



HILLSIDE  
CHRISTIAN COLLEGE

# OSHC

## OUT OF SCHOOL HOURS CARE PARENT HANDBOOK 2022

To knowledge, add wisdom



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# OUT OF SCHOOL HOURS CARE

## Welcome to Out of School Hours Care

This 2022 HillSide *Out of School Hours Care* (OSHC) Parent Handbook is a general overview of OSHC operations, policy and information. Parents should use this Handbook for basic information. More detailed information can be found through accessing specific OSHC policies. Parents are encouraged to access emails, the Xplor App. or portal, the College's OSHC webpage and hard copy mail outs. These communications provide relevant and timely information.

HillSide's OSHC originally began in 2012 and was transferred to Camp Australia in 2015. The service was then re-transferred back to HillSide in 2019. The OSHC provides care for students from Kindergarten to Year 7. It is important to note that the future of the College is not based on its past alone, but is also a representation of its future vision.



## College Vision & Mission

HillSide's underlying principles are well known. The College was established in 1977, and its core values and beliefs remain in place.

### Vision

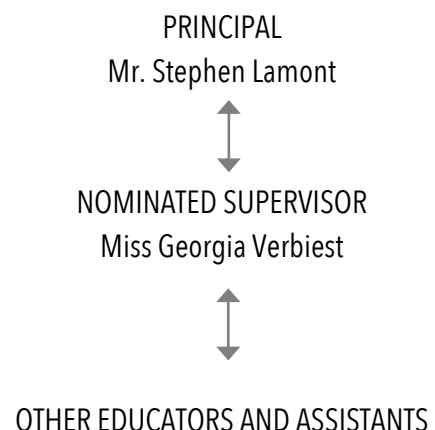
*To positively transform lives, in our school, in Jesus' name.*

### Mission

*Micah 6:8:*

*"He has shown you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."*

## OSHC Management Structure



## College at a glance

Name of College:

HillSide Christian College Incorporated

Address:

336 Hawtin Road, Forrestfield, WA 6058

Telephone: 9453 2644

College email: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au)

Website: [www.hillside.wa.edu.au](http://www.hillside.wa.edu.au)

Denomination:

Evangelical Christian, non-denominational  
(owned by HillSide Church)

Affiliations:

HillSide Church

Association of Independent Schools of Western Australia  
(AISWA)

Christian Schools Australia (CSA)

## OSHC Contact Details

Name of service: HillSide Christian College OSHC

Service number: SE-00012698

Educator: Georgia Verbiest

Direct telephone: (08) 6143 1945

OSHC email: [oshc@hillside.wa.edu.au](mailto:oshc@hillside.wa.edu.au)

OSHC Website:

<https://www.hillside.wa.edu.au/parents/before-after-school-care/>

## OSHC Term Dates 2022

Start Term One: Monday 31<sup>st</sup> January

End Term One: Friday 8<sup>th</sup> April

Start Term Two: Wednesday 27<sup>th</sup> April

End Term Two: Friday 24<sup>th</sup> June

Start Term Three: Tuesday 19<sup>th</sup> July

End Term Three: Friday 23<sup>rd</sup> September

Start Term Four: Tuesday 11<sup>th</sup> October

End Term Four: Friday 14<sup>th</sup> October Y12

Friday 9<sup>th</sup> December K-11

## Public Holidays 2022

OSHC programme will not be operating on public holidays:

Australia Day: Wednesday 26<sup>th</sup> January

Labour Day: Monday 7<sup>th</sup> March

Good Friday: Friday 15<sup>th</sup> April

Easter Monday: Monday 18<sup>th</sup> April

ANZAC Day: Monday 25<sup>th</sup> April

Western Australia Day: Monday 6<sup>th</sup> June

Queen's Birthday: Monday 26<sup>th</sup> September

## Pupil Free Days

### (Professional Learning)

During the year, students do not attend some specific days so that College staff can undertake planning and professional learning. These days are usually at the start of term.

