



VERMONT SOUTH COMMUNITY HOUSE

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More Involvement Matters
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Children's Services Child Care and Pre-Kindergarten Program CHILDREN'S INFORMATION HANDBOOK 2017



TERM DATES 2017

- Term 1 Tuesday 31st January - Friday 31st March
- Term 2 Tuesday 18th April - Friday 30th June
- Term 3 Monday 17th July - Friday 22nd September
- Term 4 Monday 9th October - Friday 22nd December

Welcome to the Children's Services at Vermont South Community House. These services include Child Care, Pre-Kinder Program, cultural specific playgroups and after school children's programs.



We understand how important it is to provide somewhere families are able to leave their children in a safe, clean and comfortable environment while parents take a couple of hours "time-out". Whilst in our child care your child will be looked after by our experienced and qualified staff. Our aim is to provide a service where children will benefit from social interaction, developmental growth, learning new skills, and having an enjoyable time. Parents will be telephoned if a child is unsettled or becomes distressed.

OUR PROGRAM

We plan our program according to the needs and interests of the children. A monthly activity program is developed along the Early Years Learning Framework which focuses on Being, Belonging and Becoming. We focus on the child's progress rather than producing an end result, and children are encouraged to learn through interaction and play, guidance, and extension from staff.

Our Pre-Kinder Program provides more structured experiences which encourage independence and self help skills, and provides a half hour planned music and movement session. A portfolio is provided at the conclusion of the year for every child that includes documenting their unique experiences.

SESSION TIMES

Monday	Child Care	9.00am - 12.00pm
Tuesday	Pre-Kinder	9.15am - 2.15pm
Wednesday	Child Care	9.00am - 12.00pm
Thursday	Pre-Kinder	9.15am - 2.15pm
Friday	Pre-Kinder	9.15am - 2.15pm

FEES AND PAYMENT METHOD

The Child Care fee in 2017 is \$32.00 per 3 hour session. Please note, Childcare fees are charged by the term only and will be discounted to include one free session if fees are paid in the first two weeks of term.

Child Care fees are calculated on actual anticipated attendance. Families are not charged for public holidays, fees will not be waived and nor will make up sessions be offered due to absences for illness or holidays. Please notify the House on [9803 2335](tel:98032335) for absences or email Leanne at childcare@vsch.org.au.

The Pre-Kinder fee in 2017 is \$40.00 per five hour session. Please note, Pre-Kinder fees are charged by the term only and will be discounted to include one free session if fees are paid in the first two weeks of term. A deposit will be required during term four to secure placement for the following year (\$50.00 per child per day).

All Child Care and Pre-Kinder fees need to be **paid in full by Week 5**.

Fees can be paid at the Office (cash; cheque; eftpos; credit (\$2.00 surcharge applies)) and by direct deposit to the Vermont South Community House account (BSB: 033 127 Acct #: 13 3530) (child's surname and childcare in description please, and email advice of your payment to info@vsch.org.au).

COMPLIANCE - A NEED FOR A CONSULTATIVE PROCESS

We are registered under the Department of Education and Early Childhood Development Children's Services Regulations 2009 as a Limited Hours Type 2 Licence. This requires us to obtain and keep information. For this reason **you will be asked to:**

- complete a confidential **Enrolment Form every year** prior to enrolment, and provide current Child History Statement by contacting ACIR on 1800 653 809;
- sign and indicate the time of arrival and departure on the **Attendance Sheet** noting who will collect the child at the end of the session;
- if applicable, assist in the development of a **Risk Management Plan**
- if applicable, give medication, clearly labelled, to Staff to place in the appropriate container and sign a **Medication Management Plan**;
- keep us informed of any issues that may impact on your child; and
- if required sign an **Incident Form**.

CHILD CARE BENEFIT

This is a Commonwealth funded program administered by the Family Assistance Office whereby families can claim Child Care Benefit if they are working, studying, seeking employment, a person with a disability, or caring for someone with a disability, or whose partner is in jail or living outside Australia.

Please advise the office if receipts are required (issued at end of term), remembering that it is up to families to lodge their claim with Centrelink.

