



OSHCWA 2017 DIARY

YEAR AT A GLANCE

2017

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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30	31					

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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31						



Important Contacts

Medical and Emergency Assistance

- *Emergency assistance: Ambulance, Police and Fire services*
000 or 112(mobiles)
- *Crisis Care*
9223 1111
- *Health direct – 24 hour helpline staffed by registered nurses*
1800 022 222
- *Poisons information*
13 11 26
- *Kids helpline*
1300 551 800
- *Parent helpline*
1800 654 432
- *Western Power – Electrical faults*
13 13 51
- *Synergy – Gas faults*
13 13 52

Service contacts

- *ECRU – Education and Care Regulatory Unit*
08 6551 8333
- *Childcare management helpline*
13 36 84

Peak Bodies

- *ACECQA – Australian Children’s Education and Care Quality Authority*
<http://www.acecqa.gov.au>
1300 422 327
- *NOSHSA – National Outside School Hours Services Australia*
<http://www.noshsa.org.au>
Email noshsa@noshsa.org.au
- *OSHCwa – Outside School Hours Care Western Australia*
www.oshcwa.com
Email oshcwa@gmail.com

My Contacts

Name	Phone	Email

TERM 1

Community Events

- (1st - 28th Feb) Feel good February
- (14th Feb) Valentine's Day
- (25th - 4th Mar) Sea Week
- (28th Feb) Pancake Day
- (1st Mar) World Compliment Day
- (3rd Mar) Ride to school day
- (3rd March) School Clean-up day - Clean Up Australia
- (11th - 18th Mar) Cultural Diversity Week
- (17th Mar) St Patrick's Day
- (18th Mar) Earth Hour
- (21st Mar) Harmony Day
- (22nd Mar) World Water Day
- (26th Mar) Purple Day (Epilepsy Australia)
- (26th Mar) Neighbour Day
- (1st Apr) National Smile Day
- (6th - 16th Apr) Nature Play Week



February

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My notes/reminders

<p>Monday</p> <p>Date:</p>
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My notes/reminders

February

Monday Date:
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Friday Date:

My notes/reminders



February

Monday Date:
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My notes/reminders

February

Monday Date:
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Friday Date:

My notes/reminders



COMMUNITY EVENT

OSHC EARTH HOUR

FRIDAY 24th MARCH

4 – 5pm

How to get involved

Visit www.oshcwa.com

To download your participation package

Visit www.earthhour.org.au to find out more about other community events in your area.

On Friday the 24th of March hold a “power and technology free” afternoon while supporting children to broaden their understanding of sustainability and caring for the natural world.

SUSTAINABILITY ACTION PLAN (PART 1)

QA3 - REVIEW OF CURRENT PRACTICES

ACCESS TO THE NATURAL WORLD

PROMOTING SUSTAINABILITY WITHIN YOUR PROGRAM AND LEARNING AREAS

SERVICE POLICY AND PROCEDURES THAT SUPPORT SUSTAINABILITY

REDUCING YOUR CARBON FOOTPRINT – Eco Friendly practices.

COMMUNITY LINKS AND PARTNERSHIPS

SUSTAINABILITY ACTION PLAN (PART 2)

QA3 – PLANS FOR FUTURE IMPROVEMENT

ACCESS TO THE NATURAL WORLD

Area of improvement	Person responsible.	Date

PROMOTING SUSTAINABILITY WITHIN YOUR PROGRAM AND LEARNING AREAS

Area of improvement	Person responsible.	Date

SERVICE POLICY AND PROCEDURES THAT SUPPORT SUSTAINABILITY

Area of improvement	Person responsible.	Date

REDUCING YOUR CARBON FOOTPRINT – Eco Friendly practices.

Area of improvement	Person responsible.	Date

COMMUNITY LINKS AND PARTNERSHIPS

Area of improvement	Person responsible.	Date

Feb/Mar

Monday Date:
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My notes/reminders

March

Monday Date:
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My notes/reminders

March

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Tuesday Date:
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My notes/reminders

March

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My notes/reminders

March

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My notes/reminders

April

<p>Monday</p> <p>Date:</p>
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My notes/reminders

Excursion Planning

General planning

- ✓ Ensure your proposed outing is linked to your service program/curriculum.
- ✓ Ensure you have completed your risk assessment / excursion plan for the outing.
- ✓ Complete an outline of the proposed excursion that includes the information for the staff who will be supervising on the day including;
 - The address and contact details of the venue.
 - The travel information including the contact details of the bus company.
 - Information about the proposed activity and additional items required for the excursion.
 - The method of identification you will be using for the outing e.g. arm bands with the service name and phone number, matching hats or lanyards with service details on them.

