

Service Information

Our Service caters for children aged 2 years to school age. We are open from 7.30am to 5.30pm Monday to Friday, (49 weeks of the year) and closed on NSW public holidays. Notice will be given in our Newsletters when these days occur. We have 3 classrooms, a 2-3.5 year old room, a 3.5-5 year old room, plus a 4.5-school age room. We aim to nurture siblings spending time together and have allocated times for this along such as family grouping in the morning and outdoor play times.

Centre Philosophy

As an agency of the Uniting Church in Australia, we have a responsibility to contribute to a fairer and more compassionate society. Underpinning all of our policies and procedures will be the principles of access, equity, participation and openness.

We envisage Revesby Uniting Church Child Care Centre as a place of safety, care, education, warmth and wonderment for children. In the light of this vision we will strive to develop a community where the values of forgiveness, reconciliation, inclusion, equity and empowerment are paramount.

We value the unique qualities and abilities of every person. We believe we have both the opportunity and the responsibility to assist our community (children, families and staff) to develop themselves in such a way that they may better experience life in all its fullness.

We honour parents and families as the primary carers and educators of children. We pledge our support for their role by forming partnerships and sharing with them in the nurture of the youngest members of our society. We take seriously the responsibility we have to ensure that the children have opportunities to interact safely with others and to develop a sense of their interdependence with the world.

Our practices support the elements of the Early Years Learning Frameworks incorporating the aspects of "Belonging, Being and Becoming" as well as the 5 Learning Outcomes for the Children:

- 1) Children have a strong sense of identity
- 2) Children are connected with and contribute to their world
- 3) Children have a strong sense of wellbeing
- 4) Children are confident and involved learners and
- 5) Children are effective communicators.

We encourage interactive play, with activities being both child centered and teacher directed. Family input is seen as a valuable element driving our programming along with child interests which are extended upon, displaying a true sense of child and parental significance.

Fees

Our fees range from **\$84.00** before CCB or CCR has been applied. This amount can differ if your child comes 3 or more days a week or you have siblings that together their day's equal more than 3 days a week. Please call us with your CCB percentage and number of eligible hours and we can work out your exact fee. If you don't have a CCB percentages please call the Family Assistance Office (FAO) on 136150. On enrolment we will need your CRN for yourself and your child so we can register attendance and ensure that you are receiving the maximum entitlement.

Our payment options include: Hubdebit.

Securing a Position / Bond

To secure a position we require a Bond payment depending on your child's attendance days:

1 day \$203 2 days \$371 3 days \$539 4 days \$707 5 days \$875

The above payment also includes 'swipe card entry fee' of \$20 for 2 cards and a hat \$15.

This is refundable if two full weeks' notice is given to the Director (less the payment made for swipe cards and hat).

Service Closing Time and Late Fees

Please be aware the Program closes at 5:30pm. A late fee is incurred for children collected after 5.30pm. The fee is \$20 per child for every 15 minutes or part thereof. The late fee is strictly adhered to, as two staff members are required to remain at the centre until all children are collected. If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, then we will contact Department of Education and Communities and the Police to take responsibility of your child.

Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times. In order to plan programs with you we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

Service Policies and Procedures

Staff members are expected to follow the Service's policies and procedures and to ensure that all stakeholders act in accordance with them. Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management Committee do so on account of serious and unusual circumstances. We hope that you will feel comfortable enough with staff and management to approach us with comments and questions about our service, including complaints. Your involvement helps us to improve our service and may lead us to change our policies and procedures. Copies of all policies are available in each classroom or from the office.

Enrolment Information

It is essential that we have up-to-date information in case of an emergency. It is important that you notify the office staff and your child's Educator of any changes to enrolment information including:

- Address
- Health / Medical Action Plans
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

Ask the educator at any time if you would like to check any details on the enrolment form. It is essential that we have copies of your child's birth certificate and immunisation status and any medical action plans prior to your child's start date – asthma plans, anaphylaxis etc. We are also required to have certified copies of any court orders relating to the child.

Goals for your child at our Service

"Nurturing Confident and Creative Learners."

