



Jamboree Heights State School
Parents & Citizen's Association

35 Beanland Street
 Jamboree Heights
 QLD, 4074

Agenda for Meeting on Monday 16th September 2019

Date:	16 th September 2019	Location:	JHSS Staff Room
			*
Chair:	Libby Schuring	Minute Taker:	Sarah McDermott
Attendees:		Time:	6.30pm
Apologies:			

No	What	Who
1.1	Acceptance of the previous minutes	
1.2	Amendments from the previous minutes	
1.3	Review of business arising from previous minutes	Nil
	Standing Agenda	
2	Quality Improvement	
2.1	Feedback	
2.1.1	• Compliments	Libby
2.1.2	• Complaints	
2.2	Confirmation of Executive Committee's Decision	NIL
2.3	Guest Speaker	NIL
2.4	Treasurer's Report	
2.4.1	• General Report	Brendan
2.5	Principal's Report	
2.5.1	• General Report	Cam

2.6	Sub Committee Reports	
2.6.1	<ul style="list-style-type: none"> ● Music <ul style="list-style-type: none"> ○ General Report 	Belinda
2.6.2	<ul style="list-style-type: none"> ● Sports <ul style="list-style-type: none"> ○ General Report 	Matt
2.6.3	<ul style="list-style-type: none"> ● OSHC <ul style="list-style-type: none"> ○ General Coordinators Report 	Tristan
2.6.4	<ul style="list-style-type: none"> ● Tuckshop <ul style="list-style-type: none"> ○ General report 	Mel
2.6.5	<ul style="list-style-type: none"> ● Uniforms <ul style="list-style-type: none"> ○ General report 	Helen
2.6.6	<ul style="list-style-type: none"> ● Sustainability Committee <ul style="list-style-type: none"> ○ General report - No meeting - nothing to report 	David
2.6.7	<ul style="list-style-type: none"> ● Community Grants <ul style="list-style-type: none"> ○ General report 	Dan
2.7	Motions on Notice	
2.8	General Business <ul style="list-style-type: none"> ● QKR / Flexischools ● Father's Day stall ● 2020 Fundraising ● Bluestone Bookkeeping Services 	Libby
3	New Business	
4	New Memberships <ul style="list-style-type: none"> ● New Memberships 	
5	Next Meeting: <ul style="list-style-type: none"> ● Monday 21st October, 6.30pm in Staffroom 	
6	Close:	

Code of Cooperation

1. *We start on time and finish on time.*
2. *We all participate and contribute – everyone is given opportunity to voice their opinions.*
3. *We use improvement tools that enhance meeting efficiency and effectiveness.*
4. *We actively listen to what others have to say, seeking first to understand, then to be understood.*

5. *We follow-up on the actions we are assigned responsibility for and complete them on time.*
6. *We give and receive open and honest feedback in a constructive manner.*
7. *We use data to make decisions (whenever possible).*
8. *We strive to continually improve our meeting process and build time into each agenda for reflection.*



Jamboree Heights State School
Parents & Citizen's Association

35 Beanland Street
Jamboree Heights
QLD, 4074

Minutes of Meeting held on 19th August 2019

PRESENT: Melanie Crowhurst, Tristan Dieben, Brendan Ellacott, David Gunsberg, Greg Klopper, Sarah McDermott, Elizabeth Schuring, Helen Shogren, Belinda Smith, Cam Wallace, Joann Yowe, David Zaloudek

APOLOGIES: Nia Thomas, Lyndel Ivory-Lisle, Felicity Rasmussen, Matt Mitchell

MEETING OPENED:

Libby opened the meeting 6:37pm

ACCEPTANCE OF THE PREVIOUS MINUTES

Motion 1 – That the minutes as circulated be accepted as a true and correct record of the previous meeting.

Moved: Tristan Dieben Second: Greg Klopper

AMENDMENTS FROM THE PREVIOUS MINUTES

Nil

Feedback

- Compliments - Nil
- Complaints - Nil

Confirmation of Executive Committee's Decision

- NIL

TREASURER'S REPORT

Report Attached

Motion 2 – That the Treasurer's report be adopted.

Moved: Tristan Dieben Second: Belinda Smith

PRINCIPAL'S REPORT

- Report Attached
 - Proposal for the allocation of the new classrooms report (attached)

Motion 3 – That the Principal's report be adopted.
Moved: Belinda Smith Second: Brendan Ellacott

Motion 4 – That the proposal to build the new classrooms in the proposed building Platform option 1 be agreed.

