



## **2024 PARENT/ GUARDIAN INFORMATION BOOKLET**

**BEFORE SCHOOL CARE | AFTER SCHOOL CARE  
VACATION CARE | PUPIL FREE DAYS**

**DIRECTOR:  
MARY MARCHANT  
ASSISTANT DIRECTORS  
SKYLA CHARMAN | RAYLYN NORRIS**

### **CONTACT DETAILS**

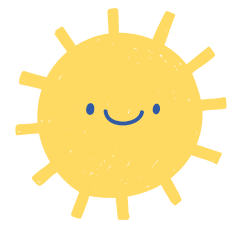
Email: [oshc.keithcot2@schools.sa.edu.au](mailto:oshc.keithcot2@schools.sa.edu.au)

Website: [www.keithcotkingsoshc.com](http://www.keithcotkingsoshc.com)

Address: 5 Keithcot Farm Drive, Wynn Vale 5127

Phone: (08) 8289 2649 // 0401 121 583





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### TABLE OF CONTENTS

ABOUT US.....	PAGE 3
PHILOSOPHY.....	PAGE 3
HOURS OF OPERATION.....	PAGE 3
ENROLMENT & BOOKING.....	PAGE 3
MEALS.....	PAGE 3
PROGRAMS.....	PAGE 4
VACATION CARE.....	PAGE 4
STAFFING.....	PAGE 4
INCLUSION.....	PAGE 4
OSHC LOCATION.....	PAGE 4
FEES & CHARGES.....	PAGE 5
GRIEVANCE MANAGEMENT.....	PAGE 5
BEHAVIOUR GUIDANCE.....	PAGE 5
MEDICATIONS.....	PAGE 5



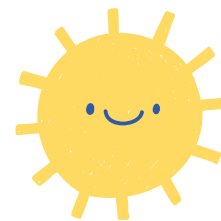
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#### ABOUT US

Keithcot King's OSHC operates in support of the Keithcot Farm PS and King's Baptist Grammar School communities. The service is open for Before School Care (BSC), After School Care (ASC), Vacation Care (VAC) and all Pupil Free Days (PFD) throughout the year except for a two week period in which Christmas and New Years land. Keithcot King's OSHC is operated by the Keithcot Farm Primary School Council Inc.

Keithcot King's OSHC is a play based environment that understands the importance of play and leisure time in children's learning and development. Children's needs and interests are incorporated into each weeks program. Children must be respectful of all other children and staff's rights and we aim to use a restorative approach when needed.

The service is governed by a list of policies and procedures which can be found on the OSHC website.

#### PHILOSOPHY

Keithcot King's OSHC is a service dedicated to providing local families with quality care which is accessible and supportive. We aim to provide a fun, nurturing, stimulating and educational environment in which children's leisure time is supported through fun, flexible programs that meet their needs.

#### HOURS OF OPERATION

Before School Care: 7am- 9am

After School Care: 3pm- 6pm

Early School Closure: 2pm- 6pm

Pupil Free Days: 7am - 6pm

Vacation Care: 7am -6pm

**Late Collection Fee of \$2 per minute  
applies after 6:00PM.**

#### ENROLMENT & BOOKING

All children must be enrolled and booked in online through our bookings portal by going to:

- <http://keithcotkingsoshc.fullybookedccms.com.au/family>

You will not be able to make a booking until you have completed all required fields at which time a calendar will appear to allow you to make bookings. Please note you will be responsible for updating and maintaining all bookings and cancellations through this system.

Children who require medication must supply in date medication along with a signed, in date medication authority from their doctor. A risk minimisation form must also be completed by the parent.

Children must have a hat when the UV is predicted to be 3 or above. No Caps - Bucket hats/ Legionnaire/ Broad Brimmed hats only. During vacation care a hat will be supplied at a cost of \$5, for each time your child is missing their own.

#### MEALS

We serve breakfast from 7am until 8am.

Afternoon tea is served at 3pm.

Meals are prepared by our cook daily. Children with allergies, intolerances or dietary considerations will have meals catered to their needs.



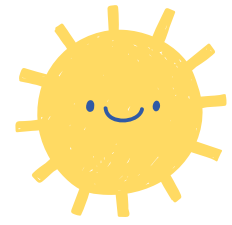
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#### PROGRAMS

Each week a program is developed by our Educational Leader Skyla. Our weekly program works in a cycle based on staff reflections of the prior weeks programmed and free play activities and children suggestions. We use the My Time, Our Place framework to ensure the best possible outcomes for all children in OSHC, After school care is separated into a Junior's (Kindy- Year 3) and Senior's (Year 4- Year 7) OSHC to best cater for the diverse needs and interests of the children attending. We program for the Hall, Outside, OSHC Room and Seniors.

#### VACATION CARE

Vacation Care Programs are planned by our Educational Leader and released by Week 5 of Term. They're a combination of themed Home Days, Incursions and Excursions.

