



Merinda Park Learning & Community Centre Inc

A0028764B

ABN 69 093 616 835

Melway Ref. 129 F8

Registered ACE Provider 3952

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OSHC - Term One

8th February 2012

Dear Parents / Caregivers,

We would like to welcome you all back to our centre after Christmas school holidays.

For all our new families to our centre we welcome you and your child/ren to our program.

I would like to introduce you to our OSHC Childcare Educators they are;

Before School Care Michelle (Group Leader), Tracee, Athena, Emily, Patricia & Mel

After School Care Queenie (Group Leader), Kristy, Elle, Tracee, Reigan, Rosemary, Patricia, Taya, Emily & Mel (*see information board for photos*)

I am also available to speak to most night in After School care if you require further assistant.

All Educators holds either a Diploma in Children's Service or a Certificate 3 in Children's Services.

We have 2 buses that pick up from both schools and we will endeavour to pick all children up from their schools in the best time frame possible ensuring safety at all times. All children will need to get to their pickup points promptly when the bell goes at the end of the day.

Preps will be taken to the collection point by their class room Teacher; this will be for term 1 only.

To make sure After School Care pick up runs smoothly please contact the centre on **5996 9056** to avoid an **NON REPORTED ABSENCE FEE** it is important to secure the safety of all children. (see OSHC Handbook for charges)

A couple of reminders

- We are a Sunsmart centre all children & Educators are required to wear a Sunsmart hat until the end of April. If your child/ren requires a sunsmart hat Merinda Park are offering them for sale at \$15.00 each.
- Breakfast finishes at 8.00 am sharp
- When collecting your child/ren please enter the room and sign your child/ren out. (*one signature per line per child*). Upon leaving please ensure your child/ren walk out of building with parent/ caregiver.
- Our licence of operation is from 6.30 am to 6.00 pm sharp.
- We have a folder containing childcare Policies and Procedures; It is kept in the childcare Office for your viewing at any time. This folder is unable to leave the Centre but if you require a copy of any polices or procedures please don't hesitate to ask Educators.

Please feel free to contact me if you have any queries, or if you would like any other additional information.

Regards
Athena Jones

OSHC Co-ordinator