Vote: Unanimous

PERFORMING ARTS

- Report Attached
 - Discussions were held regarding selling tickets for the gala concert on Flexi Schools.
 - Flexi School systems do not allow any capacity to cap tickets per household. Therefore families can order as many tickets as they want.
 - The previous music event, Flexi schools was used and there was hardly any sales online and produced a lot of work behind the scene.
 - The performance Arts Committee produced a quote for \$1,640 from Talk Audio Visual (attached) for a portable wireless PA system, which was approved at the Performance Arts Committee and requested approval at the P&C meeting.
 - The P&C Committee requested more information and further quotes as only 1 quote was produced at this meeting.
 - The P&C Committee requested further information on the reasons behind the purchase of wireless mobile PA system, when the school already owns one.
 - Performance Art committee requested the purchase of new flute.
 - Currently JHSS hires 2 flutes from other schools and needs to replace the one JHSS own.
 - Just need one flute as the second is being replaced via the asset register.

Motion 5 – That the Performing Art's report be adopted.
Moved: Tristan Dieben Second: Brendan Ellacott

Motion 6 – That the Performing Art's purchase a new flute.

Vote: unanimous

Motion 7 – That the Performing Art's purchase a wireless mobile PA system up to the cost of \$1,640.

Vote: No - 11 to Yes - 0

SPORT

- Meeting held immediately before P&C meeting. Verbal report only
 - A sausage sizzle will be held on Wednesday, 28th August 2019 for the junior sports carnival
 - Flexi schools to be switched on for orders for the sausage sizzle.
 - Melanie Crowhurst, Tuck shop has agreed to turn on and should be up and running by 20th August 2019.
 - Orders to close Tuesday, 27th August 2019 at 9am.

OSHC

- Report Attached.
 - Amendment to report – under “Quality Improvement”, times should read 2:45pm – 4:45pm not 2:45pm – 5:45pm.
 - September 2019 Vacation Care Program (attached).
 - Booking and cancellations policy (attached).
 - JHSS OSHC Parent Survey (attached).
 - OSHC advised the kitchen is in need of repair. Groundsman, Bryce, has suggested purchasing a flat pack i.e., Ikea / Bunning’s and putting together over a weekend. Tristan has offered to pull the old kitchen apart on a Friday and Bryce would help over a weekend for a cost of around \$3,000.
 - Would need to look at the rules and regulations within Queensland Education.
 - The committee suggested asking the parent community to help with the restoration.
 - Booking and cancellations policy (attached).
 - 24 hour cancellation for Vacation care (only) to be tabled at another meeting.

Motion 8 – That the OSHC Report be adopted
Moved: Belinda Smith Second: David Zaloudek

Motion 9 – That the OSHC September 2019 Vacation Care Program be adopted

Vote: Unanimous

Motion 10 – That the OSHC change the hours for cancellation of bookings must be done 24 hours before the session starting or a fee equal to the fee for that session will be charged for before and after school care.

Vote: unanimous

TUCKSHOP

- Report Attached

Motion 11 – That the Tuck-shop Report be adopted
Moved: Belinda Smith Second: David Zaloudek

UNIFORM SHOP

- **Report Attached**
 - JHSS administration staff has asked Helen, if the uniform shop could sell Netball visors and Jamboree Heights Swim Club caps. These have previously been sold over the administration counter.
 - Netball visors to be tabled at a future meeting as these currently sell for \$10. Need to look at cheaper options.
 - Joeann Yowe has agreed to provide the JHSS swimming club for Helen to sell.
 - Lost Property is becoming worse this year.
 - Ragtag is sending messages to parents however, when they check lost property the item has gone missing again.
 - To look at a system to put into place to return lost property to the correct child.

Motion 12 – That the Uniform Shop report be adopted.
Moved: Melanie Crowhurst Second: Brendan Ellacott

SUSTAINABILITY

Report Attached

Motion 13 – That the Sustainability Committee report be adopted.
Moved: Brendan Ellacott Second: Melanie Crowhurst

CHAPLAINCY REPORT

Report Attached

Motion 14 – That the chaplaincy report be adopted.
Moved: Brendan Ellacott Second: Melanie Crowhurst

GENERAL BUSINESS

- **Jindalee Rotary Club**
 - Jess Pugh, local MP, contacted the P&C advising Jindalee Rotary Club have offered to send a member from the rotary and speak about what they do and how they can help potentially help the local schools in their community.
 - The Rotary Club can provide Grants, which may be an option in future.

Motion 15 – That the President speaks to the Jindalee Rotary Club to see what they can do for JHSS

Vote: unanimous

- **Community Christmas Carols**

- The P&C have been asked if they would like to hold a stall at the local Community Christmas Carols this year.
- Discussions took place whether to have a stall to fundraiser or whether the sustainability committee attends. This would be a great platform for the community to see what JHSS offers with sustainability.
- Look at contacting the organizers and gaining further information i.e., cost, what other stalls are booked in.
- Carols will be held on Sunday 1st December 2019.
- It was also discussed that the time frame may be too close to the end of year to organize.
- It was suggested to leave for 2019 and revisit this again in 2020.

Motion 16 – That the P&C decline the option to attend the Community Christmas Carols for 2019 and revisit in 2020.

