



## Brunswick North West Primary School Outside School Hours Care 2019: REPORT FOR AGM (APRIL 2020)

### The BNWPS OSHC Philosophy

**\*PLAY\*EXPLORE\*CREATE\*DISCOVER\*CONNECT\***

*Our aim is to create a warm, inviting atmosphere where children feel welcome and safe, a place where children can relax, have fun with their friends, make new friends and be empowered to shape and control their world; a place where they belong, a place that belongs to them. All children are treated with gentleness, honesty and respect: all staff model this and encourage children to treat others in this manner.*

*We strive to build trusting, collaborative partnerships with families, the school and services that work with children, acknowledging the family as the first and most important educator in a child's life. We aim for a consistent and compassionate approach where children are at the heart of every decision we make – the reason for our existence. We value these respectful relationships as the foundation of any rich and diverse learning community. We cultivate an atmosphere where all children and families are actively welcomed to join us in celebrating diversity of thought and culture.*

*We provide an OSHC experience that is challenging and stimulating, enabling children to develop life and relationship skills by being introduced to a range of opportunities and also being involved in the planning, implementation and evaluation of those activities and daily routines. We value that children learn through play, and our program invites children to actively engage in creative and cultural experiences as well as sport and imaginative free-play. We value the natural world and create opportunities for children to play in natural settings and develop respect for the earth and all creatures that inhabit it. We regard ourselves as citizens of both a local and a global community and strive to model ecologically sustainable practices in our routines, inspiring children to be active agents for sustainability, influencing quality of life now and for the future.*

*We are committed to life-long learning and fostering a love of learning and believe that educators are important role models. The BNWPS OSHC service is committed to the principle of continuous improvement and engages in an on-going cycle of critical reflection, evaluation and action.*

## Management Structure

The BNWPS School Council is the sponsor of the OSHC Service and is responsible for the overall management of the Service. The OSHC Committee, which is a sub-committee of the School Council, actively manages the Service. The OSHC Committee is made up of a representative from the School Council, the OSHC Coordinator, a representative from the parent group, other interested parties and optionally, a member of the school teaching staff. The primary role of the OSHC Committee is to ensure that the OSHC Service operates under the required Government Regulations, Acts and other legislation and meets the standards as required by other relevant authorities. The OSHC Committee has the responsibility to develop and implement the OSHC Policies and Procedures (ensuring consistency with BNWPS school policies), and to work in conjunction with the Coordinator, to ensure that these policies and procedures are being adhered to.

The BNWPS Principal works closely with the School Council and the OSHC Committee and is the direct day to day manager that the Coordinator (and staff when appropriate) should approach and report to.

The OSHC Coordinator is responsible for the day to day operation of the service and its programs and for many of the administration tasks. The position is overseen by the Principal (for day to day operations) and School Council.

In 2019, two Assistant Coordinator positions were created to support the OSHC Coordinator, one of which includes an Educational Leader role. The Educational Leader role is part of 'Quality Area 7 – Leadership and Service Management' in the National Quality Standard (NQS). Standard 7.1 in the NQS requires that effective leadership promotes a positive organisational culture and builds a professional learning community.

## National Quality Framework

2019 was our seventh year of operation under the National Quality Framework (NQF) – a framework for Early Childhood Education and Care. This Framework (and associated National Quality Standards and Regulations) were established to ensure that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care and school-age care services. Our OSHC service was last assessed under the NQF in March 2019. That assessment confirmed our OSHC service is **exceeding** in 6 Quality Areas out of 7, which is 14 Standards out of 15 in the NQF. This validates the hard work and commitment to always improving the service. This is also a step up from the July 2015 assessment and rating which was an overall **meeting** Quality Areas and Standards (6 out of 6).

The next assessment and rating process will be scheduled in 3 years.

## Staff

Our current OSHC Coordinator is Bernadetta Martella, who coordinates staffing, the educational program and daily service operation. This includes responsibility for all administrative tasks including enrolments, permanent bookings, accounts, ISS claims and DET reporting requirements. Bernadetta is also responsible for daily bookings, liaising with external organisations and stakeholders, and grant funding applications.

