
YEO PARK OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 3 2014

Staff

Under the National Quality Framework our staff are Educators whose role is to

- support children's learning through a variety of play and leisure experiences
- foster children's well-being and learning through intentionality and collaboration
- develop cultural confidence
- develop reflective practise
- explore their own beliefs and use theoretical perspectives

We are required to have a nominated Educational Leader, who oversees the development and delivery of the program – this is the centre's Regional Manager, Kira Luther.

The Centre is also required to have a designated "Responsible Person" and Nominated Supervisor on the premises at all times. This is usually the Co-ordinator (Hannah); however in the Co-ordinator's absence Certified Supervisors (Amy and Sonia) can also fulfil this role. Please refer to the staff roster on the parent information board for staff positions and responsibilities

Educators are currently completing evaluations of our internal communications systems which will assist in the improvement of effective transfer of information, as well as informing our future training and development needs.

Enrolments

Current average enrolment numbers at the morning sessions are 15 and afternoon averages are 23.

Preparations are currently underway for Kindergarten orientations and OSHC staff and Managers have been invited by Ms Furner to attend the Information Session on Wednesday 15th October and Tuesday 4th November.

On 5th August 2014 families were issued with an invitation to re-enrol for 2015. This process has been started earlier than in previous years to manage the volume of bookings and also the many changes which are received during the process. Families are encouraged to attend an orientation session prior to their child's commencement at the service.

Programs

A review of culturally inclusive practises will take place during term 3. This involves ensuring that Educators are aware of the diverse cultural and social backgrounds of all enrolled children and are actively inclusive of these backgrounds in their practice.

An annual program survey will be issued in the September newsletter. In order to include each family's background, acknowledge the needs and interest of each child and develop cultural competence Educators need input from families. This allows them to plan a relevant program which meets each child's and family's' needs.

Some programmed activities this term include visit from RSPCA in the next 2 weeks, Onesie Day (7th August), Crazy Hair Day (19th August), end of term picnic in the park (18th September) and a variety of clubs including cooking club, on Tuesday afternoons and eco warriors club on a Friday afternoons.

AASC activities for term 3 include Multisports skills, run by Wesley and held on Monday afternoons from 4:00-5:00 pm and Cricket, run by Mark and held on Thursday afternoons from 4:00-5:00 pm. AASC will run for the final time this semester as the program has been terminated under the Commonwealth Government Budget from 2015.

There are plans to maintain the program within our organisation to continue with the promotion of a healthy active lifestyle for children. Further information about this initiative will be shared once final arrangements are in place.

National Quality Framework

There were some further regulatory and procedural changes required to meet NQF requirements and our latest Policy review and Edition M will include these.

Community participation in the service requires us to more regularly seek input from families- this includes issue of Child Profiles twice per year, greater attention to family backgrounds in planning and creating programs, sourcing more detail from families about their children and their expectations of our service. Families are invited to learn more about their child's learning and development through review of the program, daily journals, children's work displayed and through formal and informal discussions with Educators.

Centre goals now reflect these requirements and staff are continually working on the completion of a Quality Improvement Plan to identify areas of the service which require further and continuous development.

Community

A special Community Meeting was held on 21st July at 6.15pm in response to a number of complaints received about Anson Broadhurst's departure from the service at the end of Term 2. Key issues which were discussed included:

- Relationships-based care provided
- Notification periods and protocols of staff leaving
- Communication with families
- Program Planning for term 3

Minutes were distributed to all families via the community noticeboard/to all attendees on 22nd July.

An email received from Hannah Mc Lean was distributed to all families on 1st August.

An on-line customer satisfaction survey is currently available for families to respond to on line and also in hard copy at the Centre. Completion of this survey will allow us to identify common areas for improvement and also to ensure we continue with those parts of the service with which people are happy.

We will be conducting a Parent review of Centre Management and Communication Systems also this term.

This term we will be acknowledging the following cultural, community and health related events. Families have been invited to participate in aspects of the program via the **attached** notice sent out 7th August 2014.

Ramadan 9th July

Schools Tree Day 26th July

Jeans for Genes Day 2nd August

Eid al Fitr 7th August

Keep Australia Beautiful Week 19th – 25th

International Day of Worlds Indigenous People 9th August

Science Week 12th – 16th August

40 hour Famine 16th -18th August

RSPCA Cupcake Day 19th August

Book Week 17th - 23rd August

Daffodil Day 23rd August

National Child Protection Week 1st-7th September

This year our organisation as a whole promoted Superheros week. The week commenced 21st July 2014 and was successful across all our services. Some of the activities we did at the Yeo Park OSHC included making masks and superheros cuffs, discussing our favourite superheros and powers and having a superhero picnic. A donation of all fees paid on the day was made to the Bear Cottage Foundation.

Each term Yeo Park OSHC will join with all Primary OSHCare services to raise awareness for a nominated charity, foundation or day of cultural and/or community significance. This meets one of the key learning outcomes defined in the NQF Outcome 2: "Children are connected with and contribute to their world" and provides valuable discussion and activity themes which lend themselves to broader community focus and awareness.

Next term we will be acknowledging World Water Week – raising children's awareness of the importance of taking care of such a valuable resource and its part in our sustainable future.

Policy review

In term 3 our staff and families are reviewing the following important policies and procedures:

- **Communication with parents**
- **Feedback**
- **Confidentiality**
- **Correspondence**
- **Child Protection Practices**
- **Access to children**
- **Absent and missing children**
- **Enrolment**
- **Staff interactions with parents and caregivers**
- **Professional Conduct**
- **Grievances**
- **Disciplinary action**
- **Conditions of employment**
- **Staff orientation and recruitment**
- **Volunteers, visitors and students**

Report Prepared by Suzanne Blythin, Kira Luther and Hannah Blythin