The aim of each Educator in our Service is not to fill the child with facts and provide basic, one dimensional activities but rather to act as a vehicle providing access to materials and information that scaffolds on their ideas and create experiences that cultivate their own natural desire to learn, to give them lifelong tools to question, seek and succeed.

Along with you, we will create a list of goals for your child that we will *program to* and *observe on*. The outcomes will be *reflected on, extended and recorded*, all in consultation with you. The broader goals we have for each child are based on the outcomes in the Early Years Learning Framework and include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between the Service and home to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; *children's first and most influential educators*.

Programming

Through our curriculum, The Early Years Learning Framework, we have a focus of Belonging, which is integral to a child's sense of self. It acknowledges belonging to a family, community and culture. It is the foundation of relationships and acceptance. Along with Belonging we have Being. Being is allowing the children to be in the present - to concentrate on the here and now. It's allowing them time to investigate, attach to people,

environments and experiences. They are able to meet challenges with confidence that they have the time and support to work through and overcome any obstacles in their own time. Being sees the Educators develop and support an environment that is child focused, *not for the convenience of routine or the Educators*. Lastly, we have Becoming. Becoming acknowledges change and there is no time in one's life that has more rapid change than in the years of early childhood. Becoming recognises the skills that are necessary to thrive through change and how experiences and circumstances create skills, expectations, understandings and relationships. It allows flexibility for a child to learn and grow. On this foundation we observe each child for outcomes that we can support in the program. The 5 outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

Each month your child is observed with relevant information documented. Along with the goals that are developed for each individual child, the observation is reflected on and followed up with extended experiences to support the child in expanding their knowledge, concepts and skills related to their interest. Families are given the opportunity to also reflect on the observations and add their input which Educators will then incorporate into the program.

We know that children learn effectively through play and this is supported by Qualified Educators who are diligent in their responsiveness to each child. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment which challenges, supports and nurtures a child's development.

School Readiness: This plays an integral role in each child's preparation for Big School. Our School Readiness program is reflected in both our 3.5-4.5yr old room and 4.5-school age room. They both complete the same program. Our program is implemented during a set time throughout the day and has been developed by our Director who holds a Bach. Of Early Childhood (4yr degree). This program provides the necessary practice of skills in order to give each child an introduction into Big School.

Portfolios

Every child will have a personal, confidential portfolio comprising of;

- Child profile sheet
- Goals from families and Educators
- Observations
- Objectives for further development
- Work samples
- Checklists
- Other relevant data

This portfolio is to be maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. You child's portfolio may be emailed to you. The portfolio will be used in parent/Educator meetings throughout the year and is always available for you to review at your convenience.

How to prepare your child for our environment

Orientation is an important start for your child and family to connect to our service. We encourage each child to attend the Service in the company of a family member three (2) times before they start the day with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with their assigned Educator so that they can develop strategies with you to support the transition from home to the Service. You are welcome to take a book from our library to read at home and return on the next visit as a way of encouraging your child to revisit.

‘Preschool Day Hooray’ By Linda Leopold Strauss, ‘Maisy goes to Preschool’ by Lucy Cousins, ‘What to expect at Preschool’ by Heidi Murkoff and ‘I love you all day long’ by Francesca Rusackas are some great books to read to your child leading up to their first day.

Communication between home and the service must be open and happen often to best support your child during this time. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and offer support through phone calls during the day, photos and open communication.

Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine so try to establish the preschool day routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day. An idea is to settle your child and put their food away last as you are leaving.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven’t had the opportunity to say goodbye. This gains trust from the child, not only in you but in the Educator who is reassuring your child about their day and when you will return. Rest assured that we will ring you if your child is distressed. You are also more than welcome to call throughout the day to check on your child.

How can you be involved?

The Service has an *Open Door Policy* and actively seeks and encourages families to be as involved in the Service as they wish. This can range from evaluating and adding input to your child’s program and observations, volunteering within the Service and sharing skills & experiences that the children and the program will benefit from.

You can be involved in the Management Committee– just speak to the Director for more information. Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We can arrange meetings with your child’s Educator at a time that suits you throughout the year and offer email, Facebook, Newsletters, learning stories and pride ourselves on strong verbal communication on a daily basis. We seek input from families on all aspects of the Service but in particular, your child’s goals, observations and program.

