

### Bookings

Bookings can be made via the *My Family Lounge* Casual Calendar, or via the program telephone or email. Whilst families can book sessions on a casual basis, regular users of the program are encouraged to have a permanent on-going booking to ensure they don't miss out and that we can ensure adequate catering and staffing.

### Cancellations

It is the responsibility of parents/guardians to inform staff of their child/children's program attendance, and any cancellations. Staff **MUST** be informed of the absence of any student 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 a Pupil Free or Vacation Care Day, **24 hours** cancellation notice is required.

**Please note: Failure to cancel within the specified time frame will result in the full fee being charged to your account.**

### Signing In and Out

All children must be signed into Before Care and out of After Care by a parent, guardian or authorised person.

**Please note: Late collection of children after 6:00pm will result in a fine of \$1.00 per minute.**

### Medicines

Please contact the Coordinator if your child requires any medication whilst at the program.

- Medication will **NOT** be administered, unless accompanied by a completed Medication Authority Form, to be signed and dated by parent/guardian.
- Parents of children with a medical condition or allergy must inform staff before attending the program. Management plans and appropriate medications must be provided to the service.

### 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!

### Suggestions and 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 Primary School office.

### Attendance

The standard fees will be charged for any child attending the program regardless of the time spent.

# Kingsbury Primary School

## Out of School Hours Care Program



Supported and managed by Kingsbury Primary School Council

### Program Office Hours

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

**After Care:** 2.30pm – 6:00pm

**Vacation Care:** 7:45am – 6:00pm

**Coordinator:** Jill Holmes

**Program telephone:** 9462 2354

**Program email:** asc.kingsbury.ps@edumail.vic.gov.au

## Welcome to the Kingsbury Primary School Out of School Hours 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 Check and have completed or are currently undertaking relevant childcare or teaching studies. A staff member with current First Aid qualifications, Asthma and Anaphylaxis Training and Food Handling qualifications is present at all times.

### Activities

We offer a wide range of activities including arts and crafts, cooking, indoor and outdoor group games, sports and video games. Program planning reflects the children's interests and suggestions. Children are free to choose which activities they would like to participate in.

### Food

The Before School Care program provides breakfast every morning. Options includes toast and cereals as well as a special breakfast twice a week, which can include eggs, toasted cheese sandwiches, French toast and pancakes.

In addition to daily fruit and sandwich platters, the After School Care program offers substantial and nutritious snack every afternoon. The menu varies week to week and can include scones, noodles, soups, pastas and 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 completed and submitted before any child attends. Links to the form can be found on the Kingsbury and Our Lady of the Way Schools' websites.

- Once enrolled, download the **My Family Lounge** app to make bookings and update any changes to circumstances, such as your address or emergency contacts.
- Ask our staff about the government Child Care Subsidy that might be available to your family.
- Children attending Kingsbury OSHC must be a current student at Kingsbury Primary or Our Lady of the Way. Children are eligible to attend from their first day of Foundation until their last day of Grade 6.

### Before School Care

Our Before School Care program runs each weekday from 7:00am – 9:00am. All children must be dropped off by a parent or authorised person and signed in upon arrival. Children have breakfast and participate in activities or relaxation time until 8:45am. At this time, Kingsbury P.S. children are dismissed, and OLW children are walked to school by two OSHC staff. All Foundation children are escorted to their classroom and assisted with unpacking their bags.

### After School Care

Our After School Care program runs each weekday from 3:30pm – 6:00pm. Children in Grades 1 and 2 are reminded before the bell if they are attending, and Foundation children are picked up and escorted to ASC. OLW children are picked up from school and walk to ASC with an OSHC leader. Afternoon tea is served at 4:10pm before activities are run for the remainder of the session.

### Pupil Free Days

Childcare is also available on Pupil Free Days for all children. The hours of operation are 7:00am – 6:00pm. Appropriate numbers must be achieved for a Pupil Free Day program to operate.

### Vacation Care

Our Vacation Care program provides high quality care, social and leisure opportunities and fun experiences during the school holidays. We offer a range of themed days here at school as well as excursions to zoos, museums, swimming pools and more!

Vacation Care runs from 7:45am – 6:00pm during school holiday periods. The program is closed for a short time over the Christmas and New Year period.

### Program Fees

<b>Before Care</b>	\$17.00 per child, per morning
<b>After Care</b>	\$20.00 per child, per afternoon
<b>End of Term After Care</b>	<b>1:00pm–3:30pm only:</b> \$10.00 per child, per afternoon <b>1:00pm-6:00pm:</b> \$30 per child, per afternoon
<b>Pupil Free Day</b>	\$54.00 per child, per day + any extra cost for excursions
<b>Vacation Care</b>	\$54.00 per child, per day + any extra cost for excursions

### Fee Payments

Fees must be paid regularly and kept up to date to ensure your family is able to continue to access the program.

- Statements of account are circulated via email every week. If your family doesn't have an email, then your statement can be printed.
- Fees can be paid in cash directly at the OSHC program office, through EFTPOS at the Kingsbury Primary School office or via bank transfer.
- It is the family's responsibility to read weekly statements and contact the Coordinator with any queries or concerns.