



# OSHC Newsletter



## Term 3 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 note that whilst the office is not always staffed, messages can be left on the answering machine or emailed.

Contact can be made by email or phone; we appreciate notification of absences. Booking requests should be made in writing through email or on the OSHC booking form. Please do not approach educators to request a booking.

PH: 8289 9751

MOB: 0499 012 814 (in emergencies, when landline is down or on excursions)

### *Advisory Committee*

Chairperson..... Phoebe Youd

Secretary..... Courtney Lorraine has resigned and this position is now vacant

Treasurer..... Charmaine Gillard

OLOH Board Delegate..... Ashley Keane

Service Representative..... Diane Griguol

Staff Representative..... Mim Everett

Family Representative..... Jane Hendricks/Brad Pike

### *Staffing*

Director..... Diane Griguol

Assistant Director ..... Mim Everett

Senior Qualified Educator..... Claudia Jenkin

Cook..... Lisa Rundle

Maintenance Officer..... Jim Sloman

Qualified Educator..... Cara Andriani

Qualified Educator..... Nick Wing

Qualified Educator..... Tiana Debattista

Qualified Educator..... Anastasia Tsiourvas

Qualified Educator..... Johnny Librino

Qualified Educator ..... Abi Lasham

Qualified Educator..... Connor McLaughlin

Qualified Educator..... Tim Camilleri

Educator..... Dylan Gruber

Educator..... Madeline Doolin

Educator..... Corey Husson

Educator..... Georgia Beveridge

Educator..... Matt Guidolin

Educator..... Caitlyn Bloomfield *New*

Educator..... Georgia Larby *New*

Educator..... Sixia Li *New*



Diane Griguol

# 2020 OSHC Staff



Mim Everett



Cara Andriani



Claudia Jenkin



Nick Wing



Tiana Debattista



Anastasia Tsiorvas



Connor McLaughlin



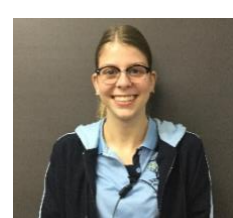
Lisa Rundle



Johnny Librino



Tim Camilleri



Georgia Beveridge



Caitlyn Bloomfield



Madeline Doolin



Corey Husson



Abi Lasham



Matt Guidolin



Georgia Larby



Dylan Gruber



Sixia Li



Jim Sloman

## ***New Staff***

3 new staff members have started at our Service. Georgia Larby is in her 2<sup>nd</sup> year of a Bachelor of Teaching. Georgia is also a former OLOH student who attended OSHC. Caitlyn Bloomfield is in her 1<sup>st</sup> year of a Bachelor of Social Work. Caitlyn comes with experience working in an OSHC in her hometown. Sixia Li is an international student currently studying her Master of Teaching (Early childhood).

## ***Staff Training***

- Quality Improvement Plan Process – Leadership
- Managing Behaviour OSHCSA – Nick & Connor

## ***Welcome to the new children that started in Terms 2&3***

During a trying time due to COVID-19, we have had many new families become a part of our OSHC community. Those who have joined us most recently include, Yash S, Emily R, Peyton M, Archer J, Scarlett K, Jayla B, Amelia & Jack N, Deacon M, Madison G, Lucy W, Nikolla S, Elijah D, Sopie S, Emma D, and Gemma R. Welcome to all new families. 😊

## ***2 Week Closure***

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

## ***Pupil free days – term 4***

Our Lady of Hope: Monday 12<sup>th</sup> October  
Friday 11<sup>th</sup> December

Greenwith: Monday 23<sup>th</sup> November

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



## ***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	\$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 Sept/Oct 2020***

### **Vacation Care Program**

The 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.



## ***Quality Improvement plan 2020***

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](mailto:oshc@goshc.org.au).

## ***Improvements, Repairs and Maintenance***

- Ant & spider eradication
- Repair toilets
- Repair fly screens
- Repair screen doors
- Repair handheld radios
- As well as routine maintenance and ground upkeep

## ***Policy Review***

If you would like to view any policy and offer any input, the policies can be viewed on our website. 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 **Authorisations & Governance and Management 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 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. 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.

### ***COVID-19***

#### **New procedures implemented**

- Families can no longer enter our Service and must sign their child in and out at OSHC's front gate.
- Children and staff must not attend if they are displaying signs of Covid-19 or have come into contact with someone that is being tested for Covid-19.
- Children and staff cannot enter the site after they have been tested for COVID-19 until they have supplied their clearance letter.
- Children and staff are required to have their temperature checked upon arrival. If anyone's temperature is 38 degrees or above, they cannot enter our site.
- If a child is displaying COVID-19 symptoms upon arrival they will not be permitted to be signed into the Service.
- If a child displays COVID-19 symptoms whilst at OSHC the child will be isolated from the rest of the children and their family will be contacted for immediate collection from the Service.
- Social distancing for staff members and reduced number in groups for children.
- Healthy hand hygiene behaviour.
- Educating children to cover coughs and sneezes.
- Families collect their children at the hall and resource centre from the front door.
- A new simplified menu with whole pieces of fruit on offer instead of being cut up into pieces.
- Food being plated for children instead of helping themselves.
- Resources, equipment and toys that cannot be sanitized have been put away.
- The premises are cleaned twice daily.
- New family's induction now taking place over the phone.



Some of our  
OSHC fun in  
2020

