

KidsConnect Australia

BEFORE SCHOOL CARE

AFTER SCHOOL CARE

AND VACATION CARE

PARENT'S INFORMATION



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THE CENTRE'S POLICIES AND PROCEDURES ARE AVAILABLE FOR PARENT VIEW AND INPUT. THEY ARE LOCATED UNDER THE SIGN IN/OUT AREAS.

NATIONAL LAW AND REGULATIONS ARE AVAILABLE ON THE FRONT DESK FOR FAMILIES TO VIEW AT ALL TIMES.

[Connecting children with families and communities](#)



Welcome to [KidsConnect Australia Outside School Hours Care \(OSHC\)](#) Service at St. Joseph's Primary School. Please read the information contained in this handbook carefully as it is to assist you in settling your child into care. It will also help in answering any questions you may have. If you require more detailed information please speak with the Centre Co-ordinator or look view our website www.kidsconnectaustralia.com.au under frequently asked questions.

KidsConnect (KCA) Australia Outside School Hours Care Program comprises of Before School Care, After School Care and Vacation Care is located next to the school library and is licenced for 55 students.

The National Quality Framework includes 7 Quality areas to assist services to reflect and improve on their service. They include:

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Leadership and service management

Hours of Operation

Before School Hours Care:

6.30am – 8.30am during the school term

After School Care:

2.50pm – 6.00pm during the school term

Vacation Care:

7.00am – 6.00pm

Pupil Free Day/s:

7.00am – 6.00pm

KidsConnect Australia OSHC Philosophy

KidsConnect Australia (KCA) OSHC believes that children have the right to be cared for in a safe and stimulating environment that is responsive to their individual needs and enhances their dignity, well-being and interests for school age children.

Our Centre offers experiences which reflect the children's diversity, strengths, needs and interests. We support positive learning and leisure experiences, in a warm, fun and friendly atmosphere which will foster each child's sense of self-worth, nurture positive group relationships and encourage cooperative and collaborative behaviour. We understand that parents and families have busy lifestyles. We strive to create a supportive family atmosphere assisting to relieve any family pressure and providing quality care.

Our centre implements the My Time Our Place framework to ensure that school age children have the opportunity to engage in leisure and play-based activities that are a reflection of the interests and choices of the children. Our child directed program aims to provide for a variety of developmental levels. It allows for extension of learning through enjoyable, play experiences, encouraging autonomy and independence.

As Educators we believe in practice and advocate for the principles outlined in the United Nations Convention on the Rights of the Child, the Early Childhood Code of Ethics, Children's Services Regulation and the My Time Our Place Framework.

OUR AIM AT KCA

- Provide a safe and healthy environment where we run a program of activities that promotes play and involvement for all children as well as a strong sense of wellbeing and belonging.
- Provide nutritional food and drinks, as a part of our program, to foster the children's sense of health and wellbeing.
- Build secure, trusting, caring and fun environment for children and their families by consulting with them, encouraging their involvement in the school and by role modelling fairness and respect for one another and our environment.
- Understand that each family and individual in our community is unique with their own individual interests, abilities, beliefs, customs and cultures.
- We respect the individual's cultural, social and family background and endeavour to honour all avenues of traditions and religions in our service. Children and families from Aboriginal and Torres Strait Island backgrounds have their cultural diversity valued among the staff and children in the centre. KCA OSHC encourages value and respect to our community.
- Encourage children to be involved in community groups by our support of, and genuine interest in the community.
- We acknowledge the values of working in cooperation with families and at all times will respect their values and beliefs in relation to their child.
- Activities and programs offered to children will be in accordance with current early learning framework using "My Time, Our Place". Children also have input into planning and activities are designed to meet their interests.

ENROLMENT

Refer to KCA Enrolment policy

- Parents must complete and return all forms in the enrolment package prior to their child/ren commencing care.
- The Parent must disclose all relevant information about the child including but not limited to: medical information and allergies. A copy of our services medication policy is available at the front desk.

COLLECTION OF CHILDREN FROM SERVICE

Refer to KCA Arriving & Leaving policy

- It is the Parents responsibility to sign their children in and out for Vacation Care; Sign in for Before School care (as they drop children off) and Sign out for After School care (when they pick children up.) Staff are responsible for signing children in for After School Care as they arrive from and out for Before School Care as they go to school.

