



OSHC Newsletter



Term 4 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.....	Vrinda Shah
Family Representative.....	Brad Pike (resigned)

Staffing

Director.....Diane Griguol
Assistant Director.....Vrinda Shah

Senior Educator.....Gaby Woods
Senior Educator.....Olivia Witkin
Senior Educator.....Nick Wing
Senior Educator.....Johnny Librino
Qualified Educator.....Madeline Doolin
Qualified Educator.....Georgia Larby
Qualified Educator.....Brittney Hills

Maintenance Officer..... Jim Sloman

Educator..... Dylan Gruber
Educator..... Matt Guidolin
Educator..... Caitlyn Bloomfield
Educator..... Karen Roberts
Educator..... Haley Foran
Educator..... Trisia Wilkie
Educator..... Cherie Smyth
Educator..... Jessica Wishart
Educator..... Hayley Jameson
Educator..... Mason Baumann
Educator..... Jenny Karandrikas
Educator..... Claire Fenech **NEW**



Diane

2022 OSHC STAFF



Vrinda



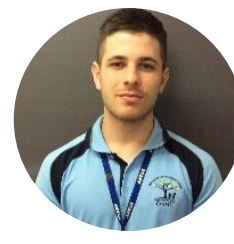
Gaby



Olivia



Johnny



Nick



Brittney



Georgia



Maddy



Caitlyn



Cherie



Claire **New**



Dylan



Haley



Hayley



Jenny



Jessica



Karen



Mason



Matt



Trisia



Jim

New Staff

Claire Fenech has joined our team in a casual capacity. Claire has currently been working in the kitchen whilst we find a new cook. Claire will transition to the floor next year.

Departing Staff

Jemma Torsney found employment in a childcare centre and Corey Husson has now become a teacher and has relocated to Port Pirie.

Staff Training

- Workplace Induction – New staff
- Workplace Procedures – All Staff
- Effective Supervision – Diane, Vrinda, Gaby, Karen & Cherie
- Behaviour Support – Vrinda, Gaby, Olivia, Karen, Cherie, Caitlyn & Jenny

Improvements, Repairs and Maintenance

- Quote for replacement of Vertical Blinds
- Repair Held Radio Chargers
- Repair Verticals
- Repair Girls toilet cistern and seat cover
- Routine maintenance and grounds upkeep



Childcare App

Parents can now contact our service directly from the app by clicking on the 'contact service' button in the messaging screen. This will open up an enquiry page. Parents can add photo's and PDF's to their enquiry. Only the account holder can receive messages. The account holder can choose to share their log in details with someone else. We now use the Spike Childcare App to send communications to families such as alerts, announcements, emails, newsletter etc.

Recently when most of our leadership team tested positive for COVID we needed to close the Service, so we sent out an alert to families. Unfortunately, not all of our families received our alert. If we don't have up to date email addresses of families, they won't receive any communications from us. This issue was addressed in the letter that Paul wrote to families. We changed our approach when we sent out the second alert and Our Lady of Hope and Greenwith Primary Schools also sent out the alert through their communication app to ensure every family received the notification. I spoke to the software company and they advised we could purchase SMS through them and send out the alert by text as well. So, moving forward the next time we send out an alert we will send it out by email and text as well as having both schools sending it out via their communication app.



2023 Enrolment Package

The 2023 enrolment package needs to be completed and submitted prior to the end of the school year so that you will not be charged the re-enrolling fee of \$25. Remember that even though you are enrolled with our service you are not obligated to utilize the service. Families submitting their re-enrolment package after December 23rd, 2022, will be charged a \$25 re-enrolling fee.

Please ensure that you complete the entire enrolment package which includes: the enrolment form, 2022 booking form (remember to sign the written agreement on the back), credit card authority, **all about me form for each child** and diagnosis, medical, dietary and health support plans for each child if they are applicable).

2023 Fees

We are very mindful the financial pressures families currently have but rising costs have impacted our OSHC Service also. The OSHC Committee have decided to raise our fees minimally as from January 1st, 2023. Before School Care will increase by 75 cents per session, After School Care by \$1.00 per session and Vacation Care will increase by \$2.00 per day.

Before School Care	\$13.00
After School Care	\$23.75
Early Finish 12.30pm	\$41.50
Early Finish 2.00pm	\$31.00
Vacation Care – Bronze	\$62.00 non-refundable (Home Day)
Vacation Care - Silver	\$72.00 non-refundable (Incursion Day)
Vacation Care – Gold	\$82.00 non-refundable (Excursion Day)
Pupil Free Day	\$62.00 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

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.

Pupil Free Days Term 4

Our Lady of Hope Primary Friday 16th December 2022

Changes

- The parent's noticeboard, menu board and staff bus have been moved to the front of OSHC near the drink taps.
- Have your say forms are on our website.
- The lost property, floor book and parent's suggestion box have been relocated near the front entrance.

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** 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.

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

Vacation Care December/January 2022-2023

Vacation Care Program

The Vacation Care program will be emailed to everyone on Friday 2nd December after 3.00pm.

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.

Hats

All children are required to bring their OSHC hat to Vacation Care. **If your child is booked in for an excursion and they don't have a hat we will then provide your child with a hat and charge your account \$10.**

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.

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.
- Children and staff cannot enter the site after they have been PCR tested for COVID-19 until they are clear to do so.
- 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.
- 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.
- Staff that have tested positive to COVID but are not displaying symptoms can return to work but must wear a mask and socially distance.
Staff that have tested positive to COVID and are displaying symptoms can't return to work until they are not displaying symptoms anymore

