

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

<b>Reporting Period:</b>	10/12/2019-10/2/2020		
<b>Service Name:</b>	Eastern Fleurieu YMCA	<b>Contact Details:</b>	<a href="mailto:easternfleurieuoshc@ymca.org.au">easternfleurieuoshc@ymca.org.au</a> 0421 562 838
<b>Service Director:</b>	Alex Campbell-Wilson		
<b>School Principal:</b>	Ian Kent Jo Garwood	<b>Contact Details:</b>	Jo.Garwood825@schools.sa.edu.au (08) 85362344
<b>YMCA Manager:</b>	Komala Champion Manager – Children's Services	<b>Contact Details:</b>	<a href="mailto:komala.champion@ymca.org.au">komala.champion@ymca.org.au</a> (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	12	24	35
Have there been any new enrolments?	6	12	20
No of Children with additional needs?	5	11	10
Do you have any children enrolled under the Guardianship of the Minister?	-	-	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

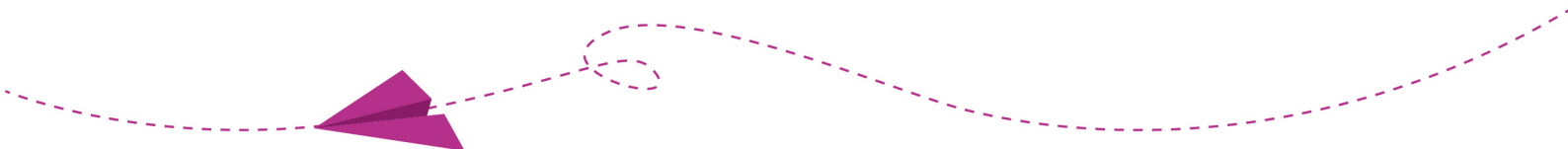


### Fees:

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?		✓	
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?	✓		



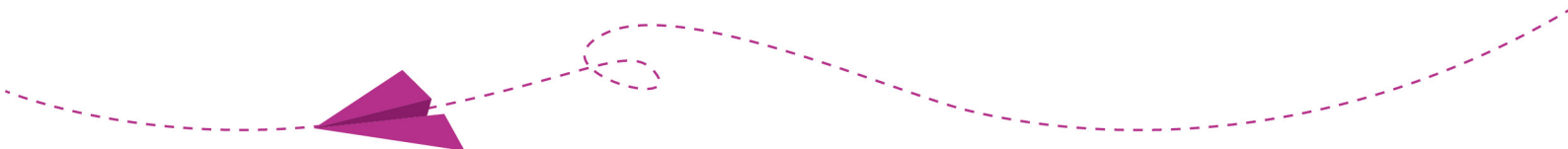
### Feedback and Communication:

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.

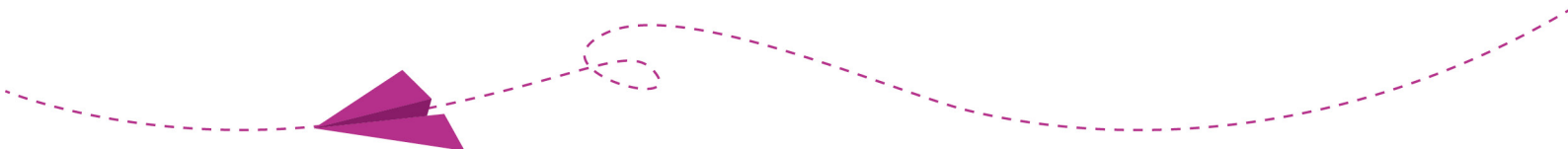
Parent's feedback can be through email, surveys, newsletter suggestion sheet, verbal, parent handbook, FB, and a quick note sheet near or on program. Suggestions on booking form changes and access to excursions have been utilised in the service as a result of suggestions.

	Yes	No	Comments
Has an OSHC newsletter been distributed?	✓		Bree has started a weekly newsletter during Week 1, Term 1 2020 with the hope of providing a short weekly newsletter to parents and carers on a weekly basis.
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?		✓	Dates for the 2020 OSHC Advisory Committee meetings need to be confirmed.



### 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?	✓		<b>Meeting all quality areas.</b>
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?	✓		



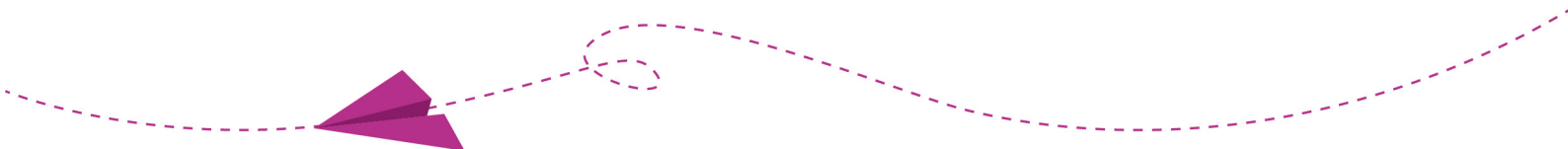
### Staffing:

	Yes	No	Comments
*Has there been any new staff commence or staff resign from the service in this reporting period?	✓		<p>Ellie Adams has stepped down as director as of 13/12/2019 to cover maternity leave for 6-12 months at Reynella OSHC. Ellie will also be the Southern Manager so will attend advisory meetings and remain in contact to support and mentor the new directors.</p> <p>Alex Campbell-Wilson and Bree Leibhardt have taken over the leadership of the service from 16/12/2019.</p> <p>Tessa Andrews has commenced as a new Qualified Educator on 16/12/2019.</p> <p>Hayley Lepe has commenced as a new Qualified Educator on 16/1/2020.</p> <p>Both Tessa and Hayley are SSO's at the EFS Strathalbyn R-6 campus and have brought with them a wonderful range of skills and experiences to the EFS YMCA OSHC team.</p>
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 will be travelling 3 families to and from Ashbourne Campus and information sent to all other campuses. The bus timetable was delivered at the end of 2019 and again at the beginning of the 2020 to all campuses.





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

Numbers have increased during the 2019/2020 summer vacation care with the service reaching capacity on a number of days across the entire period. An increase is anticipated during Term 1, due to new families enrolling students at EFS with the start of the new academic year and accessing the service as families settle into the school routine. More students from Tyndale are enrolling during term time to access services, there are currently 6 students attending from Tyndale at the beginning of Term 1 2020.

