



Kangaroo Island Children's Services Inc

ENROLLING & SETTLING IN (OSHC)

We encourage you to visit with your child prior to starting care. We ask that you participate in an orientation meeting, prior to care commencing, to discuss your child's interest and needs. Routines and policies will be discussed at this time.

New children attending OSHC can be collected from their classroom for their first few sessions. This helps children to feel welcomed and to orientate themselves with the route and location. Parents are responsible for making sure their child is aware of where they need to be. This is particularly important during term time when a booking may have been made during the day while the child is at school. Parents will need to ensure their child receives a message about the change in their arrangements.

During Vacation care parents need to bring their children into the OSHC room so that staff may greet you and your child.

On arriving:

- Parents need to sign the attendance register
- Farewell their child (Vacation care)
- Children are guided through the site, place their belongings in the designated area and are asked to wash their hands.

Please provide your child with:

- Snacks and food for lunch and/or tea
- Named sunscreen
- Named spare clothes (during Vacation care only)
- Named smock or old shirt (during Vacation care only)

On leaving parents need to:

- sign the attendance register
- guide their child to wash their hands
- collect their child's art work and belongings
- collect newsletters, accounts etc
- take their child to a staff member to be farewelled