EMERGENCY PICK UPS

Refer to KCA Arriving & Leaving policy

In event of a change in a pickup person for a particular day, parents are asked to notify the Co-ordinator or Second-In-Charge by telephone prior to collection time with the name of the person picking up their child. Staff require photo ID on pick up

TERMINATING CARE

Refer to KCA Fees & Accounts Policy

Please inform the service two weeks in advance, if care for your child/ren is no longer required. Failure to do so will result in two week's fees being charged regardless of attendance.

ACCOUNTS

Please refer to KCA Fees & Accounts Policy

- Parents will receive an invoice once a week charged for the current week and the following week will also show on your statement in advance. This will be emailed directly to your nominated email account or can be printed off at the OSHC service upon your request.
- KCA fees are paid using a direct debit system, 'EziDebit' which is linked to the QikKids software that KCA utilise. This is an automated payment system. This authorises KCA to automatically deduct fees owing from the parents nominated bank account or credit card.
- Parent accounts need to be at zero balance to attend Vacation care.
- Parents will be informed in writing that if overdue fees are not paid and are 14+ days in arrears it may result in the child no longer being able to attend OSHC until account is again at zero balance. The child's booking will not be guaranteed if care is ceased due to unpaid fees.
- Fees are subject to change as decided by KidsConnect Australia OSHC based on running costs and inflation. Parents will be given a minimum of 30 day's notice of any fee changes

STANDARDS OF BEHAVIOUR

For the safety of all children who use our Centre, the staff expect that all children will be well behaved and act in a safe manner. Whilst participating in the Centre activities and excursions, our aim is to provide a relaxed and safe environment for the children and their families and prohibit any behavior that is offensive to the children and staff. It is essential that the children attending the centre do not cause the supervision of other children to be compromised by the constant bad behavior of any one child.

Behavior that is unacceptable:

- Offensive or aggressive behavior to staff or other children
- Abusive language
- Misuse of KidsConnect Australia OSHC facilities or equipment
- Misuse of school facilities or equipment
- Behavior Management

KidsConnect Australia (KCA) OSHC expects a high standard of behavior from its students. Rules are based on common sense and respect for the rights of others. A strong emphasis is placed on self-management and accepting responsibility for one's own behavior. Discipline is based on the rights and responsibilities of everyone.

ACTIVITIES

The OSHC and Vacation Care Programs provide a range of interesting activities such as but not limited to:

Dance	Sports	Bushwalking	Cooking
Computer Craft	Skipping	Sandboarding	Adventure Parks
Water Play	Board Games	Cinema	Excursions

STAFFING

Please refer to KCA Staffing Policy

In accordance with regulation 123(1) (d), the educator to child ratio for children over preschool age is 1 educator to 15 children (1:15).

All staff on shift with a Child Care qualification which includes Identify & Respond to Young Children at Risk & Harm (Child Protection), current Senior First Aid, CPR, Anaphylaxis and Asthma certificates.

If the Nominated Supervisor is not on shift there will always be a certified supervisor (Responsible Person) placed in day to day charge of the service on the floor.

FOOD

Refer to KCA Nutrition Policy

OSHC:

- Before School Care will provide breakfast for the children to help them start the day.
- Afternoon tea is provided for the children when they arrive at the centre after School.
(This includes a variety of fruit and dairy products)

Vacation Care:

Children will need to bring their morning tea, lunch and afternoon tea every day during the school holidays unless otherwise stated in the program.

** Please note staff are not permitted to heat children's food in the oven*

SUN SMART PROTECTION

Refer to KCA Sun Protection policy.

- All students and staff use sun protection measures when planning any outdoor activity. When possible we use indoor venues, otherwise we endeavor to plan activities in the early morning or late afternoon.
- All children must supply their own hats every day. In accordance with Sun Smart, hats. We support "no hat, no outside play" policy.
- OSHC has sun cream available that is handed out to children.

MEDICATION

Refer to KCA Medication policy.

- Written permission is required from a Parent for Outside School Hours Care Senior staff to administer medication to their Child. Staff administering medication will hold a current senior first aid certificate.
- If a child requires medication while at the centre, parents are asked to make sure the medication is in the original bottle with the dosage and the time the medication is to be administered clearly written on the bottle. This will be recorded in the medication register.

ACCIDENT AND ILLNESS

Refer to KCA Accidents, Illness & Trauma policy.

- In the case of a child with a serious illness or accident requiring medical attention senior staff will contact parents ASAP.
- If a parent is not available to be contacted staff will commence contacting your child's emergency contacts.
- All accidents must be recorded in the accident register and signed and dated by the staff member who witnessed the accidents or treated the child or staff member. Quality Education is to be informed within 24 hours of serious incidents/illness/accidents as well as the relevant authorities.

