

Uniting

Early
Learning



St Joseph's Uniting OSHC-
Chiltern

Contents

Welcome.....	3
Service Philosophy.....	4
Curriculum.....	5
Key contacts.....	6
Program hours.....	6
Location.....	6
Pick up procedure.....	7
Staff.....	7
Orientation and transition information.....	8
St Josephs OSHC Rhythm.....	8
Service closure dates.....	9

Welcome

We would like to say a big Welcome to St Joseph's outside school hours care!

Our after-school care program provides learning and leisure activities for local children, taking the pressure off busy families who need additional school-based care. We are committed to fostering a nurturing environment that promotes wellbeing, creativity and confidence. Our service exists to support families by providing reliable, high-quality care, aiming to create a space where every child feels valued, included and respected.

Located at St Joseph's Primary School in Chiltern, our service gives your child a chance to engage in a wide range experiences, including arts and crafts, outdoor play, free independent play, group games and so much more. The mix-aged environment creates a diverse and inclusive space where children can learn from one another, build friendships, develop social and emotional skills and grow in their confidence.

The National Quality Framework guides our approach to school aged care. We draw on the *My Time, Our Place* (MTOP) framework to support the development of school-aged children, and the *Early Years Learning Framework for Australia, Belonging, Being and Becoming*, for kindergarten aged children. The frameworks are implemented with the National Quality Standard for Early Childhood education and care and School Aged Care, ensuring a consistent, high-quality approach across our service.

If you have any queries or concerns, please contact on 1800 183 103 or by email earlylearning@unitingvictas.org.au come in and visit the program at the school: 142 North Road, Chiltern, 3683

We are excited to welcome you into our community with an open-door policy for children, families and educators alike to build transparent and strong bonds between the service and everyone who is involved. Creating a meaningful and adaptable program where children can lead the way for their own learning and leisure with us and encouraging families, as well as the school community participation to become a vibrant, safe and enjoyable environment.

We are so excited to welcome you and your family into our community. We look forward to building strong, positive relationships and working in partnership with you to provide a safe, enjoyable and enriching experience for every child in our care.

Uniting OSHC – St Joseph’s Primary School Chiltern

Service Philosophy

At Uniting OSHC we offer a comprehensive program that fosters a community-centered approach and encourages authentic and meaningful experiences that are inclusive for all. We take pride in where we live, learn & play; We believe every person is unique, valued and cared for. We nurture self-development, growth and identity.

OUR PURPOSE:

Our purpose is to provide a safe, inclusive and engaging environment where children feel a strong sense of belonging. We aim to support each child’s wellbeing, development and individuality through meaningful experiences that extend beyond the school day.

OUR VALUES:

Respect:

- We value each child as an individual and treat everyone with kindness, fairness and understanding. We promote positive relationships and encourage children to not only respect others but respect themselves and the environment too.

Inclusion:

- We create a welcoming environment where all children feel a sense of belonging. We celebrate diversity and ensure that every child has equal opportunity to participate and be heard.

Safety:

- We prioritise the wellbeing and safety of every child in our care. We maintain safe environments, follow guidelines and frameworks and support children to feel secure, protected and confident.

Growth:

- We support children to build confidence, independence and resilience. Through play and exploration, we encourage learning, curiosity and development.

OUR COMMITMENT:

We are committed to delivering high-quality care that supports children's social, emotional and physical development. Through respectful relationships, inclusive practices, and ongoing reflections, we strive to create a program that responds to the needs of children, families and the wider community.

OSHC 2025 Curriculum

The National Quality Framework guides us for School Age Care - My Time Our Place for our school-age children and The Early Years Learning Framework for Australia, Belonging, Being & Becoming for our kindergarten children, in conjunction with the National Quality Standard for Early Childhood Education - School Age Care. Which can be found on ACECQA website www.acecqa.gov.au

This framework helps us to design a program for your children that will help supports their learning and growth whilst allowing them to enjoy the surrounding environment.

This includes.

- Developing a strong sense of identity and wellbeing
- Connecting and contributing to their community
- Learning to be a confident and active learner
- Encouraging effective communication. We help lay the foundations for future learning through environments rich in literacy, numeracy and creative experiences.

