

Information Retained by the Centre

- Enrolment form and details
- From whom the child will be received/collected
- Contact in an emergency
- Medical info. and a record of medication
- Daily record of attendance
- Note of any illness/injury at the centre

These records will be retained until the child is 24 years of age, in the event of death the records will be kept for 6 years from the day of the child's death. (in accordance with government regulations)

Concerns

If at any stage you feel that you would like to discuss your child's progress, the program content, or have any general queries or concerns you are encouraged to approach the coordinator personally. Helen or Sylvie would be happy to make an appointment to discuss these issues with you. General or daily issues can be passed verbally to staff at the beginning or end of your session.

Grievance Procedures

The Centre fosters positive relations between all parents and staff. Every parent has the right to a positive and sympathetic response to his or her concerns. Solution are sought to resolve all disputes, issues or concerns that impact or affect the day-to-day well being of the Centre in a fair, prompt and positive manner.

Procedure for Parents

1. Discuss the problem with the relevant staff member concerned.
2. If this is unsatisfactory, the matter should be taken up with the coordinator.
3. If this is still unsatisfactory the coordinator will offer to take the matter to the committee for guidance, or you can write to the committee directly, or make an appointment with the President of Mundaring Sharing. Please refer to the list on the notice board.

Excursions

The Centre does not take children on excursions.

This booklet and the fees stated are current at the time of printing and are subject to change. Feel free to contact us to confirm current prices and to make bookings.

Welcome to the

Little Possums Sharing Centre
Occasional Child Care Centre



Parent Handbook

Phone: 9295 1139

Open Monday to Friday

8.30am to 3.30pm

During school terms

3 Craigie Place, Mundaring

Part of Mundaring Sharing Adult Learning Centre
Phone: 9295 1688

Kindy Class Information

Fees

Mundaring Sharing is a not for profit organisation. All fees from Little Possums Childcare operations are used for facilities and the running of the program. The fees and rules are set by the Management Committee. Payment is by cash or cheque only.

- The cost of one term is \$200 for a ten week term. This fee must be paid by the end of the previous term to reserve your place.
- Full term payment is required for part-time attendance.
- There is no refund if your child leaves mid-term.
- If you child is absent for three consecutive sessions without notification, we reserve the right to give your place to another child. There will be no refund of fees.

What to Bring

All children should bring a change of clothes in a clearly labelled bag which is large enough to carry home any treasures they have made. They also need to bring a piece of fruit to share. If they are staying on for occasional care they will also need lunch and fruit for afternoon tea.

Roster and Parent Involvement

Parents are always welcome to visit the centre during session times to work, play with and observe their children. If you wish to participate please add your name to the parent roster. Extra help is greatly appreciated by the staff, especially for cutting up the fruit for morning tea.

If you have a special skill you wish to share with us ie: playing a musical instrument or a special hobby, please feel free to discuss this with Louise.

Kindy is also open to grandparents and other relatives.

Parent participation and/or contribution is encouraged but not compulsory. Please feel free to add your name to the roster as often as you wish.

Please remember that this is a special time for the Kindy kids, and as such, siblings are not allowed in the Kindy class. If you have a sibling with you on these days they can be booked into the occasional care centre at the reduced sibling rate. Please arrange this early to ensure a place.

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Kindy Class Information

Kindy Program Coordinator: Louise Cook

Philosophy

1. Children grow and develop at their own rate. At times they may need encouragement to participate in some activities to promote development, but they will never be forced.
2. Each child is recognised as an individual, and are encouraged to develop their own feelings, thoughts, opinions and ideas and to express themselves.
3. All children have a right to grow and develop with a positive self-image and are encouraged to take pride in who and what they are and what they achieve.
4. Children are encouraged to settle any differences verbally and are guided into positive social interactions with peers and adults whilst having their own feelings and rights respected.

Sessions

The Kindy Sessions will be on:

Monday	9.30am to 11.30am
Wednesday	9.30am to 11.30am
Friday	9.30am to 11.30am

(as per school terms)

Each session caters for a maximum of 10 children.

Each group attends a session one morning a week. If you would like more days then you are free to enrol for two classes if there are places available.

The Kindy classes cater for a three year old group and a four year old group, with one age group allocated to each day. Please ring for more information on age groups and available places.

