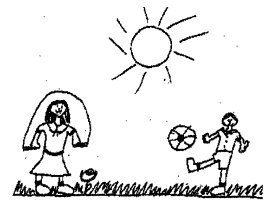




St. Andrew's OSHC Newsletter



Volume 1

30/01/09

Caring for Your
Children

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Welcome

On behalf of the staff, I would like to welcome everyone back for the 2009 year, and a special welcome to all of our new families. We look forward to a great year of working with your children.

Throughout the year, we will be having some social occasions, such as the annual concert and Christmas BBQ and further information on these will be in future newsletters.

With the end of 2008, the time came to farewell Zari who has completed her University Degree. We wish Zari all the best in the future. Cynthia is the envy of all of us as she and her husband set off on their caravann trip, visiting many parts of Australia over the next three months. We hope you have a safe & wonderful trip, Cynthia & Steven, & have lots of stories and photos for us when you return. **The current staff for this year are as listed:**

Co-ordinator:

Jayne Browne

Assistant Co-ordinator:

Hayley Browne

Assistants:

Jon Vieira

Lauren Radley

Cynthia Waygood

Nicole Franklin

Riognach Lee

Jeremy Fraser

Louise Foran

Tandi Davel

Lauren Threlfall

Tim Cook

Procedures

We noted from surveys returned at the end of last year, that parents/carers seemed unsure of various policies & procedures for the centre. Just a reminder that the

It is very important that Parents/Carers read the information which is on the website. A complete copy of the centre's policies is available for perusal upon request.

Parking

A reminder that parking is allowed only in the front car park before 7.30am and after 3.30pm, for the safety of children. The "goat track" entrance at the rear of the school is for use of emergency and delivery vehicles.

Inside this issue:

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CCMS

During the Christmas Holidays, we transitioned to the Child Care Management System. This is a compulsory system for all child care centres as it should make Child Care Benefit claims much simpler (we hope). However, there are still some families who have not provided the centre with the necessary details, and until Centerlink can link our details such as names, birthdates & CRN's of children and parents, no CCB will be given and full fees will apply. If you are unsure about your details, please ask and we will check for you.

OSHC Website

A special **THANKYOU** to Trish & David Dunn for the great website they have created for our OSHC, and the regular updates. The website includes policies, as well as contact numbers, provider numbers, Vacation Care Programs & booking forms. Newsletters are also on the website, so if your email address is

Payment of Fees

You will notice that accounts will now show fees are charged for bookings for the following two weeks, to enable families to pay as such. The Centacare Policy on fee payment is for all centres, and bookings will not be accepted unless fees are paid 2 weeks in advance. Payment can be made by cash, cheque, eftpos, Direct debit or direct credit, however, we are unable to accept American Express or Diners Club cards.

on your work computer, you can make a cuppa & read the newsletter when the children are in bed. The website is also accessible through the school website, just click on the OSHC link.

Grievance Procedure

A reminder that parents/carers should talk to the staff or myself if you have any problems. If we cannot resolve the grievance satisfactorily, you may contact the Regional Co-ordinator for Centacare Child-care Services. Incidents will occur between children (and naturally we all want to protect our children), however, if parents/carers do have an issue with another child, the issue must be brought to the attention of staff. Children should not be reprimanded by a parent/carer other than their own, but we can't help if we don't know about it.

Fundraiser

We will be having a chocolate drive in May to assist with the cost of costumes & the stage hire for our annual concert which will be in August or September. More information will go out later, however, please remember that you only have to sell chocolates if you want to.

Bravehearts

I have booked a visit from Bravehearts, to come to the centre on Wednesday, 18th February, to talk to the children about their personal safety. If you do not wish your child to attend this info session, please let me know so that we can organise other activities for them. Bravehearts staff are well trained in this field to provide appropriate info.

Holidays

Now that the children are settling in to school and staff are getting back into the split shift routine, I will be taking some holidays and will be away from 2nd March and returning on 16th March. During my absence, Hayley will be able to help you with any enquiries.

Thankyou for taking the time to read the newsletter and keeping up to date with events happening at OSHC.

Regards,
Jayne Browne
(Co-ordinator)

