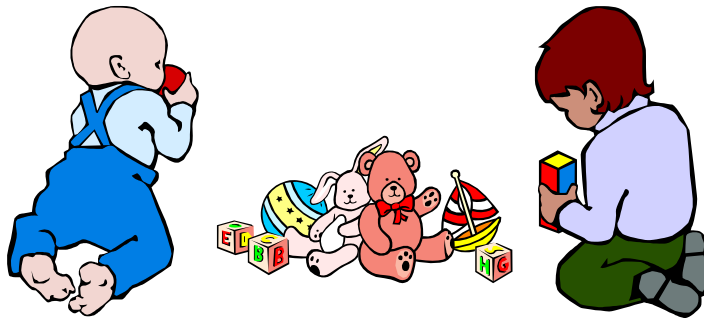




# CHILD CARE



## *Creche & Occasional Care Information Booklet*



### **VERMONT SOUTH COMMUNITY HOUSE**

ABN 60 776 754 115    ARBN A0004301Z

1 Karobran Drive, Vermont South, Victoria 3133

Ph: (03) 9803 2335 or Fax: (03) 9802 8202

email: [info@vsch.org.au](mailto:info@vsch.org.au)

[www.vsch@org.au](http://www.vsch@org.au)

*Version 25 Revised January 2010*

**Welcome** to our Child Care. We understand how important it is to provide somewhere where young families are able to leave their children in a safe, clean and comfortable place while they take a couple of hours "time-out".



Our premises is registered with the Department of Human Services, *Children's Services Regulations 1998* as a *Restricted Licence*.

We hope you will support our various fundraising activities throughout the year, such as raffles, books, children's toys, biscuits sales and family portraits, with the proceeds going towards the purchase of toys and materials.

We look forward to your support of the House as a Community organisation, which facilitates many interest groups, and at the same time has the one basic priority of fulfilling local community needs.

**CHILD CARE SESSIONS** The service is available Monday to Friday mornings from 9.00am to 12:00 noon. Most families have a permanent booking throughout the term, but if you wish to book on a casual basis, please contact the Office, at least one day before you need the session.

As the child care workers are paid for these hours only, we ask that your children are **not dropped off before 9.00am**. At the end of any session, if a child is not collected, the childcare worker/nominee will wait for a quarter of an hour, after which time the parent or guardian will be contacted. If there is no one to stay with the child, and either the parent/guardian or emergency cannot be located, the Emergency Policing Squad will be contacted.

**An late fee of \$1.00 per minute, from 12 noon, will apply when a child is not collected on time repeatedly.**

**HAPPY, CARING ATMOSPHERE** Whilst your child is in our child care he/she will be looked after by our experienced child care workers who take due care and responsibility. We hope that the children benefit from the social interaction, developmental component and have a very happy and enjoyable time. Parents will be telephoned if a child will not settle and becomes distressed. Alternatively, if you have any concerns you can ring the office and staff will be happy to check on your child.



## **FEES AND BOOKINGS**

**Enrolment Forms** You will be required to complete a Confidential Enrolment Details form for each child in your family, **every year**.

### ***Creche (Parents remain on the premises)***

Fees are listed on the back cover of this booklet. Discounted fees are available for the second and third children of each family, provided they attend the same session. Please enquire at the office for details.

### ***Occasional Care (Parents are not on the premises)***

Fees are listed on the back cover of this booklet. Discounted fees are available for the second and third children of each family.

***A 15% discount is offered, if fees are paid in full, during the first two weeks of the term.***

If a session is missed an alternate one may be arranged, **during the current term**, provided cancellation notice is given before 4:00pm the previous day and, a vacancy exists. If your child is away over an extended period of time, or if your child attends more than one session per week, **we may not be able to guarantee a make-up session**. If this should arise, please discuss it with the Manager. **No cash refunds will be given.**

**CANCELLATION NOTICE** Please be sure to let us know if you will not be using the Service when we are normally expecting your child. This allows the vacancy to be filled, thus enabling the service to meet its financial obligations.

If you contact us the day before by 4.00 pm, then there is no charge to you. If you are unable to contact us the day before, then a co-payment is required i.e. we share the cost equally. The House covers half the fees and you pay the other half. If your child attends on a Monday a message left on the answering service, as the week-end is considered by us, to be the day before, thus entitling you to a make-up session.

**GROUND'S LEVY** All parents are asked to pay a \$5.00 per year Grounds Levy, payable the first session each year. This goes towards the maintenance of the outside facilities.

**METHOD OF PAYMENT** Please pay at the office on arrival so that book work is simplified. It would also assist us if you had the correct amount as we do not keep large sums of money on the premises. We accept either cash or cheque.

**CHILD CARE BENEFIT (CCB)** This is a Commonwealth funded program administered by the Family Assistance Office (FAO) whereby families can claim Child Care Benefit if they are working, studying or training, seeking employment or if they are a person with a disability, or caring for someone with a disability, or whose partner is in gaol or living outside Australia. Families are eligible to claim the rebate for each child.

VSCH will issue approved receipts for child care at the end of term. Please advise the office if receipts are required, remembering that it is up to the family to verify to the FAO the reasons for expenses at the time of claiming. Families lodge their claim with Centrelink. It is not the responsibility of VSCH to lodge the claims. Families are required to pay the Community House the full childcare fee.

