



St Catherine Laboure' Before and After School Care

The staff would like to welcome you all to term 3. The Staff will continue to provide high quality of care for the children. It is part of our continued improvement plan to keep you informed on what is available at the centre.

Sports Program: The Centre is a member of the Australian Sports Commission. We receive a grant to provide sports program suitable for all ages and abilities. This program is free to all families who use the centre. The children do not need to bring a change of clothes or shoes., we encourage you to supply a drink bottle. Sport is compulsory however a note must be supplied if your child is unable to participate. Sport this term is Wednesday Multi-skills and Thursday Yoga. Yoga will be split into two groups each participating in 30 minutes.

Accounts: To avoid cancellation of your booking, please ensure payment of your account is up to date. Thank you if you are using the Ezidebit method of payment. If you have any queries regarding your account please contact Cheryl on 9528 5009.

Signing In/Out: It is important all parents remember to sign in your child for the morning session and sign out for the afternoon session.

Bookings: Please call if you require extra days. We must account for all children booked in. If you do not advise staff that your child is attending we will not know to collect your child. This also includes for the morning session. We must have the correct staff to children ratios, also this allows us to cater correctly for the number of children attending. We may not be able to accept your child if you have not advised staff. If your child is leaving the centre with another parent you must supply a note giving permission and add this parent to your contact list.

Parent Pockets: Remember to check your family pocket. Some correspondence is placed into the pockets. You will find absentee notes which must returned signed asap.

CRN and FAO: It is important we receive each family and child's CRN and date of births for the parent and child registered with Centrelink. Enrolment forms will not be accepted if these details are not supplied and any incompleated enrolment forms will also not be accepted.

Emails: We are now going green and emailing all accounts and any correspondence. Please check with Jenni or Cheryl on 9528 5009 if you are not receiving emails.

Hours of operation: Please remember the centre hours of operation are 7—9am and 3—6pm. We are not licensed to take any children before 7.00am, we are not licensed to provide care after 6.00pm . If you will be late picking up your child we would appreciate you organise someone else to pick up your child and call the centre on 0447294295.

SunSmart: Ensure your child applies sunscreen and wear their hats when outside on cooler or cloudy days. Cloud in particular can be misleading. Clouds can block rays, but it varies by the type and amount of cloud, so you can't rely on clouds to protect the children from skin damage and sunburn. Toys: We understand children like to bring their favourite toy from home. At our centre we do not allow any toys, electronic games, cards etc to be bought to the centre. If your child is taking their toys for news at school, it must stay in their bag while with us.

Term 3 2011

25/8/2011

Parent Meetings

Term 3:
Monday
19/9/11

Parents meetings are held at the centre starting at 6.00pm. This gives you the

opportunity to comment on any issues of

concern. Meetings are a great source



St Catherine Laboure Before and After
School Care

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“Children are the world’s most valuable resource and it’s best hope for the future”

John Fitzgerald

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Behaviour: We are currently reviewing our Behaviour and Dismissal Policies with reference to consistent In-appropriate behaviour. The policies can be viewed at the sign in/out area and we are open to any comments.

Donations: At the centre we welcome any donations. We are currently trying to start a dress ups collection. If you have any items of clothing that you may not need please send it our way. The children enjoy dressing up.

Communication: Communication is an important part of the centre’s development. It is also an important part of our improvement plan for accreditation. We welcome all comments that may assist the staff to continue to provide the level of care provided. There are a number of ways you can communicate at the centre. We provide communication books near the sign in/out sheets, parent meetings, email on admin@oysterbayschoolcare.com.au, speaking to Jenni or organising a meeting with the Supervisor, Cheryl on 9528 5009 or the Director on 9545 4556.

Vacation Care: The program will be available from Monday 29th August. Please see Jenni or visit our web site www.oysterbayschoolcare.com.au

Accreditation: The centre will participate in accreditation next year. This process involves the staff, children and families. We will keep you informed on this process., however we can be spot checked at anytime. The staff are prepared for this process which assists the staff on ways to improve the centre and the program we provide. Any questions on accreditation please see Jenni.