



Out of School Hours Care



Welcome to Toongabbie Christian College OOSH

Location College address _____ 30-40 Metella Rd, Toongabbie
Best access for OOSH _____ 34 Octavia St, Toongabbie

Contact Coordinator _____ Miss Rosti Murphy
Email _____ oosh@tcc.nsw.edu.au
Phone _____ 8863 2913 / 0412 892 419

Our Services *Before School Care* _____ 6:30am-8:30am during term time.
Breakfast is provided.

After School Care _____ 3:00pm-6:30pm during term time.
Afternoon tea and late snack provided.

Vacation Care _____ 7:00am-6:30pm during holiday periods.
Afternoon tea and late snack provided.
Program is sent out to parents via email a month prior to commencement.

Bookings

Each new family must complete one registration form for each child.

At the beginning of each year, re-enrolling families will sign a waiver claiming none of their details have changed. If details have changed, a new registration form must be completed for each child.

Under new Regulations, OOSH centres in NSW have a ratio of 1:15.

If you require a casual booking, please call or email the OOSH centre. There may be times when we are unable to accept your booking.

Our Team

Our OOSH team has a variety of educators from different backgrounds, each offering a diverse range of skills.

Coordinator _____ Rosti Murphy
Educational Leader _____ Susannah Douglass
Educators _____ Joan Beckett
Whitney Kuiper
Reena Legaspi
Connor Rossi
Inban Selvados

Medical Matters

If your child has a medical condition such as Asthma, a medical action plan from their GP must be provided and updated annually.

Medication which is required to be administered during OOSH hours requires a letter from your child's GP. The medication must be presented in an original unopened package with your child's name, medication name and details on it.

OOSH Curriculum

Our program is centred around the 'My Time Our Place' National Framework, created by ACECQA.

"The Framework draws on conclusive international evidence that children learn and develop the skills and behaviours required for active citizenship in a wide range of settings. It has been developed with input from children, families, the school age care sector, academics and the Australian and State and Territory Governments."

Every three years, child care centres are assessed by the governing body, ACECQA. To pass this assessment, centres must pass seven Quality Areas.

Displayed in our centre is our current rating.

Our goal is to continue to improve our programs and practice. We welcome any and all feedback. Be it menu ideas, program ideas, routine or policies and procedures.

General

Property _____ Please label your children's belongings. Lost property is located directly in front of the OOSH door. We take no responsibility for any children's belongings that are brought into our centre that get lost, or broken.

Spare clothing _____ Young children sometimes have 'accidents' and need to change their clothing. Please provide spare clothing in a plastic bag to keep in their College bag.

Sunscreen _____ Sunscreen is provided at OOSH. If your children have specific requirements and cannot use our sunscreen, please provide some and be sure to notify educators.

Illness _____ Please do not send your child to OOSH if they are unwell. If your child becomes ill at the centre, educators will contact parents to notify them of their symptoms and recommend the child be picked up as soon as possible.

Fee Statements _____ Statements are sent our monthly, or when requested. If you are unable to make the full payment by the due date, please contact the Coordinator to make a payment plan. Otherwise, bills not paid on time will incur a \$10 late fee.

For **cash or cheque payments**, place in an envelope with your child's name, date and amount disclosed.

For **direct debit**, account details are:

TCC OOSH Ltd

BSB: 082 330

Account number: 61523 6335

For **credit card payments** please contact the coordinator on 8863 2913 or the College Office to process your payment.

Confidentiality _____ All personal information will be kept under lock and key. Details will only be disclosed if legally required to do so.



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