



OSHC Newsletter



Term 2 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.....	Karen Roberts
Senior Educator.....	Maddy Doolin	Educator.....	Haley Foran
Senior Educator.....	Caitlyn Bloomfield	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	Educator.....	Ella Rodgers <i>New</i>
Qualified Educator.....	Brett Lindquist	Educator.....	Emma Thompson <i>New</i>
		Educator.....	Kate Lovell <i>New</i>



Diane

2023 OSHC STAFF



Vrinda



Jessica



Gaby



Brittney



Caitlyn



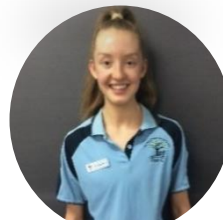
Ella



Brett



Emma



Maddy



Trisia



Corey



Haley



Cherie



Karen



Dylan



Hayley



Kate



Jim



Madeline



Mason

New Staff

Ella Rodgers, Emma Thompson and Kate Lovell have joined our team. Ella is a second year middle and high school university student, Emma is a third year primary university student and Kate is a first year speech pathology student.

Departing Staff

Claire Fenech left our Service as she gained full time employment. Matt Guidolin has left our Service and is embarking on a trip around Australia with his partner. Dolores Librino received some medical news and has resigned. Georgia Larby left our service as she gained employment with another company supporting children on NDIS. We wish them all the best for the future.

Staff Professional Development

- Workplace Induction – New staff
- Workplace procedures – All Staff
- Neurobiology of Brain Development – Behaviour Support Team
- Developmental Trauma - Behaviour Support Team
- Impact Foundations Training – All staff
- Workplace Best Practice – 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

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 July 2023

Vacation Care Program

The Vacation Care program for the July holidays is complete. This will be emailed out to families on Friday 16th June 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.

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.

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

- New desktop computer purchased
- New IPAD cellular purchased
- Repaired screen door x2
- Wall in Activities room repaired
- Purchased new First Aid cupboard and Educators cupboard
- New garden planted
- 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. We have just reviewed **B-1 Facilities & Equipment** and **D-16 Sleep & Rest** policies these will shortly be on our website. Please read the policies and if you would like to make a comment, I encourage you to 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 June 12th we will be closed due to the public holiday occurring.

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.

Pupil Free Days Term 2

Pupil Free Days

School Closure Day

Our Lady of Hope Primary Monday 24th July

Greenwith Primary School Monday 4th September

Greenwith Primary School Friday 1st September

(Please note that OSHC will be closed for PD on this day)

OSHC Childcare App

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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.

Family Review of OSHC April 2023

Thank you for your support in completing a review of our OSHC Service.

The surveys reflected that families feel that staff are friendly and are good communicators. OSHC and Vacation Care provide fun activities and excursions with a range of different activities during the holidays, plus different lunch options.

Families raised valid points during the review such as a need for a larger space to ensure more children can utilise our Service. The space can be very daunting for younger children and Vacation Care bookings fill up very quickly. We are currently in the process of working with Our Lady of Hope School and their architect in designing and building a new OSHC which is part of Our Lady of Hope's master plan.

Vacation Care was a key point of discussion within the review. Some families that only utilise our Service in the afternoon have requested afternoon excursions and activities. We program excursions in the mornings as we find that children become tired in the afternoon and their behaviour becomes more challenging. However, we can start programming for incursions to occur in the afternoon. As we value children and their families' opinions, we would repeat excursions if feedback received requests it. Unfortunately, our price for Vacation Care excursion days is required to ensure our Service is financially viable. As you are aware the price of goods and services have increased significantly since the pandemic began. An example of such increases we have incurred is that our bus expenses have doubled which happens to be the biggest expense of the excursion. Fortunately, in July, families will receive an increase in their Child Care Subsidy which will mean a reduction in fees.

Vacation Care bookings at this stage will still need to be completed and returned in the usual format. We are looking into making Vac bookings to be just like the way you book BSC and ASC on the App, but it is the consent being signed and different days different costs that require the Software company SPIKE to program for.

Part of an educator's working conditions is that we are required to give them one weeks' notice of shift cancellations. OSHC is still required to pay educators whether your child is here or absent. The procedure for cancelling bookings and giving one weeks' notice in order not to be charged is in place to ensure financial viability of our Service. This is reflected in the Spike App as you can't cancel bookings within a weeks' notice.

Our orientation for new children involves educators supporting the children to become familiar with our service and procedures as well as the buddy system which involves buddying the child up with one of their peers.

More breakfast variations if possible was raised in the review. We are currently changing where the children will eat breakfast as we need more room with our increasing numbers of children utilising our Service and requiring breakfast. As from next week children will be eating breakfast in the quiet area/ wellbeing/ first aid room which is next to the kitchen. We will be adding to the menu a hot selection which will rotate. The hot selection for next week will be Monday- Egg on Toast, Tuesday – Normal Menu, Wednesday - Pancakes, Thursday – normal menu and Friday – Cheese Toasties. On hot selection days the normal menu which consists of Cereal, Toast, Yoghurt & Fruit will still be available.

Families that completed the review gave our OSHC Service a rating of 4.5 stars and Vacation Care also received a rating of 4.5 stars.

Thank you once again for your valuable feedback.

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Centrelink 14-Week Rule

We have had a few queries regarding the Centrelink 14-week rule. Please use the attached link for more information. <https://www.servicesaustralia.gov.au/child-care-subsidy-if-your-child-absent-from-child-care?context=41186#:~:text=If%20your%20>

Quality Improvement 2023

The 2023 QIP has now been completed. If you would like to review the QIP please speak to staff member who will be able to assist you.

Term 2 Fun!

