



OSHC NEWSLETTER

Term 4 2018

Director's Report



Staffing

Director.....	Diane Griguol
Assistant Director	Position vacant
Assistant Director	Emma Jones
Staff Member.....	Ann Harker
Senior Qualified Staff Member.....	Daniel Luciano
Senior Qualified Staff Member.....	Kylie Lowe
Senior Qualified Staff Member.....	Bianca Cutler
Qualified Staff Member.....	Josh Debattista
Qualified Staff Member.....	Elisse Hooley
Qualified Staff Member.....	Jourdan Capitanio
Staff Member.....	Cara Andriani
Staff Member.....	Claudia Jenkin
Staff Member.....	Nicholas Wing
Staff Member.....	Dylan Gruber
Staff Member.....	Luke Librino
Staff Member.....	Tiana Debattista
Staff Member.....	Johnny Librino
Staff Member.....	Rebecca Atkinson
Staff Member.....	Cailey Greene
Staff Member.....	Connor McLaughlin
Maintenance Officer.....	Jim Sloman
Cook.....	Gillian Antolini

Advisory Committee

Chairperson.....	Phoebe Youd
Secretary.....	Courtney Lorraine
Treasurer.....	Charmaine Gillard
OLOH Board Delegate.....	Ashley Keane
Service Representative.....	Diane Griguol
Staff Representative.....	Emma Jones
Family Representative.....	Jane Hendricks

Hours of Operation

Before School Care	7.00am - 8.45am
After School Care	3.00pm - 6.15pm
Vacation Care	7.00am - 6.15pm
Pupil Free Day	7.00am - 6.15pm
Early Closure (1)	12.30pm - 6.15pm
Early Closure (2)	2.00pm-6.15pm

2 Week Closure

Monday 24th December
2018

to

Friday 4th January 2018.

Pupil Free Days

OLOH Pupil Free Days 2018
Term 4 Friday 14th December

Greenwith Primary Pupil Free Days 2018
Term 4 Monday 26th November

New Staff

Connor McLaughlin has joined our OSHC team he is currently in his first year studying a Bachelor of Education, Primary/Middle. Cailey Greene has also joined our team and she is currently studying a Bachelor of Education and Early Childhood and is in her first year. Rebecca Atkinson is also part of our team now and she currently studying Certificate 3 in Early Childhood Education and Care. We will be recruiting again shortly.

Departing Staff

Maria Cronin has resigned from her position as assistant director and we wish her all the best for the future. Daniel has been successful in obtaining a teaching position for next year and Kylie, Bianca & Elisse are now all qualified teachers and will be perusing their teaching careers next year as well. We wish them all every success with their teaching careers.

Staff Training

- RAN update – All staff
- WHS – All staff
- Regulatory on line incident reporting training – Diane, Daniel, Kylie & Emma
- Cooks Day Out – Gillian



Director's Report Continued...

2019 Enrolment Package

The 2019 re-enrolment package will be emailed out to families on Thursday 15th November. Families have until Friday November 30th to submit their re-enrolment package to secure their child's place for 2019. After this date we will offer places to new families. Please bear in mind that our enrolment numbers are heading towards capacity so if you need care next year please submit before the deadline to guarantee your child's placement.

2019 Fees

Before School Care	\$12.25
After School Care	\$21.75
Early Finish 12.30pm	\$38.50
Early Finish 2.00pm	\$28.50
Vacation Care	\$61.50 (non-refundable)
Excursion Supplement	\$10.00
Pupil Free Day	\$61.50 (non-refundable)
Hats	\$10.00
Application Fee	\$50.00 (for new families)
Re-enrolling Fee	\$25.00
(For existing families that do not re-enrol their child prior to the conclusion of the current school year)	
Bond Fee	\$200.00
(Only applicable to families not paying fees on time and families being sent for debt recovery)	

Vacation Care December & January

Please book carefully as you will still be financially responsible for your child's place whether they attend or not

Vacation Care Program

The Vacation Care program will be emailed to every family on Friday of week 7.

Lunch Menu

Please take the time to go through the menu with your children so that they are aware what they will be having for their lunch prior to Vacation Care. Some children can become quite upset if they have ordered a lunch that they are unsure about or do not like. **Once a lunch has been ordered it can't be changed on the day.** If a child refuses to eat their lunch their family will be contacted. If a sandwich is then requested by the family a fee of **\$3 per sandwich** will be charged to the parents account.

Drink Bottles

All children require drink bottles in Vacation Care for days that we stay at our OSHC service as well as excursions.

Closed-in Footwear

It is a requirement that all children that attend Vacation Care wear enclosed footwear. **Please note: Children not wearing enclosed shoes will not be accepted into the Service.**

Vacation Care Survey

Can families using Vacation Care please take the time to complete the Vacation Care survey at the end of the holidays.

OSHC Website Important

We are hoping the new website will be launched on Friday 30th November 2018. New enrolment forms will be available and will be able to be completed on line and emailed back the same as the Vacation Care program. We are hoping to have an app available for this launch but if not then this will be introduced next year for the beginning of the new school term.



Improvements, Repairs & Maintenance

- Ant & spider eradication again
 - New Freezer
 - Repair carpet in Office
 - New Office Computer
 - Painting Activities Room
 - Soundproofing Activities Room
 - New Photocopier
 - New Website
 - Repair Toilets
- As well as all other duties on Jim's maintenance schedule.

Collection of Children Please Read

Please note that if you elect to send someone to collect your child that is not listed on your child's enrolment form you are required to send us an email confirming their identity.

