

Cudal
Community Children's
Centre

Information
Handbook

2012

Ver: March 2011 updated 06/10/2011, 24/11/2011

Welcome To Cudal Community Children's Centre

- In 1972 a group of interested parents started the Cudal Pre School. It was originally in the Community Hall next door, and has gradually evolved to its current form of a 4 day per week Centre providing early childhood education and long day care.
- The Centre is a community based, non- profit, incorporated organisation and funded by the Federal, and State Government.
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- This booklet is an introduction to our Centre, the services we provide and contains important information regarding our operation.
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- Your participation is most welcomed and encouraged, in our Centre's operation and we aim to develop a warm and trusting relationship with your child and family.

THIS IS YOUR CENTRE AND YOU ARE WELCOME AT ALL TIMES.

Cudal Community Children's Centre

Hours: Tuesday to Friday 7.45am to 5.45pm

Address: 15 Main St Cudal 2864

Phone Number: 6364 2398

Fax Number: 6364 2437

cudalpreschool1@bigpond.com

Director: Robyn Wheatley

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Choose Between Long Day Care and Preschool Service

Cudal Community Children’s Centre provides childcare and educational programming for **all** children. However parents may choose between the long day care service and the preschool service. The table below shows the differences between the two types of enrolments. You may choose to use Preschool some days of the week, and Long Day Care on other days.

	Preschool	Long Day Care
Education and care	Full education program and care	Full education program and care
Child’s age	3 - 5 years only	0 - 5 years
Service Hours	8.30am – 3.30pm	7.45am – 5.45pm
Days Available	Tues - Fri	Tues – Fri
Weeks Available	School Term only	48 weeks per year
School Holidays	Preschool service not available.	Service continues as normal. Occasional care available.
Fee	\$22 per day	0 – 2 yr olds: \$56/day 3 - 5yr olds: \$52/day
Occasional Care/Extra days	Use long day care service	Yes 0 – 2 yr olds: \$58/day 3 - 5yr olds: \$54/day ½ day (0-5yrs): \$30.00
Benefits/deductions	Claim Medicare Rebate on Preschool fees after payment	Claim Child Care Benefit

Hours of Operation

- | | Childcare | Preschool |
|-------------|------------------|------------------|
| • Tuesday | 7.45am-5.45pm | 8.30am –3.30pm |
| • Wednesday | 7.45am-5.45pm | 8.30am –3.30pm |
| • Thursday | 7.45am-5.45pm | 8.30am –3.30pm |
| • Friday | 7.45am-5.45pm | 8.30am –3.30pm |
- If your child has not departed from the Centre by 5.45pm (long day care) or 3.30pm (preschool) a late collection fee WILL BE APPLIED TO YOUR ACCOUNT. These penalties are:
 - \$1.00 per minute for the first 5 minutes and \$5.00 for every minute thereafter. This will be strictly enforced by the Centre with NO EXEMPTION.
 - The Centre closes for:
 - Gazetted Public Holidays
 - Christmas Break – 4 weeks

Child Care, Early Childhood Education and Preschool Programming

- The Centre provides child care, and early childhood education, including preschool.
- Your child will be cared for and kept safe, secure and happy, in a warm, sensitive and developmentally appropriate environment.
- There is a program for all age groups, based on the Early Years Learning Framework for Australia curriculum. This includes learning activities and experiences, planned and spontaneous. Partnerships with families in developing programs are encouraged.
- Centre staff are responsible for programming and take great care in ensuring the program is designed to meet the individual needs and interests of each child. They ensure the program is age appropriate, challenging and enjoyable for the children. Staff plan, present and provoke learning activities based on individual observations and evaluations. The daily Reflective Diary presented as a power point/print reflect glimpses of the day's activities.

Licensing Numbers

- Our service is licensed by the Department of Human Services who determine how many children we can take. The nearest Department of Human Services Office is located at 181 Anson Street, Orange.
- Our current license numbers are:
 - 0-5 years 27 Children
 - Staff ratios are: 1adult:4children (0-3 year olds)
1 adult:10 children (3-5 year olds)

Placement Allocations

- Children aged from 0-5 years can attend for up to 10 hours per day from 7.45am – 5.45pm.
- The Australian Federal Government has determined guidelines for allocating child care places. The guidelines apply to ALL child care services who receive Child Care Benefit (CCB). They set out the following three levels of priority, which services MUST follow when filling vacancies:
 - *Priority One* – A child at risk of abuse or neglect.
 - *Priority Two* – A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act.
 - *Priority Three* – Any other child

Within these main categories priority will be given to:

- Children in aboriginal and torres strait islander families
 - Children in families which include a person with a disability
 - Children in families on a lower income
 - Children in families with a non-English speaking background
 - Children in socially isolated families
 - Children of single parent families
- Any child care service that has no vacant places and is providing care for a child who is from the third priority group may require that child to vacate their position at the service for a child or family in the priority one or two group.

