



OSHHC Newsletter

Term 1 2019



Staffing

Director.....	Diane Griguol
Assistant Director	Mim Everett <i>New</i>
Assistant Director	Annette Golebiowski <i>New</i>
Senior Qualified Staff Member.....	Josh Debattista
Qualified Staff Member.....	Claudia Jenkin
Qualified Staff Member.....	Cara Andriani
Qualified Staff Member.....	Tiana Debattista
Qualified Staff Member.....	Nick Wing
Qualified Staff Member.....	Anastasia Tsiourvas <i>New</i>
Staff Member.....	Johnny Librino
Staff Member.....	Dylan Gruber
Staff Member.....	Rebecca Atkinson
Staff Member.....	Cailey Greene
Staff Member.....	Connor McLaughlin
Staff Member.....	Tim Camilleri <i>New</i>
Staff Member.....	Madeline Doolin <i>New</i>
Staff Member.....	Corey Husson <i>New</i>
Staff Member.....	Ann Harker
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.....	Mim Everett / Annette Golebiowski
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 23rd December
2019

to

Friday 3rd January 2020.

Pupil Free Days

OLOH Pupil Free Days 2019
Monday 29th April

Greenwith Primary Pupil Free Days 2018
Monday 29th April

New Staff

Mim Everett has joined our team as an Assistant Director – Focus running the floor. Mim has come from St Augustine's where she worked part time as a teacher and worked in OSHHC. Annette Golebiowski has also joined our team as an Assistant Director – Focus administration. Annette also comes from St Augustine's and ran the school front office and worked part time in OSHHC. Tim Camilleri, Madeline Doolin and Corey Husson have also joined our team. Tim is a 2nd year student studying a Bachelor of Education whilst Madeline and Corey have just started their 1st year teaching degree. Anastasia Tsiourvas has joined us just this week and she is studying a Bachelor of Education (Primary) and is in her 3rd year.

Departing Staff

Emma Jones has left to take up a position in classroom support. Emma will be sorely missed, and we wish her every success for the future. Luke Librino has left as he decided to study in a different area and Jourdan Capitanio has commenced a new position in an early learning centre. We wish them all the best for their future.

Staff Training

- First Aid – All staff
- MTOP – Mim, Tim, Maddie, Corey
- OSHHC best practices – all staff



Continued...



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.

Improvements, Repairs & Maintenance

- Ant & spider eradication
- Repair Toilets
- Replace air conditioner in office
- Repair air conditioners in Activities room
- Replace door handle on main building
- Installation of commercial ceiling fan in Kitchen
- New cleaning company contracted

As well as all other duties on Jim's maintenance schedule

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 has been emailed to every family on Friday of week 7 and is also available on our website.

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 attending 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

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)	

Electronic sign in *New*

The new electronic sign in was introduced on Monday 18th March. You just need to enter your unique pin code into the IPAD and your children's names will come up for you to either enter them as arrived or leaving and confirm.

If you have authorization to collect any other children that attend OSHC and they are booked into the same session their names will appear as well. If you are not collecting them then just ignore their names.

If you have not received an email with your unique pin code then please email oshc@goshc.org.au and advise us and we will email back your unique pin code.

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.



Continued...

Quality Improvement Plan 2019

<u>Quality Area</u>	<u>Task</u>	
1.2.1	Provide opportunities for children to explore Australia's indigenous culture	
3.2.1	Plan a proposal for the indoor area to present to the committee.	
3.2.2	Plan a proposal for the outdoor area to present to the committee	
4.2.1	Schedule additional staff meetings to ensure new staff members have sound knowledge of our practices and procedures	
5.2.2	Create a positive learning environment that supports self-regulation and social justice principles	

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 also request a copy of a policy to be sent to you. We have just reviewed our **Emergency Procedure and Risk Assessment** policies. They will be available to view on our website soon. Please read the policies and if you would like to make a comment please do so. We appreciate your feedback.

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.