If, for any reason you question or do not understand any aspect of the Service or your child's experience we have a Grievance Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available in the foyer at the Administrators desk. We are more than happy to email you a specific policy or procedure if required.

What to bring to the Service

Small Bag

For independence, we work towards all children being able to recognise and open their own bag. Let them be involved in selecting the bag and taking ownership of it. Please ensure it is large enough to hold all their belongings yet inside our lockers. General outline below:

- 1) Nappies (4)
- 2) Drink Bottle – labelled
- 3) Sheets inside a pillow case (no pillows) – labelled
- 4) Meals as set out below
- 5) Spare clothes – undies, shorts, pants, t-shirt and jumper/jacket

Morning Tea, Lunch and Afternoon Tea

Morning tea can be sent in either a medium-sized snap-lock bag (which can be reused) or if you prefer a small container clearly labelled with their name. Also include one drink bottle - again with their name on it (placed in their room drink basket). We always provide water and cups but a drink bottle is a great start to school readiness. Any pre-cut fruit or dairy products must be placed into the fridge on each room's labelled shelf.

Children are asked to bring their lunch in a plastic lunch box with a lid that they can open. As all lunches must be placed into the fridge. We ask you put your child's name on both bottom (at each end) and the lid. We also ask that you think about your child's ability to unwrap their lunch and open such things as muesli bars. Educators can provide tips to make this easier for your child.

We try to encourage a healthy lunch at the Service so only provide sandwiches with nutritious fillings. Sprinkles & chocolate spreads are discouraged. Celery and carrot sticks or a salad are good additions to your child's lunch. We prefer that sweet biscuits, cakes, chips lollies, roll ups, are not sent as part of your child's lunch! There is more information on the nutrition requirements we need to see at Preschool.

Please see table on next page.

Suggested sample servings for children aged 4 –7 years		
Food group	Serves per day	
Bread and cereals, rice, pasta and noodles	3- 4	1 serve 2 slice of bread OR 1 medium bread roll OR 1 1/3 cup ready to eat cereal OR 1 cup cooked porridge OR 1 cup cooked rice, pasta or noodles
Fruit	2	1 medium piece of fruit OR 2 small pieces of fruit OR 1 cup diced fruit OR 1/2 cup fruit juice 1 glass of fruit juice per day is enough.
Vegetables, legumes	4	Fresh fruit is best but frozen, canned and dried are also good alternatives 1/2 cup cooked vegetables OR 1 cup salad vegetables OR 1 small potato 1/2 cup legumes
Meat, fish, poultry, eggs, nuts and legumes	1/2- 1	65-100g cooked meat or chicken (2 small chops, 1/2 cup mince, 2 slices roast meat) OR 80-120g cooked fish OR 1/2 cup legumes OR 40-60g cooked fish OR 2 eggs OR 1/3 cup nuts. For safety reasons never give nuts to children under 5 years of age – always use paste
Dairy Milk, yoghurt, cheese	3	250ml (1 cup) milk OR 250ml (1 cup) custard OR 200g tub yoghurt OR 40g cheese

Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable, easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes also, need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her. Unsuitable shoes are thongs and gumboots and we prefer that these are NOT worn to the Service. Lace up joggers or sandals are appropriate. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves, no mid-drift tops and all children must wear our centre hat for effective sun safety.

Spare clothes: Every now and then accidents occur and it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag...just in case!

Sunhat: A sun protective hat must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

Toys

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

Birthdays

Birthday celebrations: It is very exciting for a child to be having a birthday. The most appropriate way to celebrate it at the Service is to bring cup cake. A simple butter/chocolate cake is enough or small patty cakes. Just remember the cake has to be shared among all the children.

Family Photo

We have in all rooms a Family Wall. This is a strong and valuable tool in our environment for your child to connect to, feel that they and their family are valued and that their family is as much a part of the Service, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our wall.

Sun Smart

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 15+) – this can be applied upon arrival prior to you leaving and is reapplied according to the manufacturer's recommendations.

