

Kensington Public School OOSH Care Inc

KPS OOSH



FAMILY INFORMATION SHEET

WELCOME. We want to take this opportunity to welcome you to Kensington Public School OOSH Care Inc. We look forward to new families joining the KPS OOSH community. KPS OOSH is an essential part of many children's school life. We pride ourselves on providing a service that the children love to attend and we trust that you will share the same experience.

Kensington Public School OOSH Care Inc was formed by a group of parents in 2001 in response to the needs of the KPS community. The association is a non-profit organisation run by a voluntary parent management committee. KPS OOSH is located on the grounds of Kensington Public School. The centre provides Before and After School Care as well as a Vacation Care program for primary school aged children.

Kensington Public School OOSH care Inc.

77-79 Doncaster Ave, Kensington NSW 2033

CRN: 407 115 172S

Number: 0425 291 281

Approved provider: PR-00007815

Nominated Supervisor: Jerome Nel

Complaints: director@kpssoosh.com.au /
president@kpssoosh.com.au

General / Accounts: admin@kpssoosh.com.au

We aim to provide a program that is stimulating, fun and meaningful. Children are given many opportunities to learn and grow through play. We offer a variety of activities at the centre and enjoy many exciting excursions during Vacation Care. As an Outside of School Hours Care service, we are guided by the National Quality Framework (NQF) which consists of a school-aged framework, regulations and an assessment and rating system. A lot of effort and thought is dedicated to the centre's program and routines to provide the best possible care and outcomes for the children at our service.

ENROLMENT AT THE CENTRE

Kensington Public School OOSH Care Inc works off a waitlist. All families must register to enrol online at **My Family Lounge**. If you would like your child to attend KPS OOSH you will need to:

1. Register for My Family Lounge
2. Fill in an enrolment form which is very detailed to ensure we have all the necessary details to suitably care for your child. To save time, ensure you have immunisation certificates, medical action plans, relevant court orders etc. available in PDF for upload then grab a cuppa, some nibbles and don't forget to stretch every 3 mins! Estimated time to complete is between 15-20 mins.
3. Add your child/ren to the waitlist through My Family Lounge under request bookings.

PRIORITY OF ACCESS

Enrolments will be allocated as follows:

- First Priority: a child at risk of serious abuse or neglect;
- Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- Third Priority: any other child.

CHILD CARE SUBSIDY We are a CCS approved service. To register for CCS, please contact Centrelink on 136 150.

Fees

Family annual registration \$40.00

| | Permanent | Casual |
|---------------------|------------|--------------|
| Before School Care: | \$12.50 | \$13.50 |
| After School Care: | \$19.00 | \$21.00 |
| | Early bird | General rate |
| Vacation Care: | \$50.00 | \$60.00 |

Fee Payment Options (see web site for details)

- Direct Debit, primary option
- Internet bank transfer or bank deposit, by exception only

CAPACITY The centre caters for 120 children at BSC & ASC. In vacation care, we offer 50 spots for excursions and 60 spots for incursions. Bookings for vacation care will be taken on a first-in-best-dressed 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.

OPERATION HOURS

Before School Care: 7:15am – 9:00am

After School Care: 3:00pm – 6:15pm

Vacation Care: 7:15am – 6:15pm

TYPES OF CARE AVAILABLE **Permanent care** is for families requiring particular days of care on an ongoing basis, if a permanent booking is required we can only create the booking if there is a need for at least a month or more worth of bookings. **Casual care** is available for families who require care on a part-time basis. Casual Care and Emergency Care is only available to families depending upon availability. Bookings can be made up to 2 weeks in advance prior to the session by using the My Family Lounge APP, this can be done once your child is enrolled. Every effort will be made to accommodate families, especially emergency care. However, the centres reserve the right to decline a booking when places are not available. The centre aims to provide places for all children requiring care, however, our session places are limited.

KPS OOSH OFFERS CARE FOR THE FOLLOWING SESSIONS:

Before School Care; 7:15am – 9:00am. Breakfast is provided between 7.15 am – 8.45 am. Activities are programmed including arts, crafts, games, reading and free play.

After School Care; 3:00pm – 6:15pm. Afternoon tea is provided from 3.15 pm and a late snack at 5.30pm. Activities are programmed such as arts, crafts, games, variety of sports are provided, including free play.

Vacation Care; 7:15am – 6:15pm. Breakfast is provided during Vacation Care between 7.15am – 8.45am. Recess and lunch must be provided by parents or guardians unless otherwise stated on the Vacation Care program. We offer excursions and in-centre days. Pupil Free Days are treated the same as Vacation Care Days. KPS OOSH runs an exciting and educational vacation care program throughout the school holidays. Our program and bookings forms come out every term in week 6. Spots are limited so you must get in fast.

EDUCATORS/CHILD RATIOS

1:15 Before/After School Care and Vacation Care 1:8/1:10 Excursions 1:5 Swimming Excursions

MEALS All children are served breakfast during BSC and a nutritious snack during ASC at no extra cost. Please advise educators 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.