Vote: Unanimous

- **Father's Day Stall**

- Advertised the Father's Day Stall convenor position for only 1 convenor per day instead of someone to take on the 3 days.
- This has alleviated the pressure, and 3 convenors have come forward
- Still need volunteers for each day.
- Days will be Tuesday, Thursday, Friday (next week) and run between 9am – 1:30pm.
- Stock will be split between the 3 days evenly.
- Stock has been ordered.

- **Disco Term 4 has now been re-allocated to Student Council.**

- Performing arts committee was allocated for 1st November 2019 for a Disco in Term 4. This was re-allocated to them as originally their Disco was Term 1. This was used as a fundraiser for the P&C Fete.
- A discussion took place, that the Performing Arts have an upcoming Gala and silver coin challenge.
- Student council does not have any fundraising events and would like to fund raise for Breast Cancer.

Motion 17 – That the P&C change the allocated Disco in term 4 from Performing Arts to Student Council

Vote: Unanimous

NEW BUSINESS

- None

NEW MEMBERSHIPS

- One

With no further business the meeting was closed at 9pm

NEXT MEETING MONDAY 16th September 2019, 6.30PM IN STAFFROOM

Treasurer's Report for the month ended August 2019

The Financial Performance for August and Year to Date is presented below:

Net Profit/(Loss)	P&C Association	OSHC	Consolidated
August	\$10,189	(\$12,126)	(\$1,937)
YTD	(\$8,690)	\$26,668	\$17,978

The Net Profit position of the P&C Association of \$10,189 in August was due to Gross Profit of \$18,804 and expenses \$8,638. During August the highest revenue items were the Music Showcase (\$8,368), Father's Day Stall (\$4,231), Uniform Shop (\$4,042) and Tuckshop (\$7,037). In addition to the usual monthly expenses, \$2,170 related to the Father's Day Stall.

The OSHC result for August was due to Gross Profit of \$55k and expenses of \$67.2k. This was due to higher wages from three pay periods occurring in August and resulted in wages being almost \$18k higher than July.

At the end of August total assets were \$410,814 and total equity was \$367,556.

Pay Run

The next pay run will be for the fortnight ending 27 September 2019.

I move that the statements be accepted

Brendan Ellacott

Treasurer

**Jamboree Heights State School
P&C Association General Meeting
Monday, 16th September 2019
PRINCIPAL'S REPORT**

- 1. Staffing:**
 - Welcome back Ms Liz Biegel (3H)
 - Farewell Mrs Holly Green (3H)
 - Welcome Mr Deacon Castle (Groundsman)
- 2. New Classrooms:** Still awaiting approvals, hopefully construction will start before upcoming Christmas holidays
- 3. School Concerts:** Outstanding effort by staff, parents and students, two great nights of performances! Congratulations all round
- 4. 2020 Prep Year:** Currently 120 in-catchment enrolments, may go to 6 Prep Year classes
- 5. Junior Sports Carnivals:** Three great days of fun and active participation by all students from the Kindy and Years P-3. Many thanks to Matty, staff and parents
- 6. NAPLAN:** Again, results indicate above or comparable to state and national results. Writing and Maths will be a focus for 2020
- 7. Fathers' Day:** Many thanks to parent volunteers for enabling our students to purchase a gift
- 8. e-Waste:** 1373kg of waste collected, \$608.90 raised. Waste Warriors did a great job
- 9. Book Week:** Another great week of activities to promote reading and a love of books
- 10. Cupcake Day:** Thursday, 19th September, all donations greatly appreciated-see Lyndel
- 11. Life Ed Van:** Next term for Years P-6
- 12. Budget tabled for perusal**

Jamboree Heights Performing Arts Committee Report – September 2019

Discussed:

At our last Performing Arts and Music Committee meeting, we generally just discussed final details concerning the Variety Concert and Music Gala and the Silver Coin Challenge.

Since that date the Variety Concert and Music Gala have both occurred and as far as I know both went very well.

In relation to the Silver Coin Challenge, a decision has been made to postpone this fundraising event for this year.

Next meeting – 14 October

I move that my report be accepted.



JHSS SPORTS COMMITTEE REPORT

2019 Executive		
Chair	Matt Mitchell	mmitc112@eq.edu.au
Secretary	Felicity Rasmussen	felicityrasmussen@gmail.com
Treasurer	Aaron Middleton	amiddo@hotmail.com

2019 August Report

The JHSS Sports Committee ran a sausage sizzle fundraiser on Junior Sports Day, 28/08/2019. Thank you to all volunteer assistants on the day for assisting with cooking of sausages, packing etc. Thank you to Mel and the tuck shop for also providing assistance. Thank you also to Executive members, Aaron and Felicity for promoting and getting involved on the day. The fundraiser looks to have raised a little over \$1000 with figures to be confirmed at our next meeting.

Upcoming Fundraisers

- Term 4 – Sausage Sizzle to accompany swimming carnival (Week 9, Term 4). This was scheduled to be a swimathon, however, we postponed this at our last meeting due to the time of year and the fact it has already been a huge year (fete, volunteering etc.)

