



**Out of School Hours Care (OSHC)
Director's Service Report**

| | | | |
|--------------------------|--|-------------------------|--|
| Reporting Period: | 29/10/19 – 9/12/19 | | |
| Service Name: | Eastern Fleurieu YMCA | Contact Details: | easternfleurieuoshc@ymca.org.au 0421 562 838 |
| Service Director: | Ellie Adams | | |
| School Principal: | Ian Kent Jo Garwood | Contact Details: | Jo.Garwood825@schools.sa.edu.au (08) 85362344 |
| YMCA Manager: | Komala Champion Manager – Children's Services | Contact Details: | komala.champion@ymca.org.au (08) 8200 2513 |

Utilisation:

| Program | Before School Care | After School Care | Vacation Care |
|---|------------------------|--|------------------------|
| Components Offered | ✓ | ✓ | ✓ |
| Hours of Operation | 6:30 am- 8:30 am | 3 pm – 6:30 pm 2:45pm – 6:30 pm Wed | 6:30 am-6:30 pm |
| CCB Places | 45 | 45 | 45 |
| Average Daily Attendance | 11 | 23 | - |
| Have there been any new enrolments? | - | 1 | - |
| No of Children with additional needs? | 5 | 11 | - |
| Do you have any children enrolled under the Guardianship of the Minister? | 1 | 1 | - |
| Does the service receive ISS funding? | Approved as of 25/9/17 | Approved as of 18/9/17 | Approved as of 25/9/17 |
| Does the service receive Intervac Funding? | No | no | no |

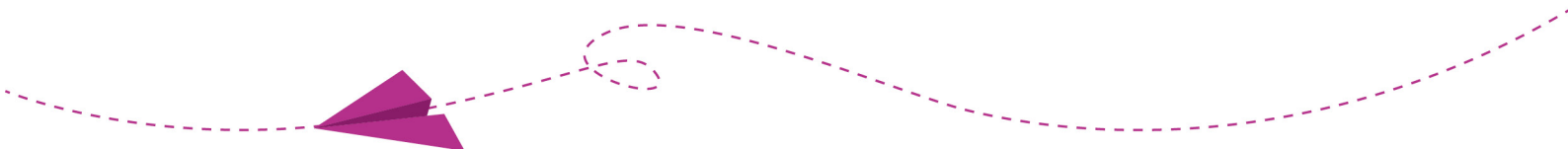


Fees:

| Component / Session | Fees (\$) |
|---|----------------|
| Before School Care (per session) | \$22.00 |
| After School Care (per session) | \$26.50 |
| Early Closure | \$27.50 |
| Vacation Care (per day) – In house | \$58.00 |
| Vacation Care (per day) – Incursion / Excursion | \$68.00 |
| Pupil Free Day (per day) | \$58.00 |
| Half Day – In house | N/A |
| Half Day – Incursion / Excursion | N/A |
| Casual Fee (for any session) | Additional \$3 |
| Hat Fee – Once off (Per Child) | \$12 |

Complaints and Issues (including WH&S):

| | Yes | No | Comment (including Action and timelines) |
|---|-----|----|---|
| Any complaints received in the reporting period? | | ✓ | |
| Any incidents, injuries or issues that have impacted on the health, safety and wellbeing of any child at the service? | ✓ | | Negative pick with an individual student. Constant communication with school in regards to incident. Student suspended from OSHC for seven days |
| Issues or concerns relating to the provision of the service? | | ✓ | |
| Any WH&S matters relating to the service? | ✓ | | Outside of building becoming mouldy – certain parts only holding together with the paint. – Children beginning to pull the paint off. |
| Does the service have a current bushfire action plan? | ✓ | | |



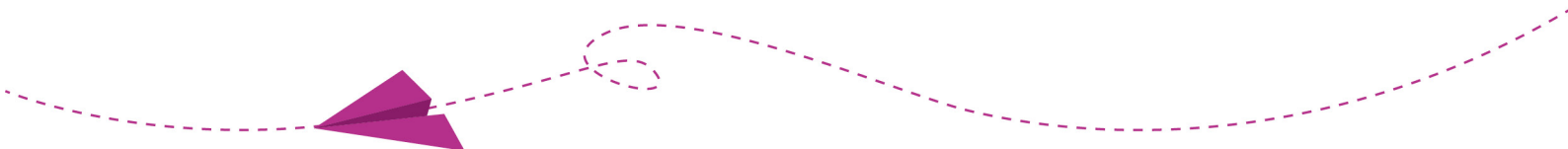
Feedback and Communication:

Educator's feedback is collected consistently via reflection sheets, pedagogies, communication book and used as consideration in programming.

