



# Newsletter

## Coburg Special Developmental School

20<sup>th</sup> February to 3<sup>rd</sup> March

Principal's Report

Dear Families and Carers

We are now officially half way through the term and officially into Autumn!! Let's hope we continue to have a long spate of settled weather that we can enjoy.

Last year I sent home a list of the new Child Safe Safety Standards. This year, I will be presenting a series of more in depth information around each of those standards with the first two in this newsletter.

The Child Safety Policy is also included in this newsletter again to communicate the importance of these standards and the policy by which we abide. If there are any questions regarding any of the information, please do not hesitate to contact the school. It is our whole community's responsibility to keep our kids safe from any form of abuse. We are always here to discuss any issues that may arise and for which you need any support.

We had a great "Clean Up our School Day" today, with all students being involved in keeping our grounds looking spick and span. With the team from Connecting to Australia having done the mowing, weeding and whipper snipping yesterday, the grounds are looking beautifully manicured.

With new guidelines from the Department of Education regarding excursions, camps and water activities, you will have noticed that we are requesting a "Local Excursion" form to be signed and returned to school. This will happen yearly, where previously it was signed at enrolment. Thank you for those parents who have returned it to school. If you did not receive the form or you have lost it, please contact us for a new one.

The next meeting of the School Council is Tuesday, 21<sup>st</sup> March. The Annual General Meeting will be conducted first at 6:00 pm where the Annual Report to the School Community will be presented. All members of our community are invited to this meeting. Please email or ring if you are coming along to this meeting. Otherwise, the Annual Report will be uploaded onto the school website once endorsed.

Lauren Day begins leave today. We have Elena Necovska filling in for her until the end of term whilst we advertise for a new teacher. Elena will also be working in Room 7 throughout Term 2 whilst Pierre is on leave. We welcome her to our team.

I am extremely happy with how the year has begun. There is lots of great work and engagement happening.

### Coburg SDS

20<sup>th</sup> February to 3<sup>rd</sup> March 2023

Volume 12 Issue 3



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**Monday 13 March**

**Labour Day - Public holiday**

**Wednesday 5 April**

**Term 1 - School ends at 2.00 pm**

**Thursday 6 April**

**Pupil Free Day**

**Friday 7 April**

**Good Friday - Public Holiday**

**Monday 24 April**

**Curriculum Day**

**Tuesday 25 April**

**ANZAC Day - Public Holiday**

**Wednesday 26 April**

**Term 2 - School Starts**

Regards

Warren Tofts

This is the first in a series of the "short guide" to the new Child Safe Standards. We will be including all eleven standards in the newsletters over the next 12 weeks.

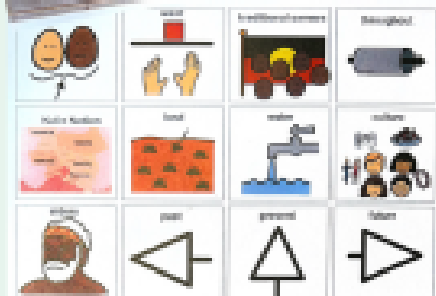


## Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1 an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.



## Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2 an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- 2.3 Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels.
- 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Staff and volunteers understand their obligations on information sharing and record keeping.





# Child Safety

## 5D.3 Policy

### Rationale:

- Ministerial Order No. 870 – “Child Safe Standards – Managing the risk of child abuse in schools” outlines a set of minimum child safety standards which Coburg Special Developmental School (Coburg SDS) adopts in its commitment to **zero tolerance of child abuse**. Child abuse, in its broadest form, includes:
  - any act committed against a child involving
    - a sexual offence; or
    - an offence under section 49B(2) of the Crimes Act 1958 (grooming) and
  - the infliction, on a child, of
    - physical violence; or
    - serious emotional or psychological harm; and
  - serious neglect of a child
- This policy applies to all school environments provided by Coburg SDS for a child’s use including online and external locations and upholds the edict that all children have a right to be safe and free from abuse.

