



# 2026

## OSHC AND VACATION CARE




# **PULTENEY OSHC and Vacation Care Handbook**

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# IMPORTANT INFORMATION

 Pulteney's Out of School Hours Care and Vacation Care services operate in The Factory, adjacent to the MacKinnon building in the Junior School.

 (08) 216 5545  
0459 881 682

 [asc@pulteney.sa.edu.au](mailto:asc@pulteney.sa.edu.au)

OSHC and Vacation Care services are available for Reception to Year 6 students.

## BOOKINGS

Please complete the OSHC enrolment form before requesting bookings. Bookings can be made by:

Emailing your required days to OSHC Coordinator Barb Francis.  
Using the vacation care pre-booking system (open late each term and closing one week before term ends). Please see bookings page for more information about fees, cancellations and late bookings.

## SIGN IN

Please be aware that it is a legal requirement that your child/ren to be signed in or out via Xplor by a parent or caregiver for the Child Care Subsidy to be claimed and applied to

your  
account from Centrelink.

## KEY CONTACTS

OSHC Coordinator  
Ms Barb Francis  
Nominated Supervisor  
[Barbara.Anne.Francis@pulteney.sa.edu.au](mailto:Barbara.Anne.Francis@pulteney.sa.edu.au)  
Educational Leader  
Mr Nathan Pye  
[Nathan.Pye@pulteney.sa.edu.au](mailto:Nathan.Pye@pulteney.sa.edu.au)  
ELC / OSHC Administrative Assistant  
Chloe Moir  
[chloe.moir@pulteney.sa.edu.a](mailto:chloe.moir@pulteney.sa.edu.a)

## OPERATING HOURS

Before School Care **7:30am-8:15am** After School Care **3:20pm-6:00pm** Vacation Care **7:30am-6:00pm**

## QUESTIONS AND FEEDBACK

If you have any questions or feedback about Pulteney's OSHC and Vacation Care services please do not hesitate to contact Pulteney's OSHC Coordinator. Questions related to programming, documentation of learning and the service's planning cycle can be directed towards the Educational Leader.

## CATERING

Children in OSHC receive nutritious breakfast and afternoon tea, following Australian Healthy Food Guidelines. All food complies with the school's strict allergy and nut-aware policies. During vacation care, children are required to bring a packed lunch and recess.

# WELCOME TO OSHC AND VACATION CARE SERVICES

A place where children can relax, play, learn, and connect in a safe, nurturing environment. At OSHC, we embrace play-based learning, build positive relationships, and create an inclusive space where every child feels a genuine sense of belonging. We value the voices of young people, inviting their ideas to help shape our programs, from vacation care activities to our physical spaces and learning opportunities. The result is a collaborative environment that balances fun, relaxation, and learning. We look forward to welcoming your family into our OSHC community in 2026.

Pulteney's OSHC is an approved service provider, offering Before School, After School, and Vacation Care programs in The Factory, conveniently located adjacent to the MacKinnon building in the Junior School.

Warm regards,  
Ms Barb Francis  
Coordinator, Pulteney OSHC & Vacation Care



# ENROLMENT

To attend Pulteney Grammar School OSHC, an enrolment form must be completed before your child's first session. Hard copies are available from OSHC or the ELC Admin Office, or you can download the form from the Parent Portal. Completed forms can be submitted via email or in person to the ELC/OSHC Administrative Assistant or OSHC Coordinator. OSHC uses Xplor for sign-in/out, bookings, and finances. Once enrolled, you will receive an email to set up your Xplor account—please provide email addresses for both caregivers. Vacation Care sessions must be pre-booked via the Parent Portal and online booking form. The booking period closes one week before the end of each term. The OSHC team aims to release the upcoming Vacation Care program mid-term (approximately four weeks before the holiday period).