Children's feedback and interests drive the program using interest sheets, short evaluation sheets, interest / ideas charts etc.

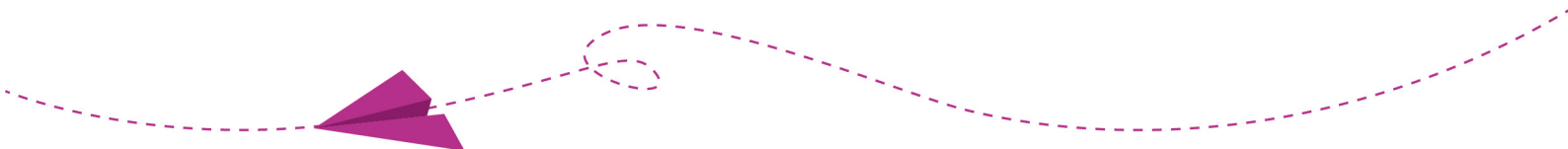
Parent's feedback can be through email, surveys, newsletter suggestion sheet, verbal, parent handbook, FB, and a quick note sheet near or on program. Suggestions on booking form changes and access to excursions have been utilised in the service as a result of suggestions.

| | Yes | No | Comments |
|---|-----|----|----------|
| Has an OSHC newsletter been distributed? | | ✓ | |
| Has any Parent feedback been received requiring review? | | ✓ | |
| Has any Educator feedback been received requiring review? | | ✓ | |
| Has any student feedback been received requiring review? | | ✓ | |
| Has the OSHC advisory committee met this term? | | ✓ | |



Compliance:

| | Yes | No | Comments |
|--|-----|----|-----------------------------------|
| Does the service currently have any waivers? If so, for what? Staffing / Facilities | | ✓ | |
| Has the service been assessed and rated against National Quality Standards? Current rating? | ✓ | | Meeting all quality areas. |
| Has Quality Improvement Plan been reviewed in last 12 months? | ✓ | | |
| Does the service have any compliance issues? If so, how are they being addressed? | | ✓ | |
| Have all notifications been reported to EECSRSB? | ✓ | | |
| Is the attendance report attached to this document or provided to the Advisory Committee? | ✓ | | |
| Have the Educators rosters been attached to this report or provided to the Advisory Committee? | ✓ | | |



Staffing:

| | Yes | No | Comments |
|---|-----|----|---|
| *Has there been any new staff commence or staff resign from the service in this reporting period? | | ✓ | Ellie Adams to step down as director as of 13/12/2019 to cover maternity leave for 6-12 months at Reynella OSHC. Alex Campbell-Wilson and Bree Leibhardt have agreed to take on the leadership of the service from 16/12/2019. Ellie will also be the Southern Manager so will attend advisory meetings and remain in contact to support and mentor the new directors. |
| Has the Principal been provided with either the details of new staff or the termination letter for the DECD HR flagging system? | ✓ | | |
| Are all staff up to date with required documentation (DCSI, police Check, first aid, CSE etc.) | ✓ | | |
| Are all staff up to date with SMART training if required? | ✓ | | All qualified staff are. |

*if yes please see next question

Programming/Comments:

The mini van has been travelling 3 families to and from Ashbourne Campus and information sent to all other campuses.

We have had positive feedback from families in regards to the programme being offered for the 2019/2020 Summer Vacation Care period.

Numbers have remained steady during the Term 4 period. An increase is anticipated during summer vacation care, due to a number of families enrolling Pre-School/New Reception aged students at OSHC. More students from Tyndale are enrolling during term time to access services, there are currently 6 students attending from Tyndale at the end of Term 4 2019.

