



## Umina – Newsletter Term 3 2019

### Welcome to Term 1

Welcome back to term 3 to returning families and a big welcome to the new children who have just started with us. Welcoming to the service, our new Certified Supervisor and Educational Leader, Kristen! Kristen has worked as a casual for the past two and a half years, but will now be permanently at Umina service, Monday, Tuesday, Thursday & Friday morning and afternoons.

Our focus for this term is to brighten the inside of the demountable up with colour and craft, while we wait for the finishing touches on the school hall. Another aim for Term 3, is to go to the Kindergarten playground a random two days a week, so the younger children have a chance to play on some fixed equipment. So, if you can't find us near the demountable, that is where you will find us. We are also concentrating on the children's social skills with a variety of group games we play throughout the week.

### Service Practices (Area 2)

We will be conducting emergency drills over the next few weeks, to ensure all staff and children know what to do in the event of an emergency. Our Aim is to ensure all children enrolled at our Service has participated in at least an Emergency evacuation and Emergency Lockdown drill.

Please inform us if your child has an infectious Diseases such as head lice, Chicken Pox, Gastroenteritis as we can notify other families in the service, this helps in educating families and children as well as preventing the spread to other children in our care environment.

### Contact details:

Umina Service, Annette and Kristen: 0413849927 or [bascumina@cccl.com.au](mailto:bascumina@cccl.com.au)  
 Loren Sultana (Manager Children Services): 0404072613 or [Loren.Sultana@cccl.com.au](mailto:Loren.Sultana@cccl.com.au)  
 Woy Woy Vacation Care: 43443018 or 0414911830 or [bascwoywoy@cccl.com.au](mailto:bascwoywoy@cccl.com.au)

### Staffing (NQF Area 4)

Our staffing is as follows:

	Before School	After School
<b>Monday</b>	Annette & Kristen	Annette & Kristen
<b>Tuesday</b>	Annette & Kristen	Annette & Kristen
<b>Wednesday</b>	Annette & Ebanee	Annette & John
<b>Thursday</b>	Annette & Kristen	Annette & Kristen
<b>Friday</b>	Kristen & Jenny	Annette & Kristen

Annette and Kristen are all able to assist with fees, bookings and other administrative tasks

## Medication (Area 2)

The services require any child or children who have been diagnosed with a medical condition and require ongoing Medication the following;

1. The Family to ensure that the medication is given to a staff member/Educator to be stored appropriately.
2. The Service requires any child who is diagnosed with Asthma or Anaphylaxis to be provided Medication that is stored at the service for the duration of the child's enrolment and replaced where required. If the child only attends Vacation Care, it will be the parent or guardian's responsibility to collect the medication at the end of the holidays or their last booked day.
3. Parents must supply the service or Educator with a complete EpiPen Kit or Asthma kit.
4. All Medication **Must** be in date and where required and families will be informed if the medication is coming up to the expiration date.
5. The Service encourages, where able to that other medications such as tablets are supplied in a Webster Pack which is a free service at any chemist. At the very least the Service **MUST** have the medication provided in the originally packaging and box outlining specific details relevant to the administration of the medication to the child. If the medication is not provided in the originally box and a form is not filled out accurately the Service will not administer the medication and the child may be sent home.

## Cancelling Before and After School Care Sessions (Area 7)

The Service has been experiencing a high volume of families not notifying absences each session which impacts the Services routines and practices as an Educator or Supervisor is then taken away from the children to contact families, emergency contacts and the school to try and verify where the child is. The Service encourages all families to contact the Service to advise of any absences via the following communication methods

1. Via Phone 0413849927 in-between 6:30am 9am and 2:45pm- 6:30pm
2. Via email [bascumina@cccl.com.au](mailto:bascumina@cccl.com.au) any time prior to the session starting as emails are check every morning and afternoon.

If the service does not receive notification, the Service will add a \$2.00 non-notification fee to your account per child per non-notification. CCS (Child Care Subsidy) will not be applied to this fee so the amount will not be subsidised in any way.

## Policies Review (Area 7)

I would like to thank all the families who have been contributing to the Policy Review Process for our Service. As we continue to improve our Education and Care Services, we value your feedback through this process.

## Appessment (Area 6)

Our Services utilise a Documentation tool called "Appessment" which our Educators use to create documentation for the children attending our Service. This documentation links to the My Time our Place Framework and National Quality Standards.

Appessment features a Parent Portal. Each parent/guardian is given their own invite code and a personalised portal to go to. When a parent/guardian goes to their portal they see all the documentation on their timeline related to their child. They can view the documentation of their child, they can like, comment, download etc. Families also have a personalised gallery which includes photos of their child.

