



# **Macquarie Long Day & Early Learning Centre**

## **Questions you may wish to ask the staff at the centre**

**Email : [admin@just4kids.com.au](mailto:admin@just4kids.com.au)**

**Tel: 02 9888 2066**



## What do I need to bring?

At our centres, our policies reflect the belief that we care not only for the children who have been entrusted to us but also that we are as supportive to parents as well.

We provide all nappies, hats, food, standard milk, bedding, towels and sunscreen. The only items we ask you to provide are the following:

1. Infants formula (We do not provide formula due to the large number available and limited shelf life once opened).
2. Bottles with your child's name clearly marked.
3. Dummies with your child's name clearly marked.
4. A sheepskin, special blanket or comforter toy if your child uses one.
5. Two changes of clothes.
6. Any milk other than cow's milk.
7. Bed linen.
8. A piece of fruit to be shared with the other children at morning tea and afternoon tea.

If, after reading these policies, you have any queries, please do not hesitate to contact us at any time during business hours through our office number:



***The Centre is an Approved Childcare Provider***

The Approval ID for our *Macquarie Long day & Early Learning Centre* is

1- 631 - 2773

Please ensure that you contact the Family Assistance Office on **13 61 50** to register for Child Care Benefit and Childcare Tax Rebate.

**Fees Schedule                      From April 2011**

0 – 2 Years                      \$97.00 Per Day

2 – 3 Years                      \$90.00 Per Day

3 – 6 Years                      \$82.00 Per Day

There are no half-day or hourly bookings. Fees are payable based on the booking, not the physical attendance.

The Centre operates for 50 weeks of the year (expecting Gazetted Public Holidays) and full fees apply for the 50 weeks. **Four weeks written notice of cancellation of a place must be given.** This applies to both parents and Centre, and is intended to allow time for alternate arrangements and replacements. However, should fees not be paid by the due date, the Centres four weeks notice of cancellation is rendered void.



## **Fruit**

Parents are asked to bring a piece of fruit each day to share on a fruit platter. This encourages healthy eating habits at a very young age.

## **Registration Fees and Bond**

Two months prior to your starting date a bond of two weeks fees is required. This bond is non-refundable if your child does not start at the agreed date, but is refundable if after starting one months notice in writing is given of withdrawal and all fees are paid. A non-refundable \$100 registration fee secures a booking with the Centre. **The bond MUST be paid two month prior, to your commencement.**

## **Late Fees**

Fees are due the middle of each billing period. Late payment fee of \$35 per month or part there-of applies.

## **Please Note**

**Should payment of your fees not be received by the due date, then the Centre reserves the right at its discretion to terminate your booking with the Centre.**

## **Reduction in Attendance Days**

**Four weeks** written notice must be given if you wish to reduce the number of days your child/children attend the Centre



### **For Parents we believe:**

- that each child's learning is a continuum of their home life, and family oriented learning.
- That they are their child's first teachers, and their participation in the development and instigation of the centre programs is encouraged and valued.
- That all communications with family and/or carers should be honest, open and two-way.
- All communications both verbal and non-verbal should be conscious of individual family's cultures/ backgrounds and beliefs.
- All families members are welcome to visit the centre at any time throughout the centres opening hours.

### **When dealing with the community we feel;**

- That information should be available through a number of mediums (i.e. written, verbal, internet ).
- Policies and procedures are developed to meet community expectations
- Management will continually endeavour to meet the needs of the local and broader community
- The centre maintains an open door policy, while valuing the centres routines and programs, as well as the individual children's privacy.



## **Food**

The children are provided with:

Morning tea

Lunch-2 courses

Afternoon tea

Late snack

Individual and special dietary needs and observances are closely followed.

## **Good Fun-Stimulated Learning**

All children attending our Centre receive not only expert care but also planned activities in relation to their individual level of development. Our professional staff plan time each week so as to enable them to provide the children with programmes that are effective, appropriate, entertaining, challenging, and motivating. These programmes particularly address problem-solving and building self-esteem through confidence in their own ability to succeed. Children are encouraged to utilise 'trial-and-error' to make mistakes, while feeling confident enough and supported to try again.

We plan for all areas of your child's development, physical, aesthetic, linguistic and intellectual within the context of our multi-cultural, multi-lingual society.

Programs are based on observations of the children. This gives scope for staff to include in their programs the particular interest of the children within their room and exposes all the children to a variety of ideas and the experiences of different cultures. Our professional staff complete individual planning records (portfolio's) for each child and uses this information to plan for each child on an individual basis thus meeting the needs of each child.



**For management:**

- To be conscious of it's daily dealings with parents and staff, and ensuring they are based on mutual respect and acceptance of individuals personal beliefs and backgrounds
- That all financial obligations incurred by parents/carers are fully explained and documented
- will ensure that they are available to be contacted through a number of medium (at the centre in person, over the phone, written, etc), and will respond with due diligence and speed to all requests/questions/queries)
- To be aware of all licensing and accreditation procedures are appropriately represented and should only be seen as a **minimum** set of standards for the centre.