The Pupil Free Days 2022 are (Vacation Care operates on these days, see information below):

Term 2: Tuesday 26<sup>th</sup> April

Term 3: Monday 18<sup>th</sup> July

Term 4: Monday 10<sup>th</sup> October

## OSHC Hours of Operation

HillSide's OSHC Service operates during the following operational hours:

	Start	Finish
Before school care	7.00 a.m.	9.00 a.m.
After school care	3.00 p.m.	6:00 p.m.

Parents dropping their child off at the Before School Service should not do so before 7 a.m. Students will be released to their classrooms after this session concludes.

For the After School Service, please ensure that your child is collected prior to 6 p.m., due to staffing requirements. Late fees will apply to parents who collect their children after this time. If you are unavoidably running late, and unable to collect your child at the agreed time, you must telephone the Educator to advise them of your expected time of arrival. A late fee of \$2.00 per minute late will be charged after 6 p.m. If no one can be contacted and your child has not been collected 30 minutes after the centre's normal closing time, Crisis Care will be contacted, and asked to take responsibility of your child.

HillSide's OSHC operates 39 weeks of the year, mirroring the College's Term Planners. Vacation Care's times and dates are explained separately in this document.



## Vacation Care

Vacation Care operates in addition to the OSHC. This is a service over the holiday periods. It is based on having sufficient enrolments to operate the service. The OSHC will operate Vacation Care over the following periods in addition to normal school term OSHC services:

### Vacation Care 1:

Tuesday 19<sup>th</sup> January – Friday 29<sup>th</sup> January (two weeks)

### Vacation Care 2:

Monday 11<sup>th</sup> April – 22<sup>nd</sup> April  
+ Tuesday 26<sup>th</sup> April (PD Day)

### Vacation Care 3:

Monday 27<sup>th</sup> June – 15<sup>th</sup> July  
+ Monday 18<sup>th</sup> July (PD Day)

### Vacation Care 4:

Tuesday 27<sup>th</sup> September – 7<sup>th</sup> October  
+ Monday 10<sup>th</sup> October (PD Day)

### Vacation Care 5:

Monday 12<sup>th</sup> December – Friday 23<sup>rd</sup> December

### Vacation Care Times:

7.30 a.m. – 5.30 p.m.

Vacation Care closes for four weeks over Christmas.  
It re-opens on Monday 16<sup>th</sup> January, 2023



## Enrolment and Fees

Intending applicants are expected to apply for enrolment into HillSide Christian College before applying for HillSide's OSHC. All College families are able to apply for the OSHC service. The OSHC is for school-aged students only. Enrolment is not a right, and parents/students must ensure that they fully support the HillSide philosophy and ethos before being accepted.

### Christian Practice & Undertakings

Students enrolled in the OSHC will all be students enrolled at HillSide Christian College, unless the Principal grants special enrolment. Therefore, all enrolled students are enrolled on the basis that they have signed the College's PARENT DECLARATION, which parents undertake at school enrolment. This will apply in addition to the normal OSHC enrolment process. That is, the pre-signed commitments to the College's Christian intent, ethos and practice will also apply to the OSHC, as these undertakings apply to all spheres of College life.

### How to Enrol in OSHC

The first stage for enrolment of families is to request OSHC enrolment through the online [Xplor portal](#). Once the online enrolment request is completed, the parent/s will be contacted via email to confirm. Parent Xplor portal login details will be confirmed after the online enrolment form is completed. The link is provided below:

[https://prodadmin.myxplor.com/enrollment\\_v2/centre/p6GyLXe71ur2rHNOfXKhQg](https://prodadmin.myxplor.com/enrollment_v2/centre/p6GyLXe71ur2rHNOfXKhQg)

## OSHC Fees Overview

Fees are charged as either REGULAR or CASUAL. The following table shows the fees for both REGULAR and CASUAL bookings.