The Parent Portal also allows our Service to send information to families and request feedback on issues related to their children and our Service. We encourage all families to be actively involved in the program by firstly accepting their invitation then viewing documentation as it is sent. We also encourage families to provide us with feedback and comments which we will use to guide and influence our program

## 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.

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 **September 20 2019**. This will allow the Service and Families efficient time to complete the above process without stress.

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.

Please understand if you are absent on your first or last booked day in Vacation Care 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](https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf)

## Coming Events (NQF Area1, 2, 5 and 6)

### Dental Visit

August 4 – August 11 is Dental Health week

### National Science Week

August 10- August 18 2019 is National Science Week with this year's theme being "Destination Moon". We will continue to extend the children's interest in the Moon and Space throughout this week



### Book Week

August 19 – August 23 we will be celebrating Book Week. This year's theme is "Reading is My Secret Power". We are encouraging all our children to bring in their favourite book to share with their friends during Book Week. They are also very welcome to dress as their favourite characters throughout this week.

### Child Protection Week

September 2 – September 6 is National Child Protection Week. NAPCAN invites all Australians to play their part to promote the safety and wellbeing of children and young people. "Protecting children is everyone's business." We will be focusing on body boundaries what the children can do if they feel unsafe.

### National Superhero Week

September 2 – September 6 is also Superhero Week The children are encouraged to bring in their favourite Super Hero outfit to put on during After school Care throughout the week. We will be sharing information with families about Muscular Dystrophy Australia.



## Sustainable Practice (NQF Area 3)

We continually work on embedding sustainable practice into our program. Here are some ideas to implement at home.

- 1. Become a member of a community garden:** It isn't just about growing your own food, being a member of a community garden helps to promote sustainable living in your area.
- 2. Practice minimalism:** Minimalism doesn't mean living without anything, it means that you are making sure that everything you own, and use is put to its maximum purpose.
- 3. Change the lights in your house:** By changing the lighting in your home from traditional light bulbs to CFL, using skylights and more natural light you will reduce your demand on energy resources significantly.
- 4. Become more efficient with your errands:** By choosing to become more efficient with your errands you can create a system of sustainable living that is based in reducing the amount of natural resources you consume.
- 5. Start using natural cleaners:** Take an hour or so to research some home-made options for natural cleaners. By using natural cleaners you are reducing the amount of plastic packaging being made, and the amount of chemicals that are being introduced to the water system.
- 6. Walk, bike or car pool to work:** The less personal use of your car you do, the more you and the environment will benefit.
- 7. Spend more time reading and playing games:** By reducing your reliance on entertainment forms that require energy and natural resources you can help to reduce the demand and drain on them.
- 8. Try to get on a more natural sleep schedule:** Getting on a natural sleep schedule means becoming more attuned to the natural light in the day.
- 9. Reduce, Reuse and Recycle:** Reduce your need to buy new products. If there is less waste, then there is less to recycle or reuse. Learning to reuse items or repurpose them for different use than what they are intended for is essential in waste hierarchy.
- 10. Unplug device when not in use:**
- 11. Buy right-sized house:** Buying a smaller house is going to consume less energy as compared to a big house. You're going to spend less on lighting, furniture and overall furnishing. Make use of green home building ideas and techniques while building a new home.
- 12. Use daylight as much as possible:** Sunlight is free and doesn't cost anything. Using sunlight during the day helps to reduce dependence on fossil fuels to produce electricity and your bulbs and tube lights are going to last longer.
- 13. Stop unwanted mail:** Save natural resources by opting out from billions of unwanted mailings and simplify your life. It helps you to reduce clutter, protect privacy and save environment.
- 14. Practice keeping a "zero energy balance" budget:** A zero energy balance budget means that what you take in, you also return back. If you practice keeping a budget that has a zero-energy balance, you will be surprised how your habits of consuming will change and reduce your imprint on the world.
- 15. Change your washing habits:** Practice taking short and times showers, washing dishes in a sink of water and then rinsing them and cutting down on the amount of laundry that you do.
- 16. Choose Renewable energy:** Choosing renewable energy over fossil fuels is a great way to stop climate change and doing your part in making things happen. Install solar panels for solar water heating.
- 17. Buy products with less packaging:** Always buy products with less packaging. The excess packaging on the stuff goes in your rubbish and from there it goes to landfills . It not only further contaminate the environment but also pose serious health effects to humans and animals.
- 18. Ditch the plastic:** Plastic never goes away. It takes millions of years for plastic to decompose. Plastic can be found swirling in the ocean's surfaces. It badly affects marine life. It's time for all of us to switch to reusable bags when we shop and ditch one-time use plastic water bottles. (Source [www.conserve-energy-future.com/15-ideas-for-sustainable-living.php](http://www.conserve-energy-future.com/15-ideas-for-sustainable-living.php))