Each child's developmental records and samples of work are kept in a detailed, well presented Portfolio. The portfolio is kept at the Centre but is available to parents at any time on request. A valuable keepsake, it is given to the child when he/she eventually leaves the Centre. Incorporated in the programming are special events such as Chinese New Year or special visitors to the Centre such as the Fire Brigade, Ambulance Service etc. A variety of special educational and cultural events for all groups are organised throughout the year at a normal cost to parents. Children in the younger groups are able to participate in local excursions, and the children in the older groups have day excursions out of the centre based on the current interest areas and topics, or places of specials interest to the children



## **Special Needs**

At our centre's we aim to provide a happy, safe environment where the integration of children who have cognitive and/or physical development delay is actively encouraged. This is undertaken with the provision and full utilization of the support services available from the community. Care for children with additional needs is managed within the Centre's accommodation and staffing provisions to which end, parents and support agencies eg. SUPS (Children's Services and Support Program) are asked to discuss the child's needs with the Director and teaching staff. Continual communication between parents, the Centre Director, Centre staff and the staff of other services involved with the family is required to ensure that the needs of child, parent/s, and Centre are considered.

## **Confidentiality**

The Centre Director and Centre Staff have access to a wide range of information. We acknowledge and respect privacy and will act in a manner, which safeguards this, based on the trust that has been given. The Centre therefore expects the same of parents who use the service.

## **Programmes**

All children within the centre participate in an extended-hours pre-school programme. This includes the use of a variety of activities and resources all dedicated to the holistic development of the child's overall skills. A strong emphasis is also placed on the transition of the children into the school environment, and their general sense of self confidence and self exploration.

All children participate in age-appropriate indoor/outdoor Developmental Programmes.



**LATE PICKUP FEES WILL BE INCURRED AFTER 6PM.**

- \$30 first 15 minutes or part thereof
- \$1/minute there after

**Children's Age Groupings**

Macquarie:

6 weeks – 2 years

2 years – 3 years

3 years – 5 years

**Staffing**

All staff employed at both of our Centres are trained and/or have age-appropriate experience. Staff continually upgrade their knowledge to keep abreast of current child care theory and practice. Staff maintains current First Aid qualifications.

**Laundry**

The Centre provides all nappies, bibs, painting aprons, towels and face-washers.



**For staff we believe that:**

- They will acquire an understanding and knowledge of the children's development through careful observation, interaction and record taking.
- Work as a team to develop and implement an effective and developmentally appropriate program for all three rooms.
- That best programming and planning practices are founded in the 'emergent curriculum' formats. That is, staff base their plans on ongoing observations, work samples and digital pictures of the children. Portfolios are used to record the children's ongoing developments well as providing a two way communication format between the staff and parents.
- That the programs development is based on the curriculum which 'emerges' from the children's discussions and investigations, and not necessarily teacher, or specific goal orientated.
- The centre should be more of a place of active learning and positive social interactions, rather than that of strict routines and rigid guidelines.
- All staff have a part in the development and implementation of the daily programs in each of the room. Each staff member is unique and individual, and their personal background, culture and life experiences are to be valued and respected, and form an intricate part in the development of the programs and plans throughout the centre.



***Our philosophy is based on five key areas; Children, Parents, Community, Staff and Management.***

**For children we believe:**

- That children learn and develop most effectively in a warm, caring environment that is able to cater for their individual needs, wants and interests.
- We believe the basis of this environment should be open and honest communication, inviting and exciting learning spaces, caring and focused staff, and effective and ongoing programming and planning.
- We understand that every child is unique and should be given the opportunity to grow and develop at their own pace.
- That learning should be founded on the children's individual experiences, interests, ideas and cultural background.
- That portfolio's will be used for each child to gather information through a number of mediums and formats, which is then used to form the basis of each individual child's programs and plans.
- That the environment, resources and activities provided promote the development and extension of the whole child (that is: the thinking child, the communicating child, the active child, the social child, the feeling & creative child, and the spiritual and moral child).



## **PRIORITY OF ACCESS TO FAMILIES AS DETERMINED BY DEEWR GUIDELINES**

- 1. a child at risk of abuse or neglect**
- 2. a child of a single parent, or of parents who both satisfy the work, training or study test.**
- 3. Any other child**

### **The Staff**

All of the dedicated staff employed in both our Long Day & Early Learning Centres understand the difficulty for parents in making the decision to entrust their children to another person's care. We would like to reassure you that our main aim is to give your child not only a warm, caring environment in which to grow, but interesting and stimulating programs designed to meet the development needs of each and every child within our care. The atmosphere at our Early Learning Centres has been created primarily through the love, care and interaction with the children by our team of dedicated childcare professionals.

Centre staff, are trained and / or experienced and have gained a wealth of knowledge and experience to share with children and parents. They constantly evaluate the children's needs to provide programs and routines which are appropriate, entertaining, challenging and motivating.

### **Police Checks**

All proprietors associated with the Licence and all staff involved in the Centre in any way must agree to a probity check called the 'Working with Children Check.' This is an important initiative for checking paid and unpaid employees, such as volunteers, working with children and young people in NSW. The check is undertaken by the Approved Screening Agencies and the advice derived from these reports is strictly observed.



## **Structure of our Centre**

The Centres are 100% owned and controlled by DUNROSE PTY LTD. As such, the Centre is obligated to adhere to all regulations as set down by the NSW Department of Community Services. As we have a strong commitment to quality assurance we believe our Centre should be assessed by an external and independent quality assurance mechanism. Therefore, we have undertaken to participate in The National Childcare Accreditation Scheme.

The Centre and the Directors are committed to providing a service which meets community needs and are bound to do so within the guidelines of the Centrebased and Mobile Childcare Regulations 2004 under the Children and Young Persons (Care and Protection) Act 1998.

To provide a high quality program we are committed to employing higher than DOCS required staff / child ratios in each age group.

The ages of children within groups at our centre are a guide, and individual development needs are always given consideration. Parents are always consulted and a child will only be moved into another group during the year only if it is deemed appropriate by the parent, the Director and the appropriate senior staff.