In 2019 the two Assistant Coordinators were Andrea Marshall and Eric Bobadilla. Andrea was primarily responsible for supervising the afternoon sessions. Eric was primarily responsible for supervising the morning sessions.

The OSHC team in 2019 also included Stephen Lopez, Brianna Bartley, Beverly Andrews, Carly Cheffins, Nadia Mohamed, Naarah Lagowski, Mika Sutawan, Manuela Scremin, Thelma Marshall, Theresa Kozar, Zoe Cornish, Katherine Mclure and Justine Hockings. Katherine and Justine commenced with us in Term 4 2019. We said goodbye to Nadia in Term 2 and Manuela in Term 3, as both were appointed at different schools to different roles.

We have been able to appoint six educators on contract, and two of those are on a permanent basis. This provides our children with better continuity of staff. Our OSHC program is very privileged to have staff who are not just qualified educators, but also specialist professionals who enjoy sharing their knowledge and passion with the children.

## **Activities**

Our BNWPS OSHC Program includes a wide range of activities and play opportunities, as well as clubs, incursions, and OSHC family events which are open to the whole school. As an intentional teaching activity, educators have introduced regular Acknowledgements of Country statements with each group of children. The Acknowledgements of Country were developed in collaboration with the children. Educators continued to provide more opportunities to include Aboriginal culture in the program, including inviting local Elders to the program through incursions.

In 2019, activities and play opportunities included facilitated group games (akin to Physical Education sessions); a wide variety of art and craft projects – including sewing, textile art, painting, clay sculpting, cardboard construction, weaving, wire craft, jewellery making, etc; outdoor play; gardening; cubby building; board games like chess; and plenty of opportunities for less-structured, imaginative play with dress-ups, Lego, etc. Designed drama activities were provided with Steve (who is a professional drama teacher). Children are also given opportunities to catch up with their homework with the assistance of the educators if they need.

The clubs offered to OSHC children in 2019 included Cooking Club, Film Club, Science Club, Sewing Club, Homework Club, Chess Club, Drama Club, Eurogames Club. Cooking Club is one of OSHC's most popular clubs. This was trialed in 2018, as a way of involving the children in the cooking activities that were already occurring at OSHC. The small-scale trial involved small groups, once per week, and was hugely successful, receiving excellent feedback from children and parents/carers. In 2019, Cooking Club was extended from 2 sessions per week to then 3 sessions per week, staggered to allow for as many children to participate as possible. OSHC has tried to include exposure to Aboriginal culture and customs where possible by using native herbs and spices in breads, pancakes and other recipes. In 2019, Coding Club has not been able to be offered due to logistical circumstances.

More regular incursions were offered to OSHC children in 2019, based on their interests and needs. These included: seven science incursions between Term 1 & Term 2; a reptile incursion early in Term 4; ten Hip Hop incursions were offered in Term 3; and ten Circus Incursions were offered in between Term 3 and Term 4. Incursions do not incur any extra cost to families and are very popular with the children, as a way of extending their learning and physicality. These are covered within the OSHC budget. To engage the senior children, short excursions to the local park were introduced.

This past year, OSHC hosted 3 major events to facilitate connection between the OSHC educators and the OSHC families. In Term 1, OSHC hosted a 'Welcome to Families' BBQ community event, where families were welcomed and introduced to the OSHC educators. In Term 4, OSHC celebrated the end of the year and thanked OSHC families for their support by hosting an African Drumming workshop and event for the families and children. In Term 2, we celebrated the Winter Solstice. OSHC held an all-school community event on the 21st of June, where children and families enjoyed themselves around the firepit with marshmallows.

## **Food**

Children are served healthy homemade meals cooked by the OSHC educators every day. Food is a popular part of the OSHC experience for many children, especially the 'second snack' at After Care. For breakfast we serve a range of breakfast cereals and toasts with spreads. Children are encouraged to independently (supervised) make their own breakfast and serve themselves, to build up these skills. In the afternoon we always serve platters of sliced fruit and vegetables, and then follow up with snacks such as: muffins, fruit muffins, veggie rice curry, rice balls, vegetarian bolognese pasta (lentils), baked pasta, soups, corn fritters, crackers with homemade dips and fried rice. The menu is written on the whiteboard and is changed daily. Children with dietary requirements are accommodated and OSHC is a nut-free service.

