*[Insert Letterhead/Logo]*

26 March 2020

**Information about our OSHC operations during student-free days**

Greetings OSHC Parents and Community,

As announced by the Premier and Education Minister earlier today, from next week (beginning 30 March) five student-free days have been declared for Queensland schools. Despite this significant change in the school day, OSHC will continue to provide Before School Care and After School Care sessions as usual next week.

To remove any doubt, OSHC will continue to operate our vacation care during the school holidays as planned. Although we do not anticipate changes to these plans, within this current environment, there is always the potential for sudden and unexpected decision to implicate our ability to operate. Any relevant announcements will be promptly communicated to our community.

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| **Safety of Children, Families and Educators**We would like to take the opportunity to remind parents of the current Australian Government advice that it is safe for children to be attending education and care services, such as OSHC. We will continue to be proactive in preventing the spread of infectious disease in our service. To be supported in keeping the service free from exposure, we remind parents to be vigilant in ensuring any sick child remain at home and not attend the service. Likewise, the service will ensure any staff member who presents with any illness will remain isolated from the service. We are endeavouring to promote social distancing measures within the service. We are proactive in planning our program to ensure our activities support these practices. We encourage families to talk to children about the importance of changing our behaviours for the sake of the wider community. Our hygiene routines continue to be adopted in a rigorous manner. We take every effort to ensure handwashing is completed frequently and thoroughly. Additionally, other relevant behaviour and practices (i.e. sneezing and coughing into an elbow) are widely promoted. If there are any areas of the service parents can identify improvements to protect from COVID-19, please make this known.  |

We look forward to playing our part in supporting families and the community through this crisis. Your continued support and encouragement during the challenging time is deeply appreciated.

Kind Regards