



Family Information 2020

Coorara Primary School
Taylor's Avenue
Morphett Vale SA 5162
PH: 0455 952 011

Updated 21/01/2020



We welcome your family to the Coorara Kids Out of School Hours Care (OSHC) community. Coorara Kids OSHC provides care for preschool and school-aged children from Coorara Primary Preschool and Coorara Primary School and the wider community.

Coorara Kids OSHC has a play-based approach to learning and promotes children's agency and autonomy in their environment.

We look forward to providing the best possible level of care for your child during their time at Coorara kids OSHC.

Debbie Hutchinson

Coorara Kids OSHC Director

Contents

Key Contacts	4
Dates for 2020	5
Key Details	5
Description	5
Opening Times	5
Fee & Accounts	6
Permanent Booking	6
Casual Booking	6
Last Minute Booking	6
Cancellation	6
Late Fees	6
Overdue Accounts	6
Fully Booked	6
Sun Protection	7
Philosophy	8
Policies	11
FAQs	11



Key Contacts

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Dates for 2020

Term Dates

Term 1

Tuesday 28 January – Friday 9 April

Term 2

Friday 27 April – Friday 3 July

Term 3

Monday 20 July – Friday 25 September

Term 4

Monday 12 October – Friday 11
December

Student Free Days

Governing Council have approved 3
Pupil Free Days for 2020. They are:

21st February

27th April

20th July

OSHC service will be provided on
Pupil Free Days

Key Details

Opening Times

Before School Care:

6:45am-8.30am

(Breakfast until 8.00am)

After School Care:

3.10pm - 6.15pm

Vacation Care:

7:00am – 6:00pm

Description

Coorara Kids OSHC is a non-profit
organisation operated in the Yellow
Unit.

Service Approval Number

40017240

Bookings

Bookings can be made online at:

[https://coorarakidsoshc.fullybookedccms.com.
au/family](https://coorarakidsoshc.fullybookedccms.com.au/family)

Fees & Accounts

Permanent Booking

A permanent booking is considered as any booking made 7 days, or more, prior to the required day of booking (i.e. An ASC booking required for Tues would need to be made by close of business on the preceding Monday).

Before School Care: \$16.50

After School Care: \$25.00

Casual Booking

A booking that is made is more than 24 hours prior to day of the required booking but less than 7 days is considered a casual booking.

Before School Care: \$17.50

After School Care: \$26.00

Last Minute Booking

A booking that is made is less than 24 hours prior to day of the required booking is considered a last minute booking.

Before School Care: \$19.50

After School Care: \$28.00

Cancellation

A 24-hour cancellation period will apply to all bookings. That being, all bookings not cancelled prior to 7.00am for Before School Care and 3.10pm for After School Care on the day prior to the booking will be charged as per normal. Full CCS entitlements will still be paid.

Late Fees

A late fee charge of \$1 per minute per child for the first 10 minutes and \$5 per minute thereafter will apply after 6.00pm.

Overdue Accounts

Families with accounts in excess of \$300 can be refused care.

Fully Booked

Coorara Kids OSHC will utilise a Child Care Management System called Fully Booked to manage our bookings/accounts. Fully Booked is a completely online system which gives parents the ability to easily manage all Before and After School bookings and Vacation care. Fully Booked in turn uses a simple debit system called Ezidebit to take payments. Signing up for Ezidebit will occur during the process of setting your Fully Booked account. Your nominated bank account/credit card will be automatically debited.



Sun Protection

Coorara Primary School is a 'Sunsmart' school, and consequently, hats are required to be worn by students who are outdoors from 1 September to 30 April.

Students are expected and encouraged to wear hats when on excursions and partaking in outside activities as well.

Educators are also expected to wear a hat whenever outdoors.

The use of sunscreen is mandatory, and a sunscreen container is available in the OSHC room.

Philosophy

We believe children's well-being and development is supported best when they feel safe and secure.

Rationale – It is only when children feel safe that they will take risks to explore their physical environment. Children need to feel emotionally secure and valued.

We will endeavour to

- Provide a physical environment that is safe and encourages investigation
- Provide a happy, engaging atmosphere Interact with children in a warm and friendly manner
- Be consistent and fair in our expectations of children's behaviour and guide children in a positive way
- Ensure consistent and fair consequences to inappropriate behaviour
- Provide a predictable routine displayed on the notice board
- Continue our own Professional Development to ensure we understand best practice in this area.

