

## Newsletter

We have just started sending home a monthly newsletter if you have something to contribute to this, such as a recipe, relevant information etc please see one of our educators, or alternatively send me an email.

## Toy Library

Every Friday from 9am—1.30pm at the Perth Community Centre we run our toy library. Enrolment is just \$21 annually which enables you to borrow 3 items per child per fortnight. We do charge for larger items for Birthday parties and functions.

We have a great range of educational resources, toys, games, construction, bikes, socio-dramatic play, puzzles, books.

## Labels

All items of clothing and other belongings that are brought to the Service need to have a clear label with your child's name. Anything found and is unidentifiable by educators will be placed in lost property.

The cheapest and most effective way of labelling your child's belongings is to buy a laundry marker from the supermarket. You can then easily write your child's name clearly in their clothes so that educators can return any misplaced clothing to you. There are a number of companies who do great labels at affordable prices including:

- > <http://stuckonyou.biz>
- > <http://identikid.com.au>
- > <http://oxlabels.com.au>
- > <http://labelkingdom.com.au>
- > <http://www.brightstarkids.com.au>

## Payment of fees

Please note that all our Services are cashless and do not keep any money on the premises. To pay your account please use the direct debit information at the bottom of your statement, or alternatively payment can be made at the Northern Midlands Council in Smith Street Longford at reception at the Council Chambers.

## Policies

Our policy folder can be found at all Services for parents to view. Please do not hesitate in asking an educator where to find this at your child's Service. We regularly review current practices, policies and procedures and we strongly encourage families to have your say during this process.

## EDUCATORS

Kate Lee	Director Bachelor of Early Childhood
Bianca Young -	Educational Leader Assistant Director Diploma in Children's Services
Melanie Fleming	Early Childhood Educator Certificate III in Children's Services
Cathie Dare	Educational Leader Diploma in Children's Services
Jane Douce	Early Childhood Educator Senior Diploma in children's Services
Harriet Lewis	Early Childhood Educator Certificate III in Children's Services Currently studying Diploma of Children's Services
Tricia Banfield	Early Childhood Educator Currently studying Diploma of Early Childhood education and care
Glenda Morgan	Early Childhood Educator Certificate III in Children's Services



## New Parent Information

Thank you for choosing the Perth Child Care Centre for your child care needs.

The Perth child care centre operates from Monday to Friday from 8am—6pm, 49 weeks a year. Our session times are as below:

8am—6pm	\$69.50
9am—3pm	\$49.50
9am—12.30pm	\$30.50
1.30—5pm	\$30.50
After School Care	\$18.00
Annual enrolment fee	\$25.00

**Please note that these cost are not inclusive of your Child Care benefit or child care rebate deductions. Please ensure your CRN details are provided upon enrolment so CCB and CCR can be paid to you as a lump sum or as a reduction in your child care fees.**

A cancellation fee of 75% of full fee is payable for all absences when notification is give before 8am on the morning of attendance. CCB is claimable for up to 42 allowable absences per financial year. (additional absences allowed due to sickness where Doctors certificate is provided. Full fee is payable if no notification is given.

Two weeks notification is required upon cessation of care.

## Entry into the Service

The doors to the Service will be unlocked between 8.45am—9.15am and from 2.45pm—3.15pm, at all other times the door will be locked.

Please note that Education and Care Services National Regulations prevent any child being allowed entry into the Service prior to 8am and after 6pm. A late fee will be applied for families picking up after 6pm. We understand that at times there are circumstances beyond your control which may result in you picking your child/ren up late, please call and advise educators if this may be the case.

## Sun Safety

The Perth Child Care Centre is acknowledged as a Sunsmart Early Childhood Centre by the Cancer Council. All children must wear hats that protect their face, neck, ears and crown of the head for out door experiences when the UV index is three or above between September to April. The service supply hats to every child which belong to the Service but is your child property whilst attending childcare. These hats are washed frequently and are named and kept in your child's tub. If your child has sensitive skin please provide your own named sunscreen for educators to reapply sunscreen. We do supply sunscreen but it is not a sensitive lotion.

## Food and drink

We are a lunch box service and require parents to pack a healthy and nutritious options for your child. Healthy alternatives and snack ideas can be found in our monthly newsletters or on our parent notice board. Please provide water in your child's lunch box.

At morning tea we engage in a shared fruit platter so please bring a piece of fruit each day your child attends, children assists educators to cut up fruit and set up for morning tea.

Please see our health and nutrition policy for further detail.

Please pack enough food for morning tea, lunch and afternoon tea. We are very flexible with meal times and these depend on the children.

## Personal toys

To reduce conflict between children over personal belongings, could children please refrain from bringing these items into the Service, as we have more than enough toys and resources for children. Please note that personal toys are not the responsibility of educators if lost or broken.

## Illness and Sick Children

We are unable to provide care for children who are unwell. Parents will be contacted during the day and asked to collect their child, if a child develops a temperature of 38 degrees or higher, or has any signs of illness.

Please note if your child has had vomiting or diarrhea they need to be excluded from the service for 24 hours after last symptom.

An informative document detailing exclusion details is displayed at the Service.

All educators hold a current first aid certificate.

## Medication

Our medication policy provides the guidelines for the administering of medication to children.

The medication forms are kept at the sign in area. These must be filled out and signed by a parent or guardian if their child required medication whilst in attendance of the service. Details of the child's name, medication, dosage and time of administration are to be entered by the parent on the medication form for the day the treatment is required. A staff member must be informed of this and medication needs to be locked in the medication cupboard or in the locked box in the fridge. Medication must not be left in the children's bags.

Educators can only administer prescription medication in the following circumstances;

- > The medication must be in its original container;
- > It must be current
- > It must be made out in the child's name (not that of a sibling or parent).

## Arrival and departure procedures

As part of our obligations under the education and Care Services Regulations, a contact phone number must be left each day on the daily sign in sheet. A child must be signed in and out each day of attendance. Please note that only persons on your emergency contacts can pick children up from care, please notify the Director in writing if somebody not stated in your enrolment form will be picking your child up. Please note educators need to see proof of identification on arrival.

## Curriculum

The curriculum is strongly guided by the Early Years Learning Framework. Early Childhood is a vital period in children's learning and development. The Early Years Learning Framework acknowledges this and is a guide for early childhood educators to develop learning programmes responsive to children's ideas, interests, strengths and abilities, and importantly, it recognises children learn through play.

## What to bring to the Service

- > A bag to keep your child/rens belongings in.
- > A spare set of clothes, sometimes at care we may get dirty or wet, it is very helpful as we have limited spare clothes at our services.
- > Morning tea, a piece of fruit, lunch and if booked in for a full day afternoon tea. Please note we are able to heat up or toast child's lunches, please let educators know if you would like them to do this.
- > Nappies
- > Sensitive sunscreen if your child is unable to use the one that we supply.

### Contact Us

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childcaredirector@nmc.tas.gov.au

Visit us on Facebook  
<https://www.facebook.com/MidlandsRuralandRemoteChildCareServices>