2020 Fundraisers Plan

- Term 1/2 – Swimathon (Term 1) or Fun Run (Term 2)
- Sausage sizzle – P – 6 Cross Country Day (June, Term 2)
- Sausage sizzle – Junior Sports Day (August , Term 3)
- Sausage sizzle – Swimming Carnival (Novemer/December, Term 4)

Fundraising Priorities

- Long jump pits (Covers etc.)
- Swimming Pool (Major Priority)
- Tennis/Basketball Court

Kind Regards

Matt Mitchell

Jamboree Heights State School OSHC Coordinators' Report September 2019



Enrolments:

BSC: 76

ASC: 113

Total children that attended: 278

Total Families that have current enrolment: 198

Staff Matters:

- Tamika Gibson has left the service after 3 years of service.
- Currently looking to Hire 1 x Q2 at this stage as one Q2 has left the service and another Q2 has gone on maternity leave

Quality Improvement:

- Seniors program
- Printer quote
- Policy change for behaviour policy
- Sleep/ Rest Policy

Incident & Behaviour Reports:

- Over the past month we have had:
- 20 incident/accident reports
- 0 reportable incident
- 3 illness report
- 3 behaviour reports

Regards,

Tristan Dieben

Centre coordinator

jhoshc@bigpond.com

From: Sharon Bright <sbright@abtgrp.com.au>
Sent: Monday, 19 August 2019 11:34 AM
To: jhoshc@bigpond.com
Subject: : Attention Tristan Deven
Attachments: 2019-08-19 (3).png; 2019-08-19.png

Hi Tristan

As you can see by the usage graphs it has increased considerably which has also significantly increased costs.

Current costs approx \$696 per month ex gst.

Solution:

- 1/Payout existing contract
- 2/Install compatible new Multi function Device
- 3/volume taken up to current levels without being penalised.
- 4/4000 b/w per month and 2000 color per month
- 5/New payment of \$495.52 ex gst per month
- 6/Annually increases shall be capped at 5% mainly CPI

Let me know once you have been given green light by committee so I can produce contract.

This is a significant saving of \$200 ex gst per month

Kind Regards,
James Dumont.
0420692877.

www.abtgrp.com.au

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Senior's Program

Year 6 Students

Dear Parents,

I'm pleased to announce that the Senior's program will be making a comeback for Term 4! Thank you for all the feedback from both parents and children alike. Your comments are what help us program the activities further so please keep those emails coming in!

This term we are again focussing on furthering the Year 6s learning, while also having a lot of fun in their last term of primary school. We hope that these activities will help strengthen the friendships between the year 6 students, but also teach them how to interact with others outside of their small social circles.

Look forward to having your child learn how to cook tacos and set a table, make purchases by themselves, handle woodworking tools and have a lot of fun while doing it. We look forward to seeing you all there again this term.

In order to attend the program for the term, please complete the attached permission form and return to the centre by the due date specified on the next page. If the permission form is not returned by the due date, your child will not be able to participate in the program for that day.

If your child has any extra-curricular activities scheduled for that day, written permission will need to be given for the child to miss that activity and join in with the Senior's Program. If the written permission is not provided, your child will be required to attend their extra-curricular activity (even if the initial permission form for the Senior's Program has been received). We also recommend advising coaches/teachers leading these extra-curricular activities that your child will be absent on the day.

All of us here at JHOSHC are very excited about our new senior's program and look forward to hearing your feedback. If you have any ideas or feedback you would like to give, please either email or speak to Miss Caitlin and she will be happy to listen and integrate it where possible.

Thanks again for your continued support!
Jamboree Heights Outside School Hours Care

Term 4

Week One: Thursday 10th October 2019

Breakfast at the Park

Permission form due Wednesday 9th October 2019 9:00am

Leave the Centre at **7:30am** – Arrive back at the centre at **8:30am**

Come for breakfast and a play in Phil Denman Park before school today. We will be having bacon and egg muffins and some juice for breakfast and then having a play on the park before heading off to class. Bring your running shoes for some fun and games!

Learning Outcome 3.1 – Children become strong in their social and emotional wellbeing.



Week Three: Wednesday 23rd October 2019

Learning to Cook

Permission form due Tuesday 22nd October 2019 5:00pm

Leave the Centre at **3:15pm** – Arrive back at the centre at **5:00pm**

Today we'll be heading down to the MPC Kitchen for a quiet afternoon learning how to cook and set a table. Students will be able to make their own afternoon tea and enjoy a quieter afternoon away from all the hustle and bustle that often comes with OSHC!