SESSION	REGULAR	CASUAL
Before school care	\$20	\$25
After school care	\$25	\$30
Vacation Care	\$70	\$75
Vacation Care (excursion)	\$95	\$100

OSHC fees are charged per session. Before school care and after school sessions are charged and itemised separately.

Please note LATE FEES, when a child is collected after 6 p.m., will be charged at \$2 per minute, per child. For example, if Mrs. Jones, whose two children were booked into after school care, arrived at 6.05 p.m. to collect them, would be charged an additional fee of \$20. That is, 5 minutes X 2 children X \$2 per minute = \$20. This late fee would be added to Mrs. Jones' normal fees for the session.

**Note:** Child Care Subsidy (CCS) is not paid on penalty rates.

HillSide's OSHC provides effective and efficient accounting. Families need to pay their OSHC fees on time in order for the service to operate.

Fees are payable fortnightly using BPAY or Direct Deposit.

Once an Account reaches \$300, or if payment is overdue by 14 days, bookings will be suspended until the account is paid in full.

If families have a query with their account they can raise their issues with the OSHC office either by phone, in person or email.

## Regular & Casual Booking Categories

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A REGULAR BOOKING is defined as an ongoing booking for a minimum of ONE TERM. At least one week's notice is required to avoid cancellation charges.

A CASUAL BOOKING is defined as a booking that is NOT permanent and is booked on a week-to-week, day-to-day basis. Any casual cancellations will be charged at the full fee.

REGULAR
Ongoing booking
One term's booking minimum
One week's notice to avoid cancellation charges
10 sessions minimum per term (at least regularly one session per week)
Parents can change sessions (not reduce) with 48 hours notice if there is booking space available

CASUAL
Last minute bookings
Not booked at the start of term as a regular booking
Less than 10 regular booked sessions per term
All cancellations of casual bookings will still be charged at full rates unless 48 hours notice has been given in writing to the OSHC.

## Payment of OSHC Fees

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Our preferred method of payment is via your Xplor App / Finance, which is set up on the initial enrolment of your child.

As well as having ongoing access to your balance owing, the App will allow you to set up a Direct debit and / or periodic payment(s).

## Overdue Payment of Account Fees

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Families are encouraged to discuss any difficulties that they may have in paying fees with the Principal, who will discuss and may be able to make suitable arrangements for payment of fees. However, this service is a fee-paying service, and it mandatory that all fees are paid in a timely manner.

## Confidentiality

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All records will be kept confidential and stored appropriately. Financial information regarding families' accounts will be available upon request.

The OSHC observes the privacy and confidentiality of individuals by ensuring that all records and information about all children, families, educators and management are kept securely. These are only accessed by or disclosed to those people who need the information to fulfil their responsibilities at the OSHC, or have a legal right to access the information.



## Government Childcare Assistance

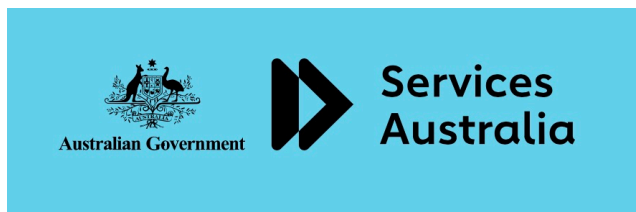
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The Australian Government provides assistance to eligible families to reduce the out-of-pocket costs of childcare. There are different types of financial assistance to help with the cost of placing children in childcare. The main payments families may be eligible for are:

- Child Care Benefit
- Child Care Rebate
- Jobs, Education and Training Child Care fee assistance
- Grandparent Child Care Benefit
- Special Child Care Benefit.

More information is available on

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>



Child Care Benefit (CCB) and Child Care Rebate (CCR) can be applied to your account. We need to be provided with individual customer reference numbers from the eligible parent/caregiver and child/ren. Families need to apply to Centrelink for Customer Reference Numbers (CRN). Centrelink applies fee reduction directly into the family's account. Any queries with CCB or CCR require the family to contact Centrelink direct.

