

# Parent Enrolment Information Book

Preschool and Long Day Care



"LITTLE KIDS ARE OUR FUTURE"

## 2023

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TOTTENHAM NSW 2873

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## Philosophy

We aim to provide a welcoming, safe and high quality care environment for our children. Under the National Quality Framework we provide a holistic, inclusive, diverse and stimulating play based curriculum where children actively engage in a range of meaningful experiences which extend their development and learning.

Each child is provided with play experiences that are planned according to their interests, strengths and needs. We achieve this learning in a secure, home like environment.

We build positive relationships with parents and encourage families to participate in the Centre at whatever level they feel comfortable. We complement the role of family and community in a child's life by encouraging family and community partnership through consultation and collaboration.

The Centre is supported by a parent run Management Committee that recognises the importance of our service as being an integral cornerstone within our small yet vibrant community.

### *Families*

*We may be related at birth, adoption, or invitation.  
We may belong to the same race or we may be of different  
races.*

*We may look like each other or different from each other.*

*The important thing is we belong to each other.*

*We care for each other.*

*We agree, disagree, love, fight, and work together.*

*We belong to each other.*

## Introduction

Welcome to the Tottenham War Memorial Early Childhood Centre (TECC). This service is dedicated to providing a service of the highest standard to our children. This family handbook is designed to give an overview of the Centre and provide information to you and your child in preparation for starting care. We look forward to a long and happy partnership with you and your family.

## Contact Information

Physical address: 73 Merilba Street, Tottenham NSW 2873

Postal address: PO Box 88, Tottenham NSW 2873

Contact No: 02 6892 4230

Email: [admin@tottenhamcecc.com](mailto:admin@tottenhamcecc.com)

Website: [tottenhamcecc.com](http://tottenhamcecc.com)

## Committee

The Management Committee is comprised of parents of children attending the Centre. 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 times per year.

PRESIDENT:	Tanya Fulton
VICE PRESIDENT:	Sophie Cook
SECRETARY:	Sophie Cook
PUBLIC OFFICER	
TREASURER:	Sophie Cook
PARENT LIAISON	Sally Fitzalan
ELECTED COMMITTEE MEMBER:	Helen Vincent, Theresa Moore, Susie Nicholls, De Adam,

## Staff

DIRECTOR:	Jane Baker
NOMINATED SUPERVISOR	Lacie Carpenter / Eloise Jarvis
EDUCATIONAL LEADER	Sally Fitzalan
EDUCATORS:	Sharon Smith Whitney Sydir Reena Vaniya
CASUAL EDUCATORS:	Kristy Weston Billie-Jo Watson Christianne May
OFFICE ADMINISTRATION:	Heidy Jarvis
MAINTENANCE/CLEANER:	Joy Dorrington Natalie Graves

## Orientation

We understand that each child settles into a new environment in their own unique way and introducing your child to care can be an emotional time. Orientation is the foundation for strong relationships between families and educators and promotes a quality experience of education and care for children. There are a number of things you can do to make the transition positive and successful.

- We encourage you to talk about the Centre, the Educators and the activities with your child and family in a positive way.
- We invite you to take time to have a guided tour of the facility and get to know our friendly team and nurturing environment so your child feels comfortable and safe when they attend.
- On your child's first day please stay as long as you wish to ensure their wellbeing.
- We also encourage you to call the Centre throughout the day to see how your child is going.

## Operating Hours

**Centre Based Day Care** operates – (48 weeks) for children 6 weeks to 6 years.

*Monday, Tuesday and Friday 8.00am to 5.00pm*

**Preschool** operates during the school term (40 weeks) for children 3 years to school age.

*Wednesday and Thursday 8.30am to 4.00pm*

The Centre will be closed on all public holidays and for four weeks over the Christmas and New Year period.

## 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 for us to sight. We also require a copy of your child's Birth Certificate (if we do not already hold a copy on file).

**From 1 January 2018, only children who are fully immunised for their age OR have a medical reason not to be immunised OR are on a catch-up schedule can be enrolled in childcare. Children who have not been immunised due to their parent's vaccine conscientious objection cannot be enrolled in childcare.**

**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:

- Department of Human Services or by 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 inform the Centre in writing 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.

