

OSHC d

school governing council

This report template is to assist the director to provide written progress reports at each advisory committee meeting and forwarded to each school governing council meeting. This report can include:

*utilisation
staffing
health and safety
compliance with Education and Care
Services National Regulations*

*feedback
concerns
complaints
incidents, injuries, or issues*

Service name:

Approved provider:

Address of provider:

Chairperson of provider:

Ph:

School principal:

Ph:

Line manager:

Principal email:

Director s name:

Service phone:

Service mobile:

Service email:

Program	Before School Care	After School Care	Vacation Care
Components offered			
Hours of operation			
Average attendance			
Fees charged	Full Fee	Full Fee	Full Fee
CCS			

Inclusion	Before School Care	After School Care	Vacation Care
Number of children with additional needs or disabilities?			
Does the service receive Gowrie SA Inclusion Support Programme? (ISP) (Australian Government funding)			

Does the service receive Intervac? (DfE funding)

Does the service have any current waivers? If so for what? staffing/facilities		Before School Care Expiry Date	After School Care Expiry Date	Vacation Care Expiry Date
---	--	--	---	-------------------------------------

Management

	Yes	No	Comment
Has the site leader ensured the governing council are aware of its legal and financial			

Is an annual audit undertaken?			
--------------------------------	--	--	--

Human Resources and Industrial Relations

Do all staff have a contract?			
-------------------------------	--	--	--

Do all staff have a job and person specification?

