

## Welcome to all GBOOSH Families



The **GBOOSH Team** has grown again for 2025, as well as many familiar faces returning. If you have not yet had a chance to meet some of the team please don't be afraid to say hello. We look forward to welcoming your family to GBOOSH.

The following team members are our permanent part-time team that you will see on a regular basis:

**Centre Director/Nominated Supervisor:** Corinne

**Coordinators/ Educational Leader/Nominated Supervisors:** Cheryl & Kristin

**Admin Assistant:** Nicole

**Permanent Educators:** Brendan, Tessa, Liz.



While many of the casual staff work a variety of days and sessions across the week you will recognise many of the faces for 2025: Georgia, Alyson, Lachlan, Michael, Lachlan, Jayde, Krista, Ava, Ethan, Ashleigh, Maya, Dani, Mia & Keira. And our newest team members: Piper, Evie, Olivia and Chrystal.

## Kindergarten Transition Program

**Starting school** is an exciting but some times challenging event for both children and families. GBOOSH works closely with families to try to make this transition as smooth, stress-free and fun as possible.

In BSC, kindy children will remain at the centre closer to 9am and educators will stay in the kindy area until a GBPS teacher arrives to supervise the area.

In ASC, Kindy children will be located at the GBOOSH centre with years 1 & 2. During Terms 1 - 3, GBOOSH staff collect kindy children from their classrooms. Educators will walk kindy children to and from the Kindy area.

Years 3 -6 will be located at the hall from 3pm - 5pm. This allows educators to better manage & supervise the large group sizes, as well as providing appropriate activities for each age group.

We ask families to support this process through the following:

- **Talk to your child about their new routine.** Let them know the days they will be attending BSC & ASC.
- **Empower children to approach an educator if they need help.** GBOOSH staff are here to support the children and guide them through in their new environment. Please let us know if your child needs some extra support to build their confidence in this area.
- **Communicate with GBOOSH.** If there are things going on at home that may impact your child's day or your child needs some extra guidance, please chat to the Responsible Person on Duty. If we are aware of any concerns or triggers for children we can support them to manage these situations and possible emotions that may come with that.





## Reminders for returning to school. BSC & ASC

GBOOSH is looking forward to returning to our term time routines. With many new families joining GBOOSH and increasing numbers this will be a very busy year for GBOOSH staff, children and families.

GBOOSH encourages feedback and open communication with families, if you have a question, concern or general enquiry please speak to the Responsible Person on Duty.

Please assist GBOOSH with the busy return to BSC and ASC:

- **Communication/Office hours:** While we endeavour to have a staff member available in the GBOOSH office during session times, some times our Responsible Person on Duty is needed on floor with the children instead. Our core office hours are 9.30am - 2.30pm, so if you can send an email regarding a enquiry, booking changes or update to your details then Nicole or one of the team can respond during office hours. Please note that due to lower numbers on a Friday the office may have reduced hours.
- **Delaying Term 1 start dates:** GBOOSH understands that some families need some time at the beginning of the year to settle into routines. If you will not need BSC/ASC as soon as school returns please let us know via email [info@gymeabayoosh.com](mailto:info@gymeabayoosh.com). We can then adjust your child's start date so missed sessions do not affect your CCS.
- **Term 1 Booking Changes:** If you need to make changes to your regular booking routine, please email GBOOSH asap this allows us to offer places to other families. GBOOSH allows a two week window at the beginning of the year to make changes without notice. *From Monday 24 January 2025, families will need to provide 2 weeks notice for all booking changes.*
- **Casual bookings:** can be made 7 days in advance. If we do not have a casual place initially you will be placed on the waitlist. If you need to cancel a casual booking you must give us 48 hours notice otherwise the session will be charged as an absence.
- **Absences from Care:** If your child will be **absent** from care you MUST send an email or SMS to the centre so we can account for all children. If we do not hear from you, GBOOSH will phone or SMS each parent/contact to confirm the whereabouts of the child. If we are unable to confirm that a child was collected or absent, GBOOSH is required to contact police and report the issue, so please answer our call or SMS as soon as possible.
- **Signing In/Out:** Please make sure you walk your child into GBOOSH to sign them in and get them settled. The same applies when children are collected, a parent or authorised person over the age of 16 years MUST sign them out and escort them off site. GBOOSH can not release children without an adult to escort them. It is also important that if an alternate contact is dropping off/picking up that you do NOT share your pin number. Accurate CCS records are legal documents and this includes the correct contact person/parent being recorded at pick up. Staff can sign children out if there is a one off pick up arrangement in place.
- **Check your GBOOSH statement:** weekly statements are emailed each Monday. Please check your statement for upcoming bookings, CCS payments, transactions and to monitor absences. Please remember to keep your details including your income and work hours updated with Centrelink. If they do not have information updated by parents regularly they will withhold/cancel CCS. Centrelink has direct access to the GBOOSH CCS database and can retract money from your account without informing the service.
- **Phones/Smart Watches:** GBOOSH implements similar policies to the Department of Education/school around the use of phones and smart watches. **Parents and children must not contact each other on personal devices.** If children are observed using these devices, they will need to be placed in the office for parents to collect. Use of these devices poses risks around safety, child protection and privacy. If you need to speak with your child please contact the GBOOSH office 0408 210 705.





