



# OSHC Newsletter



## Term 1 2024

### 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.....	Vacant
Treasurer.....	Charmaine Gillard
OLOH Board Delegate.....	Paul Bennett
Service Representative.....	Diane Griguol
Staff Representative.....	Donna Houlahan
Family Representative.....	Vacant

### Staffing

Director.....	Diane Griguol	Educator.....	Jessica Wishart
Assistant Director .....	Vrinda Shah(on leave)	Educator.....	Hayley Jameson
Acting Assistant Director.....	Donna Houlahan	Educator.....	Mason Baumann
Senior Educator.....	Madeline Doolin	Educator.....	Ella Rodgers
Senior Educator.....	Trisia Wilkie	Educator.....	Emma Thompson
Senior Educator.....	Natasha Sergi <i>New</i>	Educator.....	Kate Lovell
Senior Educator.....	Katlyn Brooks <i>New</i>	Educator.....	Zach Wallace
Senior Educator.....	Cherie Smyth	Educator.....	Mia Forbes
Senior Educator.....	Haley Foran	Educator.....	Angela Newchurch
Maintenance Officer.....	Jim Sloman	Educator.....	Mitchell Payne <i>New</i>
Cook.....	Judy Pringle	Educator.....	Bayar Siyani <i>New</i>

# 2024 OSHC STAFF



Diane



Vrinda



Jim



Judy



Maddy



Donna



Trisia



Bayar



Mitchell



Cherie



Haley



Jessica



Ella



Natasha



Hayley



Katlyn



Mason



Kate



Emma



Mia



Zach



Angela

## *New Staff*

Natasha Sergi, Katlyn Brooks, Mitchell Payne and Bayar Siyani have joined our OSHC team. Natasha is a qualified educator coming from Highbury OSHC. Natasha has filled the Grade 3 position vacated by Vrinda Shah when she obtained the position of Assistant Director. Katlyn Brooks is a qualified educator who has come from Grange OSHC where she had the role as assistant Director. Katlyn is also studying for a teaching degree. Mitchell Payne is also studying for his teaching degree and is in his 2<sup>nd</sup> year. Bayar Siyani is studying for his degree in human movement and is in his 3<sup>rd</sup> year.



### ***Departing Staff***

Brittney Hills, Madeline Lensink, Caitlyn Bloomfield all completed their degree and obtained employment in their chosen fields. Karen Roberts, Dylan Gruber and Brett Lindquist have decided to pursue employment as ESO's with Our Lady of Hope School. We wish them all the best in their future endeavours.

### ***Staffing***

Donna Houlahan has assumed the role of Acting Assistant Director until Vrinda Shah returns from Maternity leave. Trisia Wilkie has assumed the role of Acting Grade 3 until Donna Houlahan steps down from her role as acting Assistant Director.

### ***Staff Professional Development***

Workplace Induction – New Staff  
Philosophy Review – All Staff  
Policy and Procedure Mentoring – All staff  
Mentoring – Leadership Team  
CESA Director Networking Meeting – Diane & Donna  
Positive Behaviour Support Training – Maddy & Trisia

### ***Improvements, Repairs and Maintenance***

- New screen door installed.
- Clean up storage shed.
- Patch up walls and ceilings in AV room.
- Fix the door going into the kitchen.
- Pest control
- Routine maintenance and grounds upkeep

### ***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 **A-3 Philosophy, D1-interactions with children** and **D6-First Aid** 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.

### ***Quality Improvement Plan***

Our review of our Quality Improvement Plan for 2024 is currently underway. The review is required to be completed by April.

### ***Early Finish Term 1***

Friday 12th April  
**OLOH** 12.30pm  
**Greenwith Primary** 2.10pm  
If families have booked their children in for this day the booking will automatically be updated to their child's school early finish. If families do not want their child to attend the early finish, then 1 week's cancellation notice is required.

### ***Public Holidays Term 1***

**OSHC**  
Friday 29<sup>th</sup> March Good Friday  
Monday 1<sup>st</sup> April Easter Monday  
**Vacation Care**  
Thursday 25<sup>th</sup> April  
*Please note that families are not charged for Public Holidays.*

### ***Pupil Free Days Term 2***

On Monday 29<sup>th</sup> April both OLOH and Greenwith Primary Schools will be having a pupil free day. This is the first day of term 2. Booking forms will be sent out shortly. Just a reminder to families that we require a minimum of 13 children to operate for the day.

### ***2 Week Closure – Dates for this year***

Our 2-week closure is Friday 20<sup>th</sup> December 2024 and reopen on Monday 6<sup>th</sup> January 2024.

