

Gosford – Newsletter Term 2 2019

Educational Program

A big welcome back to our families and children returning after what we hope was a fantastic Easter Break.

At Gosford Before & After School Care, we are focusing on the importance of recycling and its benefits. We have placed three different coloured boards, representing the bins in our homes on the wall. Green for greenery, red for rubbish and yellow for recycling. The children have been encouraged to place picture cards of different types of rubbish onto the appropriate bins. We aim to teach the children the importance of using the correct bins, transferring this knowledge into their home environments.

We have also been exploring the Universe; we have set up a Planet challenge on our activity table with the children tasked with adding the appropriate name card to each planet. We have five planets and eight names to make this task more challenging. Our craft wall also reflects this interest in space with that children already making some amazing astronauts. A great opportunity to learn about our Universe and what is beyond the world we live in.

Birth Announcements

We are very excited to announce Tahni gave birth to a beautiful baby girl, Koa Maci, on Monday 1st April. One week later Emma gave birth to a beautiful baby boy, Arlo Michael, on Monday 8th April. Both Emma and Tahni are doing well and enjoying motherhood.



Administration (NQF Area 7)

Fees

All fees must be paid two weeks in advance if you are a permanent family or by the end of each week if you are a casual. We will not be accepting any fees **after 6pm** to allow us to reconcile our baking before closing time. Our Centre has EFTPOS for your convenience. Please remember that **24 hours notice** of absence must be given for casual families or two weeks' notice for permanent families or you will be charged for this booking. Last year we introduce a non-notification fee which will be applied each time a parent/guardian doesn't advise the service that their child is not coming. Invoices will be sent weekly to all families, and an SMS will be sent for families in arrears.

Sign In and Out of Service

As this is a legal requirement only parents, guardians and authorised contacts are permitted to sign children in and out of the service. **Please do not allow your child do this for you.**

Please ensure you do not provide your sign in and out details to anyone else. Each person authorised to collect your child will have their own code and new authorised collectors will be issued their own code once their details have been added to our system. This can be done by updating your contacts list on QK Enrol and resubmitting this document. Alternately, for a one off collection, contact the service and provide the person's full name, address and contact number and we will provide them with access for that session only.

It is a legal requirement that the person dropping off and collecting the child is identifiable on the sign in and out documents, having someone else utilise your code will result in providing us with fraudulent information.

Policies Review

As an Approved Provider of an Education and Care Service working under the National Regulations our Service must have Policies and Procedures (R168). As we continue to improve our Education and Care Services, we value your feedback through this process. We will be emailing our 5 Policies each month over a 9month period. This process commenced in March and will finish in October. We value all families' feedback regarding our ongoing management of the service and would appreciate your input into these documents.

Appessment (NQF Area 6)

All families have the opportunity to be linked to our programming App Appsesment. We will be recording aspects of your child's day through this program. Please let the staff know if you have not received this link, so we can check your email address and re-send this through to you. We encourage all families to "like" the documentation as they view so that we can see who is using the app. We also love to receive comments and would also encourage families to provide us with ideas to include in our program.

Staffing (NQF Area 4)

Our staffing is as follows:

	Before School	After School
Monday	Debbie & Alanna	Debbie, Kristen, Alanna
Tuesday	Debbie & Alanna	Debbie, Sharmila & Alanna
Wednesday	Debbie & Alanna	Debbie, Sharmila & Alanna
Thursday	Debbie and Lana	Debbie, Sharmila & Kristen
Friday	Debbie & Alanna	Sharmila & Alanna

All our educators are available for you to share information about your child or to discuss any concerns regarding your child. Debbie is able to assist with fees, bookings and other administrative tasks.

New Vacation Care Booking Process (NQF Area 7)

Our Service has been looking at ways to improve the process around Vacation Care bookings since the new legislative requirements came in July 2018 especially around the “8 week rule”. The Service will end all enrolments for children who only attend Vacation Care at the end of the holidays to avoid the enrolment ceasing after we have already quoted a family.

The new process for vacation care will be as followed to ensure effectiveness around the CCS Legislations and Service Practices.

1. Family provides the service with their booking form
2. Service will link the child’s enrolment to CCS and email the Parent/guardian to confirm their child’s enrolment on mygov
3. Parent/guardian will confirm their child’s or children’s enrolment on mygov and email the service to confirm that this has been completed.
4. Service will check the families CCS eligibility and email a quote for Vacation Care, advising that payment is to be made upfront to confirm their booking.
5. Once family has paid the booking they will email a receipt of payment to the service.
6. The Service will email the parent/guardian confirming their booking.

We strongly encourage all families to ensure their booking forms are provided to the Services by the second last week of the Term which will be the 28th June 2019. This will allow the Service and Families efficient time to complete the above process without stress.

Please understand if you are absent on your last Vacation Care day and will not require care for at least another 8 weeks, CCS will not be paid for these absences and you will be charged at full rate as per CCS legislation. Please understand that when we issue statements in advance this may not have the full fees charged for the absence as this is generated from CCS and can take up to 8 weeks when your enrolment is then deemed as “ceased”. If you are anticipating being absent for your child’s first or last day, please notify the service so we can ensure we manually calculate your end of care statement. The Service will require a medical certificate and to be notified by 7:30am the morning of the absence in writing to cancel your Vacation Care booking and not be charged.

For further information the Child Care Provider Handbook which can be found at

https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf

Reminders

Hats During School terms please ensure your child brings their School hat to Before and After School Care every day. We have a limited number of spare hats available for children who forget their hats. To prevent head lice our spare hats are washed after each use. All children attending Vacation Care require a hat regardless of weather conditions.

Refillable Drink Bottles

Please ensure your child has a refillable drink bottle every day during Vacation Care to enable them refill with fresh water as required. The children do not always have access to bubblers so these bottles are their only source of water for the day.

Spare clothes During Vacation Care please also ensure your child has a change of clothes. Even older children may need a change after enthusiastic water play. Please also ensure clothing is appropriate to the weather conditions expected for the day.

Labelling Items To avoid confusion and mix-ups, please ensure drink bottles, hats, clothing, lunchboxes are labelled clearly with your child's name on the **outside** of each item.

POSITIVE LANGUAGE ALTERNATIVES

to tame a child's tantrum

Calm down.	→	How can I help you?
Stop crying.	→	I can see this is hard for you.
You're ok.	→	Are you ok?
Be quiet.	→	Can you use a softer voice?
Don't hit.	→	Please be gentle.
Stop yelling.	→	Take a deep breath, then tell me what happened.
Don't get upset.	→	It's ok to feel sad.
That's enough.	→	Do you need a hug?
I'm over this.	→	I'm here for you.

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Summary of key benefits of Nature Play

See more at: <http://www.natureplaywa.org.au/programs/nature->

- Children who play regularly in natural settings are sick less often. Mud, sand, water, leaves, sticks, pine cones and gum nuts can help to stimulate children's immune system as well as their imagination.
- Children who spend more time outside tend to be more physically active and less likely to be overweight.



- Children who play in natural settings are more resistant to stress; have lower incidence of behavioural disorders, anxiety and depression; and have a higher measure of self-worth.
- Children who play in natural settings play in more diverse, imaginative and creative ways and show improved language and collaboration skills. Single use, repetitive play equipment becomes boring quickly.
- Natural, irregular and challenging spaces help kids learn to recognise assess and negotiate risk and build confidence and competence.
- Children who play in nature have more positive feelings about each other.
- Bullying behaviour is greatly reduced where children have access to diverse nature-based play environments.
- Symptoms of Attention Deficit Disorder are reduced after contact with nature.