



OSHC Newsletter



Term 3 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)	2.10-6.15pm

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.....	Dale Barnes

Staffing

Director.....	Diane Griguol	Educator.....	Mason Baumann
Assistant Director	Trisia Wilkie	Educator.....	Kate Lovell
Leadership.....	Donna Houlahan	Educator.....	Mia Forbes
Leadership.....	Madeline Doolin	Educator.....	Mitchell Payne
Leadership.....	Cherie Smyth	Educator.....	Bayar Siyani
Senior Educator.....	Haley Foran	Educator.....	Adam Pope
Senior Educator.....	Emma Thompson	Educator.....	Erin Aldis
Senior Educator.....	Ella Rodgers	Educator.....	Phoebe Doolin
Senior Educator.....	Zach Wallace	Educator.....	Monique Barber
Senior Educator.....	Elizabeth Iliev	Educator.....	Gemma Stacey <i>New</i>
Maintenance Officer.....	Jim Sloman	Educator.....	Georgia McCue <i>New</i>
Cook.....	Judy Pringle		

2024 OSHC STAFF



Diane



Trisia



Jim



Judy



Maddy



Donna



Cherie



Bayar



Mitchell



Eli



Haley



Ella



Georgia



Phoebe



Adam



Monique



Erin



Mason



Kate



Emma



Mia



Zach



Gemma

New Staff

Gemma Stacey and Georgia McCune are joining our OSHC team. Gemma is currently an SSO at Greenwith Primary and Georgia is on a gap year. Both girls will be studying for a Bachelor of Education in 2025.

Departing Staff

Natasha Sergi resigned from her position due to family commitments. Katlyn Brooks won a position of an SSO at Ingle Farm Primary. We wish them all the best on their new endeavours.



Staff Professional Development

- Workplace Induction – New Staff
- Policy and Procedure Mentoring – All staff
- Mentoring – Leadership Team
- CESA Director Networking Meeting – Diane & Trisia
- Navigating Autism – All staff
- Play work in Practice – Diane & Trisia
- Mystery Bus Tour – Trisia & Cherie
- Unpacking Quality Area 1 – Trisia & Donna
- Performance appraisals and performance management – Diane
- A Focus on MTOP to Support Play & Leisure – Diane & Trisia
- Exploring Autism and Neurodiversity

Improvements, Repairs and Maintenance

Painting Yellow boundary lines
Repaired and painted cracks in the walls
Pest control
Routine maintenance and grounds upkeep
Create new garden bed
Repair handheld radio x2
Repair fly screen
Internal fence repairs

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 are currently reviewing our **D-10 Delivery & Collection of Children, C-2 Staffing, D-16 Rest & Sleep, D-4 Child Protection and D-19 Safeguarding children and Young People.** policies these will shortly be on our website. We will be reviewing our **A-1 Enrolment and Orientation, A-2 Fees and D-9 Medical Conditions** next term. Please have a read of these policies and if you would like to make a comment, I encourage you to do so. We find your feedback very informative.

Meet and Greet Term 3

We will be hosting a Meet & Greet in term 3 for educators and families to have an opportunity to form positive relationships with one another and build on existing ones. It will be on Wednesday 25th September starting at 5.00pm. A sausage sizzle will be provided for dinner along with a drink. We will also be raising funds to support Autism SA at this event. We will have baked goods made by the staff for sale and the proceeds donated to Autism SA. A flyer with all the details will follow shortly.

PRE-ASSESSMENT TO RATING AND MONITORING VISIT

On Thursday 29th August 2024 our OSHC service had a visit from the Educations Standards Board for our pre-assessment rating and monitoring. The regulatory officers viewed our service, documentation and had conversations with the staff.

Whilst the visit was very positive, the regulatory officers recommended our service strengthen our medical support documentation. So, moving forward we will be implementing the new documentation as recommended. We will be contacting families of children with health support needs by the end of the term to update their information to the new documentation. This documentation then won't need to be reviewed again until January 2026. We will support families as much as they require to make this a smooth transition.

Early Finish Term 3

Friday 27th September

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.

2 Week Closure – Dates for this year

Our 2-week closure is from Friday 20th December 2024 and we reopen on Monday 6th January 2024.

Pupil Free Days Term 4

OLOH	Monday 14 th October
	Friday 13 th December
Greenwith Primary	Friday 8 th November

Public Holidays Term 4

OSHC	Nil
Vacation Care	Nil

Please note that families are not charged for Public Holidays.

Quality Improvement Plan

Areas that we are focusing on is embedding Indigenous Culture into our program, communication with families, connecting with our families and the local community, professional development, introducing a new positive behaviour management system, creating a Reconciliation Action Plan and promoting healthy eating.

Bookings



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.

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



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 2024

Vacation Care Program

The Vacation Care program for the 2024 October school holidays is completed. This will be sent out to families via the SPIKE Parent Childcare App on Friday 6th Sept. The program and booking form have also been posted on our website <http://goshc.org.au>. Bookings will be taken from Monday 9th September. Ensure you book early to avoid disappointment.

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 **\$4 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.

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

Term 3 Goal: Develop children's interest through play-based learning (outcome 3 & 4)

This is what we have been up to!