## ***Meet and Greet***

At the beginning of each year, we host a Meet & Greet where staff and families have an opportunity to form positive relationships with one another. Thank you to those who attended our Meet & Greet on Wednesday 6<sup>th</sup> March 2024. It was great to see so many families attend and enjoy a sausage sizzle. It was so lovely getting to know new families and catch up with existing families and just having a general chat about how your child is going at OSHC. Families that were unable to attend the Meet & Greet and would like to come in for a tour or a chat about OSHC can either approach an educator, email [oshc@goshc.org.au](mailto:oshc@goshc.org.au) or ring our office on 82899751.

## ***Vacation Care April 2024***

### **Vacation Care Program**

The Vacation Care program for the 2024 April school holidays is completed. This was sent out to families via the SPIKE Parent Childcare App on Thursday 14<sup>th</sup> 2024. The program and booking form have also been posted on our website <http://goshc.org.au>

**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

All families are required to use the SPIKE Parent Childcare App to make their bookings or cancellations for their children.

On the App, families can see their children's allergy / dietary requirements, emergency contacts, current and upcoming bookings, invoices & statements, CCS entitlements and current balance owing as well as correspondence and messaging.

**Bookings can only be cancelled if more than a week's notice is given.** If less than one week's notice is given you will not be able to cancel these bookings on the App and you will need to contact the service via the SPIKE Parent Childcare App to advise that your child will be absent for that session. Short notice bookings are still accepted by the OSHC office. The cut off for using the app for **Before School Care** is **6.00pm the night before** and **After School Care** is **9.00am on the day.** After these times, you will need to contact the OSHC office.

### **OSHC Childcare APP Communication Care System**

We use the Spike Childcare App to send 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/>

### **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.

### **2024 Fees**

Before School Care	\$14.00	
After School Care	\$25.50	
Early Finish 12.30pm	\$45.00	
Early Finish 2.00pm	\$33.50	
Vacation Care	(non-refundable)	
Bronze (Home Day)	\$66.00	
Silver (Incursion Day)	\$77.00	
Gold (Excursion Day)	\$88.00	
Pupil Free Day	\$66.00	
Hats	\$10.00	
Application Fee	\$100.00	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 recovery.

### **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=lf%20your%](https://www.servicesaustralia.gov.au/child-care-subsidy-if-your-child-absent-from-child-care?context=41186#:~:text=lf%20your%20)



## ***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.

## ***Medical, Dietary and Medication Plans***

Each child with a diagnosed health condition *must* have a Medical Management Plan (also known as health care plan). This might be asthma, diabetes, ADHD or a severe food allergy.

Our OSHC Service is currently reviewing our Medical, Dietary and Medication Plans. Families currently with children on these types of plans will be shortly contacted by Natasha. Natasha will be sending families new updated forms that are required to be completed by the end of term. Natasha will also set up an appointment time to meet all families so that they can submit their forms, collaborate on plans with the families and help families experiencing difficulties completing the forms.

Three plans are needed:

1. **Medical Management Plan (health care plan)**  
The plan must be completed by a medical practitioner and include a start and review date. It is vital that it's kept up to date, as health needs may change over time (you may have already submitted an up-to-date medical management plan if this is the case then Natasha will inform you of this)
2. **Risk-minimisation plan**  
The Service must complete a risk-minimisation plan with the family to ensure that risk's relating to the child's specific health care needs are assessed and minimised
3. **Communication Plan**  
So that staff members know how to manage the condition and reduce risk, and a child's parent can communicate any changes about the medical management or risk-minimisation plan, a communication plan is *also* required

Authorised officers from the Education Standards Board review children's completed health care plans during assessment and rating or monitoring visits.

**If your child requires any prescribed medication the following conditions apply:**

- Written permission and instructions, including clear dosage times signed by a medical practitioner must be supplied.
- Medication must be in the original container with the child's name, date, description of medication and dosage.
- Families need to fill out a medication day sheet.
- Please refer to Medication Conditions Policy which has links to download any relevant documentation that needs to be completed by a doctor and yourself.

**National Regulations require families to:**

- Complete a new health care plan, risk minimisations plan and dietary requirement forms for each new school year.
- **Children requiring medication to be held at OSHC to support their medical condition will not be able to be booked into OSHC if their medication has expired or we are awaiting medication.** (Refer to Medical Conditions policy on our website).

# Food Menu

Our OSHC Menu is currently under review to bring it in line with the changes made to the Right Bite guidelines for schools. Staff will be meeting during the holidays to create a new menu which will start in term 2.