**GBOOSH** has a responsibility to manage many different medical conditions. Without the correct documentation or medication **GBOOSH** is unable to accept an enrolment and is required to cancel the place if you have an existing booking.

We ask families to assist by doing the following:

- **Illness:** if your child is unwell you will be contacted by **GBOOSH** to collect them ASAP or send an alternate authorised person to collect them. With many children and staff onsite illness spreads to others very quickly. If your child has shown signs of illness prior to arriving please **KEEP** them at home. And if you are contacted by the school regarding illness, please do not send them to **ASC** this impacts our ratio when trying to monitor a sick child in an isolated space.
- **provide regular updated action plans to the centre.** If your child's condition changes you need to provide an updated plan OR a clearance if they have been cleared of the allergy/condition.
- **review your risk minimiation plan with the service.** Under the regulations **GBOOSH** MUST ask you to review plans we have on file. Without this you may have your bookings/place suspended or cancelled.
- **provide medication to the centre.** The centre MUST have any medication onsite referred to in a medical action plan. We can not keep expired medication so you MUST provide new medication when it expires. **GBOOSH** can not administer any medication without a plan, letter from the Dr or prescription label.
- **DO NOT BRING ALLERGENS to GBOOSH:** a number of children and staff are **SEVERELY** allergic to nuts and eggs. Please check what you pack in your child's lunch box as many snacks contain hidden ingredients such as nuts. If you are unsure about a particular food please check with the Responsible Person on Duty. **GBOOSH** aims to supply only foods that are free of known allergens to keep everyone safe.

## GBOOSH Management Committee

*The **GBOOSH** Management Committee consists of a group of volunteer parents who meet on a monthly basis (mainly online) to oversee many of the financial and operational aspects of the service. If you would like to get involved please email [director@gymeabayoosh.com.au](mailto:director@gymeabayoosh.com.au) so we can add you to the mailing list.*

In May 2025 we will hold the **GBOOSH** AGM and will be looking for new members to support **GBOOSH** in the year ahead.

This year we farewell Mark B from the Committee as his family is moving on from **GBPS**. Mark has been a dedicated member for over 5 years, being President for most of this time. We sincerely thank Mark and his family for their support and commitment to **GBOOSH** and the whole Gynea Bay Community.



**The first meeting for 2025 will be held via Microsoft Team on Wednesday 19 February 2025.**

**For more information please contact us  
[director@gymeabayoosh.com.au](mailto:director@gymeabayoosh.com.au) or [gboosh.committee@gmail.com](mailto:gboosh.committee@gmail.com).**