#### STAFFING

All staff have current working with children checks and are all trained mandatory notifiers. Qualified Educators also have their senior first aid training.

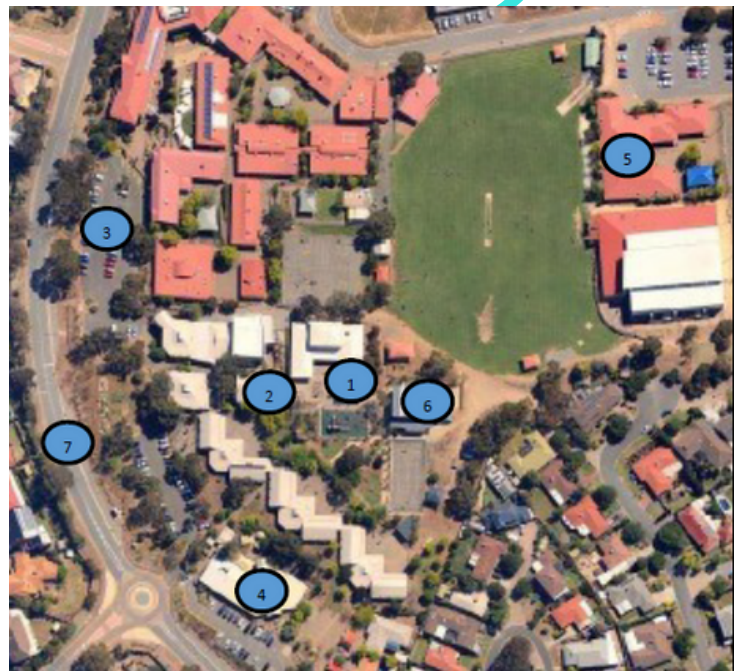
We maintain a 1:15 staff to child ratio at all times at the service and adjust the ratio based on a risk assessment for excursions.

#### INCLUSION

Keithcot King's OSHC has a strong inclusion program. We aim to support the needs of all children including those with additional needs. Please contact our Inclusion Support Officer Raylyn if your child may require additional assistance. Through our Inclusion Support Program we can provide a range of solutions to assist in child engagement at the service. We can gain access to additional grant money that allows us to staff above ratio to best cater to the emotional, behavioural and social needs of all children.

Page 4.

#### OSHC LOCATION



#### Key for Map of School:

1. Main OSHC Room
2. Seniors OSHC Room
3. KBGS Senior Car Park (Best Place to Park)
4. Keithcot Farm Childrens Centre
5. Kings Junior Primary
6. Keithcot Farm Hall
7. Keithcot Farm Drive



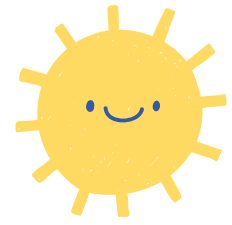
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#### FEES & CHARGES

Fees (per session)

**After School Care: \$23**

**Before School Care: \$17**

**Pupil Free Day/ Vacation Care: \$46 plus costs\***

\*additional Vacation Care costs are included in the total fee on each programmed day. These fees include; Private Bus Charter, Excursion and Material Costs.

#### Hats:

If your child does not come with a hat. They will be supplied one to keep and a charge of \$15 will be added to your account. This for excursions and outdoor incursions only, when the UV is above 3.

#### Cancellation fees are as follows:

7 days < notice = No fee charged

7 days —24 hours notice = 50% charge.

Under 24 hours notice = Full fee.

#### Vacation Care:

\$10 within 7 days of the booking

Under 24 hours notice= Full fee

If a child is cancelled due to illness a 50% fee discount will be applied once a doctors certificate has been supplied.

#### GRIEVANCE MANAGEMENT

An effective complaints and grievance management system confirms to educators, staff members, children, families and the community that complaints and grievances are taken seriously and investigated promptly and thoroughly. The principles of natural justice and procedural fairness will be applied when managing complaints.

Please see website for more information regarding policies and procedures of grievance management  
Page 5.

#### BEHAVIOUR GUIDANCE

The OSHC service is committed to meeting the needs of the children in care in a way that fosters a positive and nurturing environment. The safety of all staff and children are a priority. Children and staff are to be treated respectfully. Within the service environment, staff and children work collaboratively to define consequences for the actions of children who do not respect or consider the safety of others. The service has clear steps for unacceptable behaviour, which are compatible with the school policies and procedures.

The OSHC service recognises that the service will run most effectively when there is minimal conflict and that any conflict is resolved quickly. We recognise that mediation is an effective tool in achieving this and actively promote it within the service for all participants to use.

Please see website for more information regarding policies and procedures of behaviour guidance.

#### MEDICATIONS

Keithcot King's OSHC staff will assist children to manage medical conditions and administer medication if that medication is prescribed by a doctor and has the original pharmacist label detailing the child's name, required dosage and storage requirements. Medication must also be accompanied by an up to date Medical Management Plan as well as a Risk Minimisation Plan. These require updating annually unless stated otherwise by a medical professional.



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