



Gymea Bay Care  
& Leisure Centre

## GBOOSH Newsletter February 2020

### Important Updates from

**The GBOOSH team:** With a busy year ahead, GBOOSH Leaders not only spent the holiday period running a productive Vacation Care program but we also had to process over enrolments and bookings from over 252 families, process over 70 booking changes, revise routines, develop rosters, recruit and train new staff, purchase additional resources for the increased numbers and prepare over 35 medical/healthcare action plans for consultation with parents over the coming weeks.

### Dates for your Diary

#### Term 1 2020

**Week 5** –April Vacation Care Program released on the website

**Week 7** –Vacation Care Booking Form released

**Week 9** – Payment required for Vacation Care

**10 - 13 April** – GBOOSH Closed for Easter Break

**14 April** – Vacation Care Commences

**28 April** – School Returns

GBOOSH is approved to provide care for up to 180 children per session. We have now allocated all the requested places for permanent BSC & ASC and there is now plenty of places in BSC available and a limited number of places during ASC. If you require any more sessions of BSC & ASC please email the centre & we can check availability for you.

The GBOOSH leaders will be planning for the required changes to manage the larger group sizes and working with the school to secure some additional indoor space to run some of our ASC experiences we will keep families informed of any changes to the current routine.

### Signing In/Out CORRECTLY, and authorisation to collect children including release to ACTIVITIES

It is important that every single child is signed in and out of the service by a parent or guardian over the age of 16 years. Exact sign in/out times must be submitted to Centrelink every week and will be used by them to calculate actual attendance hours against your approved hours of care.

This is why the kiosk system automatically asks you to confirm any absences or sessions of care where a staff member has signed your child in and out of the same session. Please ask the office if you are unsure of what the kiosk is asking you to confirm as it may impact your CCS by just clicking the wrong button.

**All children (including Years 3 -6) MUST be signed out by an authorized contact person over the age of 16 years and MUST BE COLLECTED from their area. Children will not be released to walk independently across the school or up to a gate as we have a duty of care under the regulations to handover the child to a responsible person.** If your child is being collected by another parent, friend or member of family please send an email to the centre so we have permission in writing to release the child.

**If your child/ren will be going to any activities before school or after attending GBOOSH, particularly if these are not located on the grounds of the school.** For example children attending running club, AFL clinics, soccer or netball training must be released to a nominated contact person. If your child will be attending any of these types of activities, please complete the Activity Release Form (available on the website or from the GBOOSH Office). Please ensure your contact person is able to collect your child from the centre staff.

**Children will NOT be released to walk to any activity unsupervised.**



## Kindergarten Routines

Kindergarten will commence on Monday 3 February and during Term 1 Kindergarten finishes school at 2.50pm.

In BSC, Kindergarten children participate in a morning free play activities after the Year 1 – 6 children have been released to the school.

At approximately 8.50pm Kindergarten children are escorted to the Kindergarten area. GBOOSH Educators remain in the area until the bell rings for school.

In ASC 2-3 GBOOSH Educators will collect Kindergarten children from the Kindergarten area each day and walk them to the GBOOSH building.

A manual roll is marked at pick up and children are electronically signed in on arrival at the centre. Kindergarten children then get first offering of afternoon tea in the main room.

Please remember that it can be difficult for children to separate in those first few weeks with their new routine.

Keep routines consistent, let them know that you will be back to collect them and don't delay goodbyes too much! If you need assistance an Educator will be more than happy to escort your child to an activity or routine to distract them.

## Absences & Cessation of Care

Every child is entitled to have 42 absences per year which CCS is paid against, however if your child exceeds the 42 absent days you will be automatically charged fees at the full rate.

If you are going on a holiday of an extended period or your child or a family member has been unwell for an extended period resulting in absences higher than 42 days, please talk to the GBOOSH office. If you are able to supply the appropriate documentation GBOOSH can submit this to Centrelink for special consideration for additional absences.

Full rate fees also apply if you do not attend your very first session of care or your final session of care when leaving the service. These are not policies that GBOOSH can override or give special consideration for as they are Centrelink policies. Please refer to information on the Centrelink website if you need any further information.

### STAFF UPDATES

This term we welcome Georgia Williams, Daniela Povolska, Jessica Daunt and Matt Staples to the GBOOSH team as casual Educators. Please make them feel welcome as they settle in and receive their induction and training.

## GBOOSH Management Committee

*The Management Committee would like to extend the invitation to all our new GBOOSH families to join them for 2020! The meetings are held on the second Wednesday of every month and are a great way for families to get involved in the service and understand the planning & decision-making processes that go into making our wonderful centre.*

**SAVE THE DATE:** the NEXT GBOOSH Management Meeting for 2020 on 11 MARCH, 6.30pm at the Centre! All parents are welcome to attend and get involved.

## COMMUNICATION

Please make sure you read all communication from GBOOSH carefully to avoid missing important dates such as Enrolment, the release of Vacation Care Booking Forms and dates for your diary. GBOOSH tries to communicate with families using a range of methods to keep you informed of all of these key dates.

There is often a few key messages and reminders included on the Statements each week so please take the time to read them so that you can contact the centre if you have missed a previous email.

If your family circumstance change, you need to amend a booking or let us know about changes to your child's routine or medication please send us an email so we have these details in writing. .

*We look forward to another exciting year at GBOOSH!*