

Occasional Child Care & Pre-kinder Programme



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www.portfairycommunityhouse.com.au

Information Booklet

2016



Port Fairy Community House
Railway Place, Port Fairy

P.O. Box 136, Port Fairy

Phone: 03 5568 1459 or 5568 2681

Email: childcare@portfairycommunityhouse.com.au

Website:

www.portfairycommunityhouse.com.au

Childcare Staff

Stella Kelly & Siân Duggan
Deborah Willey

Childcare Business Administrator

Pam McGoldrick

SUGGESTIONS and ASSISTANCE

The Port Fairy Community Group Inc. and the Community House is a non-profit, voluntary group. If you are interested in supporting our Childcare and Community House in any way we would be very interested to talk to you.

Some suggestions of support are:

- ♣ fundraising ideas or organising a fundraiser
- ♣ donation of time for handyman assistance
- ♣ donation of goods for raffles
- ♣ joining the Community Group committee
- ♣ using the Adult Education facilities. Your childcare fees include annual House member.
- ♣ working as a volunteer at the House
- ♣ setting up a parent advisory group to assist the Committee.

We welcome any suggestions or ideas for creating an interesting program, and in supporting children's values, needs, interests and sense of belonging.

-Thank You-

COMPLAINTS

We welcome suggestions and constructive criticism. If a complaint needs to be made, the Childcare Coordinator should be approached.

If the issue is not resolved at this level, or if the complaint cannot be made directly to the Childcare Coordinators, it can be made to the Manager of the Community House by phone or in writing. Contact names and addresses are on the noticeboard in the Childcare area.

If the problem is still not addressed to your satisfaction, it may be directed to:

Dept of Education and Early Childhood Dev.
1300 333 232
swvr@edumail.vic.gov.au

WELCOME!

Port Fairy Occasional Childcare is administered by the Port Fairy Community House Committee of Management. Our aim is to provide your children with quality childcare. We hope your involvement with the 'House' is rewarding, and that this information booklet will help with your introduction to our Childcare.



OUR PHILOSOPHY

We endeavour to provide your children with quality care, while recognising each child as an individual. Our aim is to give the children a safe, nurturing environment where they have the freedom to explore and experience with support and guidance. We strive to respect the differences that our children have and make our facilities inclusive of all children.

In caring for the children, we recognise that they need:

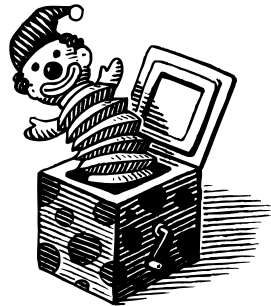
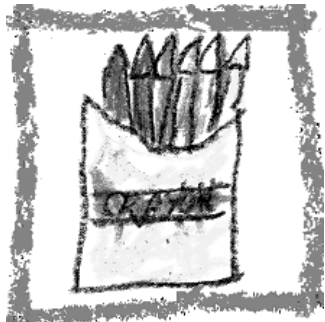
- ♣ to be valued and respected as individuals
- ♣ to develop a sense of self worth and achievement
- ♣ to feel secure, happy and cared for
- ♣ to have their physical, cognitive, language, emotional and developmental needs met

PROGRAM PLANNING

In planning activities for the children we will ensure there will be opportunities for the following:

- ♣ free and structured play
- ♣ indoor and outdoor experience
- ♣ individual, small and whole group experience
- ♣ use of a range of play and educational equipment

Programming is ongoing, and acknowledges children's interests and abilities. It is based on the Victorian Early Years Learning and Development Framework.



SUNSMART



We aim to provide protection for children in our care and also promote good health practices. We ask you to support the following guidelines:

- ♣ Parents should apply 30+ sunscreen to their children before attending sessions in terms 1 & 4.
- ♣ Parents should provide a sunhat (broad brimmed recommended) in terms 1 & 4.
- ♣ 30+ sunscreen will be used at Childcare. If your child has an allergy, please notify staff and supply your own.

