



Welcome to

KSSS Outside School Hours Care

Dear Parents/Guardians,

Welcome to KSSS Outside School Hours Care service. We are delighted that you have chosen to become part of our community and we look forward to getting to know your family. KSSS OSHC is a P&C operated service and has been a part of the school community since 1990.

As a P&C operated service we have our own policies and procedures that differ from the School in which we are based, and as a (not for profit) business we are separate to the School. If you have any feedback, concerns or questions please direct them to our Chief Operations Officer (om@ksss-pnc.org.au) or directly with the Team Leader of the relevant P&C Team. By doing this, your concerns can be addressed quickly and we can make any required adjustments or provide clarification.

As a separate entity to the School, it is also important to know that unless you provide both the School and OSHC written permission to share information regarding your child, we cannot legally do so. If you would like us to have that communication, please request an authority to share form from OSHC at enrolments.oshc@ksss-pnc.org.au; we will then provide a copy of that to the School. Please note that information sharing in this context relates to any behavioural issues, management plans, “good and bad” days and ongoing difficulties with other students. This process does not include when your child is home unwell or attending appointments and should be at OSHC, so in those instances you are still required to please contact OSHC to let us know (as the School does not notify us of these). Having this communication will greatly assist but it is still your responsibility to update us with any changes and our responsibility to speak directly with you when we notice any new or ongoing concerns we have regarding your child. The first point of contact for any P&C business related issues should be the P&C.

OSHC is very different to long day care, in that we are not a gated community where children are kept in fenced yards and closed-door rooms where they can't reach the handle. We have safety protocols in place to ensure that children don't leave rooms or areas without being in attendance with an Educator or without permission. The younger children always go in pairs and we have a direct line of sight as they are moving between activities. If you know your child has difficulties following directions or is curious and likely to try and wander please let us know; the more information we have about our children the better we can accommodate within the Service.

Our Team

KSSS OSHC have a diverse team of Educators who are either formally trained in childcare, studying child care qualifications or attending university, predominately studying Education. The leadership team looking after the day to day running of the Service and your children is led by Jess Redman and consists of an Educational Leader and 3 Senior Educators. We have fresh faces and long-term employees who are dedicated to ensuring KSSS OSHC is a warm, friendly, welcoming and child focused service for all children of KSSS.

What do we do at OSHC?

We organise and program fun and educational activities for all the children that attend. A typical day at OSHC for your child would consist of the following:

Before school care

We ease the children into their day by providing self-serve breakfast which includes assorted cereals, milk, juices, fruit, yoghurt and toast. Those children wanting breakfast then sit together to commence their day. Once breakfast is finished, they are responsible for returning their dishes and ensuring they leave a tidy spot for the next person. The children then will be provided with opportunities to pick activities they would like to do (free play) or engage in the pre-programmed activities.

Mornings are very “chill” as we don’t want to tire them out before their school day starts. We start signing them out at 8:45am and all children from years 1-6 are allowed, after sign out, to make their way to their classrooms. Prep children are kept at the OSHC room and are read a story (if time permits) before being walked over to their classrooms. In Term 4 we start to let them make their own way in preparation for year 1. It is important to note, OSHC is located right near the classrooms and the children are watched by the Educators as they make their way to their teachers.

After school care

Prep children are picked up from their classrooms (except for Term 4) – they are guided by their teachers and Educators are waiting along the path to ensure they successfully navigate their way to OSHC. Once signed in children must wash their hands and then line up for afternoon tea. Once all children arrive, if there are any children enrolled that have not arrived, we immediately call the parents. Therefore, it is **imperative** that if your child is not going to attend a session that you please let us know.

All children eat afternoon tea on the deck together. Once completed they will return their dishes to the designated ‘clean up’ boxes and wait on the deck where they will be told what options of activities they have for that afternoon. They are then separated into groups based on their picks and they go off to their chosen activity. Children can request at any time to go to another activity, however there must be space for them to be moved to that activity. We have a ratio of 1:15 under Legislative requirements and try to roster “runners” for afternoon sessions to assist with medication, movement of children and adjustments for the younger children when they commence with OSHC.

We provide fruit at around 5:15pm (after pack up) and children can watch a movie of choice or do quiet play or reading until they are picked up.

Vacation Care

This is an exciting program and long days for the children, so we do like to mix it up between high activity and “relaxed” or “quiet days”. We continue to provide breakfast and afternoon tea. All our programming is done by our Educational Leader who is assisted by our Senior Educators, Service Team Leader and Operations Manager. Some activities we do at vacation care include:

- Excursions to cinemas/parks/museums
- Jumping castles/water slides
- Petting zoo/wildlife warriors
- Cooking day (with a focus on different cultures)
- Dancing and Art
- Mini golf
- Lazer tag

The children love it and we are always striving to get feedback from them for future activities.

How do we develop our program and menu?

Our program is developed according to the My Time Our Place Framework and is focused around the elements of Belonging, Being and Becoming. KSSS OSHC strives to create a program which is safe, inclusive, engaging, diverse and most importantly fun! By learning through play, children can discover and explore their world and develop a sense of self. We believe that all children are born with the ability to develop, learn and explore, which KSSS OSHC gives them the opportunity to do so.

All educators with a Diploma or Certificate III must complete a subject regarding food handling, nutritious food and menu planning that is inclusive to children’s dietary and cultural requirements. As well as this subject all members of the KSSS OSHC Team go through refresher training each year on food handling, menu planning and preparation. Children have input into the menu and the program will always be displayed in the Service for parents / carers to view.

As we have a diverse range of students with differing needs it is critical that you ensure all information on the enrolment form is accurate and up to date, especially medical conditions and any behavioural support needs your child may have. When we know this, we can adapt our program and menu to ensure that these needs are being met. If we don’t know this, then OSHC will be less fun for your child.

We are here to support and assist you as your child develops throughout the years.

Where are we located?

We have our own building near the Prep rooms and school oval. We have access to many areas of the School which assists us to provide a diverse range of games and activities for your children.

If you have any questions at all please do not hesitate to contact us on the number or email below.

We look forward to seeing you in our service very soon.

Warm Regards,

The Kenmore South OSHC Team.

Ph: 0491 005 776

E: enrolments.oshc@ksss-pnc.org.au

2021 Prices

Before School Care - \$14

After School Care - \$20

Vacation Care - \$50 (with additional cost for incursions and excursions)

Opening Hours

Before School Care - 6.30am - 9.00am

After School Care - 3.00pm – 6.00pm

Vacation Care - 6.30am – 6.00pm