KINDERGARTEN We know it can be hard for your child/ren to adjust to a new environment. So at KPS OOSH, we try our very best to adapt a smooth routine for the first term:

Before School Care A school teacher is on playground duty from 8:30am, at this time the students at OOSH are given the opportunity to be signed out to play outside. Although, during term one, kindy students will stay in the OOSH room until 9am and are then accompanied by an educator to their class lines. We do this to ensure that they are comfortable in their new environment; during term two, we encourage them to make the choice of staying in the OOSH room or playing outside at 8:30am.

After School Care Children in kindergarten will be collected by KPS OOSH educators at their class pick up area. All children will be given a yellow wristband by their teachers saying "I am going to KPS OOSH today!" In the first term of school, kindergarten students will be signed-in and enjoy afternoon tea time together indoors until they feel comfortable enough to join the other OOSH kids outside.

OUR EDUCATORS We are fortunate at KPS OOSH as we have a very talented and motivated group of educators working here who love their job. The educators are very dedicated and each of them adds their special touch to KPS OOSH. Educators work together to create a vibrant program and to ensure we provide a safe, nurturing environment with close consideration of the needs of all children.

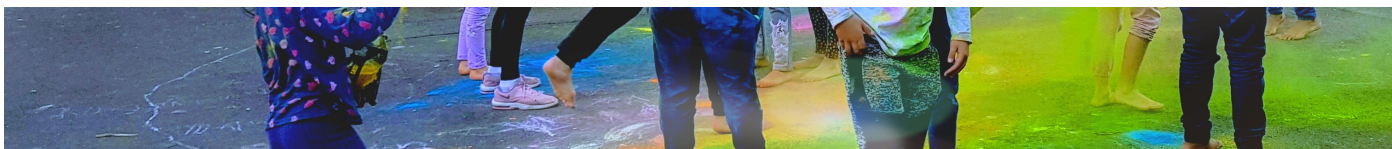
All educators have a current First Aid Certificate and have undergone a comprehensive recruitment process that includes a Working with Children Check and Child Protection knowledge. We work with our educators to encourage ongoing training. To get to know our educators, please see our educator board at the front of KPS OOSH.

MEDICAL CONDITIONS The service endeavours to ensure inclusive practices. It is the families responsibility to outline any medical conditions or additional needs your child might have on the online enrolment. 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. If a child has a life-threatening medical condition, such as asthma, anaphylaxis or diabetes, parents/guardians are required to consult with the Service Director prior to the commencement of care. Families must upload a medical care plan or medical action plan on the My Family lounge online enrolment, which is prepared by the child's doctor. All prescribed medication set out in that action plan needs to be provided to the centre. All medication must include the child's name, correct dosage and the expiry date stated clearly on the bottle. The service is very strict with such procedures as per service policy and the Education and Care Services National law and regulation. If the outlined process is not followed, you will not be able to access care.

Our Invitation

We invite you to speak with our director and educators and take a tour of the centre before enrolling your child/ren. Our experienced educators are happy to answer any queries you might have. Our contact details are listed on the front page and please leave a message if you call out of hours.

We look forward to welcoming new families.



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New families to KPSOOSH

We are very excited to inform you that our service has subscribed to a fantastic online Booking and Waitlist management program called QK Enrol. This program will give you access to manage your own account information, where you will have the ability to make bookings requests and allow you to complete and submit an online enrolment form for your child. You can do this and much, much more all within a parent portal called 'My Family Lounge'.

You will also have the flexibility of booking in casual days and report absences for your child straight from your phone with just a few taps by downloading the My Family Lounge APP!

What can I do in My Family Lounge?

- As a NEW family you can easily register your child's details and manage your account information
- You can submit a waitlist request for your child to secure a permanent spot
- Request change of the days your child is currently booked in for when placed
- You can easily provide detailed information about your child to our service such as medical information, diet requirements, emergency contact details and more! All this information is simply added into the online enrolment form and submitted to the service.

What can I do in My Family Lounge App?

- Book in casual days for your child straight from your phone
- Access an online calendar where you can see live availability within our centre
- Manage bookings for one or more children from a single log in
- Record your child as 'absent' in advance for a permanent session
- Cancel a 'casual day' where the session is no longer required
- A cancellation Fee will apply if cancelled within a NO REFUND period
- Activate notification Alerts!

How do I log in?

To register for a my family lounge account, click on the link below. Or sign in if you have an existing account. Once you have added your details, send us your booking request and we will send you an offer when we have a position available.

<https://www.qkenhanced.com.au/Account/Embeddable/?databaseId=6375>

Once your details have been registered with the My Family Lounge, you will receive a welcome email where you will be prompted to complete your registration and set up a password. You will have 7 days to set up your password to validate your account. If your account expires or you have forgotten your password, simply enter in your email address and select 'forgotten password' to recover your account. If you are experiencing issues accessing your account please contact the service for assistance. Once you have validated your account, you are ready to book!

The 'My Family Lounge' App can be downloaded from Google Play or App Store. Enter your email address and password, then you can start to request casual days or mark your child as absent when required.

Your My Family Lounge log in details will travel with you for life as you move childcare services that use the My Family Lounge. You are able to log in anywhere, anytime as long as you have access to the internet. For a better understanding of how My Family Lounge works, please visit www.myfamilylounge.com.au

We are thrilled to be able to provide you with an easier and more efficient way of managing your child's bookings at our service.