Learning Outcome 1.2 - Children develop their autonomy, inter-dependence, resilience and sense of agency



Week Five: Tuesday 5th November 2019

Mt Ommaney Hangs

Permission form due Monday 4th November 2019 5:00pm

Leave the Centre at **3:15pm** – Arrive back at the centre at **5:00pm**

This afternoon we'll be walking up to Mt Ommaney Shopping Centre to grab some afternoon tea before heading across to Lorikeet Park to have a run around. **Students will need to be provided with \$5 - \$10 for them to purchase their own afternoon tea.**

Learning Outcome 3.2 - Children take increasing responsibility for their own health and physical wellbeing



Week Seven: Tuesday 19th November 2019

Garden Sign Building

Permission form due Monday 18th November 2019 5:00pm

To be held between **3:15pm** – **5:00pm** at the JHOSHC Centre.

Let's beautify the garden! The JHOSHC garden needs a new sign and we've been tasked with making it. Come help cut out, paint and hang a new sign for our lovely JHOSHC garden.

Learning Outcome 4.4 - Children resource their own learning through connecting with people, place, technologies and natural and processed materials



Week Nine: Thursday 5th December

Christmas Craft Excursion!

Permission form due Wednesday 4th December 2019 5:00pm

Leave the Centre at **3:15pm** – Arrive back at the centre at **5:00pm**

This afternoon we'll be walking up to Centenary Early Learning to lead our own craft activity for the preschool kids. We will be taking our own supplies and teaching the little ones how to make a Christmas craft they can take home to their families.

Learning Outcome 1.4 – Children will learn to interact in relation to others with care, empathy and respect.



Senior's Program Term 4 2019

Enrolment & Permissions Form

(Please complete and return)

Child/ren Name: _____

Term 3		Tick to Book
Thursday 10/10/2019	Breakfast at the Park Breakfast provided on excursion	
Wednesday 23/10/2019	Learning to cook Regular afternoon tea at OSHC prior to activity	
Tuesday 05/11/2019	Mt Ommaney Hangs Please provide your child with \$5 - \$10 cash.	
Tuesday 19/11/2019	Garden Sign Building Regular afternoon tea at OSHC prior to activity	
Thursday 05/12/2019	Christmas Craft Excursion Regular afternoon tea at OSHC prior to activity	

Please note – As per our policy 2.3 and in compliance with our risk assessments that have been conducted, an excursion ratio of 1:8 will be upheld at all times.

Risk Assessments will be available in the staff office if you wish to view them.

Senior's Program Term 4 2019

Enrolment & Permissions Form

(Please complete and return)

Attending Excursion Permission Form:

Excursion	Excursion Date + Time	Excursion Permission	Parent/Guardian Signature
Breakfast at the Park	10/10/2019 7:30am – 8:30am	I give permission for my child to attend the excursion to Phil Denman Park on the 9 th of October 2019 from 7:30am – 8:30am. I understand my child will be walking to and from the park – approx. travel time being 4 minutes each way.	
Leaning to Cook	23/10/2019 3:15pm – 5:00pm	I give permission for my child to attend the incursion to the MPC to learn to cook on the 23 rd of October 2019 from 3:15pm – 5:00pm. I understand my child will be handling knives and using a stove. I understand that a staff member will be supervising closely for the entirety of the activity.	
Mt Ommaney Hangs	05/11/2019 3:15pm – 5:00pm	I give permission for my child to attend the excursion to Mt Ommaney Shopping Centre and Lorikeet Park on the 5 th of November 2019 from 3:15pm – 5:00pm. I understand my child will be walking to and from the oval– approx. travel time being 18 minutes each way.	
Christmas Craft Excursion	05/12/2019 3:15pm – 5:00pm	I give permission for my child to attend the excursion to Centenary Early Learning on the 5 th of December 2019 from 3:15pm – 5:00pm. I understand my child will be walking to and from the oval– approx. travel time being 7 minutes each way.	

Golden Rules Acknowledgement:

I have read and agree to "The Golden Rules" overleaf, and I have signed permission above for all

excursions. Signature: _____ Date: _____

Parent/Guardian & Emergency Contact Details:

Parent/Guardian 1 Name:	Contact Number:	Address:
Parent/Guardian 1 Name:	Contact Number:	Address:
Emergency Contact Name:	Contact Number:	Address:

Please ensure that you complete and notify staff on any dietary concerns prior to the day of the excursion. Children with medication need to have completed relevant medication forms prior to attending and need to hand all medications to a staff member, children are not allowed to hold medication in their bags - even during an excursion.

Golden Rules

We recommend you go through these rules with your child prior to the start of the Senior's Program

