

*Rangeville State School P&C Association*



*Outside School Hours Care*

# Family Information Package

**Rangeville State School P&C Association**  
**Outside School Hours Care**

# RANGEVILLE OUTSIDE SCHOOL HOURS CARE

## FAMILY INFORMATION PACKAGE

Rangeville State School P&C Association welcome children and families to Rangeville Outside School Hours Care (ROSHC).

ROSHC is designed to provide care for Prep to Year 6 children in Before and After School Care and Vacation Care situations. We fully support working parents and work with them to make our service a place where children are excited to attend. All children are valued at ROSHC and they deserve educators who will listen, help and spend time with them to support their physical and emotional growth.

Our service is approved by the Office for Early Childhood Education and Care and we participate in the Outside School Hours Care National Quality Framework process and are committed to providing continuous high quality care.

We hope that you find this information package helpful and informative. There are two handbooks which outline how our service operates; the Family Handbook and Children's Handbook. Please use this checklist below to ensure you have received and completed the relevant information.

- I have received the following information:
  - Rangeville OSHC Enrolment link
  - Email confirmation regarding Xplor app steps
  - Media Consent Form
  
- I have had access to the following information (website or email):
  - Rangeville OSHC Family Handbook
  - Rangeville OSHC Children's Handbook
  - Childcare Subsidy (CCS) information
  - Fee Structure
  
- I have had the opportunity, if necessary, to have an interview with the Nominated Supervisor to discuss my child's enrolment and attendance at the service.
  
- I am satisfied that the interview (if completed), which included the opportunity for me to view the service whilst operating, allowed me to express any concerns or voice any questions I had.
  
- I understand it is my responsibility as the parent/guardian to apply for Child Care Subsidy, and the service will not be able to apply CCS to my fees until I have provided the necessary information.
  
- I have had the opportunity to read, and I agree to abide by the Rangeville State School P&C Association OSHC Policies and Procedure Manual.
  
- I have completed the Enrolment Form honestly and to the best of my knowledge. I understand I must contact the service immediately if information on this form changes.

**Parent/Guardian Name:**

**Signed:**

**Date:**

# **RANGEVILLE OSHC**

## **Location:**

Rangeville State School Assembly Hall  
32A High St  
Rangeville Qld 4350

## **Contact Details:**

Nominated Supervisors: Anthony Hound and Emma Reibelt  
Mobile: 0421 647 404  
Phone: 4617 7388

Mail: c/- Rangeville State School P&C Association  
Outside School Hours Care (OSHC)  
32A High St  
Rangeville Qld 4350  
Email: [roshc@rangevilless.eq.edu.au](mailto:roshc@rangevilless.eq.edu.au)

## **Management Contacts:**

P&C President: see Coordinator for current president (changes annually)  
Child Protection Liaison: Nominated Supervisor  
Workplace Bullying and Harassment Liaison: Nominated Supervisor  
Grievance Liaison: Nominated Supervisor

## **Service Provider Numbers:**

190 018 625J

## **Hours:**

Before School Care	6.30am – 8.40am
After School Care	2.55pm – 6.00pm
Vacation Care	6.30am – 6.00pm
Pupil Free Days	6.30am - 6.00pm

Remove this sheet and stick to fridge for easy reference!

# RANGEVILLE OSHC 'DON'T FORGET LIST'

## BEFORE AND AFTER SCHOOL CARE



Bag



Sun Safe Hat



Drink Bottle for water



Spare Clothes

## VACATION CARE



Sun Safe Hat



Sun Safe clothing – please pack a spare set of clothes



Closed in Shoes – no thongs



Drink bottle for water



Towel, togs and sun smart shirt if swimming



Clothes suitable for craft and other activities



Small bag to carry all your belongings

# OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE

## SERVICE APPROVAL INFORMATION

Rangeville State School P&C Association Outside School Hours Care is an Approved Service by the Office for Early Childhood Education and Care.

Service Approval No. SE - 00001030

The service is approved for 120 children for Before School Care, After School Care and Vacation Care under the Education and Care Services National Regulations 2011.

The Service complies with the Education and Care Services National Regulations 2011.

The Service Approval date of grant 1<sup>st</sup> September 2013.

***To ensure our continuous quality improvement, we ensure we give the following information to parents and guardians:***

- a) *the telephone number for the Office of Early Childhood, Education and Care*
- b) *the ages of the children care is given to – Prep – Yr 6*
- c) *the name, position and qualifications of each of the child's carers;*
- d) *the program will be displayed daily in which the child will be involved;*
- e) *that the parent or guardian can ask for information about the following—*
  - (i) *a general description of the activities and experiences given by the service;*
  - (ii) *the service's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved;*
  - (iii) *the goals about knowledge and skills to be developed through the activities and experiences.*
  - (iv) *the knowledge, skills and goals to be developed through the activities and experiences.*

# Rangeville P&C Business Structure

