



OSHC NEWSLETTER



Term 1 2021

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 (1)	12.30-6.15pm
Early Closure (2)	2.00-6.15pm

Advisory Committee

Chairperson.....	Darren Bolland
Secretary.....	Kim Tyler
Treasurer.....	Charmaine Gillard
OLOH Board Delegate.....	Ashley Keane
Service Representative.....	Diane Griguol
Staff Representative.....	Mim Everett
Family Representative.....	Brad Pike

Staffing

Director.....	Diane Griguol	Admin/Educator.....	Georgia Beveridge
Assistant Director.....	Mim Everett	Maintenance Officer.....	Jim Sloman
Senior Educator.....	Nick Wing	Kitchen.....	Chelsea Doyle <i>New</i>
Senior Educator.....	Johnny Librino		
Qualified Educator.....	Anastasia Tsiourvas	Educator.....	Dylan Gruber
Qualified Educator.....	Connor McLaughlin	Educator.....	Corey Husson
Qualified Educator.....	Tim Camilleri	Educator.....	Matt Guidolin
Qualified Educator.....	Madeline Doolin	Educator.....	Caitlyn Bloomfield
Qualified Educator.....	Georgia Larby	Educator.....	Sixia Li
Qualified Educator	Brittney Hills <i>New</i>	Educator.....	Steph Harman
Qualified Educator.....	Olivia Witkin <i>New</i>	Educator.....	Karen Roberts <i>New</i>
Qualified Educator.....	Sophie Napoli <i>New</i>		



Diane Griguol

2021 OSHC Staff



Mim Everett



Connor McLaughlin



Nick Wing



Anastasia Tsiorvas



Johnny Librino



Tim Camilleri



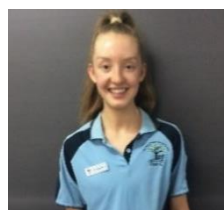
Georgia Beveridge



Dylan Gruber



Corey Husson



Maddy Doolin



Caitlyn Bloomfield



Matt Guidolin



Georgia Larby



Sixia Li



Jim Sloman



Karen Roberts



Sophie Napoli



Chelsea Doyle



Steph Harman



Olivia Witkin



Brittney Hills

New Staff

Five new staff members have joined our team. Chelsea Doyle, Brittney Hills, Sophie Napoli, Karen Roberts and Olivia Witkin. Sophie is going into her first year in a Bachelor of Teaching. Brittney and Olivia are 3rd year Uni students completing a Bachelor of Teaching. Chelsea is an ESO coming from Brahma Lodge Primary and Karen is coming from Golden Grove Lutheran. Steph has been doing her placement for certificate 4 in school aged care at our OSHC and has now become a new member of our team.

Departing Staff

Cara Andriani, Claudia Jenkin and Tiana Debattista have taken up teaching positions and we wish them well with their teaching careers.

Staff Training

- Philosophy – All staff
- National Quality Framework– All staff
- Quality Improvement Plan – All staff

Welcome to the new children, families and siblings that have started in Term 1!

We have had many new families join us in this year at OSHC. It has been great to see new children as well as younger siblings making friends, and becoming confident and comfortable in the OSHC environment 😊

Spike Childcare App *New*

Families have been invited to access the Spike Childcare App with instructions on their weekly tax invoice. To be eligible to access the site families must have an email address that is recorded on their Spike account. Families use their email address and PIN Code to sign in. Families will be able to see their children's current and upcoming bookings – including Vacation Care, immunisation status, allergy / dietary requirements, emergency contacts, invoices and current balance owing.

A Safe and Respectful OSHC Environment *New*



At Our OSHC Service we value mutually respectful relationships and expect all stakeholders including both children and adults to behave in an acceptable manner towards each other. We ask you to support us by ensuring your behaviour is appropriate when interacting with OSHC staff and other adults at OSHC. Types of behaviour that are considered unacceptable and will therefore not be tolerated include the following but not limited to: -

- Shouting- in person or over the phone
- Unwanted attention directed at another person
- Verbal abuse
- Physically intimidating a member of staff including, standing very close to him/her, aggressive hand gestures
- Swearing
- Threatening
- Pushing
- Hitting
- Spitting

Anyone displaying unacceptable behaviour will not be welcome at our OSHC Service and will need to make alternative childcare arrangements.

To ensure OSHC has a safe and respectful environment for everyone we will be implementing a new policy which includes challenging behaviour, aggression and violence. We will email this new policy out to families once it has been finalized.

So, let's work together to make OSHC a safe place for all.

2021 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

Balancing Child Care Subsidy New

"We are encouraging providers and services to alert families that they need to report their incomes to Services Australia for the "balancing" of Child Care Subsidy (CCS).

Families must confirm their income after the end of each financial year to ensure they are paid the right amount of CCS. This "balancing" process is underway for two financial years – the 2018–19 financial year and the 2019–20 financial year. Last year, the first deadline for the 2018-2019 financial year was extended because of COVID-19.

So, this is the first time we'll reach a deadline. As well, two deadlines fall at the same time.

To note, the first deadline to report income for the 2018-19 financial year is approaching – 31 March this year."

Vacation Care April 2021

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 and has also been emailed.

Pupil Free Days Term 1

Our Lady of Hope School: Nil

Greenwith Primary School: Nil

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

Two Week Closure – Dates for this year

Our 2-week closure for cleaning and maintenance work this year will be Friday 24th December 2021 – Friday 7th January 2022

Improvements, Repairs and Maintenance

- Ant & spider eradication
- Repair girls & boys toilets
- Repair screen doors
- Repair cupboard doors
- Repair fly screens
- Repair Held Radio
- As well as routine maintenance and grounds upkeep

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.

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 **Philosophy, Complaints and Confidentiality 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.

Overdue Payment of OSHC Accounts

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.

Phone Lines PLEASE READ

We are still experiencing issues with our phone lines – there is no message bank available for us at the moment so please continue to contact us through our emails, and use the phone lines only for emergency contact.



COVID-19

New procedures continuing

- 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 they 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.
- Families coming onto our site need to sign in using the QR App.