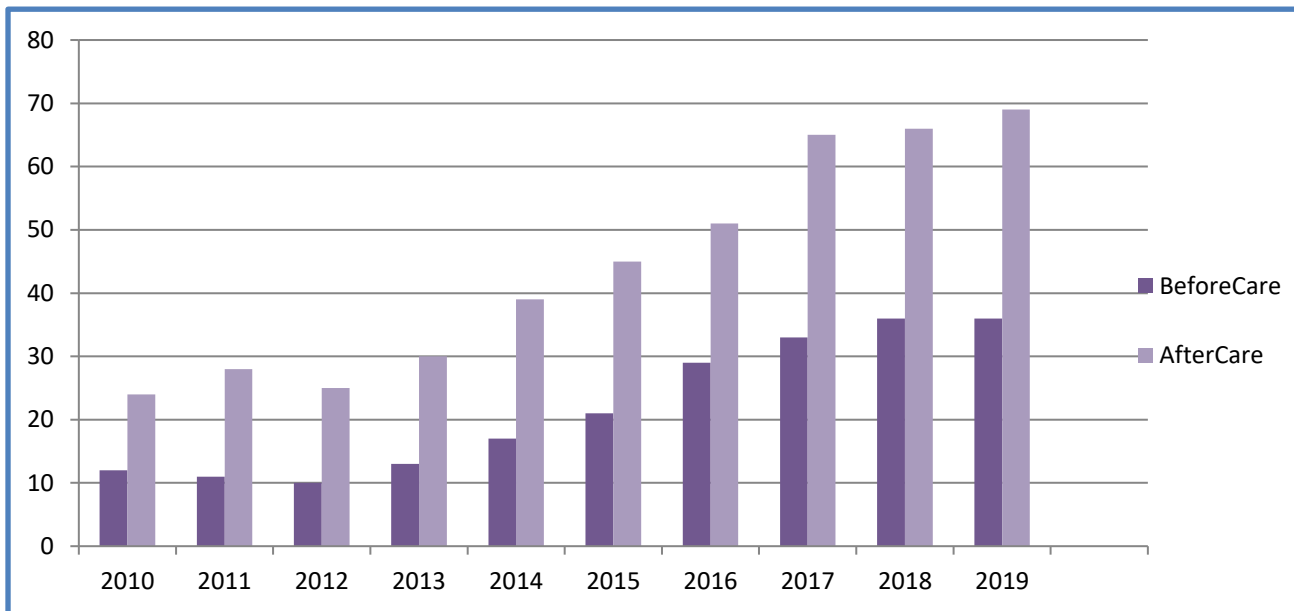
## **Attendance**

OSHC is licensed for 160 placements. Care is offered before school from 7.00 am to 8.45 am and after school from 3.30 pm to 6.00 pm. OSHC also continues to offer all-day care on curriculum days where there is sufficient interest.

This year, After Care regularly had between 45-85 children attending sessions throughout the year. The yearly average per session was 69 children. This represents a 4% increase in attendance for After Care from 2018 figures. Before Care regularly had between 30-50 children attending each session. The yearly average per session was 36 children. This is on par with the 2018 figures.

