



**Well done to our new Kindergarten Students - all settled into 'Big School'**



## Welcome

Amazingly we've reached the end of our first busy term for this year and it seems that summer is still with us.

Most sessions are fully subscribed with some waiting lists, but the wait-list is gradually decreasing with most families having their requests met. We are currently looking at increasing places.

## In this issue:

- \* Coordinators Message
- \* Educational Leader's Report
- \* New Routines
- \* Drop-off & Collection
- \* Allergies & Asthma
- \* Recycling for Craft
- \* Lost Property
- \* Term Fees & Account Info

## COORDINATOR'S MESSAGE

As we have moved into a new year so have our student educators, sadly we have said goodbye to Elenor, Andrew and Ellen as they have moved into the wider world.

Rhianna, Eloise and Jonathan are still with us, and we're pleased to see Will back from his 6-month study period in Russia. We welcome Sammy, Tom, Lachlan, Niko and Angus who have joined us on limited shifts.

I'd like to express our thanks to Sophie Davidson for all the time and enormous effort during her years as President of our committee and thanks to Annabel Hunt for all her work. We welcome several new committee members, amongst them, Anna Butcher into her new role as President, and Katherine Perez-Mansill as Vice-President. Karen Foster continues her outstanding work as Secretary. Sam O'Donnell continues to be a valuable help and support with finances. I, particularly, would like to mention Jonathan Crass's assistance with IT skills in addition to his role as Educator.

**LEARNING OUTCOME 4  
CHILDREN ARE  
CONFIDENT AND  
INVOLVED  
LEARNERS**



## A WORD FROM OUR EDUCATIONAL LEADER

We have had a wide range of active and craft activities this term and have marked special days with additional crafts and activities such as Chinese New Year, Harmony Day, Easter and St Patricks Day. Kerry Selby-Brown, a West Pymble Interior Designer, spent some time in the craft room introducing some new ideas.

The children thoroughly enjoyed creating their skeleton hands on black paper, we have sewn pillows, learnt French Knitting, we have baked muffins, pizza, zucchini slice, Italian Pear Cake, we have jumped, run obstacle courses, played cricket, soccer, waved parachutes and learnt Double Dutch Skipping – all in all it's been busy and the children have enjoyed themselves.

Please take time to admire the children's work on our beautifully decorated display boards in the hallway and keep an eye on the daily diary for photos of your child's day.

On Monday's from next term we will begin a new afternoon dance activity with Miss Maddy. It will be a very relaxed and enjoyable activity, covering jazz, hip-hop and freestyle dancing.

## LOST PROPERTY

Once again we have any overflowing basket. Please check for items but also please remind your child to ensure they have their hat & jumper when they leave



## NEW ROUTINES



All of the children have adapted well to new routines such as putting their bags in the correct areas, changes to roll call systems and ensuring they have permission forms signed for extra-curricular activities and that most valued of all 'Sign-Out to

'Sign-Out to School' is required if your child wishes to leave OOSC and join their friends in the playground before 9 a.m. The school provides a duty teacher from 8.40 a.m. each morning but our Duty of Care extends to 9 a.m. In general, if there is a teacher in the playground we are happy to allow your child to leave at 8.50 a.m. (the more senior children, may go from 8.40 a.m.) but the permission form must be completed and submitted before we can allow the children to leave early.

We have also implemented a new routine whereby, weather permitting, in the afternoon all the children remain outdoors after tea until 4pm. They have had a whole day in school and need to blow away some cobwebs before settling to a craft activity or playing a board game indoors.

Our kindergarten children have settled well to Out of school Care, they are confident in our routine, quick to ask to take on the responsibility of a duty monitor at afternoon tea and generally helpful. In the mornings they are now familiar with heading to their classrooms at 8.15 a.m. to put their bags away before the rush at bell time. During Kindy group time, after the other children have left in the morning, we hear all about activities at home, visitors and what they've brought for news.

Some of the Yr. 5 & 6 children have realized the value of sitting quietly on one side to complete some of their home-work in the afternoons but often the outdoor activities lure them away after a short time.



## Allergies & Asthma

*Remember to update and inform us of changes in your child's medical needs*

Cardboard boxes are the basis of many a creation and we would like families to bring in (or bring back!) empty small boxes, please ensure that the boxes have not contained any nut products. We would like small recycled items for craft such as lids from soft drink and milk bottles, ribbons, tubes (no toilet paper) egg boxes and recycled paper is always needed. If your office has any non-confidential paper for recycling please bring it in.



## DROP-OFF & COLLECTION

### Mornings

Please note that drop-off time in the morning is strictly from 7.30am. Our insurance is NOT VALID before this time and staff only commence work at 7.30 a.m.

