
YEP PARK OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 2 2015

Staff

The centre Co-ordinator and Nominated Supervisor is Danielle New who is supported by the Permanent Educator Lisa Seeney, Lisa is completing the necessary training to hold a Certified Supervisor certificate.

All the staff receive regular training opportunities which are offered both internally and through external agencies such as Children Services Central, TAFE NSW and Network. Staff are also required to complete mandatory training in First Aid, Child Protection, Epipen, Asthma and Allergies Management.

Enrolments

Current average enrolment numbers in the morning sessions are 15 and in the afternoon an average of 17. There is currently no waitlist.

Regulations relating to health and medical records under the National Law require health and allergy details of all enrolled children are updated regularly for all staff to ensure currency of information and the appropriate response.

Any welfare or safety issues are reported to the relevant agencies and discussed with school personnel as required, with proper respect for confidentiality and privacy laws.

Programs

Each term Centre staff and management together create goals which seek to develop and improve the service. These always include aspects of the program and a broad aim to continually offer child centred and interesting activities for all children attending. In 2015 these goals also reflect the underpinning philosophy, principles and practise of the National Quality Framework. Term 1 and 2 Centre Goals have recently been evaluated in light of our regular Centre audits and the completion of program and NQF meetings with all staff. Goals are also generated through the formulation of the Quality Improvement Plan. This is continually in progress and reflects improvements identified at management level, as well as in the staff team and by individuals. There are always improvements and development underway in all aspects of the service operation.

Centre journals demonstrate the types of activities which children are engaged in, as well as a providing a record of events and detailed evaluations completed by staff and children. Staff are increasingly engaged in critical reflection practises which promote a more detailed understanding of their own teaching and children's learning within the program. Twice a year, staff also review the program from a planning and process

perspective to ensure that all staff have input and any feedback is taken into consideration.

A Menu Survey was attached to the April/May Newsletter. The menu is reviewed and changed seasonally to reflect seasonal availability of food as well as to ensure there is suitable food for the cooler and warmer months. Our new winter menu will be distributed and displayed in centre in the coming weeks. Dietary and dental recommendations fact sheets have also been issued to families.

National Quality Framework

The Regulatory body (ECECD) conduct Assessment and Ratings (A&R) visits at every Centre on a rolling basis. Our upcoming A&R visit has yet to be scheduled, upon receipt of our letter of advice we will notify the parent and school community. Our success in this rating process will rely on Educators demonstrating their understanding of the National Quality Framework and how their daily practice, as well as all supporting documentation, evidences this.

Staff and managers continue with the processes of self study, evaluation and the development of Quality Improvement Plan in accordance with the Regulations. Notable changes to our operations which affect children and/or families are relayed via notices and Newsletters.

Our Policy edition is continually updated as we are advised about additional requirements and changes under the NQF. All changes are notified to families before being ratified for our Policy Book.

Community

To broaden children's awareness of community issues the program includes acknowledgement, discussion and sometimes celebration of a variety of cultural, environmental and health related events. During term 2, children may be participating in a range of activities relating to NAIDOC week, Australia's Biggest Morning Tea, World Environment Day, National Reconciliation week and Simply Sharing Week.

The Community meeting for Term 2 will be held later in the term and will be advertised through centre newsletter and email invitations to families.

Feedback from last term detailed families wishing to see more physical activities outdoors included in the weekly program, as the days become colder and shorter we will be endeavouring to get as much outdoor time as possible. This is entirely weather

dependant and not something that we have been able to accomplish as yet, given the extreme weather Sydney has experienced lately.

Parent Health and Safety Survey has been issued to families during this term. Results from this survey indicated that families have faith in the services ability to maintain a healthy and hygienic environment.

Community Visitors who will be coming to the centre this term will include the Youth Liaison Office from the local police station. We will be learning about child safety.

An end of term multi cultural function will be held in the last week of term and formal invitations will be distributed.

In 2014 Primary OSHCare participated in Jamie Oliver's Food revolution – this event is recurring on May 2015.

Policy review

This term, staff and families will be reviewing and invited to give feedback on the following aspects of Primary OSHCare Policy

- Centre Philosophy/ Statement of Principals
- Nutrition
- Program
- Staff interactions with children
- Individual Health management including Asthma, Diabetes and Allergies
- Immunisation
- Management
- Supervision
- Security
- Storage
- Building and Equipment Repairs and Maintenance
- Indoor and Outdoor environment
- Staff Interactions with Children
- Daily Routines
- Anti Bias and Gender Equity
- Provision of Children with Additional Needs

Communications

The following emails/notices/correspondence has recently been issued to families.

- NSW sever weather warning – 21st -22nd April
- VC survey

- Menu Survey
- April/May Newsletter
- QA6 Survey

We rely on families to provide their most current contact details and to notify us if they are not receiving this information consistently.

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