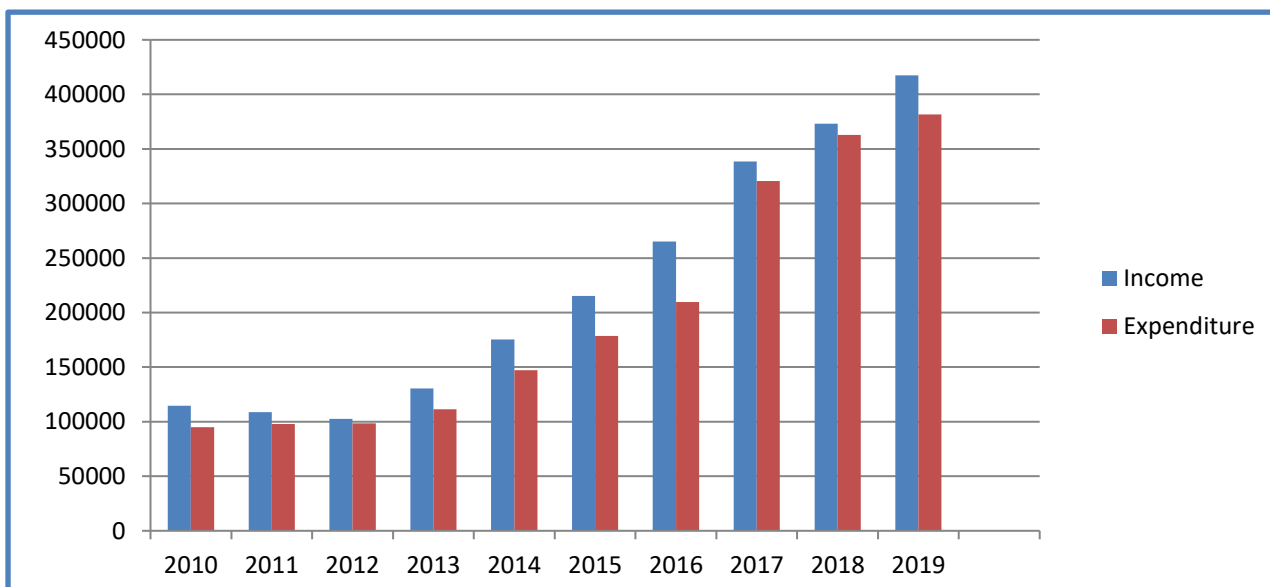
## Historical Comparisons for past 9 years

### Attendance figures



The above figures represent average daily attendances for the whole reporting year, from 2010–2019.

### Income and Expenditure figures



The above figures represent the income and expenditure amounts for each reporting year, from 2010-2019. NB: 2010 included quite a bit of income recovered from 2009, so is higher than it should be.

## Finance

The service finished 2019 with a profit of \$35,865. For comparison, the profit from 2018 was \$10,158.

### Income and Expenditure for 2019

<b>REVENUE</b>	
Government Provided Funds (DET/CSS and ISS funding)	\$179,382
Locally Raised Funds (Before and After Care family payments)	\$238,056
<b>TOTAL REVENUE</b>	<b>\$417,438</b>
Employee Payments	\$288,769
Superannuation	\$27,974
Food	\$20,389
Art/craft materials, games, equipment	\$3,060
Telephone	\$391
Training costs (note this does not include wages to attend training courses)	\$3,515
Other associated costs (licence fees, stationery, software, association fees, Workcover, furniture and equipment, etc)	\$37,465
Service fee to school	\$10,000
<b>TOTAL EXPENDITURE</b>	<b>\$381,573</b>
<b>GRAND TOTAL</b>	<b>\$35,865</b>

### Adjustments to the program

- **2019 OSHC Survey:** In Term 3 of 2019, 33% of the families participated in the OSHC Survey. The survey showed that 9% of the families expressed an interest in OSHC extended hours for After School Care (ASC), 8% of the families found the QKenrol system, including enrolments and booking, not user friendly. In response to the 2019 OSHC survey, the OSHC Committee sought for an additional survey to identify how many families were interested in extending the ASC operational hours. After evaluating all the aspects, the OSHC committee have decided not to extend the ASC operational hours. Another review will be conducted later in 2020.
- **Additional educator through ISP funding:** To provide quality care, our service over ratios our staff by one extra educator. We also have an additional educator funded by ISP (Inclusion Support Program), which assists educators and our service to include children with additional needs in the program with their peers. The ISP educator is not a one-on-one assistance to any specific child but is funded to contribute to the overall program. At the end of 2019, we were able to continue funding two additional educators for ASC, due to our vast program, which utilises several areas of the school premises and grounds. Our program is not limited to the Multipurpose Room building, but also takes place in the library, art room and outside, the top playgrounds, oval and/or basketball court.
- **Direct Debit and Credit Card payment:** Since July 2019, a new policy and procedure regarding OSHC payments was implemented, which allows families to make their payments to OSHC through Direct Debit. This method increased the cash flow and reduced administration time for both the school office and OSHC staff.
- **Child Safe Policy – Mandatory Reporting:** All educators completed professional development training in Child Safe procedures and Mandatory Reporting at a staff meeting in 2018. A mandatory reporting procedure was implemented and is now included in the OSHC Policy and Procedure Manual. In 2019, all new educators were required to complete their Child Safety and Mandatory Reporting training online.
- **Circle Time/Group Routine:** In 2019, the program continued to split all OSHC children in 3 smaller groups. This strategy has proven to work well to provide smoother transitions into and out of OSHC. This method also creates learning opportunities for children in relation to self-independence skills, and promoting well-being and identity.