Bookings are requested online through the [Xplor Care App](#), and are then confirmed with an email to the parent. Each parent is also able to access the [Xplor portal](#). Each family is expected to make bookings, in advance for the OSHC sessions required. Information must include dates, times and the names of children who will attend, to ensure that the service is prepared with resources, training and staffing to meet the children's needs. The programme and Educator rosters are based on bookings

and so the service will charge fees for booked care that is not used.

Set up for the [Xplor Care App](#) can be found at:

<https://support.ourxplor.com/hc/en-us/articles/360000485907-Mobile-Bookings>

Bookings are essential to ensure that for any given session there is a list of children booked for care so that educators can accurately check attendances and efficiently follow up any booked children who do not arrive.

Parents pay for a place at the OSHC, therefore payment is required whether their child attends on a day allocated to them or not. This fee schedule includes payment for sick days, holidays, pupil free days and all public holidays. Please note that fees are not payable when the centre is closed over the Christmas/New Year period.

If you wish to withdraw your child from the centre permanently you are required to provide two weeks' written notice, or you will be liable to pay the full fee in lieu of this notice. If you wish to reduce the amount of days booked at the OSHC, you are also asked to provide one week's written notice for REGULAR bookings. Casual days are available for clients outside of their normal bookings, however they incur an additional fee and are only available if the centre has vacancies. Once an additional casual booking has been confirmed 48 hours written notice is required to change or cancel this booking. Please note that Child Care Rebate (CCR) is not payable for any absences at the beginning or end of care (even if you have given the correct two weeks written notice in advance). This is called "Cessation of Care" and is a requirement of Centrelink.

Fees are charged for full sessions regardless of whether a child attends the total time. There is no reduced or portioned fee if a child attends only part of the session.

## Overview of other OSHC Policies (A-Z)

### Accidents

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The highest possible supervision of students is a priority at HillSide's OSHC. However, should an accident occur, the OSHC staff will render first aid support and make a decision about the immediate response to provide care. Should a serious accident occur parents are contacted immediately after first aid care and support has been rendered. In the event of a serious accident, where the parent/s are uncontactable, the OSHC staff will act in accordance and obtain any medical assistance necessary, including calling an ambulance. All medical costs will be the responsibility of the parent in this case.

### Bicycles

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Bicycles can be housed at the OSHC, but children under 10 years have an immature sense of judging distance, therefore it may not always be safe for them to ride alone. It is recommended that parents ride with children under the age of 10. If a child is riding a bicycle to, or from, the OSHC, their parent/guardian needs to provide a written note to the effect that the child has permission to ride to and/or from the service.

### Boundaries

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Students are not permitted to leave the College grounds during the OSHC sessions without written advice from parents/carers, nor without explicit Principal's permission. Students are not permitted to leave the appointed OSHC area without the Coordinator's permission.

### Canteen

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A healthy and interesting lunch menu is available at a low cost from the College canteen. Children using the morning OSHC service may attend the canteen with OSHC supervision to lodge a lunch order before school making payment with cash. However, parents are encouraged to use the canteen's online ordering system.

The link: [www.quickcliq.com.au](http://www.quickcliq.com.au)

Please note: online ordering attracts a small surcharge. The canteen can be contacted at: [canteen@hillside.wa.edu.au](mailto:canteen@hillside.wa.edu.au).



### Child Protection

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The OSHC Child Protection Policy and practices are identical to the College's Child Protection Policy and practices. In summary, the OSHC ensures that any incidents of suspected child abuse will be reported as outlined in the Education and Care Services National Law Act 2012 and the Department of Education Non-government School Standards. If a registered teacher is the Qualified Educator, or Nominated Supervisor, there is also a requirement for them to report any cases of suspected sexual abuse to the Department of Child Protection under Mandatory Reporting Laws.

The overriding principle of the OSHC's Child Protection policy is the safeguarding of all children and families from child abuse. HillSide proactively trains staff and implements practices and policy that provide the highest levels of care for children.