**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 the Centre at least 2 weeks prior to the change you wish to make.

**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.

## Bookings

Casual bookings must be made by ringing the Centre on 6892 4230 during Centre opening hours.

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.

## Arrival & Departure

Each day all children need to be signed in and out at the beginning and end of the session by an adult. The person collecting your child each day must be listed and authorised on your child’s enrolment forms.

### BUS TRAVEL

Please sign “*Permission for Bus Travel to and from Centre*” form enclosed in your enrolment package if your child will be using the bus.

Children travelling to the Centre on the bus will be met by a staff member.

It is the parent’s responsibility to organise bus travel with the bus company/driver. Please be aware that bus companies/drivers are not obligated to transport these children but do so in support of our Centre.

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.

## Fee and Payment Information

If there are Preschool fees, It is our policy that families pay Preschool fees in advance for each term.

Centre-based Day Care fees are invoiced in arrears every fortnight.

Invoices will be sent through OWNA (Childcare Management Software) For permanent bookings on Preschool and Centre-based Day Care you will be billed for days that the child is absent. No fees will be levied for the Centre scheduled closure period.

Two weeks written notice must be given for cancellation of your child’s enrolment.

Fees are reviewed annually.

Preschool – 2021		Long Day Care – 2021	
Permanent	Free	Permanent	\$70/day
Permanent (low income)	Free	Casual	\$75/day
Casual	Free	Permanent 4.5 hours	\$35/day
Casual (low income)	Free	Casual 4.5 hours	\$37.50/day
		After School Care	\$10/hour

## Government Assistance

Depending on your circumstances you may be eligible for Child Care Subsidy (CCS) for Centre-based Day Care days. It is your responsibility to register for CCS through your myGov account and provide your projected annual income, activity levels and the name of our service. Please do not hesitate to talk to us about this process as we can help you with it.

Families not entitled to any subsidy, or who fail to register for Government Assistance – Centrelink, will be required to pay the full unsubsidised fees.

## Overdue Fees

Parents with overdue fees are encouraged to speak with the Director about any difficulties they may have in making payments and negotiate suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and may result in cancellation of the child's enrolment.

## Late Collection / Pick-Up Charge

The Centre reserves the right to implement a late collection charge when parents have not collected their child from the service before the closing time for that day. This charge will be set at \$1.35/minute to cover staff pay.

## Communication and Interaction with Families

We want to involve parents and families in the development of their children, and we aim to do this through excellent communication. We actively work on developing secure, respectful and reciprocal relationships between children and families as we believe learning outcomes are best met when Early Childhood Educators work in partnership with families. Our Educators recognise that families are a child's first and most influential teachers.

We welcome input from our community and encourage you to utilise the full range of communication methods to enhance your child's learning experience and develop positive relationships within the Centre community, including:

- Telephone calls
- Email
- Face to face feedback at drop offs and pick ups
- Newsletters
- Updates – shared through *OWNA* community posts. When your child is enrolled we send you an invitation to join *OWNA* – a secure online environment for communication between the Centre and parents.
- Meetings

## After School Hours Care

Tottenham Early Childhood Centre offers outside school hours care for children aged 5 – 12 years. Children scheduled for before and after school care will need to make appropriate arrangements for delivery and collection of children from the service. Any changes to people you authorise to collect or deliver your child from the service must be done in writing.

*Children learn quicker during their early years than at any other time during their life. They need love and nurturing to develop a sense of trust and security that turns into self-confidence as they grow*



## What Your Child Needs To Bring

PLEASE LABEL EVERYTHING (CLOTHES, DRINK BOTTLES, LUNCH BOXES, HATS ETC) CLEARLY WITH YOUR CHILD'S NAME

- An appropriate sized bag (e.g. backpack) that your child can undo themselves. Each child will have a locker to place their belongings in.
- Sleeping material for rest times (e.g. sheets). These are laundered regularly at the Centre.
- A complete change of clothes **plus** additional underpants/bottoms if your child is toilet training.
- A wide brimmed hat

In addition, 0-3 year old's may need:

- Bottles, cups, dummies, milk, disposable nappies, wet wipes and any individual needs eg. comfort toy.

