



LONG DAY CARE CENTRES

Information for Parents



Children are Our Future



WILLOUGHBY CITY COUNCIL LONG DAY CARE CENTRE LOCATIONS

Devonshire Street Children's Centre

36-38 Devonshire Street
CHATSWOOD 2067
Phone: 9777 7812
Fax: (02) 9904 7253

Postal Address
P O Box 57
CHATSWOOD 2067

Artarmon Children's Centre

3 Abbott Road
ARTARMON 2064
Phone: 9411 1162

Postal Address
P O Box 952
ARTARMON 1570

Children's Services Philosophy

Quality in Children's Services encompasses an environment that meets the needs of children, parents, staff, carers and the community whilst recognising the uniqueness and significance of all involved.

Our Services will provide environments that encourage children, staff and families to feel comfortable, secure, able to leave imprints resulting in a place of feeling, of character and of warmth. Our educators will be valued and appreciated for the range of experience, learning, values and beliefs they bring to the environment.

Environments and experiences have powerful impacts on the children's lives and should be designed with the underlying premise that each day is positive and rewarding.

We believe that children should be provided with an environment rich with choices that will develop independence, a sense of ownership and respect for their environment. The environment, both indoors and outdoors, is designed and organised to support children's interests, needs, learning, curiosity and relationships.

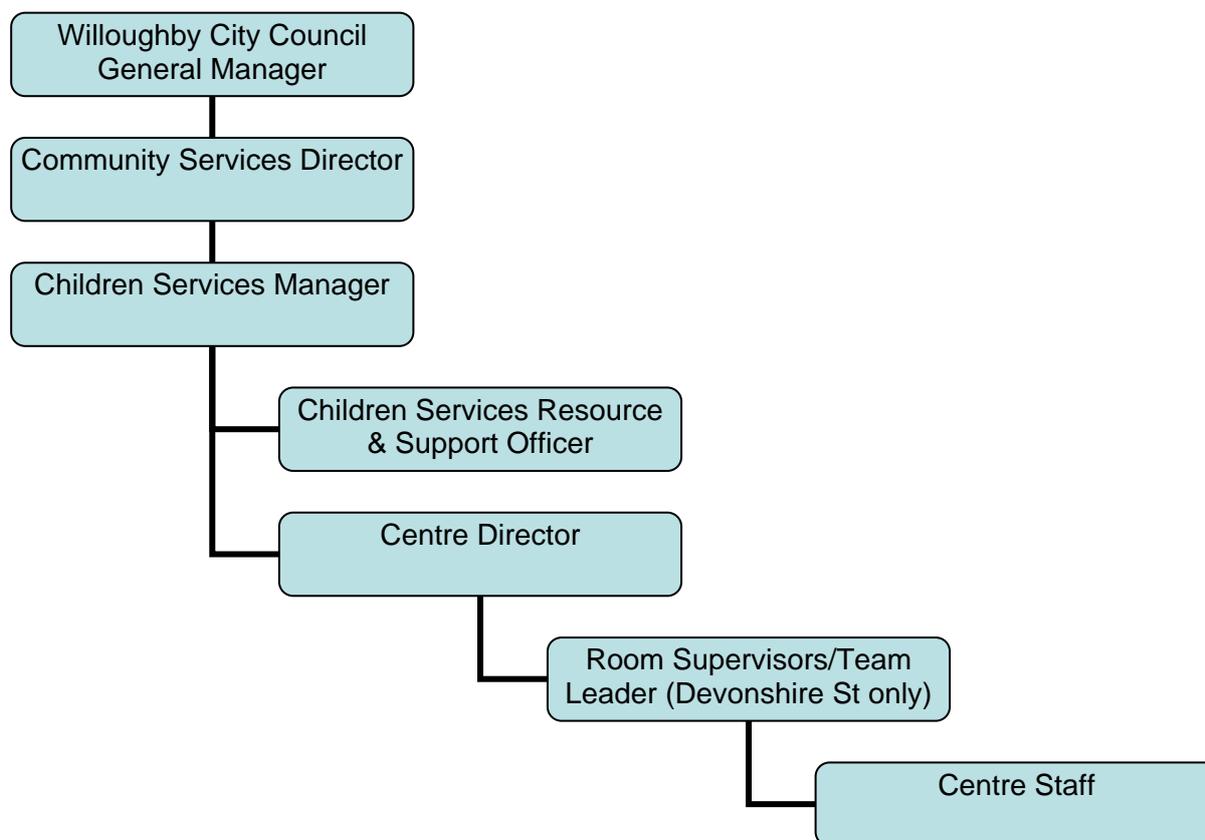
Our aim is to have a curriculum where children and carers are co-creators of the program incorporating wonder, excitement, interests and the children's needs. This will allow our educators to support growth and learning in order to develop the whole child. We aim to achieve this by providing materials and experiences that will enlighten children's senses, enhance creation of imagination, stimulate questioning and investigation. This will provide opportunities for interactions with peers, carers, and parents and expand the children's understanding of themselves, the world around them, and where they fit into the world. The program will encourage children to uphold and promote attitudes of respect and consideration for others.