## College Board

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HillSide Christian College is governed by a Board, as delegated by the Association under terms of the College's Constitution. Mr Devon Wynne is the current Board Chairman. The Board establishes the strategic directions of the College, and approves policy. It provides the governance arrangements for the College. The Board can be contacted regarding governance matters at [board@hillside.wa.edu.au](mailto:board@hillside.wa.edu.au).

## Communication

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When a child is enrolled into the OSHC, the parent will receive an email with login details for the Xplor software. Xplor allows parents to manage their child's sessions and communicate with the OSHC. There is an [Xplor App](#) and [Xplor Portal](#). There is fee information, session availability, bookings, and general family information for parents' convenience.

Xplor may be accessed in two ways.

**Firstly**, through a web-based portal. Upon receiving login credentials including a username and password, a parent may log into Xplor at the following web address:  
<https://web.myxplor.com>

**Secondly**, there is the [Xplor Care App](#). This provides an App. which can be used to manage a child's enrolment. Parents can download the Xplor Care on both Android and Apple. Simply search for "Xplor Care" in the relevant App. store and then install the App.

## Complaints Resolution

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From time to time, parents/carers may have a complaint about something that has happened at the OSHC. In order to resolve the complaint and to facilitate a positive outcome for all those involved, the following steps should

be followed, beginning at the lowest level of resolution. The following process can be found on the College's website along with contact details:

**Step One:** Speak to the individual staff member concerned (the problem may be a simple misunderstanding).

**Step Two:** Speak to the Nominated Supervisor (depending on the nature of the complaint, you may be asked to put your complaint in writing).

**Step Three:** Speak or write to the Principal for more serious complaints or to resolve a disagreement or issue.

**Step Four:** Write to the Board Chairman (Board members may discuss the issue with College personnel and/or the complainant to bring about a resolution, or the matter may come before a Board meeting).

Furthermore, complaint resolution meetings may be a useful mediation strategy employed to address a matter at any point in the management process.

In general, resolving complaints at the lowest level possible is the most desirable outcome, and it is expected that all participants in complaint resolution enter into the process in good faith and with the benefit of the student(s), the OSHC and the College, as a priority. It is important that parents understand their obligations under the Parent Declaration signed at enrolment, as this forms the philosophical and contractual basis on which relationships between the College and parents occurs. The overriding principle is procedural fairness, and a resolution to the issue.

## Contact Times

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The Centre Supervisor and educators can be contacted directly on the OSHC phone 6143 1945 between the OSHC's hours of operation. Please refer to the contact details at the front of this handbook. If contact is needed outside operational hours, please leave a message on the College phone 9453 2644 or use the Xplor App. or portal to communicate the situation. The OSHC supervisor will respond to your enquiry as soon as practical. Alternatively, you can choose to email your query to the OSHC's supervisor at [oshc@hillside.wa.edu.au](mailto:oshc@hillside.wa.edu.au)

The College's office can also be contacted if the OSHC is not operational. The office will be able to assist with general enquiries, or in urgent situations. The College can be contacted from Monday to Friday between the hours of 8 a.m. and 4 p.m. on 9453 2644 during school terms, as advertised on the College's Term Planner. Any messages left will be passed on to the relevant OSHC staff at the soonest possible convenience

## Emergency & Evacuation

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Students are advised about evacuation procedure by maps, and instructions that are displayed at the exit of each room in the College.

Evacuation and emergency practices at the OSHC are held once per quarter, and are signalled by a lengthy sounding of the bell/whistle, and a broadcast being given over the phone system. When a threat is made to a College building, students or OSHC, all children are required to assemble under the supervision of their current teacher in an area on the *College oval (Muster Point)*. In the case of fire, the central Muster Point for all students and staff will be the undercover area (*Primary section*). Attendance registers are taken by staff to ensure that all students are present.