## Medical Conditions:

If your child has a medical condition, an updated Medical Action Plan must be submitted with the enrolment form

## Medical Action Plans & Risk Minimisation

Medical Action Plans must be reviewed annually or as specified by your child's Medical Practitioner and include a recent coloured photo. A Pulteney OSHC Medical Condition Risk Minimisation Plan must also be completed with the OSHC Coordinator and ELC/OSHC Administrative Assistant. To request a copy, please email the OSHC Coordinator. Medications and Medical Action Plans must be provided before your child attends OSHC. Medications must be clearly labelled with a prescription, your child's name, dosage, and date of birth. Without these, attendance is not permitted.



# BOOKINGS

## Out of School Hours Care (Term Time)

Bookings can be made via the Xplor App under the Bookings tab. While Xplor is the preferred booking method, we also accept bookings via email at [asc@pulteney.sa.edu.au](mailto:asc@pulteney.sa.edu.au) or mobile on 0459 881 682. Bookings for After School Care (ASC) made after 2:30 pm on the day of attendance will incur a \$5.00 Late Booking Fee. No late booking fees apply to Before School Care bookings.

## Vacation Care (School Holidays)

The Vacation Care program and booking form will be available via the Parent Portal approximately four weeks before the holiday period. Families will be notified once bookings open through the School's communication channels.

Vacation Care bookings are due by the date specified in the Vacation Care Booking Form. Late bookings may not be guaranteed and will be waitlisted.

**OSHC after Co-Curricular Activities** For children requiring OSHC after their co-curricular activities, an OSHC educator will collect them at the designated time and pick-up spot. OSHC staff work together with co-curricular staff to provide a safe and easy transition to OSHC for those children who have a booking. If you need to book OSHC for your child after their co-curricular activity, you can do so through the Xplor app or by emailing [asc@pulteney.sa.edu.au](mailto:asc@pulteney.sa.edu.au). If your child is absent or picked up from their co-curricular activity and no longer requires their OSHC booking, please notify the ELC and OHC Administrator Assistant [chloe.moir@pulteney.sa.edu.au](mailto:chloe.moir@pulteney.sa.edu.au) or via Xplor

**Notification of Absence** Notifications of absence during Term Time must be made 48 hours before the ASC session to avoid being charged full sessional fees, unless a medical certificate is provided. To notify an absence, please contact the OSHC team over the phone, via email or via Xplor to amend your booking.

**Notifications of absence during Vacation Care** made with less than 5 business days' notice will incur full sessional fees due to the arrangement of staff, catering, transportation, and booking fees. Notifications of absence during Vacation Care made with more than 5 business days' notice will incur 50% of the sessional fee for that day. Booking fees for incursion and excursions are unable to be modified or cancelled after closure of the booking period, hence bookings during Vacation Care are considered as a commitment to that booking (unless a medical certificate is provided).



# FEES AND CHARGES

## OSHC AND VACATION CARE FEES

### OSHC

Before School Care \$22.00 per session per child

After School Care \$35.00 per session per child

### VACATION CARE

Bronze (in-house) \$85.00 per session Silver (incurion)

\$100.00 per session Gold (excursion) \$130.00 per session

### CHARGES

Any child(ren) collected after 6.00pm will incur a late fee of \$20.00 per child. A \$1.00 per minute charge will also commence after 6.15pm.

After School Care (ASC)

Cancellations made with less than 48 hours' notice will incur a full sessional fee, unless a medical certificate is provided. Cancellations made with more than 48 hours' notice will incur a \$10.00 administrative fee, unless a medical certificate is provided.

**After School Care bookings must be made before 2.15pm on the day required to avoid a \$5.00 late fee per child.**

**Before School Care (BSC)**

Any cancellations for Before School Care bookings will incur a \$10.00 administrative fee, unless a medical certificate is provided.

No late booking fee is applied to Before School Care bookings.

**Cancellations for vacation care bookings should be made by close of business five days prior, to avoid being charged full sessional fees.**

Cancellations made with less than 5 business days' notice will incur full sessional fees.

Cancellations made with more than 5 business days' notice will incur 50% of the sessional fee for that day

Late collection of any child(ren) after 6:00 pm will incur a Late Collection Fee of \$20.00, and an extra \$1.00 per minute after 6:15pm.

