



SHADFORTH OSHC

Welcome to an exciting time for your child as they commence at Mosman Public School for 2025.

We have provided this informational pamphlet including a Q&A to assist you during this exciting time as you start preparing for school.

We are excited to be part of the Mosman Public School community and look forward to meeting each of you.



Enrolment Phone Number: 9677 7736



oshc@shadforthcottage.com.au



ABOUT US

Shadforth Outside School Hours Care is part of the Shadforth Cottage Long Day Care and Preschool which has been operating in Mosman since 1982.

Shadforth has been owned and operated by two Mosman-based families; Archbolds 1986-1999 with the current Botros family taking over in 1999 (21 years ago) and continue to be involved in the service on a day to day basis.

As a local high-quality service provider, Shadforth prides itself on the quality of the dedicated and passionate educators and leaders who care for the children at our services.

Shadforth OSHC provides the following services at Mosman Public School:

- Shadforth Before School Care from 7:00 am to 9 am Monday to Friday (excluding public holidays) based at the school hall
- Shadforth After School Hours Care from 3:10 pm to 6 pm Monday to Friday (excluding public holidays) based at the school hall
- Shadforth Vacation Care (School Holidays and Pupil Free days) from 7:00am to 6pm Monday to Friday (excluding Public Holidays) based at the school hall





OPERATING HOURS

Operating hours during school term: (Excluding Public Holidays)

- Before School Care (BSC): 7.00am to 9am
- After School Care (ASC): 3:10pm to 6pm

Operating hours during school holidays: (Excluding Public Holidays)

- Vacation Care and Pupil Free Days (VAC):
7:00am to 6pm

** There is a charge if children are collected after operating hours. If you are running late please contact staff as soon as possible.**

2025 FEES PER DAY

Your out of pocket expense is dependent on your percentage rebate from the Federal Government's Child Care Subsidy.

We charge on a per session basis not an hourly basis.

Before School Care

- Permanent Bookings: \$27.00
- Casual Bookings: \$35.00

After School Care:

- Permanent Bookings \$41.00
- Casual Bookings \$49.00

Vacation Care and Pupil Free Days

- Inhouse: \$87.00
- Incursions/Excursions: \$115.00



FAQs

How do I enrol?

- You are now able to enrol online from the convenience of your own home via the My Family Lounge link on the Shadforth Cottage main website www.shadforthcottage.com.au. Please ensure you complete this on a PC for optimum compatibility with the enrolment form. Just click the register button and follow the prompts. Please be aware that enrolments will be accepted on a first in basis with priority to currently enrolled families (i.e. siblings).

Where should I drop off/ pick up my children?

Before School Care(BSC)

- Shadforth Cottage BSC will operate from the school hall from 7.00am-9am.
- Parents will need to drop off their children and sign them in upon arrival.

After School Care(ASC)

- The children will meet the Shadforth staff at the entrance of the school hall at Mosman Public where the roll will be called, and children are signed into the service.
- Kindy children will be collected from their classroom line up after school and taken to the school hall. You will be able to pick your child up from the school hall at any time during the after-school care operating hours (3:10 pm to 6:00 pm). Parents or registered contacts will be required to sign their children out at the time of pick up.

Vacation Care and Pupil Free Days

- Children will need to be dropped off at the school hall and signed in by parents. Children can be picked up at anytime during VAC operating hours from the school hall. Parents or registered contacts will be required to sign their children out at the time of pick up.

FAQs

Will you walk my children to their classroom?

- Kindergarten children will be signed out and taken to their play area with a staff member at 8.30 am.
- Children in Years 1-6 will be signed out at 8.30 am and released from the hall to walk to their play area.
- All children do have the option to stay until 8.50 am or go out and play with friends.

What meal options are offered at Shadforth OSHC?

Before School Care

- We have a nutritionally balanced breakfast available from 7.00am-8am for children who attend BSC. We provide a variety of breakfast options including cereal, savoury muffins, pancakes, toast and spreads.

After School Care

- We offer a nutritionally balanced afternoon tea and late snack during the school term. Shadforth is a nut free environment and children with any allergies or food requirements need to be documented and provided to the service. A late snack is offered for no additional charge after 5:00pm for children still attending the service.

Vacation Care

- We provide children with breakfast, afternoon tea and late snack each day.
- Morning tea and lunch need to be provided by parents.

FAQs

What activities will be available for children during OSHC?

- Each day children are provided with the opportunity to participate in a range of programmed activities which are based on their current interests.
- They also have the option of inside play including books, building blocks and craft materials which are available every day for children to interact with.
- Outside sports equipment and use of the school's playgrounds will be available every afternoon.
- We provide a large variety of activities that are age appropriate to ensure the children are continuously stimulated and active.

How much notice do I need to provide to change or cancel bookings? Will I be charged if my child is absent and I have given no prior notice?

- Two weeks notice is required to change bookings. Unless you have given two weeks' notice, charges will go through as educators are rostered against bookings and payment will still be required.
- If your child is going to be absent, our Coordinator must be notified in writing via email; absentee days can also be marked through the My Family Lounge Application. If educators are not notified there will be a small non-advisement fee.

FAQs

Do you offer Long Day Care and Preschool if my child has younger siblings?

In addition to the OSHC service at Mosman Public School Shadforth offers the following services:

- *Long Day Care* for 0-5 years from 7am to 6pm, 51 weeks per annum from 87-89 Shadforth St, Mosman
- *Preschool* for 3-5 years from 7:30am to 6pm, 51 weeks per annum from 129 Avenue Road, Mosman. The preschool also offers a 9am to 3pm option that follows the public-school term calendar.

Can my child do their homework during after school care?

- We encourage, support and assist children to do their homework during after school care. If you would like to sign your child up for our Homework Club, please let an educator at the service know. We encourage the children to spend 20 minutes after Afternoon tea to sit in a group with an educator and complete their daily tasks.

Why am I asked for ID whilst picking up my child?

- If staff are not able to identify who you are upon arrival, they will check your ID and cross check it with enrolment information and prescribed contacts to ensure authorisation for collection. This is the same for any other carers, guardians, family/friends who collect children. If you are unable to pick your child up, you will need to give authority for someone else to collect them from the centre through My Family Lounge in advance to avoid delays during pick up.
- If you haven't given authority for your child to be collected on My Family Lounge, then the staff at OSHC will not allow the child to leave the centre until formal authority has been provided by the parent/guardian.

FAQs

My child has a medical condition. What do I need to provide?

- If your child has asthma, anaphylaxis or other medical needs, you need to speak with the Coordinator of the program. Medical forms including action plans must be signed and provided by a medical practitioner and submitted during the enrolment process. All educators are informed and aware of medical needs.
- Supplying medication, epi pens, inhalers and relievers must be in original packaging with your child's name and administration details. Parents are responsible for keeping medication up to date and within expiration periods. Parents will be required to fill in documentation to authorise the administration of medication by Shadforth staff during care.

My child has additional needs. What do I need to provide?

- A diagnosis report from a qualified medical professional is required during the enrolment process as well as speaking with the Supervisor of the service to discuss action plans.
- Staff are informed and aware of learning needs and activities are catered to meet the needs of all children and subject to medical guidance.

ENROLMENTS OPEN FOR 2025

CONTACT US

Service and Staff - during operating hours

- Phone: 0455 330 550
- Email: oshc@shadforthcottage.com.au.

Administration and Enrolments

- Phone: 9677 7736
- Email: ncooper@childrenservices.onmicrosoft.com

Website: www.shadforthcottage.com.au

