

OSHC NEWSLETTER

TERM 1 2021

A BIG WELCOME TO ALL OUR NEW FAMILIES

As a service, we print a newsletter with any relevant information for our families. It is child orientated and the children help with editing and printing.

VACATION CARE – April School holidays

Bookings accepted & confirmed once booking forms and consents have been received.

For our **new families** if you want to book your child into vacation care you **must fill in a booking form** which is available from week 8 each term. You will receive an email from the school to say program is out and available on the school website or from OSHC service and school front office. **Return completed forms ASAP** as places fill quickly and there may be a waiting list for some days. **You will need to pay an estimate of fees prior to attending.** This is to ensure staff, excursion etc. can be paid in advance.

OSHC Educators

We have an amazing team of educators at our service who devote their passion for children to every child that attends the service. This year are pleased to introduce a couple newer members to the team. As well as our devoted educators – **Mira/Director**, **Vicki/Team leader**, **Dani/Assistant Director** (BSC), **Taya/Educator** (ASC) & **Sheena/Educator** (ASC), we have **Alyssa/Educator** (ASC) & **Kelsei/Educator** (BSC).

Casual Bookings

If you need to book your child in for a casual booking you need to be aware that the mobile phone is on message bank from 6pm till 7am each day. So is email response. This means that staff cannot get back to you on availability for a morning session until after 7am. So, there is a slight chance, if you want to attend that morning, we could be full. Mira does take the phone home on weekends and this is the best way to communicate a cancellation or booking for the coming Monday. But do not rely on it. Emergency bookings are best sent via as many ways as possible. Text, message bank and school office. Also new families may not be aware of our last-minute/message folder in the front office. Near the finance window to the right is an OSHC booking folder. You can write messages there for Mira. **If this folder is not there that indicates OSHC is full for that evening and you must phone Mira to confirm a spare place.**

Cancellation Policy. This was ratified late 2020 and all families were notified of the changes. Please take time to read updated parent handbook (available on school website) as a reminder about cancellation policy and late pick up policy. See Mira if you need more details. All service policies are available on request.

Availability 2021. As we near the end of Term 1 we can update families on days that may not allow for “short notice” bookings. They are Mondays & Wednesday – ASC. Monday & Friday – BSC.

QR CODE – Covid 19 attendance on site. It is expected that when you drop off or pick up your child from OSHC that you scan the QR Code or sign in using sheet provided.

Update contact information for 2021. Please see a staff member if any of your family’s details have changed since registration. It is very important we have the correct phone numbers and collection authorities on file.

Invoices are printed every Monday and can be collected from OSHC when picking up your child or they will be given to your child via the classroom. Please check their bags for them.

We would appreciate payment weekly or at least fortnightly.

You can pay cash to Mira or front office, or pay with credit card via the school website. Instructions on how to pay (B POINT) are available from OSHC staff. Invoices can be emailed. Please let Mira know if you would prefer this.

SRC rep 2021 – Congratulations to Emily Jones who was elected SRC Rep for OSHC. This allows our service to have a say in all school matters that are dealt with and important to the children. It is a way for the children to have a voice in matters that concern them within the school community.

Sunscreen – During term 1 and 4 it is important that parents are sun screening their children in the mornings either at home or on arrival at OSHC, especially during Vacation care. When signing in please tick the sunscreen box next to their names. Staff ensure every child applies sunscreen on arrival at ASC.

Our OSHC service has an OSHC trophy that the children can take home for one week if they do something special e.g. being very helpful, listening well, getting along with others etc. Educators are always looking for children they think deserve the recognition.

Congratulations to [Ava Morris](#) who has received it already for 2021, for being patient and helpful with all our new reception children.

Please check out our “Hall of Fame Wall” where we have photos of our trophy recipients proudly holding their trophy.

Many families may not be aware that we hold Evacuation, Invacuation and Wild Fire talks with our children regularly. We have talked with the children already this term about our evacuation procedure and carried out a drill. We have also talked about our Invacuation procedure this term. During 2020/2021 Vacation Care we held 2 wildfire talks and one Evacuation drill.

OSHC Annual Report 2020 is available to parents on request. Or even better if you would like to join the **OSHC Management Committee** we will be holding our AGM on Tuesday 6th April and would love to see some of our new families join.

We only meet once a term. Meetings only go for approx. an hour, children welcome and we enjoy nibbles and drinks at the 1st and last meeting each year.



Welcome back to all our families and welcome back to all our wonderful children.