



# Oyster Bay Before and After School Care

The staff would like to welcome you all to term 3. The Staff will continue to provide high quality of care for the children. It is part of our continued improvement plan to keep you in-formed on what is available at the centre.

We would like to welcome Sue and Catia to the team .

**Accounts:** To avoid cancellation of your booking, please ensure payment of your account is up to date. Thank you if you are using the Ezidebit method of payment. If you have any queries regarding your account please contact Cheryl on 9528 5009.

**Sports Program:** This term the Sports Program will be Basketball and Soccer on Mondays and Rugby League and Volleyball on Wednesday. Staff discuss with the children their choice of sport they wish to participate in. Unfortunately we are unable to please everyone however we try to cover all sports suggested.

You do not need to send a change of clothes, however we do encourage you to send a drink bottle.

**Signing In/Out:** It is important all parents remember to sign in your child for the morning session and sign out for the afternoon session. Could we ask all parents to call if your child will be absent on any booked day.

**CRN and FAO:** It is important we receive each family and child's CRN and date of births for the parent and child registered with Centrelink. Enrolment forms will not be accepted if these details are not supplied and this applies to any incompletd enrolment forms will also not be accepted.

**Emails:** We are now going green and emailing all accounts and any correspond-ence. Please check with Julie or Cheryl to see if you have supplied these details.

**Vacation Care:** The program will be available from Monday 29th August. Please see Julie or visit our web site [www.oysterbayschoolcare.com.au](http://www.oysterbayschoolcare.com.au)

**Hours of operation:** Please remember the centre hours of operation are 7—9am and 3—6pm. We are not licensed to take any children before 7.00am. Please refer to your parent handbook regarding late fees. We require a call no later than 5.55pm, if no call is received a late fee will apply.

**SunSmart:** Ensure your child applies sunscreen and wear their hats when outside on cooler or cloudy days. Cloud in particular can be misleading. Clouds can block rays, but it varies by the type and amount of cloud, so you can't rely on clouds to protect the children from skin damage and sunburn.

Term 3 2011

25/8/11

## Parent Meetings

Term 3  
Monday 5/9/11

Parents meetings are held at the centre starting at 6.00pm. This gives you the opportunity to comment on any issues of concern. Meetings are a great source of communication



## Oyster Bay Before and After School Care

Phillip Street Oyster Bay NSW 2225  
PO Box 321 Gympie 2227  
9528 5009  
Www.oysterbayschoolcare.com.au  
Email:  
admin@oysterbayschoolcare.com.au



“Children are the world’s most valuable resource and it’s best hope for the future”

John Fitzgerald

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**Parking:** The staff continually provide a safe environment to the children who attend the centre. This level of care includes the transportation of children to and from the centre. Our driver Julie excels when dropping off the children and parking the bus in accordance with the road rules. It has been brought to our attention that some of our parents, when dropping off or picking up the children, park illegally, this includes obstructing the driveways. No parking is permitted on the school grounds at any-time and please consider the residence and the families who attend the school and centre.

**Behaviour:** We are currently reviewing our Behaviour and Dismissal Policies with reference to consistent In-appropriate behaviour. The policies can be viewed at the sign in/out area and we are open to any comments.

**Toys:** We understand children like to bring their favourite toy from home. At our centre we do not allow any toys, electronic games, cards etc to be brought to the centre. If your child is taking their toys for news at school, it must stay in their bag while with us.

**Bookings:** Please call if you require extra days. We must account for all children booked in. If you do not advise staff that your child is attending we will not know to collect your child. This also includes for the morning session. We must have the correct staff to children ratios, also this allows us to cater correctly for the number of children attending. We may not be able to accept your child if you have not advised staff. If your child is leaving the centre with another parent you must supply a note giving permission and add this parent to your contact list.

**Parent Pockets:** Remember to check your family pocket. Some correspondence is placed into the pockets. You will find absentee notes which must returned signed asap.

