

(Ph) 93872631 (m) 0409380202 Web: http://beps.vic.edu.au/oshc/

**OSHC** Contacts

Email; Ranita.Swamy@education.vic.gov.au Parent Rep; Vicki Bucher; 0410151013

### SUN SMART Terms 1 & 4

OSHC must where a hat at all times when outside

'BEPS OSHC respectfully acknowledges the Wurundjeri people of the Kulin Naψ tion as the traditional owners of the land on which our service stands and pay re-Ų, spect to the ongoing living cultures of First Peoples of Australia; the Aboriginal & ψ Torres St Islander People.' 盇 Ψ ٨ ψ

### **IMPORTANT OSHC ADMIN THIS WEEK**

 $\Rightarrow$  How to find your child at OSHC; Please look on the Big white noticeboard to the right of the sign out area to find your child's name on the Area lists — your child will be in one of the areas utilized by OSHC



- ⇒ Signing your Child out of Care on the Kiosk IPAD: All authroized persons picking up the children (parents and others) must all be 18 yrs and over. Please do not let your child sign themselves out — as this is a breach of safety.
- ⇒ We will be continuing our **Child Safety & Welbeing program** in OSHC working towards helping children to become Child Safe Champions; through activities & experiences to learn about their rights as related to child Safety & wellbeing, different areas of Child Safety & wellbeing, using correct language to express themselves and their needs, respecting each other, and
- $\Rightarrow$  Sunsmart Policy for OSHC; children need to have their hats at OSHC during T1 can you please make sure they have one that is labelled and is the correct hat to protect them form the sun
- ⇒ Absences from OSHC: Please let us know if your child will not be attending on any given booked day; prior to the program please; place an absence via the My Family Lounge App; email; Ranita.Swamy@education.vic.gov.au, message or ring; 0409380202—please note absences are still charged for
- ⇒ Updated Medical Plans & medication; Please ensure we have updated medical plans & medication for your child — Plans have a 12 month expiry from date on plan. We cannot have a child in care unless we have updated medications & Plans.

### **OSHC ABSENCES**

- Absences: Contact the OSHC Service if your child will be absent from OSHC; message/text, email
- Children are to be picked up by authorized contacts only.
- **Before care**: If you wish to have an emergency spot, please ring the direct OSHC number ; 93872631 or Phyllis mob; 0422209671

OSHC Sub-Committee of Management Next meeting: 4th May 2023 6.00pm OSHC ROOM ALL WELCOME

### **Medical Documentation**

Have you updated medical details including allergies, food intolerances & medical conditions in your My Family Lounge account, and provided OSHC with updated correct documentation; medical plans, risk minimization and medicine?

### **Family Feedback**

We welcome your feedback . Your ideas, thoughts and suggestions are important to us and help us to create a quality service for you and your children. Please let us know. Email, phone, chat..

We also are always on the look out for re -cycled materials and ideas for cooking, activities & experiences.

# The Child Care Subsidy System (CCS) & Government Compliance

Have you confirmed your booking pattern in your MyGov account?

- You must do this every time you make any changes to your circumstances or booking patterns. CCS will automatically 'cease' if you have not use the program for 14 weeks
- Check your subsidy regularly to make sure you are receiving the correct subsidy and hours you are entitled too.

### **My Family Lounge**

- **Web;** Use the online My Family Lounge web application to enrol, re-enrol, or request changes to your permanent days. http://beps.vic.edu.au/ oshc
- **App**: Download the My Family Lounge App on your mobile phone to check for casual vacancies, make casual bookings and cancellations; www.myfamilylounge.com.au

# **OSHC** Invoices

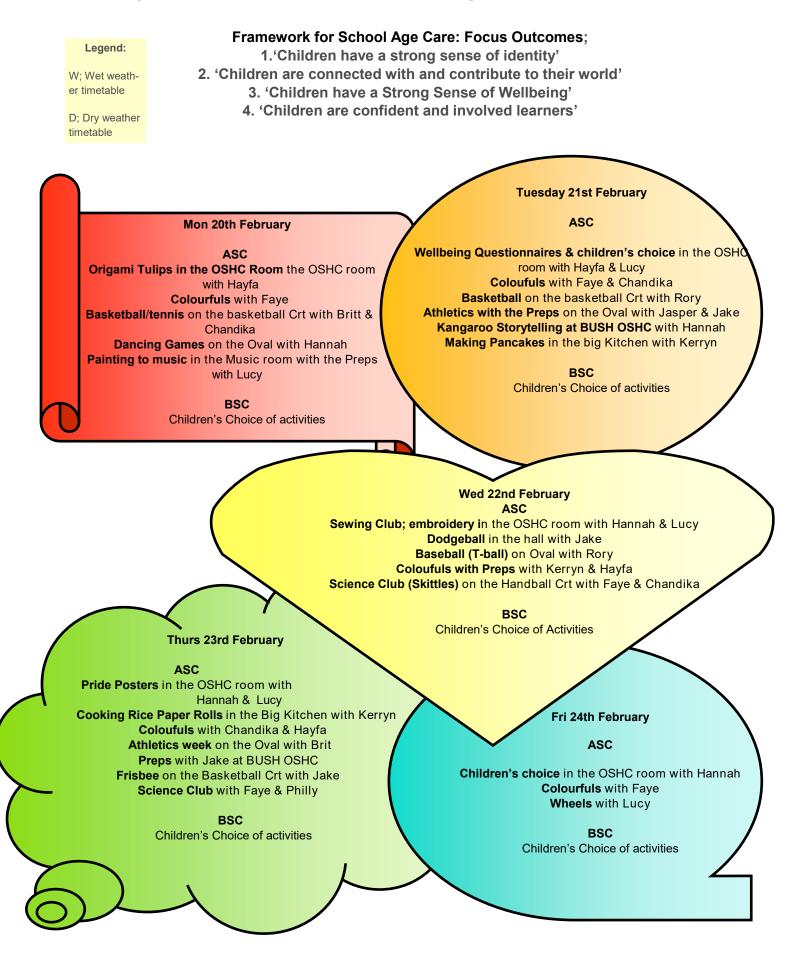
All OSHC payments are made via the Qkr! Mastercard App downloaded from Google play/App store.

OSHC Invoices are sent out fortnightly and are expected to be paid on a regular fortnightly basis.

### Signing your child in and out of OSHC

We use a digital sign in system; *Qikkids Kiosk*, you will need to enter you mobile phone number and then set-up a 4 digit PIN number which you will use for all your OSHC signing in and out. Your Authorised contacts also use this system —they can set-up their own PIN but need to be authorised by you on your MyFamily lounge account.

### Weekly Aftercare & Beforecare Program Plan: Term 1 2023



## What Have the Children Been doing at OSHC this Week:

