
YEO PARK OSHC CENTRE

MANAGEMENT REPORT TO P&C

Term 1 2015

Staff

Maritsa Azzouni continues as the Centre Co-ordinator and Nominated Supervisor until the end of term. We are currently interviewing candidates for both the Assistant Co-ordinator and the Co-ordinator position as soon as possible, however finding the correct person to fit the role is also our main priority.

All Staff are named and their roles described on the Staff Photo Board displayed at the Centre.

To meet legislated requirements all Educators receive mandatory training in the areas of First Aid, Allergies and Anaphylaxis management, Child Protection, Food Handling and Managing Children's Behaviour. Educators are also encouraged to complete training in Educational Programming and Practice, Managing the Environment and Partnering with the Community.

Kira Luther is the Regional Manager and Educational Leader for the Centre.

Enrolments

Enrolment numbers are currently averaging 12 in the morning session and 15 in the afternoon session. There are therefore vacancies in both sessions daily – casual bookings can be made if required.

Under the National Standards, enrolment numbers are limited by the indoor and outdoor space approved to provide the service. If there is agreement between the DEC (Department of Educational and Communities) and the ECECD (Early Childhood Education and Care Directorate) that more places are required and that there is space to accommodate this an application is made to increase the maximum approval number.

Programs

During term 1, Educators are focussing on the development and implementation of Centre agreements which specifically include reference to the ways in which children interact with each other, the supervision and safety of children, maintaining boundaries and agreed consequences between all staff. In addition, Centre specific rules which detail arrangements with the school in relation to toilets, use of outdoor equipment and spaces and security arrangements are being reviewed.

This and each term, families are invited to complete a Child Profile which requests information about their child's individual interests, personalities and preferred activities. These are reviewed by staff for use in creating child centered programs and maintaining records of emergent interests and needs for future directions (*see attached Child Profile*).

We also invite you, the families, to become involved in the program through attending regular community meetings (no commitment required!), the issue of a Community Term Planner and an Invitation to Participate Notice which details our planning and events each term.

We also encourage you to respond to our many surveys where you can indicate any preferred activities for your child which fall within a normal session, or for the provision of additional activities such as sports or language programs. (*Please see Invitation to Participate Notice and Additional Activities notification and survey attached*)

Under the guidance of the Educational Leader the team of Educators complete regular observations on individual children, as well as documenting discussions and meeting times held with children in relation to their ideas about the program and activities at the Centre. The weekly program is planned according to this range of recorded conversations, evaluations Observations/Children's Meeting Book and any other feedback received.

Through this process in Term 1 will be offering children Cooking Club, Art Club and Sports Club.

National Quality Framework

The National Quality Framework (NQF) came into effect on January 1st 2012. It is governed by Federal Government agency ACECQA (Australian Children's Education and Care Authority). Adherence to The Regulations is governed by a DEC state government department (the Early Childhood Education and Care Directorate) whose Approvals team and assessment and compliance officers act as the Commonwealth agency under ACECQA.

The Framework is described under 7 Quality Areas

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with families and Communities
7. Leadership and Service Management

Service Approvals are in place and Educators are working continuously on a Quality Improvements Plan which details any improvements which have been identified in order for us to meet and hopefully exceed the ratings. The Plan is updated weekly with the Regional Manager and wider management team with Centre specific as well as organisation wide improvements being actioned and recorded. The Plan will be called for submission by ACECQA in advance of an Assessment and Ratings visit which will determine the Centre's performance against the National Standards.

Family involvement in the QIP is part of the process and you will receive regular surveys (via a survey monkey link) to contribute your comments under each of the 7 Quality Areas. We really appreciate your feedback and comments which are used to further develop our Centre and program.

The Centre Regional Manager, Kira, will be conducting audits under each Quality Area throughout the year to ensure compliance with the standards and to highlight any improvements which could be considered.

This term, service users will also be surveyed about the health and safety of the Centre environment through the issue of a Parent Health and Safety Survey. Any feedback received will be reviewed and any improvements/changes relayed to the Community.

Community

The Centre relies heavily on involvement of the Community in the supply of updated information about children, their preferences, likes, dislikes and any other feedback which is offered. For this reason we send out regular Newsletters and notices via email- these usually contain attachments, surveys and lots of information.

We encourage an open and honest relationship between all parties which can facilitate the best possible environment for children. Please let us know of any concerns or ideas which you have so that these can be addressed speedily and effectively.

Monthly Centre Newsletters are prepared and distributed by email to all service users. In addition a regular School newsletter insert is included into the school Newsletter. The intention of this is information about the Centre reaches the whole school community, rather than only service users.

Email correspondence is the preferred method of communication and the Centre maintains a list of contact details of all families at the Centre. If non service users would like to receive Centre correspondence this can easily be arranged in consultation with the Co-ordinator.

This term Primary OSHCare as an organization will be celebrating “A Taste of Harmony” – an adjunct to Harmony Day on 21st March to acknowledge cultural diversity through food, dance, games and other activities. These broad reaching activities are part of Quality Area 6 in which children are encouraged to consider their wider community and have opportunities to correspond with children in other services and external organisations on a community based initiative.

A termly event is scheduled to encourage some family time at the Centre where children are attending.

Health and Safety

Children’s individual dietary requirements have been updated and considered when updating the Centre menu. (*See Menu Attached*)

Audits on the physical environment and health and safety of children will be conducted by the Regional Manager during term 1. Audit results are shared with all Educators to determine future actions and improvements.

Policy review

This term, the following policies are under review by Managers, staff and families at the service.

- **Fees**
- **Enrolment/Orientation**
- **Child Protection**
- **Sun Protection**
- **Excursions Policy and Guidelines**
- **Health & Hygiene/Infection Disease**
- **Safety**
- **First Aid**
- **Incidents and Injuries**
- **Service access and operations**

Communication with Families

In Term 1 includes:

- Newsletter January/February + attachments
- Child Profile
- Invitation to Participate
- Additional Activities Record
- Additional Activities Survey
- Menu
- Invitation to Welcome Barbecue
- Health and Safety Survey
- QA Survey

Thank you to Beth Morgan, teachers and the school community for their continued support.

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