

# GPAC Newsletter

## Term 4, 2019

### DEAR GPAC FAMILIES,

*Summer is in the air and as 2019 comes to an end we will be busier than ever! See what we have been up to and what we have planned for the remainder of the year.*

### ENROLLING FOR 2020

#### **Existing Families:**

If you haven't re-enrolled for 2020, we kindly ask you to do so as soon as possible.

It is important we keep the information of the children we care for current and we take this process very seriously. **If we do not receive an updated enrolment form for your family, your booking pattern may not roll over and your place may be given to a new family.**

You can complete the re-enrolment process through your My Family Lounge account. Re-enrolling is a simple procedure and should take less than 10 minutes of your time.

#### **New Families:**

Registrations for care at Activity Centre for Kindergarten students starting school at Grays Point Public School are still open.

Please go to [www.gpactivitycentre.org/enrolments](http://www.gpactivitycentre.org/enrolments) for more information and instructions on how to register your child for care in 2020.

Offers will be sent out via email to **existing families in week 4** Term 4 and to **new families in week 6** for which you will have 7 days to accept or decline.

Once you have accepted the offer, you will be prompted to complete the online enrolment process.

If you need assistance with the online process, please contact Jacky in the office.

### FEE INCREASE FOR 2020

GPAC will be increasing fees effective 1<sup>st</sup> January 2020.

Before and After School Care will increase by \$1 per session and Pupil Free Days and Vacation Care will increase by \$2 per day.

BSC: \$20 permanent / \$23 casual

ASC: \$24.50 permanent / \$27.50 casual

PFD & VC: \$57/day

More information will be emailed to families shortly.



### VACATION CARE & PUPIL FREE DAYS

Our October 2019 Vacation Care program marked 1 full year of Vacation Care at GPAC. A huge pat on the back to everyone who makes Vacation Care possible. We hope everyone is enjoying the programs as much as we are.



Vacation Care will run again in January 2020 through the summer school holidays from 13<sup>th</sup> – 24<sup>th</sup> January 2020 and the January Pupil Free Day on the 28<sup>th</sup>.

Januaries Vacation Care program will be released on our website and booking will open from 18<sup>th</sup> November to 29<sup>th</sup> November.

**GPAC will operate on the Pupil Free Day on Thursday 19<sup>th</sup> December, however, due to low booking numbers we will be closed on Friday 20<sup>th</sup> December 2019.**



## MEMBERSHIP FORMS DUE BACK

A friendly reminder that many family's annual membership forms are due back.

As GPAC is community-based not for profit Centre, it is a condition of enrolment that at least one member of each family registers.

You can download a copy of the membership form from our website [www.gpactivitycentre.org/enrolments](http://www.gpactivitycentre.org/enrolments) or pick up a printed copy at the Kiosk sign-in desk.

The annual fee of \$50 will be billed to your Term 1 invoice.

Memberships are valid for 12 months from when care started, if you joined GPAC mid-year, you will be prompted to return the membership form at that time.

## LIDS 4 KIDS

Grays Point Activity Centre is a proud collection point for the Lids 4 Kids initiative. We are collecting plastic bottle tops on behalf of Envision Hands who will break these lids down and, using 3D printers, turn the lids into hand and arm mobility aids for disabled children. How great!

Our collection basket is located at the front door. Please see the picture below on what lids can be donated and we look forward to your support.



## YR 6 FAREWELL BREAKFAST

Friday 6<sup>th</sup> December

GPAC will be hosting a farewell breakfast for our Year 6 children taking them to breakfast at the Grayzing Point. If your child is in Year 6 and would like to attend, please return the RSVP attached to their invite to Karen by the 26<sup>th</sup> November.



## CHRISTMAS SHOPPING NIGHT

Thursday 12<sup>th</sup> December - 6pm-8.30pm

Need to do some Christmas shopping but you're so busy at work? Want to tackle the shops without the kids? Let us help! As a gift from GPAC we will be open to families after hours on Thursday 12<sup>th</sup> December to give you a chance to get the Christmas shopping done while we entertain the kids. Numbers will be limited.

More details to come.

## REQUEST TO CHANGE DAYS VIA MFL

We are very proud to have the online feature allowing families to request to change their booking patterns via their My Family Lounge account. It can provide convenience to both the Centre and families when used correctly.