**Direct Debit dishonour fee (Debitsuccess)**

For those paying by direct debit (via Debitsuccess), please note that Debitsuccess charge a fee of \$19.95 inc GST for dishonoured payments. To avoid this default charge, please ensure funds are available in/on your nominated direct debit account 1 day prior to your scheduled direct debit

# CHILDCARE SUBSIDY

## Child Care Subsidy (CCS)

Pulteney Grammar School OSHC is an approved care provider, enabling families to access Child Care Subsidy. The Child Care Subsidy provides financial support for families who are either working, training, studying, or volunteering.

The level of subsidy received is determined by the combined family income, activity level of both caregivers and the type of childcare service. Parents / Caregivers must register with Centrelink to obtain a Customer Reference Number (CRN) for the parent claiming CCS, and for all children for which CCS is to be claimed, and complete an eligibility test at [www.centrelink.gov.au](http://www.centrelink.gov.au)

The Child Care Subsidy is paid directly to the childcare provider (Pulteney Grammar School OSHC). Families are then required to pay the financial difference between the subsidy and the fee charged. Further information can be obtained by contacting Centrelink on Ph: 13 61 50 or visiting the Centrelink website. If you receive notification from Centrelink that your enrolment at Pulteney Grammar School OSHC has ceased, please contact the ELC / OSHC Administrative Assistant who will be able to reactivate the enrolment.

**Non-Payment of Fees** Administration of overdue accounts is a time-consuming process for the Fees and Accounts team, redirecting valuable resources from School management to the detriment of operations. Where direct debit payments are consistently declined, and in the absence of any alternative arrangements for payment being made, a late payment fee of \$35 will be levied to offset administration costs. Pulteney Grammar School maintains the right to suspend an OSHC enrolment while any fees and charges are outstanding. **Direct Debit Payment Requirements** Payments for Out of School Hours Care sessions are required to be made by direct debit on a weekly or fortnightly basis. Parents can securely store their credit card or bank account details via the Finance menu in Xplor Home Web, and payments will be processed each Monday (as required) to keep the account up to date. Should alternative payment arrangements be required (including a pause in payments, a change in payment day, or the application of a limit or fixed amount), please notify the ELC / OSHC Administrative Assistant.

Please visit Centrelink to claim your childcare subsidy



# OUR PHILOSOPHY

Pulteney Grammar School's Out of School Hours Care and Vacation Care Services provide quality care in a safe, empowering and fun environment. Catering for children's emotional, physical, social and intellectual wellbeing, our service is underpinned by a high-quality program centred around the needs and interests of children. Through a variety of play-based and social-learning experiences, children at our services have opportunities to engage in recreational and educationally appropriate activities in both indoor and outdoor settings. The needs and interests of all children inform the nature of programming and support the provision of personalised learning experiences.

We acknowledge that our families come from a diverse range of backgrounds and as such, we ensure the culture of our service is characterised by a sense of acceptance, appreciation and inclusivity.

We value community involvement highly and strive to create an environment that is welcoming of all children, parents, grandparents and caregivers. Our services are led by a team of dedicated and experienced staff who are committed to supporting children to ensure they feel safe, happy and confident.

We welcome the opportunity to discuss potential enrolment at our service and look forward to meeting you and your child.



# OUR VALUES

## Connection

We use respectful communication to build strong relationships with everyone at OSHC

## Authenticiy

We accept and appreciate everyone's differences and encourage everyone to be themselves

## Empathy

We try to understand the perspectives and choices of others and look for ways to help our friends at OSHC

## Responsibility

We are responsible for our actions and the world around us



# BEHAVIOUR EXPECTATIONS

**Expectations to ensure a rewarding & safe OSHC experience:** Children are expected to be polite, respectful, responsible, and considerate. Children are expected to bring everything they need to OSHC, as they cannot return to their classrooms. The Pulteney Sun Protection policy states that if the UV level is 3 and above, children must wear hats and sunscreen. The hat provided needs to cover ears and neck. Children without a hat are required to apply sunscreen and play in shaded areas. Spare hats are provided at OSHC for students without their own hat and washed regularly to ensure a high standard of hygiene is maintained across our service. No toys (including electronic games) are to be brought to OSHC. They are however allowed during certain times at Vacation Care, provided they are clearly labeled, and children take responsibility for them. Educators will not be held accountable for any damage or losses. In line with Junior School rules, Pokémon games and related activities are not permitted at OSHC. OSHC and Vacation Care follows the behaviour management framework as Pulteney's Junior School. If a child displays inappropriate behaviour, the following steps are followed:

