

# **Bilgola Plateau Public School OOSH Centre**

**Brought to you by your P&C**

Our centre is open all year excluding public holidays  
and the Christmas/New Year period

Before School Care 7:00am – 9:00am

After School Care 3:00pm – 6:15pm

Camp Bilgola 7:00am – 6:15pm during school holidays

**Phone – 9918 4768 or 0432 000 817**

**Email – [oosh@bilgolapandc.com.au](mailto:oosh@bilgolapandc.com.au)**

Bilgola Plateau Public School Out of School Hours (OOSH) Care Centre is friendly, warm and inviting. We provide a quality service including before and after school care and an exciting and engaging holiday program - Camp Bilgola.

Our wonderful staff are passionate and professional educators who endeavour to ensure all children have a positive experience whilst in our care.

We aim to maintain continuity of staff to allow for supportive and reciprocal relationships to be formed where both children and their caregivers feel valued and supported.

Our centre follows the My Time, Our Place Framework for School Aged Care in Australia.

The National Quality Framework is comprised of the Education and Care Services National Law and the Education and Care Services National Regulations. Educators at our centre have a comprehensive understanding of the National Quality Framework and endeavour to not only meet the regulations and standards as set out in the framework but to exceed them.

### **2025 Staff**

- Joanna Dalby-Ball - Centre Director/nominated Supervisor/Educational Leader
- Helen Clements – Educational Leader/RP
- Mitchell McWhinney-Senior Educator
- Max Booth-Senior Educator
- Lily Faithfull – Senior Educator/RP
- Margaret Aungle- Senior Educator/RP
- Ella Molloy-Senior Educator/RP
- Jaime Sinclair-Senior Educator
- Danika King-Senior Educator
- Max Faithfull-Educator
- Cate O'Shea-Educator
- Joey Braund-Educator
- James Finn-Educator
- Ruby-Rose Russell-Educator

### **How Do I Register My Child?**

#### **Xplor Home-Our Family App**

Xplor Home is our primary communication channel between our centre and families. The Home App is an interactive platform that you will use to manage signing in and out of the centre, viewing photographs of your child, managing your account, adding contacts to your account, advising absences, and requesting casual bookings.

Through the App you can also view CWA and CCS information, record health requirements and update payment information.

Once you have completed your enrolment form you will be prompted to download the Home App and set up your account. This is an important step that needs to be completed so you can manage all aspects of your account.

### **Permanent v Casual Bookings**

The best way to secure a booking is to make a permanent booking. Permanent bookings are for those families who will be using the service on a regular basis and know what sessions they will need. Permanent bookings receive a reduced fee and offer peace of mind knowing your booking is confirmed. To make a permanent booking be sure to list your requested days on the enrolment form.

We welcome casual bookings; however, we cannot guarantee a booking will be available. Regardless of whether you are making a permanent or casual booking your child must be enrolled.

### **Step 1**

Visit [www.bilgolapandc.com.au](http://www.bilgolapandc.com.au) and select OOSH Enrol & Book. Use the 'Enrolment Form' tab to complete your enrolment.

If you require permanent weekly or fortnightly bookings, please ensure you list these on the enrolment form.

When completing the enrolment please ensure you list all relevant information, particularly any information that will enable us to provide the best care for your child.

If you are claiming CCS please be sure to use correct CRN details, failure to do so will result in full fees being charged. It is the account holders responsibility to enter the correct details.

If you record any health information you will also need to complete a Risk Minimisation Plan with the centre director and if the medical condition is a diagnosed condition with an associated Action Plan, the plan and all accompany medication must be provided before the child's first attendance.

### **Step 2**

Look out for an email inviting you to download the Home App once you have submitted your enrolment.

### **Step 3**

Confirm and sign your CWA (complying written agreement) through the Home App.

### **Step 4**

If you are registered for CCS (childcare subsidy) you will need confirm your enrolment through your MyGov account. Full fees will be charged until the CWA has been signed and the CCS enrolment has been accepted. This is the responsibility of the account holder.