Please enquire at the office for further details.

**SIGNING IN AND OUT** It is a legal requirement for you to sign your child in and out of the Service. This is for obvious accountability requirements, and we are required to obtain exact times in case there are legal questions concerning the care of your child.

**SUITABLE CLOTHING** Please bring your children in appropriate play clothing so that they can relax and enjoy themselves. Clothing should be appropriate for all seasons. Woollen caps are essential for windy days. Children invariably want some time outside so bring a coat as well. Gumboots are a good idea on damp days. It is advisable for girls not to wear long dresses or skirts as these could be dangerous when using the climbing equipment and riding bikes. Painting smocks will be provided for the older children.



*For safety reasons, thongs are not to be worn to Child Care*

*If your child uses nappies please supply a change.* You will be required to take the soiled nappies home with you for disposal. If your child is toilet training, please let us know so as to avoid accidents.

**PLEASE PACK:** *A small handtowel & a change of clothing* including underwear and socks each time your child attends. Please include a plastic bag for the soiled/wet items. Children may participate in water play etc. or "little accidents" may occur.

**SLEEPING SHEET** If your baby will be sleeping in our cot please ensure you provide a sheet for the child to lie on. We are obliged under the Children's Services Regulations to require this for hygiene purposes

**LABELS PLEASE** We often have lost property, and can only return it if we know who owns it.

For hygiene purposes even pop top bottles must be labeled.

**SUNCARE** The Service is an accredited SunSmart Centre under the Anti-Cancer Council. The House has a SunSmart Policy, which states that hats and sunscreen must be worn when outside during Terms 1 and 4. Please apply sunscreen on your child before bringing him/her to Creche. Appropriate outside play activities, such as water play, will be set up in the shade, where possible, on hot days.

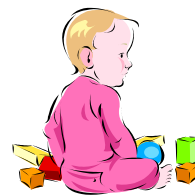


**SICKNESS** The House has a policy regarding infectious diseases. The length of period the child needs to be away is available from the Childcare Supervisor or by ringing the Office.

**Please do not bring a contagiously sick child to childcare.** Should your child be taken ill during a session you will be telephoned and asked to take him / her home immediately. Because so many people come to the Community House, infection spreads very easily and all efforts must be made to protect others. This is particularly important in the case of Rubella / German Measles as we have many pregnant women using the House and the consequences of contact with this disease could be disastrous. Therefore, **AT NO TIME** should anyone with Rubella come to the House. *Please think of others.*

**MEDICATION** Should your child be recovering from illness and still on medication please inform the child care supervisor.

If it is necessary for us to administer any medication please inform the Supervisor and place the medication & written instructions in the container provided.



**REMEMBER TO COLLECT YOUR CHILD'S MEDICATION  
AT THE END OF THE SESSION**

Vermont South Community House is  
a nut & nut product free zone.

**PLEASE DO NOT SEND WITH YOUR CHILD  
ANY NUTS OR NUT PRODUCTS  
OR CHEWING GUM**

**FOOD AND DRINK** Please provide your child with morning tea . If your toddler has a bottle you will need to bring that too. Please send along appropriate food that does not require refrigeration or if it does please pack that food in a cooler bag.

Please let us know if your child has any food allergies as we often finish each year with a small party.

**OUTSIDE PLAY EQUIPMENT** Our grounds, Fairy garden and play equipment were all installed by volunteers. Over the years our working bees have been of major importance. If big projects are to be undertaken we may ask for assistance from parents.

**ANY ISSUES** We hope that you and your children will enjoy happy hours at the Community House.

Please discuss any concerns with the child care supervisor so that we can do our best to set your worries at ease. Please tell us if your family is experiencing any changes, which may impact on your child's behaviour. Confidentiality will be respected. Please let us know if you have any comments - either good or bad! Likewise, if you have any questions just ask your childcare workers, or the Office staff.



# CHILD CARE RATES

Effective Term 1 2010

## ***CRECHE***

*while the parent/carer is in an activity at the Community House*

### **3 HOURS**

**\$8.50** for 1 child, + **\$5.00** for 2nd child, + **\$4.50** for 3<sup>rd</sup> child

### **2 HOURS**

**\$6.50** for 1 child, + **\$4.00** for 2nd child, + **\$3.50** for 3<sup>rd</sup> child

### **1 HOUR**

**\$4.50** for 1 child, + **\$3.50** for 2nd child, + **\$3.00** for 3<sup>rd</sup> child

## ***OCCASIONAL CARE***

*the parent /carer leaves the child at the Community House*

### **3 HOUR SESSION (FLAT RATE)**

**\$23.00** for 1<sup>st</sup> child + **\$18.50** for 2<sup>nd</sup> child, + **\$16.50** for 3<sup>rd</sup> child  
(provided the children attend the same session)

**FOR BOOKINGS PHONE 9803 2335**

**PERMANENT AND CASUAL PLACES AVAILABLE**

**MONDAY TO FRIDAY 9:00am - 12:00noon**

**during School Term plus some other times by  
arrangement during the school holidays**

Our child care facility is registered under the  
Department of Education & Early Childhood Development.  
Children Services Regulations 2009.

This Organisation respects your right to information privacy. Information which we  
collect and hold is kept in accordance with Information Privacy Laws.  
Please contact us if you would like any further information on Privacy Laws.