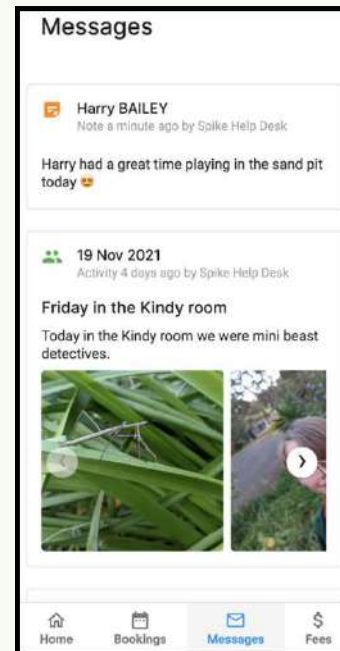
If you need any further information or are unsure about what details to use for the log in, please email splash on splash@stpaulba.sa.edu.au



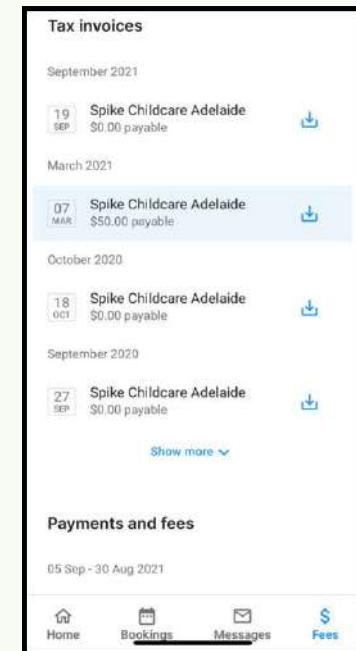
Here is some of what you'll see.....



The bookings screen above right displays your child's current bookings (in blue) and available bookings (in green). To make a booking simply click accept and confirm. You can also cancel bookings if this is within your services booking policies.



The messages screen above left displays all messages, activities and alerts sent from your child's service. The fees screen above right displays all your tax invoices, childcare fees, CCS payments and receipts.



Contact Us

- 📍 44 Audrey Avenue Blair Athol SA
- ☎ During SPLASH Hours
0408 838 637
- ☎ During School Hours
(08) 7078 8541
If no answer call School
(08) 8260 2655
- ✉ splash@stpaulba.sa.edu.au