Children are split in 2 groups for their snack in ASC, which allows Foundies and Juniors to eat first and Middle and Seniors are encouraged to eat later. This routine helped to reduce the level of noise/stimulation at this busy time and to redistribute children to different areas.

- **Policies:** OSHC continues to create and revise its policies to benefit the program and the children. The policies are considered in line with broader school policy. The following policies were reviewed and ratified by School Council in 2019: Enrolment, Mandatory Reporting, Rest, and Water.

## Collaboration and partnership projects

- **Reconciliation Action Plan:** In May 2019, OSHC started its commitment to developing a Reconciliation Action Plan (RAP) via the Nurragunnawali portal. A collaboration between BNWPS and the Brunswick Montessori Children's House (BMCH) was quickly established through a RAP working group. The RAP working group consists of Bernadetta Martella (OSHC Coordinator), Jennifer Gottliebsen (BMCH director), Wendy White (BNWPS Assistant Principal), and teachers Nici Fausten, Ian Adam, Larissa Fry, Kaz Grant, Jack Madin, Lucia Tomasetig (ES teacher/parent), and parents Bec Vouch and Alex Farrar.

During Term 3 and Term 4, the RAP working group conducted several meetings and Uncle Trevor was invited to attend. The RAP working group actively engaged in developing the RAP with several actions, surveys, and goals to implement the vision. There was also a collaboration with the Education Sub-committee, which allowed the RAP working group to take into consideration any suggestions regarding the school Cultural Safety policy and procedure. The RAP is expected to be launched in 2020.

- **Innovative Solution Grant:** Since Term 2, OSHC has worked closely with the Inclusive Support Agency to apply for the Innovative Solution Grant to extend staff capacity regarding Aboriginal and Torres Strait Islander perspectives. Much hard work has been put into this, incorporating valuable feedback from the agency.
- **VIA Videos Participation:** The Community Child Care Association (CCCA) was funded by DET to produce 3 videos (which became 7) about what best practice looks like in an OSHC service. Our OSHC service was chosen for these videos, as our program has many wonderful practices that the CCCA and DET would love to showcase. The videos were developed around 3 themes that illustrate inclusive practice (environment, programming, and relationships with families). To learn more about these videos and what has been produced for the VIA, please visit this link <<https://vimeo.com/viac>>.

## Perspectives for 2020

- OSHC will continue its commitment to developing and launching the Reconciliation Action Plan and obtaining the Innovative Solution Grant
- OSHC will continue its commitment to sustainability and develop a policy and action plan
- OSHC will include Aboriginal and Torres Strait Islander perspectives in the program in the best way we can

Overall, the OSHC service encourages and greatly appreciates feedback and suggestions from families at any time and the OSHC service continually strives to provide the best quality before and after school care for children at Brunswick North West Primary School.

*Bernadetta Martella - On behalf of the OSHC Committee*

### The OSHC Committee members during the 2019 calendar year:

Parent representatives:	Van Sowerwine, Bianca Carr, Tanya McKenna, Katherine McLeod, Debra McDougall, Tia Stewart, Brian Finnigan, Nirvana Adey
OSHC Staff representatives:	Bernadetta Martella
School representative:	Hannah Reid