Key contacts

Centre name: Uniting OSHC St Joseph's - Chiltern

Service Leader: Jessica McQuade

Phone: 0429 007 094

Email: jess.mcquade@vt.uniting.org

Director of OSHC Northern Victoria:

Kirra Thorne

Phone: 0403 174 992

Email: kirra.thorne@vt.uniting.org

Director of OSHC Southern Victoria:

Barb Hall-Duggan

Phone: 0437897192

Email: barb.hallduggan@vt.uniting.org

Uniting Head Office Contacts

Address: 130 Lonsdale St, Melbourne VIC 3000

Phone: 1800 183 103

Email: earlylearning@unitingvictas.org.au

Program Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
ASC					
Open		3:30pm	3:30pm	3:30pm	
Hours		6:00pm	6:00pm	6:00pm	

Vacation Care:

	Monday	Tuesday	Wednesday	Thursday	Friday
VAC					
Open		8:00am	8:00am	8:00am	
Hours		5:00pm	5:00pm	5:00pm	

Location

St Joseph's Primary School, Chiltern.
(142 North Road, Chiltern)

We are located in the portable at the back of the school behind the main office/classrooms building.

Pick up Procedure

- Park in the parking lot and enter the school through the gate at the rear of the lot
- Our room is located directly inside the gate next to the shed. Look for the signage.
- Please sign out your child on the iPad located by the entry door to our room. Alternatively, you can speak to staff to use the service phone.

Our Team

Service Leader: Jessica McQuade



Introduction of service leader:

Hi! My name is Jessica McQuade, and I am the service leader here at Chiltern OSHC uniting. I have been working in the Outside of School Hours sector for a year now and am working towards my Bachelor of Primary Education!

I am committed to creating a space that welcomes and accepts every child for who they are. My goal is to foster a centre that is kind, nurturing, and full of fun.

I value children's ideas and voices, and I am passionate about helping them achieve their goals. I strive to support each child's individuality while encouraging growth, confidence, and a love for learning!

Orientation and Transition Information

Transition:

We encourage families to bring their new foundation children to the centre if possible, for a few orientation sessions, here the parents can help settle their children into the new environment and allows the service to learn how best to support your child.

Additionally, all students are collected for after school care at our OSHC meeting spot, located at the tables near the foundation classrooms. An educator will be waiting after the school day finishes and will then walk all students up to the OSHC building. This ensures that all students feel supported through the school-to-after school care transition.

Orientation:

A meet and greet is offered for all families of new children enrolling in our service, this session will let your child learn the space and educators.

We highly encourage speaking with our educators about any activities or comforting strategies available to help your child adapt to the new setting. Often there is no issue, but on the occasions where children struggle to settle in it helps us to support their needs and help them to feel safe and welcome.

OSHC Rhythm

After School

3:30 – school ends and children meet Educator at pick up point

3:35 – Children are walked back to room, hang up bags and sit on the floor

3:40 – Daily chat with service leader, here we go over activities for the day and any other important things for the children to know

3:45 – Afternoon tea

4:00 – Indoor activities begin

4:30 – Children go outside for outdoor activities (weather permitting)

5:15 – Children come back inside for indoor activities

6:00 – Centre Closed

Service Closure Dates 2026

Pupil Free Days-

- Friday 5 June
- Thursday 30 July
- Wednesday 5 August
- Monday 2 November
- Tuesday 15 December (End of Year)

Public holidays

- Wednesday 1 January - New Year's Day
- Monday 27 January - Australia Day
- Monday 10 March - Labour Day
- Friday 18 April - Good Friday
- Saturday 19 April - Saturday before Easter Sunday
- Sunday 20 April - Easter Sunday
- Monday 21 April - Easter Monday
- Friday 25 April - Anzac Day
- Monday 9 June - King's Birthday
- Subject to AFL schedule (date TBC) - Friday before AFL Grand Final
- Tuesday 4 November - Melbourne Cup
- Thursday 25 December - Christmas Day
- Friday 26 December - Boxing Day