



# Parent Handbook 2016

**Mundarda Child Care Centre Inc.**

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## Mission statement

***“Caring is our profession”***

## Philosophy

The educators of Mundarda Child Care Centre will:

- Value each child as a unique individual.
- We support each child through their journey of “Being, Belonging and Becoming”
- Allow each child the opportunity to develop a sense of agency as an individual and in groups.
- Assist children to feel a sense of belonging within their family unit
- Help children feel safe, secure and supported within realistic guidelines and room limits.
- Provide children the freedom to choose appropriate learning experiences.
- Provide children with the opportunity to express, learn, explore, extend and revisit experiences that enables them to become confident learners
- Scaffold each child’s learning through challenging play-based experiences
- Welcome and accept all children, families, members of staff and communities into the Early Childhood setting and use inclusive practices to ensure each person’s wellbeing is supported.
- Embrace all children, families and the community regardless of age, gender, culture, background or ability.
- Develop reciprocal relationships with each child and family member to encourage continuity from home to care.
- Develop partnership with families and the community to encourage their involvement within the childcare setting to share their experiences, talents and be involved with the children.
- Explore the community and have active involvement of the communities through incursions and excursions through planned and spontaneous events within Mundarda curriculums.
- Educators will be professional and dedicated implementing their pedagogies through daily implementation of the Early Years Learning Framework.
- Each staff member’s pedagogy is reflected in the Early Years Learning Framework. We will implement according to the Learning Outcomes and regulations set out in relation to the National Quality Framework provide an early childhood setting that implements best practices.
- Through each curriculum we will encourage family input and communication through the use of family input sheets. Staff will build trusting relationships with the families.
- Provide an early childhood setting that is safe, hygienic, and friendly and stimulating that is inspired by the Reggio-Emilia practices.
- Provide a variety of nutritious, healthy and tasty meals and snacks from different parts of the world.
- Educate the children about the environment and encourage experiences that support sustainable practices and educate the children about being sustainable and caring for the environment.
- Provide a childcare setting that is Sun smart, Water Wise and allergy aware.
- Follow by the Start Right Eat Right guidelines set out by Child Australia and Nutrition Australia

## **Welcome To Mundarda Child Care Centre**

Mundarda Child Care Centre has been specially designed for young children. We aim to provide a safe, stimulating environment which is comfortable, home like and which, as much as possible, meets the individual needs of the children who attend.

As with all Child Care Centres in WA, Mundarda is licensed by the Department for Communities Education and Care Regulatory Unit and operates in accordance with the Education and Care Services National Regulations 2012 and Education and Care Services National Law (WA) Act 2012

The **Child Care Licensing and Standards Unit** is located at:

1st Floor, 111 Wellington Street  
East Perth WA 6004  
Phone: (08) 6551 8333

The Centre is able to care for young babies and children up to the age of twelve.

The regulations state there must be:

Trained Educator = one : four 0 to 2 year old

Trained Educator = one : five 2 to 3 year old

Trained Educator = one : ten 3 to 12 year old

Educators have been carefully selected and include Trained Educators and experienced Educators . The kindy room had an Early Childhood Teacher .The Centre uses experienced relief staff who are familiar with the children, routines and programs.

As part of Licensing requirements there needs to be a approved Supervising Officer or an approved Person Acting in Place Of (PAPO) on the premises at all times during the centres hours of operation.

## Times

The Centre's operating hours are between **7.00am to 6.00pm**, (11 hours per day) Monday to Friday. The Centre is closed on Public Holidays and for a period over Christmas and New Year

Parents will be advised of Christmas close times each year.

### Sign In and Out

When entering and leaving the Centre, it is important that you sign your child in / out on the sheets provided at the office window. Please bring your child into a room where a caregiver is present and place his / her bag in their appointed locker.

- It is a requirement of our licensing agreement and to gain CCB that the child's arrival and departure time is recorded and initialled by the parent / guardian.
- In case of an emergency evacuation this register maybe used as a checklist for the number of children in care on a particular day.
- If your child doesn't come to the Centre on their booked day, it is your responsibility to fill out the reason why they didn't attend (see allowable absences) otherwise CCB cannot be claimed.
- Please let the Centre know if your child is going to be absent by phoning or letting the staff know prior if it is a planned absence

### • **FEES ARE STILL PAYABLE FOR ABSENCES**

### Allowable Absences

Child Care Benefit (CCB) is only effective where your child attends for some part of each enrolled session / day and up to 30 sessions from which your child is absent within a financial year. These Allowable Absences may be used for holidays, sickness or occasional days off. **After the 30 Allowable Absences, full fees will be charged for any enrolled sessions where your child does not attend.**

Where documentation can be obtained for any of the following reasons, the absent sessions are not counted in the 30 Allowable Absences and CCB will be paid.

### Holidays:

*Holidays fee: the following fee structure is applicable;*

*Children leaving the childcare period for a period of-*

*1-2 weeks– pay full rate*

*1-4 weeks– pay half fees*

*5 weeks or more pay no monthly fees.*

- *Children will still have their positions at the Child Care Centre*

## **Fees**

The Centre's income is derived from parent's fees, which are set by the Management Committee to enable the Centre to operate on a break even basis annually. You are asked to pay a week ahead to hold your child's place open for the following week.