Permanent Bookings

- If you would like to enrol your child to attend on the same day or days every week, make a permanent booking.
- If you make a permanent long day care booking, you are eligible for a certain number of absences per year. Extra absences may effect your ongoing CCB payments. Please contact Centrelink for further details.
- You are responsible for advising the Centre if your child is going to be absent from the Centre. This is to be done at the earliest possible time. If the Centre is unattended please leave a message on the answering machine.
- You are charged for permanently booked long day care and preschool days regardless of whether your child is present or absent.

Occasional Care

- The Centre can provide occasional care when a vacancy is available. The Priority of Access guideline must be followed (see above).
- If an occasional care is booked, and is then no longer required, the Centre must be advised by 8.00am on the day of placement otherwise full fees will be charged.

Enrolment

- Application form – parents are requested to telephone or visit the Centre to complete these forms. A position at the Centre will be offered when a vacancy arises – Priority of Access guidelines must be followed.
- On accepting a position at the Centre parents are required to fill out an enrolment form. Immunisation records are required for all children. Work details of both or single parent families are required.
- Most families are eligible to register for Child Care Benefit/Medicare Benefit offsetting the fees.
- It is vital for accurate staffing that you advise the Centre (as closely as possible – we know things happen) what hours your child will be attending the Centre each day.

Immunisation Status of Children Attending the Centre

- Parents are required to provide proof of their child's immunisation record (blue book) which will be photocopied for our records. It is the responsibility of the parent to provide updated immunisation details.
- Parents must advise the Centre of their child's immunisation status. If there is an outbreak of an infectious disease, the child who has not been immunised will be requested to NOT attend the Centre. Their parent/carer will be contacted immediately to collect their child. The child may return with a medical clearance. Fees will be charged during this time of absence.

Fees

- Fees are set and reviewed by the Management Committee. Families, when enrolling a child, are required to sign a fee agreement agreeing to pay fees. Fees can be paid directly to the Centre or deposited into the Centre's bank account. Cash is NOT to be sent with your child.
- The Centre banks with First Choice Credit Union and encourages payment by direct deposit. Our details are: **Cudal Community Children's Centre**
BSB 802-318
Account No 4402
Surname as a reference – to allow payment to be allocated to your account.

Permanent bookings

- Current fees

Long Day Care	0 - 2 years	\$56.00/day
	3 - 5 years	\$52.00/day
- Fees must still be paid for the days your child is absent.
- Accounts are sent out fortnightly, and must be paid in two weeks. If after two reminder letters your account remains unpaid, your child's enrolment will be revoked.
- Most families are eligible to register for Child Care Benefit so you will receive a reduction on the above fees. Preschool Fees are paid in full then a claim can be made at Medicare for a subsidy. **Centrelink CRN 407 024 432H**

Occasional Care

- Fees must be paid prior to leaving your child in care.
- Current fees

0 - 2 years	\$58.00/day
3 – 5 years	\$54.00/day

- Many families are eligible to register for Child Care Benefit so you will receive a reduction on the above fees.

Preschool Fees

- Current fees
3-5 years \$22 .00/day (term only, 8.30am – 3.30pm)

Child Care Benefit

- Your fees Child Care Benefit (CCB) is available through Centrelink, based on a sliding scale assessing family income. Application forms are available from the Centre. Parents need to forward the form to Centrelink and confirm that it is received. Rebates do not commence until Centrelink processes the form. The Centre has no influence over what each family's CCB rate will be.
- **PLEASE NOTE: If your CCB rate changes the Centre cannot action this until it is electronically notified by Centrelink, so please take this into account when you receive your day care bill. All accounts are correct at the time of printing.**

Termination of Care

- Parents are requested to give a minimum of 2 weeks notice prior to cancelling their child's position at the Centre. Fees will be payable for these two weeks – even if the child does not attend.

