

Pupil Free/School Closure Days

OSHC is available for families for pupil free days. You will need to book your child in advance.

Arrival and Departure

Please make sure you sign your children "in" each morning and/or "out" after school.
Kindy—yr 2 children will be delivered to, and collected from class by OSHC staff.

Attendance

As regulated by the federal government we are required to limit the places we can offer for our services. They are as follows based on staffing:

Before School Care:	150 max.
After School Care:	150 max.
Vacation Care:	150 max.

The ratios at the centre will be 15:1 at school / 8:1 on excursions / 5:1 in water or as indicated

Bookings/Cancellations

Bookings may be made at any time however if we are full then families will be placed on a waiting list. We require one weeks notice to cancel a booking. If your child is unwell (medical certificate provided), then you will be charged 50% of the full fee.

Billing/Payments

We bill weekly to your designated email address, or to your pigeon hole. Please see staff to direct you to your pigeon hole. Fees must be paid within 4 weeks of statements being issued and can be made by:

- cash or cheque to the lock box at OSHC (Please ask staff for a receipt if required),
- via credit card at the Keithcot Farm front office.
- Online transfer—BSB 065165 Account 10372063 Name Keithcot Farm OSHC (Please put the Account name on top of your statement as the reference)
- EziDebit—Please ask staff for an EziDebit form.

Programming

Every week a new theme provides children with different activities for each afternoon to encourage the imagination. Programs are created through child suggestions and are based on their interests.

Vacation Care/Pupil Free Days

For school closure days please contact OSHC to express your interest. Vacation care will be available during school holidays and school closure days. Vacation care enrolment forms will be available by week 6 of term at OSHC. A Vacation Care program will be provided with information on the programmed activities including cost and excursion times, and booking sheets must be returned to the OSHC by Friday of week 9 each term.

Vacation care will be charged differently depending on the cost of the activities. The base cost is set at \$40 and activity cost will be added for the final cost for each day.

E.g: Movie Day (\$40per child) + Bus hire (\$7pc) + Movie ticket (\$10pc) = \$57 per child for movie day.

A wide range of activities is offered during Vacation Care with each day designed around a set theme providing fun and variety for the children. Activities for vacation care are:

- Movies
- Ice Skating
- Bowling
- Rock Climbing
- Plays
- TTG Gym
- Triskills
- Bowling
- Zoo
- Swimming Centers
- St Clair's Rec Centre
- Hahndorf Farm Barn
- Laser Skirmish
- Museum
- Mad Science Days
- Survivor Days
- Art Days
- Messy Games Days
- Sports Days
- Master Chef Days
- Water Sports Days
- Holiday Themed Days
- Disco Days
- Game Show Days
- Photo Rally's
- Dress up Days
- Gladiator Days
- Wheels Days
- ...and more



PARENT INFORMATION

Director: Jonathon Measday
Assistant Director: Simone Toohey
Phone: 8289 2649
OSHC Ph: 0401 121 583
Oshc.keithcot2@schools.sa.edu.au

Opening Hours

Before School Care: 7:00am to School
After School Care: School to 6:00pm
Vacation Care/Pupil Free Days: 7:00am to 6:00pm

Fees

Fees for the program are as follows per child/per day:

- Before School Care: **\$11.00**
- After School Care: **\$17.00**
- Vacation Care: **\$40 (plus costs)**
- \$1 per minute after the 6pm closing time.
- \$1 (BSC) or \$2 (ASC) will be charged as a loading for casual bookings within 3 days of the date the child is being booked in for.
- Families with 3 children attending at the same time will receive a 25% discount on fees.

As at 26/09/2016

Keithcot King's Out of School Hours Care (OHSC) is an excellent program run by the Keithcot Farm Governing Council, offering care for your primary school aged children before and after school, and during school holidays. We offer care to children attending King's Baptist Grammar School and Keithcot Farm Primary School.

The service provides children with a safe, stimulating and fun environment in order for them to explore, create, experiment and express themselves as they choose, in their leisure time.

Our range of leisure activities include: cooking, crafts, group games, sports activities, free play, TV, activity clubs, imaginative play, books to read, Xbox and Electronic Tablets - just to name a few. These activities are compiled by staff observations, child suggestion and parental input and are written up on a program on the door for all to see.

We have excellent facilities including a purpose built OSHC room, a homework area, outdoor equipment, a large indoor gym with staff who are enthusiastic, encouraging and caring, all in close proximity to the two schools.

We take quality childcare seriously. Staff and Management continually endeavour to improve, explore options, implement new plans and ideas, and develop strategies for further improvement. Policies and Procedures are available for parents to peruse at all times by the sign in/out desk.

Keithcot King's OSHC is an approved provider with the Education and Early Childhood Registration and Standards Board of South Australia.



Director
Jonathon Measday
Assistant Director
Simone Toohey

Staff

All staff working at Keithcot King's OSHC are required to have a positive and outgoing attitude. Most of the staff are studying to become teachers and working in OSHC provides them with valuable experience. We take pride in our ability to build relationships with the children in care and to enhance their time through supportive verbal and non-verbal communication.

Staff Requirements

All staff are required to have completed their Responding to Abuse and Neglect Training as well as having a current DCSI Police Check. In addition qualified staff have completed Senior First Aid training. A list of our team members can be found within the OHSC centre.

Staff Grievances

Any issues with staff should be directed to the director or to the OSHC Committee via the Keithcot Farm front office.

OSHC Committee

All parents using the service are encouraged to join the OSHC committee which sits twice a term to discuss improvements of the OSHC service and make recommendations to Governing Council.

Breakfast and Afternoon Tea

Breakfast is served every morning until 8:00am with a range of nutritious cereals, toast and breakfast drinks. Once a week we offer a hot breakfast prepared by our chef. Afternoon Tea has a variety of snacks prepared by our chef ranging from fruit and yoghurt to Butter Chicken. Please notify staff of special dietary needs for your child.

More Details

For more details on Keithcot King's OSHC go to www.keithcotkingsoshc.com
You can also like us on Facebook.



Custody/Child Safety

Please notify staff to any important custody issues so that we can support you in keeping your family safe.

Behaviour management

The purpose of behavior management at OSHC is to create a safe environment for all of the children at the service. It promotes the rights of everyone and enhances the smooth running of the service. It is ultimately designed to encourage self management of students. To do this we:

- Reinforce positive behaviours
- Have clear and consistent expectations
- Have rules and consequences that are clearly known by all persons attending the service.
- Have continual review of behaviour management with parents to create consistency for the child.

We expect that children attending the service will:

- Play cooperatively together.
- Be sharing and friendly.
- Respect each other and look after one another.
- Be respectful to staff and follow reasonable instructions.
- Respect the equipment and facilities at the service.

Injuries/accidents

At Keithcot King's OSHC we encourage children to be active and have fun in safe ways. If there is an accident or injury, parents may be contacted (depending on the severity) and asked to collect their children and will be asked to sign an accident report form upon pick up of their child.

Sun Protection

Children must have hats when the UV rating is 3 or above checked daily on the cancer council website. This can either be a school hat or one from home. Children will also need to apply sunscreen in the summer months if over 30°C. We are not allowed to play outside if the temperature is greater than 36 °C.