1. You are legally required to sign your child in and out for each day. You may pick up your child from the excursion – however the educators will need to be notified prior to the excursion day in order to make the necessary adjustments.
2. If you do not want your child to participate in any particular activity, you must specify in writing and attach it to this form.
3. **Please pack a water bottle** - All that playing is thirsty work! On excursions, we cannot guarantee access to water for several hours. In the event water bubblers are not available water will be purchased for your child, and you will be charged the price.
4. **Please ensure that** if you child has any dietary requirements or preferences, these are notified prior to the excursion so that we can cater for your child when possible, otherwise please provide adequate food for your child.
5. Toys are fun and all but please don't bring yours to OSHC, it is against policy and we cannot guarantee it's safety throughout the day
6. Children must wear **JAMBOREE HEIGHTS SCHOOL POLO SHIRTS** on excursions and closed in shoes (Thongs and sandals are deemed inappropriate and children may not be allowed to go on the excursion).
7. Children must wear **sun safe items** of clothing as per policy and closed in shoes everyday whilst at the service, This includes but not limited to a wide-brimmed hat and a sleeved shirt at all times. (Thongs are considered not appropriate for attendance)
8. Children must have appropriate clothing in order to participate in the excursion (i.e. a jumper during the colder months). Your child **will not** be able to participate if these items are not provided.
9. If your child/ren doesn't have all the required articles to partake in activities provided like swimming or messy play then they will not be allowed to participate (i.e towel, sun safe togs, swimming cap, spare and old clothing).
10. Technology that is brought into the service, needs to be placed into the cabinets, and only be accessed during designated technology time, as called by the educators. Technology will **NOT** be brought with us on excursions and will remain securely on the OSHC premises. This includes, phones, gaming devices, Ipads, disc players, smart devices. All children need to adhere to the internet rules, as signed on enrolment forms.

Learning Achieved

Outcome 1.2 Children have a strong sense of identity as they develop their autonomy, interdependence, resilience and sense of agency, this is evident when they participate in activities that enable them to partake in risky, challenging play and work in collaboration with others.

Outcome 1.4 Children learn to interact in relation to others with care, empathy and respect. The children learn this by having real life experiences where they are required to put someone else's needs above their own.

Outcome 3.1 Children have a strong sense of well-being, as they become strong in their social and emotional well-being, this is evident when they demonstrate trust and confidence, partake in increasingly co-operative work with others and share in their success or failure, make choices and accept challenges and take risks in their play and decision making.

Outcome 3.2 Children have a strong sense of well-being when they take increasing responsibility for their own health and physical wellbeing this is evident when children manipulate equipment and manage tools with increasing competence, negotiate environments to ensure the safety and wellbeing of others, and are happy, healthy, safe and connected to others.

Outcome 4.4 Children are confident and involved learners, as they resource their own learning through connecting with people, place, technologies and natural and processed materials, this is evident when children manipulate resources to investigate, assemble and construct explore imagination and creativity and learn new ideas.

Senior's Program

Cost Actual Term 3

Middle Park Bakery		
Staff - only required extending of her shift		
Maja Popovic	\$8.40	30 mins
Other		
No Additional charges - Parents supply \$5		
Total:		\$8.40
Per Child		\$0.52

Phil Denman Park		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 8 children attend
Average Unqual	\$77.49	If 16 children attend
Other		
Sausages	Leftover from Fete	
Bread	Frozen leftover OSHC	
Onion	Donated	
Sauce	OSHC Supplies	
Total:		\$151.95
Per Child		\$9.50

Peter Lightfoot Oval		
Staff - 3 hours shift (Additional to staff at centre)		
Average Qual	\$74.46	If 8 children attend
Average Unqual	\$77.49	If 16 children attend
Other		
No Additional charges - All regular afternoon tea supplies, just packed seperately		
Total:		\$151.95
Per Child		\$9.50

Nail Art	
Staff - 3 Hour shift (Additional to staff at centre)	
No Additional Staff Needed	
Other	
Nails	Already provided in Service
String	Already provided in Service
Plywood	Donated by ALSPEC Alumminium
Total:	
\$0.00	
\$0.00	

Learning to Cook		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 10 Children attend
Other		
Meat	Donated	
Veggies	Donated	
Skewers	Donated	
Total:		\$74.46
Per Child		\$7.45

Senior's Program

Estimate Cost Term 4

Breakfast at the Park		
Staff - 2 hours shift (Additional to staff at centre)		
Average Qual	\$49.64	If 8 children attend
Average Unqual	\$33.58	If 16 children attend
Other		
Breakfast	\$11.84	
Total:		\$95.06
Per Child		\$5.94

Christmas Craft		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 8 children attend
Average Unqual	\$50.07	If 16 children attend
Other		
Craft Supplies	\$10	
Total:		\$134.53
Per Child		\$8.41

Mt Ommaney Hangs		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 8 children attend
Average Unqual	\$50.07	If 16 children attend
Other		
No Additional charges - Parents will be providing money to their children		
Total:		\$124.53
Per Child		\$7.78

Garden Sign Building		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 8 children attend
Average Unqual	\$50.07	If 16 children attend
Other		
Plywood	\$36.00	
Paint	\$20.00	
Sealer + Tools	\$20.00	
Total:		\$200.53
		\$12.53

Learning to Cook		
Staff - 3 Hour shift (Additional to staff at centre)		
Average Qual	\$74.46	If 10 Children attend
Other		
Meat	\$11.50	
Veggies	\$8.45	
Other	\$24.40	
Total:		\$118.81
Per Child		\$11.88