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Current fees:

Daily	\$ 87.50	
Half day:	\$44.50	am( 7am-12.30pm) pm( 12.30pm-6.00 pm)
Before school:	\$16.50	
Afterschool:	\$28.00	

**When you commence care, two weeks fees are required.**

***Late fees will be charged if you pick up your child after closing time (6.00pm) at the rate of \$ 5 per every 5 minutes***

***If your child does not attend the Centre due to illness, holidays or any other reason, fees must still be paid. Fees must also be paid for all Public Holidays, if your child would normally attend on that day, as staff must be paid.***

An administration fee will be added to any outstanding/late fees if they require being recovered by our debt collection agency. Fees over 3 weeks in arrears will be forwarded to our debt collection agency, unless an arrangement has been formalised.

Statements are issued every 2 weeks and can be collected from your pigeon hole.

It is the parent or guardian's responsibility to regularly check account details to ensure they are correct.

**Please give the Centre one weeks notice/one weeks fees if you no longer require care.**

***"If your child does not attend their last day they will not be entitled to receive CCB or CCR, the full fee will apply for all days they do not attend"***

## Centre's Operation and Family Participation

The involvement of parents and families in all aspects of the program is positively encouraged, partly because children learn more and are happier in services where their parents are involved.

Mundarda has an "open door" policy, parents are welcome to contact or visit the centre at any time.

Parents and extended families are given opportunities to be involved in Mundarda. This could involve being on the Management Committee,

fund-raising activities, working-bees, offering program or recipe suggestions, attending social functions, etc...

The elected Management Committee makes the major decisions about the Centre's operation and determines its policies with consultation. The aim is to have parents making up at least half of the Management Committee.

The Management Committee has overall responsibility for the running of the service. A Co-ordinator is employed by the Committee to oversee the day to day running of the Centre. This includes programming, staff management, enrolments, fee assessment and parent liaison.

The care of the children is a 3 way process which involves parents, staff and children. Parents have a vital contribution to make and have skills and experiences which will enhance Mundarda Child Care Centre. The staff appreciate parental involvement and support. This enables parents to be aware of the Centre's program and helps to build effective relationships with the staff caring for their child.

**Whatever you decide to do,  
remember this is your Centre and part of the life of your child.**

**Please talk to staff about how you can be  
involved.**

## Settling Your Child into Child Care

An orientation process to introduce you and your child to day care takes place before care begins. We invite you both to spend time in the room getting to know staff and children. This enables you to discuss with the caregivers what happens at daycare and exchange information about your child.

These visits can be as many as you both need until you feel comfortable. We advise at least two.

Please feel free to phone the Centre during the day if you wish to enquire how your child's day is going.

### Medication

If your child requires medication while at the Centre, please ask the staff for your child's AUTHORITY TO ADMINISTER MEDICATION form, which must be completed. This must be filled in giving all details required in the book. **Medication will not be given without this authority. \* see : Medication policy.**

Medication must be in the original bottle or container, with child's name if prescribed by a doctor. This gives information such as name of medication, expiry date, dosage to be given, doctor's name and other instructions.

**Staff will not administer any medication unless accompanied with a note from the doctors. \* see "medication policy"**

## **Illness or Injury**

Please let staff know if your child has been unwell or injured themselves since last being at the Centre. Staff must also be informed if your child is having medication at home but not at the Centre.

*The Director may refuse to admit any children he/she feels is suffering from an illness or condition that may be detrimental to other children in the Centre.*

Your child will be excluded from the Centre if they are suffering from a highly contagious condition such as diarrhoea or conjunctivitis.

If your child becomes ill while in the Centre, staff will make every effort to contact you, informing you of the situation and recommending you take your child to medical attention, if necessary.

## **Guidelines for Exclusion from Care**

It is generally accepted that seriously ill children will be excluded from a group child care program, but policies for the exclusion of mildly ill children are controversial and variable.

The little information that is available argues that the exclusion of mildly ill children has little effect on the incidence of infections among children in care. Therefore, if the purpose for exclusion, is to prevent spread to other members in the group, then short of closing the Centre, there will probably be little impact.

On the other hand, if the main purpose of excluding a child when ill is to provide for that child's comfort and well being, then the exclusion will need to be based on the needs and behaviour of the ill child rather than on easily measurable factors such as the child's body temperature.

Sick children may demand more attention than well children. This can put pressure on staff and affect the quality of care the Centre is providing.

Such conditions and communicable disease could be:

- a) Nasal discharge - when discharge is thick yellow or green
- b) Eye discharge - conjunctivitis
- c) Ear discharge
- d) Abnormal temperature  $>38^{\circ}\text{C}$
- e) Infectious sores - Impetigo, Herpes, Ringworm, Scabies
- f) Communicable diseases - Measles, Mumps, Chicken Pox
- g) Gastro-enteritis
- h) Head lice - may recommence when treatment has been initiated and nits combed from head. See head lice policy
- i) Diarrhoea / vomiting

## **Contd. Illness or Accident**

Mundarda Child Care Centre requires parents to gain a Doctor's certificate from a legally qualified practitioner before a child can recommence back at the Centre after been send home sick or an illness showing any of the above conditions / communicable diseases.

The Director and Staff follow the guidelines set out in "Staying Healthy in Child Care" and "Communicable Diseases". Both publications are produced by the Health Department of WA.

All parents will be notified of any communicable diseases identified in any child who attends the Centre. A sign will be placed in the foyer.

The Director will provide general information for parents on the communicable disease / condition.

The Director will have the final say as to whether or not a child will be excluded from the Centre, taking into consideration the sick child, other children and staff

## **Policies of the Centre**

All of our policies have been developed on various aspects of the Centre (such as Emergency and Accident Procedures, when a Parent is late after closing time). These are available for you to read, the policy file can be located in the foyer. The policies and procedures of the Centre are regularly reviewed at Staff and Committee meetings.

Policies due for revision will be uploaded to our APP and any suggestions, comments or ideas from families would be greatly appreciated.