At times staff members may arrive a little earlier to prepare for the day – we have duties that can only be completed on arrival in the morning and it is very difficult if parents rush off before 7.30 a.m. and we are not ready to supervise. In addition, we require two staff members in attendance before parents leave.

Please ensure that you ALWAYS sign your child in. This is a regulated requirement

### Afternoon

All children must come directly to OOSC when the school bell has rung. We continue to collect kindys from their classes. The children know the sign-in routine and are generally very good, but we have had a few slip ups at times when the children have an extra-curricular activity straight after school – please remind your child that they need to come in and sign before heading to tennis, band, dancing etc.

Once again we must emphasize the importance of notifying our office, either by email, phone or a phone message if your child will be absent. Just last week we had all OOSC staff, school staff and PA announcements looking for a missing kindergarten child only to discover that her parents had collected her and not notified us. Having a staff member call the first / second parent, and at times emergency contacts on file, is time consuming and takes us away from other duties. If we continue to have such a large number of un-notified absentees we will be forced to apply to the management committee to implement fines.

When collecting a child please ensure you have signed them out on the rosters. If you are having your child collected by someone else we must be notified in advance and they may have to show identification if they are not known to the staff members. Anyone under 18 yrs. may only sign a child out if you have supplied a letter for our files.



ACCOUNTS

When we send & how you pay

All accounts are paid in advance for the term, the invoice is calculated until the last day of term. If you are registered for Centrelink to pay rebates to the service these are estimated and reflected on the account. CCMS (Centrelink management system) uses our attendance records to calculate the amount of rebate per child to be paid to the service. This is applied fortnightly and processed over weekend days. We prefer bank deposit, but will accept cheques and cash. We CANNOT process cards.

Accounts are sent out in Week 2 of each term and are due immediately. We are a Not-for-Profit organisation and all monies received are needed for operating costs such as sports equipment, food, craft items and staff salaries. Should you have any difficulty in managing your account please see Sonja to make an arrangement about a schedule of payment - please don't just leave it, we don't like having to call families about overdue amounts. Centrelink is also able to assist if you have temporary hardship events, such as family illnesses.

How to read your invoice

We've had a few queries about our invoices, the amount TOTAL DUE is shown at the top right hand side.

Sometimes it will show a CREDIT amount, this is generally once you have paid the Term account and CCMS has applied a rebate but as attendances are confirmed throughout the term the credit amount decreases.

Please see diagram

Ph: 02 9418 1918  
Email: coordinator@wpoosc.com.au  
ABN: 11 023 668 457  
CCB Approval ID: 1-631-4269

Invoice issue date → Date: 2/03/2016  
Service Period → CRN: 2001029500  
25/01/2016 - 10/04/2016  
Your child's name → 11105521, 4-11088 (\$0)  
CCB%: 0.0  
Absences: 10  
Total Due: \$0.00  
You are in credit \$0.00

8/04/2016	Attendance (BSC) from 07:30 to 09:00	\$		
10/04/2016	CCR Fee Reduction Estimate ASC (for 10/04/2016)		\$20.00	\$10.00
10/04/2016	CCR Fee Reduction Estimate BSC (for 10/04/2016)		\$10.00	\$0.00
Total		\$60.00	\$30.00	\$0.00

Amount charged plus rebate from Centrelink

ACCOUNTS cont.

What are Statements

Centrelink requires that we send STATEMENTS reflecting use over 4 weekly periods. It shows attendances confirmed, absences, amount of CCB reduction but not CCR and the total amount billed over the period.

Unfortunately the STATEMENT looks very like an invoice and does cause some confusion. We will always send out an email advising you that STATEMENTS are being emailed prior to sending them. Please DO NOT pay any amount shown on a STATEMENT, it is purely for your information.

Statement covers these dates

Date: 7/04/2016  
CRN: Your child's number  
Statement Begins: 7/09/2015  
Statement Ends: 20/12/2015  
Your child's name  
CCB%: 0.0  
Enrolment ID: 4-11UG8Q9  
Year to date Absences: 10  
Total Absences for period: 2

During this period: \$580.00  
Reduction during this period: \$0.00

Total Billed Amount & total CCB paid—NOT CCR

THIS IS A STATEMENT AS REQUIRED BY CENTRELINK FOR YOUR INFORMATION ONLY.  
THIS IS NOT AN INVOICE



OFFICE TIME & ENQUIRIES

We are generally happy to see you when you bring in and are collecting your child but at times we may be busy with other duties, so for a quick chat we can usually help you but for any issues that require a longer discussion please call and make an appointment.

Please avoid coming in the 10 minutes before school when we are busy with kindy group time as it is very distracting for the children and just after the end of school bell we are focused on getting the children signed in.