

**TERM 1 WEEK 2 - Outside of School Hours Care**

**Hello to the parents and carers of our Newington Wyvern House OSHClubbers 😊**

***BEFORE/AFTER SCHOOL CARE BOOKINGS;***

It has come to our attention that we are having a lot of regular drop-ins; please ensure if you wish to utilise the service on a frequent basis, please book online as this will assist with staffing, catering food and activities for the children. Please note that ***permanent bookings do not roll over from term-to-term, so please ensure that you have rebooked for term 4 should you require a permanent booking.*** It is also imperative that should you wish for your child to attend a BSC session please book online or contact the Coordinator directly on 0428 131 700 to inform of their attendance. This is to ensure children are in the correct areas and not attending if they are required to be at another activity, such as music, karate etc.

Parents who wish to utilise the service; if you have not done so already, please visit our website [www.oshclub.com.au](http://www.oshclub.com.au) to create an online enrolment – it is easy and there is no signup fee! Should you have any issues regarding your online account; please contact our Account Manager, Maria at [maria@oshclub.com.au](mailto:maria@oshclub.com.au) or directly on (02) 8355 5300 as she will be able to assist with any payment, account and/or booking issues.

We do request that you book your child/children in online at least 24 hours in advance, as this ensures we have the correct number of staff-to-children ratio so your child is most efficiently and safely supervised. Additionally, booking in advance allows us to cater an ample amount of afternoon tea for all children, prior to the commencement of the session. If you would like to organise a regular booking, this can be completed via your online account. Should you need to make a late booking (attend on the day of), please SMS/phone the Coordinator on 0428 131 700, however, please be mindful that there is a late booking fee for those that have not booked online in advance.

***BOOKINGS REMINDERS FOR 2016;***

Please ensure to update your child/ren's year level to ensure they are booked in correctly when logged in you will be prompted to select your child's year level for 2016 before placing a booking. Online bookings are able to be made up until 11:59pm AEDT, on the day before the session you are trying to book. To book a session on the same day as the session, please call your program coordinator.

***BILLING AND PAYMENTS;***

All families will be emailed on Wednesdays fortnightly with a link to view their current statement. Accounts will then be debited on the Thursday fortnightly, however, for Vacation Care this process is weekly. Families wishing to utilise OSHClub services will need to have cleared their account/s to a zero balance before the commencement of 2016. Please contact our Account Manager, Maria on 8355 5300 should you have any concerns regarding your account.

***LATE COLLECTION OF CHILDREN;***

At OSHClub Newington our afternoon sessions conclude at 6:00pm; children collected after this closing time will be charged \$2 per child per minute that you are late. If you are held up, please contact the program on 0428 131 700 as a courtesy to inform staff.

*Please also be aware that due to safety concerns we do not permit children to leave with anyone other than those listed on their online enrolment forms. Those signing children out need to be above the age of 15; if you wish for your child to be collected by someone other than a parent or direct guardian listed on their online enrolment, please notify the Coordinator before the commencement of the session. Your child/children's safety is the utmost of our concern.*

### **MEDICAL INFORMATION;**

If your child/children suffer from any medical conditions, please ensure that the appropriate medication and action plans are provided to be kept on site. This is to guarantee your child/children receive the best of care – please feel free to discuss any concerns with the onsite Coordinator. Asthmatics – please ensure a Dr approved Action Plan is provided to us ASAP; this can be sent to [oshclub.newington@gmail.com](mailto:oshclub.newington@gmail.com) or dropped directly to the OSHClub office; located on the same level as the hall (next to the music office). Please ensure a puffer and/or spacer is also provided to be kept on site. Allergies – please ensure any antihistamines, or other relevant medication is provided to be kept on site. Repeated failure to do so could result in your account being temporarily suspended until medication is provided. If you do not wish for medication to be kept permanently on site, a sign in/out process can be organised. Please liaise with the onsite Coordinator should you require a sign in/out of medication. However, please be mindful should the relevant medication be forgotten on the day of your child/children's attendance an immediate collection of your child will be required, so may we recommend it is best to keep medication on site.

### **LOST PROPERTY;**

If your child/children leave their belongings at OSHClub, these are kept in our care until the following session; to which any unclaimed belongings are then taken down to the common lost property area located at the bottom of the fire escape stairway – please feel free to ask the onsite coordinator if you are unsure as to where lost property is located. We do our best to let parents/guardians know if your child/children's belongings have been left behind; this is to organise the most convenient means to return any property. Please bear in mind any unnamed items are taken immediately to lost property.

### **DONATIONS?**

We would like to continue encouraging parents to bring in any unused items of clothing, which could be used as dress-ups for the boys. Here at OSHClub Newington we try to encourage the children to utilise materials, which can be reused, so we do welcome any donations - cardboard items (cereal boxes, milk cartons, paper rolls, bottle caps etc.), any still useable toys/games, which may be in need of a new, loving home! Please feel free to speak to the Coordinator if you are unsure as to what we accept as donations. Thank you for your ongoing assistance with this!

### **Holiday program!**

These holidays have been amazing! We had two awesome Excursions, one to the movies and one to an indoor playground! So much fun! We got to meet new staff, see some old faces and spend a lot of time the basketball courts. A very big thankyou to everyone who were involved in the program! You made it best!

### **WHAT HAVE WE DONE THIS PAST FORTNIGHT?**

This past fortnight we have been enjoying some Australia day activities (haven't we all!) finishing off holiday program and starting off on the right foot for an exciting new year! 2016 will be a big year for OSHClub Newington with some big changes coming. Welcoming the new kindys and new students is priority number one.