

Macarthur Early  
Learning  
Long Day Care  
Service

# Centre Information

Center Director – Laura Packer

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Website: [www.macarthurearlylearning.com.au](http://www.macarthurearlylearning.com.au)  
Email: [office@macarthurearlylearning.com.au](mailto:office@macarthurearlylearning.com.au)

Opening times 7:00am to 6:00pm

Operating 50 weeks of the year (Closed for 2 weeks over Christmas and New Year)

This booklet outlines issues you will need to be aware of while you are a part of our Centre family. It is important that you read over this booklet and ask questions about matters you do not understand. You will find a form at the back of this booklet which you must sign and return to the Centre to indicate that you have read the information in this booklet and your enrolment pack.

**Our Centre has an open door policy. You and your family are welcome to visit the Centre at any time.**

# Index of Contents

## Introduction

- Our Centre Philosophy
- Child Care Subsidy

## Overview of the service

- The daily routine
- What to bring before commencement of enrolment
- Services offered
- What Macarthur Early Learning provides daily
- Age groups

## Children

- What to Bring
- Birthdays
- Clothing
- Belongings
- Behaviour Guidance
- Rest & Sleep
- The Early Years Learning Framework (EYLF)
- National Quality Standards (NQS)

## Parents

- Communication
- Hours of Operation
- Notice Boards
- Enrolments
- Court Orders
- Arrival & Departure
- Parent Involvement
- Commencement Fees
- Centre Fees
- Accounts
- Late Fees
- Attendance & Absences
- Allowable Absences
- Holidays
- Waiting List
- Notice of Withdrawal

## Health & Safety

- Medication
- Asthma
- Sun Protection
- Accidents
- Fire Drills
- Centre Safety by Parents

## Staff

- Staff Qualifications

## Conclusion

## Important Contact Numbers for Families

# Introduction

Welcome to Macarthur Early Learning! We pride ourselves in being a privately owned family business! We know that finding a new childcare centre can be hard, but here at Macarthur Early Learning our aim is to provide a warm, secure and nurturing environment where children can develop their intellectual, social, emotional, physical, aesthetic skills to become competent and confident individuals. Also, for you as a parent, guardian or caregiver, we believe it is just as important for you to feel safe that your child is receiving the best duty of care in at long day care service.

We believe the best way to achieve this with you and your child is by building a **partnership**. We strive for all visitors to our service to feel:

*Welcomed, recognised, acknowledged and respected by all our staff.*

*That your child is really known by, and really knows, the people who care for him or her.*

*That you are receiving plenty of quality information about what is occurring during the day that your child is in care.*

*That your views are being heard and respected.*

*That you are involved in making decisions about your child's experiences on a regular basis.*

*That you and your child are warmly received and greeted upon arrival.*

*That your child is happy, secure and respected within the service.*

*That your child is not just looked after but really cared for.*

## Macarthur early Learning Goals -

- To make every child feel secure in the early learning environment.
- To develop each child's sense of self.
- To allow each individual to develop intellectual abilities at their own pace.
- To help develop children socially and emotionally by making them aware of all the emotions which can be experienced, and teaching them to deal with those emotions in an acceptable way.
- To develop children's creativity and self expression through art, language and music with the emphasis being placed on the doing, not the end result.
- To help children develop confidence in their physical abilities by providing activities to encourage both fine and gross motor skills.

February 2017 -

Overall Rating: Exceeding in National Quality Standards

Quality Area Ratings:

- 1 Exceeding NQS
- 2 Exceeding NQS
- 3 Meeting NQ
- 4 Meeting NQS
- 5 Meeting NQS
- 6 Exceeding NQS
- 7 Exceeding NQS

# Our Centre Philosophy

At Macarthur Early Learning, our centre philosophy is based on our M.E.L approach for:

