



OSHC NEWSLETTER



Term 1 2020

Hours of Operation

Before School Care 7.00-8.45am

After School Care 3.00-6.15pm

Vacation Care 7.00-6.15pm

Pupil Free Day 7.00-6.15pm

Early Closure OLOH 12.30-6.15pm

Early Closure Greenwith 2.00-6.15pm

Please be aware the office is not always attended if you call, so please leave a message on the telephone or email but if it is an emergency call our mobile on 0499 012 814.

Advisory Committee

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

Staffing

Director..... Diane Griguol
Assistant Director Mim Everett
Senior Qualified Educator..... Claudia Jenkin

Qualified Educator..... Cara Andriani
Qualified Educator..... Nick Wing
Qualified Educator..... Tiana Debattista
Qualified Educator..... Anastasia Tsiorvas
Qualified Educator..... Johnny Librino
Qualified Educator Abi Lasham
Qualified Educator..... Connor McLaughlin
Qualified Educator..... Tim Camilleri

Special Needs Facilitator..... Rebecca Atkinson
Maintenance Officer..... Jim Sloman
Cook..... Lisa Rundle

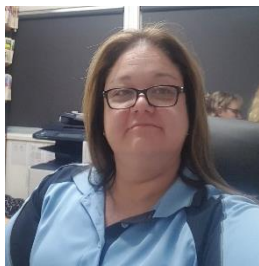
Educator..... Dylan Gruber
Educator..... Cailey Greene
Educator..... Madeline Doolin
Educator..... Corey Husson
Educator..... Georgia Beveridge
Educator..... Matt Guidolin

Departing Staff

Josh Debattista is now teaching as a junior primary teacher at Surrey Downs primary. Our cook, Maria Forzisi has left our Service as she has obtained a new position in retail. Annette Golebiowski has retired as well as Ann Harker who has been with our Service for more than 12 years. We wish them all the best for the future.

New Staff

Matt Guidolin a 1st year Uni student studying a Bachelor of Primary Education. Lisa Rundle has taken up the position of cook for our Service. Lisa is a qualified chef and previously worked at a childcare centre.



Diane Griguol

2020 OSHC STAFF



Mim Everett



Cara Andriani



Claudia Jenkin



Nick Wing



Tiana Debattista



Anastasia Tsiorvas



Rebecca Atkinson



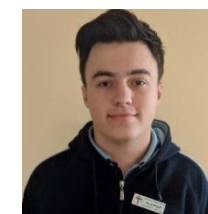
Connor McLaughlin



Lisa Rundle



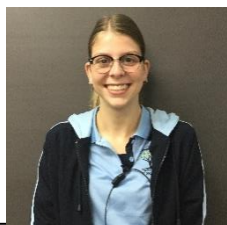
Johnny Librino



Dylan Gruber



Tim Camilleri



Georgia Beveridge



Cailey Greene



Madeline Doolin



Abi Lasham



Corey Husson



Matt Guidolin



Jim Sloman

Staff Training

- Scoffed Cooking School- Module 1 Educators being trained to teach children to cook
 - Diane, Mim, Annette, Bec, Abi & Lisa
- Unpacking the Educational Leader's resource – Diane, Mim
- Mentoring to complete new Quality Improvement Plan - Diane, Mim
- OSHC Master Series 1 – Mim, Bec
- Scoffed Cooking School- Module 2 Educators being trained to teach children to cook
 - Diane, Mim, Lisa, Claudia, Cara & Nick
- Challenging Behaviours – Mim, Claudia, Nick
- Sensory Training – Cara & Bec

Welcome to the new children that started in Term 1

Alyssa, Alan, Heidi, Bodhi, Alexis, Mason, Mackenzie, Lilah, Chelsea, Isla, Abigail, Linnea, Tiffany, Hugo, Leo, Scarlett, Lilly, Chelsea, Mia, Leah, Zara, Riley, Dedan, Elodie, Liam, Jacob, Flynn and William. We hope you enjoy starting OSHC with us 😊

Christmas Holidays 2 Week Closure

Our 2-week closure for cleaning and maintenance work this year will be Monday 28th December 2020 – Friday 8th January 2021.

