



# Bangalay Child Care and Education Centre

## INFORMATION

*Welcome to Bangalay Child Care & Education Centre. The following information is provided to familiarise you with our Centre. Please feel free to call us if you have any questions concerning your child's enrolment.*

### Hours of Operation

Bangalay Child Care & Education Centre offers full day sessions only, Monday – Friday. The Centre hours are 7.30 am – 6.00 pm.

The Centre is closed on public holidays, but remains open during school holidays.

### The Staff

A caring team of people with a range of qualifications and experience staffs the centre in early childhood. Please feel free to talk to the staff about your child and any concerns that you may have.

### Enrolment

Children aged between birth and 2 years may be enrolled in the Squirts Room.

Children aged 2 – 3 years may be enrolled in the Wiggles Room.

Children aged 3 – 4 years may be enrolled in the Squiggles Room.

Children aged 4 – 5 years may be enrolled in the Bloomers Room.

### Childcare Benefit (CCB)

Childcare Benefit is available from Centrelink and is dependent on estimated gross family income. Please contact Centrelink to find out if you are entitled to a CCB%, and we will calculate your fees based on that percentage.

### Fees

We require fees being paid two weeks in advance. Please see the Office to make an arrangement for payment in weekly, fortnightly or monthly instalments. People paying fees by instalment must do so on a regular basis and fees must always be paid in advance. Payments may be made by cash, cheque or credit card. Credit card will be accepted over the phone during office hours (8.30-3pm). Fees may be placed in an envelope and put into the Fees Box provided near the Office. Mark the envelope with the date, the child's name and the amount paid.

**Your child's fees are payable for sick days and all public holidays that fall on the day your child is booked to attend.** If a child misses a session through illness, holidays, etc., fees are still payable. This is necessary to hold your child's position in the Preschool.

## **Holidays**

When your child is on holidays the Centre will reduce the day rate to half. This is only available for four weeks per calendar year. To be eligible for half the rate you must give two weeks notice in writing when your child will be on holidays.

## **Terminating Care**

Families are required to give two weeks notice in writing when terminating their child's placement.

## **Late Fees**

These will be charged at the rate of \$25.00 every five (5) minutes you are late picking your child up after 6.00 pm. Please note that we are only licensed until 6pm, so our insurance does not cover anyone after that time.

## **Program**

Bangalay Child Care & Education Centre offers a program of activities tailored to the child's physical, social, language, intellectual and emotional development. We encourage self confidence and independence, as well as group participation, co-operative skills and respect.

## **Requirements**

- ❖ **A small bag** or backpack to hold belongings.
- ❖ **A sun hat** and a spare set of clothes (Children toilet training may need a number of sets of clothes).
- ❖ **A single sheet** for their mat at rest time (135 cm x 62 cm with elasticised corners) in a drawstring bag clearly labelled with your child's name. You may also like to bring a top sheet/blanket and a pillow.

**Please label all of your child's belongings carefully.**

## **Illness**

In order to protect your child and other children, please do not send a sick or infected child to school. If you are in doubt, phone your doctor or the Preschool Director for advice. The Director may exercise her discretion and request any unwell child to be sent home.

## **Medication**

Preschool staff will administer medication if required. The parent/guardian must first provide the relevant information to the Director or teacher **and sign a Medication Authority form.**

## **Parent Participation**

Bangalay Child Care & Education Centre is privately owned and maintained. Trained and highly qualified staff are employed to take care of your children. We encourage parents to become involved in their child's Preschool education. You are welcome to stay and observe your child at play, assist teachers with routine duties or simply discuss your child's progress with the teacher. Perhaps you have some special talents which you could share within the Preschool program, such as music, art/craft.

## **General Information**

Details of Preschool routines and programs will be discussed with you at length before enrolment. A few things to remember are:

- Please (please, please) discourage children from bringing toys and games from home to Preschool. They are so easily lost or broken and it is impossible for teachers to keep tabs on every item brought into Preschool.
- Books are an exception. We are BIG on story time and developing a love of literature. If your child would like to share his/her favourite book, that's fine. Ensure their name is written clearly inside the front cover.
- 'News Time' is usually very popular. We encourage children to show and talk about things they have made or found eg. Shells from a visit to the beach, flowers from their garden, craftwork from playgroup, etc.
- Playing and creating can be messy work. Old play clothes are a must for Preschool. Sandals can be worn, but please no thongs – they are dangerous for 'climbing activities'.

**The primary objective at Bangalay Child Care & Education Centre is for all the children to be happy in a caring, educational environment.**