



Out of School Hours Care

King Street Kids

OOSH

Berowra



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WELCOME

King Street Kids (KSK) OOSH Berowra offers a safe, familiar, and Christian-based environment during term times for Pacific Berowra students from Kindergarten to Year 6.

We offer a fun and extensive program for your children throughout the school terms. Our Before and After School Care offers breakfast and afternoon tea options with many exciting and educational activities.

PHILOSOPHY

The purpose of each school within the Pacific Group of Christian Schools is to provide a Christian educational community as a centre of teaching, learning and serving excellence founded on Biblically based beliefs, values and behaviour.

At Pacific Berowra, we provide an OOSH service for school families whose children are in Kindergarten to Year 6. In providing a quality service, we believe that:

Each child is made in God's image and should be valued

Each child has individual gifts, qualities and personalities to be encouraged and developed to be God's person in this world

Each child should be provided with a safe and stimulating environment

Each child has a responsibility to God's creation and to ensure it is cared for

Families provide the major influence in a child's development and that KSK OOSH Berowra will support families in the child's development

KSK OOSH Berowra will recognise and support and show respect for cultural differences

Provide ongoing professional development opportunities for staff to expand their understanding and abilities in their specific role





NATIONAL QUALITY FRAMEWORK

From 1 January 2012, the new National Framework for children in School Aged Care - My Time, Our Place took effect. This national body is governed by the Australian Children's Education and Care Quality Authority (ACECQA). The Framework for School Age Care exists to ensure that children in school age care have opportunities to engage in leisure and play-based experiences that are responsive to the needs, interests and choices of the children attending the service and that contribute to their ongoing development.

There are five outcomes that guide the planning and educational program for children's wellbeing and learning:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

There is a strong sense of collaboration with children, their families and educators to inform and guide the planning of educational programs.

The weekly program is displayed for families throughout the service. We value family input into the planning and evaluation of the program. The National Quality Framework has been established under an applied law system that comprises of the Education and Care Services National Law and Regulations. KSK OOSH Berowra is required to adhere to both the Law and the Regulations at all times. Within the Regulations, there are a number of policies and procedures related to the provision of a high standard of quality care for the children. KSK OOSH Berowra has developed policies and procedures that are specific to the centre. These policies are available within the centre for the parents/guardians to read and make comment on at any time. The policies are reviewed on an ongoing basis throughout the year.

NATIONAL QUALITY RATING AND ASSESSMENT PROCESS

Regular assessment of school aged care facilities will be conducted against the seven National Quality Standards and will be facilitated through the state governing authority, the Department of Education and Communities (DEC).

The seven quality areas in the National Quality Standards are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Partnerships with families and communities
7. Governance and Leadership

The quality rating and assessment process is an ongoing system by which the centre is continually striving to improve the quality of care that it provides. Additional information about the new system can be found by visiting www.acecqa.gov.au.



CHILD SAFE STANDARDS

The Office of the Children's Guardian has developed a set of 10 child safe standards to assist services ensure a child safe culture can be upheld. These standards guide our values, practices, attitudes, and behaviour. The standards are:

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child-focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe.



FEES

Yearly Registration Charge

Per Child \$40

Per Family \$60

Payment to be made at the start of each school year or when first enrolling your child in OOSH. Fee must be paid regardless of booking status, by all families with active Xplor enrolments. Please note: all Xplor enrolments remain ACTIVE unless we are notified otherwise, or a child leaves the school.

Daily Fee Rate per child

Before School Care Session (7:00am - 8:30am)

Permanent \$18

Casual \$22

After School Care Session (3:00pm - 6:00pm)

Permanent \$26

Casual \$30

Additional Charges

Late Pick-up after 6:00pm

every 15 minutes or part thereof \$16

Child Care Subsidy (CCS)

The Child Care Subsidy is paid to the Child Care Centre to reduce fees. KSK OOSH Berowra is an approved Child Care Centre. The Australian Government provides Child Care Subsidy (CCS) to help eligible Australian resident parents/guardians reduce the cost of their fees at approved centres. CCS is based on combined family income and parent activity levels. Families wishing to claim CCS must register with Centrelink at my.gov.au. Centrelink is responsible for assessing all CCS calculations.

