

Tottenham War Memorial Early Childhood Centre

Centre Information Booklet

Preschool and Long Day Care



"LITTLE KIDS ARE OUR FUTURE"

2018

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Philosophy

The Centre aims to follow the Early Years Learning Framework (EYLF) practices and principles through providing a play based learning environment.

We believe all children birth (6 week) to 6 years have the right to high quality early childhood experiences.

We believe all children have the ability to be confident and capable learners and it is our responsibility to develop relationships with each child and their family to assist in a positive learning journey for the child.

Children's learning is play based. Through play children are learning to communicate, discover, imagine, create and make meaning and sense of the world. Play is a most effective tool and is central to a child's learning and development.

We aim to provide high quality care in familiar surroundings with supportive and educated staff, where children's interests are followed and developed further.

Our practices are holistic in that we see children's learning as integrated and connected. Intentional teaching is thoughtful, purposeful and deliberate. We provide opportunities for play to be spontaneous, creative, imaginative and educational. We provide opportunities for all children to begin respectful relationships despite differences and similarities amongst each other regardless of ethnic background, religion and beliefs.

As a Centre our educational objectives include:

- Providing a program based on EYLF and in accordance with National Regulations.
- Promoting and encouraging the development of the whole child where children are truly equal partners.
- Providing an environment that is happy, safe and stimulating through planned and spontaneous learning opportunities where the environment is rich in resources, experiences, relationships and respect.
- Planning activities that give opportunities to enhance social and emotional development.
- Valuing the unique contribution of each child.
- Promoting a strong sense of physical and psychological well-being of each child leading to relationships based on trust, confidence, respect and engagement.

CENTRE CONTACTS

Committee

The Tottenham War Memorial Early Childhood Centre Committee is comprised of parents of children attending the facility. The Committee oversees the running of the Centre and enables the continued operation of the service at low cost. A new committee is elected at the end of each year at our AGM.

All parents are most welcome to attend, meetings are held 7 to 8 times per year.

PRESIDENT:	Antoinette Pursehouse
VICE PRESIDENT:	Amity Chase
SECRETARY/PUBLICITY OFFICER:	Mel Greig
TREASURER:	Nicole Klante
WHS:	Jessica Firth
ELECTED COMMITTEE MEMBER:	Jessica Firth

Staff

NOMINATED SUPERVISOR	Annette Perks (68925433 ph/ah)
ASSISTANT:	Ella Gallagher
ASSISTANT:	Billie Jo Watson
OFFICE ADMINISTRATION:	Jane Baker Kath Harley
MAINTENANCE:	Joy Dorrington
CASUAL ASSISTANTS:	Katrina Bolam Sarah Williams Georgie Lindsay

Other Contacts

Children's Services Advisor:	02 6361 6990 (Luke Galvin)
Community Services (formerly DoCS) Hotline:	132 111
Family Assistance Office (FAO):	136 150

Parents

We consider parents, guardians & carers as parents.

Policies

A comprehensive Policy Document is kept at the Centre and may be read at any time. It is the parents' responsibility to be aware of all the Centre's policies.

Policies are reviewed as required. Parents are encouraged to be involved in this process. Updated policies can be viewed on the Centre's website.

Ages

Preschool – 3 years to school age

LDC – 6 weeks to 6 years

Operating Times

PRESCHOOL HOURS:

Preschool is run on Wednesdays and Thursdays, from 8.30am to 4pm.

- Eligible children (those that are 4 before 31st July 2017) are automatically enrolled for 2 days of Preschool.
- Equity children (those that are Indigenous or low income) who are 3 years of age are automatically enrolled for 2 days of Preschool.
- Children 3 years of age at 31st July 2017 can choose Wednesday or Thursday in consultation with the Director.
- Open 40 weeks of the year, during the school term only

LONG DAY CARE HOURS:

Mondays, Tuesdays and Fridays from 8.00am until 5.00pm.

- Open 48 weeks of the year, closed over Christmas to mid-January for 4 weeks.
- You may use ½ day (4.5 hours) or 9 hour day – either as a permanent or casual position

Enrolment in the Centre

Each child attending Tottenham War Memorial Early Childhood Centre must complete a new enrolment form **each** year.

IMMUNISATION & BIRTH CERTIFICATE: Please bring in your child's Immunisation History Statement and we will copy it (if required) for our records. We also require a copy of your child's Birth Certificate if we do not already hold a copy on file.

