

**Other Enjoyable Activities Available at the
PENINSULA COMMUNITY CENTRE**

KINDY GYM ON FRIDAYS

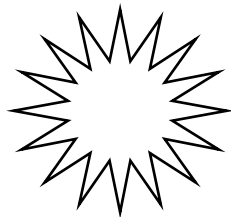
PLAYGROUPS

CHILDREN'S MUSIC PROGRAM

DANCE & THEATRE SCHOOL

FAMILY DAY CARE

PHYSICAL CULTURE CLUB



For more details contact the Centre on 4341 9333
or email pcc@pccinc.com.au

check out the website www.pccinc.com.au

or pick up one of the informative brochures
available in the Centre foyer

**PENINSULA & DISTRICT
OCCASIONAL
CHILD CARE
INFORMATION
*BOOKLET***



Phone 4343 1001

between 9:00am - 3:00pm Monday - Friday

A pre-school program is offered to children the year before starting school



Peninsula Community Centre

93 Mc Masters Rd. Woy Woy

Ph. 4341 9333

Email : pcc@pccinc.com.au

Website : www.pccinc.com.au

Registered Charity # CC19624

February 2009

Community Engaged - Community Driven

Welcome to Peninsula Occasional Childcare, we hope your time with us will be happy and enjoyable

ABOUT OUR CENTRE

As a Registered Charity and Incorporated Association, the Centre is operated by a Management Committee. This committee consists entirely of local residents who give their time on a purely voluntary basis.

The Centre is licensed for 23 children from birth to 5 years, as follows:

| | | |
|-----------|---|--------------------|
| 0—2 years | - | five (5) children |
| 2—3 years | - | eight (8) children |
| 3—5 years | - | ten (10) children |

Licensing and regulations of the Centre are under the guidelines and supervision of the Department of Community Services (NSW).

OUR CENTRE'S PHILOSOPHY

Is to offer a warm, enjoyable, caring environment for children while offering a developmentally appropriate program which takes into consideration each child's individual needs and stage of development.

SETTLING IN

Going to child care is usually the first step a young child takes from the home environment to a large group situation. No matter how much your child is looking forward to their new experience this will be a big adjustment. All children react differently and **SOME CHILDREN TAKE LONGER THAN OTHERS TO SETTLE INTO THE NEW ENVIRONMENT.** The less fuss you make the better it will be. If possible, do not rush the step from home to school.

Joining in and watching your child's activities helps them settle. Always ensure a staff member receives your child when they arrive. Always say goodbye and tell your child you will be back to collect them, e.g. after fruit time, after lunch etc. Remember that, for whatever the reason your child is attending Peninsula Occasional Child Care, socialisation is an essential part of your child's development. Be assured that your child will be in a safe, warm, friendly and caring environment, in which they will learn and grow happily.

ARRIVAL AND DEPARTURE

Please always make contact with a staff member before leaving your child at our Centre in the morning. All children must be collected by a responsible adult.

Children must be signed 'IN' and 'OUT' each visit, for the safety of the children and in case of a fire etc. Your child can only be collected by a person nominated on your child's enrolment form or one that you have nominated and written in our 'sign in/out' book.

Child and Family Worker

Our Centre is fortunate, through funding from The Benevolent Society, to have a Child and Family Worker to liaise with the children and their families. Paula Tritton has over 15 years early childhood experience. Paula is available to all families to assist in any family related issue e.g information sourcing, support with organising assessments, completing paperwork for FAO or other agencies. Paula is in the Centre 3 days. Please feel free to speak to Paula or our staff can leave her a message.

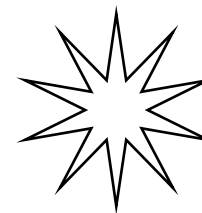
OUR PROGRAM

The staff aim to provide a warm and caring environment as well as catering for the individual needs of the children. The Centre's qualified and experienced staff plan a wide range of stimulating activities appropriate to the ages and stages of development of the children and their needs.

Children are encouraged to experiment and explore at their own level and in this way, they will learn through play. They are provided with a range of new learning experiences, through art/craft, building, make believe, music and movement, language and gross motor activities.

STAFFING

The Centre is staffed by qualified and experienced staff with many years experience in the field of Child Care. All staff have current first aid, child protection training and continue to extend their knowledge through in-service, on-going training, management training and OH&S training.



GENERAL INFORMATION

- A copy of all Centre policies and procedures is available for parents at the Office window. If you would like a copy of any policy or procedure, please let us know.
- Please remember to notify us of any changes relevant to the enrolment form.
- Parents are reminded of the importance of signing children in and out.
- Please try to discourage your child from bringing toys (apart from a favourite cuddle toy) as they may be lost or cause disagreement with the others.
- A record of any accident is kept in an accident book.
- It is very important to notify us if someone else will be collecting your child as you will be asked to write this in our sign in book and on the enrolment form.

Please feel free to discuss with us any problem you might be having with your child; we are here for your children, you and your family.

