



O'Sullivan Beach  
**Children's  
Centre**  
for Early Childhood  
Development and Parenting



**Government of South Australia**  
Department for Education

# **O'Sullivan Beach Children's Centre Handbook**

51a Galloway Rd  
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**Director of Education and Care:** Moira Smith



## Welcome

Welcome to O'Sullivan Beach Children's Centre. We hope that you feel at home here. We look forward to a happy partnership with your family and we encourage your involvement in the Centre so that together we can help your child develop to their full potential. This booklet is provided to give you all the information you need for your time with us.

We offer a wide range of services and programs at this Centre including long day care, preschool, a variety of playgroups and parent programs.

We will provide a safe, warm, and supportive learning environment that stimulates thinking and fosters growth. We believe that learning takes place through a variety of exciting, comfortable, and creative play experiences.

Please feel free to email, phone or come to chat if you have any questions or concerns.

## Acknowledgement of Country

*"Kurna meyurna, Kurna yarta, nadadu tampanenthy ngaitalya"*

*"We recognise Kurna people and their land."*

We acknowledge the First People of this land, the Kurna people, and their continuing connections to Country. We thank the Kurna people for sharing their land. We will help to take care of the land together. We recognise that Aboriginal and Torres Strait Islander peoples are the traditional custodians of Australia and we acknowledge and respect that O'Sullivan Beach Children's Centre stands proudly on Kurna land.

## Contact

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W: <https://www.preschools.sa.gov.au/osullivan-beach-childrens-centre>



## **Staff 2023**

**Director of Education and Care:** Moira Smith

**Assistant Director of Education and Care:** Zoe Hurn

**Finance/Admin:** Adriana Garcia

**Community Development Coordinator:** Jo Renshaw

**Occupational Therapist:** Bec Johns

**Speech pathologist:** Tara Anderson

### **Under 3 Room**

**Team Leaders:** Tanya Chilton, Kelly Nicholson, Violet Reaich

**Educators:** Alice Liu, Renae Maxwell, Moni Bachu and Miranda Griffiths

### **Over 3 Room**

**Early Childhood Teacher:** Jaime Rowe

**Team Leaders:** Cath Taylor, Annie Loke and Jaime Rowe.

**Educators:** Jess Smits, Alex Hawes, Samara Darling, Nelly Qamar, Lyn Tucker, Serina Stott and Jaeleigh Noonan.

### **Preschool**

**Teachers:** Moira Smith, Jaime Rowe and Rachel Summerhayes.

**ECW:** Serina Stott

**Preschool Support:** Lyn Tucker

### **Educational Leaders**

**Department for Education:** Moira Smith

**Long Day Care:** Jaime Rowe and Violet Reaich

## Opening and Closing Times

### Long Day care

#### Monday to Friday

Morning Session	7.30am - 12.30pm
Afternoon Session	12.30pm - 6pm
Full Day Session	7.30am - 6pm

Emergency places may be available each day on request and numbers permitting.

Long day care is available Monday to Friday for children from birth until the child begins school. Children can attend either half or full day sessions. Whilst we develop and maintain relationships between children and staff in age specific rooms, we also aim to provide many opportunities for children to interact with older and younger children. The long day care and preschool educator's team work closely to ensure continuity where children access both programs. We offer an integrated childcare and preschool program.

The long day care program operates between 7:30am - 6:00pm. Parents are required to arrive at least 10 minutes prior to pick up to allow staff to share information about their child's day. All children and parents need to leave the Centre no later than 6.00pm in the evening as this is when the Centre's licence for Long Day Care finishes.

## Preschool

#### Tuesday, Wednesday and Thursday

Session Times	8.30am - 1.30pm
Before Preschool Care	7.30am - 8.30am
After Preschool Care (1)	1.30pm - 3.30pm
After Preschool Care (2)	3.30pm - 6pm

Your child has the option of moving into Long Day Care after the preschool session finishes at 1.30pm. There are 2 After Preschool sessions to cater for children being picked up at school pick up time or for those that need to stay longer.

Children are eligible for up to 15 hours of Preschool per week in the year before they attend school. Children who identify as Aboriginal or Torres Strait Islander and Children in Care are entitled to 12 hours a week from when they turn 3 years of age.

Children who turn 4 before on or before April 30<sup>th</sup> are eligible to start Preschool at the beginning of that year.

Children who turn 4 years of age between May 1 and October 31<sup>st</sup> are eligible to start Preschool at the start of term 3 that year.

# FEES

## Childcare fees

Half Day \$55.00

Full Day \$110.00

Families can register with Centrelink for Child Care Subsidy (CCS) to reduce these costs. Accounts are billed weekly in arrears and are payable within 5 days. These accounts will be emailed. Payment can be made via Centrepay (via your Centrelink app), Direct Debit to the Service's Bank Account or EFTPOS at reception. The centre no longer accepts cash payments.