- **M is for Meaningful** – We strive to create a welcoming environment where all children, families and communities are respected, and are actively encouraged to collaborate and engage with educators to create curriculum decisions. We encourage all learning experiences that are meaningful and engaging. We value all cultural contributions and acknowledge their importance in our curriculum. All children have the right to obtain quality care and education, within a safe and dynamic learning environment. Our routines and educational programs are flexible, providing children’s learning to develop reflecting on their interests, strengths and potential.
- **E is for Environment**- As educators we believe it is important to create spontaneous learning environments, which encourage the children to explore and investigate their world. Through an environment that triggers skills like exploration discovery and investigation a child’s interests can be unstoppable. The dynamics of the children’s learning environment can propel their learning and abilities through creative play and exploration.
- As a service we strive to promote the importance of a healthy wellbeing in all areas of life including healthy eating, emotional and physical wellbeing. As educators, we also believe that it is our crucial role to continue encouraging children to discover and interpret their own connections within their learning space including their ideas, concepts, processes when completing tasks.
- **L is for Learning**- As educators we believe that children will learn through play based experiences and an investigative world. With the main focus to let them be engaged, enjoy themselves and have fun. The environment focus is to provide a safe, secure world in which the children’s happiness and sense of belonging is paramount.

Review Date January 2018

Next Review January 2019



## Child Care Subsidy

The Child Care Subsidy is the main way the Government assists families with their child care fees.

The Child Care Subsidy that commenced on 2 July 2018:

- replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
- is generally paid directly to child care providers to be passed on to families
- is simpler than the previous multi-payment system
- is better targeted and provides more assistance to low and middle income families.

## Child Care Subsidy Eligibility

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- the age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet this criteria, such as children with a disability or medical condition in certain circumstances)
- the child meeting immunisation requirements
- the individual, or their partner, meeting the residency requirements listed in the legislation.

In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved child care provider, and not be part of a compulsory education program.

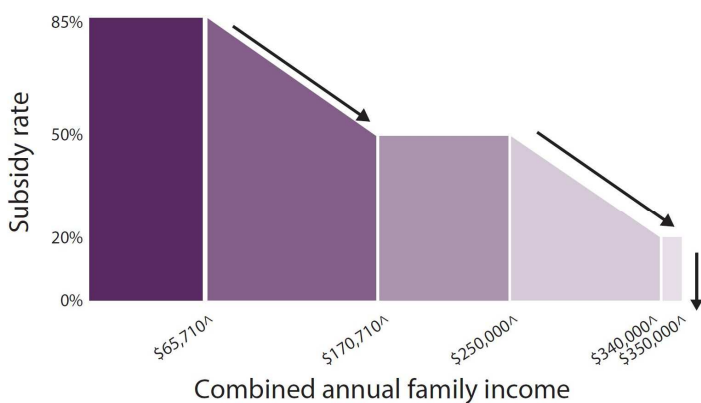
## Child Care Subsidy entitlement

There are three factors that determine a family's level of Child Care Subsidy. These are:

- Combined Annual Income
- [Activity test](#) – the activity level of both parents
- [Service type](#) – type of child care service and whether the child attends school

The Child Care Subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

There is also targeted additional fee assistance for vulnerable families through the [Child Care Safety Net](#)



Source - <https://www.education.gov.au/child-care-subsidy-0>

# Overview of the Service

## *The Daily Routine*

Although the routines of each room and age group will vary, the same aspects are contained in each. We endeavour to provide a home and family environment at the Centre where the children feel comfortable and secure at all times and our daily routines reflect this.

Throughout the day the children will be experiencing a number of different activities which are part of the educational and developmental programs operated by all of our staff.

Each room will display their routine in the rooms and these are available for parents to read and questions regarding this can be answered by the appropriate staff members. In place are both summer and winter routines, which adapt to weather conditions.

## *What to bring before commencement of enrolment*

Completed enrolment form

Copy of child's birth certificate

Copy of Medicare Immunisation Record (Found on the MyGov website in the Medicare link)

Upfront payment of two weeks of childrens fees

## *Services Offered*

Long Day Care setting for children aged 8 weeks to 6 years

Full educational program across all rooms in the service

School readiness program

Inclusion support

Bi-lingual support

Additional needs and NDIS Funding

## *What Macarthur Early Learning provides daily*

All meals provided daily by a qualified cook. This includes Breakfast, Morning Tea, Lunch, Afternoon Tea and a Late afternoon Tea refreshment. All Meals are reviewed by the NSW Department of Health and Munch and Move program.