### FOOD

We follow the "Healthy Eating Guidelines"

**Preschool:** Children need to bring a lunch box containing their own morning tea and lunch and drink bottle with water only.

**Centre-based Day Care:** Children need to bring a lunch box containing their own morning tea, lunch and afternoon tea plus their own bottle with water only. Lunch orders are available on a designated day from the Central School Canteen, who deliver the lunches to our Centre. The day for 2023 will be advised. The menu will be posted on OWNA.

### CLOTHING

Clothing can be ordered through the Centre with Centre Logo, please see Admin staff.

- Clothes should be comfortable so that children are free to move and participate in all activities and toilet independently. Shirts should have sleeves in summertime. No 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 in shoes).



## Educational Program

A diverse range of learning experiences are provided for children on a daily basis. The content of these programs will reflect on the individual needs and interests of each child attending the Centre.

Children will have the opportunity to engage in a curriculum which offers a wide range of stimulating and educationally challenging experiences, developing dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.

Areas of development your child will experience as they continue to grow at the Centre will include:

**Social** – learning to respect others and interact appropriately. Enhancing individual self-esteem and awareness and the ability to cope independently throughout the day.

**Physical** – extending on gross motor skills and hand eye coordination through jumping, running, catching, throwing and climbing. Developing fine motor skills through threading, cutting with scissors, drawing and construction activities.

**Cognitive** – focus on problem solving and decision making skills, enhancing through processing and developing their skills required to match, sort, classify, sequence, predict and ask questions.

**Emotional** – assisting children to recognise their own strengths and talents by offering opportunities to enhance self-esteem. Early development of peer relationships, leadership and responsibilities.

**Language** – assisting language development by participating in group activities, storytelling and basic language recognition. Children are encouraged to communicate with peers and staff and verbalise their needs, wants and feelings.

*In the early childhood setting, curriculum means all the interaction, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development*

## Sun Protection

Sun protection is critically important in the Tottenham climate. We have developed a policy to ensure children can enjoy the outdoors safely. This includes the application of SPF30+ broad spectrum sunscreen prior to outdoor play. Children need to wear a broad brimmed hat at all times outdoors and it is preferable that they wear collared polo shirts. Singlet tops are discouraged.

## Illness, Medication and Accidents

The Centre is not equipped to provide care for sick children. If your child becomes ill during the day you will be notified and required to collect them. Educators may administer prescribed medications provided you have completed the necessary form and discussed this with staff. All medications have to be handed to Educators on arrival and are to be securely stored away from children.

Please keep sick children at home and notify staff if they have a contagious illness.

We understand children have the innate desire to explore and test their growing capabilities and the Centre will take every measure to provide a safe environment. All incidents and accidents will be recorded on the Incident, Trauma and Illness Record. Parents will be notified as soon as possible and will need to sign the form. We always have a staff member that is trained in First Aid in attendance each day.

### Asthma and Anaphylaxis

Children diagnosed with Asthma or risk of Anaphylaxis will need to inform the centre upon enrolment or diagnosis and will be required to provide us with a current management plan for their condition.

## Emergency

Emergency procedures are in place within the Centre and staff are trained to deal with these situations. Children will be able to practise these procedures on an ongoing basis through emergency evacuation drills, with the aim of raising awareness amongst children of how to react in the event of an emergency. The centre is equipped with smoke alarms in all areas.

## Complaints and Feedback

The Centre values the feedback of staff, families and the wider community. We aim to be open and responsive in relation to feedback received.

- You may lodge complaints directly with educators and where practicable they will be dealt with immediately.
- We also have an appointed Parent Liaison Committee Member that is available to discuss your concerns with.
- Alternatively, you may submit complaints and feedback via email to: [admin@tottenhamecc.com](mailto:admin@tottenhamecc.com) or in writing to:

The Director,  
Tottenham War Memorial Early Childhood Centre  
PO Box 88  
Tottenham NSW 2873