## Excursions & Incursions

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The OSHC undertakes excursions or incursions. Should any be undertaken, these will be communicated on a case-by-case basis and involve parental permission. Vacation Care is likely to undertake excursions or incursions, and these will be itemised and communicated. The OSHC excursion policy shall be identical to the College's *Excursions Policy*.

## Healthy Food

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The OSHC provides a breakfast for those enrolled in the Before School session. This typically involves toast, cereal, fruit and refreshments. The After School Session provides an afternoon snack such as Muesli Bar, fruit or biscuits.

Parents are encouraged to supply healthy and nutritious food for their children if provided. Staying away from supplying children with confectionery, pastries, savoury snacks like chips, cakes, and high sugar content fillings, are ways in which parents can reinforce a strong nutritional message. Parents are asked not to supply too much food to children, as it is often time consuming and a waste.



## Homework

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Homework is expected from all students to different extents. The OSHC staff will assist and programme for homework assistance for students attending the service. While staff will assist, please be aware that the OSHC is not responsible for homework completion, or monitoring the process. This is a student and parent responsibility, which the OSHC will support in context, and when resources are available.



## Inclusion (feeling welcome)

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The curriculum *My Time, Our Place* articulates the importance of inclusion.

Inclusion includes: “taking into account all children’s social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances and geographic location) in program decision-making processes. The intent is to ensure that all children’s experiences are recognised and valued. The intent is also to ensure that all children have equitable access to resources and participation, and opportunities to demonstrate their learning and to value difference”.

HillSide believes that all children are made in the image of God and should be valued individually and corporately, this bears out in our practices and policies. We endeavour to make “space” for all children in our programmes.

## Lock Down

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If a situation emerges that is uncertain or dangerous for students, *Lock Down* will be implemented where students are locked in the centre until the situation is deemed to be safe. Information alerting staff members to this requirement will be given over the telephone broadcast facility.

*Lock Down* practices at the OSHC are held quarterly. The OSHC *Lock Down, Critical Incidents and Evacuation Policies* shall be identical to the College’s policies.

## Medical Issues

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If a student has an ongoing illness or medical condition, parents are responsible for informing the College through the completion of a *Medical Form* (available from the OSHC, or through Xplor.) if there is any medication required. A medical practitioner can indicate the nature of the illness and treatment that is required. Any changes to that information is the responsibility of the parents.

If a student has a short-term illness, the OSHC must be informed, and a staff member will administer the medication that may be required. Parents need to put this in writing to the Nominated Supervisor.

If a student has a condition that requires a management plan because the illness can be of a serious or chronic nature, then parents, and the OSHC, will work together to develop the plan and it will be displayed in the staff room with copies given to personnel as required. Students are not allowed to self-administer medication unless the circumstances are approved by the Nominated Supervisor.

Medication will be kept in a locked store cupboard in the OSHC.

Students who are sick are sent home.

When parents and emergency contacts cannot be contacted, the OSHC Nominated Supervisor, or their delegate, may take the child to a doctor or hospital.

## Parent Inquiries

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Parents/carers are welcome to make inquiries of the OSHC at any time in order to clarify or communicate with staff. An appointment should be made so that staff members can be available to see you.

Please call (08) 6143 1945 or the College office during office hours (08) 9453 2644.

## Personal Presentation

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OSHC students need to wear the HillSide Christian College uniform and associated dress requirements as summarised below:

**Length of boys' hair:** the College expects male students to have well maintained, short haircut (short back and sides). Tails, hair past the collar, Mohawks, "rat's tail", colours (including streaks) are not allowed. No writing or markings made into hair. No shorter than No. 2. cut. Boys need to be clean shaven (if facial hair is present).

**Girls' hair:** long hair must be tied back with "scrunchies", or plain hair ties, that are school colours i.e.: gold or navy blue. No "prickle" cuts, or unusual stylings are permitted.

**Jewellery:** This is not allowed apart from one earring in each ear for girls (sleepers or studs – not large hoops) and a chain with a cross for boys and girls (worn at their own risk). Earrings in boys are not allowed, and no other piercings are permitted in boys or girls other than what has been described above.

