

WEEKLY NEWSLETTER

TERM 3 - WEEK 7



CONTACT US

E: brookfield@helpinghandsnetwork.com.au

P: 0492 450 427

WHATS ON

PUPIL FREE DAY

FRIDAY 5TH SEPTEMBER

Don't Forget to Book in for
your Pupil Free day.
We will be here from 7:00-
6:00pm

Congratulations to Piper
Matheson for coming 1st place
in the Brisbane International
Primary Schools Cup.



HELPING HANDS AWARDS

KINDNESS & INCLUSION AWARD

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

LACHLAN GRAHAM

RESPONSIBILITY & LEADERSHIP AWARD

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

CHARLOTTE ROCKET

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.

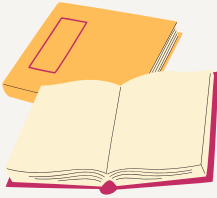
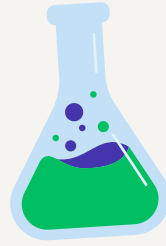
Please note:

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

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.