



Park Beach Child Care Centre Parent Information Booklet



45 Park Beach Road, Coffs Harbour 2450

Phone: 02 6650 0280

Fax: 02 6650 0820

Email: pbccc@bigpond.com

Hours of Operation: 6.30am-6.30pm Monday to Friday.

We are open 52 weeks per year excluding public holidays.



Payment of Fees

All fees are to be paid weekly. Families will be notified as to their fee amount. Payment can be made by Direct Debit, Ezidebit, Centrepay, Direct Deposit, Eftpos or cash. Two weeks' notice is required when changing or cancelling any booked days or the FULL FEE will be charged in lieu. If you experience any difficulties in paying fees please advise management at the earliest opportunity so arrangements can be discussed. Families who arrive to collect their child (ren) late (6.30pm onwards) will be charged a late fee. You will not be charged the fee if there has been an emergency and you have informed the centre of your plans. The centre needs to pay staff to stay and care for your child (ren). A late fee will be charged at the rate of the staff costs.

A Refundable Fee Advance payment of \$200 is payable on your first day together with your child's first weeks fee payment.

Fee Relief/Child Care Benefit

Child Care Benefit (CCB) and Child Care Rebate (CCR) are subsidies provided by the Australian Government to ensure that families requiring child care can afford access to child care services. The amount of fee relief a family receives depends on family income, the number of children in your care and the amount of time spent in all types of care. To claim fee relief, call the Family assistance office (FAO) on 13 61 50 or visit your nearest Family Assistance Office who will assess your eligibility. We will then be able to calculate your child care fees. Please note that management are always available to discuss any concerns that you may have, so please do not hesitate to ask.

Priority of Access

It is a condition of the Department of Families, Community Services and Indigenous Affairs, (FaCSIA) who administer fee relief that positions are located in accordance with the Priority of Access guidelines. These guidelines place families seeking childcare under three priorities. So as not to breach these guidelines, our centre will always offer available positions to the following scale:

Priority 1: A Child at risk of serious abuse or neglect.

Priority 2: A child of a parent (or both parents if you have a partner) who satisfies the governments work, studying, training test.

Priority 3: Any other child.



Absences and Casual Placements

All absences and public holidays must be paid for. Each child is eligible for the initial 42 days absence from government subsidised care across all approved child care services during each financial year. These absences can be taken for any reason, including Public holidays and do not require supporting documentation, but they are only available on a day on which care would otherwise have been provided if the child was not absent, and family was charged for the care. After that you have to pay the full fee charged. You cannot claim allowable absences if your child has not started care or has stopped care (i.e. .You cannot claim allowable absences if you have not given the required 2 weeks' notice or if you have given notice and then changed your mind and remove your child earlier. We request that families notify the centre as early as possible in the morning with regard to any absence so that families relying on casual placements may be notified. Casual placements are available on any day where a child is absent. If you require an additional day for your child please notify the staff either in advance or on the day.

Additional days are to be paid for in the week they are used.

Family Input

Our centre has an open doors policy and we encourage all families to spend some time in the centre. This is a wonderful opportunity to share in your child's day and share with us your experience and talents. If you have any suggestions for activities such as a craft, music or exercise experience even reading a book, please advise staff or write it down and drop it in to the suggestion box.

Settling In

This is as individual as your child. Families are encouraged to stay as long as possible. Your child may have periods of distress, even after being in the centre for a while- this is natural. Sometimes it may be better to leave your child but return early and spend time at the centre, it all depends on your child. Please always feel free to speak to the staff if you are worried or unsure of what to do. Never leave your child without saying "goodbye", a telephone call after leaving for reassurance is recommended.

Arrival and Departure

It is a requirement of FaCSIA to sign or initial attendance records daily to show when your child starts care ("time in") and finishes care ("time out").

You are also required to sign or initial attendance records each time your child is absent from care. On arrival please help your child organise their belongings, which should be clearly labelled. Bags are to be placed in the lockers and lunchboxes on the trolley. Please collect all your child's belongings at the end of each day, including any craft work. It is essential that the centre knows who is to collect your child. If you arrange for somebody to collect your child and their name is not on the application form, you must phone us and advise us who is coming.



The person collecting the child needs to show identification. We will not release your child if this is not done. We also require you to sign a permission form for that person the next time you are in the centre. It is very important that we have your co-operation with these matters.

Rest Time

We provide younger children with a rest easy bed and a fitted bed sheet for rest times if requested. Older children have their own pillows and will be offered opportunities to relax and unwind. Please consider the weather conditions and send a top blanket during the winter months. You can send it in a pillow case to keep belongings together if you prefer. Children do not have to have a sleep if they do not wish, however we are required to provide opportunities for children to rest if they wish. We are also not permitted to keep children awake if they are tired and want to sleep.

Toilet Training

If you have begun toilet training your child at home we will continue that at preschool so as not to interrupt the process. We will encourage and praise your child to use the potty or the toilet.

Birthdays

You may bring a birthday cake for your child to celebrate with their peers. Due to health and safety recommendations if the cake is to be shared with others we need to know the ingredients in case of any allergic reactions.