It is preferable that all children attending the Kindy are toilet trained.

Philosophy Statement

- Our aim is to provide a quality childcare service in a caring environment that is safe, accessible and supportive to all families.
- All children using the centre will be regarded equally and with respect for their individuality and family background.
- The children will be encouraged to participate in stimulating fun activities and experiences that enhance their development and self-esteem.
- All families and children using the service are regarded as equal, with all staff respecting their individuality and background.

Childcare Objectives

1. To provide a safe secure environment, both physical and emotional, in which children and their parents can feel comfortable and at ease.
2. To provide opportunities for social interaction and stimulate communications between children, staff and parents.
3. To provide varied and stimulating learning opportunities to enhance the children's physical, emotional and intellectual development.
4. To encourage independence appropriate to the development of each child and to enhance self-esteem and confidence.
5. To recognise the individuality of each child and to encourage the appreciation and differences in others.

Little Possums Sharing Centre

Little Possums Sharing Centre is owned and operated by Mundaring Sharing Incorporated, a community-based, not for profit, Adult Learning Centre. Mundaring Sharing provides adults with the opportunity to learn new skills, share their knowledge and meet socially.

Little Possums originally began as a creche for parents attending classes at the centre and grew from there into an occasional care centre. The original creche was opened in 1978, and after a few moves, opened in the current building in 1995.

Occasional Child Care Centres provide a unique service in allowing parents to leave their children for as little as one hour and to only pay for the hours used. This provides parents with the flexibility they need to attend appointments, get odd jobs done, attend a class, work, or spend time with other siblings.

Little Possums is supervised by Helen Faulkner (a qualified Early Childhood Care and Education Worker), and managed by an Executive Committee.

In recent months we have discovered the need for Kindy classes and have started classes to address this need. These classes are run by Louise Cook. There is more information about our Kindy classes towards the end of this booklet.

Illness/Medications and When to Stay at Home

Under state regulations we are not permitted to accept any child temporarily suffering from:

- ear/eye discharge
- nasal discharge
- high temperature
- any type of skin rash
- infections or weeping sores
- diarrhoea
- vomiting
- any signs of infectious diseases

Vomiting and Diarrhoea - children must not attend for 48 hours after their last vomit or loose bowel movement.

Coughs and Runny Noses - children are asked not to attend if they have a nasty cough and must not attend if they have a "green" nose.

Head Lice - if a child is scratching, we will check their hair for lice. Children must not attend with lice or eggs.

If a child becomes ill at the Centre the parents will be notified to come and collect their child.

Medications

Please hand all medications to the coordinator. Please do not store any medications in your child's bag. Before a staff member can administer medication, a form must be completed in full. All medication is administered, signed and witnessed by another staff member.

In an Emergency

If your child becomes ill or suffers an accident the parent will be contacted immediately.

If at any time the Centre staff considers that your child is in need of any medical attention the staff will seek ambulance/medical assistance. The Centre accepts no responsibility for costs incurred.

Sun Protection Policy

To ensure that your child is protected by the sun, we have a year-round sun policy.

- Please put sunscreen on any exposed areas of your child's skin before coming to the Centre. Sunscreen will be re-applied before going outside again in the afternoon.
- Hats are required for outside play. Please provide your child with a hat everyday.

We have a sun protection policy of "No Hat, No Play".

Toys from Home

While every endeavour is made to minimise lost property, this is not always possible. Please encourage your child to leave their treasures and toys at home. Toys that are needed for comfort, such as blankets and teddies, need to be clearly labelled.

Behaviour Management

Physical punishment is never used to manage children's behaviour.

Most behaviour management used is verbal discussion. For severe or continuous poor behaviour, we may use time-out to calm a child before discussing their behaviour.

Parents will be informed of poor behaviour and, if severe, will be required to attend a meeting to discuss behaviour management strategies.

About our Centre

License No. 3112

The Centre is licensed by the Department of Community Development to care for a maximum of 24 children aged 0-6 years (until January 1st of the year they start Primary School).

As a licensing requirement the Centre operates in accordance with the Community Services (Child Care) Regulations 1988. A copy of these regulations is available to you to read if you wish to do so.