KSK OOSH Berowra is responsible for submitting attendance data to the government for assessment. You will need to supply the centre with dates of birth and Centrelink customer reference numbers for both you and your child. Those details, together with attendance details will be linked to the government, who will require you to accept the enrolment details through my.gov.au in order to receive CCS. When a child is first enrolled at KSK OOSH Berowra, the family must nominate the parent who is (or will be) registered to claim CCS. The nominated parent is the primary person responsible for payments to the service and is the only person who can view statements. Changes to the nominated parent will only apply from when the family notifies the centre in writing.

Payment of Fees

KSK OOSH Berowra is an approved child care service. We are able to claim the Child Care Subsidy (CCS) on behalf of qualifying families. To facilitate this, we use a widely used childcare management software Xplor to process the subsidy. Payment of OOSH fees are made via direct debit through Debit Success from your nominated bank account or credit card. This can be set-up via the Xplor App. If you are approved to claim CCS from Centerlink, you will be charged the outstanding gap amount. Families that do not claim CCS will be charged the full OOSH fee.

If for any reason your payment should be declined, a penalty of \$19.95 will be charged for every failed attempt to settle your fees through direct debit or credit card. Should your payment be declined, your OOSH service may be put on hold until your account is finalised.





ENROLMENT

To enrol please follow OOSH @ PBCS - Pacific Berowra Christian School.

Enrolment information must be completed prior to your child commencing the service to ensure we have relevant information on file.

Your enrolment will be confirmed via Xplor before your child attends the service. Once confirmation is received, your child can begin attending King Street Kids OOSH Berowra.

Please note, if your child has a medical condition, additional documentation must be completed and medication should be supplied to the service prior to your child commencing.

All new children and their families are invited to visit the centre prior to attendance in order to familiarise themselves with staff and routines.

How to Enrol?

To enrol, visit Pacific Berowra Christian School's website, select Enrol, choose OOSH @ PBCS under the Enrol section, and click Get Started to complete the Xplor enrolment form online.

Alternatively, you can visit <https://www.pacificberowra.nsw.edu.au/enrol/oosh> or contact the OOSH Coordinator at oosh@pacificberowra.nsw.edu.au for more information.

Once your enrolment has been processed, you will receive an email confirmation and follow up actions including the CCS process.

Permanent Bookings

The Coordinator is responsible for all enrolments. You must complete the enrolment form and email to request permanent bookings.

Children can be booked in for specific days. Confirmation by the Coordinator must be provided before your child is able to attend. The child can be booked in for extra days if required. See 'Casual Bookings' below.

If a child is unable to attend and we have not been notified by 11:00am, the fee for that day will still be charged.

Casual Bookings

Casual bookings can be made on the Xplor Home App.

Phone, email and 'in-person' bookings will require you to fill in and sign a casual booking form.

Casual bookings can be made up to the last minute, however if you are aware that you will need a casual booking, **advance notice is appreciated especially for Afternoon Sessions to make sure we stay in child-educator ratio**. If you do have an unexpected need for morning care, your child can be booked in upon arrival at the service. Unlike permanent bookings, casual bookings may be cancelled without incurring any extra costs, however, notice of cancellation must be emailed to oosh@pacificberowra.nsw.edu.au

Absences

It is important that our attendance records are accurate. If your child will not be present at a pre-booked session, whether a casual or permanent booking, you must let the Coordinator know in advance to avoid unnecessary confusion and concern. Notice must be provided via email, even if first contact is by phone. The roll is checked at the beginning of each session to make sure all children are present. If a child is absent from roll call without notice, staff are required to carry out a search for the child until that child can be located.

