



OSHC Newsletter



Term 3 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.....	Maddy Doolin
Family Representative.....	Vacant

Staffing

Director.....	Diane Griguol	Educator.....	Dylan Gruber
Assistant Director	Vrinda Shah(on leave)	Educator.....	Karen Roberts
Acting Assistant Director.....	Maddy Doolin	Educator.....	Haley Foran
Senior Educator.....	Brittney Hills	Educator.....	Jessica Wishart
Senior Educator.....	Madeline Lensink	Educator.....	Hayley Jameson
Senior Educator.....	Caitlyn Bloomfield	Educator.....	Mason Baumann
Senior Educator.....	Trisia Wilkie	Educator.....	Ella Rodgers
Qualified Educator.....	Corey Husson	Educator.....	Emma Thompson
Qualified Educator.....	Brett Lindquist	Educator.....	Kate Lovell
Admin/Educator.....	Cherie Smyth	Educator.....	Zach Wallace New
Maintenance Officer.....	Jim Sloman	Educator.....	Mia Forbes New
Cook.....	Judy Pringle New	Educator.....	Angela Newchurch New



Diane



Vrinda

2023 OSHC STAFF



Jim



Judy



Maddy



Madeline



Brittney



Caitlyn



Trisia



Cherie



Karen



Jessica



Ella



Dylan



Hayley



Haley



Brett



Mason



Corey



Kate



Mia



Emma



Zach



Angela

New Staff

Zach Wallace, Mia Forbes, Judy Pringle & Angela Newchurch have joined our team. Zach is a 3rd year uni student studying a Bachelor of Human Movement and a Master of Teaching and Mia is a 1st year uni student studying a Bachelor of Primary School Education. Judy is our new cook and has completed her apprenticeship in Commercial Cookery as well as her Cert 3. Judy comes with a wealth of knowledge and her specialty is desserts. Angela has joined our team. Angela comes from a very diverse background and brings with her the knowledge of her indigenous culture which she is eager to share. Angela will also be joining our programming team.

Departing Staff

Gaby Woods obtained a director's position at Ingle Farm East and Jenny Karandrikas was successful in gaining a position as an ESO at Our Lady of Hope School. We wish them all the best in their future endeavours.

Staff on leave

Vrinda is on leave until the end of the year and will be returning in January 2024. Caitlyn is going on placement and will be returning at the beginning of November. Brittney is currently on placement until week 10 and Madeline is on placement and returns for the October school holidays.

Staff Professional Development

- Workplace Induction – New staff
- Understanding Behaviour – Behaviour Support Team
- Mentoring - Behaviour Support Team
- Regulation in Theory
- Mentoring – Leadership Team




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**.

The new hot breakfast has been proven very successful. The new rotational menu consists of beans on toast, egg on toast, pancakes, cheese toasties and assorted fruit toast, muffins and crumpets. Pancake day is by far the favourite day with Judy making over 100+ pancakes.

OSHC Childcare APP Communication Care System

We use the Spike Childcare App to send  spike communications to families such as alerts, announcements, emails, newsletter etc. Please ensure that you check the App to ensure you are kept up to date with OSHC information.

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

Improvements, Repairs and Maintenance

- New lighting installed near OSHC front gate.
- Lighting replaced in the activities room.
- Toilet repaired.
- Repaired screen door.
- Wall in Activities room repaired.
- Routine maintenance and grounds upkeep.

Collection of Children

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. We can't legally release the child to anyone that you have not given permission to collect.

***OSHC Closure Day Monday 16th October* PLEASE READ**

OSHC will be closed on Monday 16th October. Educators will be participating in the second part of their Resilient IMPACT Foundational training.

Pupil free days & School closure days- TERM 4

Pupil Free Days

<u>Our Lady of Hope Primary</u>	Monday 16 th October
	Friday 15 th December
<u>Greenwith Primary School</u>	Friday 3 rd November

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

Centrelink 14- & 26-Week Enrolment Rules

We have had a few queries regarding the Centrelink 14-week & 26-week rules. These rules are applicable if your child has not attended OSHC in 14 weeks or 26 weeks consecutively. 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%>

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 **C-2 Social Network and D-2 Nutrition** 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.

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

Quality Improvement Plan

If you would like to review our 2023 QIP please ask a staff member who will be able to assist you

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.

Vacation Care October 2023

Vacation Care Program

The Vacation Care program for the July holidays is complete. This will be emailed out to families on Friday 8th September 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.

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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.

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.

Term 3 Fun!



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