BEHAVIOUR MANAGEMENT

- ♣ Childcare staff will treat all children with respect, by supporting and encouraging positive behaviour in accordance with each child's age and level of development.
- ♣ Staff aim to provide children with clear explanations as to why certain behaviour is unacceptable and offer alternatives.
- ♣ 'Quiet time' is used as a last resort, in order that children can calm themselves and maintain the safety of all children. No child is ever left unattended or to face total exclusion
- ♣ If unacceptable behaviour becomes a real concern, it will be discussed with parents.

ACCIDENTS

All accidents occurring at childcare will be recorded in the Accident Book and parents must sign the book to confirm they have been told about it. All staff members hold a current First Aid certificate.

If a child requires more than just First Aid administration, the Room Coordinator will contact a local doctor and/or Ambulance and notify parents as soon as possible.

Parents are urged to join the Ambulance scheme as they are responsible for costs if an ambulance is required.

ILLNESS

Childcare cannot cater for sick children at the expense and health of other children in our care. If a child has more than a cold, e.g. fever, vomiting or diarrhoea, these are indications that a child is unwell. In determining that a child is unwell, the Childcare Room Coordinator will make the final decision.

If a child is unwell during a session, they will be made comfortable and the parent will be contacted.

No child may be accepted who has any of the notifiable diseases listed on the DHS Exclusion schedule—a copy is on the Childcare Noticeboard.

If there is a confirmed occurrence of infectious disease, e.g. chickenpox, slapcheek, parents will be notified verbally at collection/drop-off time and a clear sign will be placed on the Childcare noticeboard & door.

REGULATIONS and STANDARDS

Our Childcare is overseen by the Department of Early Childhood and Education regulated by the Children's Services Regulations (2009) and the Children's Services Act (1996). We are monitored regularly by the Regional Officer of DEECD. Regulations determine safety standards of Childcare and, as an Occasional Childcare centre, our basic ratio of staff to children is as follows:

- ♣ 1 staff member to 5 children under 3yrs
- ♣ 1 staff member to 15 children over 3 yrs
- ♣ 1 qualified staff member to every group of 15 children including 5 children under 3 yrs of age.

In our occasional childcare 0-5 year sessions, we are restricted by regulations to no more than 5 children under 3 yrs. Also, to ensure we maintain a quality service, our Childcare also conducts auditing and user feedback surveys.

HOURS of OPERATION

We are open during the school term only for our Pre-kinder program. We may open for one day in the second week of school term holidays for occasional care, dependent on demand.

Due to legal staffing requirements, children must not be dropped off before 9 am and, if consistently picked up later than 2 pm, a \$5 fee will apply.

We are open:

- ♣ Monday, Wednesday and Thursday 9-2pm for Occasional Childcare.
- ♣ Tuesday 9-1pm for our Pre-kinder program.

FEE PAYMENTS /BOOKINGS

- ♣ Fees are reviewed annually.
- ♣ Childcare invoices are sent out in week 3 of each term.
- ♣ There is an \$18 per family per term fee to cover art supplies and administration fee. Annual House membership is taken from this fee once a year.
- ♣ Payments can be made at reception between 10 am - 1pm, or by cheque / direct deposit.
- ♣ Permanent places that are paid for and not used will be issued with a session credit if we are given enough notice and the spot can be filled from our waiting list.
- ♣ Accounts must be paid within statement terms. Accounts more than 60 days overdue will no longer be able to use the services until outstanding balances are paid.
- ♣ The Committee of Management recognises that some families may experience financial difficulties. We welcome discussions with our House Manager or Childcare Business Administrator at any time re payment plans.

MEDICATIONS

Medications means all prescription and non-prescription medicine e.g. teething gels, skin creams.

If your child requires medication while at childcare, the Coordinator must be advised.

The following information must be recorded on the Medical Record sheet:

- ♣ Written permission by parent/guardian to give medication
- ♣ A record of when it was last given
- ♣ Time and date when it should be given
- ♣ 'Action plan' for child for e.g. asthma, anaphylaxis

When administering medication, 2 staff will check the name, dose and time of medication. All medication should be specifically prescribed for that child and left in its original container. No medication is to be left in children's bags. If the child is dropped off by someone other than a parent/guardian and medications are to be given, another consent form by parents is to be signed.

