



WHAT TO BRING TO CRECHE

A bag with:

- **Change of clothes**
- **A sun hat (Sep - May)**
- **Appropriate shoes**
- **Weather appropriate clothing (raincoats, gumboots)**
- **A comforter (optional)**

SIGN IN/ SIGN OUT

At arrival and departures, please remember to sign your child in and out. Only Authorised Nominees listed on the enrolment form can collect your child from the centre, unless verbal communication has been given prior (Photo ID verification must be seen by educators).

OPENING HOURS

7.30am- 6.00pm

Monday to Friday

Excluding all public holidays

We close for 3 weeks over Christmas and the new year.

ARRIVALS AND COMING LATE

Children need to establish a good routine in order to obtain maximum benefits from the learning programs at our centre. Arrival before 10.30am allows your child to settle and create friendships. This is also a great opportunity for the parent/guardian to participate in the education of your child and share information with the educators in the room.

Our centre closes 6pm. If you come later than 6pm, a late fee may be charged

FEES

All fees are payable via cash, Eftpos in the office or via internet banking. Fees are to be paid 2 weeks in advance for days booked including public holidays. We do not Charge any fees for the 3 weeks that we are closed at the end of each year (around Christmas).

The amount of fees paid to us are subject to your individual entitlements calculated by Department of Human Service (Centrelink). Any changes to your CCB, CCR, or JET payments must be informed to the office.

FOOD & MENU

We provide all meals and snacks that are made daily by our cook. We endeavour to use local produce and only supply Halal meats. A detailed Menu is displayed in all rooms and can also be sent to you via email.

When planning menus we try to offer varied culturally inspired dishes that reflect all our families. In addition, we ensure that they are nutritionally balanced and that all food groups set in The Australian Guide to Healthy Eating are included.

The food groups consist of: breads, cereals, vegetables, fruit, dairy and alternatives, meat and alternatives

We currently have children enrolled at this service that are at risk of having an anaphylaxis reaction to certain foods.

Therefore: please ensure you do not bring any food into the centre, including leaving food in their bags.

MEDICAL CONDITION

Any child who is diagnosed with Anaphylaxis, asthma, allergies, diabetes, etc.. Will need to complete a medical condition plan with director or assistant director.

In addition, a Signed Medical Action plan with a photo and any devices need to be provided whilst your child attends our service. **This includes Epi Pen Jr, Antihistamines, Asthma pump and spacers.**

Please notify us of any changes to your child's action plan. All medical condition plans will be revised at least on an annual basis.

SICK CHILDREN

In the event of your child becoming ill please ensure they are kept at home. Minimal exclusion periods do apply for some illnesses. If you have any questions about this, please speak to us.

MEDICATION

All medication should be given to educators, so it can be stored in a safe place. No over-the-counter medication will be administered to the children by our staff, unless authorised by a doctor's prescription or letter and written permission is given by parent/guardian in the correct medication form.



SUN SMART

From 1st September until 1st May, you must provide an appropriate hat. We have sunscreen available to apply to your child at arrival in each room.

NATIONAL QUALITY STANDARDS

The National Quality Standards commenced in January 2012. These standards require us, in collaboration with families, community and staff to reflect on our current practices and establish new goals to improve them. From the feedback we received via the parent and staff surveys, we were able to complete a Quality Improvement Plan and it is now available for each family to read. Please let me know if you would like a copy sent via e-mail.

CURRICULUM

As a whole centre we have implemented the National Early Years Learning Framework within the program for each room (ages 0 – 6 years). Our curriculum focuses on children's strengths, interest and developmental needs through both play based activities and projects. Integrated within our everyday learning program are Academic concepts such as Numeracy, Literacy (both in English and some home languages), science, technology, environment awareness and community connections. Furthermore, we also foster your child's wellbeing through promoting a healthy and active program and one which places great importance on their social and emotional literacy through the PATHS curriculum.

The Framework describes childhood as a time of Belonging, Being and Becoming, one that places the importance of acknowledging you as their first teacher and working in partnership to achieve each child potential. Therefore, the five outcomes we assess are; Identity, Wellbeing, Communication, Learning and Connection & Contribution.

Throughout the year you have the opportunity to see what progress they have made through our documented assessment, or by speaking to any educator spontaneously or at the set parent/ teacher interviews.

To understand more about this Framework please see staff or visit:

education.gov.au/national-quality-framework-early-childhood-education-and-care

PARENT INVOLVEMENT

There are various ways that you may wish to be involved in our Community run Centre.

If you are one to strive to higher goals the Subcommittee or Committee of management may be your thing. If not, smaller and less demanding steps are always welcomed.

All parents are welcome to come and help out at the centre. You are invited to spend time in the rooms, reading stories, singing songs, helping out with activities or just even sitting down with the children and meeting your child's friends. This is a great opportunity to meet other children and get to know the staff and understand the program for each room.

If it is impossible to do this you may want to assist by mending broken toys, fundraising, attending working bees or just by collecting useful resources for us to use, e.g. paper, boxes, magazines, etc

Also there is a great opportunity to meet the other families via the many events held throughout the year.

We invite all parents to join or come along to our Committee of Management meetings as the C.O.M. is responsible for Richmond, Fitzroy and St Albans early childhood centres.

It is always exciting to see new parents from this centre attend the meetings. If you, as a parent, are interested in coming to any meeting, please come and see me for details.

Smoking

Acacia is a smoke free zone anywhere within 4 meters from our premises.