What Your Child Needs To Bring

Please note: we have a nut free environment

- Morning Tea
- Lunch
- Afternoon Tea
- Adequate water – staff are able to refill water bottles as needed – **NO JUICE, CORDIAL OR FLAVOURED MILK** (Please note the centre does not provide milk formula so please bring if applicable to your child. Feel free to drop in breast milk as needed)
- Nappies if applicable (6 - 8 nappies for a ten hour day)
- Comforters if applicable (only for 0-3 year old room)
- Written routine for babies and toddlers
- A library bag with your child's name on it (for children in the 4-5 year old room)
- Appropriate clothing Work type clothes (fun is messy). Please label all clothes
Hat with name
Coat/ beanie for colder months

- **And a full change of clothing**
- A microwave is available if food needs to be reheated. Please make sure food is in a microwave proof container **with your child's name on it.**
- The Centre cannot take responsibility for lost property. **Please ensure ALL property is labelled so that staff (and children) can clearly recognise ALL belongings.**
- **Please note at the end of each term all unclaimed property will be donated to a charity.**

Learning Journals

- Each child has a Learning Journal of their experiences and they can be viewed at any time, just make an appointment with the Director of the Centre.
- The Learning Journals are given to you to take home at the end of the year. (Note Learning Journals will be withheld until fees are up to date.)
- 'Reflective Diaries' are displayed at the Centre with photos/power point so you can read about what the children did during the day.

Policies

- A copy of our Policies and Procedures is available for viewing at the Centre. These have been formulated as per licensing requirements and/or the Centre requirements. These **MUST** be followed to ensure a high quality service is provided for all our families.
- Families are encouraged to have input into all these policies, which are regularly updated with family, staff and community input. Please feel free to discuss any matters regarding the Centre's policies with staff or management.
- If you would like a soft copy of the policies to read at home, please ask the Director.

Centre Management

- The Centre is managed by a volunteer management committee, elected each year at our Annual General Meeting. This committee is made up of parent and/or community representatives and meets monthly. All parents are asked to speak to the Director about the committee and volunteer to be on it.

Staff

- Staff continue to upgrade their training and knowledge of young children through workshops and in-service meeting.
- The Centre's Director is in charge of the day to day operation and is answerable to the Management Committee.

Parent Involvement

- Parents are always welcome at our service.

Fundraising

- Parent involvement in fundraising is vital to raising much needed funds for the Centre. Each year parents are encouraged to hold at least one major fundraising event to help raise money to purchase new equipment for the children to enjoy.

Your Child's Routine at the Centre

- All children adjust to care differently. Please advise staff of any helpful hints towards settling your child for their day eg. soft toy at nap time. Please remember to advise staff if your child's sleep routine has changed.
- For your information sleep and nappy change records are kept for children in the Lady Bug (0-3 year old) room.

Delivering and Collecting Your Child

- Record the time and sign the sign in sheet as you leave and collect your child.
- People authorised to collect your child from care must be noted on each child's enrolment application. It is ILLEGAL for staff to allow your child to leave the premises with unauthorised persons. Changes to your child's authorised collection details must be advised in writing to the Centre.
- If it is necessary for an unauthorised person, to collect your child the person must be 16 years of age or more and you must provide prior advice preferably written (for example, on the sign in sheet).
- If someone arrives to collect your child, whom the staff has not met before, photographic identification (eg driver's license) must be shown.
- The Centre opens for drop-off at 7.45am (not before). Children cannot be left at the Centre unless TWO staff members are present. No child will be accepted at the Centre prior to 7.45am as it contravenes the Centre's licensing agreements with Community Services
- Parents and children MUST have departed the Centre no later than 5.45pm. Late collection WILL incur a fee.
- The late fee is \$1.00 per minute for the first 5 minutes, and \$5 for every five minutes thereafter. If collection has not been arranged by 6.00pm, Community Services or the Police will be notified.

Rest Time

- Children are encouraged to rest or sleep according to their individual needs. It is a requirement of our licensing that we provide all children the opportunity for a rest.
- Please discuss with staff any details regarding your child's rest needs.

