**KINGSGROVE OSHC CENTRE**

**327, Kingsgrove Road, Kingsgrove, NSW, 2208**

 **e:** koshc@primaryoshcare.com.au **ph:0484 546 474**

Dear Parents and Carers, 12th December 2017

We are delighted to introduce ourselves to the Kingsgrove PS community. Primary OSHCare will be operating the OSHC service here from 29th January 2018.

Primary OSHCare is a Sydney based organisation who work exclusively in Out of School Hours Care provision and have been operating services at nearby Campsie, Canterbury, and Croydon Park over many years.

Our OSHC Centres operate to the highest standard of care with many receiving an Exceeding rating through the Assessments and Ratings process under the National Standards. We enjoy a solid reputation as a high quality, safe, professional and child centred Provider. Please see our website [www.primaryoshcare.com.au](http://www.primaryoshcare.com.au) for more information about these results and Primary OSHCare in general.

On our website you can find a page dedicated to Kingsgrove OSHC Centre with links to enrolment and bookings pages. Primary OSHCare subscribes to an online booking and waitlist management program called QK Enrol which you can access through this page. “Enrol” will give you access to make bookings and complete an online enrolment form for your child within a parent portal called My Family Lounge. (If you have previously used this system please don’t access it with your existing details but through the Primary OSHCare website to ensure alignment with our service). **As a new Provider at the Centre we must request that you complete a booking through this system for each child who attends the service**. We will also require any other relevant health records, allergy and asthma information, health plans etc. These can be uploaded through the portal.

Attached to this information is a Fees Schedule effective from Term 1 2018. Also, an EziDebit form to authorise fee payments. More detailed information about our programs and service will be sent to you once we commence operations.

In consultation with Principal Beverley d’Astoli, we will attend a P&C meeting early in term 1. We will be available on January 29th, a staff development day, to meet and introduce ourselves to the community whilst we complete the final set up of the Centre. We will also schedule some information sessions and introductions to our Educators as well as a Welcome event, soon after commencement.

We are looking forward to refurbishing the OSHC space to make it a child centred, warm and secure environment which will attract and stimulate children in their before and after school care sessions. Our program will be created based on children’s observed needs and interests and in accordance with any information you can supply to us about your child. The program will include daily activities based on creative, active, imaginative play and will also feature an increased sports component courtesy of our FREE Health and Wellbeing program. This offers children healthy lifestyle education, additional professional coaching sessions twice weekly and encourages their participation in sports games and skills based activities each day.

We will employ a suitably trained and experienced Co-ordinator who will manage the service daily. Please be assured that all Educators will hold the relevant qualifications and training including health and allergy management training, Child Protection training and working with children check screening. There will be Nominated and Certified Supervisors in place as per National Quality Standards requirements. All staff details will be displayed, with photos, so that you can easily identify and talk to them as required.

If you have any urgent or immediate questions you can email to the address supplied. Thephone number supplied above will be active from 15th -22nd December and then from 8th January. Similarly, you can email us at the above address or via our website. Please do not hesitate to ask any questions which you need to.

We are very much looking forward to becoming part of your vibrant community and look forward to getting to know you and your child.

**Yours sincerely**

**Suzanne Blythin (DIRECTOR)**