### Aims:

- Coburg SDS embeds and engenders a culture of child safety and the fact that it is everyone’s responsibility to keep all children safe and free from abuse. The school’s governing authority will lead this commitment to zero tolerance of child abuse and mandate all staff (including contractors and volunteers), visitors and children to proactively ensure the safety of children at all times.
- Coburg SDS is committed to the safety of all children including those with a disability, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and vulnerable children.
- Coburg SDS community has shared values of Building Independence, Building Relationships and Building Communication underpinning our Safety Code of Conduct.
- Coburg SDS upholds the Communication Bill of Rights for all students. Staff explicitly teach students how to refuse or reject, as well as how to ask for help; amongst other skills.
- Coburg SDS has aligned its practices with the Child Safety Standards as written in Ministerial Order No. 870, and has developed:
  - strategies to embed an organisational culture of child safety, including through effective leadership arrangements
  - a child safe policy or statement of commitment to child safety
  - a code of conduct that establishes clear expectations for appropriate behaviour with children
  - screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
  - processes for responding to and reporting suspected child abuse
  - strategies to identify and reduce or remove risks of child abuse
  - strategies to promote the participation and empowerment of children

### **Implementation:**

Coburg SDS will:

- Advertise widely, and in a variety of ways, its Child Safety Policy, Child Safety Code of Conduct and the expectation that we are all working toward zero tolerance of child abuse
- Develop slogans and messages that can be visible on the website, Newsletter, on posters etc in regard to the school's (and its community's) commitment to child safety
- Assign specific roles within its staff Roles and Responsibilities structure to ensure continued compliance with the Standards:
  - Child Safety Officer: **Warren Tofts**
- Align all relevant school policies, in regard to student welfare and wellbeing, with the Child Safety Policy; which include:
  - Student Engagement Policy
  - Student Anti Bullying Policy
  - Visitors to School Policy
  - Volunteers and Privacy in the School Community Policy
  - Volunteers Policy
  - Yard Duty Policy
  - Publication of Student Work and Photographs Policy
  - Mandatory Reporting Policy
- Review risk management procedures to ensure safety of all children in any activity provided by the school
- Align recruitment and HR practices to ensure all jobs involving child-connected work clearly state the job's requirements, duties and responsibilities regarding child safety and informing all applicants of these
- Tighten procedures in terms of the use of volunteers and contractors; ensuring they are aware of the school's culture of child safety, outlining their responsibilities in this regard, whilst ascertaining their commitment toward this goal
- Follow all protocols and procedures in regard to mandatory reporting as outlined in Coburg SDS Mandatory Reporting Policy and Child Safety Responding and Reporting Obligations Policy and Procedures
- Build a culture of support and encouragement when discussing child safety matters and have a clear process for working through these issues

### **Evaluation:**

- This policy will be reviewed annually to ensure compliance with the Child Safe Standards

*This policy was updated in February 2022*

*Date of next review: February 2023*

# Room 2 News - Classroom Shop

Some of our students in Later Years have been taking part in Classroom Shop sessions as part of our Work Education program. Students have been enjoying working on identifying Australian notes and coins, and taking it in turns to play the role of customers and shop assistants as we practice exchanging play money for snacks and toys from our Classroom Shop.



## Room 3 - News

Room 3 have been learning about healthy relationships by looking at growing. They have measured their height and looked at different stages of a growth cycle from baby, toddler, child, teenager, adult, and the elderly. They have also enjoyed rock band by experimenting with different instruments.



# Room 9

Term 1 in Room 9 has been a blast! As the class has settled in, we have been exploring the world around us in Gardening and Science, playing games and dressing up in fun electives like Ball Games and Musical Theatre. The class has looked at who they are and how they've changed in Healthy Relationships and cooked delicious, healthy food for Student Café. We can't wait to see what other fun learning experiences the rest of the term will bring.





# Coburg Special Developmental School

## Lunch Order Form - Return on Monday



Student Name: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Room No: \_\_\_\_\_

Select the lunch box and return form with money to school on Monday morning.  
Lunch order will be delivered on Tuesday.

(Please cross out anything not required from the lunchbox chosen!)

Sweet Treats will be one of the following (rotating):

Mini Muffins (Apple or Blueberry), choc balls, lemon slice, peppermint slice.