Meals and Nutrition

- The Centre does not provide any meals however we encourage nutritious healthy eating. Mealtimes provide an important social time for all children. Children sit at tables or have picnics outside as groups. We encourage the children's self help skills at the Centre.
- We have a **nut free** policy in that we do not provide or allow any food or condiments with nuts in them for the children as some children are and maybe highly allergic. (Refer to the policy: Allergy, Asthma and Anaphylaxis Policy)
- Please let the Centre know if your child has any food allergies or other dietary requirements.
- The Centre supports and encourages breastfeeding. Mothers will be supported to continue breastfeeding despite placing their baby in care, and breastfeeding at the Centre is encouraged.
- Please send nutritious foods with your child. For children who have completed the introduction of solids, it is recommended that each of the following are represented in the foods packed for the day:
 - * 1 - 2 serves of fruit,
 - * vegetable or salad items,
 - * dairy foods or equivalent,
 - * lean meat, fish, chicken, egg or equivalent,
 - * several serves of bread and or other cereal based foods.
- Recommended foods include but are not limited to:
 - * Fruit - fresh, dried, preserved, tinned
 - * Sandwiches - salad, lean meat, fish, chicken, egg, cheese,
 - * Boiled eggs, baked beans, tuna, canned corn
 - * Milk, yoghurt, cheese, plain custard
 - * Bread, raisin bread, scones, toasting muffins, continental loaf, wraps, flat breads.
 - * Pasta, noodles, lasagne, meals to be reheated.
 - * Low fat savoury biscuits, plain sweet biscuits.
- Foods low in fat are suitable for children over 2 years old. Low fat diets are not suitable for children under two years old. (Caring for Children, 2005)
- Please do not send: foods high in fat or sugar with little other nutrient value, and some commercially packaged foods. This is for nutritional reasons and also to reduce social problems in the group meal environment. Commercially packaged foods are seen as special treat foods by children, and social problems arise if some children have them while others do not.
- Foods that are not recommended include but are not limited to:
 - No nuts or foods which may contain nuts
 - Confectionary and chocolate,
 - Rollups, Dunkaroos, Nutella spread,
 - Jelly, Yogos
 - Soft drink, cordial, undiluted fruit juice
 - Rich or fancy sweet biscuits, chocolate coated biscuits, cream filled biscuits
 - Chips, Twisties, Cheezels
 - Hot chips, pies, pizza.
 - Many commercially packaged foods.
- Send a water bottle/feeding cup, as well as plain milk if desired. Water is refilled as needed. Cordial, fruit juice and soft drinks are discouraged.
- We have a "fruit first" policy at morning tea and afternoon tea time - children will be asked to eat fruit and vegetable snacks first, then other mid-meal foods.
- Foods of high choking risk such as nuts are discouraged.
- Parents are encouraged to discuss any dietary or mealtime problems they may be experiencing at home. Parents are also encouraged to send foods their child dislikes - the Centre will use the social learning experience to assist children become more accustomed to these foods.

Illness of a Child

- Do not bring your child to the Centre when they are not well enough to participate in normal activities. Staff at the Centre are unable to care for sick children.
- Do not bring your child to the Centre if they are diagnosed with or have any infectious illness/disease. The health of the children and staff is of the highest priority in the Centre. To ensure a high level of health throughout the Centre, cross infection must be kept at a minimum.
- If your child becomes ill while at the Centre, you will be contacted and asked to collect your child as soon as possible. Your child will be isolated from the other children if staff suspect an infectious illness until they are able to be collected.
- It is the responsibility of parents to inform the Centre when an infectious condition has been discovered in their family.
- Children with infectious conditions will not be accepted back at the Centre until they are cleared by a medical practitioner. Parents may be required to provide proof to staff of your child's return to good health.

Administration of Medicine and Emergency Treatment

- Staff will only administer prescription medicine. Over the counter medication will NOT be given UNLESS a letter from your child's Doctor is produced.
- A medication form needs to be filled in by parents and checked by the staff.
- Medication will only be administered if it is current and in the prescribed bottle clearly labelled with child's name and dosage required.
- Medication must be handed to staff who will place it in a locked container in fridge. Please do not leave medicines in the children's bags as other children may find it.
- If your child has a medical condition that requires long term medication please notify staff so any emergency procedures can be discussed.
- Paracetamol may be administered to your child (if agreement has been made on your enrolment form) for the control of a high fever.
- If a child has commenced a course of antibiotics it is requested that they are kept home for 24 hours so the medication has time to take effect.
- If your child suffers from a health condition with a risk of emergency such as asthma or epilepsy, it is important to provide staff with an Emergency Health Management Plan from your Doctor (located in the enrolment form).