2.7 Exclusion for Behavioural Reasons Policy

Jamboree Heights OSHC has a Duty of Care to all children who attend and educators who work within, Jamboree Heights OSHC. If:

- A child exhibits inappropriate behaviour or behaviour which threatens the safety or wellbeing of any child or other persons in Jamboree Heights OSHC;
- In the Coordinator's reasonable opinion, the behaviour amounts, or may amount, to a threat to the safety or wellbeing of any child or other person in Jamboree Heights OSHC; and
- The behaviour support and management procedures (see policy 2.6) have been properly applied first but without success, or the behaviour presents such an immediate potential threat that it is not reasonably possible to apply those procedures;

Then the child whose behaviour is inappropriate or has caused the threat to safety or wellbeing may be excluded from Jamboree Heights OSHC temporarily or, in some cases permanently.

Unless a differentiated management plan has been organised in direct consultation with management and medical personnel, with final approval by the P&C executives is in place.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- NQS Area: 2.1.1; 2.3.2; 4.2.1; 5.2.2, 5.2.3; 6.1.1; 7.1.1, 7.1.2; 7.3.1, 7.3.2, 7.3.4, 7.3.5.
- Policies: 2.1 - Respect for Children, 2.6 - Behaviour Support and Management, 3.10 – Observational Recording, 9.3 – Communication with Families, 9.5 – Complaints Handling.



Procedures

If, after following the Behaviour Support and Management Policy, the unacceptable behaviours continue;

Within a twelve-month calendar year, the first and second instances of a child breaching Jamboree Heights OSHCs Rules of Behaviour, an educator will complete and sign an Incident Report form, the parent /guardian will be required to sign the Incident Report form upon review with the educator or Coordinator. The Incident Report form will be kept in the individual child's file.

A third incident, after the above steps have been followed, will require a letter to be sent to the parent/guardian from the Jamboree Heights State School OSHC Management team stating the child cannot attend Jamboree Heights OSHC for one week.

At the end of the week a meeting will be held with the Coordinator and/or Assistant Coordinator and the parents/guardians to discuss possible strategies for the inclusion of the child back within Jamboree Heights OSHC. The date of this meeting will be arranged upon suspension and must be conducted prior to the child's readmittance at JHOSHC. If this meeting is not completed, the child will not be able to attend OSHC.

Upon return, the same procedure will follow. The first and second instances after first suspension of a child breaching Jamboree Heights OSHCs Rules of Behaviour, an educator will complete and sign an Incident Report form, the parent /guardian will be required to sign the Incident Report form upon review with the educator or Coordinator. The Incident Report form will be kept in the individual child's file.

A third incident, after the above steps have been followed, will require a letter to be sent to the parent/guardian from the Jamboree Heights State School OSHC Management team stating the child cannot attend Jamboree Heights OSHC for four weeks.

At the end of the four weeks a meeting will be held with the Coordinator and/or Assistant Coordinator, P&C Executive representative (where necessary, to be dictated by the Coordinator) and the parents/guardians to discuss possible strategies for the inclusion of the child back within Jamboree Heights OSHC. The date of this meeting will be arranged upon suspension and must be conducted prior to the child's readmittance at JHOSHC. If this meeting is not completed, the child will not be able to attend OSHC.

If behaviour is evident upon readmission, permanent exclusion will apply with Jamboree Heights P&C Executive kept informed at every stage of the process.

The Coordinator may always use their discretion to decide if a lesser or greater suspension period is required. This will be discussed as a management team and, where necessary, the P&C Executive committee before further discussion with the parent/guardian.

For before school care sessions: The Coordinator will use their discretion as to how to proceed. Parents will be called and notified, and the child may be excluded from play for that morning.

Physical danger to child or others

If a child's behaviour causes or may reasonably cause physical danger to other children, educators or the child themselves, the parent/guardian of that child will be contacted immediately and asked to collect the child.

The child will be excluded from the program effective immediately and the lifting of the exclusion will be at the discretion of the Coordinator and Jamboree Heights State School P&C Executive.

Exclusion from school

For services located on a school site, if the Coordinator becomes aware of any child, who usually attends Jamboree Heights OSHC, being excluded from the school, they will:

- Contact the school to confirm exclusion;
- Speak with the Principal to confirm if exclusion applies at the OSHC service;
- Contact the parent to confirm exclusion from Jamboree Heights OSHC (in accordance with Principal's direction).

Date of Development	Date Ratified	Date of Review
28/9/2015	17/05/2016	04/04/2018

Sleep and Rest

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Jamboree Heights OSHC. All children have individual sleep and rest requirements which we need to consider and cater for, to ensure their needs are being met. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children's Health & Safety
Education and Care Services National Regulations (2011), R 81
- Education and Care Services National Law Act (2010), S 165



Procedures

Definition

Our service defines 'rest' as a period of solitude, calmness or tranquillity. Considering the busy and energetic nature of children's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

Jamboree Heights OSHC is committed to:

- Providing a positive and nurturing environment for all children attending the service
- Recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- Consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- Its duty of care to all children at Jamboree Heights OSHC, and ensuring that adequate supervision is maintained while children are sleeping, resting or relaxing

Management will ensure:

- Reasonable steps to ensure that children's needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages and individual needs of each child.