LUNCH BOX A:

**\$5.00**

4 x cucumber Sticks, 4 x carrot sticks

Cheese squares, Homemade hummus

Crackers or Flat bread Triangles, (SELECT ONE)

$\frac{1}{2}$  Boiled Egg

Apple, Pear, Orange (SELECT ONE)

Sweet treat



LUNCH BOX B:

**\$5.00**

Sausage Roll with tomato sauce OR Spinach and Cheese Pinwheel

(PLEASE SELECT ONE ONLY)

Carrot OR Cucumber sticks (SELECT ONE)

Apple, Pear, Orange (SELECT ONE)

Sweet treat



LUNCH BOX C:

**\$5.00**

Vegetable Frittata (GF) (contains egg, gf flour, cheese, onion, zucchini, capsicum, broccoli, tomato, carrot, roasted pumpkin, feta)

Apple, Pear, Orange (SELECT ONE)

Sweet Treat



LUNCH BOX D:

**\$5.00**

Sandwich - Fresh or toasted (Circle option)

Cheese and Vegemite OR

ham, cheese, tomato, spinach (select one sandwich)

Cheese, tomato, spinach

Carrot or cucumber sticks (SELECT ONE)

Apple, Pear, Orange (SELECT ONE)

Sweet Treat





# Coburg Special Developmental School Café Coburg



# SW-PBIS

## COMMUNITY ENGAGEMENT

Use of Matrix for 'real life' activities at home.



### Coburg Special Developmental School SW-PBIS Teaching Matrix



|                                                                 | Classroom                                                                                                                                                                                                                           | Playground                                                                                                                                                                                                                  | Bathroom                                                                                                                                                   | Community                                                                                                                                                                                                    |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>I am Building Independence</b></p> <p>I will try to:</p>  | <ul style="list-style-type: none"> <li>• feed myself</li> <li>• pack up</li> <li>• recognize and name my emotions</li> <li>• play an activity by myself</li> <li>• follow class rules</li> </ul>                                    | <ul style="list-style-type: none"> <li>• help pack away</li> <li>• take responsibility for my belongings</li> <li>• play safely with others</li> <li>• play nicely</li> </ul>                                               | <ul style="list-style-type: none"> <li>• wash my hands after meals and toileting</li> <li>• go to the toilet by myself</li> <li>• clean my face</li> </ul> | <ul style="list-style-type: none"> <li>• put my seat belt on and sit on the bus</li> <li>• walk on the footpath</li> <li>• stop at the curb and wait</li> </ul>                                              |
| <p><b>I am Building Relationships</b></p> <p>I will try to:</p> | <ul style="list-style-type: none"> <li>• keep my hands and feet to myself</li> <li>• wait for my turn</li> <li>• participate in group activities</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• play with someone</li> <li>• share with others</li> <li>• say stop when I need personal space</li> <li>• give personal space</li> <li>• take turns and wait for my turn</li> </ul> | <ul style="list-style-type: none"> <li>• wait until the bathroom is free</li> <li>• respect my own and other's privacy</li> </ul>                          | <ul style="list-style-type: none"> <li>• respect others</li> <li>• personal space in the community</li> <li>• walk safely</li> <li>• follow road safety skills</li> <li>• recognize people I know</li> </ul> |
| <p><b>I am Building Communication</b></p> <p>I will try to:</p> | <ul style="list-style-type: none"> <li>• listen to others</li> <li>• ask for things I want</li> <li>• communicate when I don't want/like something</li> <li>• ask for help</li> <li>• say hello/goodbye to people I know</li> </ul> | <ul style="list-style-type: none"> <li>• make choices</li> <li>• share games and equipment</li> <li>• use supportive words with my friends "great catch!"</li> </ul>                                                        | <ul style="list-style-type: none"> <li>• ask to go to the toilet</li> <li>• follow my toileting schedule</li> <li>• seek support when I need it</li> </ul> | <ul style="list-style-type: none"> <li>• stay with the group and follow visuals</li> <li>• follow adult instructions.</li> <li>• speak nicely to members of the public</li> </ul>                            |

Happy Birthday

Noah - 20 Feb

Happy 18th



# Term Dates for 2023

## Term One:

**27<sup>th</sup> January – 6<sup>th</sup> April**

|               |                                             |
|---------------|---------------------------------------------|
| Friday 27/1   | Teachers return - School Organisation Day   |
| Monday 30/1   | Students Resume (Preps start 4 days a week) |
| Monday 27/2   | Preps start 5 days a week                   |
| Monday 13/3   | Public Holiday - Labour Day                 |
| Wednesday 5/4 | Term 1 ends – 2.00pm dismissal              |
| Thursday 6/4  | Pupil Free Day                              |

