



OSHC Newsletter



Term 3 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.....	Paul Bennett
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

Educator..... Dylan Gruber
Educator..... Corey Husson
Educator..... Matt Guidolin
Educator..... Caitlyn Bloomfield
Educator..... Karen Roberts
Educator..... Jemma Torsney
Educator..... Trisia Wilkie
Educator..... Cherie Smyth
Educator..... Jessica Wishart
Educator..... Hayley Jameson
Educator..... Mason Baumann
Educator..... Jenny Karandrikas



Diane

2022 OSHC STAFF



Vrinda



Gaby



Johnny



Nick



Brittney



Georgia



Maddy



Olivia



Caitlyn



Cherie



Corey



Dylan



Hayley



Jemma



Jenny



Jessica



Karen



Mason



Matt



Trisia



Jim

Staff Training

- Special Needs Training – All Staff (Monday 5th Sept)
- Workplace Procedures – All Staff
- Behaviour Management – All Staff
- CESA Network Meeting – Sept 7th Diane

Childcare App

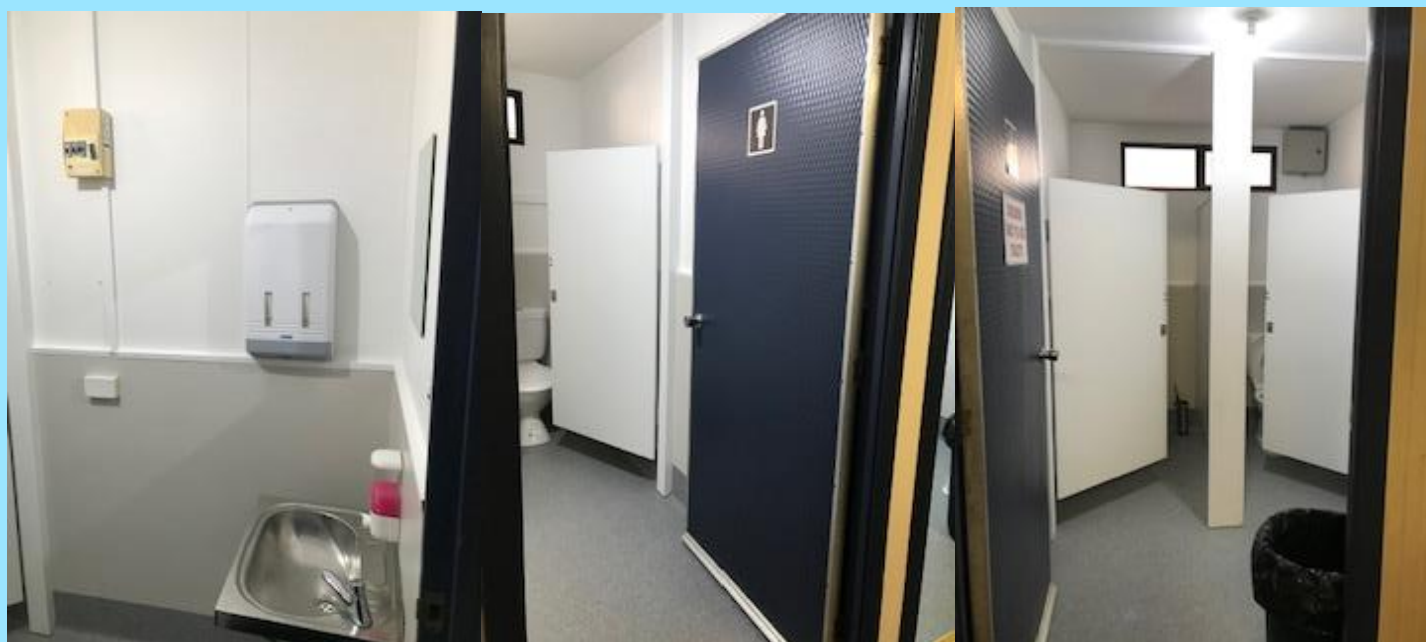
We have used the SPIKE childcare software at our Service for more than 20 years. We will shortly be reviewing our current childcare software and App to see if it offers the best support for families compared to other childcare software and Apps that are new to the market. We are interested in the childcare software called Fully Booked which offers families the ability of updating their enrolment form on line instead of having to manually complete one every year.

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



Refurbishment of OSHC toilets

The refurbishment of the OSHC toilets has now been completed. Although the refurbishment took longer than expected the end result was worth the wait.



During the refurbishment it was discovered that the roof toilet roof has a leak. We have received one quote from the builders who refurbished the toilet and we are in the process of seeking others.

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.

Improvements, Repairs and Maintenance

Repair fly screens and vertical blinds

Repair held radio

Repair stairs

Walls in Activities room have been repaired

As well as routine maintenance and grounds upkeep



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 October 2022

Vacation Care Program

The Vacation Care program was emailed to everyone on Friday 9th September.

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 maintenance and deep cleaning is Friday 23rd December 2022 – Friday 7th January 2023

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-5 Governance and Management** and **D-5 Sun Protection** these will shortly be on our website. We are now part of the Cancer Council's Sun Smart Program. 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 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.
- 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 and in person

