

# GARFIELD STREET CHILDREN'S CENTRE



## INFORMATION BROCHURE

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### Service and Fees

- 2 to 5 – \$110, 0 to 2 – \$115 per day
- All prepared meals.
- Large indoor and outdoor areas.
- Child Care Subsidy is supported.
- Individualised learning programs developed by qualified and experienced professionals.

### Location

5 Garfield Street FIVE DOCK 2046 ... behind the Five Dock Uniting Church.

### Contact Us

Phone our Staff    9713-6381        or    Maria 0416-089-346  
email:                [Maria Walsh \[director@thefamilyworks.com.au\]](mailto:director@thefamilyworks.com.au)  
Web Site:            [www.thefamilyworks.com.au](http://www.thefamilyworks.com.au)

Welcome, we look forward to working with you and your child.

We believe that your child's early years are of vital importance. We aim to provide a stimulating programme for your child within a caring, safe and happy environment.

“Family” is the first and most significant influence on the development of any child. While our centre will complement the role of the family, it can never replace it.

We are here for you and your child. So please do not hesitate to approach us on any aspect of our service.

The purpose of this booklet is to provide useful information about the centre as well as to explain some of the conditions which apply to all families using the centre in order to ensure the smooth running of the service.

We also maintain policy and procedures that may be found in the Centre Policy Folder. All parents are welcome to discuss these policies with me at any time.

Maria Walsh – Director  
*B.Ed. Hons. (Early Childhood Education),  
M.A. (Applied Linguistics) Grad. Cert. (Educational Studies)*

## **OUR SERVICE**

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We are licensed by Community Services to provide Long Day Care for children from 0 to 6 years of age. Operating hours are from 7:30 to 6pm, Monday to Friday, all year excluding Public Holidays and 2 weeks during the Christmas period.

We do charge fees for closed days on Public Holidays but not for the Christmas closedown.

## **CHILD DELIVERY AND PICK-UP**

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Upon arrival, the adult delivering the child must sign in for the day *and* ensure that the child is handed over to the supervision of a staff member.

If children have not been collected by 6.00 p.m., parents will be telephoned and asked to collect their child. Where parents cannot be contacted, those people listed on your child's enrolment card as authorized to collect your child will be contacted and asked to collect the child.

A late-fee charge of \$20 will apply for each additional 10 minute period after 6 p.m. The purpose of the fee is to cover staff overtime.

## **FEES AND DEPOSITS**

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You may be eligible to claim Child Care Subsidy that is paid to us on your behalf. Please feel free to discuss this with me.

A Deposit equivalent to one week's full fees is held for the duration of the child's enrolment at the centre. This deposit is fully refundable provided that 2 weeks *written notice* of the child's withdrawal from the centre is given and all fees are paid up to the child's last day of enrolment.

Fees do not include incidental expenses such as Excursions, Visiting Shows and Portfolios etc. These will be billed separately.

## **PAYMENTS**

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Fees are to be paid in advance on a weekly, fortnightly or monthly basis whichever is more convenient to the family.

If you are unable to make timely payments, please discuss arrangements with me.

Termination of enrolment may result if fees are one week in arrears unless an alternative agreement has been arrived at.

To reduce risks to children and staff from keeping cash on the premises, our preferred method of payment is by direct payment to our St George Bank account.

Garfield Street Children's Centre BSB 112 879 Account # 04404 2683
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When making direct payments, please ensure that you identify yourself or your child so that I can correctly credit your fee account. To reduce administration costs, we do not routinely issue invoices. Receipts for direct bank payments are emailed when they have been processed. Statements will be issued on request. If paying by cheque or cash, please wait for a receipt. This ensures that there is a record of your payment. Fees should be personally handed to any regular member of Staff. A receipt will be given immediately.

## **NOTICE OF WITHDRAWAL**

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Two weeks written notice is required if you intend to discontinue your child's enrolment or to reduce the number of days for which your child is enrolled. Your child's regular fee will be charged until your written notice takes effect. Please note that the period of notice does not include the 2 weeks of the Centre's Annual Closure.

## **ABSENCES**

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Days of absence of your child (e.g. due to illness or family holidays) must be paid for. If you feel there may be extenuating circumstances, please discuss the situation with me.

Please give us a call if your child will be absent.

## **INFECTIOUS DISEASES AND EXCLUSION PERIODS**

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We follow the regulations of the NSW Health Department governing exclusion periods for various infectious diseases as outlined in their pamphlet "Some Infectious Diseases of Children".

## **HEALTH RECORDS AND MEDICATION**

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A copy of your child's Immunisation Record must be kept on file so that we have a record of your child's **current** immunisation status.

It is strongly recommended that all children receive the appropriate immunisation. In the event of a vaccine preventable disease being reported at the centre, and where we do not have documented evidence that the child has been immunised, the child from will be excluded from care until the risk of infection is over.

