



Greenwich Out of School Hours Inc

GOOSH Enrolment & Orientation FAQ

Welcome to Greenwich OOSH. Following is the information for the general queries most families might have who are wishing to enrol their children in before and after school care and school holiday care.

1. When is the Centre open?

The Centre is open during school term from 7:00 am – 9:00 am and 2:30 pm – 6.00 pm.

We are also open from 7:00 am – 6:00 pm during the school holidays.

We are closed on any public holidays; i.e Australia Day, Good Friday, Easter Monday, Queens' Birthday, Labour Day.

2. Will there be any places for my child/ren next year? Can I choose my days?

We have 100 places in the morning and afternoon, and you will be able to enter the days you need. Greenwich OOSH currently has a wait list; however we do try to fit everyone in, but our afternoons can fill up quickly with casual bookings.

Enrolment will be open online from **Monday 6th November - term 4 2023** on our website

www.greenwichoshc.com.au

It is important to remember that unless you submit all the required information, the enrolment cannot be processed eg. Immunisation record, allergy plans, asthma plans, risk minimisation forms and medical communication plans.

Instructions on how to enrol will be given in your pack during the school orientation in November.

3. How does my child/ren get from the OOSH building to their school classroom and school to OOSH?

In the morning session Kindergarten children stay till 9.00 am and then are walked to their class meeting spots within the school to place their bags. For the first week of Term 1, Kindergarten children will finish at the earlier time of 2:30pm and will be escorted by their class teacher to the OOSH building. During the rest of the year, a teacher from GOOSH will collect the children from the COLA area where they will wait on their year group lines.

4. How much is the cost of Greenwich OOSH and is the Centre accredited?

There is an annual membership fee of **\$30**.

Permanent morning bookings are currently **\$14.00** and casual bookings are **\$17.00**.

In the afternoon session permanent sessions are **\$23.00** and casual sessions are **\$26.00**.

Vacation care varies from **\$60 - \$90** per day (depending on incursions and excursions)

FEES ARE SUBJECT TO CHANGE FOR 2024

If you are wanting to change your permanent bookings at any time, please speak to the directors and they will talk you through the process.

The Centre was accredited in May 2022. This enables us to receive funding and if families qualify for CCS, will receive a discount in fees. Payment can be made by completing Ezidebit details online during the enrolment process.

5. How does the Centre communicate with families and families with the Centre?

Appointments can be made with the Centre Co-Directors Kirsten Conlon or Mel Seeney.

Families can correspond by email or phone and we endeavour to respond as quickly as possible to all correspondence, however, phone calls are difficult to take around 3.00pm as children are beginning to attend GOOSH from this time. The Centre will send out regular emails with information about the Centre so families can be kept up to date with anything happening within the centre. The Centre also has a Facebook Page that is used for reminders and important information and updates. (if you search for GOOSH under groups and request to join the group).



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6. Does the Centre provide food for the children during OOSH hours and school holiday care and what happens if a child has allergies? Does the Centre cater to individual needs?

The Centre provides breakfast from **7:00 am till 8.00 am** in the morning session. If you arrive after 8.00am fruit can be offered. Breakfast does finish sharply at 8am as we begin transportation to the Kingslanagley Campus.

The Centre provides afternoon tea from **3.10 pm – 4.00 pm** daily.

The Centre caters for all children with additional food needs (including anaphylaxis, allergies and intolerances) or children who are vegetarian or have cultural requirements.

During vacation care, only breakfast and afternoon tea are provided – children will need to bring their own morning tea and lunch with them.

7. What activities does the Centre offer?

The Centre offers art/craft experiences, outdoor play, sporting equipment, construction activities, board games, card games, cooking and more!

The Centre's program is available on our website and is displayed on the large board within the Centre. The program changes each week and caters for children's interests and requests.

8. Are the staff qualified and do they undertake ongoing training?

We currently have 2 Co-Directors - Mel and Kirsten – they are both very passionate about the welfare, education and development of all children

Mel began working for the Centre in November 2015 and has completed her Bachelor of Arts with a Major in Education and is currently studying a Masters in Education. She has just returned from 1 year maternity leave after having her first child.

Kirsten has a Degree in Early Childhood Education and has worked in the industry for over 20 years. She spent time working in New Zealand before making the move to Sydney. She worked 16 years managing two Childcare Centres on the Lower North Shore before joining our GOOSH Team in 2019. She also has children who attend the school.

Our Certified Supervisors at the Centre are currently undertaking qualifications and/or training and have been working in OOSH for more than a year.

All Certified Supervisors, including the Centre Directors are certified in First Aid, Asthma, Anaphylaxis and Child Protection as well as trained or working towards WH&S (manual handling), emergency procedures, food handling, inclusion support and working with children with special needs training and update this when required or annually.

9. Extracurricular activities:

Children who attend tennis, band, and other activities are collected by their respective teachers and signed out of the Centre. Once the activities are over, they are returned to the Centre and signed back in.

The Centre requires a permission form to be completed if extracurricular activities are being attended during OOSH hours.

10. Casual Bookings

GOOSH does take casual care bookings for both morning and afternoon sessions if there is availability. To book a casual session you need to do this through the website before midday the day before you need the booking, or you need to phone the Centre and speak to Kirsten, Mel, or one of our senior staff members.

We do request that you do not arrive without having booked a session in, as we may already be full and unable to take your child.

If you need further information, please contact the Centre Co-Directors Mel or Kirsten on (02) 9436 1894

or send an email to greenwichoosh@gmail.com

You can also visit and browse our website www.greenwichoshc.com.au