Children at risk of asthma or anaphylaxis **must** have a current Action Plan provided by their doctor. These are kept at the Service and must be available for staff for reference.

CHILDCARE FEES — 2016

WHAT TO BRING

A Bag (named) containing the following:

- ♣ spare set of clothes.
- ♣ pacifier/ personal comforter if child normally uses one
- ♣ bottle and breast milk/formula/milk
- ♣ nappies 3-4 (if applicable)
- ♣ sun hat
- ♣ own sunblock if child has an allergy
- ♣ Rubber boots/slippers if weather is wet
- ♣ morning tea (fruit), lunch and drink

We encourage children not to bring their own toys or 'treasures' so they don't get lost or broken.

CLOTHING

Fun play can be messy and, even though care is taken to protect clothes, please dress your children in clothing that is:

- ♣ COMFORTABLE
- ♣ ALLOWED TO GET DIRTY and EASILY WASHED
- ♣ CLEARLY NAMED !!

Any items which are not named will be placed in the Lost Property box. Parents are asked to check this box for items.

♣ **\$42.50 per session in occasional childcare.**

♣ **\$34 per session in Pre-Kinder**

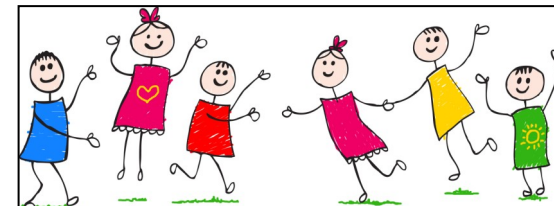
♣ \$18-00 term fee per family to cover art supplies and administration fee.

♣ For Direct Deposit Payments:

Account Name: Port Fairy Community Group Inc.

BSB: 06 3734 A/C: 10078718

Please use your child name/ surname or invoice number as a reference



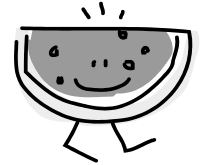
ARRIVAL and DEPARTURE

- ♣ Parents need to advise childcare staff of their child's needs, ie. behavioural issues, anticipated sleep time, food, etc.
- ♣ Parents must sign-in the attendance book and also sign-out the actual time of departure. This is a legal requirement and assists our record-keeping.
- ♣ It is important to say goodbye to your child to reassure and develop trust.
- ♣ Children will only be given into the care of people listed on the enrolment card. Parents need to advise staff if someone else will be collecting their children. ID may be required.
- ♣ All parents must collect their children by 2pm. If you think you will be late please contact the Childcare as soon as possible.

PARENT INVOLVEMENT

We aim to work in partnership with parents, involving them in the program and being receptive to any concerns or feedback they may have. If any parents have any special skills that may be of use to our Childcare we also welcome your input or assistance. Children are encouraged to share aspects of home life and culture within the program, such as interests and special experiences.

FOOD



- ♣ Food and drink, including a bottle of water for each child attending, is to be supplied by parents.
- ♣ We encourage parents to provide healthy foods and adequate quantities for lunch. Please supply a piece of fruit to share for morning tea.
- ♣ We are happy to suggest foods if you are unsure what to provide.
- ♣ We are happy to heat food if needed.
- ♣ If children are drinking milk in a bottle, we ask parents to supply the milk and bottle.
- ♣ To ensure the safety of all children, particularly those potentially with allergies, we request no nuts or peanut butter, please.
- ♣ Our facilities for food preparation are in accordance with the Children's Services Regulations 2009.

SPECIAL CELEBRATIONS

We love to celebrate special days with your child - e.g. birthdays, birth of a sibling. If you wish to provide special food or be involved in the celebration, please ensure that the Room Coordinator is aware in advance so we can organise something. To protect our children who may have dairy, egg, soy, etc. allergies, any cakes or other food produced at home should have a list of ingredients attached or given to the Room Coordinator.