



FAMILY

HANDBOOK

OSHC CONTACT DETAILS

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Facebook: www.facebook.com/redwoodparkoshc

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2-10 Lokan Street, Redwood Park

ABN: 16563485037

The PHILOSOPHY

Redwood Park OSHC and VAC is a child focused service providing a safe and welcoming environment where children's knowledge, interests and abilities are promoted. This occurs by providing challenging opportunities through play and spontaneous and planned activities that are flexible and inclusive of children's learning. We strive to foster children's full potential and wellbeing by encouraging restorative justice which develops problem solving, self-regulation, self-esteem, respect and responsibility. Through the role modelling of professional educators we aim to work towards a sustainable environment for all children and their families. We aim to build a collaborative community for Educators, children, families and the school so as to foster respectful and meaningful relationships which recognises diversity and equality. As a service we operate according to this philosophy and try to reflect the local community through discussion and inviting participation around issues relevant to running the service. Our program revolves around the outcomes stated in My Time Our Place. Children and Educators strengths are acknowledged and supported through the program and are consulted for ideas and reflection.

The PROGRAM.

The Redwood Park Primary School OSHC and VAC service will implement a holistic program which will include all interactions, experiences, activities, routines and events, both planned and spontaneous that occurs in an environment designed to foster children's well-being, development and learning.

The service will do this by:

- Responding to the individual interests and needs of each child
- Providing a broad range of experiences and resources for children to access, that promotes self esteem and personal success
- Integrating activities and resources within the local and broader community
- Encouraging respectful interactions between children, families, educators and visitors

The CHILD

The Redwood Park Primary School OSHC and VAC service believes that each child in our care can achieve maximum learning potential in an environment that encourages self discipline, independence, high self esteem and curiosity.

The service will do this by

- Recognizing that each child is unique
- Ensuring that each child is treated with dignity and respect at all times
- Realising that each child has rights and responsibilities both as an individual and part of a group
- Knowing that each child has the right to feel safe and secure in a flexible and supervised environment

The EDUCATOR

The Redwood Park Primary School OSHC and VAC service believes that each educator is a professional whose experience and knowledge of children is respected and valued.

The Educator does this by

- Recognising that children learn through play and social interactions
- Providing a safe and stimulating environment for children, families, educators and visitors
- Accepting and understanding of each child's individual needs and backgrounds
- Welcoming individual expertise of and contributions from all educators and other parties
- Supporting the inclusion of access for children with additional needs.
- Actively encouraging family contributions and interactions
- Valuing the health and safety of all children, families, educators and visitors

EDUCATOR PHOTOS



DIRECTOR: LEIGH



AST. DIRECTOR: STACY



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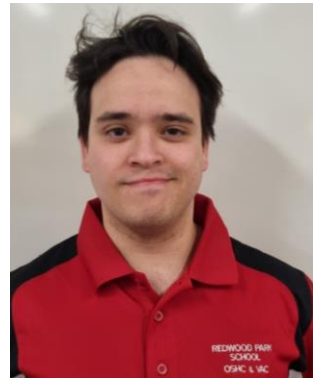
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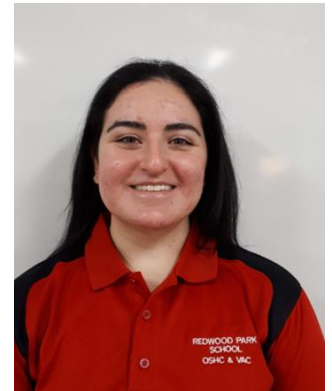
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Advisory Committee

This is a not for profit service to the local community that is operated by the Redwood Park School Governing Council Inc. The OSHC and VAC Advisory Committee oversees the service on behalf of the School Governing Council. The Director manages the daily operations of the program in conjunction with the School Principal and OSHC and VAC Educators. Our current service rating is Exceeding National Quality Standards.

The Advisory Committee is a sub-committee of the School Governing Council and includes Parents/Caregivers, the Director, the Principal [Line Manager] and a School Governing Council representative. The Committee ensures the service is meeting the needs of all families and their children, when possible, by advising and making recommendations to the educators regarding the program. The Committee also advises and makes recommendations to the Governing Council regarding finance and employment matters, strategic planning and direction and the development and review of policies and procedures. Meetings are held once a term in Week 3 in the OSHC room from 6.00pm and all Parents/Caregivers are welcome.