## **Reception to Year 2 Students**

**Step 1:** Child is given an initial warning.

**Step 2:** Child is removed from the situation to have a restorative conversation with an Educator. Once student have adequately reflected on the behaviour, they may rejoin play or be assisted to join a different area. When required, Educator and student will work through a reflective Conversation form together.

**Step 3:** Parents are notified about the behaviour when student is picked up and any relevant form will be given out.

**Step 4:** If the behavior is considered a threat to others' safety, the child is removed from the situation & parents are called. Their Class Teacher and the Head of Junior School are also notified.

## **Year 3 to Year 6**

**Step 1:** Child is given verbal warning.

**Step 2:** Child is removed from the situation to have a restorative conversation with an educator. Once children have adequately reflected on the behaviour, they may rejoin play or be assisted to join a different area. When required, Educator and student will work through a reflective Conversation form together.

**Step 3:** Parents are notified about the behaviour when student is picked up and any relevant forms will be given out.

**Step 4:** Child may receive a "focus" from the class teacher and the Head of Junior School is informed. On going behaviour will be followed up with the Head of Junior School /Class teacher .

In extreme cases where the safety of other children or staff is threatened, the child(ren) concerned may be excluded from the OSHC environment in consultation with the Assistant Head of Junior School, Head of Junior School, OSHC Coordinator and parent.

# COMMUNICATION PLATFORMS

Pulteney Grammar School OSHC and Vacation Care use the online communications platform Seesaw as its primary method of information sharing. Upon enrolment, our staff will ensure your child's profile is added to the relevant

OSHC class on Seesaw. The Seesaw app is available on iOS and Android devices or on the web at [app.seesaw.me](http://app.seesaw.me). For assistance with the app, please ask a staff member. Our services use this platform for a range of purposes:

- Posting announcements to families related to bookings and other administrative matters, sharing our weekly "What's the gOSHC?" newsletter with families, posting weekly programs and menus for families to view, detailing other significant updates or changes related to our services Please also refer to the Pulteney Review Weekly and the OSHC, Vacation Care pages via the online Parent Portal.

The **Pulteney Parent App** is as a centralised communication platform to provide parents with real-time updates, notices, and school information in an easy-to-access mobile format. The app allows parents to:

- Receive targeted notices and push notifications relevant to their child(ren)
- Access the school calendar and co-curricular schedules Report absences
- Stay up to date with Weekly E-Newsletter (PRW) and other school communications.
- Access contact directories for staff and key school services

Please download the Pulteney Parent App via Google Play and Apple Store.

For technical support please email:

[support@pulteney.sa.edu.au](mailto:support@pulteney.sa.edu.au)

For Seesaw support please email

[chloe.moir@pulteney.sa.edu.au](mailto:chloe.moir@pulteney.sa.edu.au)



# LEARNING FRAMEWORK

Pulteney Grammar School's OSHC and Vacation Care follow the My Time Our Place Learning Framework. Developed by the Council of Australian Governments, this framework is designed to assist educators to "provide children with opportunities to maximise their potential and develop a foundation for future success in life." Intended to enrich the wellbeing and development of children within our care, the activities and programs implemented across our services are aligned to this framework to ensure children have opportunities to engage in social and emotional learning beyond their academic growth within the classroom. Linked closely to the Early Years Learning Framework, the MTOP Learning Framework ensures a seamless transition for our younger students attending OSHC following their time in ELC. The flexibility of this framework allows our educators to develop programs and plan age appropriate activities that are informed by students' strengths, needs and interests,