BabyLove nappies provided up to 3 years. Pull up or training pants are not provided

Wipes for nappy changes

Sudo Cream is used in 0-2 year rooms for nappy rash

Cancer Council Kids Sunscreen 50+ UV protection

Sheets and blankets are provided in the 0-1 year room (Sheets will remain at the service and be laundered daily)

Spare hats if needed

Cots (0-1 age group) and Stretcher beds (1-5 age groups)

## *Age Groups*

The service offers six exceeding classrooms which aim to promote a spacious, warm and inviting environment for all our children during their care at Macarthur. The rooms will be offered according to age, developmental needs and availability. Our rooms include

- The Joeys room (Age 0-1)
- The Koala's room (Aged 1-2)
- The Wombats room (Aged 2-3)
- The Emu's room (Aged 3-4 Junior)
- The Wallabies room (Aged 3-4 Senior)
- The Kangaroos room (Aged 4-5 Preschool)

# Children

The introduction into childcare can be new, exciting and fun for the children. At times, children may find it difficult to separate from families and vice versa. At Macarthur Early Learning, we aim to make the children and families welfare and happiness the priority for all staff when welcoming them into the service. It is recognised that each family will vary in the orientation process and the service director and staff will achieve to meet the individual needs as best as possible.

Below outlines some helpful hints for parents on settling their child into care:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for visits (transition time) before commencing care.
- The transition time is time spent in the child's allocated room for a short period of time (30 minutes – 1 hour) to get to know the educators, children and the environment before commencing. Please note that during transition time, the parent/caregiver is not allowed to leave the premises. We have a family room to relax in or the time can be spent in the room with the child.
- Try to talk at home about child care. Mention the names of the staff and other children. Talk about the things the child will be able to do at child care that are fun and enjoyable.
- Provide a favourite toy, blanket or comforter to support your child when they are separating from you or settling to sleep. This can help your child feel more secure.
- If your child is unsettled, short visits with you will help your child to gain trust with an unfamiliar environment. We may suggest shorter day when starting out. Slowly progress the length in hours each day the child attends.
- Interactions between staff and parents or staff and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.
- Talk to the staff about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike and so on. This helps staff to get to know your child.
- It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle and giving them to a staff member or sitting down with them for a short play or reading a book together then leaving the room.
- At first some children protest strongly while others may take a day or two to realise that you are leaving them and begin to protest after several days. Each child is different and the staff members will cater accordingly.

*What to Bring – Please ensure all of your child's belongings are clearly labelled.*

0 – 1 years

- Breast milk or Formula in dispenser. If child attends 5 days, we recommend leave a formula container at the service.
- Bottles
- Dummies
- Any comforters the child may have. Including blankets, security toys or anything that may smell like home.
- A full brimmed hat
- Plenty of changes of clothes.
- Drink bottle

0 – 2 years

- Bottles for rest time (Cows milk is provided)
- Dummy, if needed.
- Any comforters the child may have. Including blankets, security toys or anything that may smell like home.
- A full brimmed hat
- Plenty of changes of clothes.
- Drink bottle
- A set of sheets (Cot or single size Flat and fitted)

2 -3 years



- Any comforters the child may have. Including blankets, security toys or anything that may smell like home.
- A full brimmed hat
- Plenty of changes of clothes.
- Drink bottle
- A set of sheets (Cot or single size Flat and fitted)

#### 3-5 years

- A change of clothing that is weather appropriate (younger children- especially those toilet training will need extra changes and underpants)
- A full brimmed hat
- A set of sheets (Cot or single size – Flat and fitted)
- Drink Bottle, clearly labelled
- Pull up or training pants if toileting

### *Birthdays*

Your child's birthday is a special event in their life. To celebrate your child's birthday, you are welcome to bring in a cake. For health and hygiene reasons we suggest cupcakes. Please check with your child's teacher prior to birthday, in case of other children having special dietary requirements or allergies.