Children with Medical Conditions

Just a friendly reminder that **ALL** children with dietary or medical conditions are required to supply a new health care plan signed by their doctor with their 2019 enrolment package or sign a declaration that their child's medical plan is current. Enrolment will not be accepted without a new health care plan or signed declaration. Health care plan forms can be found on our website.

Children Receiving Medical Care at OSHC

OSHC educators can only administer medication to children if parents have supplied a medication form signed by their doctor. This applies to all medication. Forms can be found on our website.

Sun Protection

ULTRA VIOLET INDEX (BUREAU OF METEOROLOGY)

Our service's Sun Protection policy is governed by the ultraviolet index rather than temperature. If the UV index is 11 or above, we will not allow the children to engage in outdoor activities or excursions because of the heightened risk of skin damage caused by the sun.

Director's Report Continued...

Quality Improvement Plan

Quality Area	Task	
1.2.1	Staff to participate in Indigenous Education Training and workshops.	Continue 2019
1.2.1	Research different ways to embed indigenous culture into our program.	Completed
1.2.1	Plan for an excursion to Warriparinga for Vacation Care.	January 2019
1.2.1	Research and Plan an indigenous culture board.	Completed
1.2.1	Source visitors that can visit the service and educate the children on the indigenous culture.	Completed
3.2.1	Research possible ideas to update our indoor areas.	Completed
3.2.2	Research possible ideas to update our outdoor areas.	Completed
3.2.1	Collaborate with children, families and other stakeholders on possible indoor area ideas.	Completed
3.2.2	Collaborate with children, families and other stakeholders on possible outdoor area ideas.	Completed
3.2.1	Plan a proposal for the indoor area to present to the committee.	Continue 2019
3.2.2	Plan a proposal for the outdoor area to present to the committee	Continue 2019
5.2.2	Review our current behavior management procedures with all stakeholders. i.e. what's working, what's not working and why	Continue 2019
5.2.2	Research and source best practice behavior management strategies and different ideas that have a more positive influence on the children.	In progress
5.2.2	Collaborate with all stakeholders to create a new and updated behaviour management procedure.	Continue 2019

If you wish to view the standards they are located on this link: <https://www.acecqa.gov.au/media/23171>. If you wish to contribute towards our review of the Service please forward your comments to oshc@goshc.org.au.

Policy Review

If you would like to view any policy and offer any input, the policies can be viewed on our website or we have a policy folder available for parents to view next to the OSHC office. If you wish you can request a copy of a policy. Our most recent reviewed policies are online and if you would like to read and make a comment I encourage you to do so. We have just reviewed our **Fees** policy. This will shortly be on our website. Please read the policy and if you would like to make a comment please do so. We find your feedback very informative.

Paystream Payment For OSHC Fees

Fees Payment Procedure

We use the Paystream Payment System for collection of fees. This is an automated payment system that works in conjunction with our software. Families choose either their credit card or debit card to have their fees deducted from. If you choose the credit card option only VISA and Mastercard are accepted. **Please note that this payment method is the only payment option for families to pay their fees and debits from Bank Accounts are no longer an option.**

Accounts will be sent out once a fortnight on a Monday showing the amount that is due. Deductions will occur on the following day, Tuesday. Families need to ensure that they have sufficient funds in their account to cover the amount due on their invoice. A payment schedule is available on our website as well as included in the enrolment package.

Families are required to fill out a deduction authority at the beginning of each new year allowing the balance to be debited from their credit card or debit. If excess money is taken due to CCB or CCR not being deducted from the account prior to the balance being debited then the excess will be credited to the family's account.

If families have a query with their account they can raise their issues with the OSHC office either by phone, in person or email.

All accounts need to be brought to a nil balance by the end of the year. Enrolment and bookings will be cancelled for families with outstanding amounts being carried over to the new calendar year.

Overdue Payment of Accounts Fees and Procedure

Families that have their **deduction declined** will be charged a **\$2.75 bank fee** and an **administration fee of \$10** for accounts under \$100 or an **administration fee of \$25** for accounts \$100 and over. Families will then be contacted to arrange settlement of their account. If payment is not received by Friday being the last day of the week the child's place will be suspended until payment has been made in full. Families that have their deduction declined 3 times in a calendar year will be required to go on a \$200 bond to continue to use the Service. **This bond does not offset any future fees.**

Families that do not pay their Vacation Care Fees by the due date will be required to prepay their fees for subsequent bookings for Vacation Care. Families that do not attend the campus are required to pay their Vacation Care Fees in advance.

Families are encouraged to discuss any difficulties that they may have in paying fees with the Director, who will discuss and make suitable arrangements for payment of fees as well as informing them of other avenues of financial support if required.

Diane Griguol

OSHC UPDATES...



New Children

Ryan Schneider
Zavier Curran
Nevaeh Pause
Charlotte Bottomley
Olivia Bottomley
Jayden Keenan
Kiara Gardner
Jessie Wright
Mason Henderson
Mitchell Burgmeister
Tara Burgmeister
Hayden De Marchi
Cameron De Marchi

Vacation Care

This upcoming December and January Vacation care is full of fun and adventure! We have a few excursions planned in both sets of holidays including a trip to the Ice Arena, Morialta Falls Conservation Park, The Movies, Flip Out, Barossa Bowland, Warriparinga Kurna Cultural Centre, the Maritime Museum and Monarto Zoo! There will also be many crafts, sports and water based activities on the days we are not leaving OSHC. Make sure you check out our program which will be emailed out Friday week 7 of the term and book in quickly!