When should I not send my child to the Service?

Preschool is a busy and demanding day for the bodies and minds of our children. Our Service is not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst in our care. To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to the Service if they display any of the above symptoms. If a child becomes ill whilst at the Service the child's parents or person responsible for the child will be contacted to organise collection of the child.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend the Service if they have had Panadol or Neurofen / any other medication other than antibiotics within 24 hours. It is extremely important that staff members are aware if a child has had either medication so we do not re-administer and potentially overdose. Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

A Doctors certificate will be required prior to returning to the Service especially if your child has had vomiting, diarrhoea or a temperature within the last 24hrs. If your child has been away due to illness, please check with the Service as to whether or not you will need a certificate before your child returns and call to notify the service of your child's absence.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re: exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families know if something is going around and avoid an epidemic. (Confidentiality maintained of course).

Condition	Exclusion
Hand, foot and mouth disease	Until all blisters have dried.
Hib	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Herpes – cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu-like illnesses	Exclude until well.
Measles	Exclude for at least 4 days after onset of rash.
Meningitis (bacterial)	Exclude until well.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Poliomyelitis	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
Salmonella, Shigella	Exclude until diarrhoea ceases.
Streptococcal infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

If your child is unimmunised according to our records, then they will be excluded until the threat has passed.

NHMRC Recommended Immunisation Schedule (0-5yrs) from January 1, 2006

Age	Disease
Birth	Hepatitis B
2 months	Diphtheria, tetanus & pertussis; Polio; Hib; Hepatitis B, Pneumococcal, Rotovirus
4 months	Diphtheria, tetanus & pertussis; Polio; Hib; Hepatitis B, Pneumococcal, Rotovirus
6 months	Diphtheria, tetanus & pertussis; Polio; Hepatitis B, Pneumococcal
12 months	Measles, mumps & rubella; Hib; Meningococcal c
18 months	Chickenpox (Varicella), MMR
Prior to school entry 4-5 years	Diphtheria, tetanus & pertussis; Poliomyelitis,

Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless the service is provided with written authorisation by a doctor. Medication can only be administered to a child by Educators from its original packaging. (Complete with pharmacy instruction sticker).

On arrival at the Service families must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.

Allergies or Asthma

Please submit any allergies or asthma on the Enrolment Form and also bring it to the notice of our Director on enrolment or as it is diagnosed by your Doctor. The Service has a procedure the staff follow to minimise allergic reactions.

The Service requires an Action Plan filled in by your Doctor to assist in managing your child's needs. The Action Plan is to be updated every 6 months. Your child will not be able to start unless a current Action Plan is in place.

Ocean Room 2-3yrs Overview

Our 'Early Learner's Room' has been established to create a strong foundation for children who will be moving to our 'Preschool' room. Our preschool rooms are available for children in the year prior to school entry. Our Early Learners Room therefore offer's a safe and secure setting that embodies a home away from home. In this room we have 3 experienced Educators to nurture, guide and educate your very special little one.

This room provides a well organised, stimulating learning environment that enhances and promote children's learning. Its aim is to provide each child with confidence and independence.

The learning environment is planned and managed to make resources easily accessible to all children, which means that they know what is available, where it is and where to put it back when they have finished using it- this establishes the basis for independence.

Children learn best when they are engaged and interested, we promote this by allowing children to explore, investigate and discover the exciting world around them. We view nearly every activity as an opportunity to learn. Children are encouraged to participate with their surroundings, ask questions and engage in conversation. Our goal is to teach children HOW to think and not WHAT to think.