We have found that ice-cream cake or cakes packaged from the supermarket have the ingredients listed on the packaging.

We also use sparklers instead of candles to help stop the spread of infection.

Please see our Birthday Policy 3.11 for further information.

Families may also visit the centre to join in the celebration.





Food and Nutrition

Since we consider all parts of the day as positive and potential learning experiences, food and meal times are no exceptions. We ask that children bring healthy food and drink to enable their bodies to gain essential nutrients for growth and health.

Please provide:

Morning Tea:

Fresh or dried fruit or vegetables, health food bars, yoghurt, cheese or other appropriate snacks.

Lunch:

Realistic sized lunch to meet your child's needs e.g. one round of sandwiches with nourishing filling, a milk drink, cheese pieces/sticks or extra fruit for if your child is still hungry.

Afternoon tea:

For children staying after 3.30pm parents are to provide an afternoon snack of fruit, savoury biscuit, healthy snack bars.

Drinks:

We provide pure drinking water and milk at all times for your child.

Please do not provide poppers and sugary drinks as these contravene both our nutrition and dental policies.

We try to encourage children to eat healthy foods so could you please provide foods such as sandwiches, yoghurts, cracker biscuit and cheese, fruit, muesli bars or savoury biscuits.

Please ensure

NO SOFT DRINK, NOODLES, NUTELLA, NUTS,

CHIPS OR OTHER PARTY FOODS.

These treats are better kept for special occasions at home.

See our Nutrition Policy 5.15 for further information





Health and Safety

Immunisation Status

Families must provide a copy of their child's immunisation record to the centre before enrolment and an updated version during their enrolment. Only an up to date ACIR Immunisation History Statement will be accepted as proof of immunisation for enrolment. You can obtain a copy of your child's Immunisation History Statement at any time:

- By telephone on 1800 653 809
- By email on acir.medicareaustralia.gov.au
- Online at www.medicareaustralia.gov.au/online
- In person at the local Medicare, Centrelink office or Child Support Service Centre

Our Centre must ensure our enrolment procedures comply with new immunisation requirements which took effect 1 January 2016.

From this date to enrol a child in a NSW service, parents, guardians must provide a copy of one or more of the following documents.

- A current **ACIR Immunisation History Statement**, which shows that the child is up to date with their scheduled immunisations (this form has not changed)
- **A current ACIR Immunisation History Form** on which the immunisation provider has certified that the child is on a recognised catch-up schedule (this form has not changed)
- **An ACIR Immunisation Medical Exemption form** which has been certified by an immunisation provider for a child who cannot receive one or more vaccine/s. **THIS IS A NEW FORM**, replacing the former ACIR Immunisation Exemption-Medical Contraindication Form)
- **An Interim vaccination objection form for enrolment in NSW child care centres (THIS IS A NEW FORM)** for NSW services only, replacing the former, ACIR Immunisation Exemption-Conscientious Objection Form, which no longer exists.



New Immunisation laws detail how the Government now enforces a No Jab-No Pay policy.

Children who were vaccinated overseas must attend a doctor/ immunisation nurse to have their overseas immunisation record assessed and offered immunisation as required.

If your child has not been immunised and the centre has a known case of an illness which could be prevented by immunisation, they will be excluded from our centre until such time as the known case(s) have been cleared by a medical notification.

The child with the illness will also be excluded. We realise that it is your choice not to have your child immunised, but we must abide with updated legislation and relate that these children will be unable to attend the centre until the disease has been cleared.

Parents please ensure that your child's immunisations are kept up to date. Please inform the director of any changes/additions so children's records can be amended.

The Personal Health Record (Blue Book), a GP Letter and/ or an overseas vaccination record will not be accepted as evidence of a child's immunisation status.



Infectious Illness

Any child showing symptoms of a heavy illness which could affect the health of other children and staff may not attend the centre but are to remain at home for the period specified by health regulations. All parents are asked to notify the director of the reasons for a child's absence and also of the incidence of infectious diseases in the family.

Medication

If your child requires medication while at the centre, please give it to staff in the morning, together with clear instructions. An Administer Medication Record must be filled in and signed by parents as per the regulations. All medication will be kept in a locked medication box and stored in the fridge.

Do not leave your child's medication in their bags



Head Lice

If your child is detected with Head Lice, they must remain at home until all evidence of lice are removed.

As this is a contagious condition please ensure all your family members are also checked and treated as required.

Further information regarding the treatment of head lice can be obtained by the centre.

Clothing

Children need to wear clothes which allow them to enjoy the whole program to the fullest. Clothes that will be able to withstand physical activity, sand, dirt, paint and can be managed by your child.

Spare clothes also need to be packed for your child; younger children will need more than one set of spare clothes

If toilet training, several pairs of underwear should also be included.

Please label all of your child's belongings

Sun Protection

Park Beach Child Care Centre is a Sun Smart centre as awarded by the NSW Cancer Council. Our centre aims to promote positive attitudes towards sun protection.

