



# Novita OSHC

## Term 3 & 4 - 2018 Adelaide West After School Care Booking Request

Location: Adelaide West Special Education Centre, 12 Moldavia Walk, Taperoo SA 5017

Opening Hours: 2.30pm – 5.00pm (Tuesday's only)

Phone: 1300 668 482

Dear Parents & Caregivers,

**Novita OSHC is now taking bookings for After School Care for the 2018 school year!**

Novita OSHC provides quality care for young people living with disability. The program aims to meet each young person's individual health care needs as well as their educational and recreational interests. Staff are experienced, disability and education professionals. The program is offered Tuesday 2:30 – 5:00pm. A variety of activities are offered including movies, art & craft, music, games, indoor gym activities and opportunities to build independent living skills.

An overview of the After School Program is printed below for your information.

If you would like to enroll your child in After School Care at Novita OSHC please complete and return the attached booking request form. You will then be contacted to discuss your child's individual needs and confirm a suitable starting date. If you are new to our services an enrolment pack will be sent for you to complete.

You are more than welcome to arrange a time to visit and see the program in action. Please do not hesitate to contact us on 8243 8282. For more information email [OSHC@novita.org.au](mailto:OSHC@novita.org.au).

I look forward to assisting you further.

**DK (Daisy) Hoskins**

Team Leader

**Phone:** 8243 8282

**Email:** [daisy.hoskins@novita.org.au](mailto:daisy.hoskins@novita.org.au)

## Term 3 & 4 - 2018 OSHC Adelaide School Program

	Schedule
2:30pm	<b>Young people start arrive:</b> <ul style="list-style-type: none"> <li>- Personal Care: toileting if required, freshen up for snacks</li> <li>- Healthy Snack Time: Please make sure you bring a healthy snack to eat at snack time</li> </ul>
3:00pm	<b>Group and Social Activity:</b> <ul style="list-style-type: none"> <li>- Different activities each week will be offered to increase social participation and communication between children</li> </ul>
4:00pm	<b>Motor Skill Development:</b> <ul style="list-style-type: none"> <li>- Different activities will be offered each week to aide in the development of fine and gross motor skills</li> </ul>
4:30pm	<b>Get ready to go home:</b> <ul style="list-style-type: none"> <li>- Finish up activity</li> <li>- Personal Care: toileting</li> <li>- Pack up and if there is time choose a quiet relaxing activity to do (e.g. reading, listen to music, watch something on DVD, have a chat) until: Access Cab, Carer or Parent arrives to collect by 5pm (staff will assist young people to cabs)</li> </ul>

### Important Information

**Opening times:** Tuesdays, 2:30pm – 5:00pm

**Bookings:** To confirm your space at After School Care you can nominate to book your child's space for the term or for the year. Please note, due to staffing costs and vacancies not being filled all bookings confirmed will incur full fees charged to your account – however you will still receive Child Care Subsidies on cancellations

**Session Fee:** The session fee is comparable to the fee charged by most OSHC services and contributes towards the costs associated with running any OSHC service, such as; staff, training, equipment, resources and activities not of a specialist nature.

	Session Fee	Session Fee (Excursion)
After School Care	\$22.50	

**The Child Care Subsidy (formerly CCB) will subsidise the session fee depending on your entitlement.**

For further information please go to – [www.education.gov.au/ChildCarePackage](http://www.education.gov.au/ChildCarePackage)



**Individual Support Fee:** The hourly fee will be claimed/invoiced in addition to the session fee to support the higher staff ratios required to support students with disability.

The hourly fee is charged based on the National Disability Insurance Scheme (NDIS) price guide according to the level of support your child needs to participate safely in the Novita OSHC program to achieve their goals. For NDIS participants the hourly fee can be claimed from your NDIS funding or invoiced under Core Supports if your child has a goal that can be met by attendance at OSHC or can be charged direct to you on a fee-for-service basis.