Before sending the program out to families have you ensured that you have:

- ✓ Booked the outing
- ✓ Booked the transportation for the outing
- ✓ Ensured that you are able to roster sufficient staff members to conduct the outing
- ✓ Ensure that your approved provider has approved the outing
- ✓ Completed and attached a parental consent form to your vacation care program.

Before the day of the outing:

- ✓ Ensure that you have access to the entry fee required or you have sorted out an account system with the company.

On morning of the outing:

- ✓ Ensure all children attending have a signed parental consent form for the outing
- ✓ Ensure that your outing plan/risk assessment form is on display for families including the emergency contact number should they need to reach you while out on excursion.
- ✓ Ensure all children have the relevant protective clothing required for the excursion e.g. closed in shoes, hats and t-shirts that cover shoulders.
- ✓ Ensure you have packed an excursion bag containing your 1st aid kit, spare hats, sun cream, spare clothes, tissues, mobile phone, hand wipes, copy of emergency contact information and medical information for all children attending the excursion, any medications required and action plans for children as appropriate.
- ✓ Do you need to bring drinking water or snacks along?
- ✓ Do you need to bring table covers or picnic rugs along?
- ✓ Do you need to bring along additional equipment e.g. sports gear or safety gear?

Excursion Planning_(cont)

On the day – immediately prior to departing on the excursion ensure all staff and volunteers attending understand:

- ✓ Their supervision obligations – will they be responsible for a small group of children or will children be supervised in one group.
- ✓ Who is responsible for administering 1st aid treatment and medical aid to children with medical conditions?
- ✓ If there are any children attending who have additional needs or require a higher level of supervision, if so who is has been assigned this duty.
- ✓ What is going to happen during the excursion the general plan for the day
- ✓ What is going to happen during meal times, are staff able to buy food and drinks or do they need to pack their own?
- ✓ What uniform requirements are required of them e.g. matching centre shirts for identification, name badges, hats closed in shoes etc.
- ✓ Emergency information e.g. staff contact (mobile phone?) meeting points, what to do in case of accident, what to do in case of bus breakdown etc.
- ✓ Bathroom procedures for outings

On the day – immediately prior to departing on the excursion ensure all children attending understand:

- ✓ Which group and adult they have been assigned to during the course of the excursion
- ✓ Any rules or behaviour guidelines to be abided by during the excursion
- ✓ Expectation of behaviour while traveling e.g. seat belts, inside voices etc.
- ✓ What to do if they become separated from the group
- ✓ What to do if they require the use of the bathrooms during the outing
- ✓ What to do if they become ill or injured while out on excursion.
- ✓ What they need to bring with them

Before leaving the service ensure you have placed your excursion plan and emergency contact details in a clearly visible place by the front door.

While on excursion staff should ensure they:

- ✓ Perform regular head counts and roll checks
- ✓ Ensure sun safe practices are being implemented
- ✓ Ensure that children are supervised

On return to the service staff should ensure that a copy of the record of excursion is filed along with the excursion plan and a list of children who attended the excursion and copies of the parental consent forms.

April

Monday Date:
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My notes/reminders

April

Monday Date:
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Thursday Date:
Friday Date:

My notes/reminders

TERM 2

Community Events

(6th – 16th April) Nature Play Week
 (7th April) World Health Day
 (7th – 16th April) National Youth Week
 (10th – 18th April) Passover (Jewish Holiday)
 (14th – 17th April) Easter
 (22nd April) Earth Day
 (25th April) Anzac Day
 (1st May – 30th June) Australia's Biggest Morning Tea - Cancer Council
 (4th May) Play Outside Day
 (6th – 13th May) Heart Week - Heart foundation
 (7th May) Mother's Day
 (15th May) International Day of Families - United Nations
 (15th – 21st May) National Families Week – Families Australia
 (19th May) Walk Safely to School Day
 (20th May) Vesak – Festival of Light – Buddhist celebration
 (21st – 27th May) Food Allergy Week – Allergy and Anaphylaxis Australia
 (27th May – 25 June) Ramadam – Islam
 (27th May – 3rd June) National Reconciliation Week – Reconciliation Australia
 (3rd June) Mabo Day
 (5th June) World Environment day
 (21st June) International day of Yoga – United Nations
 (24th June) Red Nose Day – SIDS and Kids
 (2nd – 9th July) NAIDOC Week



April

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My notes/reminders

May

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My notes/reminders

May

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My notes/reminders

May

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My notes/reminders

May/June

<p>Monday</p> <p>Date:</p>
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My notes/reminders



Utilising AEDC Data within OSHC Services

AEDC Data can be used as a starting point when planning your services links within the local community, it will help you to identify areas where additional support may be beneficial to the children in attendance as well as to support your educators to gain a richer understanding of the needs of the children attending your service at present as well as into the future.