## Term Two:

**24<sup>th</sup> April – 23<sup>rd</sup> June**

|                |                                   |
|----------------|-----------------------------------|
| Monday 24/4    | Curriculum Day                    |
| Tuesday 25/4   | Anzac Day - Public Holiday        |
| Wednesday 26/4 | Students Resume                   |
| Monday 12/6    | Public Holiday - Queen's Birthday |
| Friday 23/6    | Term 2 ends – 2.00pm dismissal    |

## Term Three:

**10<sup>th</sup> July – 15<sup>th</sup> September**

|              |                                |
|--------------|--------------------------------|
| Monday 10/7  | Staff and students resume      |
| Monday 14/8  | Curriculum Day                 |
| Tuesday 15/8 | Curriculum Day                 |
| Friday 15/9  | Term 3 ends – 2.00pm dismissal |

## Term Four:

**2<sup>nd</sup> October – 20<sup>th</sup> December**

|                 |                                    |
|-----------------|------------------------------------|
| Monday 2/10     | Staff and students resume          |
| Monday 6/11     | Pupil Free Day                     |
| Tuesday 7/11    | Melbourne Cup Day – Public Holiday |
| Wednesday 20/12 | Students Finish - 1.00pm dismissal |

# Pupil Free Dates for 2023

|               |                                                                                                                                    |                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Term 1</b> | Friday 27 <sup>th</sup> January<br>Monday 13 <sup>th</sup> March<br>Thursday 6 <sup>th</sup> April<br>Friday 7 <sup>th</sup> April | School Organisation Day<br>Labour Day<br>Pupil Free Day<br>Good Friday |
| <b>Term 2</b> | Monday 24 <sup>th</sup> April<br>Tuesday 25 <sup>th</sup> April<br>Monday 12 <sup>th</sup> June                                    | Curriculum Day<br>Anzac Day<br>Queen's Birthday Holiday                |
| <b>Term 3</b> | Monday 14 <sup>th</sup> August<br>Tuesday 15 <sup>th</sup> August                                                                  | Curriculum Day<br>Curriculum Day                                       |
| <b>Term 4</b> | Monday 6 <sup>th</sup> November<br>Tuesday 7 <sup>th</sup> November                                                                | Pupil Free Day<br>Melbourne Cup Day Holiday                            |

### Camp/Sport & Excursion Fund 2023

Dear Parents & Caregivers

CSEF Forms were handed out to students at the beginning of 2023, if you did not receive a form we will have some at reception for you to pick up or give us a call and we can put in your child's school bag.

To be eligible for the fund a parent or legal guardian of a student attending a registered government or non government Victorian primary or secondary School. Must hold a Centrelink health care card, or Pensioner concession card or be a veterans affairs gold card holder.

For Special consideration applications (Asylum seekers/refugee families or students over 16 with their own health care card or supporting documentation can receive CSEF funding.

#### **Payment Amounts:**

Primary school student rate:      \$125 per year

Secondary school student rate:    \$225 per year

Regards  
Margaret

# Curriculum Contributions



| Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum                                                                                                                                                                                                                                              | Amount       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <i>Classroom consumables, materials &amp; equipment</i><br><i>Art – paint, crayons, canvas, glitter, coloured paper etc. \$30</i><br><i>Technology – gardening tool, plants etc. \$10</i><br><i>Food tech – food ingredients such as flour, butter etc. \$75</i><br><i>Mathematics – numeracy blocks \$10</i><br><i>Sports – equipment \$10</i><br><i>Sensory items \$10</i><br><i>Stationery \$10</i> | \$155.00     |
| <i>ICT Devices – provision of devices from the shared classroom sets</i>                                                                                                                                                                                                                                                                                                                               | \$10         |
| <i>Communication tools – PODD books, assistive technology devices, displays</i>                                                                                                                                                                                                                                                                                                                        | \$50         |
| <i>Printing and photocopying of worksheets and learning materials</i>                                                                                                                                                                                                                                                                                                                                  | \$10         |
| <b>Total tax-deductible Curriculum Contributions</b>                                                                                                                                                                                                                                                                                                                                                   | <b>\$225</b> |

| Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities | Amount      |
|------------------------------------------------------------------------------------------------------|-------------|
| <i>School Sports Victoria affiliation</i>                                                            | \$5         |
| <i>First aid and hygiene equipment</i>                                                               | \$5         |
| <i>School grounds maintenance and improvements</i>                                                   | \$5         |
| <b>Total tax-deductible Other Contributions</b>                                                      | <b>\$15</b> |