If you have any concerns over aspects of your child's presentation, please contact the College **before** you do anything that will affect your child's appearance at school.

## Policies

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Each family and staff member has access to all OSHC and College policy documents. Parents are also obliged to observe all OSHC and College policies as part of their enrolment pledge. Specific policies are available to parents upon request, and parent policy editions are made available during the year. Key policies will also be published on Xplor.

## Signing In & Out

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Staff will record all attendances on the OSHC's iPad via Xplore.

## Sun Protection

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HillSide is a sun smart school. This includes the OSHC. There is a strict "No Hat, No Play" policy. Suncream is also self-applied by students under the OSHC staff's supervision. It is important that all students and families are aware that this type of behavioural training, where the highest level of sun care is practised, is necessary. Suncream is provided by the OSHC, but parents can also pack their own suncream, particularly for older students.



## Updating Enrolment

At the end of first semester, students and families may be requested to have their enrolment details updated to ensure that current addresses, telephone numbers, contact people, medical details, and other information is correct for our files. This can also be done via the Xplor App. and/or Portal, or by contacting the College office 9453 2644 or by email to: [admin@hillside.wa.edu.au](mailto:admin@hillside.wa.edu.au).



## Valuables at OSHC

Mobile Phones and other technological devices are not allowed to be used during the day at school or at the OSHC. These must be handed into the OSHC Coordinator at the start of a session (for primary students), and collected at the end of the sessions. Misuse of mobile phones or devices will be dealt with as a disciplinary issue.

## Student Care

The OSHC centre employs the HillSide Christian College's *Student Care* policy. This is represented below, represents the main strategies for behaviour management and pastoral care. Student care operates in a reactive (after the event), and proactive way (preventive strategies). The aims of our care of students are to:

1. Minimise student misbehaviour, especially bullying, by acting against specific incidents (reactively) and addressing the causes of the misbehaviour (proactively);
2. Create a culture of respect and care for one another where young people know what is appropriate behaviour;
3. Develop the leadership skills of students;
4. Honour God by obeying His Word and ethics.

Students react to discipline in different ways. The College wants resolutions to issues, so that negative behaviour is reduced. Therefore, discipline is practised on a case-by-case basis within the context of the Biblical model – *acknowledgement of error, showing repentance, seeking forgiveness, making restitution, and moving on with greater self-discipline and improved Christian character*. The College's *Behaviour Management Policy* is available to parents directly from the College office or online. The OSHC *Behaviour Management Policy* is the College's Behaviour Management Policy (Primary).

## Reactive Student Care

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Students behave according to College and OSHC rules that are clearly described at the beginning of the year, and are displayed in each room and other places. OSHC rules are based on common sense, and centre around respect for self and others.

The Qualified OSHC Educator/s administers the rules according to a common-sense approach and based on an understanding of each student's needs and background. Students, who breach class rules, are given a number of opportunities to remedy the situation, and resume normal interaction within the class. The Nominated supervisor may issue a behaviour notification to parents/students, if rules have been transgressed, or if inappropriate behaviour is exhibited.

Students who continue to breach the rules may be referred to the Nominated Supervisor, and are counselled and may receive behaviour slips (in diary/email). If misbehaviour continues, further notification slips are issued that relate to more severe sanctions against the misbehaviour.

The accumulation of slips results in students receiving consequences, such as with periods of detention, and parents becoming more involved. The recording of the slips assists the educators to look for patterns of misbehaviour and to develop programmes to encourage the student to improve behaviour. OSHC suspension will be the result of ongoing misbehaviour. A second period may result in the student's OSHC enrolment being terminated. This is necessary in order to maintain the good order of the OSHC.

The Nominated Supervisor typically manages the student discipline process in primary section. Mr Lamont (Principal) will be involved at suspension level.

## Proactive Student Care

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The College attempts to develop the character of each student according to Biblical principles, so that misbehaviour is minimised and students want to support one another and the College.