Our warm responsive educators engage in respectful connections and meaningful interactions with the children, nurturing their learning and supporting children's interactions. Children will feel empowered within their environment and all staff:child interactions will reflect this, especially in every day conversations where children will be listened to. Our educators model appropriate behaviours and communication skills, aware that children learn from observation.

Reflection by our educators through the evaluation of the program ensures that the children's needs and interests are maximised. Any planning for change takes into account the children's sense of security and the extent and pace of change is adjusted accordingly. Educators observe children's play, thinking, discoveries, feelings, questions, social interactions, curiosity, accomplishments, conversations, interests and experiences. These are documented through photos, taking notes, and offering support and extensions to the children's play and learning.

We believe that each family working with us as partners plays a vital role in the children's lives. We aim to build respectful partnerships with families that are based on co-operation and mutual respect and trust. Parents are made to feel welcome and their opinions are valued. Our educators endeavour to be better caregivers by viewing situations from the parents' perspective...with the understanding that parents may have a different philosophy that deserves appreciation and respect.

Management Structure of the Centres



The Centres are sponsored and managed by Willoughby City Council. The Children's Services Department from Willoughby City Council consists of the Children's Services Manager and the Children's Services Resource and Support Officer who provide support, consultation and advice to the Centre Director/Authorised Supervisor. Daily operations of the centres are the responsibility of each Centre Director/Authorised Supervisor.

LICENSING

The Department of Community Services licenses the Centres. The Metro Central DoCS office telephone number is ph: 8303 7600.

ACCREDITATION

Both our Long Day Care Centres are accredited through the National Childcare Accreditation Council. For further information on the accreditation system please visit www.ncac.gov.au

HISTORY OF THE CENTRES

Devonshire Street Children's Centre is a purpose built Centre, built by the Commonwealth in a joint venture with Willoughby City Council.

On its completion in March 1987 the Centre was officially handed over to the Council, which administers the Centre's operation.

The Centre was opened on 8th June 1987 to the children and officially opened by the Mayor Ald. Noel Reidy on 5th September 1987.

Major extensions of the Centre were undertaken in 1998-1999, enabling the Centre to increase the licensed places from 40 children to 52 children, aged six weeks to five years of age. The Mayor Patrick Reilly officially opened the extensions on the 14th August 1999.

The Centre currently caters for 59 children aged 0 to 5 years in Long Day Care. The Centre has a long waiting list and offers a high standard of Early Childhood Education. It has established a good reputation and is well respected throughout the community.

Artarmon Children's Centre is a converted cottage with a lovely homely feel. In May 1974, Willoughby City Council resolved to apply for the Child Care Grant available under the 1972 Child Care Act. The Australian Department of Education administered the Grant. Council applied for a Grant to build a multipurpose Child Care and Education Centre.

On 29 May 1975, The Hon. Lionel Bowen, Minister assisting the Prime Minister, approved the Grant application enabling Council to purchase the property at 3 Abbott Road, Artarmon, and complete renovation for a multipurpose Child Care Centre. The purchase was finalised in February 1976 at the cost of \$54,000.00.

The Centre was opened on 10 April 1978 for the children, and officially opened on 15 July 1978. Services that were provided on the premises at that time ranged from Pre-school, After School Care, Playgroup and the administration of the local Family Day Care Services.

The Centre presently caters for 30 children aged 3 to 5 years in Long Day Care. It has a high standard of Early Childhood Education and is well respected throughout the community.

PRIORITY OF ACCESS

Due to increasing demand for child care places priority of access guidelines have been set down by the Federal Government to ensure that care is available for families who require the care based on work and study commitments. The guidelines are as follows:

- First priority is given to children at risk of serious abuse or neglect.
- Second priority is given to a child of a single parent who is, or of parents who both are, working, studying, or undergoing training, either full time or part time.
- Third priority is given to any other child.

Within each category the following children are given priority:

- *Children in Aboriginal and Torres Strait Islander families*
- *Children in families which include a disabled person*
- *Children in families with a non-English speaking background*
- *Children in socially isolated families*
- *Children of single parents*

HOURS OF OPERATION

The Centres are open from 7.30 am - 6.00 pm, Monday to Friday, 50 weeks of the year. They are both closed for a period of approximately 2 weeks over the Christmas period. Both Centres are closed on major Public Holidays
Fees are payable for each day/s your child is enrolled, including absences due to illness, holiday and Public Holidays.

Willoughby City Council provides one day a year for all staff to attend a staff development day. The Centres are closed on this day. Parents are informed in advance of this closure and fees are not charged.