Step 1 Read the "About the AEDC domains" fact sheet

This fact sheet will support you to understand the developmental domains used and what parts of children's development they measure. You can access this fact sheet from <https://www.aedc.gov.au/resources/fact-sheets>.

Step 2 Locate your service data

(Please note that data is connected to children's home suburb and for some children whose families choose to access programs outside of their home suburb you will need to be aware of looking at the data for all home suburbs of children attending to gain accurate information.) Visit <https://www.aedc.gov.au/data/data-explorer>

Data Explorer provides a snapshot of the trends for the local area over time and can support services to quickly identify areas where additional support may be advantageous.

For more detailed information visit

<https://www.aedc.gov.au/resources/community-profiles>

The community profile section will provide you with additional information on children's cultural and linguistic backgrounds as well as a more detailed profile of the children's areas of vulnerability by suburb.

Utilising AEDC Data within OSHC Services (cont)

Step 3 Create a plan

- ✓ Identify areas of strength and vulnerability across each of the five developmental domains for children attending your service.
- ✓ Discuss as a group your services capacity to support children and families.
- ✓ Identify what can feasibly be done and who it will involve.
- ✓ Seek the support of relevant stakeholders within your community.
- ✓ Create a plan of short term, medium term and long term goals.
- ✓ Review your plan and the data annually to ensure it is still meeting your local community needs.

An example plan can be found in the AEDC User Guide: Early Childhood Sector fact sheet a copy of this resource is available from <https://www.aedc.gov.au/early-childhood/resources-for-early-childhood-educators>

Simple ideas to get you started

- ✓ Seek links with other services within your community
- ✓ Provide information within the service (website links, brochures, posters etc)
- ✓ Invite partnerships (Invite in guest speakers, team up with other professionals)
- ✓ Provide families with opportunities to increase their skills and knowledge (offer workshops, parent information nights and links to support groups)
- ✓ Develop targeted programs within your services curriculum to support children to further develop skills
- ✓ Share your knowledge (Keep families informed of your journey)

For more information

Visit the AEDC website or

The Office of Early Childhood Development and Learning using the links below:

<https://www.aedc.gov.au>

<http://det.wa.edu.au/curriculumsupport/earlychildhood/detcms/navigation/initiatives/australian-early-development-census/>

NQF Links

Standard 6.2 - Element 6.2.2 - Standard 6.3 - Element 6.3.1 - Element 6.3.2 - Element 6.3.4

June

Monday Date:
Tuesday Date:
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My notes/reminders

June

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My notes/reminders

June

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My notes/reminders

June

Monday Date:
Tuesday Date:
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Thursday Date:
Friday Date:

My notes/reminders

Community Event

NAIDOC Week

2nd – 9th July

2017 Theme

OUR LANGUAGES MATTER



Visit www.naidoc.org.au for more information

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My notes/reminders

<p>Monday</p> <p>Date:</p>
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My notes/reminders

TERM 3

Community Events

(21st July) National Pyjama Day – The Pyjama Foundation
(24th July) Stress Down Day - Lifeline
(28th July) School Tree Day – Planet Ark
(30th July) International Day of Friendship – United Nations
(1st – 7th Aug) Dental Health Week
(4th Aug) National Aboriginal and Islander Children’s Day
(12th – 20th Aug) National Science Week – Dept. of Education
(13th Aug) Left Handers Day
(14th Aug) Cupcake Day – RSPCA
(19th – 25th Aug) Book Week
(21st – 27th Aug) Keep Australia Beautiful Week
(1st - 7th Sep) National Asthma Week
(2nd Sep) Footy Colours Day – Fight Cancer Foundation
(3rd – 9th Sep) National Child Protection Week – NAPCAN
(4th Sep) Father’s Day
(8th Sep) R U OK? Day
(19th Sep) Talk like a Pirate Day
(21st Sep) World Gratitude Day



July

Monday Date:
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My notes/reminders

July

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My notes/reminders

July/Aug

Monday Date:
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My notes/reminders

August

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My notes/reminders

August

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My notes/reminders

August

Monday Date:
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My notes/reminders

Aug/Sep

Monday Date:
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Friday Date:

My notes/reminders

Tips for maintaining a safe and healthy environment

First Aid Kits

- ✓ Ensure you have available sufficient first aid kits to enable educators to have access to one at all times (e.g. one for each bus run, one for each group on excursion etc).
- ✓ Check dates on all supplies in your kit monthly as well as dates on any medications stored at the service.
- ✓ Ensure items are restocked regularly.

Smoke Alarms

- ✓ Test your smoke alarms monthly.