Accidents

- Families will be notified immediately of major accidents involving their child. Further information regarding accidents at the Centre can be found in the Policy Manual.

Maintaining Up to Date Records

- Any changes to the information on the children's enrolment forms need to be communicated to the Centre in writing so that staff and management are aware of your current needs and the needs of the individual children.
- Please see the Director to update enrolment information.

Emergency Evacuation Procedures

- Our Centre has emergency exit procedures to be followed in the case of fire, flood, bomb threat or any other such emergency. These procedures are displayed in a prominent position in the Centre. All staff, including relief staff and parents must be made aware of the procedures.

Personal Hygiene

- The issue of hygiene is extremely important when caring for young children. While at the Centre children will be encouraged to learn age appropriate hygiene routines. The staff are responsible for modeling hygiene practices while maintaining their own level of hygiene.

Sun Protection

- The Centre will endeavour to protect all children from skin damage caused by the harmful ultraviolet rays of the sun in accordance with Cancer Council guidelines. Hats and protective clothing are encouraged for the children year round and Cancer Council approved sunscreen is provided. If your child requires a special sunscreen you are welcome to provide this and leave it for your child's use at the Centre.

Garden Maintenance Roster

- In order to keep fees down, garden maintenance is undertaken by all parents on a roster system. Families are responsible for basic maintenance such as mowing, general tidy up, and spraying edges if needed.
- Maintenance must be done outside the Centre hours. Pick up keys to the gates during Centre hours, and return them as soon as possible.
- If you would like to change your dates, please arrange with another family to swap, and then inform the Centre of the change.
- If you would prefer to pay someone else to do your maintenance, you may arrange this yourself.
- If the garden maintenance is not completed when you are rostered on, a professional mowing service will be called and you will be billed accordingly.

Excursions

- Excursions are an important part of the Centre's program, and are carefully planned and supervised by trained staff.
- Children are not taken on excursions without the written permission of parents (for routine excursions, permission is on enrolment form).
- Parents may be asked to participate in excursions so that Community Services' child: adult ratios are maintained whilst away from the Centre.

Birthdays/Special Events

- We like to celebrate birthdays and special events. If you would like to bring in a cake please let the Director know so that your child's special event can be incorporated into the day's program

Lady Bugs (0-2 yr old room) and Busy Bees Rooms (3-5 yr old room)

- The Centre has two rooms, the Lady Bugs room for infants and younger children, and the Busy Bees Room for older children. Both child care and fun, educational experiences in developmentally appropriate programmes are provided in both rooms.
- Infants and younger children will be placed in the Lady Bugs room, while older children will be placed in the Busy Bee room.
- The best room for your child will be decided upon by staff, based on the developmental stage of your child, the places available, and staffing. Where more than one child is ready to progress from one room to another (and places are limited not allowing all to progress) the child to move will be decided upon at the discretion of the Centre Director.
- Family groups will be at the beginning of the day: 7.45am – 8.45am and at the end of the day 3.45pm – 5.45pm and at any other appropriate time. At these times, there are usually 2 staff members only, on roster.

Photographs

- Photographs are taken of the children participating in activities at the Centre and on excursions. These are often displayed in the foyer or the rooms for everyone to see.
- Local media or students may often request photographs of children at the Centre. If for any reason you do not wish your child/children to be photographed please discuss with staff.

Work Experience Students

- The Centre accepts students from High Schools, TAFE and university to assist them in their work experience or educational training. This is done for the benefit of both the children at the Centre and the students completing their training. Work experience students will be supervised by Centre staff at all times.

Child safety

- For child safety, please do not bring dogs to the Centre, whether on a lead or not. From time to time animals may be brought to the Centre if arranged by the staff, as part of the program.

Confidentiality

- Information and observations of children at the Centre are not reported by staff to third parties without your permission.
- Families are regular visitors to the Centre are also asked to respect the privacy of other families using the Centre. Do not discuss with other people things about individuals/families that you have heard/observed while at the Centre.

Suggestions and Grievances

- Please give us your suggestions, concerns and grievances. All grievances are important and we will deal with them in an unbiased and confidential way. Speak with [the Director](#) or staff member in charge on the day.
- There may be situations when the Centre is legally obliged to provide information to third parties (see confidentiality policy).