The OSHC Service

This Service provides opportunities for children from Redwood Park School to experience a wide range of recreational activities before, after school, on Pupil Free and School Closure days utilising the My Time Our Place Learning Framework and meeting with the National Quality Framework. To attend our service your child must have an active enrolment form for the service, have an active enrolment with centrelink to receive CCS, they must be toilet trained and all their belongings named including casual clothes.

The VAC Service

This VAC Service provides a wide range of recreational activities including excursions and special visitors, to children attending Redwood Park School. A minimum of 15 children must be booked in for the vacation care service or pupil free / school closure day's to be operational. Preschool children are welcome to attend home days only. Children must have completed 1 term of primary school **AND** be 5 years old to attend excursion days. If your child is completing Year 6 they may attend the Summer holidays program.

Any new families attending Vacation Care for the first time must book their child into a home day prior to any vacation care bookings, to ensure their safety.

The attendance of any child needing Vacation Care outside these exceptions must be negotiated with the Director and if need be, the committee.

Inclusion

The Service is inclusive of all children regardless of culture, ability and gender providing their individual care needs can be met in an appropriate and respectful manner. If Inclusion Subsidy is required a meeting will be required with the Director and care may not be eligible until funding is provided.

Toileting

OSHC Educators are not permitted to enter children's bathrooms. If children soil themselves, they must have a change of clothes provided in their bag and be capable of changing themselves without Educator assistance. If a child does not have a change of clothes or is not able to change themselves, families will be contacted to collect their child.

Enrolment

- All families using the service must complete and return an online enrolment form. Once this form is received, we require 24 hours before commencing to ensure all details have been inputted onto the system correctly.
- Account holder will also need to confirm enrolment on their mygov account before they can receive any CCS.
- We also require all new families to come in with their children for an induction of the OSHC room, service offered and meet some educators to allow for a smooth transition.
- We will email you, or you can gain a copy online from the school webpage, a copy of this document. Please read and speak with a educators member if there are any concerns, queries, suggestions etc.

Bookings

- All bookings (Before School, After School, Pupil Free and Vacation Care) must be made online. Access to the online program closes as 7am for Before School Care and at 3.00pm for After School Care. If your child requires to be informed they are attending please call or text us, **DO NOT** email as these are not regularly checked.
- Priority is given to children at risk of serious abuse or neglect and working families.
- If your working status changes, please advise OSHC as other working families may be on a waiting list to utilize those sessions.
- Bookings for recreational care may be refused if places are not available.
- Bookings must be made in advance, including rotating shifts, unless in an emergency.
- Emergency bookings will be accepted provided information from school can be accessed and space is available.
- Waitlists are available for all sessions and an email notification will be sent if a space becomes available.

General Timelines for Vacation Care bookings

| | |
|-----------------------------------|---|
| 5 weeks before end of term | Program available for working families only |
| 2 weeks before end of term | Program available for recreational care |
| 1 week before end of term | All booked must be placed at this point |

Bookings can only be made on FullyBooked, no phone, text or email bookings are permitted. A waitlist is available on FullyBooked if the session is booked out.

Hours of Operation and Fees

Before School Care: 7.00 - 8.45am. Educators are available on site from 8.45 – 9.30am to receive fees, take bookings and to answer inquiries. **Fee per child - \$15**

After School Care: 3.00 – 6.00pm. Educators are on site from 2.15 – 2.55pm to receive fees, take bookings, answer queries etc. **Fee per child - \$23**

OSHC Educators are unavailable from 2.55pm to 4.00pm to ensure all children have been safely signed into OSHC.

End of Term Early Dismissal - OSHC is open from 2.05pm. **Fee per child - \$26**

Vacation Care / Pupil Free / School Closure Days - 7.00am – 6.00pm.

Home day fee per child - \$55 **Excursion day fee per child - \$65**

Additional Charges

Late Collection: \$20 per child per 15 minutes, or any part there of

Administration Fee: \$10 per child for the service to process bookings or cancellations on your behalf.

Fee prices are reviewed every year with an increase if budget deems necessary.

Availability of Director/Assistant Director outside operating hours:

The Director is on site Mondays, Wednesdays, Thursdays and Fridays and Assistant Director Tuesdays and both can be contacted from 9.30 – 2.30pm on 0408 830 706. Please take this opportunity to give information in relation to child/ren and family, to find out any particulars of the program, to discuss any concerns or issues, to make suggestions and for account enquiries. If required, an appointment can be made at a time suitable for those involved.