HOURS OF OPERATION

9.00am to 3.00pm (a late fee of \$15 per 15 minutes will apply after 3.00pm) Monday to Friday. The Centre is open all year except for a break at Christmas. Parents can book their child in for as little as one hour for that shopping trip, excursion, appointment, timeout etc. or for children to socialise with their peers and participate in educational and age appropriate developmental activities. Some children attend 2-3 days per week.

| FEES | hours | 1st child | 2nd child |
|-------------|--------------|------------------|------------------|
| | 1 | \$5.50 | \$5.00 |
| | 1.5 | \$8.25 | \$7.50 |
| | 2 | \$11.00 | \$9.75 |
| | 2.5 | \$13.75 | \$12.50 |
| | 3 | \$16.50 | \$15.00 |
| | 3.5 | \$19.25 | \$17.50 |
| | 4 | \$22.00 | \$20.00 |
| | 4.5 | \$24.00 | \$21.50 |
| | 5 | \$27.00 | \$24.25 |
| | 5.5 | \$29.00 | \$26.00 |
| | 6 | \$30.00 | \$27.00 |

FEES MUST BE PAID ON THE DAY OF ATTENDANCE OR IN ADVANCE. FAILURE TO PAY FEES MAY RESULT IN YOUR CHILD NOT BEING ABLE TO ATTEND.

When children are on holidays or are having a leave of absence from the Centre the child's booked hours will only be held for a maximum of 2 weeks when the appropriate notice is given. After 2 weeks the booked position must be paid for to maintain the position.

Please remember that 24 hours notice of absence must be given or full fees for that booking will be charged.

BOOKED HOURS MUST BE PAID FOR

Even when a child is collected early. Discounts for more than one child per family.

ALL BOOKINGS MUST BE PAID FOR

UNLESS 24 HOURS NOTICE prior to booked hours is given.

DISHONoured CHEQUES

Parents will be responsible for the dishonour fee.

All participants using any of the Centre's activities or programs must be members of the Centre.

WHAT YOU NEED TO BRING FOR BABIES/TODDLERS

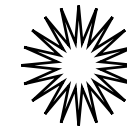
Nappy bag, nappies, spare clothes appropriate to weather conditions, baby foods. If your child is being toilet-trained, please pack extra training pants etc. Please pack favourite toy for child.

WHAT YOU NEED TO BRING FOR PRE-SCHOOLERS

Bag, change of clothes appropriate to the weather. Food (a sandwich with a nutritious filling and a piece of fruit for morning tea and afternoon tea). If you have no fruit, cheese, sultanas or carrot sticks are fine. A fruit drink or 'poppa' for lunch. All items including lunch boxes and bags, must be clearly labelled with the child's name.

SUN SAFETY

All children **MUST BRING** an appropriately brimmed hat, and **ALL PARENTS ARE ASKED TO PUT SUNSCREEN ON THEIR CHILD**. Sunscreen is available at the sign-in table. Children must wear sleeved clothing. No thin-strapped tops (Children will play inside if not wearing sleeved clothes).



ALL CHILDREN NEED TO BRING A HAT & SUNSCREEN AND WEAR SLEEVED CLOTHING

PLEASE LABEL ALL ITEMS WITH NAME TAGS

ADMINISTRATION OF MEDICINES

Under Dept. of Community Services Children's Services regulations, it is illegal to give medication to a child at the Centre without it being a prescribed medication or without written permission from parent or guardian. Medications must be in the original labelled container with the child's name on it.

ALLERGIES

Due to the high rate of children with allergies to nuts and nut products we ask that children do not bring nut products e.g peanut butter or foods containing nuts or traces of nuts. Also we encourage children to bring healthy foods and we request that children do not bring lollies, chips, chocolate or soft drinks. If you have any questions about what foods are appropriate, please discuss with staff.

BIRTHDAYS

Birthdays are an important part of a child's life and we like to celebrate with them. Due to the number of children who have allergies, we are only able to accept store bought Birthday cakes that have stated the ingredients on the side. Please do not purchase a cake that states it may have traces of nuts.

OUR STAFF

- Megan Miller* Co-ordinator and Authorised Supervisor, trained with over twenty years experience in early childhood services, also certificates in First-Aid and continual participation in ongoing training, management training, OH&S training.
- Michelle Owen* ... Trained & over 25 years experience in Early Childhood.
- Alison Pardey* ... Trained & over fifteen years experience in Child Care.
- Joann Redshaw* ... Thirteen years experience in Child Care & Playgroup services.
- Tracy Williamson* ... Over twenty years experience in Early *Childhood*.
- Lisa Hansen* ... Over eighteen years experience in Early *Childhood*.
- Rhonda Bell* ... Over twenty years experience in Playgroup.
- Adam Kopp* ... Over 5 years experience.

***Should you have any questions regarding the
Peninsula Occasional Care
please contact us on 4343 1001
Monday - Friday between 9:00am - 3:00pm***

DONATIONS

We appreciate any items of toys etc. in good order, that you no longer need, e.g. bikes, dolls/dolls clothes, old computer keyboards, telephones, clothing etc.