FEES

Please contact the individual service regarding the fees charged.

A deposit of two full weeks fees is payable each year and is credited to your account when notice of intent to leave is given. Two weeks written notice is required.

Fees are charged four weeks in advance and are payable on a weekly, fortnightly or monthly basis. If your fees are more than three weeks in arrears, you run the risk of forfeiting your child's position.

A non-refundable waiting list fee of \$26 is payable on completion of an Enrolment Inquiry form.

The Child Care Benefit is available for all families through the Family Assistance Office. Families need to apply for this assistance through FAO Ph 13 61 50. The Centre is then notified of the Subsidy available for the families, which reduces the fees payable by the family.

EDUCATIONAL PROGRAM

The aim of our program is to have a child centred curriculum where children and carers are co-creators of the program incorporating wonder, excitement, interests and needs to support growing and learning in order to develop the whole child.

Carers observe and listen to children, documenting their play, conversations, interests, interactions and experiences through photos, taking notes, offering support and extensions to the children's play and learning as a guide for our curriculum planning.

With the belief that children are capable learners, we are able to look for what a child knows and what they know how to do. Furthermore, by analysing what the child is exploring, experimenting with or trying to find out, we are able to see what challenges them and how they feel about themselves.

The program supports individual children and the groups growing independence, curiosity and emergence of self through the physical and social experiences in the environment where the children can investigate, explore and play using a variety of media.

As the carers write the daily journal they include evaluations of the experiences outlining changes to be made or extensions to experiences to further support the children's knowledge, curiosity and interests. The design of the program endeavours to also include parent suggestions, potential outcomes and routines

PARENT INVOLVEMENT

The Centres provide opportunities for families to be involved in the centre. There are Accreditation committees, which work towards continued improvement of the services, and Parent Meetings, where parents are able to come and discuss concerns or issues with the staff and other parents.

If interest is high there is a fundraising committee, which helps to co-ordinate events, raffles and other exciting ventures.

The staff welcome parents at the Centres at all times. Children enjoy spending time with their parents in a different environment. The children take pride in their Centre and the friends they have made so if you have time, drop in for a visit.

Staff and parents are partners in the education of the children.

MEALS

The Centres provide morning tea, lunch and afternoon tea for the children that is based on the daily nutritional requirements for children.

A nutritional dessert is served after lunch and apple follows to clean the children's teeth. A weekly menu is displayed at the centres for parent's information and for parent's comments. If your child has specific dietary requirements talk to the cook and the staff so that we can provide these special diets for your child.

A meal chart is displayed which records your child's food intake throughout the day.

DEVONSHIRE STREET CHILDREN'S CENTRE

STAFF

The Centre employs:

- 1 Director (Early Childhood Teacher)
- 3 Early Childhood Teachers
- 4 Trained Early Childhood Educators
- 4 Early Childhood Educators (Untrained)
- 1 part time Cook
- 1 Floater- Permanent Relief

What the Centre Provides

- Sunscreen 15+/or 30
- Nappy wipes and creams and powders (unless you have something special for your child)
- Bibs and face washers
- Individual parent information folders are provided for your personal information.
- The Centre provides your child with three nutritional meals a day- morning tea, lunch, and afternoon tea. A menu is on display for parent's information and for parent's comments.

We Ask Parents to Provide

- A hat – either Legion style or with a broad brim
- Sheets for your child's cot or stretcher bed- cot sheets fit the beds. If you bring sheets and a blanket in a pillowslip or drawstring bag we can store the sheets/blanket more hygienically.
- 2 changes of labelled spare clothes
- 6 Disposable nappies a day (for children who wear them!)
- A warm jacket in winter
- Dummies or comforters (if required) in a labelled small container for storage.
- Bottles- If your child has formula or breast milk in a bottle during the day, you must supply the required amount of bottles. With formula you can bring them in already made up or you can provide the centre with the formula powder and advise staff on measurements. If your child has cow's milk in a bottle, please bring in the empty, clean bottle and we will fill it for you at the appropriate time. Bottles must be clearly labelled to avoid confusion.

We request that all items of clothing are labelled.

ARTARMON CHILDREN'S CENTRE

STAFF

- 1 Director (Early Childhood Teacher)
- 2 Early Childhood Teacher
- 1 Trained Early Childhood Educators
- 1 Early Childhood Educators (untrained)
- 2 Part Time Early Childhood Educators (untrained)

What the Centre Provides

- ❑ The Centre provides your child with three nutritional meals a day.-morning tea, lunch, and afternoon tea. Breakfast is provided for children who arrive before 8am. A cyclic menu is on display for parents information and for parents comments.
- ❑ The Centre offers a Library service where your child can borrow a book to read at home with the family. The books are sent home on Tuesdays of each week.
- ❑ A parent Library is also available for parents to gain information on various topics.
- ❑ Individual parent information pockets are provided for your personal information.
- ❑ Sunscreen 15+/or 30

We Ask Parents to Provide

- ❑ 1 piece of fresh fruit to be shared at your child's morning tea.
- ❑ Sheets for your child's cot or stretcher bed- cot sheets fit the beds. If you bring sheets and a blanket in a pillowslip or drawstring bag we can store the sheets/blanket more hygienically.
- ❑ Library bag to borrow Centre books.
- ❑ A hat – either Legion style or with a broad brim (labelled)
- ❑ 2 changes of labelled spare clothes.