Unimmunised children: - if there is an outbreak in the area, children who are not immunised will not be allowed to attend the Centre until the outbreak has cleared. A vaccination schedule is included in your enrolment pack.

Vaccination requirements for children

One of the following forms must be provided to the Centre:

1. **An Immunisation History Statement** - Parents can request a copy of the statement from:
 - Medicare Australia
 - Department of Human Services, Medicare Online
 - Their local DHS Services Centre
 - Calling the Immunisation Register on 1800 653 809
2. **Immunisation History Form (IM013)** - This form is used to record a child's vaccination details that may be missing from the Immunisation Register. This form must be completed by a doctor or immunisation provider.
3. **Immunisation medical exemption form (IM011)** – **Australian Immunisation Register (AIR)** – filled in by your GP – individual's vaccination exemption due to medical contraindication or a natural immunity.
4. **Keeping up to date:** If your child is following a catch up schedule put in place by your vaccination provider; your child meets the requirements

AUTHORITY TO COLLECT YOUR CHILD AND EMERGENCY CONTACTS:

PARENTS ARE ALWAYS CONSIDERED FIRST CONTACT IN AN EMERGENCY!

Emergency contacts, (OTHER THAN PARENTS) must be adults who can be contacted to collect your child at short notice (ie. an emergency), therefore contacts living in another town might not be appropriate. These adults may also have the authority to collect your child if you request, or you can nominate someone else.

If you wish to have your child collected by someone that you have not indicated on your enrolment form, you must contact the Centre prior to this arrangement. The staff will ask for Proof of Identity if the person is not known to staff. Please ensure that, where possible, your child is aware of the change.

ALTERATIONS TO ENROLMENT: From time to time, family details, emergency contacts and other enrolment information changes and it is your responsibility to notify the Centre and complete an Alterations to Enrolment form, available at the Centre.

We encourage parents to check their Enrolment Form each term.

ADJUSTING OR CANCELLING ENROLMENT: If you decide to change days, hours, permanency, casual enrolment or you wish to cancel enrolment for any reason, you must inform our Nominated Supervisor at least 2 weeks prior to the change you wish to make and complete the Application for Adjustment to Centre Enrolment or the Application for Cancellation of Childcare Enrolment form.

ABSENCES: If your child will be absent for any length of time (whether it be 1 day for an illness or for a 2 week holiday), it is your responsibility to contact the Centre as soon as possible so we are aware and staffing can be adjusted accordingly if possible.

Arrival & Departure

We ask that parents consider the following:

- That you bring your child to a member of staff on arrival and collect your child from a staff member on departure.
- You will find a daily sign-in book at the front desk for you to sign in your child.
- It is important that you complete pick-up arrangements in the daily sign-in book particularly if they are different from routine.
- **BUS TRAVEL**
 - ❖ Please sign “*Permission for Bus Travel to and from Centre*” form enclosed in your enrolment package
 - ❖ Children travelling to Preschool/Long Day Care on the bus will be met by a staff member – PLEASE NOTE: Long Day Care parents must periodically countersign the staff signature of your child’s arrival or departure to validate their attendance as per the 2011 Regulations.
 - ❖ Parents must notify the bus driver and staff at the Centre before sending children on the bus.
 - ❖ Out of Courtesy – if your child is not going to be on the bus for whatever reason, please let us know prior to the buses normal arrival if possible.
 - ❖ If your child is booked in for the day and does not arrive at the Centre by 9.30am, Staff will phone parents/contacts and enquire as to the whereabouts of the child. If there is no answer/response, staff will contact Police regarding the non-arrival of the child.
- PLEASE NOTE – Parents and children are encouraged to use our ramp to enter the Centre as it is safer for all involved.
- The gate (if it has to be used) at the top of the ramp must always be closed, this acts as a deterrent for young children.

Program

We aim to provide a program that gives a wide range of stimulating provisions within the security of a daily routine, which provides for the various needs of the individual children. During much of their day, children are free to experience, explore and share art and crafts, play dough, puzzles, cooking, games,

blocks, construction, sand and water play and many other indoor and outdoor activities. We provide plenty of activities to encourage co-operation, socialisation and development of a positive self image.

We also have times during the day for the whole group to join in together in music and singing, gross motor activities, communication and language, drama and story time.