Educators will:

- Consult with families about children's rest needs.

- Educators will be sensitive to each child's needs so that rest times are a positive experience.
 - Create a relaxing environment for children
 - Maintain adequate supervision and maintain educator ratios.
-
- Programs are planned with time given between experiences for children to be able to rest. This may mean quiet experiences are offered (in both starched and non-starched forms), with a gap of time to allow children to sit quietly, read a book or engage in chats with friends.
 - Educators will ensure they are aware of the position of all children at all times, to provide appropriate supervision.
 - 'Rest zone', will allow children to relax on couches, cushions and bean bags at any time, with books available to encourage quiet time. If a child falls asleep at this time, they will be allowed to continue that sleep, in a supported manner, with appropriate supervision at all times.
 - Children will be provided with a quiet space to sleep, with supervision provided by educators at all times.
 - If parents don't want their child/ren to sleep, Jamboree Heights OSHC staff will do their best to keep child/ren awake and or wake the child/ren up.
 - Although school aged children are not considered at high risk of SIDS, the SIDS guidelines for safe sleeping will be followed.

Guidelines to follow:

- All children's faces should be uncovered.
- A quiet place should be designated for rest and sleep, away from interactive groups.
- Sleep and rest environments and equipment should be safe and free from hazards.
- Supervision planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.

Date of Development	Date Ratified	Date of Review
7/8/2019		

**Jamboree Heights State School P&C
Tuckshop Report
September 2019**

Tuckshop Income / Expenses for 2019

Jan-19	Opening Balance	0
Jan-19	0 days open	0
Feb-19	11 days open	\$ 5,422.00
Mar-19	13 days open	\$ 8,102.97
Apr-19	2 days open (Easter Break)	\$ 863.80
May-19	15 days open	\$ 8,643.25
Jun-19	12 days open	\$ 7,365.43
Jul-19	7 days open (holidays)	\$ 3,847.45
Aug-19	13 days open	\$ 7,930.50
Sales for the year up to the end of Aug 2019		\$ 42,175.40
Expenses for the year up to the end of Aug 2019		\$ 39,319.78
Balance for the year up to the end of Aug 2019 – Profit / (Loss)		\$ 2,855.63

- **Wednesday 28th August – Junior Sports Day (Whole School Sausage Sizzle)**
 - A massive thank you to Sarah, Jess, Belinda, Felicity, Aaron, Marie, Lana, Keith & Matt for an amazing job preparing, bagging and serving in the Tuckshop for the Sausage Sizzle. Thank you also to the lovely people who donated cupcakes.
 - 74 tuckshop orders + 209 Sausage Sizzle = Total 283 orders / 728 items

- **Purposed Term 4 Weekly Specials: (Weekly Specials may change from time to time depending on availability of items)**
 - Week 1 – Taco Boats (Beef Mince or Bean Mix)
 - Week 2 – Honey Soy Noodle Salad Cup (Option to add Ham or Chicken)
 - Week 3 – Nachos
 - Week 4 – Potato Salad (Option to add Ham or Chicken)
 - Week 5 - Oodles of Noddles (Option to add Ham or Chicken)
 - Week 6 - Mexican Taco Salad Box
 - Week 7 – Sushi Bowl
 - Week 8 – No Special
 - Week 9 – No Special
 - Week 10 – CLOSED

- **Looking at introducing / bringing back:**
 - Yogurt Berry Crunch (Natural yogurt with mixed berries and rolled oats)
 - Custard with fruit
 - Fruit Smoothies (Banana, Strawberry made in the tuckshop) (While stock last)

- **New Air Con due to be installed over the school holidays.**

I move that my report be accepted - Mel Crowhurst - Tuckshop Convenor

Jamboree Heights State School P & C
Uniform Shop Report
16th September 2019

Sales

We have been busy with sales of performance uniforms and junior house shirts taking \$3507 for August.

Lost Property

I have put out an email to all those who offered to help with uniform shop to see if anyone would help sort the lost property this week. No offers so far as most of my regular helpers work and help me on their day off. The sort needs to happen on Thursday or Friday with all unclaimed items being taken to the uniform shop for re-sale (uniform items) or to Vinnies (non-uniform items) or thrown out (lunch boxes and bottles). An email went out to parents last week asking them to check the racks and saying that this is what will happen to any unclaimed items (even if they have names on them). Any RagTagd items will be deactivated for re-sale.

Secondhand items

I put a notice in the newsletter last week asking for families to check for any uniform items they no longer need as we are running low on some stock like polo shirts, especially in the larger sizes.

I move that my report be accepted
Helen Shogren,
Uniform Shop Convenor.