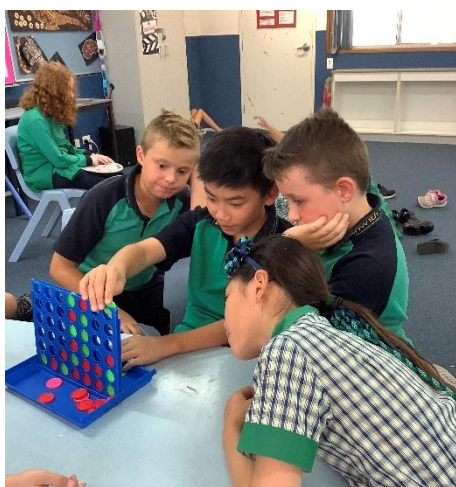
Pupil free days – term 2

Our Lady of Hope: Tuesday 28th April

Pupil Free days will be available this year however, we must book a minimum of 13 children for the pupil free day to proceed.

Meet & Greet

This year our Meet and Greet has been cancelled due to the current pandemic.



2020 Fees

Before School Care	\$12.25
After School Care	\$22.75
Early Finish 12.30pm	\$38.50
Early Finish 2.00pm	\$28.50
Vacation Care	\$63.00 non-refundable
Excursion Supplement	\$12.50
Pupil Free Day	\$63.00 non-refundable
Hats	\$10.00
Application Fee	\$75.00 for new families
Re-enrolling Fee current	\$25.00 for existing families that do not re-enrol their child prior to the conclusion of the school year
Bond Fee	\$200.00 only applicable to families not paying fees on time and families being sent for debt recovery

Vacation Care October 2019

Vacation Care Program

The reviewed Vacation Care program has been emailed to every family and it has been posted on our website.

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

Lunch Menu – Steps to follow to order your child's lunch preference

You are required to write down your child's lunch preference, either the advertised option or a sandwich of your choice for each day on the booking form. If you do not write down your child's lunch preference, then the advertised option will be selected for your child. 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 you 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. The survey can be found on our website.



Children with Medical conditions attending OSHC in 2020

Our Medical Conditions Policy has been reviewed and due to Legislation requirements, we now must include with any Diagnosis, Medical, Dietary and Health Plans a completed Risk Minimisation Plan. This plan must be completed at the time of Enrolment or Re-enrolment with either Claudia or Mim. Currently all families that do not have a Risk Minimisation plan are being contacted to come in and complete. All the Diagnosis, Medical, Dietary and Health Support Plans and Policies are available on our website for you to read and download. If you have any queries, please call the office on 8289 9751.

Inclusion subsidy scheme

As we have commenced a new school year the dynamic in our Inclusive Support Program has changed. Children have left our Service as well as new children needing support have enrolled in our Service. We have had to complete a change of circumstances application for all 3 of our care environments. We currently have 16 children requiring on going high support needs and we have just lodged an application for an additional child for limited time funding support.

Quality Improvement plan 2019

Our Quality Improvement Plan is currently being reviewed. If you would like 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.

Improvements, Repairs and Maintenance

- Ant & spider eradication
- Repair toilets
- Repair fly screens
- Repair screen doors
- Repair office furniture
- Repair handheld radios
- Purchase locks for staff pigeonholes
- Repair plumbing under drink taps
- As well as routine maintenance and grounds upkeep

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 **Philosophy, Staffing and Sustainability Policies**. These will shortly be on our website. Please read the policies and if you would like to make a comment please do so. We find your feedback very informative.

Collection of Children

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. If it is a last-minute emergency collection you will then need to telephone our office to make arrangements.

Overdue Payment of Accounts 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



Some of our
fun from
Term 1
2020

