

# WEEKLY NEWSLETTER

## TERM 3 - WEEK 6



### CONTACT US

E: [brookfield@helpinghandsnetwork.com.au](mailto:brookfield@helpinghandsnetwork.com.au)

P: 0492 450 427

## WHATS ON

### BOOK WEEK PARADE DAY 20<sup>TH</sup> AUGUST

Helping hands will be dressing up and joining in on the fun on Wednesday for book week. We cannot wait to see all your book week outfits!

### FRIDAY 22ND AUGUST 3:30PM

#### Rhee Tae Kwon-Do Incursion

Please book your child into the stay and play session on Friday afternoon if they wish to attend, no need for a separate booking however spaces on Friday are filling up fast.

## HELPING HANDS AWARDS

### KINDNESS & INCLUSION AWARD

For consistently showing empathy, including others in play, and helping create a warm and welcoming environment.

PIPER MATHESON  
GRIFFIN THERON

### RESPONSIBILITY & LEADERSHIP AWARD

For showing kindness, including others, and helping create a positive OSHC environment.

ELIZABETH LUCK  
RILEY JENKINSON

CONGRATULATIONS TO OUR AWARD  
RECIPIENTS! YOUR EFFORTS HELP MAKE  
OSHC A SAFE, FUN AND RESPECTFUL SPACE  
FOR EVERYONE.

## OUR HOURS

### RISE AND SHINE

6:30AM - 8:45AM



### STAY AND PLAY

2:55PM - 6:00PM



### HOLIDAY HQ

7:00AM - 6:00PM



# THIS WEEKS REMINDER

## Important Reminder About Bookings

To ensure the safety and wellbeing of all children, please remember that:

- Children cannot sign themselves in.
- If your child does not have a booking, they cannot be dropped off without prior confirmation from the service.
- We are reaching capacity quite often, and by law we cannot exceed our licensed numbers.

If children are repeatedly brought to the service without a booking, your account may be suspended. We kindly ask for your cooperation to keep our service safe and compliant.

## Bookings & Absences

We kindly remind all families to **use the Parent Portal to book or cancel** OSHC sessions.

If your child is not attending, please ensure their absence is updated as early as possible before or on the day before the session starts. This helps us manage staffing, keep all children safe, and avoid unnecessary fees.

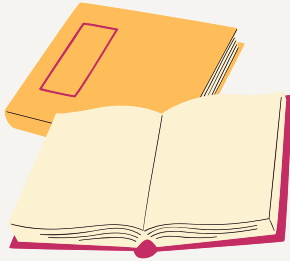
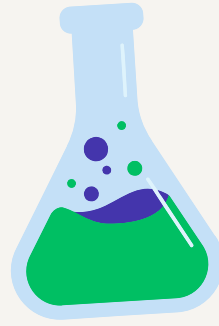
## Please note:

When a child is booked in but doesn't arrive and we cannot reach a parent or emergency contact, we are required to escalate the situation, which may **involve contacting the police** to ensure the child's safety. We absolutely want to avoid this distressing step — timely updates help us greatly.

# WEEKLY CLUBS

## Science Club

Monday Afternoons 4:00-5:00pm  
at CPA2 next to the tuckshop.



## Homework Club and Reading Club

This club will be available in the Library  
on Monday, Tuesday and Wednesday from  
3:30-4:00pm.

## Dungeons and Dragons Club

Wednesday and Thursday  
Afternoons from 4:00pm-5:00pm  
in the Library



## Senior Club

Thursdays afternoons  
4:00pm-5:00pm  
Year 3,4,5,6

## Sensory Club

Friday Afternoons  
4:00-5:00pm



# DROP OFF & PICK UP REMINDER

## **SIGN IN/OUT PROCESS**

All children are to be brought into the service and signed in/out by **Authorised Nominee(s) only**. Children are **not** to be dropped off and requested to sign themselves into the service without an Authorised Nominee(s) present.

**\*\*NOTE: Authorised Nominee(s) MUST be 18 or over for your child to be released in their care\*\***

## **ADDITIONAL AUTHORISED NOMINEES**

Additional authorised nominees can be added through Parent Portal. If you have difficulties doing this, please contact the service and we will be happy to assist. If you do not wish to list the individual as an authorised nominee for regular pickups; it is your responsibility to ensure you are providing approval, in writing, to the service. The individual **MUST** present Photo ID to ensure your child can be released into their care. The responsible person on site will sign your child out on your behalf after confirming the individual matches the approval provided.

## **\*\* WE CAN BE FLEXIBLE \*\***

There is flexibility in special circumstances when dropping off or collecting your child. Should you require additional support due to unforeseen circumstances, please contact the service and arrangements will be made to ensure the safe delivery of your child to and from our service.

If you have any concerns regarding this process, you can contact us via Parent Portal, Email or Phone.

## ROAD SAFETY

As we strive to create a safe environment for our children at OSHC, we want to remind everyone of the **importance of using the designated pedestrian crossings** when arriving or leaving Helping Hands.

Please **avoid walking down the driveway**, as it poses unnecessary risks. Safety is our top priority, and we encourage you to help us embed these safe practices. By using the crossings, we can ensure a safer experience for everyone.

## ACCOUNTS REMINDER

For all fee inquiries, billing questions, or anything related to your statement, please contact our external accounts team directly. We are unable to view or make changes to accounts on our end.

Thank you for your understanding.

### Contact Information

**E:** [accaccounts@helpinghandsnetwork.com.au](mailto:accaccounts@helpinghandsnetwork.com.au)

**P:** 1300 612 462

## A GENTLE REMINDER OF KINDNESS

We are so proud of the caring community we've built together. Our educators work with dedication and heart each day to create a safe, joyful space for your children. We kindly ask that kindness and respect guide all interactions within our space. Thank you for being part of our supportive community.