



# OUR LADY OF HOPE GREENWITH OSHC



## TERM 2 NEWSLETTER

**Dear Families,**

As Term 2 draws to a close, we're reflecting on another incredible term here! It's been a busy and rewarding few months, filled with creativity, learning, and connection. Whether it was through our engaging activities, new experiences, or simply sharing stories and laughter, we've seen our children grow in confidence and friendships flourish.

To our families—thank you once again for your ongoing support, encouragement, and for being such an important part of our OSHC community. We love seeing the smiles each day and are proud of the positive and inclusive space we've built together.

In this edition, we'll share some standout moments from Term 2, as well as key dates and updates as we look ahead to Term 3. We're excited for what's to come and can't wait to see what the second half of the year brings!

**Warm regards,**  
*The OLOH OSHC Team*



## 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.....	Trisia Wilkie
Family Representative.....	Dale Barnes
WHS Representative.....	Donna Houlahan

## STAFFING

Director.....	Diane Griguol
Assistant Director .....	Trisia Wilkie
Leadership.....	Donna Houlahan
Leadership.....	Cherie Smyth
Senior Educator.....	Haley Foran
Senior Educator.....	Emma Thompson
Senior Educator.....	Ella Rodgers
Senior Educator.....	Zach Wallace
Senior Educator.....	Elizabeth Iliev
Senior Educator.....	Mia Forbes
Senior Educator.....	Kate Lovell

Cook.....	Judy Pringle
Maintenance Officer.....	Jim Sloman
Educator.....	Mason Baumann
Educator.....	Karen Roberts <b>RETURNED</b>
Educator.....	Mitchell Payne
Educator.....	Adam Pope
Educator.....	Phoebe Doolin
Educator.....	Monique Barber
Educator.....	Gemma Stacey
Educator.....	Georgia McCue
Educator.....	Bayley Hancock <b>NEW</b>



# 2025 OSHC STAFF



Diane



Trisia



Jim



Judy



Donna



Haley



Emma



Bayley



Mitchell



Eli



Cherie



Ella



Phoebe



Adam



Monique



Gemma



Mason



Kate



Mia



Zach



Georgia

## NEW STAFF

Karen Roberts has returned to OSHC. Karen is currently an ESO for Our Lady of Hope School and will also be working at OSHC for a couple of days a week. Dylan Gruber another ex-staff member working for OLOH as an ESO, is working temporarily whilst staff members are on placement. Bayley Hancock has commenced working as an educator at our OSHC. Bayley is in her first year studying to become a primary school teacher.

## DEPARTING STAFF

Bayar Siyani resigned from OSHC as he obtained an SSO position at school. We wish Bayar all the best for the future.



## STAFF PROFESSIONAL DEVELOPMENT

- ISS Case and funding – Leadership Team
- CESA Dealing with Medical Conditions in Children – Leadership Team
- CESA Risk Minimisation and Communication Plans – Leadership Team
- CESA Director’s Meeting – Diane
- Narragunnawali: Reconciliation in Schools & Early Learning Practice – Donna & Trisia
- First Nations Cultural Awareness – All staff
- Problem Solving Using the Cycle of Planning – Trisia
- Indigenous Program Planning – Leadership Team
- Inappropriate Discipline – Donna, Cherie
- PANOSH – 10 years on – Donna, Cherie
- Every Interaction Counts – Donna
- Workplace Bully/ Harassment/Discrimination
- Emergency Drills - Diane

## IMPROVEMENTS, REPAIRS AND MAINTENANCE

- Pest control
- Routine maintenance and grounds upkeep
- Fence repair (numerous areas)
- New toilet seat girl’s toilet
- Repair flyscreens
- Repair office door

## 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.

## 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 finished reviewing the following policies and they will be shortly on our website:

[A-4 Acceptance and Refusal of Authorisations](#)

[A-5 Governance & Management](#)

[D-5 Sun Protection](#)

[D-9 Managing Medical Conditions in Children](#)

[D-10 Safe Delivery, Arrival and Collection of Children](#)

The following policies we will be starting to review:

**D-7 Infectious Diseases and Infestations**

**D-8 Incident, Injury, Trauma and Illness**

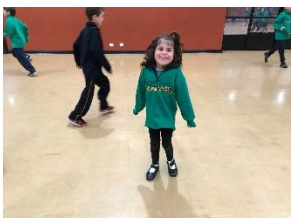
Please have a read of these policies and if you would like to make a comment, I encourage you to do so. We find your feedback very informative.

## 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](#).



Dear Families,

The welfare and safety of the children in our care remains our top priority at Our Lady of Hope Greenwith Campus OSHC, and we continuously review and update our policies to ensure the highest standards of care and security.