# Curriculum Contributions



## Extra-Curricular Items and Activities – provided on a user-pays basis

Coburg Special Developmental School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

*The cost of extra-curricular items and activities will be advised throughout the year.*

| Extra-Curricular Items and Activities                                                                                                                                          | Amount     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <i>Camps and excursions to be scheduled (estimated: \$10) [See <a href="#">requesting parent payments for camps and excursions one-page overview for more information</a>]</i> | <i>TBA</i> |
| <b>Total Extra-curricular Items and Activities</b>                                                                                                                             | <b>TBA</b> |

## Financial Support for Families

Coburg Special Developmental School understands that some families may experience financial difficulty and offers a range of support options, including:

*the Camps, Sports and Excursions Fund*

*State Schools Relief (SSR)*

*Payment plans for Extra-Curricular Items and Activities*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

*Margaret 03 9354 4366 Email; [Margaret.jackson@education.vic.gov.au](mailto:Margaret.jackson@education.vic.gov.au)*

## Total

| Category                              | Total recommended amount | Total payment |
|---------------------------------------|--------------------------|---------------|
| Total tax-deductible contributions    | \$240.00                 | \$            |
| Discount if paid by first Term        | \$200                    | \$            |
| Extra-Curricular Items and Activities | \$ TBA                   | \$ TBA        |
| <b>Total</b>                          | <b>\$</b>                | <b>\$</b>     |

## Payment methods

*Direct Deposit*

**CBA 063 093**

**A/C 10000191**

*Eftpos or Cash*

**At front Reception**

## Refunds

*Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy and any other relevant information.]*

## ■ PARENT PAYMENTS POLICY ■

### ■ ONE-PAGE OVERVIEW ■



#### FREE INSTRUCTION ■

- → Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate. ■
- → Schools may invite parents to make a financial contribution to support the school. ■



#### PARENT PAYMENT REQUESTS ■

Schools can request contributions from parents under three categories: ■

##### Curriculum Contributions ■

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. ■

##### Other ■ Contributions ■

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. ■

##### Extra-Curricular Items and Activities ■

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis. ■

- → Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices). ■



#### FINANCIAL HELP FOR FAMILIES ■

- → Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out. ■
- → Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements. ■



#### SCHOOL PROCESSES ■

- → Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency. ■

# Smile Squad

## General Information

The friendly Smile Squad dental team will provide Victorian public primary and secondary school students with a free, high quality annual dental health examination and free follow up treatment as needed.

### What is included?

At the first appointment (the check-up), Smile Squad will check your child's teeth.

Then, depending on your child's needs, services may include:

- x-rays
- fluoride varnish
- scale and clean
- fissure sealants
- a free dental pack: a toothbrush, toothpaste and information
- advice about dental health and diet



If a child needs more treatment, like a filling, Smile Squad will contact parents/guardians and make a second appointment. These extra treatments are also **completely free**.

The program does not include cosmetic procedures.

### What will Smile Squad do?

First, Smile Squad will visit your child's school to check your child's teeth and provide preventive care. This takes about 15 minutes.

If your child doesn't need any extra treatment, Smile Squad will see your child again in 12 months.

If your child needs extra treatment, Smile Squad will send home an individual care plan for you to read. Then, Smile Squad will call you to talk about what your child needs and ask for your consent to the extra treatment. Smile Squad will make a new appointment for your child for the treatment. Usually, this appointment will also be at the school. This treatment is also free.

Students will also receive a free dental pack and education on teeth brushing and healthy eating.

More information on the services provided can be found on the [general information page](#) of this site.

### If you have a dental emergency

If you have a dental emergency or require oral health advice, please contact the Royal Dental Hospital Melbourne on [9341 1000](tel:93411000) (outside Melbourne metro call: [1800 833 039](tel:1800833039)) or use the [online community dental clinics search](#) for a list of dental clinics in your area. You may also visit [www.dhsv.org.au](http://www.dhsv.org.au) if you require any further information.