At Preschool those children who are to start school the following year, are involved in a school transition program throughout their final term. Children are taken to Kindergarten for several sessions and other appropriate activities. These children will be involved in more pre-academic skills as the year progresses.

Fees

- All fees are subject to review annually, where fees will be set for the coming year.
- Please keep all your receipts as they may be needed for taxation purposes.
- The Fees Policy outlines your responsibility in regards to your child's fees.
- Fortnightly payment of fees can be arranged with office staff and the Nominated Supervisor.

PRESCHOOL fees are **\$15.00** full day. Fees are billed at the beginning of each term.

- For permanent places the fees are paid from the day your child is enrolled, including times when your child is absent due to illness or holidays.
- **Income Related Fee Relief** is available for families. Forms are available from the Centre. These fees are set at **\$5.00** per day
- Carer Provider No.: 321 973 484K
- A small amount is claimable from Family Assistance Office for out of pocket expenses upon presentation of receipts, which should be done every 6 months to avoid misplacing receipts. They must be done within 12 months of date of your child's attendance.

LONG DAY CARE fees are billed monthly. Most families are eligible for a rebate from the Federal Government which is income related. This is called Child Care Benefit (CCB).

As a parent you need to provide us with yours and your child's CRN (Customer Reference Number) with Family Assistance Office (the parent who is registered with FAO) and date of birth. This will enable us to bill you correctly – without this information full fee must be charged.

- Fees are **\$50.00** per day for permanent bookings
- Fees are charged for permanent places even if away for illness or holidays. Family Leave can be applied for during the calendar year for permanent places, 2 days if child is attending 1 day per week and 4 days if child is attending 2 days per week, 6 days if they attend 3 days per week.
- Casual LDC fees are **\$56.00** per day.
- You can use LDC for half days (4.5 hours – at any time of the day eg. start time can be at 10am and finish at 2.30pm or at a time discussed with our Nominated Supervisor), at **\$25.00** permanent or **\$28.00** casual care. *Please note – any more than 4.5 hours is classed as a full day.
- Carer Provider No: 406 969 510A
- 50% tax rebate on out of pocket expenses (CCR) is paid quarterly directly to you or you can nominate to have it paid to the Centre and taken off your account. For further information or to clarify what you receive, please contact Family Assistance Office (phone 136150).

Preschool		Long Day Care	
Permanent	\$15/day	Permanent	\$50/day
Permanent (low income)	\$5/day	Casual	\$56/day
Casual	\$15/day	Permanent 4.5 hours	\$25/day
Casual (low income)	\$5/day	Casual 4.5 hours	\$28/day

For further Fee information, please contact Centre staff.

Excursions

During the year, a number of excursions will be organised, particularly for the older children. It is a Department of Community Services requirement that a permission note be signed by parents prior to each excursion.

What Your Child Needs To Bring

All children: A sturdy, large bag (*bag needs to be large enough to fit a jumper, hat, lunch box, craft work & change of clothes*) that your child can undo themselves. A book bag to take home library books which can be exchanged weekly. A sheet & light blanket for rest times, preferably no pillows, due to storage and these are laundered regularly at the Centre.

PLEASE LABEL EVERYTHING CLEARLY WITH YOUR CHILD'S NAME

Preschool: Children need to bring a lunch box containing their own morning tea and lunch (or lunch order – WEDNESDAY only, which are available from the Central School's canteen, a canteen price list is available from the Centre) plus their own drink.

Long Day Care: Children need to bring a lunch box containing their own morning tea, lunch and afternoon tea plus their own drink. NO lunch orders are available on these days.

All Days:

- Fresh water is provided at all times.
- Our policy is to encourage healthy eating.
- We also have our Sun Protection Policy to encourage children to wear:
 - o a broad brimmed hat, a legionnaire hat or a bucket hat
 - o clothing that protects as much of the skin as possible, ie. shoulders, back and stomach.
 - o clothing like shirts with collars and sleeves
- We provide a broad spectrum 30+ sunscreen. If your child has a reaction to any sunscreen, please notify the staff immediately and pack a compatible sunscreen for your child each week.
- **Clothing can be ordered through the Centre with Centre Logo, please see staff.**
- Clothes should be comfortable and washable so that children are free to move and participate in all activities and toilet independently.
- A change of clothes is requested, just in case.
- An item for "Show and Tell" often encourages children to communicate with other children. (A note from parent explaining item helps if child needs prompting)

In addition 0-3 year olds may need:

Bottles, cups, dummies, milk, minimum of 5 labeled disposable nappies (per day), wet wipes and any individual needs eg. comfort toy.