Child Care Fees are still payable for such absences.

With the exception of Paracetamol as per the *Enrolment Form*, a Medication Form must be completed prior to staff being able to administer any medication to your child.

Prescription medications must be dated and clearly labeled with the child's name, dosage, time and other relevant details describing its administration.

Medications prepared by a homoeopath must be accompanied by your doctor's letter - details should include the child's name, dosage, time and other relevant details describing its administration as well as the doctor's name and telephone number.

In the event that your child requires Paracetamol, staff will endeavour to contact you by phone and explain the situation before administering it. A record will be kept of any Paracetamol given.

## **PARENT & STAFF COMMUNICATIONS**

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We believe it is important that you know as much as possible about your child's day at the centre. Likewise, please let staff know about any newsworthy happenings at home.

Your child's arrivals and departures must be "signed-in" with appropriate times entered in the "Long Day Care Attendance Record".

Any special comments about your child e.g. someone different to pick up your child, medication requirements or recent illness should be written on the "Messages" Book to be found on the Sign-In Table. Please also pass on the information personally to Staff on duty. Even though Staff may often appear to be busy, don't be put off if there is something you need to speak to us about. Communication with Parents is an important part of our Staff's role.

In turn, Staff will enter details about your child's daily food intake and sleep pattern on a chart, also located at the Sign-in Table. The weekly menu will also be posted for your reference.

## **FOOD & NUTRITION**

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The centre has a thoroughly planned menu which provides current recommended dietary requirements for young children. It also reflects cultural diversity and medical restrictions for individuals.

Our cook is required to complete an accredited course covering nutrition and safe food handling for the childcare industry.

## **YOUR CHILD'S DEVELOPMENT AND PROGRESS**

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All Child Care Centres are legally required to maintain current developmental records for each child enrolled.

## **YOUR CHILD'S DAY**

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A Daily Routine Chart is on display and provides a guide to daily, regular occurrences. This routine may alter from time to time according to seasonal changes or the changing needs of the children.

A chart of planned learning experiences and activities will also be on display each week and may be discussed with staff.

We welcome any input that you may be able to provide in planning the weekly and ongoing programmes. e.g. special interests you and your child share, excursions or outings which you think would be appropriate for the group.

## **ACCIDENTS AND INJURIES**

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While utmost care is taken, accidents can and do happen.

If an accident involving your child does occur, we will prepare an accident report that we will ask you to sign. A copy will be given to you.

This will usually occur when you come to collect your child. However, if staff believe it is warranted, you may be notified during the day. If you wish staff to call through the day and notify you of all accidents, however minor, please make a note on the enrolment form.

## **WHAT YOUR CHILD WILL NEED TO BRING**

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Please do not bring food from home. Morning Tea, Lunch and Afternoon Tea are provided. However, if your child has missed breakfast at home or has arrived late for a meal at the centre, please let us know and we will ensure that your child is looked after.

Spare clothing brought in for your child ensures that if any unforeseen accidents (e.g. spills, splashes, toileting etc.) do occur, your child can be quickly changed into his/her own familiar clothes from home. Please provide a blanket if he/she has a day-time sleep. These items may be stored at the centre. Families of children who have turned 2 years of age must supply their own nappies.

## **PLANNED LEARNING EXPERIENCES – THE ONGOING PROGRAMME & OUR EDUCATIONAL PHILOSOPHY**

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We incorporate our daily observations of your child into our curriculum planning. We are concerned with all areas of your child's development and plan a programme which caters for their growth in these areas:

1. **Physical growth** – general health, coordination, eating, dressing, toilet habits and rest.
2. **Social adjustment** – attitude towards other children, interactions with others, sharing, cooperation and friendships.
3. **Emotional growth** – adjustment to change and new situations, self-control, expression of emotions and reactions to discipline.
4. **Mental growth and creativity** – attention span and persistence, reasoning and problem solving, comprehension, abstract concepts, memory, imagination, self-expression through music, art, movement and drama.
5. **Speech and language** – ability to express needs and ideas appropriately through gestures, facial expressions and speech.
6. **Interests** – preferred activities, favourite toys, ideas expressed in play as well as interests in stories and books.

In order to address these different areas of your child's development, we provide a broad curriculum which covers all relevant areas of education. These include early Mathematics, Music and Movement, Science and Nature, Art and Drama.

*The educational side of your child's time at Garfield Street Children's Centre is something that I value highly and take very seriously.*

*As far as possible it is my intention to provide your child with a carefully planned and individualized, educational programme.*

*However the most fundamental part of my own philosophy in Early Childhood Education is that very young children are not able to develop their own potential within highly structured, adult-directed, formal educational settings. For the very young, learning should be an engaging and meaningful process.*

*It is my hope that your child will benefit in many different ways from their experiences at our Centre.*

Maria Walsh – Director  
Mar 2019