In preparing your child for our 'preschool' rooms we offer support and reinforce the independence your child exhibits. Our daily routine provides the structure and guidance they need throughout their day as they learn to share, get along with others and perform tasks that require a longer attention span. Listening to stories, singing songs, playing games and doing art projects help develop language. Our staffing team focuses on developing these skills and readying your child for his or her next step. By the time they leave our 'Early Learner's Room' they will need to be able to:

-	Independently Dress (put shoes on, pull up own pants)
	- Independently Feed Self
	- Independently Toilet without assistance
	- Identify and care for own belongings
	- Confidently express their needs
	- Display a 15-20min concentration span
	- Able to interact socially with peers
	- Participate within the program
-	Begin to understand concepts such as shapes, colours, numbers, counting and recognition of their name
	- Increase their vocabulary
	- Demonstrate some recognition of prepositions
	- Be able to complete a task / Follow 2 step directions
	- Display self-esteem and confidence

Preschool Rooms – Rainforest / Outback

We understand that school is a major issue for both children and their families. Whilst parents need to find a school that suits their needs and that will cater for their own beliefs about education, the children have to contend with a lot as well. This is why we work so hard during your child's time here with us to prepare them to be confident to enter the next milestone in their life!

The comparison between a long day care centre and a primary school is extreme, especially for the 4-5 year old child. To start with the buildings are a lot larger, there are a lot more children with fewer adults to intervene and nurture, especially in the playground, the days are more structured and the need to be independent is expected. As excited as your child may be, their little world will change dramatically. From this comparison you can see that your child needs to have developed a secure emotional attachment as well as social confidence and a positive self-esteem to be best able to cope with the new environment.

At our centre we endeavour to prepare your child for Big School. Each day the children attend a group time lesson. These lessons cover a range of areas that are important for school such as: colour, shapes, numbers, an introduction to the alphabet, story writing, basic maths and teamwork skills. If a topic is too complex for a particular child, another activity will be provided that is suited to their level of ability. We recognise that children develop at different paces and we do not push any child that is not ready.

The aim of our program is to instil confidence and awareness in each child so when they see these topics in the classroom they have some understanding and knowledge. Through our program, we have found that the children are becoming more confident in themselves, more knowledgeable, curious, independence and their literacy skills are expanding.

Below I have listed the expectations that schools have in determining whether your child is "ready" for school. These include: -

SOCIAL /EMOTIONAL READINESS	EDUCATIONAL READINESS
<ul style="list-style-type: none"> ● can express needs and wants ● can share and turn take ● mixes happily with friends ● can identify own belongings ● uses toilet independently ● separate from parents with ease ● able to undress and dress self ● displays self-confidence 	<ul style="list-style-type: none"> ● can speak in clear sentences ● can follow directions/instruction ● identify/recognise own name ● can listen to a story & recall events in story ● can concentrate on an activity for 10-15min ● knows basic colours and shapes ● can count own fingers ● drawings are pictorial e.g person ● has the curiosity and desire to learn

We work on all of the above points with your child so that when primary school time comes around they are competent in these areas. Despite the educational side of learning it is our main belief that each child should have the social /emotional skills to be able to go into a new environment and be able to make friendships confidently.

Please feel welcome to discuss your child's progress with their teacher at any time, by working together we can support your child's learning and preparation for school.

Frequently Asked Questions:

What is CCB?

CCB (Child Care Benefit) is a subsidy from the Federal Government to assist families using approved child care with the cost of their child care.

How do I apply for CCB?

You will need to call the Department of Human Services on 136 150 and ask to be assessed for Child Care Benefit. You will be asked a number of questions including your combined family income and your activity (ie work, study, training etc).

Once assessed you will be issued a Child Care Benefit (CCB) percentage and the number of hours this percentage can be applied to your fees per week (usually 50 hours for working/studying families or 24 hours for non-working families). You will also be issued with two numbers:

- 1) A parent CRN
- 2) Child CRN

(These must be given to the centre in order to process your benefit amount).

You will receive a letter from the Department of Human Services to confirm your eligibility. Please bring a copy to our centre. It can take up to 4 weeks to process this information and to receive your benefit – full fees may apply during this time.

It will also take approximately 14 days for the centre to receive this information in our portal.

What is Child Care Rebate (CCR)?

CCR is a Federal Government initiative for all taxpayers using approved child care to assist families by reimbursing them up to 50% of the out of pocket expense relating to child care fees. This is applied after the CCB has been applied if eligible. There are several ways to claim CCR. Please contact the Department of Human Services on 13 61 50 or visit the [Department of Human Services website](#) for further information.

What are advance fees?

Advance fees are charged at one week in advance and reflects your child's current attendance.

