

Kingsbury Primary School

Outside School Hours Care Program



Supported and managed by Kingsbury School Council

Program Office Hours:

Before Care: 7:00 am - 9:00 am

After Care: 2.30 pm - 6.00 pm

Vacation Care: 7.45 am - 6.00 pm

Coordinator: Brayden Van Der Pol

Program Telephone: 9462 2354

Welcome to Kingsbury Primary School's Before & After School Care Program.

Established 1990

Program Philosophy:

- Kingsbury OSHC aims to provide a quality primary school-aged childcare service that is supportive and flexible of parents' needs, while offering children a safe, creative, and stimulating environment to develop and play in.

Staff:

- Staff are friendly and fun! All staff have a current Working With Children's Check, Level 2 First Aid, Anaphylaxis and Asthma Management Training, and appropriate food handling qualifications.

Activities:

- We offer a wide range of activities each afternoon, including: Art & Craft, Cooking, Indoor group games, outdoor sport, and video games. Children help select the activities for each afternoon and have the choice of participating in those activities they like.

Food:

- The Before School Care program provides a large breakfast every morning that is changed every week. This includes toast, juice, cereals, eggs, toasted cheese sandwiches, waffles and pancakes.
- The After School Care program offers a large selection of nutritious and healthy snacks every afternoon. The menu is changed every week, and can include scones, noodles, soups, pastas, garlic bread, and much more!

Special dietary needs are catered for.

- You **MUST** inform staff of any food allergies or dietary requirements for your child.

Enrolment:

- An enrolment form must be returned to the program before any child attends. Forms can be collected at the Kingsbury OSHC program, Kingsbury Primary School office, and the Our Lady of The Way School office.
- Any change of circumstance **MUST** be communicated to the program coordinator as soon as possible.
- Ask our staff about the government Child Care Benefit and Child Care Rebate subsidy that might be available to your family.

Last Day of Term Bookings:

- The hours of operation for the After School Care program will be extended to coincide with any possible early dismissal times at the end of each term.

Curriculum Days:

- Childcare is also available on pupil free/curriculum days for all children. The hours of operation are from 7.00 am – 6.00 pm.
- Appropriate numbers must be achieved if the program is to operate on a curriculum day. If enough children attend, an excursion may take place.

NOTE - 24 hours cancellation notice is required for curriculum/pupil free days.

PROGRAM FEES

Before Care	\$9.00 per child, per morning.
After Care	\$12.00 per child, per afternoon.
Curriculum Day	\$40.00 per child, per day + any extra cost for excursion.
Holiday Program	\$40.00 per child, per day + any extra cost for excursion.

Fee Payments:

- Fees can be paid by cash directly at the OSHC program office or via EFTPOS at the Kingsbury Primary School office.
- Statements of account are circulated via email every week. If your family doesn't have an email, then your statement can be printed.

Signing In/Out:

- Before Care parents/guardians are required to sign in their children on arrival.
- After Care parents/guardians are required to sign out their children on departure.
- Only carers specified on the child's program enrolment form are able to collect child/ren from the program.

NOTE – Late collection of children after 6:00pm will result in a fine of \$1.00 a minute.

Bookings/Cancellations:

- It is the responsibility of parents/guardians to inform staff of their child/rens program attendance, and any cancellations. Staff **MUST** be informed of the absence of any child/ren to ensure their safety at all times.
- If your child is booked in After School Care, they will be charged for their place whether they attend or not **UNLESS** they are cancelled before **2:30pm.**
- If your child is booked into the Holiday Program, they will be charged for their place whether they attend the program or not **UNLESS** their position can be filled by another child.

Bookings:

- It is the responsibility of parents/guardians to inform staff of their child/rens program attendance, and any cancellations. Staff **MUST** be informed of the absence of any child/ren to ensure their safety at all times.

Medicines:

- Medication will **NOT** be administered, unless accompanied by a completed Medication Authority Form, to be signed and dated by parent/guardian.
- Parents of Anaphylactic children **MUST** inform staff before attending the program. An Anaphylaxis Management Plan is to be completed and returned to the program, accompanied by a suitable adrenalin auto-injector (EpiPen), before the child is able to attend the program.
- Parents **MUST** complete an Asthma Management Plan for any child who suffers from asthma. The Management Plan **MUST** be returned to the program accompanied by appropriate medication before the child/ren are permitted to attend the program.

Behaviour:

- OSHC children have the same responsibilities as they do at school. They are required to show consideration and respect for other people and property. The school values of Respect, Teamwork & Cooperation, Learning, Safety and Friendship are expected within the program. Above all, children at OSHC are required to have fun!

Illness:

- If your child becomes ill during the program, the coordinator will contact a parent/guardian to collect them.

Suggestions/Complaints:

- Suggestions are welcome by both children and parents to improve our program. Parents should detail any suggestions in the program's parent communication diary.
- Complaints may be lodged on the appropriate forms at either OSHC or the Kingsbury school office.

Attendance:

- The standard fees will be charged for any child attending the program regardless of the time spent. (3.30- 6.00pm session)