The Child Care Licensing and Standards Unit office details are:

PO Box 6242 Ph: 6210 3333

East Perth Business Centre Fax: 6210 3300

East Perth WA 6892

Hours of Operation

The Centre operates on a school term basis and is open from 8.30am to 3.30pm Monday to Friday excluding public holidays, unless otherwise notified.

A penalty fee does apply for the late collection of children (without notice). This fee is applied both during and after opening hours, so please be sure to book the hours you need correctly, as you will be charged from the time you book in. This is because the Centre is required, by law, to have the correct staff/child ratio for the whole period. If you arrive early you may be asked to wait with your child until extra staff members arrive.

It is advisable to book for each term as early as possible, as places are limited and vary due to Mundaring Sharing course participants' needs (as creche positions have first priority).

A minimum of one hour's notice is required for cancellations of creche. Notice of cancellation for occasional care is before 9.30am the previous day, otherwise a 2 hour fee will be charged.

Fees

Fees are charged on a sliding scale, making the service affordable to families.

\$ 7.50 per child per hour

\$12.00 per hour for families with two children in care

\$15.00 per hour for families with three children in care

\$ 2.50 per hour for each extra child

There is a minimum booking time of one hour. Bookings will be charge per 30-minute blocks.

Payments

Payments are to be made on the day of care, unless prior arrangements have been made. We accept cash and cheques only (made payable to Little Possums Sharing Centre).

Enrolments

An enrolment form needs to be completed prior to children being admitted to the Centre. It is the parents/guardians responsibility to inform the Director if any information has changed, so that all information is kept up to date. Please note that the emergency contact person and number needs to be a person other than the parents.

Delivery and Collection of Children

Parents are encouraged to deliver and collect their own children. However provision is made on the enrolment form for additional people (over 18years) to provide this service for the parent. Prior notification must be given for people not known to the Centre to collect a child, and formal identification will be required. Provision is made on the enrolment form for specific custody arrangements. Children must be collected on time. If children are not collected (without notice) within the final hour of the booked session, during operating hours, a penalty fee of \$2.00 per 10 minutes will be charged per child.

If the children are not collected within the final hour of the booked session and the Centre is closed, a late fee of \$5.00 per child will be charged for the first 10 minutes, and \$1.00 per minute per child thereafter.

When the Centre is closed, after 10 minutes the next of kin will be contacted and asked to collect the children. If this is unsuccessful, emergency contact 1 & 2 will be contacted and asked to collect the children.

If no contact can be made, a staff member will stay with the children on the premises until contact is made, and the children are safely collected in accordance with the enrolment details.

Signing In and Out

Under the Child Care Regulations, Occasional Child Care Attendance Record must be signed when delivering and collecting your child.

The Department checks these records during spot checks, and can fine us \$2000 per child not signed in. Part of this cost will be passed on to the responsible parents.

If you have run out of room on your sign in sheet, or cannot find yours, please ask a staff member.

The Program

The Qualified staff prepare a program of activities which cater for children's individual needs. We provide a safe, warm, stimulating environment which encourages the children to develop and grow at their own rate.

Within the daily routine there is provision for planned and spontaneous play experiences in all of the developmental areas. The indoor and outdoor environments are set up to allow children to make realistic choices in their play.

A copy of the current program is always on display. If you have any questions or suggestions, please feel free to talk to us.

What to Bring

All children are asked to bring:

- a clearly labelled bag
- a change of clothes
- nappies for the day
- clearly labelled lunch (if in care for lunch)
- a piece of fruit to share for fruit time - two pieces if in care for the whole day (per child)
- clearly marked milk or water bottles

Babies

Nappies are the responsibility of the parents to supply (and for cloth nappies to wash). Please ensure your child has enough nappies for their whole stay. We have a limited supply if needed, which are charged at 50 cents each.

Bottles should be prepared before arriving in clearly labelled bottles. Please notify staff if bottles contain breast milk, as this cannot be heated in the microwave.

Lunches

Parents are encouraged to provide children with a healthy lunch (clearly labelled).

Water is given at regular intervals. Please do not pack sweets, chips, chocolate, etc as this will not be given to your child. In the interest of promoting healthy eating habits. Eggs and nut products should not be included to reduce the risk of an allergic

reaction with several children. These will not be given to your child if there is a risk of causing an allergic reaction in another child.