When do I need to pay my fees?

At a minimum, we expect that child care fees are kept one week in advance. Fees may also be paid fortnightly but this must always be in **advance**, not arrears.

4 Payment options:

- 1) HubDebit

What happens if I don't pay my fees on time?

Child care fees must be kept up to date. If fees are not kept up to date, you will be issued with a letter and an invoice outlining the arrears and a date that they are to be paid by.

If your fees are still not paid by the date shown on the letter and you have not spoken to the Director or Jodie to make alternative arrangements, care at the service may be refused until payment is made keeping in mind

that the centre does not 'hold' positions.

If no payment has been received and we do not hear from you, then your child's place at the service will be terminated and any outstanding fees deducted from your Bond. Your child will no longer have a position at the service.

What is included in my child care fees?

High quality education and care delivered through individualised programs, provided by qualified educators.

What do I need to bring to the service each day?

- A bag for belongings that your child can undo and do up.
- Comforter for rest time, **only** if your child requires one.
- Supportive closed in shoes that fit (sandshoes, sneakers or sandals in summer). No thongs, reef shoes or crocs please.
- A top with sleeves (singlet tops and strappy dresses do not provide adequate sun protection).
- A sun hat (service hat) for all year round clearly labelled with your child's name.
- 3 Meals – Morning Tea, Lunch and Afternoon Tea in separate containers or paper bags – labelled
- Spare clothes; 2 sets (include undies and socks).
- Bed sheets for rest time in a pillow case and labelled.

Ocean Room Children should also bring the following:

- 3 complete sets of clothes - labelled.
- Disposable nappies (at least 4 per day) labelled.
- Numerous pairs of training pants – undies and clothes (when necessary).
- Sippy cup if required – no bottles

What are absences and how many am I allowed?

Child Care Benefit is paid for a child's absences from care for up to 42 days per financial year. Once your child has reached 42 days of allowable absences, Child Care Benefit is not paid for any further absences. This means that if your child is absent again because they are sick or on holiday, you will have to pay full fees for the day/s they are absent.

How much notice do I need to cease care / decrease days/picking up days?

If you wish to cease care, you are required to provide two full weeks written notice – form located on Director's office door.

If you would like to increase your child's attendance days please email Julie – rucccc1@bigpond.com

What if I am late picking up my child?

If you are within 5mins on your first late pick up the Closing Supervisor will give you a reminder about the service's closing hours – 7.30am -5.30pm.

If this occurs again a charge of \$20.00 for the first 15 minutes or part thereof this will continue to increase per each 15min.

If you are late picking up your child on a regular basis your position at the service will be reviewed.

How will I receive information from Revesby Uniting Church Child Care Centre?

Help save the environment!

You will be asked to provide an email address when you enrol in our services. Statements, payment receipts, parent newsletters and other information will be sent to you electronically.

A parent pocket has been set –up for each child/family.

How do I contact the centre?

Please contact the Director (Julie Philippe) at rucccc1@bigpond.com
Administrator (Jodie Millington) rucccc@bigpond.com
Or call 9772 3212

Who do I speak to about my child?

Any concerns, queries, questions or information relevant to the care of your child needs to be directed at your child's room teachers. If you have further concerns, question etc please see Julie.

Authorisation Letters

1. Anaphylaxis:

We have a number of children enrolled this year with a condition called Anaphylaxis. Due to this we have an Anaphylaxis Policy.

It is for this reason certain types of food are not permitted into the centre. This includes **all nut products** for example Peanut Butter, Nutella, mixed nuts, pesto based products and satay sauces. Also excluded are specific **egg products** which include Boiled, fried, and poached or scrambled eggs, quiche, custard, meringue/pavlova and mayonnaise.

We thank you for your continued cooperation in helping to make Revesby Uniting Church Child Care Centre a safe place for **all** children to grow and learn.

2. Access Swipe Card

Terms of Use Agreement

At Revesby Uniting Church Child Care Centre I understand that a security access system is in place to provide a secure and protective environment for the children, staff and families enrolled in the service.