### *Clothing*

Parents are advised to send their children to the service in comfortable, sunsafe and inexpensive clothing. Macarthur Early Learning love to promote messy play with paints, clay, sand, water and mud. We do wear smocks and paint shirts, and our paints are non-toxic water based paints that do come out in the wash, but please ensure they are wearing comfortable and inexpensive clothing.

Please note:

The service will only have a limited supply of spare clothing. Please supply at least one change of clothing and underclothing in case of accidents, this includes underwear, socks, singlets ect.

### *Ensure clothing is weather appropriate*

T-shirts and clothing that cover shoulders and closed in shoes. Please avoid tongs, singlet or thin strapped shirts or dresses.

### *Belongings and possessions brought in from home*

Macarthur Early Learning discourages toys brought in from home and we will not hold any responsibility for any toys being lost or broken. Please be reassured security items are acceptable.

### *Behaviour Guidance*

Staff follow a Behaviour Guidance Management Policy which extends across the whole service giving consistency in all rooms. This policy allows children to develop self awareness, a respect for others and for property and respect for self.

At Macarthur Early Learning we aim to ensure that all educators form positive relationships with children that make them feel safe and supported within our Service. Educators will encourage and engage in positive relationships between children and their peers as well as with educators and volunteers at the Service.

If you require further information on this policy please ask staff and refer to the policy book.

### *Rest and Sleep*

Rest time routine varies according to individual needs. We aim to make rest and sleep time a relaxed and pleasant time for all children. Your child may wish to bring a security item, pillow or blanket to have at rest time. Please feel free to discuss your child's rest needs with staff. On occasion, family may request or children may refuse a sleep for that day. This is completely acceptable! We do encourage a 15 minute rest period either on the mat, stretcher bed or at a table provided with quiet activities.

## The Early Years Learning Framework

All of the staff at Macarthur Early Learning will hold or be working towards their certificate diploma or early teaching degree. This means our educators are trained professionals and have had experience in long day care and early childhood education and care. Due to our high standard and commitment of our staff, we are able to provide developmental and educational programs for each group of children.

The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development.

*The Early Years Learning Framework describes childhood as a time of belonging, being and becoming*

*Belonging* is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

*Being* is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.

*Becoming* is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become

The staff will develop a daily program, observe the children in their care and plan their programs around the needs and interests of the children.

### *Areas of development include:*

- The creative child
- The thinking child
- The physical child
- The social child
- The feeling child
- The spiritual and moral child
- The communicating child
- Sense of self child

If your teacher feels there is an area of concern, they will inform you and advise where help may be sought, e.g. speech therapist. It is always your decision to follow this up. Staff are willing to discuss any aspect of development with parents.

# Parents

## Communication is key

Everybody has a different communication style. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child. We have many types of communication we use for families in the centre just like you. ***Please feel free at any time in person, by phone or email to discuss your child's progress, relationship, interest and experiences.***

*At Macarthur Early Learning we communicate to families and caregivers, via these methods:*

- Newsletters
- Phone calls
- Emails
- Newsfeed on our interactive app
- Letters
- Face to face communication at the service
- Notice Board in front Foyer
- Surveys or input sheets

## What can you expect from staff?

- Staff will inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- Staff will share with children's families some of the specific interactions they had with the children during the day.
- Information on children's eating and sleeping patterns at the centre will be provided to families through verbal communication and through the room sign in sheet.
- When families and staff make a joint decision that affect children's progress, interest and experience, a record will be kept in the appropriate

## Confidentially and Discretion

Information received through written and spoken communication with families will be treated with discretion.

At any time if you require a **private discussion with our staff**, please inform us. This can happen face to face or by phone.