## Failure to Pay

If a family fails to pay the required fees on time, a text message will be sent as a reminder that the fee should be paid as soon as possible. A reminder letter will be issued after one week and then again after two weeks. A child's position will be terminated if payment has not been made after the three weeks, or an arrangement has been made with the Director/Assistant Director, please refer to O'Sullivan Beach Children's Centre Payment of Fees Policy LDC Childcare Policies ( Quality Area 7), to which the family will receive a final letter terminating the child's position. At this time the Service will initiate its debt collection procedure, following privacy and conditional requirements.

- We are here to help and fully understand the current difficult financial climate and are happy to work with families to organise a regular payment plan to avoid your bill becoming unmanageable.

## Late Fees

- Our Service is not licensed or insured to have children on the premises after hours. This is a breach of the Education and Care Regulations.
- It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$15.00 per 10 minutes block and part thereof will occur.
- A review of the child's enrolment will occur where families are consistently late.

## Withdrawal/Absence Notification

Permanent bookings are those that are required on an ongoing basis. Two weeks' notice in writing is required to cancel a permanent booking. Two weeks' notice in writing is required to leave from the centre (holidays), where families will only be charged 50% of their fee.

Families are asked to contact the Centre via phone or email if their child is going to be absent for their booked session.

### **Sign in and out**

Long day care children are signed in and out on the Spike iPad at the entrance, on enrolment families are given an access code to sign their child in and out.

## **Preschool Fees**

Full time    \$75 per term/\$300 per year

Preschool fees are billed at the beginning of each term and must be cleared in full by the beginning of term 4. An invoice will be put in your child's message pocket outside the Preschool room at the start of each term. Payment can be made in full, or by term. Payment can be made through Direct Debit or EFTPOS at reception. Preschool fees are approved by Governing Council. Fees are used to support the educational programs we provide for your child.

### **Attendance at Preschool**

All children are to be signed in and out each day. Educators will have the sign in sheets, please connect with them at drop off and pick up to make sure your child is signed in and out.

It is important that your child attends Preschool regularly. We understand from time to time your child may be absent for illness or family circumstances. Please inform staff of any planned absences or ring on the day if your child will not be attending.

### **Early Entry to Preschool and Support Programs**

Early entry to preschool is available for children with additional needs at the discretion of the Director and subject to availability. Children who identify as Aboriginal or Torres Strait Islander or are a child in Care are also eligible for early entry. For more information, please make a time to speak to Moira, the Director.

### **Dropping off and Picking Up Preschool Children**

Children are encouraged to develop independence by carrying and unpacking their own bags. Please encourage and support your child to put their bag in a locker, put their morning snack in the snack box and their drink bottle in the drink trolley. Can we also ask that you put sunscreen on your child in the morning and we will reapply during the day. If your child has a sensitivity to certain sunscreens, please supply a bottle of the one you use at home for your child's use at Preschool. Ensure that your child is acknowledged by an educator before you leave. At the end of the session children will be farewelled from group time or moved into the care of Long day care educators.

## Children's Centre

O'Sullivan Beach Children's Centre offer a wide range of programs to support children and families from birth. Within the Children's Centre we have the following staff:

- **Community Development Coordinator** - Jo Renshaw (Monday to Thursday all day).  
Jo partners with agencies to provide programs and services to meet the needs of the community.
- **Speech Pathologist** - Tara Anderson (Monday Pm and all-day Wednesday)  
Tara supports families in supporting their child's speech and language development.
- **Occupational Therapist** - Bec Johns (Monday all day and Tuesday PM)  
Bec supports children's optimal participation in everyday activities and runs our baby playgroup on Monday mornings.

Some of the **programs available** through the Children's Centre are:

**Monday** - AM - Baby Playgroup

- PM - My Time

**Tuesday** - AM - Woman are Strong

- PM - Bringing Up Great Kids

**Wednesday** - Onsite CaFHS Service

- AM - Learning Together Playgroup
- PM -

**Thursday** - AM - Supported developmental Needs Playgroup - Playgroup SA

- PM

**Friday** - AM - Multiple Birth Playgroup

- PM -

Please contact the Centre for more information about any of our programs on offer.

### Oz Harvest

Our Service has access to food donated by OZ Harvest and it's available on Mondays from 1pm for families and community members who are in need. Oz harvest delivers a variety of fruit, vegetables, and pantry staples.

### Bus Service

We have a Centre bus available to families, who may need temporary help to attend sessions. Please speak to the Director or Assistant Director for more information.

## What to bring

- A named bag which your child can recognise and can open independently. A name tag is helpful.
- Nappies, wipes, Sudocream.
- A named broad brimmed hat
- Clothing that covers your child's shoulders (sun policy) and that they can manage when toileting.
- Shoes suitable for climbing (no thongs) - laced or Velcro and sandals with a heel strap are preferred.
- Named spare clothes in case of messy play or toileting accidents.
- We are a lunchbox centre. Please supply a lunchbox in line with our Healthy Eating Policy. Our fridge is not large enough to hold all the lunchboxes, so please add a cold pack or use an insulating lunchbox.
- A snack for snack time. Preferably fruit or vegetables.
- A named drink bottle **with water only**.