We understand that by being in possession of these access swipe cards we have the following responsibilities:

- 1) Only those listed on the enrolment form may use the access cards
- 2) Children under the age of 16 years are not permitted to use the swipe cards for entry or press 'exit' buttons.
- 3) Upon ceasing enrolment at the service access cards must be returned.
- 4) Access cards are non-refundable and lost cards will not be replaced without purchasing a new card.

5) In order to access the building; access cards must be brought each day for arrival and departure. Staff and Management will not open the door for parents who have forgotten or misplaced cards on a regular basis – it will be suggested that a new card be purchased.

6) Misuse of your access card may result in termination of your position at the service.

7) When arranging alternative pick up / drop off that your swipe card is passed on to allow easy access to the building and kitchen by an authorised person.

3. Car Park

Please remember that the access road and turning circle at 219 The River Road Revesby are **shared** by three groups. Mirambeena Aged Care Units, the Church and the Child Care Centre.

Please keep in mind and inform family members or friends who may be picking up your child of the following:

- (1) If there is no parking, we encourage you to use the River Road Street Parking which is available from 9am-3pm or Tower Street where safe crossing can be made at the lights. Please do not enter the car park and 'just wait' this is both unsafe and inconveniences those who are trying to maximise the turning circle.**
- (2) Exceed the speed limit while on the property (walking pace 5km's MAX).**
- (3) Park in the emergency vehicle parking bay (these are marked).**
- (4) Park in the centre of the turning circle.**
- (5) Park 4WD along the driveway (next to the Church). This limits car accessibility and access.**
- (6) Care and consideration of others sharing the road and the turning circle needs to be observed and if it is necessary for you to park for a period longer than **5-10 minutes**, please use The River Road. (check parking restrictions. One side of the road is always available during peak periods).**
- (7) Please do not leave your unattended children in the car.**
- (8) Most Importantly, Please do not Park in the STAFF PARKING AREA. By doing this staff are held up for their starting times and our staff: child ratio's are compromised as staff shifts are arranged to accommodate such regulations. Staff would also like to leave on time and would prefer not to be parked in. The Staff Car Park is located behind the Church running adjacent to the play ground.**

Revesby Uniting Church Child Care Centre is linked to the social networking site "Face Book" as a means of communication and discussion between those who utilise our centre. This policy provides guidelines to parents and families in making sound choices in respecting their online communications whilst accessing our 'Closed Facebook Group.'

4. Face Book House Rules of the Group:

I understand that my child may be posted on our face book site with the following terms:

- Revesby Uniting Church Child Care Centre pages are to be used as a form of communication and should be used for positive discussions relating to the centre
- Only parents / grandparents of 'enrolled' children will be permitted to join the group
- Once your child ceases care at our centre you will be removed from the group
- All members must adhere to our centre's confidentiality policy at all times
- Only photo's will be posted of families who have 'authorised' their child to participate. We ask that there is no 'screen shotting' and 'reposting' of photos.
- The centre will be responsible for posting photo's / comments regarding 'events' such as Christmas, Easter etc. Keeping in mind that only 'authorised' children will be posted. Families must respect one another and not post another child's photo on your personal page whilst at a centre event.
- At no time is it appropriate to air any grievances through the online group. All grievances must be followed up using the correct means – refer to our grievance policy.
- Frequency of posts – the centre will aim to post a minimum of 3 times per week
- Parents must not seek out staff to 'befriend.' Staff will maintain their code of conduct and not authorise any friend's requests (the only exception to this rule is if previous relationships were established).
- All advertising of business, skills, etc are not to be posted
- Any of the following behaviour will result in expulsion from the Group:
 - a) Offensive or violent language
 - b) Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
 - c) Violations of copyright or intellectual property rights
 - d) Spam, link baiting or files containing viruses that could damage the operation of other people's computers or mobile devices
 - e) Attacks on specific groups or any comments meant to harass, threaten or abuse an individual

5. Nappy Cream

My child requires nappy cream to be applied as necessary, I have supplied the nappy cream with a prescription label and passed it on to the educators. Yes / No

6. REVESBY UNITING CHURCH CHILD CARE CENTRE CODE OF CONDUCT FOR FAMILIES

As your child is enrolled in Revesby Uniting Church Child Care Centre we encourage and assist each family to develop a sense of belonging and inclusion. We believe in developing an open relationship of mutual respect with all families. This Code of Conduct for families has been developed to maintain positive relationships between staff and families.