## Hours of Operation

Service Operating hours are from 7:00 am to 18:00pm, Monday to Friday. (Closed for public holiays and 2 weeks over Christmas and New Years)

## Enrolments

Under Australian Government guidelines in respect to Child Care Benefit there are guidelines to Priority of Access to Care, which are:

1. Children at risk of serious abuse or neglect.
2. A child of a single parent who satisfies, or of two parents who both satisfy, the work/training/ study test.
3. Any other child.

## Court Orders

Parents must notify the service if there are any court orders affecting residency of their children. We request a copy is provided to the service. This will be placed into the child's file and kept confidential and private. Without a court order we cannot stop a parent collecting your child.

## Arrival and Departure

For safety and security reasons all children must be signed in on arrival, and signed out on departure via the Kiosk Electronic system. On the service enrolment form it will state in case of emergency and/or contact people. These people will only be allowed to drop off and pick up your children from the service. On the first visit, identification needs to be shown to commence pick up process. Under no circumstances can child be allowed to

leave the service with a person who is not stated on the enrolment form,

### Parent Involvement

This is vital to ensure maintenance of a quality service. Your contribution of ideas, experiences and skills are welcomed and greatly valued. You may be able to share your skills and experiences in Music, Craft, Cooking and Storytelling etc to enhance your child's program at the Centre. Please complete your availability or what you can offer the Centre on the enrolment form.

Parents are welcome to visit or call the Centre at any time. If you have any talents or hobbies, we welcome and encourage to please share them with the children.

If you have any concerns, please see your child's teacher or the Office staff. We have a grievance policy and procedure if you would like to formally raise any concerns

### Grievances, Complaints and Feedback

If for any reason you are not happy with the Centre's level of care or care environment we want to know immediately. You can discuss this with staff or formally write a letter. When any matter is raised the centre will be following our Grievance Procedure Policy. All centre policies are made available to parents. Positive feedback is most welcome too.

### Commencement Fees

- \$100 non- refundable deposit is required to secure your booking. This will appear on your account once your enrolment has commenced care at the service.
- **2 week fees must be paid in advance** – one off payment per child.

### Centre Fees

#### Accounts

On your first week at our Centre you will be required to pay two weeks fees and you will receive a statement on next billing cycle.

Any change of financial income will alter your fee structure, please advise our Centre and FAO

(13 6150) if this occurs. Payments can be made via cash, cheque, or direct deposit.

#### Late Fees

Please note that we must legally close by 6 pm sharp. If your child is collected from the Centre after 6.00pm, you will be charged a late fee, per child, which is \$30.00 if your child is collected between 6.01 to 6.15 pm and \$60.00 if your child is collected between 6.16 pm and 6.30 pm. This will be added onto your account. The fee will cover staff overtime pay.

Our dedicated staff also have families to go home to, and although they receive overtime payments when families are late, it is inconvenient to their own families.

#### Attendance and Absence

Once a child is enrolled at the Centre, payment of fees must be continued during the child's absence for illness, **public holidays**, holidays, etc. When a child is absent for any reason we must be notified. The Centre operates for 50 weeks of each year; the only period during which we are closed is Christmas/New Year and Public Holidays.

#### Absences

##### We would kindly request to please call the centre to inform us of any absences

As a part of Child Care Subsidy, each child in care is entitled to 42 days absences (sick, public holiday, holidays etc) per financial year. Once the 42 days have accumulated, full fees will be charged for further any absent days or public holidays. Any further absences more than 42 per year, with need support of a medical certificate to be applied as an additional absence. Please bring in a medical certificate if your child is away due to illness.

**Please note all absences are still payable to the Centre.**

#### Waiting List

When our rooms have full enrolment, children's names will be put onto a waiting list. Once a position is vacant, parents are then contacted about

placement. When parents wish to change days to other days, this can be effective immediately provided the group enrolment is not full. If it is full the child's name will be placed on a waiting list. Once a position is available, days will then be adjusted. Our waiting list does give priority to working parents as per Australian Government Priority of Access Guidelines.