The individual support fee contributes towards the costs associated with ensuring we have the appropriate number of staff with appropriate competencies to meet your child's needs. The hourly fee also contributes to the cost of specialist training, specialist equipment, facilities and resources.

**Late Fee:** A late fee of \$15 may be charged for collection between 5.01 and 5.15pm. \$1 will be charged for every late minute after that. This fee is to cover the cost of two staff required to stay back after hours to care for your child.

**Additional Health Care Needs:** Specific Novita OSHC staff are trained to provide additional health care needs to clients as required including administering prescribed medication and providing level 3 health care such as gastro feeds and oxygen. For level 3 care a **RN Delegation of Care Referral** will need to be completed in addition to your child's enrolment.

If your child requires medication a current medication authority is required from the prescribing doctor along with the medication in its original packaging.

Ensure Health Care Plans and all medication required are with your child when they attend Novita OSHC.

**Transport:** Novita OSHC will assist children getting on and off buses and in and out of taxis. It is the parent/guardians responsibility to arrange transport from Novita OSHC After School Care. Contact your school principal to complete the school transport form to arrange drop off at after school care or speak to the Team Leader to discuss other options.

**Food and Drinks:** At OSHC we encourage everyone to make healthy eating and drinking choices. Please ensure your child has a drink bottle every day which can be refilled frequently. No soft drink is permitted at OSHC. Please do not send money on excursions unless otherwise advised. OSHC is a nut free and egg free zone.

**What To Bring:** Healthy afternoon snacks, drink bottle, any medication required including letter from your doctor to administer, Health Care Plan, Sun Smart hat, change of clothes.

**Vacation Care:** Novita OSHC also operates two vacation care programs at Regency Park and Adelaide West Special Education Centre during the school holidays.

# Novita OSHC

## Adelaide West After School Care Booking Request

Please complete, sign and return to: [oshc@novita.org.au](mailto:oshc@novita.org.au) OR  
Novita OSHC, PO Box 2438, Regency Park SA, 5010

### Complete the following:

Student's Name:..... Age:.....

Parent Name/Guardian:..... Phone:.....

Email Address:.....

Please tick one:

- ☐ **Already enrolled**
- ☐ **Not yet enrolled**
- ☐ **My child requires level 3 care – (i.e. gastro feeds, medication, etc.)**

<b>Term 3 2018</b>	<b>Tuesday</b>
<b>Drop off time:</b>	
<b>Pick Up time:</b>	

<b>Term 4 2018</b>	<b>Tuesday</b>
<b>Drop off time:</b>	
<b>Pick Up time:</b>	

### Terms & Conditions\*

I agree to all terms and conditions for my child to attend Novita OSHC and understand that Novita OSHC will do their best to meet my requested booking needs.



I give permission for my child/ren to attend all activities planned on the day my child is booked into Novita OSHC, including swimming, excursion, travel in access cabs/Novita car/public transport, and participating in local walking excursions as planned with OSHC staff supervision. My child will have all their personal requirements with them each day including: any medication required, health care plans, hat, change of clothes, recess, lunch, afternoon tea, drink bottle, money for excursions if required. Novita OSHC is Allergy Aware and requires your assistance to be **Nut Free**. Please consider the many clients at Novita OSHC whom have severe allergic reactions to nuts. All personal property is labelled with my child's name (including shoes and jumpers). I agree to pick up my child at the time I have indicated above.

I am aware of my responsibility to collect my child if an unsafe situation arises, my child's behaviour becomes unsafe and more assistance is required than staff ratios allocated or my child is ill or injured.

**I will notify Novita OSHC if my child will be absent from the program and understand that I will be charged the full fee for all bookings confirmed.**

I will notify the OSHC Program Leader on 8243 8282 of any changes to my child's health care needs and behavior alerts as they arise. I understand that I am responsible for the payment of the OSHC account within fourteen days of receipt.

Sign:..... Date:.....

Name:.....