We provide children with hats that remain the property of the centre as all children are required to wear hats whilst outdoors. Staff will act as positive role models by wearing hats and applying sunscreen that is supplied by our centre.

Families are encouraged to dress their children in clothes that offer best sun protection.

Educators will ensure that they follow recommendations provided by the Cancer Council of NSW in regard to our outdoor activities.

Sun Protection will also be extended to any excursions.





Safety

It is impossible to prevent all accidents, however our aim is to prevent as many as possible

Consideration has been given to such things as:

- The building has been designed with safety taking top priority.
 - The playground has been built to promote stimulation, but once again safety is our prime consideration.
 - The playground will be checked daily by educators to ensure that no foreign objects are lying around.
 - There will be educators supervising while ever children are in the playground
 - No child can venture out of the building or playground unaccompanied
 - Playground equipment is checked daily and replaced regularly
 - There will be no running indoors
 - All water play is supervised
 - All medication will be kept under lock and key in the kitchen area.
 - All cleaning materials will be stored in a lockable cupboard, out of reach of children.
- Appropriate opening and closing checklists are recorded every day the service is open.

If you can see a safety issue at our centre that we may have over looked, we would appreciate it if you would bring this matter to our attention.



Park Beach Child Care

Centre and Teacher Philosophy Statement

At Park Beach Child Care Centre we strive to create a meaningful play-based learning environment where every child, family and community is valued and respected.

A positive atmosphere and the wellbeing of children within our setting is promoted through attentive care and quality interactions.

We understand that children who experience relationships that are built on respect, fairness, cooperation and empathy are likely to develop these qualities themselves.

We recognise that play provides opportunities for children to discover, imagine, create and challenge existing ideas and develop relationships with peers and adults.

In their play, children take on different roles, responsibilities and define the rules of their games.

They learn how to be creative and independent members of society.

Furthermore we believe that play supports children in the development of self-regulatory, persistence and concentration skills; regardless of their abilities.

Play is also used as a way of assessing children's abilities whilst providing them with a stimulating environment that supports their learning (EYLF, 2009).

Our curriculum is developed in accordance with the interests and abilities of our children and the knowledge that their potential may be enhanced as educators take opportunities to scaffold and challenge developing skills.

We recognise that children's social and cultural contexts differ therefore we believe in utilising teaching methods and pedagogies that cater for every child's individual context, abilities and learning styles.

We realise the significance of our children's voices and utilise all opportunities to listen carefully as this helps us to develop and provide curriculums that are meaningful, relevant and interesting.

We strive to provide a learning environment that is vibrant, flexible and filled with opportunities for open ended exploration. One that challenges children's existing knowledge, stimulates new ideas, new thinking and most importantly promotes relationships between children and educators.

We believe in promoting creativity and imaginative thinking through unrushed and open ended learning project work and hands on experiences.



We acknowledge that the key to our role is in assisting children to discover their own excitement and passion for the challenge of lifelong learning.

We believe in family centred practices which are based upon collaboration between family members and educators.

The Early Years Learning Framework (2009), describes children's learning experiences as firstly influenced by their family's beliefs, practices and aspirations.

Our role lies in promoting each family's strengths so that the Centres vision can be brought to life.

Furthermore we strive to promote caring and nurturing relationships with families and children, ensuring that everybody involved in the life of our organisation is valued, respected and appreciated.

We believe in the empowerment of families and children which emerges when educators provide families with resources and strategies that allow them to see themselves as capable and competent in meeting their own needs and aspirations.

We know that we share educational and care responsibilities with our families and that these partnerships will grow and develop as we recognise that diversity contributes to the building of harmonious and tolerant societies.

We understand that the development of positive partnerships with our families will provide lots of opportunities for shared learning and cross cultural appreciation which is inclusive of children with additional needs.



Privacy Policy

We respect your privacy, in order to provide you with the highest standard of service our organisation is required to collect personal information from you about your children and parents/guardians before and during the course of a child's enrolments in our service. We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act. Copies of our privacy policy are contained in our policy manual available at sign in desk.

Complaints and Grievances

Park Beach Child Care Centre promotes positive relations between all management, staff, and families. Every family has the right to a positive sympathetic response to their concerns or complaints. Solutions are sought to resolve all disputes, issues or concerns that impact or effect the day to day running of the centre, in a fair, prompt and positive manner.

Families have the ability to express concerns in a positive confidential manner without fear of recrimination. Next to the sign in book you will find Complaints Grievances Forms which can be placed in the Complaints Suggestions Box or you can talk with your child's carer's. If the complaint is a formal complaint you need to make an appointment to talk to Management.

Bank Details

Commonwealth Bank

BSB: 062 602

Account Number: 1052 6888

Account Name: Park Beach Childcare Centre

Our centre aims to provide a home like atmosphere within a caring and stimulating environment, for each child. The educators are aiming to build a trusting and secure environment for both children and families. We would like to extend a warm welcome to all your family from our centre and look forward to developing a special relationship with both children and parents. We are glad you chose our centre and hope your child's time with us is an enjoyable experience.

Thank you for enrolling your child with us,

Park Beach Child Care Centre Educators