

Kapunda Outside School Hours Care Parent Fact Sheet 2024



Mildred St

Kapunda 5373

Director: Louise Jenner

PH: 85663793/ 0401997763

Welcome to the Kapunda Out of School Hours Care

Welcome to the Kapunda OSHC. This service has been in operation since 2002, and has grown considerably over that time. Please read this information carefully to assist you in settling your child into KOSHC, and to answer any questions you may have. If you require more detailed information or a copy of the program, please do not hesitate to consult with the Director or a staff member. The Centre's Policy Folder is available for you to view at any time, kept on the sign in desk.

Kapunda OSHC service operates a Before School Care, After School Care, Pupil Free Day / School Closure Days & Vacation Care. We are approved by the Education and Early Childhood Services Registration and Standards Board of South Australia to provide education and care to a maximum of 35 children.

Service Statement of Philosophy

Philosophy

We believe that Kapunda Outside of School Hours Care is a valuable and integral part of Kapunda Primary School and the local community. It is a time and place to develop secure, respectful relationships and life skills.

Children and Educators recognise the intrinsic links between home, school, KOSHC and the community by practising the Kapunda Primary school values of:

Effort, Respect, Cooperation and Honesty

Qualified educators work in partnership with children, families and the community to provide ongoing learning experiences in an inclusive environment reflecting the principles, practices and outcomes of the My Time, Our Place framework.

The Advisory Committee

KOSHC has an Advisory Committee, comprising of parents who use the service, management and staff. The advisory committee is held responsible to the governing council and a representative from the governing council sits on the advisory committee. Parental involvement is very important at an advisory level to ensure the service is meeting family needs. All families are eligible to be on the Advisory Committee and are welcome to provide input into the operations of the service at any time. Advisory Committee Meetings are held twice a term. The Committee is responsible for the operations of the service to ensure it meets all legal requirements and is financially viable.

Parent participation

Parents are our biggest support. Their encouragement and any assistance, in whatever way is invaluable. You are encouraged to become involved with the OSHC program and any ideas or suggestions will be greatly appreciated.

You can be involved by discussing your child's temperament, strengths, likes and dislikes and any special interest with the carers. Even though a parent's life is very busy, we would appreciate a few minutes when you bring and collect your child to talk about how he/she is enjoying/participating in the program.

To give the children the best opportunity for positive involvement in our program, OSHC educators and parents work hand-in-hand. We want children to gain the best that is possible from OSHC, so please keep in touch and discuss any problems, concerns and feelings you may have with the educators.

Settling your child into KOSHC

Children all react differently to being away from their parents, and we encourage you to remain with your child for as long as you feel is necessary to ensure your child's wellbeing. We use a variety of strategies to help your child settle into our centre. We recommend that you bring your child for a visit, prior to beginning care at KOSHC. This will help to introduce yourself and your child to the educators and other children and familiarise the child with KOSHC and our routines.

Please feel free to telephone the centre during the time your child is attending for reassurance that your child has settled in. The educators will always tell you honestly how your child is. Be aware that some children settle quickly and others take longer. Our educators will assess your child's emotional needs and discuss this with you. Regular attendance also helps a child to settle and make friends with other children at KOSHC.

KOSHC Daily Session Times

| | |
|---------------------------------|-----------------|
| Before School Care | 6.30AM - 8.30AM |
| After School Care | 3.10PM – 6.00PM |
| Vacation Care | 6.30AM – 6.00PM |
| Pupil Free /School Closure Days | 6.30AM – 6.00PM |
| Early closure days | 2.10PM – 6.00PM |

Enrolment Procedure

Should you wish to enrol your child you will need to know the following enrolment procedures.

Enrolment packs can be obtained from the service. The pack contains an enrolment form which includes information regarding your child's health, custody arrangements and emergency contacts. You will need to name all persons who may deliver or collect your child from KOSHC. It is your responsibility to ensure your nominated people are responsible and available when required.

The details required on the enrolment form are needed by our staff to help them take the best possible care of your child. All information is strictly confidential. If any of the details on the enrolment form change you are asked to advise the Director immediately

The pack also contains copies of the service routines, session times and fees, philosophy, behaviour management procedures, service policies, About Me sheets (children), the "Getting to know your child" document and information about the National Quality Standard and the OSHC framework (My Time Our Place).

Before commencing care a meeting time will be arranged with the Director. This gives all parties the opportunity to begin to get to know each other and to share information to support children's wellbeing. Families will also be able to ask any questions about the service or enrolment process.

Thank you for taking the time to read our Parent Fact Sheet.

Please speak with the Director if you require any further clarification