**right bite**

Food and Drink Supply Standards for South Australian Schools  
[www.education.sa.gov.au/rightbite](http://www.education.sa.gov.au/rightbite)



Government of South Australia  
Department for Education

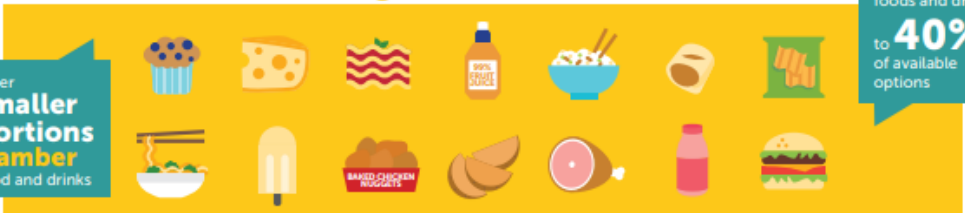
## best options



Offer and promote a **variety of green** food and drinks

**green** foods and drinks should make up **60%** of options

## choose carefully



Offer **smaller portions of amber** food and drinks

limit **amber** foods and drinks to **40%** of available options

## limit to twice per term



**red 1** foods and drinks should be limited to twice per term, for example as part of a whole of school celebration or fundraising event

## should not be supplied



**red 2** foods and drinks should not be supplied, provided or sold to students



**The Wellbeing SA Healthy Food Environments Hub**  
Tools and resources are available to support you in meeting the revised Right Bite standards. Use the Wellbeing SA FoodChecker to assess products, recipes and menus.  
[www.wellbeingsa.sa.gov.au/foodenvironments](http://www.wellbeingsa.sa.gov.au/foodenvironments)

## ***It's Takes a Village to Raise a Child***

Reciprocal and respectful relationships between families and educators strengthens the connection between children's education and caregivers and promotes positive child outcomes. Through these relationships, educators can gain understanding and build on the strengths, resources, aspirations and priorities of children and families to ensure education and care programs, practices and policies are meaningful, inclusive and child-centred.

We believe the best way to work with you and your children is by building a partnership of care. To build a partnership of care, we intend to ensure the following:

- That you are welcomed, recognised, acknowledged, and respected by the OSHC team
- That your child develops a sense of belonging through the care of our OSHC team
- That you are given information about what is occurring and that you are aware we always welcome your feedback and views
- That you are invited to be involved in making decisions about your children's experiences, care, and education.
- That you know your child is settled, happy, secure, and engaged
- That you are aware that your child is not just looked after, but very much cared for by the OSHC team

## ***Communication Connection***

What is the best way to communicate with you? Everybody has a different communication style and different availability times for communication. We understand that mornings and afternoons can be a little rushed and are not always the best time to discuss your child. We have many types of communication we have available for families in OSHC.

Below is a list of ways we communicate with families:

- Face to face verbal interactions at arrival and departure times
- Emails
- Through the Spike Parent Childcare app
- Regular newsletters which will be sent via the Spike Parent Childcare App, displayed on the website and available in print if requested
- A notice board where various messages and notices are displayed presenting current issues and upcoming events
- Parent meetings can be held where parents can raise any issues or topics, they feel relevant and contribute to decision making. Please speak with the educators to set up a meeting time and date.
- Occasionally the educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics.
- Holding community events such as our Meet & Greet

At any time if you require a private discussion with any member of our team, please contact us. This can happen face-to-face or by phone

### **What can you expect from the educators?**

- Educators will make efforts to communicate effectively with families
- Educators will inform families promptly and sensitively of any out of the ordinary incidents affecting their child
- Educators will share with children's families some of the specific interactions they had with the children during the day
- Educators will provide information on children's eating patterns at OSHC through verbal communication
- Information received through written and spoken communication with families will be treated with discretion
- A record will be kept of any family/educator joint decisions that affect your child's progress, interest, and experience. Please feel free to contact us at any time to discuss your child's progress, relationship, interest, and experiences.



## *Seeking new advisory and committee members*

We currently have 2 vacancies on our Advisory Committee for OSHC. If you have the time and the capacity to be a committee member we would like to hear from you. We meet once a term in week 6 for a meeting that usually takes around an hour. The Advisory Committee members are the Principal of Our Lady of Hope School, the OSHC Director, the Chairperson (runs the meeting), the Secretary (takes the minutes), the Treasurer (the school bursar), OSHC staff representative and a Family representative. The positions currently vacant are the Secretary and the family representative. The Advisory Committee focuses on policies and procedures, compliance, viability and any concerns raised by stakeholders.



**BE A PART OF OUR  
OSHC  
COMMUNITY  
JOIN THE  
COMMITTEE!**

**SPEAK TO ONE OF OUR STAFF TODAY!**



# Look what we have been up to in Term 1 at OSHC!