Allowable Absence and Gap Fees

- Each family has up to **42 allowable absences** per child for cancellations made each financial year. The number of absences used is written on the account.
- If you have a split account for each parents/caregivers for your children, please note the allowable absence is PER CHILD not per account holder.
- The family has to pay the **Gap Fee** when an allowable absence is claimed ie. Full Fee for session – CCB entitlement = **Gap Fee** to be paid.
- Allowable Absence is used when cancellations occur within the below notice.

Cancellations

- All cancellations must be made on FullyBooked
- Before School and After School care must be cancelled 48 hours prior to the day of booking
- Vacation Care must be cancelled 7 days prior to the day of booking.
- If cancellations are outside of the above guidelines for all Care types = allowable absence + Gap fee.
- No show and no contact with service = allowable absence + gap fee + **\$10.00 administration fee per child.**

Continue failure to cancel will result in bookings being removed to open up for waitlist families.

Child Care Subsidy (CCS)

- The CCS is based on combined family income and activity level of parents / caregivers.
- The CCS is taken off from the fees* of care leaving a remaining amount owing called a **Gap Fee**. This is the fee to be paid by Parents/Caregivers.

***CCS is not given to additional charges added on by service**

To register for CCS

- Families need to ring **Centrelink** on **13 61 50** to apply for CCS.
- Families need to ensure they have a mygov account linked to their centrelink account
- Families need to advise service of the following:
 - Enrolling Parent's CRN number and date of birth
 - Each enrolled child's CRN and date of birth
- Families can attend more than 1 service. ie. Child may attend another OSHC program during the school term, but uses Redwood Park VAC for holiday care.
- Families also need to inform Centrelink and service of siblings using other registered forms of care eg. Another OSHC service, a Child Care Centre or Family Day Care
- Once your enrolment has been received at OSHC you will need to confirm enrolment on your myGov account to receive your CCS payment.

If you do not use care after 13 weeks:

Children who have not used care in 13 consecutive weeks will no longer be eligible for CCS. If you are wanting to use care again you will need to lodge a new claim for CCS.

Cessation of Care – Eligibility for CCS

If a child is booked in to start on a particular date but does not attend on that day, no CCS will be paid until that child physically attends a session of care. Similarly, the child must attend the last day they are booked in prior to ceasing their care with the service. If the child does not physically attend a session of care they are not eligible for CCS.

Payment of Fees and Accounts

- Upon enrolment account holders will complete details for ezidebit transaction withdrawal.
- If choosing direct debit option, there will no additional charge, however if credit card is chosen, an additional 1.87% will be applied
- Account holders will receive a notification that their statement is ready to be viewed, typically by Tuesday afternoon.
- The weekly amount will be withdrawn on the Thursday at 9am of that week.
- If a failed payment occurs, an additional \$14.80 will be added to the account from Ezidebit. You will receive a text from Fullybooked.
- If 2 failed payments occur, we will send you a reminder text and future care will be placed on hold.
- If 3 failed payments occur, 10% penalty will be applied to the account. A final notice letter will be sent to the family and all future bookings will be removed until a successful payment has been received.
- If 4 failed payments occur, the account will be forward to debt collection. Any fees accrued from debt collection will be added to the original amount owing. You will be unable to use the service after this point.

Signing In and Out

- A Parent/Caregiver/Trusted adult must hand over their “Duty of Care” of their child/ren to the educators at the service.
- The “Duty of Care” of their children is accepted by the service when the children have been “BROUGHT IN and SIGNED IN” on the attendance record available on the iPad by the Parents/Caregivers.

What you need to do.

- Locate your child/ren on the list of who is attending for that session
- Tick their name (multiple names if needed) and Select Sign In
- Choose your name from the drop down box
- Sign on the Ipad
- Select Save

Note: Before School Care dismissal times are 8.35am and 8.45am. At 8.40am Preschool children are escorted to preschool. At 8.45am Reception to Year 2 children are dismissed. Reception and Year 1 children are escorted to class. After School Care educators collect children from Reception and Year 1 classes while pre-school children are brought over by Preschool educators.

Late Collection of Children

All children need to be collected from OSHC by 6.00pm sharp, or an earlier time decided by the Director for continual late collections*.**

Parents need to have a clear plan in the case of emergencies. Parents must notify the Director if they are unable to collect their child and they must make every effort to organise another nominated person to collect.

