



OSHC Newsletter



Term 1 2022

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.....	Kerry Neville
Service Representative.....	Diane Griguol
Staff Representative.....	Gaby Woods
Family Representative.....	Brad Pike

Staffing

Director.....Diane Griguol
 Assistant Director.....Vrinda Shah
 Acting Assistant Director..... Gaby Woods

Senior Educator.....Nick Wing
 Senior Educator.....Johnny Librino
 Qualified Educator.....Madeline Doolin
 Qualified Educator.....Georgia Larby
 Qualified Educator.....Brittney Hills

Admin/Qualified Educator.....Olivia Witkin
 Maintenance Officer..... Jim Sloman
 Kitchen..... Kylie Jamieson

Educator..... Dylan Gruber
 Educator..... Corey Husson
 Educator..... Matt Guidolin
 Educator..... Caitlyn Bloomfield
 Educator..... Karen Roberts
 Educator..... Jemma Torsney
 Educator..... Trisia Wilkie
 Educator..... Cherie Smyth **New**
 Educator..... Jessica Wishart **New**
 Educator..... Hayley Jameson **New**



Diane

2022 OSHC STAFF



Vrinda



Gaby



Johnny



Nick



Brittney



Georgia



Maddy



Olivia



Caitlyn



Cherie *New*



Corey



Dylan



Hayley *New*



Jessica *New*



Jemma



Karen



Matt



Trisia



Jim



Kylie

New Staff

Cherie Smyth, Jessica Wishart and Hayley Jameson have now started at our service

Departing Staff

We have farewelled Tania Iengo, Sixia Li, Mike Stott, Connor McLaughlin, Haley Foran, Sophie Napoli, Georgia Beveridge and Steph Harman

Staff Training

- Workplace Induction – New Staff
- My Time Our Place training – New Staff
- Workplace Procedures – All Staff
- Behaviour Management – All Staff
- Philosophy – All 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.



Childcare App



Part 3 of the childcare App is the communication component, and we are still awaiting its completion. All families should be moved over to the App by now and making their own alternations to their bookings.

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 1!

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.

2022 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)
Pupil Free Day	\$60.00 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 April 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 23rd December 2022 – Friday 7th January 2023



Improvements, Repairs and Maintenance

Cockroach eradication
Repair staff toilets
Girls' toilets are deemed no longer fit for purpose
Repair cupboard doors in Kitchen
Repair Staff Lockers
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-3 Philosophy, D-13 Emergency Procedure and D-14 Risk Assessment** and 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 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.
- 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.
- New family's induction now taking place over the phone.
- Staff – Classroom contacts only need to isolate if they are displaying symptoms but must RAT test prior to coming to OSHC for 7 days from the date of exposure
- Children – Classroom contacts should avoid OSHC if they can but if no alternate care is available, they can still come to OSHC

Term 1 Fun!