## MY TIME OUR PLACE LEARNING FRAMEWORK V2.0

**Outcome 1: Children and young people have a strong sense of identity**

- 1.1 CHILDREN AND YOUNG PEOPLE FEEL SAFE, SECURE, AND SUPPORTED
- 1.2 CHILDREN AND YOUNG PEOPLE DEVELOP THEIR AUTONOMY, INTERDEPENDENCE, RESILIENCE AND SENSE OF AGENCY
- 1.3 CHILDREN AND YOUNG PEOPLE DEVELOP KNOWLEDGEABLE, CONFIDENT SELF-IDENTITIES AND A POSITIVE SENSE OF SELF-WORTH
- 1.4 CHILDREN AND YOUNG PEOPLE LEARN TO INTERACT IN RELATION TO OTHERS WITH CARE, EMPATHY AND RESPECT

**Outcome 2: Children and young people are connected and contribute to their world**

- 2.1 CHILDREN AND YOUNG PEOPLE DEVELOP A SENSE OF BELONGING TO GROUP AND COMMUNITIES AND AN UNDERSTANDING OF THEIR RECIPROCAL RIGHTS AND RESPONSIBILITIES NECESSARY AS ACTIVE AND INFORMED CITIZENS
- 2.2 CHILDREN AND YOUNG PEOPLE RESPOND TO DIVERSITY WITH RESPECT
- 2.3 CHILDREN AND YOUNG PEOPLE BECOME AWARE OF FAIRNESS
- 2.4 CHILDREN AND YOUNG PEOPLE BECOME SOCIALLY RESPONSIBLE AND SHOW RESPECT FOR THE ENVIRONMENT

**Outcome 3: Children and young people have a strong sense of wellbeing**

- 3.1 CHILDREN AND YOUNG PEOPLE BECOME STRONG IN THEIR SOCIAL, EMOTIONAL AND MENTAL WELLBEING
- 3.2 CHILDREN AND YOUNG PEOPLE BECOME STRONG IN THEIR PHYSICAL LEARNING AND WELLBEING
- 3.3 CHILDREN AND YOUNG PEOPLE ARE AWARE OF AND DEVELOP STRATEGIES TO SUPPORT THEIR OWN MENTAL AND PHYSICAL HEALTH, AND PERSONAL SAFETY

**Outcome 4: Children and young people are confident and involved learners**

- 4.1 CHILDREN AND YOUNG PEOPLE DEVELOP A GROWTH MINDSET AND LEARNING DISPOSITIONS SUCH AS CURIOSITY, COOPERATION, CONFIDENCE, CREATIVITY, COMMITMENT, ENTHUSIASM, PERSISTENCE, IMAGINATION AND REFLEXIVITY
- 4.2 CHILDREN AND YOUNG PEOPLE DEVELOP A RANGE OF LEARNING AND THINKING SKILLS AND PROCESSES SUCH AS PROBLEM SOLVING, INQUIRY, EXPERIMENTATION, HYPOTHESISING, RESEARCHING AND INVESTIGATING
- 4.3 CHILDREN AND YOUNG PEOPLE TRANSFER AND ADAPT WHAT THEY HAVE LEARNED FROM ONE CONTEXT TO ANOTHER
- 4.4 CHILDREN AND YOUNG PEOPLE RESOURCE THEIR OWN LEARNING THROUGH CONNECTING WITH PEOPLE, PLACE, TECHNOLOGIES AND NATURAL AND PROCESSED MATERIALS

**Outcome 5: Children and young people are effective communicators**

- 5.1 CHILDREN AND YOUNG PEOPLE INTERACT VERBALLY AND NON-VERBALLY WITH OTHERS FOR A RANGE OF PURPOSES
- 5.2 CHILDREN AND YOUNG PEOPLE ENGAGE WITH AND GAIN MEANING FROM A RANGE OF VISUAL IMAGES AND TEXTS
- 5.3 CHILDREN AND YOUNG PEOPLE COLLABORATE WITH OTHERS, EXPRESS IDEAS AND MAKE MEANING USING A RANGE OF DIGITAL TECHNOLOGIES AND MEDIA AND COMMUNICATION TECHNOLOGIES

# PULTENEY GRAMMAR SCHOOL MAP

OSHC AND VACATION CARE SERVICES ARE LOCATED IN THE DANCE FACTORY



