



OSHC NEWSLETTER

Term 1 2023



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.....	Vacant

Staffing

Director.....	Diane Griguol	Cook.....	TBA
Assistant Director	Vrindah Shah	Maintenance Officer.....	Jim Sloman
Senior Educator.....	Gaby Woods	Educator.....	Dylan Gruber
Senior Educator.....	Brittney Hills	Educator.....	Matt Guidolin
Senior Educator.....	Maddy Doolin	Educator.....	Karen Roberts
Senior Educator.....	Caitlyn Bloomfield	Educator.....	Haley Foran
Qualified Educator.....	Georgia Larby	Educator.....	Cherie Smyth
Qualified Educator.....	Corey Husson	Educator.....	Jessica Wishart
Qualified Educator.....	Trisia Wilkie	Educator.....	Hayley Jameson
Qualified Educator.....	Jenny Karandrikas	Educator.....	Mason Baumann
Qualified Educator.....	Madeline Lensink New		
Qualified Educator.....	Brett Lindquist New		

We would like to thank the Faddoul family for their service in replacing the activities blinds.



Diane

2023 OSHC STAFF



Vrinda



Gaby



Brittney



Caitlyn



Georgia



Maddy



Trisia



Corey



Cherie



Karen



Dylan



Hayley



Jessica



Matt



Brett New



Haley



Jenny



Jim



Madeline New



Mason

New Staff

Madeline Lensink and Brett Lindquist both started at OSHC in December. Both are ESO's at Our Lady of Hope and both are studying a degree in teaching.

Departing Staff

Nick Wing and Olivia Witkin left our OSHC during Vacation Care as they took up positions as teachers as well as Johnny Librino who obtained a position as an OT. Claire Fenech has found a fulltime position and this week will be her last.

Staff Professional Development

- Workplace Induction – New staff
- Workplace procedures – All Staff
- Philosophy review – All staff
- CESA Policies and Protocols for Early Education and Care – Diane, Vrinda, Gaby, Brittney, Maddy
- Annual CPR Training – Diane, Vrinda, Gaby, Brittney
- Challenging Behaviours and Trauma-Informed Practice Training - Diane, Vrinda, Gaby, Brittney, Cherie, Karen, Jenny and Dylan

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



Parents can now contact our service directly from the app by clicking on the 'contact service' button in the messaging screen. This will open an enquiry page. Parents can add photos 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.

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

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.

2023 Fees

Before School Care	\$13.00
After School Care	\$23.75
Early Finish 12.30pm	\$40.25
Early Finish 2.00pm	\$29.75
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	\$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 2023

Vacation Care Program

The Vacation Care program for April 2023 will be uploaded onto our website and the spike messaging system on Friday the 17th of April 2023.

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 22nd December 2023 - Monday 8th January 2024



Improvements, Repairs and Maintenance

- Repair handheld radios and chargers
- Repair stairs (both AV and Activities room)
- Electrical cords fixed in office.
- New radio station chargers
- New electrical power points
- New blinds in Activities room
- Fire safety equipment inspection
- New laptop purchased.
- 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, C-2 Staffing & D-12 Water Safety** policies 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.

Just a reminder to all parents that on May the 1st OSHC is shut for training purposes being held at the Our Lady of Hope School.

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

Pupil Free Days Term 2

Pupil Free Days Term 2

Our Lady of Hope Primary Monday 1st May 2023

OSHC will be closed on this day as OSHC staff will be joining OLOH staff for a training day.

Greenwith Primary School Friday 5th May 2023

Friday 9th June

Quality Improvement Plan 2023

Is currently being reviewed.

Innovative Solution Funding

We secured funding for our project to train staff in Challenging Behaviours and Trauma-Informed Practice. Our application was approved for 1 x 2-hour initial meeting with the Director, 8 x 1.5 hours training sessions, 7 x 3 hours mentoring sessions, 1x 2 hour follow up session with Director and 17 travel trips. Additionally, resource folder and workbooks.

Term 1 Fun!