If educator has had no contact from the parent by 6.00pm the Director will:

- Attempt to contact the parents / caregivers / emergency contacts as per enrolment form
- Contact will continue for 30 minutes and at 6.30pm the Director will make contact with the Principal / Deputy and then notify the Police to hand over to their care.
- Parents / Caregivers will then need to contact the local Police Station regarding the whereabouts of their child/ren.

*****If you are late more than 3 times in a term you will be sent a letter stating an earlier collection time decided by the Director. If the earlier time is not followed care will be withdrawn. It is vital all children are collected by 6.00pm sharp.**

Late Collection fee:

After 6.00pm (or earlier time decided by Director) is \$20 per child per 15 minutes or any part there of.

Seesaw Observations

At our service we use Seesaw to share and communicate with families! Images and videos of your children will be post to Seesaw to share their learning. Seesaw is also a way to send messages and reminders including the school holiday program.

Reminder you are not permitted to share these images if they contain children other than your own in them. We will email you a link to access your families seesaw account.

Items from Home

Children are permitted to bring electronics during vacation care or Pupil Free Days, like iPad, iPod or other electrical devices but **no phones are permitted at all time.** Redwood Park OSHC and VAC takes no responsibility for lost or damaged items.

Children are permitted to bring bikes and scooters during vacation care and for pupil free / school closure days. All children must have a helmet to ride. Redwood Park OSHC and VAC takes no responsibility for lost or damaged items.

No other items should be brought to OSHC from home as these items can get lost or damaged.

Liaison with the School

Educators from the service may liaise with School Personnel to ensure the individual needs of the children are met in an appropriate and confidential manner as agreed to on the consents upon enrolment. If outside agencies are involved with children, it is beneficial to include OSHC to maintain consistency, to provide different perspectives on situations and to implement strategies that will assist children.

OSHC and VAC Responsible Behaviour Rule and Guidance

Behaviour Rule and Guidance

The 3 following rules were discussed and made by the children attending the service.

“We keep ourselves, everyone else and the environment safe by making responsible choices of behaviour”

We also have an OSHC rule song that we use as an attention grabber:

Rule number 1 – Sit on your bum

Rule number 2 – Take a buddy with you

Rule number 3 – Ask three before me*

Rule number 4 – Rocks stay on the floor

Rule number 5 – We go down the slide

Rule number 6 – We don't play with sticks

Rule number 7 – Hats on before 11

Rule number 8 – We play inside the gate

Rule number 9 – Safe hand all the time

Rule number 10 – Have fun with your friends

*Rule 3 is about encouraging children to ask their peers for help with simple tasks before asking an adult

All children are expected to make responsible choices of behaviour while attending OSHC and Vacation Care

- Staff actively encourage, acknowledge and give positive feedback for children's responsible choices of behaviour.
- There are steps outlined, to assist children to realise the consequence of irresponsible choices of behaviour and to provide an opportunity for appropriate responsible behaviour choices to be made.

Positive Feedback

Staff will use many methods to give positive feedback for example staff will give credit to children when they are observed making a responsible choice of behaviour. ie. by making a passing comment, asking them what responsible choice of behaviour they made “that was great!”, telling Parents/Caregivers, offering special activity etc.

Steps for Behaviour Guidance

If a child chooses a serious behaviour that puts themselves or anyone else at risk of serious harm, they will be suspended immediately and excluded for 2 weeks of bookings. If the behaviour continues, the exclusion will be for 10 weeks of bookings. The Child, Parents/Caregivers, the Director and the Principal will meet prior to children's return to service.

Step 1: Reminder

- Staff will ask the child how they will make responsible choices of behaviour from now on.

Step 2: Logical consequence

- Staff will ask the child to tell them what they will do next time if something happens again.
- Staff may give the child a logical consequence to help them remember what a responsible choice of behaviour is.

Step 3: Contract

- If further irresponsible behaviour choices are made, the child and educators involved will fill out a contract.
- Child's Parents/Caregivers, will be shown the contract and asked to sign it when they come to collect their child.
- This contract remains in place for 2 weeks your child attends and if further irresponsible behaviour choices are made the child will be **collected immediately and will be unable to attend for the next 2 days booked in to care.**

Step 4: Suspension

- If the child receives **2 contracts in any 10 week period**, they will be **suspended for 2 weeks of bookings.**

Step 5: Exclusion

- If the child receives **3 contracts in any 10 week period**, they will be **excluded for 10 weeks of bookings.**

Step 6: Refusal of Care

- If the child, who has been **excluded for 10 weeks of bookings**, receives **another contract**, they will not be permitted to attend the service in the future.