As part of this commitment, the Advisory Committee has reviewed our **Acceptance and Refusal of Authorisations Policy**, and we would like to inform you of an important update regarding the age requirement for individuals authorised to collect children from the service and changes to children being signed out unaccompanied by an authorised person.

**Effective 7<sup>th</sup> July 2025, the following changes will take place:**

- Only individuals who are **18 years of age or older** will be permitted to collect children from our Service.
- Children will not be able to leave the Service without being signed out and accompanied by an authorised person.

By reading the updated policy, which can be accessed on our website, you ensure that you are compliant with our service's operational requirements. This helps us to maintain a high standard of care and avoid any confusion regarding collection procedures.

We ask that you ensure any person you designate as an authorised collector meets this age requirement. This update helps us maintain a high level of safety and responsibility when it comes to releasing children from the service.

Please take a moment to review your child's collection details, if necessary, via the SPIKE App. Click on your child's name and the people authorised to collect your child will appear. If you need to make any amendments, please email these changes to [oshcinfo@oloh.catholic.edu.au](mailto:oshcinfo@oloh.catholic.edu.au).

If you have any questions or need assistance, please feel free to contact the OSHC office on 82899751.

We thank you for your understanding and cooperation in helping us maintain a safe and secure environment for all children in our care.

**Warm regards,**

Diane Griguol  
Director

### **EARLY FINISH TERM 2**

#### **OLOH**

Friday 4<sup>th</sup> July 12.30pm

A sandwich of choice, a piece of fruit and a packet of popcorn is included for lunch

#### **Greenwith Primary School**

Friday 4<sup>th</sup> July 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.*



### **PUPIL FREE DAYS TERM 3**

#### **OLOH**

Monday 21<sup>st</sup> July

#### **Greenwith Primary School**

Friday 25<sup>th</sup> July

Friday 29<sup>th</sup> August

*Just a reminder to families that we require a minimum of 13 children to operate for the day.*

## PUBLIC HOLIDAYS TERM 3

**Vacation Care** Labour Day 6<sup>th</sup> October

*Please note that families are not charged for Public Holidays.*

## OSHC CLOSURE DAY **IMPORTANT**

OSHC will be closed on Monday 1<sup>st</sup> September as all staff will participate in professional development.

## VACATION CARE July 2025

The Vacation Care program for the July 2025 school holidays has been completed. The booking form without the program will be sent out to families via the SPIKE Parent Childcare App on Friday 13<sup>th</sup> June 2025. The program and consent forms will be sent out to families on Monday 16<sup>th</sup> June 2025. These forms are also 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 **\$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 (school footwear included) **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)

## 2 WEEK CLOSURE – DATES FOR THIS YEAR

Our 2-week closure is from Friday 19<sup>th</sup> December- Monday 5<sup>th</sup> January 2026.

## WHAT ARE CENTRELINK ALLOWABLE ABSENCES?

Centrelink provides funding for up to **42 absences per child per financial year**. These absences are considered allowable and will not affect your eligibility for the Child Care Subsidy. If you reach your allowable absence limit, you may be able to get additional absences. 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=You%20can%20get%20up%20to,your%20child%20is%20ill>

## 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 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.

## DIRECT DEBIT DAY CHANGING **IMPORTANT**

As from Term 2 the day that your fees are debited from your account will change from Tuesday to Wednesday. Our procedure will stay the same. If fees are declined when the debit is processed families will incur a late fee. If families have not paid their OSHC fees by the Friday of that week their child's place will be suspended until payment is received. Please note that families that have had their debit declined on 3 or more occasions will now need to pay a bond to continue to use our service.



## QUALITY IMPROVEMENT PLAN 2025 Term 2

<u>Quality Area</u>	<u>Task</u>	<u>Achieved By</u>	<u>Check</u>
1.3.3	<p>Advertise to families how meaningful these formal meetings are in keeping them informed about their child's progress.</p> <p>Advertise our Meet &amp; Greet and encourage families to attend.</p>	End of Term 2	
2.1.2	Have a look at the school's supplies to see how they arrange them.	End of Term 2	
2.1.3	<p>Including and promoting healthy eating.</p> <p>Grow vegetables in our garden and use these for a cooking experience.</p>	Beginning of Term 2	
2.2.2	<p>Consistent conversations with the children in relation to their safety.</p> <p>Use children's knowledge and ideas to support these conversations.</p> <p>Programming a police visit for Vacation Care to further extend the important points we have discussed across the term and to highlight to children the importance of keeping them safe.</p>	By the start of Term 2	
3.2.3	<p>Purchase waste, recycle and compost bins and display posters for children to read before disposing their rubbish.</p> <p>Recycling activities will also be programmed across the week to educate children on this issue.</p>	Start of Term 2	
6.1.2	Create welcoming and goodbye signs of different cultures for each room.	Start of Term 2	
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# Term 2 Highlights!

