



**Gumdale State School
Parents and Citizens Association**
677 New Cleveland Road
P.O. Box 6, Gumdale QLD 4154
Email: pandc@gumdaless.eq.edu.au



Thursday 13 June 2019

To All Gumdale State School Families,

Effective from Tuesday 24 September 2019, the Gumdale State School outside school hours care service will be operated by Gumdale OSHC (GOSHC). GOSHC is owned and operated by the Gumdale State School P&C Association.

This is an exciting venture and one that will benefit the school and the greater Gumdale community.

About GOSHC

Gumdale OSHC (GOSHC) are committed to providing children with quality learning opportunities, delivered in a safe, secure and stimulating environment, while aspiring to deliver the highest standard of care. All our endeavours support the values and mission of Gumdale State School (GSS) benefiting the educational experience of all students. GOSHC will embrace the Gumdale State School philosophies of "GROW" and "Always Our Best".

The Gumdale OSHC service will ensure the health, safety & wellbeing of our children in line with the National Quality Framework, associated legislation and the GSS values. Profits will be directed to the ongoing improvement of the service and to the GSS P&C, which will ultimately benefit GSS students.

GSS families and children are front and center of this initiative.

Key Information

To assist families in a greater understanding of a P&C operated OSHC service, we have provided a list of ***Frequently Asked Questions and Answers*** on the following page.

Kind regards,

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Frequently Asked Questions & Answers (GOSHHC)

1. What is the role of the **P&C Executive and P&C Members**?
 - ✓ The P&C Executive are the “Approved Provider” and “Service Provider” of the OSHC service.
 - ✓ The P&C President as Delegated Executive Officer is the supervisor for the OSHC program and OSHC staff. Any issues (such as compliance matters) must be reported to the P&C President. Although the school Principal will exercise certain authorities in the establishment of the ‘occupancy agreement’, he/she is not responsible for the operation of the OSHC program.
 - ✓ No member of the P&C Executive will be undertaking a “paid” position of any sort relating to GOSHHC.
2. Will there be changes to the **staffing** levels?
 - ✓ An organizational chart has been developed and aligns with other P&C operated OSHC services and is similar to the YMCA structure.
 - ✓ All current YMCA (GSS) staff will be offered the opportunity for due consideration within the GOSHHC organisational chart.
 - ✓ GOSHHC will be run by a permanently employed OSHC Coordinator.
 - ✓ The following staff will report to the OSHC Coordinator – OSHC Assistant Coordinator, Educational Leader, Administration & Finance Support and Educators.
3. Will **fees** increase?
 - ✓ GOSHHC will be matching the fee structure that YMCA has in place as at September 2019.
 - ✓ Any subsequent fee increase will be the result of increased operating costs and wages.
 - ✓ Wages generally increase each year as per the Parents & Citizens Association Award.
4. Will **operating times** change?
 - ✓ Operating times will not change from the current YMCA offering (Before School – 6:00am to 9:00am, After School – 3:00pm to 6:00pm, Vacation & Pupil Free Days – 6:00am to 6:00pm).
5. Will the **timeline** be sufficient enough to establish a quality OSHC service?
 - ✓ The project is ahead of schedule as at 13 June 2019.



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6. What date will the service **commence**?
 - ✓ YMCA will be vacating the premises on Saturday 21 September 2019 which will not leave enough time for GOSH to adequately set up in time to offer services for Monday 23 September 2019.
 - ✓ At this stage, **GOSH will commence from Tuesday 24 September 2019** for the school holiday period and ongoing.
 - ✓ Alternative care arrangements will need to be made by families for Monday 23 September 2019.
 7. Will there be changes to the **food** being offered?
 - ✓ The GSS P&C believe there is an opportunity for this area to improve and GOSH will address this accordingly.
 8. Will there be **parent/family consultation**?
 - ✓ The P&C will undertake “market research” and engage with parents & families before the proposed commencement date of 23 September 2019 to seek feedback on areas where the service can improve.
 9. Will there be an improvement in the quality & quantity of **resources** offered at GOSH?
 - ✓ Yes.
 - ✓ The P&C will be purchasing brand new equipment and resources to suit the caliber of our school and our children.
 - ✓ The “look and feel” will be described as “**natural and sustainable in a home-like setting**”.
 - ✓ The resources will have a STEAM orientation ie. Science, Technology, Engineering, Arts, Maths.
 10. How will GOSH cater for children with **special needs**?

