



Family Information 2024

Coorara Primary School
45 Taylors Avenue
Morphett Vale SA 5162

PH: 0455 952 011

Updated 03/2024

Hello,

I'm Jennifer and I have taken on the role of Coorara Kids OSHC Director.

I live locally and have 4 children who all attended Coorara Primary School.

I have worked in long day care for over 7 years before I decided to take a break and look for something different. I started working in OSHC about 2 years ago and have really enjoyed my time with school aged children.

CooraraKids OSHC has a dedicated team of educators who 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 **CooraraKids OSHC**

Jennifer Robinson

Director of **CooraraKids OSHC**



Contents

Key Contacts	4
Dates for 2024	4
Key Details	4
Description	4
Opening Times	4
Fee & Accounts	5
Permanent Booking	5
Casual Booking	5
Last Minute Booking	5
Cancellation	5
Late Fees	5
Outstanding Fees	5
Fully Booked	5
Sun Protection	6
Philosophy	7
Policies	10
FAQs	10

Key Contacts

Coorara Kids OSHC

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Coorara Primary School

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 Student Wellbeing Leader
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Dianne Hendy
 Business Manager
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Dates for 2024

Term Dates

Term 1

Monday 29 January – Friday 12 April

Term 2

Monday 29 April – Friday 5 July

Term 3

Monday 22 July – Friday 27 September

Term 4

Monday 14 October – Friday 13 December

Student Free Days

Term 1- Friday 8 March 2024
 Term 2- Friday 10 May 2024
 Term 3 - TBA 2024
 Term 4 – Friday 29 November 2024

School Closure Day

Monday 2 September 2024

Key Details

Opening Times

Before School Care:
 6:30 am - 8.30 am
 (Breakfast 7:00am until 8.00am)

After School Care:
 3.10pm - 6.15pm
 Fruit Platter and a snack served at ASC

Vacation Care:
 6:30am – 6:15pm
 Breakfast 7:00am until 8.00am (extended to 8:30am if needed)

Description

CooraraKids OSHC is a non-profit organisation located in the Yellow Unit.

Service Approval Number
 40017240

Bookings/Enrolments

Enrolment and Term Bookings must be made online at:

<https://coorarakidsoshc.fullybookedccms.com.au/family>

Please contact OSHC staff on 0455 952 011 if you are having any difficulties with either enrolment information or bookings.

To attend OSHC children must be aged 4 years and are attending Coorara Preschool on Tuesdays & Wednesdays.

Children aged 12 years and over and are attending Secondary School are no longer able to attend OSHC

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: \$17.00

After School Care: \$26.00

Casual Booking

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

Before School Care: \$18.00

After School Care: \$27.00

Last Minute Booking

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

Before School Care: \$20.00

After School Care: \$29.00

OTHER SESSIONS:

Vacation Care: \$68.00

Student free days: \$60.00

Booking rules

All Student Free and Vacation Care bookings need to be made **12 hours** before the day. **No bookings** will be accepted on the day without the Directors approval.

This ensures our ratios are followed and the quality of care is the best it can be.

Children must be aged 5 years and over and are not attending secondary school to be able to attend any OSHC excursions.

Cancellation

A 24-hour cancellation period will apply to all permanent bookings. That being, all permanent bookings not cancelled prior to 6:30am 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. Vacation care cancellation period is 48 hours (2 days) prior to day of care.

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 6.15pm.

Outstanding Fees

Families with accounts more than \$200 can be refused care. All Accounts must be up to date before the start of Vacation Care.

Fully Booked

Coorara Kids OSHC utilises 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. However, Vacation Care bookings are to be done on a Booking form attached to the program and handed into the Director.

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 up. Your nominated bank account/credit card will be automatically debited.



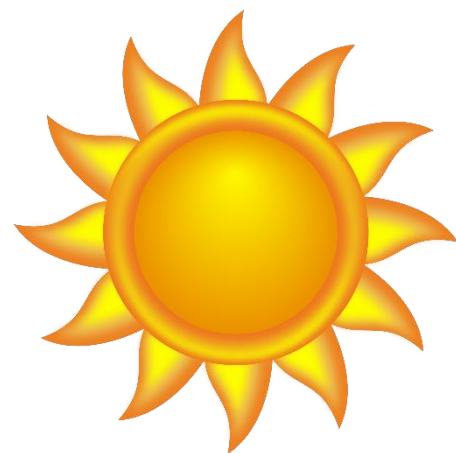
Sun Protection

Coorara Primary School is a 'Sunsmart' school, and consequently, hats are required to be worn by students who are outdoors in Term 1 and 4.

Students are expected and encouraged to wear hats when on excursions and partaking in outside activities as well. Please speak to one of our friendly staff if you would like to purchase a hat.

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. Please be advised that there is a consent form that will need to be signed permitting staff to provide and assist with application of sunscreen.



Technology

No devices are allowed at OSHC at any time unless it's a stated OSHC Vacation Care Technology day.

Any devices brought to OSHC outside these days will need to be handed to the Director to be kept in a secure cupboard. We ask that children are not to have access to the internet on any devices brought to OSHC.

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 and 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.

Further information can be found in our behaviour and suspension policy.

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 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 we 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 be done through the **Coorara Kids OSHC** staff.

OSHC
Coorara Kids
the fun place to be!

