

Dear Families,

We would like to welcome you to the Torrensville Primary School OSHC Community. Here is some information to get you started. At TPS OSHC we provide a safe, caring and supportive environment for your child to experience positive learning opportunities. We offer before and after school care (BSC and ASC) and a vacation care (VAC) program is offered during school holidays. The information shared in this introduction letter is specific to preschool aged children. For more information please check out the FAMILY HANDBOOK on the Torrensville PS OSHC website.

Our OSHC building boasts a wonderful Red Chested Robin mural (by Vans the Omega) and is located on Hayward Ave, Torrensville. Our office is in the OSHC building but we utilise different spaces in the school (including gym, playground/oval, Stem Room) during OSHC sessions. Please use the QR code check-in when entering the school grounds and please be aware of Education Department Covid restrictions when entering the school site. If you wish to speak with the Directors or Educators, please call the OSHC on 8354 0837.

Please visit the **Torrensville Primary School Website** <https://torrensvps.sa.edu.au/oshc/> for all TPS OSHC related info, including:

- Torrensville OSHC Fully Booked Family Portal Link
- Fully Booked Family Portal Instructions (enrolment and bookings)
- OSHC Family Handbook
- Vacation Care Program -available from in Week 7, each term and week 6 in term 4.

ENROL YOUR CHILD

The Family Portal is your family's link to the Torrensville OSHC enrolment and booking website.

The Family Portal can be accessed on: computer, tablet or smart phone (add web page to your phone home screen for easy access). <https://torrensvillepsoshc.fullybookedccms.com.au/family/login>

- Register for the Portal
- Enter family details
- Make bookings and cancellations
- Pay OSHC accounts through Ezydebit Direct Debit system (weekly only)
- View your financial statements online

DOES YOUR CHILD HAVE A MEDICAL CONDITION or DISABILITY?

A Medical Management Plan must be completed before bookings can be made. This can be a time consuming process. Please contact the OSHC for more details if your child has a medical condition or disability.

BOOKINGS

Login to your Fully Booked account and manage your child's bookings and update any details when necessary. Please read the Family Handbook to become familiar with booking details. Be aware, there is a cap on the amount of preschool children booked per session to provide a safe environment for younger children's developmental needs and higher Educator to child ratios for this age group.

PUPIL FREE DAYS

Torrensville Primary School has a Pupil free day every term. The OSHC operates a Pupil Free Day session and After School Care is not available for Preschool children on these days. Pupil Free Day dates change every year.

JOIN the TORRENSVILLE OSHC NOTICE BOARD FACEBOOK GROUP

<https://www.facebook.com/groups/307951144022685/>

General information relevant to OSHC is shared with families here including Pupil Free day dates and general admin updates and reminders. This is a great way for families to keep up to date with important OSHC information so we encourage all families to join. This is an admin group for OSHC account holders. Children's information and images are not shared in this group.

KEEPING CHILDREN SAFE

Every child has different needs and abilities and Preschool-age children may need more support than school-age children. TPS OSHC plan activities and staff ratios that cater for preschool children. Our school fencing is low (as opposed to high, lockable fences in a preschool setting) so our preschool numbers in capped to provide adequate supervision to keep young children safe in OSHC. Please be aware that some children may need a couple of terms of preschool to build their confidence before attending OSHC.

TOILETING

OSHC Educators are not permitted to enter children's bathrooms. If children soil themselves, they must have a change of clothes provided in their bag and be capable of changing themselves without Educator assistance. If a child does not have a change of clothes or is not able to change themselves, families will be contacted to collect their child.

CONTACT

To speak to one of our friendly staff feel free to call the OSHC phone or leave a message and we will return your call. The OSHC mobile phone is turned off and only used on excursions and emergencies. OSHC and Fully Booked may send emails from time to time, please check your inbox or spam folder.

Torrensville Primary School OSHC Ph: (08) 8354 0837

Torrensville Primary School OSHC Emergency Mobile: 0439 603 809 (Excursions Only)

We look forward to meeting your family soon!

Kind regards,

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