## Healthy eating policy

- **We are a NUT FREE centre. Please do not send any nut products with your child. This includes Nutella and Peanut Butter. We have children and educators with severe allergies.**
- We encourage children to eat fresh fruit and vegetables at snack time.
- At lunch, children eat their sandwich or main food item first, followed by snacks. Salad vegetables, dried fruit, yoghurt, cheese, sandwiches with savoury fillings are encouraged

## Sun Smart

We promote sun smart activities, checking the Bureau of Meteorology website daily as part of our weather discussions with children. Hats must always be worn when the UV rating is over 3 or above. Educators guide children not to play in direct sunshine on very hot days. Children always have access to water. Children must wear shirts/tops/dresses that cover their shoulders at all times.

## Carpark

When collecting children, please do not park in the centre's carpark. **This is for staff only.** Unfortunately, the only parking available is in the street. Please be mindful of safety with your child and enter the Centre using the path through the safety gates and not walk through the carpark. Only allow your child through the gates with you entering or leaving.



## **Health and Medical Information**

The health and wellbeing of your child is one of the highest priorities for our staff. Please make sure you inform us of any medical conditions and management plans your child may have so we can care for them properly.

We encourage children to follow good hygiene practices including handwashing and coughing and sneezing etiquette.

### **Unwell**

If your child is unwell, please do not take them to Long day Care or Preschool. It is important that children have time to rest and recover. If your child becomes unwell at long Day Care or Preschool staff will phone you and ask you to collect them as soon as possible. Unfortunately, accidents do happen. If one occurs with your child and is minor, we will attend to them, apply first aid and document it for our records and ask that you sign an incident form at pick up time. In instances of more serious injuries, emergency contacts will be called.

### **Medication**

We can only administer medication, which is in the original container, with your child's name and has a 'medical Authority Form' from your Doctor. Medication will only be administered by an educator and will be checked by a second educator.

### **Infectious Conditions**

Infectious conditions are passed on quickly between children. If your child contracts an infectious condition, or you have any concerns please discuss with our educators immediately.

As a guide child should remain at home until they are well or treated, if they experience:

- A temperature of 38 degrees or above.
- Vomiting or diarrhoea in the previous 24 hours.
- Conjunctivitis.
- Undiagnosed rash.
- Head lice.
- Cold sores.
- A productive cough.

**If you have given your child medicine (paracetamol) they should not be attending Long Day Care or Preschool.**

## **Policies**

The centre policies are available for all our families to read. Please ask an educator if you would like to see them.

## **Programming**

Educators plan, develop and implement programs for our children. When programming, educators consider individual goals, children's interests and strengths and community events. Educators refer to the Early years learning Framework to support the development of high-quality programs. The program has a balance of individual and group learning, inside and outside experiences, focus on different learning and developmental areas and lots of messy play.

## **Communication**

All children have a learning Portfolio that you will receive at the end of the year. You will have access to the Storypark app. We send out regular newsletters. Each child has a pocket outside the rooms for paperwork. If at any time you need information, please do not hesitate to speak to the Director or Assistant Director.

## **Storypark**

At OSBCC we use the Storypark app. Upon enrolment you will be given access to the sites Storypark group. You will receive updates on your child, see their learning, and can view each rooms' 2-week planning cycle. It is interactive, so feel free to comment on your child's learning stories and photos. We love to see family's responses.

## **Governing Council**

O'Sullivan Beach Children's Centre is a locally managed site. We have a Department of Education preschool running alongside and integrated with a Long Day Care Service. We have a parent committee known as the Governing council. The members of the council are selected at the AGM held early in the year and comprise of a Chairperson, Secretary, Treasurer and at least one general member. Meetings are held once a term on a Monday at 4.30pm and last about 1 hour.

The council's responsibility is to:

- Support staff in developing site priorities.
- Plan community and fundraising events.
- Learn about curriculum, share ideas, and give feedback.
- Approve spending on major purchases.
- Oversee the annual budgets LDC and DfE.
- If you have skills to offer or would just like to be more involved in the Centre, please speak to the Director. We can also put you in touch with a current member to ask for their thoughts on their experience.

## **National Quality Standards**

Every early childhood site in Australia is required to undergo assessment and rating process by the Australian Children's Education and Care Quality Authority. Assessment and rating is an ongoing process, where educators and management committee regularly evaluate centre equipment, environments, policies and practices to ensure a very high standard is maintained.

## **Raising concerns**

Our staff work very hard to ensure families and children are happy with the service we provide and to work with you to resolve any issues that may arise,

If you are not satisfied that your complaint has been resolved, you may choose to contact the DfE Education Complaint unit on 1800 677 435 for information, advice, or support.