What NOT to bring/wear

PARENTS PLEASE CONSIDER THE FOLLOWING

Food we discourage – these foods may be sent home:

- Junk Food, ie; chips, lollies, "Roll-ups" etc.
- Food that could be considered a high risk for allergies eg. nuts & eggs.

Clothing we discourage:

- Thongs, open-ended sandals or crocks (these make it difficult for children to climb safely and we are unable to let your child ride bikes without closed shoes).
- Jewellery, hairclips or other items (which may pose a choking hazard).
- Singlet tops or tops that show the midriff, caps etc (Sun Protection Policy).
- Belts, braces or overalls (may cause difficulty when toileting).

Behaviour Management

Our behaviour management policy is based on commonsense, caring and co-operation with other people. Thus our focus is on rewarding positive behaviour. When necessary, the following occurs: firstly the child is warned and it is explained that their behaviour is unacceptable. They will then be redirected to another activity. If the behaviour continues the child is removed from the situation, so that they can regain control of themselves. This is then discussed with the parent.

Health

- No medication will be administered without written parental consent. If a child needs any medication please discuss the matter with Nominated Supervisor/Certified Supervisor.
- Please keep sick children at home and notify staff if they have a contagious illness.
- We have an Exclusions Policy if you are unsure whether you should keep your child home – on Enrolment you will receive a copy of our general guidelines. Please keep this handy to refer to if needed.
- All permanent staff members have their current first aid qualifications and will be in attendance each day and we endeavour to have a safe play environment.

Allergies or Asthma

- Please note allergies or asthma on the Enrolment Form and also bring it to the notice of our Nominated Supervisor on enrolment or as it is diagnosed by your Doctor.
- The Centre requires an Action Plan filled in by your Doctor to assist in managing your child's needs.
- The Centre has a procedure the staff follow to minimise allergic reactions.

Records

Observational records are kept about children enrolled. These are available for parents to read and look through.

Please make an appointment with our Nominated Supervisor to discuss your child's progress.

Involving Parents at Our Centre

Parents are always welcome at the Centre at any time.

We ask parents to help in several ways:

- ❖ Preschool parents are required to help out at Preschool throughout the year. A roster may be used at times for this.
- ❖ Parents are asked to pay fees promptly, and to help in any way they can with fundraisers.
- ❖ Parents with a special talent or interest would be most welcome to come and share these with us.
- ❖ Parents are required to sign their children in and out of the Centre. Please inform staff if someone different is picking up your child.
- ❖ Parents are welcome to bring a cake to share with the other children if your child is having a birthday.

Complaints

Please feel free to discuss any problems with our staff at a suitable time. We sincerely wish your child's experience at our Centre to be a really happy one.

- If you feel uncomfortable about doing this, our Liaison Officer is available for your support.
- The Dealing with Complaints and Feedback Policy is also available on the Centre's website.

Bookings

PRESCHOOL:

Children may be booked in whenever they are ready to start, once they turn 3 years old, but it is preferred if children are booked in at the end of the year prior to commencement.

In 2017 we will have limited space of casual PS bookings. These will be taken on a week by week basis.

LDC:

- Permanent bookings to be made 1 week prior to commencement.
- Casual bookings must be made for:
 - Mondays, by Sunday night at 8pm
 - Tuesdays, by Monday night at 8pm
 - Fridays, by Thursday night at 8pm

These bookings can be either by:

1. Booking during Centre hours on 02 6892 4230, or
2. Ringing our Nominated Supervisor on 02 6892 5433 AH

CANCELLATIONS

Notice of cancellation of a casual booking can be made by phoning the Nominated Supervisor (02 6892 5433 AH) before 8pm on the evening of the day previous to the booking.

Fees have to be charged if a casual booking is cancelled the day of the booking as staffing has already been organised for the day.

Accident Form

We have an injury/illness/accident form to record any incidents that occur at the Centre or during your child's day. These will be filled in by staff present, sent home for parents to sign and returned so that they may be kept at the Centre for filing.

- Any minor incident of TLC will be recorded in our First Aid book and you will be notified on collection of your child.

Updated: 19/10/2017