#### **Notice of Withdrawal**

It is our policy that parents must give two weeks written (14 days) notice before they withdraw from the Centre. If notice is not given, 2 weeks of fees will be added onto your account. If a child does not attend during 2 weeks notice period, full fees are payable (that is with no child care benefit reduction) unless the absence is accompanied by a medical certificate.

At the time of cancellation, up to an eight week period may elapse before families receive any money owed to them. The Centre will ensure families accounts are reconciled with the Family Assistance Office prior to refunds being forwarded. Refunds are forwarded via cheques or direct deposit in a nominated account.

## **Health & Safety**

The Centre provides a healthy and safe environment for children, staff and families to grow and develop in – as such the Centre has a health and safety and hygiene policy regarding illnesses and medications. Children with contagious illnesses are required to be kept at home and a doctor's certificate must be presented to show that the infection cannot be passed when the child returns to the Centre.

#### **Food Allergies**

**We are an allergy aware centre. If your child has an allergy you will be required to complete an 'Allergic reactions plan in consultation with your doctor'**

**These are available at the front desk.**

**Please inform the Centre Director if your child has any allergy.**

#### **Illness**

**NO CHILD will be admitted with obvious signs of any highly contagious infection or illness. Our policy states the incubation period, symptoms and exclusion periods of such diseases. Children who are not immunised will be required to be exempt from the Centre.**

#### **Medication**

Staff will be able to administer medication to children who are recovering from illness.

A medication form must be completed and signed by parents before any medication will be given. All prescription medication must be prescribed for your child and not another family member- unless stated otherwise by a doctor's certificate. Medication must be in date and in its original packaging.

The medication must be handed to a staff member to store in a locked container in the fridge. Please DO NOT leave medication in your child's bag.

The staff member who gives medication requires a medication form to be completed by the parent, e.g. tablets, mixture, creams.

Any child who has commenced an antibiotic must not attend the Centre for 24 hours from commencement.

#### **Asthma**

The Centre aims to provide a safe environment for children who have asthma. It is Centre policy that an "Asthma Action Plan" be completed by parents/guardians in consultation with the family doctor. It is also a requirement that the record plan be reviewed by your family doctor annually or as circumstances change. This must be completed and returned before enrolment commences. These will be available at the time of enrolment.

### **Sun Protection**

#### **We are a Sun Safe Centre.**

Our Centre's policy is "no hat, play on the mat in the shade". This policy will be enforced. Parents are asked to ensure the children bring in a wide brim hat to wear during outside activities. These must be clearly named. The most suitable hat is one, which shades the ears and neck, as research is showing a high incidence of skin cancer on people's ears. Please make sure you dress your child in the appropriate clothing and correct footwear. If your child is arriving at the centre before 8am in the warmer months, please supply sunscreen before they arrive at the centre as we will be meeting outdoors.

### **Accidents**

In case of an accident or illness occurring at the Centre, the Office staff or room leader will contact parents if deemed necessary. As a matter of extreme importance parents must ensure that the Centre has up to date emergency contact numbers. An incident report will be filled out, outlining the accident and signed by the staff who observed and administered first aid, as well as any witnesses. The Authorised Supervisor and parent's signature will also be required.

### **Emergency Drills**

Throughout the year the Centre will hold emergency drills which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Also staff will be trained in using the fire extinguishers that are in the Centre. A emergency escape plan will be in every room.

### **Using the Centre Safely**

**Please ensure all children are properly restrained in cars when travelling to and from our centre.**

**Never leave children unattended in cars while collecting children from the centre.**

**Cars parks are dangerous places for children, always hold children's hands when arriving and leaving the centre**

**Never leave a door or gate open.**

**Never leave your children unattended in a room.**

**Children are not permitted into the kitchen and laundry areas.**

### **OHS Feedback**

**We welcome all feedback regarding the safety of our centre. If you see something that concerns you regarding safe work practises, the safety of building and equipment or general OHS, please contact the office immediately.**

## **Staff**

Suitable qualified staff are employed in all age groups and the child staff ratios are adhered to according to Licensing requirements. All staff will have their Senior First Aid Certificates, working with children checks completed and attend regular staff meetings. Our staff are regularly involved and encouraged to attend further development and training.

