



kps oosh care

INFORMATION SHEET 2019

Who

The Association operates an Out of School Hours Care Centre on school grounds. It was formed by a group of parents/guardians in 2001 in response to the needs of parents/guardians whose children attend Kensington Public School. The association is not for profit.

Where

The Centre is located In Kensington Public School grounds, across the hall from the staff room. Closest entry is on Doncaster Ave north, closest to Bowral St.

Operating Hours

Before School Care (BSC): 7.15am to 9:00am
After School Care (ASC): 3.00pm to 6.15pm
Vacation Care (VC): 7.15am to 6.15pm

Before and After Care Bookings

Families can contact the centre to receive a document guide on how to enrol at KPS OOSH; these are available from the Centre or School office. This form will give families the information needed to apply. Once you have created your online account you will be able to submit and monitor your enrolment online. If any details of the enrolment change (e.g. extra days, address or phone number) you will be able to change this online. When a position becomes available you will receive an email which directs you on accepting, declining or changing the offer. If you do not action the offer within 7 days, you will be removed from the waitlist. Once you have completed your online enrolment, your login details are valid for the 'My Family Lounge' app. The 'My family lounge' also allow for parents/guardians to submit child's absences through the app.

Vacation Care Bookings

Bookings for Vacation Care are first opened to families who are permanently enrolled in Before and/or After Care. After one week, if all the positions have not been filled, bookings will then open to the rest of the school.

Due to the minimal space and large demand for care a waitlist for Before and After Care will be maintained at all times. The service expects that parents/guardians are understanding and follow protocol. No parent will be given priority over the others of the same circumstances and parents/guardians are advised that the centre does not tolerate parents/guardians becoming abusive, aggressive or applying pressure on staff in order to gain places in care. Where parents/guardians are found to be abusive, aggressive or applying unnecessary pressure for places on staff, care may be denied to that family altogether.

Once you have been contacted by staff offering a booking you must complete an enrolment form for each child. Forms are available from the Centre. Completed forms must be returned to the centre along with payment of the \$40.00 registration fee (includes GST). This fee will cover your family's membership for a year and will not be refunded. This membership fee is only required when you have been advised that a place has become available for your child.

Fees

Permanent bookings:

Before School Care \$11.00 per child
After School Care \$17.50 per child

Casual bookings:

Before School Care \$12.00 per child
After School Care \$19.50 per child

Vacation Care Early Bird \$50 / General Rate \$60

Capacity

The centre presently caters for 100 children, and 50 children per day for Vacation care. Bookings will be taken on a first come basis, however priority is given to existing bookings (for BSC and ASC) who wish to re-enrol for the following year and must follow the priority of access guide outlined below.

Service access

The service is approved and therefore must follow the Australian governments' priority of access guide where access will be given as follows:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test
- Priority 3 – any other child.

Within these main priority categories, priority will also be given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$41,902 for 2015-2016, or who or whose partner are on income support
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents/guardians

Child care subsidy: Parents/guardians who have been assessed and qualify according to the Family Assistance Office (FAO) guidelines may claim Child Care Subsidy which is calculated in your statement every fortnight.

Meals/ Activities: All children are served breakfast during BSC and a nutritious snack during ASC at no extra cost. Please advise staff if your child has special dietary requirements. Parents/guardians are asked to provide food to their child if they are unwilling to eat the food provided or if they require more than a snack portion.

All art and craft materials, games and sports equipment and experiences will be provided by the Service.

Medical conditions: The service endeavours to ensure inclusive practices. It is the parent's/guardian's responsibility to outline any medical conditions or additional needs your child might have in the application for waitlist form. This information is to assist the service to make appropriate assessment and arrangements to ensure there is a smooth transition into care and to ensure risks associated with medical conditions can be identified and minimised. Where children have life-threatening medical conditions such as asthma, anaphylaxis or diabetes parents/guardians are required to consult with the Service Director or senior educators prior to the commencement of care. Parents/guardians must provide a medical care plan or medical action plan, prepared by the child's doctor. All prescribed medication set out in that action plan needs to be provided. All medication must include the child's name, correct dose and the expiry date stated clearly on the bottle. Parents/guardians must meet with the Director or senior educators to complete a risk minimisation and communication plan. The service is very strict with such processes as per service policy and Education and Care Services National law and regulation. If the outlined process are not followed you will not be able access care.

Our Invitation: We invite you to speak with our educators or Director and take a tour of the Centre before enrolling your child/ren. Our experienced staff are happy to answer any queries you might have. Our contact details are listed above, please leave a message if you call out of hours.

We look forward to welcoming new enrolments.