

BEFORE AND AFTER SCHOOL CARE UNDER NEW MANAGEMENT!

Dear Parents and Carers,

5th December 2008

Primary OSHCare is delighted to announce that from Wednesday 28th January 2009 we will be managing the Parramatta East Out of School Hours Care Centre.

Our organisation has many years of experience and is committed to working with schools and families to provide Centres which are unique and designed for the individual communities which they serve. We are very much looking forward to working with you all to ensure that our Centre here offers a high quality program which children love to attend and an environment in which parents feel that their children are safe and secure.

Please be reassured that **all children will be accepted into the Centre and that currently booked places are not at risk**. However, we will need to obtain from each family completed enrolment information as outlined below.

Our management system requires an on site Co-ordinator who is responsible for the management, programming and daily operations of the Centre and regular reporting to the Centre Manager. In addition we would like to employ a full time Assistant Co-ordinator and additional part time staff according to numbers of children. It is our intention to implement and maintain a consistent roster of staff to foster the development of a professional team and ensure that children and families are secure.

The Centre will be undergoing a small renovation over the holiday period. We will attempt to create a new environment for our children in OSHC, whilst maintaining appropriate access to all the school staff and children who may use the space during the school day. There will also be new equipment and resources to enable the staff to plan a stimulating and engaging program for the children.

In order for us to begin the term efficiently and well prepared, **new and existing users of the service will need to complete paperwork required for registration, bookings and enrolment. It is ideal if we can have these completed before the end of term** so that data can be entered into the computer system and the appropriate forms etc created. Enrolment packs are attached to this letter – these contain the forms which you will need to enrol your child at the Centre from Term 1. Completed forms can be returned to the school office or mailed to Primary OSHCare, PO Box 682 Rozelle 2039.

Unfortunately we will not be able to offer Vacation Care at the Centre during January, though this will be offered for all subsequent holidays.

We would also like to invite you to an Information Evening which will be held early in the new term, by arrangement with school staff. You will be able to ask questions, clarify any concerns and meet the staff who are working with your children. Any immediate questions can be answered by emailing suzanne@primaryoshcare.com.au. Centre contact details, including email and phone, will be made available by the beginning of term.

We look forward to meeting your family and to providing you and your children with a high quality OSHC service.

Yours sincerely

Suzanne Blythin

Managing Director