We aim for our Centre to be unique in that all our staff will have had training and experience in the child care profession. For further details on the qualifications of the staff, please see our Office staff.

**Conclusion**

We guarantee your child will have a happy, safe and secure relationship with the Centre and its staff and that the time he or she is in our care will be positive and fulfilling.

*\*\* Please note that information, including charges and prices, contained in this handbook will change from time to time. A new handbook will be given to families as changes are made. Thank-you.*

## Important Contacts and Information for Families

The centre provides families with current information on child and family resources and services accessible in the local community

Our centre has a parent library with resources you may find helpful.

- **Department of Community Services**  
<http://www.community.nsw.gov.au>
- **Department of Human Services**  
<http://www.dhs.vic.gov.au/home>
- **Department for Communities**  
<http://www.community.wa.gov.au/DFC/Resources/ChildCare/>
- **Department of Community Services**  
[http://www.community.nsw.gov.au/welcome\\_to\\_docs\\_website.html](http://www.community.nsw.gov.au/welcome_to_docs_website.html)
- Department of Disability, Housing and Community Services  
<http://www.dhcs.act.gov.au/>
  
- **National Childcare Accreditation Council (NCAC)**  
Level 3, 418A Elizabeth Street  
SURRY HILLS 2010  
Phone: 1300 136 554
  
- **Sydney (State Office)**  
Level 8, 255 Elizabeth St, SYDNEY NSW 2000  
Phone: 1-DEEWR (133 397)
  
- Australian Children's Education Care and Quality Authority (ACECQA) Level 15, 255 Elizabeth St, Sydney NSW 2000. Phone: 1800 181 088
  
- **Family Assistance Office**  
Phone: 13 6150
  
- **Australian Childhood Immunisation Register**  
Phone: 1800 653 809

### Local Contacts

**Community Health  
and Resource Centre**  
02 46 292111

**Speech Therapist**  
02 333133

**Royal Institute for Deaf and Blind Children**  
**Melinda Lloyd**  
02 9872 0826



**Occupational Therapist ( Paediatric)**

02 46 256405

**Ambulance**

000

**Hospital**

02 46 219111

**Fire Station**

02 46 252709

**Local Immunisation Clinic**

Ph: 02 46 454605

**Informative Websites For Parents**

**Raising Children Network**

The Australian parenting website: comprehensive, practical, expert child health and parenting information and activities covering **children** aged 0-8 years.

[raisingchildren.net.au/](http://raisingchildren.net.au/)

**Better Health Channel** - quality consumer health information quality-assured, regularly reviewed, health and wellbeing information and services.

This site is sponsored by the State Government of Victoria

[www.betterhealth.vic.gov.au/](http://www.betterhealth.vic.gov.au/)

## Family Skills, Interests and Talents

We welcome all family members to our centre and we encourage when possible for families to be involved in your child's program. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

### Your Occupation

Your child loves you and when they get to childcare all they talk about is you. You are the most important person in their world. We welcome all parents to the centre to talk about their occupation or hobby. Everything parents do interest children and these talks are the best educational resources you can provide for the centre. After occupational discussions we use it in our programming and the ideas explored from parent talks can last for weeks.

### Your Home Culture

Your home culture is most welcomed in our centre. We would greatly appreciate if you were able to share with our centre aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

### Reading (especially good for grandparents)

Children love to be read to. If you or your parents have the time please contact your room staff to organise a day for reading.

**Useful Junk** – We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes ,paper or anything interesting from your work is much appreciated.

**Family Photos** – Our aim is to create a warm, friendly and homely environment. One way we like to achieve this is by having family photos displayed. Please bring in a copy of your family for us to display in the room or send via email to our office.

### Concerts, Shows and Special Events

Our centre organises special events throughout the year

### Suggestions

If you have any other suggestion or idea on how we best can work together in the centre and together with your child's program please let us know.