



OSHC NEWSLETTER

Term 4 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.....	Mike Stott
Family Representative.....	Brad Pike

Staffing

Director.....	Diane Griguol
Assistant Director.....	Mike Stott New
Senior Educator.....	Vrinda Shah New
Senior Educator.....	Gaby Woods New
Senior Educator.....	Nick Wing
Senior Educator.....	Johnny Librino
Qualified Educator.....	Connor McLaughlin
Qualified Educator.....	Tim Camilleri
Qualified Educator.....	Madeline Doolin
Qualified Educator.....	Georgia Larby
Qualified Educator.....	Brittney Hills
Qualified Educator.....	Olivia Witkin

Admin/Educator.....	Georgia Beveridge
Maintenance Officer.....	Jim Sloman
Kitchen.....	Kylie Jamieson New
Educator.....	Dylan Gruber
Educator.....	Corey Husson
Educator.....	Matt Guidolin
Educator.....	Caitlyn Bloomfield
Educator.....	Sixia Li
Educator.....	Steph Harman
Educator.....	Karen Roberts
Educator.....	Sophie Napoli
Educator.....	Haley Foran
Educator.....	Jemma Torsney
Educator.....	Trisia Wilkie
Educator.....	Tania Iengo
Educator.....	Dean Judd New



Diane

2021 OSHC STAFF



Mike *New*



Connor



Nick



Johnny



Gaby *New*



Corey



Vrinda *New*



Georgia



Caitlyn



Maddy



Karen



Georgia



Sixia



Sophie



Steph



Olivia



Matt



Brittney



Jemma



Haley



Jim

New Staff

Mike Stott has started as our new assistant Director. Mike comes from a teaching background and has previously taught at Greenwith Primary School. Mike also lives locally. Gaby Woods has joined our team in a leadership position as well as Vrinda Shah. Gaby has a primary teaching degree and Vrinda was an OSHC Coordinator with Camp Australia.

Departing Staff

Tim Camilleri has won a position teaching at Gleeson High school. We wish Tim all the best as he starts his teaching career.

Staff Training

- Workplace Induction – New staff
- My Time Our Place training – New Staff

Breakfast

Please note that breakfast finishes at 7.50am. Please ensure that you provide breakfast for your children at home if your arrival time will be later than 7.50am.



spike Childcare App

Part 3 of the childcare App is now nearing completion. Once we receive the update, we will advise all families.

All families need to ensure they have downloaded the App and can access it with their email address and Pin Code before the end of the year. **From next year all bookings will be made on the app** as well as all communication such as messages, newsletters, permission forms etc.

For instructions to download the Spike Childcare App. Go to our website <https://goshc.org.au/>



A warm welcome to all the new children, families and siblings that have joined us in Term 4!

A Safe and Respectful OSHC Environment

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 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 – Bronze	\$60.00 non-refundable (Home Day)
Vacation Care - Silver	\$70.00 non-refundable (Incursion Day)
Vacation Care – Gold	\$80.00 non-refundable (Excursion Day)
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 December/January 2021-2022

Vacation Care Program

The Vacation Care program will be emailed to all families this Friday 26th November.

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.

Dress Attire

Children that attend Vacation Care are required to wear tops that have their shoulders covered by their top. Cancer council recommend that children's arms are covered to their elbow. **Tank tops and singlets are not suitable attire for Vacation care.**

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.

2 Week Closure – Dates for this year

Our 2-week closure for cleaning and maintenance work this year will be Friday 24th December 21 – Friday 7th January 22.



Improvements, Repairs and Maintenance

Ant & spider eradication
Repair girls & boys toilets
Repair cupboard door in Kitchen
Silicone around drain in kitchen
Repair Pavers
Repair fly screens and vertical blinds
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 **A-2 Fees** and this 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 Payments 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 Procedures

- 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.

Term 4 at OSHC