Sun Safe Notes

As outside play is actively encouraged at the service, it is a requirement that children are dressed appropriately. Clothing such as a T-shirts and their allocated yellow OSHC hat (\$10) must be worn **at all times** when out of the main OSHC room and on excursions except from Week 5 Term 2 until Week 5 Term 3. Children need to keep their OSHC hat in their bag at all times as it is the only hat permitted to be worn at OSHC and VAC. If children are not dressed appropriately, Parents/Caregivers will be called and asked to bring appropriate clothing for their children ASAP or to collect their child from the service. 30+ sunscreen will be offered in Vacation Care, however it is encouraged sunscreen is brought from home, in particular with any allergies or skin irritations. Educators will remind and assist children to apply it. **Thongs, strappy tops, dresses or singlet tops are not suitable to wear at the service any time.**

Hot and Cold Weather, Clothing and Lost Property

- In extreme weather children will remain indoors, if educators determines that it is unsafe for children and educators to be outside.
- Jumpers or jackets are to be worn after 5pm and in the mornings in cold weather.
- Jumpers or jackets are NOT to be worn in the mornings or afternoons in hot weather.
- Please make sure children are dressed appropriately by having layers of clothing to put on or to take off, especially in Vacation Care. Please put your child's name on all belongings.

Drinks

- It is essential that Parents/Caregivers provide drinks on all excursion days. **If children are sent to Vacation Care without a drink bottle they may be asked to be collected.** In the hotter weather please send extra drinks, preferably water, with children. **Fizzy drinks are not recommended by the service.**
- Drinks containing **caffeine** are not permitted at the service and children will not be allowed to purchase these drinks. **If these drinks are sent with children or if children purchase them, the drinks will be confiscated and returned to their Parents/Caregivers when children go home from the service.**
- When on school site a drinking fountain is accessible at all times.
- **Refrigeration space is not available** for the storage of drinks as they can not be frequently accessed. We suggest freezing one for cold water during excursions.

Meals

- Children must bring Recess and Lunch on every day during Pupil Free, School Closure and Vacation Care periods, unless stated on the program.
- Food containing **Nuts** are not to be sent with children to eat in case there are children attending the service who may have a serious reaction/allergy to nuts.
- At OSHC, a variety of nutritious foods, including some vegetarian meals are offered by the service for Breakfast and Afternoon Tea each day.
- Facilities will not be utilised for the heating/cooking of food brought from home due to possible food contamination and safety risks.
- The service actively encourages healthy eating and observes Right Bite guidelines and prefers that families do so as well.

Medication

- If a child needs medication while attending the service a letter of authorisation from a Medical Practitioner is required – all forms available on the school website and must be completed prior to attendance.
- Medication must be in the original container with the label showing child's name, medication name, dosage and how often the medication is to be given. All medication must be provided prior to attendance.
- Parents/Caregivers must complete the service medication record for each day medication is to be administered.
- Educators will record the time the medication was given to child.

Medical, Illness and Infectious Diseases

- Children are not to be sent to the service if they are unwell or have an infectious medical condition.
- If children become unwell while attending the service, educators will care for them and will call their Parents/Caregivers to advise them of the situation.
- Parents/Caregivers may then be asked to arrange for the immediate collection of children from the service.
- Exclusion periods regarding any infectious illness or diseases are displayed at the service and can also be found at <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>
- If children have a medical condition eg. allergies, asthma etc, that may impact on their well-being while at the service, include relevant details on the enrolment form and when need be, on an emergency action plan. It is essential that the matter is brought to the attention of OSHC and VAC Educators.
- **If a child is diagnosed with Asthma, an inhaler and spacer plus medical plan and risk minimization plan must be provided before attendance.**

Information Notice-Boards

- There is a variety of information that the service needs to make available and accessible to all involved ie. Children, Parents/Caregivers, Educators, Management etc.
- Please take the time to look around the room, to read the information and to ask questions of Educators if need be.
- Suggestions for other information that may be required are always welcome.
- It is the Parents/Caregivers responsibility to access or request where relevant information is available.
- In the OSHC Room there are a number of notice-boards containing relevant information for Children, Parents/Caregivers and for Educators. These include routines, Meal options, activities, Children's information, National Quality Framework, School Information, Community resources, art and craft displays.