We believe children learn best when there is a positive and supportive relationship between staff and parents.

Rationale – Building relationships with families is in the best interests of all children and is an integral part of a quality curriculum. Communication and partnerships with families create a strong sense of belonging and connectedness.

We will endeavour to:

- Recognize and value the prior knowledge and experiences the children bring from home to the Out of School Hours Care environment
- Encourage parents to share information about their child
- Be available for informal chats whenever possible
- Provide regular communication in the school's newsletter.
- Display the weekly planned curriculum on the notice board.
- Display children's work to keep parents informed
- Put information on the notice board about the program



We believe children's social and emotional development is critical to their future learning and well-being.

Rationale – We believe that children need to be curious, creative, resilient, open minded and strong communicators to be successful learners. We aim to foster these dispositions in Coorara Kids OSHC.

We will endeavour to:

- Help children learn to interact effectively
- Help children learn to balance their own rights, needs and feelings with those of others
- Celebrate children's achievements
- Model good behaviour, respect and manners as staff members.

We believe children learn best through play and should be given autonomy in their environment.

Rationale- We believe that play is a child's work and that all learning is experiential. Children learn by doing. We aim to provide a creative and stimulating environment in which children can interact with materials and each other. Children are free to wonder, explore, create, and make mistakes, question and repeat experiences from which they can make their own conclusions.

We will endeavour to

- Provide a balance of child initiated and adult initiated activities
- Provide materials that can be used in flexible and imaginative ways
- Provide opportunities for children to make choices and decisions
- Provide opportunities for children to work collaboratively with others
- Provide opportunities for autonomy, small group and whole group interactions
- Encourage risk-taking as a part of learning + Plan experiences and activities to enhance children's physical and creative development

Expected Code of Student Behaviour at Coorara Kids OSHC:

At **Coorara Kids OSHC** our Golden Expectation is that:

We treat others the way we want to be treated.

At Coorara students:

- Be Respectful: show respect for self, others and the environment.
- Take Responsibility: Take responsibility for your actions, learning and the consequences. Play and learn in a safe way.
- Be Caring: choose a positive attitude towards your learning and others.
- Work as a team in a helpful way.
- Be Honest: with yourself, your learning and in your relationships with others.

Better Behaviour

Better Learning

More Fun!



Policies

Policies & Accreditation

Our service is operated and guided by a series of policies incorporating the school's policies and our own service policies. Our policy folder is in **Coorara Kids OSHC**. Individual copies of particular policies or a comprehensive list of policies can be photocopied upon request. All policies and procedures are strictly in accordance with ACECQA's National Framework, DfE requirements and other leading expert agencies e.g. Cancer Council.

FAQs

Health & Safety

Emergency procedures practiced?

We practice these on a regular basis to ensure both Educators and children are familiar with the expectations during emergency procedures. If you happen to arrive during one of our practice runs, you will be asked to stay until we have completed our official duties.

If a child requires first aid during the session how will families be notified?

The way families are notified will depend on the nature of the injury... For all serious incidents (Where medical treatment is required, including head injuries) Parents/Emergency contacts will be advised as soon as possible. Where first aid was required for a minor injury families may be notified by text, email or at the time of collection. While we record all first aid we don't report all entries to families (sometimes we deal with lots of very minor stuff) and we would expect that children will pass on minor incidents to their parents. If you have any questions we

encourage to you to contact our team for more information.

Health support plans for medical conditions and where OSHC is required to administer medication.

We are required by Law to have health support plans and medication authorities that are signed by a medical practitioner for all health related matters. Families are asked to update these on a regular basis (at least every 18 months) or when circumstances change. We are therefore NOT able to administer ANY medication to children without this consent. In some circumstances we are able to apply for additional funding for children with health support needs and medical conditions, however would need supporting documentation to fill out an application together.

Other FAQs

When I drop off or collect my child do I need to sign anything?

Yes, it is a legal requirement that children are signed into the service and they also need to be signed out on collection. Failure to do so could see Centrelink cease to apply for CCB entitlements.

Can children have mobile phones at OSHC?

Children are not permitted to use mobile phones as a form of communication whilst at **Coorara Kids OSHC**. This means no text messages, phone calls, Facebooking etc. to anyone including parents. If a parent/guardian needs to contact their child or vice versa, this must happen through the **Coorara Kids OSHC** phone.

OSHC
Coorara Kids
the fun place to be!

