



OSHC NEWSLETTER



Term 2 2021

Hours of Operation

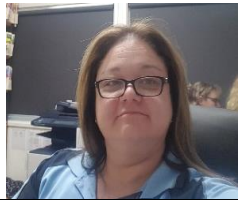
Before School Care	7.00-8.45am
After School Care	3.00-6.15pm
Vacation Care	7.00-6.15pm
Pupil Free Day	7.00-6.15pm
Early Closure (1)	12.30-6.15pm
Early Closure (2)	2.00-6.15pm

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
Senior Educator.....	Johnny Librino		
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	Educator.....	Steph Harman
Qualified Educator.....	Olivia Witkin	Educator.....	Karen Roberts
		Educator.....	Dylan Gruber
		Educator.....	Sophie Napoli
		Educator.....	Hannah Smart <i>New</i>



Diane Griguol

2021

OSHC STAFF



Mim Everett



Connor McLaughlin



Nick Wing

Hannah Smart *New*

Johnny Librino



Tim Camilleri



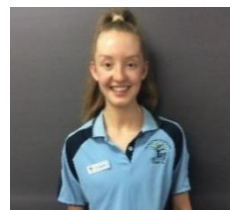
Georgia Beveridge



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

Hannah Smart has recently joined our team. Hannah has come from Banksia Park OSHC and will commence her teaching degree at university next semester.

Departing Staff

Anastasia Tsirovas graduated with her teaching degree and has left us to focus on TRT work. We wish her well with her teaching career and future endeavours.

Staff Training

- Workplace Induction – New staff
- OSHC Conference – online 25th to 26th May – Diane & Mim
- CESA regulations workshop – 6th April – Diane

Welcome to the new children, families and siblings that have joined us in Term 2! 😊

Spike Childcare App Part 2 *New*

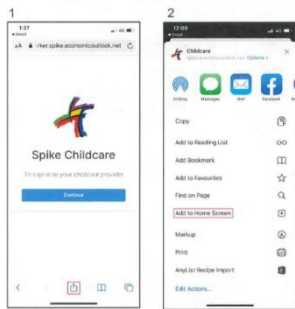
The Spike Childcare App has been updated and can accept bookings online. The new booking system will come into effect on the first day of term 3. All families need to ensure that they have downloaded the App and can access their account. Instructions on the new booking system will be sent out shortly.

Instructions for downloading the Spike Childcare App.

<https://greenwith.spike.economicoutlook.net/clients/>

Installing the Parent Childcare App on iPhone / iPad

Click on the link to the Parent Childcare App from either your invoice or email

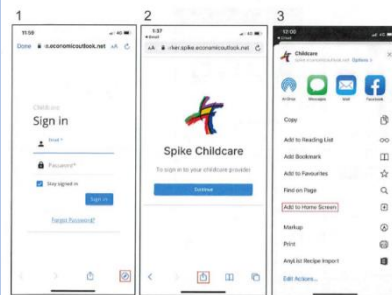


1. Click the Share Icon
2. Add to Home Screen

To log in your username is the email address that you have provided to your service and your password is your pin number. If your service does not use the electronic attendance system or you have forgotten your pin number / password, select forgot password and an email will be sent to you. The subject will be "reset password".

Installing the Parent Childcare App on iPhone / iPad for users of Google Chrome

Click on the link to the Parent Childcare App from either your invoice or email

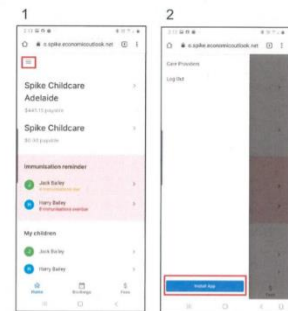


1. Click on the Safari icon
2. Click the Share Icon
3. Add to Home Screen

To log in your username is the email address that you have provided to your service and your password is your pin number. If your service does not use the electronic attendance system or you have forgotten your pin number / password, select forgot password and an email will be sent to you. The subject will be "reset password".

Installing the Parent Childcare App on Android

Click on the link to the Parent Childcare App from either your invoice or email.



If you did not install the App at initial sign in

1. Click on 3 lines on top left-hand side
2. Install App

To log in your username is the email address that you have provided to your service and your password is your pin number. If your service does not use the electronic attendance system or you have forgotten your pin number / password, select forgot password and an email will be sent to you. The subject will be "reset password".

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 but are not limited to the following: -

- Shouting- in person or over the phone
- Unwanted attention directed at another person
- Verbal abuse
- Physically intimidating a member of staff such as: standing very close to them, aggressive hand gestures etc.
- 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 addresses 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.

Vacation Care Survey New

We received 36 completed surveys after our last holidays:

- 5 families preferred no rise in fees and bring own food except breakfast and afternoon snack.
- 26 families preferred everything to remain the same with an increase in the excursion supplement.
- 5 families preferred fees to remain the same and children only go on 1 excursion per week.

We will take the increase in the excursion supplement into consideration when we finalise our budget.

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

Vacation Care July 2021

Vacation Care Program

The July Vacation Care program has been emailed to every family and has also 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 they receive a lunch that they are unsure about or do not like. **Once a lunch has been ordered it cannot 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.

Pupil Free Days Term 3

Our Lady of Hope School: Monday 6th September

Greenwith Primary School: Friday 30th July
Monday 6th

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 to drinking taps
- Repair cover to drain and clear drain
- Repair Pavers
- 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 [Excursions Policy and finalising the draft Code of Conduct Policy](#). These will shortly be on our website. Please read the policies and if you would like to make a comment please do so, as 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.



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 and no longer enter.
- 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.
- Staff and families entering our site need to sign in using the QR App located on the front gate.

Message from the Director

Welcome to all the new families that have joined our OSHC community this term.

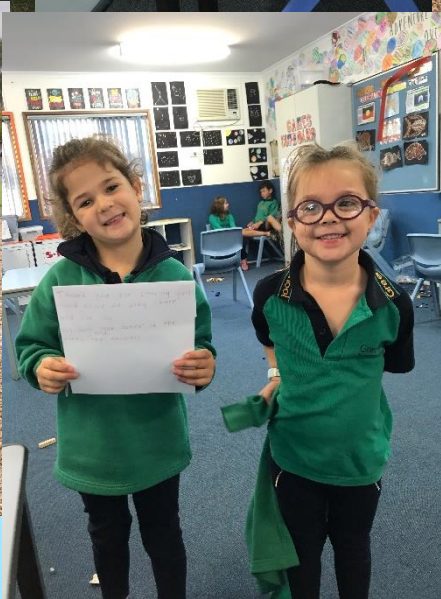
How fast the term has flown by with the school holidays just around the corner. If you are wanting to book Vacation Care, I suggest you book sooner rather than later as Thursday 8th July is booked out. If you require care for this day but are yet to book, we can place your child's name on the waiting list.

Please don't forget to scan the QR code located on Green Entrance Gate upon entry to the campus. We are legally required to ensure that every individual who enters our Campus grounds signs in, due to Covid-19 rules and laws.

Can I please remind families that OSHC is not the place for children with cold/flu like symptoms, vomiting, and/or diarrhoea. If your child displays any of these symptoms whilst attending OSHC you will be contacted to collect your child.

Thanks for all your support.

Diane



TERM 2
OSHC
FUN