WHAT TO BRING TO EACH SESSION

Prepare a small closable bag with the following items:

- A complete change of clothing
- A labelled lunchbox with a healthy snack
- A labelled drink bottle for morning tea
- A labelled coat and hat for outdoor activities
- Nappy, wipes and plastic bag if necessary.



Pre-Kinder children need to bring the above plus:

- Morning tea (in a separate container); and
- A lunch box with a healthy lunch and a drink (is kept in fridge).

Vermont South Community House Child Care Room is a NUT FREE environment; please do not bring foods containing nuts including peanut butter and Nutella. For further information refer to the Anaphylaxis Management Policy and Procedure.

CELEBRATING BIRTHDAYS

We are happy to celebrate children's birthdays but please bring only small mini cupcakes or honey joys with ingredients label.

TOILET TRAINING

If your child is toilet training, please inform staff so appropriate strategies can be put in place to avoid accidents.

CLOTHING

Please bring your child in appropriate clothing so that they can relax, play and enjoy themselves. Clothing should be appropriate to the seasons including a coat for the cooler weather. Shoes appropriate to climbing, such as runners, would be beneficial to building the child's confidence with outdoor activities. **NO THONGS.** Painting smocks will be provided by the Community House.

SUN SMART



The Service is an accredited SunSmart Centre under the Cancer Council of Victoria. The House has a SunSmart Policy, which states that hats and sunscreen must be worn when outside from September to end of April. Appropriate outside play activities, such as water play, will be set up in the shade, where possible, on hot days.

SUSTAINABILITY PROGRAM

We pride ourselves on our sustainability program including composting, water tank and solar panels. For the children, we have a worm farm, vegetable/herb garden and fairy garden for educational activities. Recycling is encouraged and donations of unwanted toys and cardboard boxes, egg cartons and paper are appreciated.

SICKNESS

We will contact you should your child be taken ill during a session. The House has a policy regarding infectious diseases. The length of period the child needs to be away is available from the Childcare Coordinator or by contacting the Office. **Please do not bring a sick child to childcare particularly if they have an infectious disease such as measles, gastroenteritis, conjunctivitis or head lice.**

MEDICATION

Should your child be recovering from illness or has regular medication please inform the Childcare Coordinator and provide the medication in its original container with written instructions for administration. You will need to sign an authorisation including Medication Management Plan.

BEHAVIOUR MANAGEMENT

We encourage acceptable behaviour by role modelling and allowing children to assert themselves in an appropriate way. We encourage behaviour that shows empathy and mutual respect for others. We use active listening, distraction and re-direction where possible. Please inform the Child Care Coordinator if your family is experiencing any changes that may impact on your child's behaviour. For further information refer to the Behaviour Management Policy and Procedure.



INCIDENTS AND INJURIES

The safety and wellbeing of all our participants is paramount. On an annual basis we conduct a Risk Assessment of the environment to identify and remove potential hazards. All incidents and injuries are recorded and will be brought to parents' attention for signing and dating. Parent's will be contacted in the event of serious incidents and if necessary an ambulance will be contacted.

EMERGENCY MANAGEMENT PLAN

On an annual basis our Emergency Management Plan is reviewed. Staff are provided emergency management information and children in the Child Care Room are provided an Emergency Evacuation at commencement of each Term. This manual is located in the Office and Child Care.

MANDATORY REPORTING

Our staff are required to report any suspected cases of child abuse or neglect.

COMPLAINTS, COMPLIMENTS AND SUGGESTIONS

If you have any issues or ideas please discuss this with the Child Care Coordinator. A Complaints, Compliments and Suggestions form is available at Reception. Please fill in this form as it allows us to monitor and follow up on positive and negative feedback.



Other Services

We hope that you enjoy your experience at the Vermont South Community House and return to try our other services which include:

- Toy Library;
- After school **children's programs**: including, but not limited to art activities, and music classes;
- Adult classes: art & craft, health & fitness, computer training, general interest;
- Venue hire for a special event;
- Printing services, including customised Banners for only \$15.00 (300mm x 1200mm) to celebrate your event: eg



* Function Room Hire *

\$40.00 per hour plus \$15.00 public liability insurance fee
Ideal venue for pre-school and early primary school birthday parties.

All enquiries welcome: 9803 2335
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