Individual educators have their own reward processes such as Treasure Chests, stickers, prizes, and other incentives like end of term treats.

The OSHC works hard to foster strong relationships with students so that informal and formal counselling and mentorship can take place and a professional friendship is fostered.

The College Chaplains supports individual students to resolve their problems on a one-on-one or small group basis. Parents are welcome to request the intervention of the Chaplain. Chaplaincy is a confidential service, unless it is deemed by the family to be desirable, or required by law.

## College Priorities 2022-2027

The College Strategic Plan 2022-2027 is available on the College website. This plan is the definitive Board document, which articulates HillSide's Vision, Mission and Strategic Priorities. The College undertakes to direct its core emphases to four key areas. These are:

- **Community:** a community built on Christ's teachings and love;
- **Future:** a sustainable future;
- **Excellence:** an excellent teaching and learning programme;
- **Balance:** healthy and well-balanced individuals.

The OSHC is in line with the overall Vision and Mission of HillSide Christian College.

## Common Illnesses

In a close community like a College, communicable diseases will occur. Parents/carers are advised that children who are sick should stay at home and not return until they have recovered. We do not want to see the illness spread within the HillSide community.

The following notes describe some communicable diseases that may occur and the necessary responses:

- **COVID-19:** this is addressed by government plans as per the Pandemic Response policy.
- **Chicken Pox:** A common, acute, viral infection. Symptoms include fever, fatigue and a widespread rash with small blisters that rupture to form crusts. Children should be excluded from College for at least a week after the rash forms. Immunisation is available for children over twelve months of age.
- **Conjunctivitis:** A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and a discharge. Children should be excluded from College until the discharge from eyes has stopped or until three (3) days after the beginning of antibiotic treatment.
- **Diarrhoea:** A range of common infections of the intestines. Symptoms include fever, vomiting, diarrhoea and stomach pains. Exclude from College until well and after the diarrhoea has ceased.
- **Hand, foot and mouth disease:** A common, acute, viral infection. Symptoms include fever, blisters in the mouth and on hands and feet. This illness is no relation to the animal foot and mouth disease. Exclude until the blisters have formed crusts.

- **Head lice:** A common parasitic infestation of the scalp. Symptoms include the presence of nits (eggs) and scratching. Exclude until treatment has commenced.
- **Impetigo (School Sores):** A common, acute bacterial infection of the skin. Symptoms include itchy scabs. Exclude until one day after treatment commences. Lesions on the skin should be covered with a water-proof dressing.
- **Measles:** A highly infectious, uncommon, acute viral infection. Symptoms include lethargy, cough, sore and swollen eyes and nasal passages, fever, and rash. Exclude until well and for at least four (4) days after the onset of the rash.
- **Ringworm:** A common fungal infection of the skin that usually affects the scalp, skin, fingers, toes, feet. Exclude until the day after treatment has commenced.

Parents of children who are taking medication are required to complete an advice form (Xplor) with the details of the condition, the medication, nature of administration, and possible side effects. The information forms are available from the College office.



## Conclusion

This booklet is not an exhaustive introduction to HillSide Christian College's OSHC, and you may have further questions about the OSHC and its operations.

It is important that there be regular communication between parents, and the OSHC. You are invited to contact the OSHC. Appointments are available by phoning (08) 6143 1945 (OSHC hours) or 9453 2644 (College hours).

Please keep us up-to-date about changes to your child's enrolment details via Xplor, with details such as contact numbers, medical conditions, and emergency contact people. Similarly, please inform us of any changes in your child's living circumstances in case these changes affect your child's behaviour and well-being.

The OSHC wants to bring out the best in your child, and to do this within a Christian context. We also want to work in partnership with each family to deliver a quality Christian education. Most of all, we want your child to have a bright future, and know the love of Jesus in their life.

Regards,



Mr. Stephen Lamont  
Principal  
B.A., M.Ed.  
March 2022





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