### **Our Vacation Care Program - Camp Bilgola**

Our vacation care program runs throughout the school holidays including pupil free days. We are closed on Public Holidays and for a two-week period over Christmas and New Year. Hours of operation are 7:00am - 6:15pm.

Our summer session of Camp Bilgola program will start on 6<sup>th</sup> January 2025. Our program can be viewed at [www.bilgolapandc.com.au/camp-bilgola](http://www.bilgolapandc.com.au/camp-bilgola) from November 5<sup>th</sup>, 2024.

We provide a stimulating, fun and energetic program and are committed to providing a quality service. Risks assessments are carried out on each excursion. Our excursions have

been an absolute highlight of our program, our adventures take us to parks, beaches, playgrounds, museums, cinemas, Manly waterworks, and many more amazing places. Excursions are fully risk assessed and managed to a very high degree of safety, all children are strictly supervised and stringent procedures are in place to continue our impeccable safety record.

When we are not on excursions, we have a variety of incursions and activities onsite including waterslides, Indigenous experiences, Bilgola MasterChef, eco arts and crafts and many more.

Attending Camp Bilgola during January is a great way for your child to transition to school. As we are on school grounds, children become familiar with the school setting and we have found this to be a positive factor in a smooth transition period. OOSH Director, Joanna Dalby-Ball has completed studies in Early Childhood Education and Social Work and is familiar with the unique needs of children transitioning to school. Many of our vacation care educators are fully qualified teachers or are currently studying teaching. Please discuss any unique needs your child has with us as we can tailor a care plan to assist with the provision of a quality care environment.

### **Our Fees**

Please see the attached 2025 fee schedule for all information regarding fees.

### **Eat Smart, Play Smart - Nutrition and Activity @ Bilgola Plateau Public School OOSH**

The National Quality Standards outline the role OOSH educators have in teaching healthy lifestyles through everyday experiences and routines. Our centre follows the guidelines set out in 'Eat Smart, Play Smart' (a comprehensive guide designed specifically for OOSH services) to ensure that the food and activities provided reflect healthy habits.

**BREAKFAST** - Cereal, fruit, toasts and spreads, yoghurt and muesli are provided between 7:15am-8:15am.

**AFTERNOON TEA** - We have a rotating afternoon tea menu including sushi bowls, make your own wraps, crackers with cheese and dips and pasta amongst other items. We also offer a large platter with a selection of different fruits and vegetables every afternoon - water is available at all times. We cater for dietary requirements and ask that a Care Plan for Dietary Requirements form is filled out prior to attendance. This form is included in your information pack.

**ACTIVITY** - We love the outdoors, our outdoor play area is an awesome space and the children and staff love being involved in a variety of outdoor activities including yoga, dance, gymnastics, soccer, touch footy, rugby, handball and basketball. Our outdoor play area has a fantastic large cubby where the play opportunities are endless. We understand the importance of adequate physical activity and provide an abundance of options to engage in physical activity.

**SCREEN TIME** – we limit screen time to occasional use. Children are not permitted to bring their own screens to OOSH. We have a Wii and television that is used in rainy weather and or after 5.45pm. Movies are watched occasionally during afterschool care and Camp Bilgola. Before any digital entertainment is used, children have spent hours playing and creating.

**Personal Belongings** - Please do not send any toys/items from home with your child (except a comfort item) as these may get lost. Our centre takes no responsibility for items brought from home.

### **The Management Committee**

Regular staff and executive meetings are held to ensure that our policies, procedures and work instructions are being performed correctly and are relevant to the centre, staff members, children and their families. We openly invite parent involvement, suggestions and feedback. If you would like further information regarding our meetings or would like to be involved, please contact the office on 9918 4768 or [oosh@bilgolapandc.com.au](mailto:oosh@bilgolapandc.com.au).

Our approved provider is the school P&C association. If you would like to contact them please email [president@bilgolapandc.com.au](mailto:president@bilgolapandc.com.au)

### **Office Details**

If you would like assistance with any part of the enrolment process or need more information, please contact:

Joanna Dalby-Ball

Director

9918 4768

[oosh@bilgolapandc.com.au](mailto:oosh@bilgolapandc.com.au)