Educators

As per Legislative Requirements

- An Educational Leader will be identified as the Educator in Charge for each session.
- For every 30 children, the service has a **qualified educator** rostered on for OSHC and VAC.
- If a preschool child is present during OSHC, ratio is 1:11 for the first 11 children then back to 1:15.
- If unable to have the right number of qualified educator, an exemption can be applied for.
- An Educators with Apply First Aid qualification is on site at all times.

Ratios for

- **Before and After School Care** – There are up to 5 Educators rostered on each morning, maximum of 70 children.
- **Home days** – between 11 - 15 children per Educator, maximum of 70 children.
- **Excursion days** – 8 - 10 children per Educator, maximum of 50 children.
- **Water** – 5 children per Educator, maximum of 40 children.

Policy and Procedures

There are complete copies of Policies and Procedures in relation to the National Quality Framework and My Time Our Place Framework available for your referral at the service. Policies and Procedures are updated regularly by the OSHC and VAC Advisory Committee and Parents/Caregivers input are welcome.

Confidentiality and Privacy

- The service protects the confidentiality and privacy of individuals by ensuring all records and information about individual children and families are securely stored.
- These records will only be accessed by or disclosed only to those people
 - Who need the information to fulfill their responsibilities at the service.
 - Who have a legal right to know under current legislation.

Grievance Procedures

It is not acceptable for any Parents/Caregivers to approach a child [other than your own] in an attempt to resolve a conflict.

Below are the procedures to resolve conflict at the service.

Grievance Procedure: Child to Child

1. All children are encouraged and supported to sort out the issues for themselves.
2. Children, who are unable to come to an agreement, may then ask a Educators member for assistance.
3. There is a detailed procedure on display at the service.

Grievance Procedure: Child to Educators

1. Children will be encouraged to discuss their issue with the Educators member involved.
2. If not satisfied with the outcome, children will then need to raise the issue with the Director/Assistant.
3. After investigation and negotiation, if children are still not satisfied, the matter will then be discussed with the Principal who is the Line Manager.

Grievance Procedure: Parent/Caregiver to Service conflict

1. For any conflict at the service, Parents/Caregivers should discuss the matter with the Director.
2. If, after discussion with the Director, Parents/Caregivers are not satisfied, the matter will then need to be raised with the Principal, who is the Line Manager and the outcome advised to the Director and to Parents/Caregivers.
3. If Parents/Caregivers remain unsatisfied, the matter must then be put in writing and taken to the OSHC and VAC committee for consideration and guidance.
4. The OSHC and VAC committee's decision will then be given to the Director and to Parents/Caregivers in writing.

OSHC National Quality Framework – OSHC NQF

- The process of the National Quality Framework leads to the accreditation of the service. The current accreditation is Exceeding.
- OSHC NQF provides opportunities for the OSHC and VAC Community to have an input in regards to the quality of care provided by the Redwood Park OSHC and VAC service.
- OSHC NQF is to ensure that children attending OSHC and VAC have stimulating, positive experiences and interactions that foster their self-esteem and confidence.
- Families will be required to contribute to the process in a variety of ways so take the opportunities to assist and to give feedback to enable the service to continually improve on current practices and to be accredited as providing a quality care service for children.

The aim of the service is to be viewed as a Quality OSHC and VAC service that

- Has clear goals that reflect the philosophy agreed to by Families, Educators and Management which guides all activities at the service.
- Appreciates, includes, respects and fosters the individuality and the interdependence of all children attending the service
- Considers the appropriateness of experiences and activities affecting the children in relation to their interests and level of development.
- Recognises the value of social interactions and recreational experiences for school age children
- Encourages families to become involved in the service and fosters the relationship between families and Educators so they can support each other in their complementary roles.

Suggestions, Feedback, Critical Comments

It is an essential part of the continual improvement plan at OSHC and VAC that all Parents/Caregivers have an opportunity to provide feedback to the service. Feedback can also be given directly to anyone in the Educator team but it is a requirement for Quality Assurance that documentation of feedback is available to view so the trail from the suggestion to possible implementation is visible. If at anytime, Parents/Caregivers are unsatisfied with specific areas of the service provided, it is vital that the service is informed so any remedial action can be taken where possible. An annual survey is emailed to complete online for further feedback and suggestions.