When making a booking change request, **please accept or decline the offer when it comes through via email!** You have 7 days to accept or decline the offer of care. If the offer isn't accepted it won't transfer to our booking system and your booking pattern will not update.

If you would like more information regarding this process, please contact Jacky in the Office.



## COMMITTEE NEWS

### MANAGEMENT STRUCTURE AND H.R. CHANGES @ GPAC

The GPAC voluntary committee has contracted an external HR consultant to ensure we remain consistent and compliant across all staff documents, policies, contracts and employment conditions.

After consultation, to ease the communication flow between GPAC and the committee, staff structure and reporting lines have changed.

Karen Graham is now the Centre Manager (previously Business Manager). Our Educational Leaders, Nicole Giezekamp and Tracy McCall will report to Karen. Tracy and Nicole will work together in their Educational Leader roles and Nicole will remain responsible for the Vacation Care programming. GPAC currently employs 15 staff.

As you're aware, GPAC is a not for profit, community-based service that relies on volunteers to form the management committee. This is a requirement to meet the licensing requirements of Fair Trading and the Department of Education and Communities. Volunteers or any support or service you can provide is always welcome.

**Help please:** We are currently looking for anyone you know, a 'tradie' or anyone 'handy' with carpentry to donate an hour of their time.

**Please remember that without a management committee, there is no GPAC.**



## POLICY UPDATES AND AMENDMENTS

We have recently amended the following policies and procedures:

- Enrolment and Orientation
- Water Safety Policy
- Nappy change facility
- Administration of First Aid
- Dealing with Medical Conditions and Medication Administration
- Asthma Management Policy in folder
- Employment and Orientation Checklist
- WHS Checklist updated
- Lockdown Procedures for Staff
- Emergency Evacuation Procedures for Staff
- Excursion Risk Management for offsite Evacuation Procedure
- Emergency and Evacuation Policy Note: closing during Vacation Care
- Emergency and Evacuation Risk Management
- Extra-Curricular Activity Release and Permission Form. Note: We will not accept any child with an injury sustained whilst at an external event.
- Incident, injury, trauma and illness record form updated

Some of our policies are available on our website. Alternatively, policies are available to you at the Centre or we can arrange to have them emailed to you.





## STAFF UPDATES



Please welcome Ellyse Muir to the GPAC family!

Ellyse has joined our team of caring and creative casual educators while she finishes of her Fashion Degree this year and will commence a Bachelor in Early Childhood Education next year.

Jacky has amended her office hours to include Thursday afternoons until 5.30pm to be more accessible to parents. This will be the final Term for our Office Administrator Jacky before she goes on maternity leave to welcome Baby #2 in January. Teri will be taking on some of Jacky's responsibilities while she is on leave.

Our gorgeous Kiara will remain on maternity leave this Term with Teri continuing to do an amazing job filling her shoes.

### GRAYS POINT ACTIVITY CENTRE

A: 109 Angle Rd, Grays Point 2232

P: 9540 2020

M: 0427 741 779

E: [admin@gpactivitycentre.org](mailto:admin@gpactivitycentre.org)

E: [teamleader@gpactivitycentre.org](mailto:teamleader@gpactivitycentre.org)

E: [manager@gpactivitycentre.org](mailto:manager@gpactivitycentre.org)

W: [www.gpactivitycentre.org](http://www.gpactivitycentre.org)



## IMPORTANT DATES

4<sup>th</sup> Nov – Offers for care for existing families for 2020 will be emailed out.

18<sup>th</sup> Nov – Vacation Care bookings open

29<sup>th</sup> Nov – Vacation Care bookings close

18<sup>th</sup> Nov – Offers for care in 2020 are sent to new families

6<sup>th</sup> Dec – Year 6 Farewell Breakfast @ The Grayzing Point

6<sup>th</sup> Dec – Term 4 and Vacation Care fees due in full

12<sup>th</sup> Dec – Christmas Shopping Night

18<sup>th</sup> Dec – Last day of school for Term 4 GPPS

19<sup>th</sup> Dec – Pupil Free Day – GPAC operating

20<sup>th</sup> Dec – 11<sup>th</sup> Jan – GPAC closed

13<sup>th</sup> to 24<sup>th</sup> Jan – Vacation Care

27<sup>th</sup> Jan – Australia Day Public Holiday - GPAC closed.

28<sup>th</sup> Jan – Pupil Free Day - GPAC operating

29<sup>th</sup> Jan – School returns for Years 1-6