Late Pickup

The After School Care service closes at 6:00pm. Please contact the OOSH via telephone as soon as you know you are going to be late. Any parent/guardian who collects a child after 6:00pm will incur a late fee (see 'Fees'). If a child is not collected by 6:45pm and no contact can be made with parents or emergency authorised nominees, staff will make contact with local police to have the child placed under their supervision until contact can be made. This is an incredibly rare occurrences.

SIGNING IN & OUT

Parents/guardians are required to sign their child in on arrival to Before School Care, and out on their departure from After School Care on an electronic device. This must be completed by an adult aged eighteen years or older. This is an important aspect of the running of the OOSH and most importantly for insurance or emergency event purposes. The OOSH must be able to account for all children at all times.



DAILY ROUTINE

Before School Care

Time	Activity
7:00 am	Before School Care opens
7:00am – 8:00am	Breakfast available if required / Indoor free play
8:00am – 8:20am	Kitchen closes at 8:00am / Indoor free play continues
8:20am – 8:30am	Pack away / Daily prayer before heading to school
8:30 am	Before School Care closes

After School Care

Time	Activity
3:00pm	After School Care opens
3:00pm – 3:10pm	Attendance roll taken and signed into OOSH
3:10pm – 3:50pm	Structured programmed activities / Indoor and outdoor free play
3:50pm – 4:00 pm	Daily announcements / Prayer before afternoon tea / Children wash hands
4:00pm – 4:20pm	Afternoon tea provided and consumed
4:30pm – 5:00pm	Indoor and Outdoor structured programmed activities and free play / Homework club
5:00pm – 6:00pm	Indoor and outdoor free play / Craft activity offered
6:00pm	After School Care closes



GENERAL INFORMATION

Food

An optional light breakfast is offered each morning, if staff are advised. A light afternoon tea and fruit snack is provided each day.

The OOSH is responsible for providing children with food during the After School Care program as per the daily routine times. KSK OOSH Berowra is a nut-aware service.

If your child has a dietary requirement, special diet, or allergy, please notify the Coordinator so we can ensure children receive the correct food at meal times.

Toilets

Children must be toilet trained to attend the service. They also must be able to change themselves in case of a toileting accident. Younger children are encouraged to bring a set of spare clothes in their bag. Toilets are located adjacent to the OOSH centre and are available for children to use throughout their time attending the service.

Smoke-Free Environment

Smoking of any substance is strictly prohibited in the vicinity of KSK OOSH Berowra and on school grounds.

Health Information

Should your child have a specific health requirement, such as an Asthma plan or Anaphylaxis plan, please ensure you inform the Coordinator and provide a current action plan. An Allergy Management, Risk Minimisation, and Communication Plan will need to be completed in consultation with OOSH staff. Staff hold current first aid certificates and have been trained in Asthma and Anaphylaxis management. You are responsible to notify the centre of any changes to your child's plan.

Administration of Medication

If a child has a condition which requires medication (however occasional), parents must complete and sign relevant forms available at the OOSH. Medication must be in the original packaging. Over the counter medications will not be administered unless prescribed by a doctor.

Exclusion of Sick Children

Students who are sick should not be sent to OOSH. If your child is unwell, please keep them at home. This ensures your child can recover and prevents spreading illness to other children and staff. We ask that you notify the Coordinator if your child will be absent from OOSH. If your child becomes ill, we will contact you or your child's authorised nominee to arrange collection of the child. If the service suspects your child has an infectious disease, the child may be excluded until a medical certificate is lodged stating that they are not contagious.

Sun Protection

KSK OOSH Berowra enforces a 'No Hat, No Play' policy. The OOSH staff insist of all children being appropriately protected against the sun, especially during the summer months. Parents should inform their children on the need to protect their skin against the sun by wearing appropriate clothing, hats, and sunscreen. Sunscreen is available for children at the service, when required.

Complaints & Grievances

If there is something you wish to provide feedback about, please speak to the educator involved or the Coordinator in the first instance. Should you still be unhappy, please advise the appropriate contacts displayed on the notice board in the OOSH centre.



King Street Kids OOSH Berowra

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Mobile: 0435 187 970

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