Therefore, as families

- We speak to the Director if there is an issue (grievance or complaint) with the service or staff members.
- We speak to staff in a respectful manner and this is reciprocated.
- We show respect to and acceptance to different opinions and views, and cultural differences.
- We behave in a manner which others do not find abusive, violent or unacceptable.
- We ask permission to take any photographs of children in the service.
- We are encouraged to sit and participate in the centre activities at any time.
- We will respect the continuity and value of experiences by not using mobile phones or speaking loudly.
- This is a smoke free environment. We understand that smoking is not permitted on the premises at any time.

As a parent I understand that should a staff member have concerns regarding a parent's ability to care for their child due to alcohol or drug consumption, or any other child protection issue, staff have a Mandatory Duty of Care to report their concerns to the appropriate authorities. Staff are trained Early Childhood Educators. As a parent, if I have concerns about another child's interactions, behaviour or conduct, I will respect each family's privacy and discuss concerns with the Director. It is the staff's role to manage situations or discipline the children at the centre. We can be reassured that staff do not disclose any information regarding any child or family attending the service.

PLEASE RETURN THIS PAGE SIGNED TO THE OFFICE

Authorisation:

- 1) I understand that I will need to provide an action plan if my child suffers from any medical or allergy based condition which meets centre requirements. I will alert the Director immediately and understand that my child cannot attend until such information/appropriate medication is received.
- 2) I agree to the terms of use in relation to using the swipe card access system
- 3) I understand that the car park is a shared facility which requires me to use it with understanding, respect and adhere to the centre's car park policy. I understand that I am not to double park, block people, sit and wait or park in the staff car parking area.
- 4) I understand that my child will be portrayed on a closed face book group with only parent access in a positive way.
- 5) I have authorised for my child to have prescription labelled nappy cream applied when necessary.
- 6) I have read and understood the Code of Conduct for families.
- 7) I agree to pay my fees according to the centre's fee payment policy
- 8) I agree that at times incursion may occur and my permission will be sort to allow my child to participate and a charge may be applied to my account to cover this incursion.
- 9) I understand that the centre takes part in fundraising and I may be offered the opportunity to contribute.
- 10) I give permission for my child to engage in the following activities (please circle):
 - 1) Face painting 2) Coloured Hair Day
 - 3) Photography that may involve the local media such as – the Torch Newspaper

We, the undersign have read and understood the above information and will continue to promote a healthy, safe and harmonious environment.

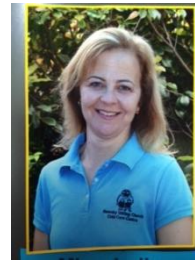
Parent 1 Signed: _____ **Date:** ____/____/____

Parent 2 Signed: _____ **Date:** ____/____/____

Our Team of Educators



Julie Philippe
Director /
Nominated Supervisor



Jodie
Administrator



Miss Shannan

Outback Room Leader



Miss Elisha

Outback Room



Miss Michelle

Outback Room



Miss Jacqui

Room Leader- Rainforest



Miss Jenny

Room Leader- Rainforest



Miss Lisa B

Rainforest Room



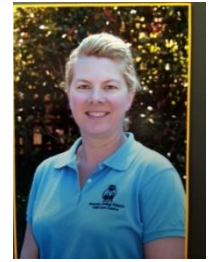
Miss Lisa
Ocean Room



Miss Angela
Ocean Room



Miss Debbie
Ocean Room



Miss Kylie
Ocean Room



Miss Glenda
Ocean Room



Miss Lyn
Ocean Room

Support Educators



Miss Marina

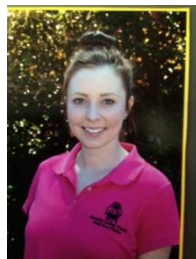


Miss Linda



Miss Deidre

Regular Replacement Educators



Miss Jenna



Miss Parveen