We request that all items of clothing are labelled

DEVONSHIRE STREET CHILDREN'S CENTRE & ARTARMON CHILDREN'S CENTRE GENERAL INFORMATION

Policies and Procedures

The Centres have developed many Policies and Procedures, which are available in full from the Centre on enrolment at the centre. Copies are always available to borrow from the Parent Room. Upon enrolment, parents must abide by the Policies and Procedures of the service. If you have any questions about policies and/or procedures at the Centre please ask the staff to clarify them.

Behaviour Management

The centres aim to provide a positive and consistent method of behaviour management in partnership with families. Children will not be smacked or physically punished as a means of discipline. Staff will use a calm soothing voice and the language will be positive and clear.

The staff encourage children to learn skills associated with social development. Positive guidance is used to support children learning new behaviours whilst they attempt to discover what is appropriate.

Evacuation Procedures

The Centres conduct fire drill evacuations on a regular basis. The evacuation procedure is posted in all rooms.

Parents are responsible for reading these procedures and discussing them with their child. The Centres organise visits from the local Fire Brigade yearly to support these teaching strategies of fire safety and procedures.

Lockers

Children are provided with a locker with their name on it for personal belongings. Please place your child's bag in the locker with several changes of clothing, including socks and underwear and a hat.

Toys from home are not permitted at the Centre as they cause arguments and may be lost. The Centre has a large variety of toys and games for your children to enjoy.

Sleep Time

It is important for children to rest during the day to re-energize themselves. Each child is provided with a bed or a cot each day and the opportunity to participate in quiet activities. A sleep chart is displayed to indicate whether your child slept or rested.

Late Pick Ups

A late pick up fee applies for children being collected after 6.00pm. The fee is \$20 for the first ten minutes or part there of and then \$2 a minute

Health and Hygiene

- ❑ The staff at both centres encourages the children to follow correct hygiene procedures, such as hand washing, through role modelling and discussion.
- ❑ All children will wash their hands, or have their hands cleaned by staff (depending on their age) before and after meals, following toileting or nappy changes, and as required.
- ❑ All staff will wash their own hands and wear disposable gloves when handling food, changing nappies, wiping children's noses, and cleaning up any blood or body fluids.
- ❑ Children's toilets and nappy change areas are cleaned twice each day and at other times when necessary.
- ❑ Toys and equipment are regularly cleaned and checked for breakage.
- ❑ Staff have colour-coded cloths and buckets for 'clean' and 'dirty' jobs to reduce the chances of cross-infection.
- ❑ Food is correctly stored and served to reduce the chances of contamination. There is a routine cleaning schedule for the kitchen.

Sun Protection

It is recommended by the Cancer Council that children wear a broad brim, or Legionnaires style hat. The hat should provide cover to the child's head, neck, ears and face. Parents are encouraged to provide one of these style hats. Hats that do not cover these areas will not be accepted at the Centre.

Staff are also required to wear a broad brim hats.

If you would like your child to wear sunglasses to protect their eyes the staff will endeavour to encourage your child to do so.

Health & Medication

We are unable to care for sick children or children with contagious illnesses. Medication will only be administered to children by staff under written authorisation from a Medical Practitioner – this includes non-prescription medications.

Children's Services, within Willoughby City Council, have developed a Paracetamol Procedure, which is given to all families on enrolment.

Any child with a contagious condition will be excluded for the period of time as set down by the NSW Department of Health. If a staff member is concerned that a child may have a contagious condition, the parent will be asked to collect the child from the Centre and to obtain a medical opinion.

A medical certificate is required stating the child is not infectious/contagious and is fit to return to day care. If a child is diagnosed as having a contagious disease, it is the parent's obligation to notify the Centre in consideration of other families using the Centre.

The Centre is also obliged to notify the NSW Department of Health when we have multiple cases of certain infectious conditions and we are then required to follow their advice in order to contain the outbreak.

If parents are notified that their child is sick, they must arrange for the child to be collected from the Centre immediately so that the spread of any infection is reduced. Staff will ask you to collect your child from the Centre if they consider your child is not well enough to attend. This may occur regardless of a medical certificate.

The Centre is required by legislation to keep a record of your child's immunisation records.

