

Lockleys North OSHC
55 Malurus Ave
Lockleys
8443 5308

Diary Dates

- Monday 21st July– First Day of Term 3
- Friday 15th August- Pupil Free Day
- Monday 18th August – Pupil Free Day
- Monday 1st September - Vacation Care Booklets Available
- Friday 19th September– Final Vac Care bookings
- Friday 26th September– Last day of Term 3
- Monday 29th September- Vacation Care commences
- Monday 6th October– Labour Day- Public holiday
- Friday 10th October– end of Vac Care
- Monday 13th October– First day of Term 4



To ensure that there are plenty of fun activities for the children, we value your ideas and thoughts to better our service. Any suggestions would be appreciated. If you have any further questions please don't hesitate to call us on 8443 5308 or 0411236014.

Thank you
Maria Morello
Director



providing care for kids and service to families

July 2014, Term 3

From The Director

Welcome Back!

Welcome back to term 3 ! I hope you all had a restful and fun-filled holidays! I would like to start by welcoming all our new students and their families to this term.

Term 2 OSHC Fees: Parents who have outstanding fees for Term 2, will be required to finalize their account before the commencement of term 3. Parents who fail to organize these payments will be unable to enroll their child/ren until payments have been paid.

Class Movies: In term 3 the service will be participating in the *"Class Movies" program*. *Class Movies* is an exciting initiative which allows schools, pre-schools, children's centres and other DECD programs to create mini-documentaries about their service. Parental consent forms have been emailed, and posted to all families. If you are happy for your child/ren to be filmed as part of the Class Movies program, Please complete the consent form and return it to the service as soon as possible as we would like start in wk 3.

Payments: Parents are asked to use the white & red envelopes provided and placed in the locked letterbox (located in the OSHC room) to make payments. The children are our first priority and we must ensure there is adequate supervision at all times. Alternative payment options are Bizgate or by phone during office hours.

Bizgate Payments:

Please ensure when making Bizgate payments that OSHC & school transactions are made separately to avoid confusion.

Phone Messages: When leaving answering machine on the OSHC phone please ensure you state your name, your child's name and your phone number clearly. If details are not left clearly, unfortunately, we are unable to return your phone call.



Cancellations Policy: I would like to remind parents/caregivers about our cancellation policy. Our service operates with a 'No Cancellation Policy' to ensure an appropriate ratio of educators as rosters are written based on the number of children booked in for each session. This means that if you no longer require care for a session which you have previously booked (except in the case of illness with a medical certificate provided within 7 days). You will still be charged the full fee for that session. This policy's also applicable to "swapping" sessions.

Permanent Bookings Forms Term 3: please ensure if your child/ren require a permanent booking you are required to fill out a pink 'permanent booking' form (bookings do not roll over from previous terms). If your child/ren requires casual bookings please advise us ASAP to ensure we have vacancies on the dates you need. Casual bookings are best suited for families that require different days/ sessions rather than the same booking each week. Please come and see the Director or our friendly OSHC educators to discuss any questions you may have.

Pupil free day: There will be a note sent home during week 1 regarding the pupil free days on Friday 15th & Monday 18th of August (weeks 4 & 5). Parents need to notify the service if they require care for their child/ren for those days by no later than Friday 5th of August. Parents will then be informed on Monday 11th of August if the service will open.

Active After School Program: Parents who have children attending After School Care and are taking part in Active After School Programs in Term 3 will need to notify the service by phone or inform an educator. If our educators have not been notified by parents/caregivers children will not allowed to leave the service.

Vacation Care Program: Vacation Care booklets will be available on **Monday 1st September** from the school website, the front office and OSHC room. The last day for bookings will be **Friday 19th September 2014.**

Walk-in's BSC: Parents please ring the service in the morning to ensure there are bookings available for the morning session. Unfortunately we cannot cater for walk-in due to set ratios.

Absentees: Parents who have children attending OSHC but are absent from school or picked up early from school, need to notify the service by phone on 8443 5308. ASAP as we have children on a waiting list.

Menu: Please ensure you check the front notice board for the OSHC weekly menu. If your child does not like what meal is programmed for please provide an alternative as our budget does not cover alternatives. Also please advise OSHC educators if your child has specific dietary requirements such as gluten free, lactose free etc

Breakfast: Parents, please note that breakfast is now only offered until 8.15am. If you have drop your child off after this time please ensure they have eaten!