To keep your teeth strong and healthy, eat well, drink tap water, and brush twice a day with fluoride toothpaste.

CSDS will be in touch with Parents when the Smile Squad are going to be at the school.



**Total Care**  
**Disability Services & Support**

To whom it may concern,

Total Care Disability Services & Support is a small family-owned business.

We work with a diverse range of people living with mental health and various disabilities, specializing in individual and group support.

TCDSS are reaching out to you today to provide details of what we can offer as a provider.

Our main focus is to encourage and provide support to participants and their families on a daily or weekly basis.

We provide the best service to every person with the utmost care and devotion including:

|                        |                        |                            |
|------------------------|------------------------|----------------------------|
| <i>Respite</i>         | <i>Household tasks</i> | <i>Life stages</i>         |
| <i>Employment help</i> | <i>Personal care</i>   | <i>Skill development</i>   |
| <i>Transport</i>       | <i>Group outings</i>   | <i>Personal activities</i> |

We are in a position to take on new participants that are self-managed or planned-managed.

Further details about our business can be located on our website: [www.totalcaredisabilityservices.com.au](http://www.totalcaredisabilityservices.com.au)

It would be much appreciated if our details can be forwarded onto the Support Coordinator and noted in your newsletter.

I look forward to hearing from you in the near future.

Regards,

Paul & Sonia Catelli

Mobile: 0422 019 818

Email: [totalcare2022@outlook.com](mailto:totalcare2022@outlook.com)

## Information

### Forms Available:

Is your child turning 16? Call Centrelink at least 3 months before to get the paperwork for the Pension. Make sure your child has a TAX file number (from the age of 5 years old).

- Is your child in nappies or pull-ups? Make sure you include it in your NDIS plan.  
⇒ Taxi - Doctor submits it online.
- Forms are available from the office:  
⇒ Companion Card ⇔ We Care ⇔ Disability Parking Permit etc

**NDIS** - When your child turns 18 years old, you will need a Plan Nominee Form (available from the NDIS office) to speak on your child's behalf.

**Emergency Care Plan:** Each student should have an Emergency Care Plan in case something happens that carers and other family members can refer to. Extra copies available at the office. **Contact: Angelina on 9354 4366.**

## CSDS to join Ritchie's Loyalty Card Program - Help US

### Exciting News!

Our Fundraising Partner Ritchies IGA, are launching their new Ritchies Card, incorporating the Community Benefit Program and this will not only benefit our organisation, but also all our members.

The program now has an App for both IOS and Android smart devices. For those members who don't have a smart phone, or would like a physical card, this option is also available and can be linked to the App.

Every month, our organisation will receive 0.5%\* of our members' spend in Ritchies Stores PLUS our members will receive special offers and member only specials via the App.

\*T&C's apply see <https://www.ritchies.com.au/ritchiescardterms>

Featuring monthly promotions, cheaper prices for you, Collect and Win, as well as games and lots more fun things to do, this is a great opportunity to support our club.

You can download the Apps by scanning the QR codes below - or search for Ritchies in the Apple App Store or Google Play.

Your Club President  
John Smith

**Thank You!**

**Received \$714.97 so far**

Not only are you helping your school or charity, you'll also get extra benefits.

**BENEFITS:**

- Supporting clubs, schools and charities made easy
- Special offers and savings exclusive to members
- Digital Ritchies Card with an easy-to-use app
- Free to join - start saving instantly

Download on the App Store

ANDROID APP ON Google play

A promotional graphic for the Ritchies Card and App. It features a blue background with white text. At the top, it says 'Thank You!' and 'Received \$714.97 so far'. Below this, it says 'Not only are you helping your school or charity, you'll also get extra benefits.' The main section is titled 'BENEFITS:' and lists four points: 'Supporting clubs, schools and charities made easy', 'Special offers and savings exclusive to members', 'Digital Ritchies Card with an easy-to-use app', and 'Free to join - start saving instantly'. At the bottom, there are two QR codes: one for the Apple App Store and one for Google Play. The Apple App Store QR code has the text 'Download on the App Store' below it, and the Google Play QR code has the text 'ANDROID APP ON Google play' below it. There are also images of the Ritchies Card and the App interface on a smartphone.