Handwashing

- ✓ Display handwashing posters by all handwashing sinks.
- ✓ Ensure educators and children have access to soap, running water and hand drying facilities at all times (if unavailable such as when on excursion ensure you have a contingency plan such as the use of hand sanitiser or hand wipes)

Medications

- ✓ Ensure medications are stored in a lockable area out of children's reach.
- ✓ Ensure medication forms are made available for families
- ✓ Ensure any medications administered are checked by 1 educator with First Aid Qualifications and another educator prior to being given to the child.

Sun Safety

- ✓ Ensure you check the expiration date on sun cream used by children at the service.
- ✓ Ensure children with allergies bring along their own sun cream from home.
- ✓ Display sun safe information including the UV index each day.

September

Monday Date:
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My notes/reminders



September

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My notes/reminders

September

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My notes/reminders

September

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My notes/reminders

October

Monday Date:
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Wednesday Date:
Thursday Date:
Friday Date:

My notes/reminders

TERM 4

Community Events

- (2nd – 8th Oct) Neighborhood Watch Week
- (5th Oct) World Teachers Day
- (11th Oct) International Day of the Girl Child - United Nations
- (15th Oct) Global Handwashing Day
- (15th – 21st Oct) National Water Week
- (19th Oct) Diwali – Festival of lights – Hindu, Jain and Sikh religions
- (21st – 29th Oct) Children’s Week
- (25th Oct) National Kidsafe Day
- (5th – 11th Nov) National Recycling Week
- (11th Nov) Remembrance Day
- (13th Nov) World Kindness Day
- (25th Dec) Christmas



October

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My notes/reminders

October

Monday Date:
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My notes/reminders

October

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My notes/reminders

Oct/Nov

Monday Date:
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My notes/reminders

Educational Leader Role

Fact....

- Educational leader is required to be familiar with the services program (style & content).
- The role of the Educational leader is to mentor all services educators to support them to understand the requirements of QA1.
- The role of the Educational leader is to lead the services development and critical reflection of the program as well as exposing educators to new ideas and concepts.
- Your educational leader needs to be appointed by your approved provider and ensure that their name is displayed for families.
- Educational leaders are required to document their role.

Fiction...

- Educational leaders do not have to complete programming and evaluations.
- There is currently no specific list of required qualifications for educational leaders.
- The educational leader should never be the only educator who understands and facilitates the daily program and should not be the only person within the service who discusses children's learning journeys with family members.

Leading adult learners

- ✓ Set an agenda for meetings and share information prior to meeting so everyone feels prepared to contribute.
- ✓ Create a safe space where people feel free to share and safe to discuss issues and challenges.
- ✓ Get to know each educators preferred learning style.
- ✓ Arrange learning tasks in ways that are fun and engaging.
- ✓ Allow time for discussion of more in depth topics.
- ✓ Listen and acknowledge contributions from all educators.
- ✓ Remember that change takes times and is best achieved when new ideas are planned for and implemented in a collaborative way.
- ✓ Follow up on actions.
- ✓ Be positive and preserve... expect setbacks, challenges and roadblocks.
- ✓ Celebrate your journey

November

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My notes/reminders

November

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My notes/reminders

November

Monday Date:
Tuesday Date:
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Thursday Date:
Friday Date:

My notes/reminders

Nov/Dec

Monday Date:
Tuesday Date:
Wednesday Date:
Thursday Date:
Friday Date:

My notes/reminders

Supervision Considerations

When planning your program

- What level of instruction and adult participation will children require in order to participate in planned experiences?
- How will this impact on the educator's ability to supervise the general area?
- How many children will be attendance?
- How many can safely participate in each experience?
- What other routine experiences will be occurring simultaneously that may impact on educator's supervision requirements during planned adult lead experiences?
- Do you have a contingency plan for unexpected emergency situations?

When planning your roster

- How many educators will be on site during the session?
- How many separate licensed spaces will be offered to children to choose from at any one time?
- Do you know each educator's skill level and area of expertise and are these used to plan the roster and program?
- What non-contact duties or one-on-one duties are required that will impact on general supervision levels?

When setting up your learning areas

- Are windows, gates and exit door clearly visible at all times?
- Are learning areas set up to avoid supervision blind spots?
- Are all glass windows and doors uncovered to provide educators with a clear line of sight?

When inducting new staff

- Are they provided with a copy of the services risk assessments that outlines supervision hot spots and high risk areas?
- Are they made aware of children's specific supervision needs?
- Are they aware of the services procedure for monitoring and communicating children's movements during the care session?
- Are they made aware of the services arrival and collection of children policy and procedures?

December

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My notes/reminders

December

Monday Date:
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My notes/reminders