Changes to childcare 2018

Enrolments ceasing

All enrolments (not just enrolments for vacation care) cease if 8 continuous weeks have passed since the child last attended a session of child care. The process for re-enrolling a child at the same service can be streamlined. For example, the provider and parent can agree to use the Complying Written Arrangement that was in place during the previous enrolment as the basis for the new Complying Written Arrangement and enrolment and update relevant details such as any change in fees, or sessions of care.

Once the Complying Written Arrangement has been re-established the provider submits the new enrolment notice, which could be prefilled with basic information from the child's previous enrolment. At a minimum, the provider would need to give a new 'start date' for the new enrolment. The parents then need to confirm details about the new enrolment through Centrelink Online or the Express Plus mobile phone app.

What happens when absences occur before and after a child attends your service?

You may have noticed that absences from sessions of care are not eligible for CCS/ACCS when they occur before a child first attends your service under a new enrolment, or after the child last attends under an enrolment.

Subsidy is not paid for absences submitted before the first attendance under a new enrolment. Absences submitted after the last attendance may be paid, however, these amounts will be recovered if the child does not attend another session of care before the enrolment ceases.

Reporting Actual Attendance Times

From 14 January 2019, it will be a legal requirement for child care providers to include children's actual attendance times in families' statements of entitlement and session reports to the Australian Government.

Reporting actual attendance times is intended to help parents understand the relationship between the fees they are charged, the amount of subsidy paid to their child care provider on their behalf, and their out of pocket expenses.

Diane Griguol

OSHC Updates...

New Children

Chelsea Burton
Aubrey Grabowski
Oliver George
Tyler Grenville
Summer Grenville
Stathis Maltezos
Evan Maltezos
Angus Mann
Elise Mann
Owen Mann
Oakley Mobbs
Mirra Mobbs
Ethan Ross
Noah Young
Oakley Flynn
Gemma Medlen

Amber Peel
Olivia Prince
Serena Senyard
Levi Ung
Jack white
Cody White
Kaden Eldridge
Kayla Eldridge
Daniel Ellis
Ayden Ellis
Savannah Jackson-Scaife
Brooklyn Jackson-Scaife
Ava May James
Ruby Evans
Nate size

Brilee Medlen
Jaylen Medlen
Harrison Mifsud
Emily Nelson
Madison Russel
Hannah Sullivan
Heath Thomson
Tayla Tuckwell
Jakob Tuckwell
Isla Chisholm
Noah Chisholm
Aleeyah Bendetti
William Collins
Jaxon Coppinger
Royce Kelly
Emily Roesell
Luccas Mucciante
Mason Pike

Elloise Beck-Faraonio
Brock Beck-Faraonio
Emily Corttrriend
Rose-Oriana Bgnato
Francesco Bagnato
Aliyah Ciroco
Amelia Canning
Jesse Christie
Violet Fix
Amelia Perry
Harrison Rich
Olivia Spencer
Kaden Ozzie Trebilcock
Tahlia Moyle

Morgan Hill
Tenielle Kalman
April Braun
Sienna Chester
Sienna Stirling
Oliver Hirons
Summer Thomson
Indie Thomson
Isabelle Pember



Vacation Care

The April school holidays are fast approaching and we have lots of fun and exciting activities planned. We have three excursions to go to the movies to see Lego movie, Flip Out and Warriparinga Kuarna Cultural Centre. Last holidays, our incursion D for Dance was cancelled due to the heat, so we are excited to say that they will be visiting to make up the session. To finish up with holidays, we have a PJ day that will allow the students to unwind and prepare to return to school for term 2!

Our OSHC staff...

You may have noticed some new faces around OSHC as we have had a big change of staff coming into the new year. Here are some names to the faces 😊



Diane Griguol



Annette Golebiowski



Mim Everett



Josh Debattista



Ann Harker



Claudia Jenkin



Tiana Debattista



Cara Andriani



Nick Wing



Anastasia Tsiourvas



Rebecca Atkinson



Connor McLaughlin



Cailey Greene



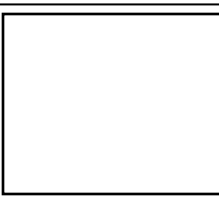
Johnny Librino



Dylan Gruber



Tim Camilleri



Corey Husson



Madeline Doolin



Jim Sloman



Gillian Antollini