Where additional needs have been identified upon enrolment, our team will work collaboratively with family members and where possible specialists and resource agencies to:

 - ✓ plan for the inclusion of children with additional needs
 - ✓ access adaptive equipment to support children’s requirements
 - ✓ facilitate access to support services required whilst the child is at the service eg. Inclusion Support QLD



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11. How will GOSHC manage **child safety**?

- ✓ Our goal is to ensure the safety, health and wellbeing of children attending our service and to ensure that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. This is done in a variety of ways and reflective of requirements by law. These include but are not limited to daily, weekly, monthly scheduled safety audits, playground checks, risk assessments, strict policies and procedures, correct ratios and consistent ratio checks during operation, maintenance schedules, supervision, procedures for only releasing children into the care of authorised collectors, registers of staff first aid and blue card validations.

12. Has GOSHC considered **behaviour management**?

- ✓ Our goal is to guide children's behaviour in a positive and constructive way that promotes empathy, confidence, peer guidance and self-control and provides them with strategies for life. We will train educators to use behaviour management strategies which ensure that children are treated with respect and empathy. This is done through regular behavior management training with educators upon induction and throughout the year, working collaboratively with families to create behavior management plans when needed and working alongside the school to ensure consistency between home, school and GOSHC. We will also adapt the "Grow" behavior values of the school for consistency for children.

13. What **insurances** will be taken out?

- ✓ All necessary insurance policies have already been purchased through P&Cs QLD.
- ✓ Additional insurance that indemnifies and protects current and future P&C Executive and staff will also be purchased.

14. How will our family **enrol** in GOSHC?

- ✓ All students currently enrolled at YMCA will be offered positions for care at GOSHC.
- ✓ New **enrolment** packs, family handbooks and direct debit/payment forms will need to be completed by all families. These new enrolment packs will be sent to all families before the changeover.
- ✓ YMCA are working closely and collaboratively with GOSHC to ensure a smooth handover maintaining confidentiality and privacy is adhered to.
- ✓ The GOSHC staff, led by the OSHC Coordinator, will be responsible for administering enrolments.
- ✓ There is no need or requirement that members of the P&C have access to enrolment records.



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15. What other QLD school P&C Associations successfully operate the OSCHC service at their school?

- ✓ There are approximately 86 OSHC services run by the P&C (Source: [ACECQA](#)). Some examples below;
 - ✓ Buderim State School
 - ✓ Macdowall State School
 - ✓ Indooroopilly State School
 - ✓ Wondall Heights State School
 - ✓ Eatons Hill State School
 - ✓ Southport State School
 - ✓ Samford State School
 - ✓ Bulimba State School
 - ✓ Bli Bli State School

16. The GSS P&C have engaged a specialist project management consultancy to assist in the successful delivery of the project. Who is [Absolute Support Pty Ltd \(AS\)](#) and what do they do?

- ✓ A management & consultancy business, based at Wynnum, specialising in early education & child care services.
- ✓ [Juanita Bellhouse \(Operations Manager\)](#) will be the key contact for GOSHC and is available for phone, email and in-person support as required during set-up phase and once operational. Juanita networks closely with [QCAN](#) (QLD Children's Activity Network) - an independent, not for profit organisation established to provide training, resources, information and support to the OSHC sector in Queensland.
- ✓ **AS** will deliver support encompassing the following; space, resources, branding, uniforms, logos, regulatory registrations, recruitment & selection, inductions, staff training, reporting requirements.

17. Where is **additional information** on this topic available?

- ✓ [P&C Queensland](#)
- ✓ [Queensland Government](#)
- ✓ [QCAN](#) – QLD Children's Activity Network (specialising in OSHC)
- ✓ [ACECQA](#) – Australian Children's Education & Care Authority

For any further questions, please email –

goshc@gumdalesspc.org.au

