

Inverloch Childcare

11-13 Williams Street
Inverloch VIC 3996

Telephone 03 56746694
info@inverlochchildcare.com



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Pre-enrolment Information

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CENTRE INFORMATION

Inverloch childcare operates Monday to Friday 7am-6pm and is closed on public holidays.

The Licence capacity at Inverloch childcare is 59 children, we cater for children aged from 6weeks -6years of age. The children are grouped into 3 age groups to best meet their needs, they are:

Sea Horse room Children 6 weeks to 18 months (12 children 3 educators)

Turtles room Children 18 months to 3 years (16 children 4 educators)

Penguins room Children 3 years to 6 years (31 children 3 educators)

We run a government funded integrated kindergarten program from 9am-2pm five days per week during Victorian school terms.

Inverloch Childcare participates in the National Quality Framework program, which assesses the quality of care provided. For more information on this process, please feel free to visit www.acecqa.gov.au for all the relevant information.

We are an approved Childcare Benefit (CCB) and Childcare rebate (CCR) centre you will need to contact the Family Assistance office on 136150 to see if you are eligible for these payments. Fees are due on a weekly basis, invoices are provided to you and our preferred option for payment is direct debit via a credit card or bank account.

The current daily fees are:

\$95 per child

We also offer 50% discount on fees for up to 2 weeks' holidays when 2 weeks' notice is given.

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As our service closes at 6:00pm, a late fee will be charged if you arrive after this time, a late fee of \$20 for the first 10 minutes and then an additional fee of \$1 per minute after that will be charged to your account.

At Inverloch Childcare we have a cook that prepares our food, we have a 4-week rotating menu which is regularly reviewed and has been developed in partnership with recommendations from nutrition Australia. We incorporate at least 50% of the RDI (recommended dietary intake) and we serve the following meals throughout the day morning tea, lunch, afternoon tea and late snack. We also cater to cultural, allergy and intolerance requirements.

Inverloch Childcare is a sun smart centre, therefore children need a hat and sunscreen to go outside to play, and we supply the sunscreen unless you want your child to have a particular type. We also print out the UV index on a daily basis and use it as a guide to the safest times to go outside.

EDUCATIONAL PROGRAM INFORMATION

We believe that children learn through play and we use The Early Years Learning Framework. This frame work has a vision for each child's learning they are:

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just "be"-time to play, try new things and have fun
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

We use an app based program called QKELYM. This program documents the children's learning as well as experiences within the centre. This app allows families easy access to their child's day and allows families to communicate with educators. The app can be downloaded to your smart phone.

Family involvement is always welcome at Inverloch Childcare and we encourage parents to participate in any of the activities/experiences we

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organise with the children. You can do this through the QKELYM app, via email or phone and talking with the educators.

We also celebrate lots of different occasions and cultural days with in the centre through programming experiences, sharing information and dress up days. Excursions and Incursions are also planned at the centre and spaced throughout the year.

STAFF INFORMATION

Our educators have or are working towards early childhood qualifications and all staff are required to have a current Senior First Aid certificate, Emergency asthma training and Anaphylaxis management as well as a current working with children's check card and child protection training.

ROOM INFORMATION

When arriving for your first day you will need to bring a sun hat, a drink bottle/ water cup, dummy (if required) a family photo, at least 3 changes of clothes, any comfort items and bottles/formula or breast milk.

Please make sure ALL your child's belongings are labelled.

Once your child is ready to move to the next age group a transition process will begin. The Centre Manager or team leader will speak to you when a position is becoming or becomes available so you aware that the transition process has begun. We will then give your child the opportunity to play in the next room as well as get to know the educators, routine of the room and other children. The length of time for transitioning depends on the child but we usually transition children for a week in the new room before they go in the room on a permanent basis.

ENROLMENT INFORMATION

Inverloch Childcare may have a waiting list depending on the age group requested and the time of year, so it is important to fill out a waitlist application form, this can be done via our website. If a position can be offered to you a completed enrolment form, birth certificate, refundable holding deposit fee of

\$200 per child for long day care and \$300 per child for kindergarten along with immunisation records must be returned to the centre prior to your start date.

You will also need to complete an orientation session. The orientation process includes at least one 30 minute orientation visit which must be completed before your child starts, this orientation process allows you and your child to meet the educators in the room as well as have a room tour and a discussion about your child's routine with the team leader.

If you need to make any changes to your care requirements i.e. dropping days or ending care, 2 weeks' written notice is required. If 2 weeks' notice is not given you may lose your holding deposit.

PRIORITY OF ACCESS GUIDELINES

The priority of access guidelines are primarily referred to when a service has a large waiting list and a number of parents competing for a limited number of vacant places. These come from the Department of Education Employment and Workplace Relations (DEEWR) and must be adhered to in line with the Federal Government agreement, which allows us to offer Child Care Benefit to families.

Enrolments will be accepted according to the Commonwealth Government "Priority of Access" guidelines. This means that when the Centre is full those families who are third priority may be required to alter their care arrangements to allow a family with higher priority to access the service.

Priorities

First priority	A child at risk of serious abuse or neglect.
Second priority	A child of a single parent who satisfies, or of parents who both satisfy the work / study / training test under section 14 of the New Tax System (Family Assistance) act 1999
Third priority	Any other child

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Thank you for taking the time to read about our service. If you require any further information or would like to book a tour of the facility please contact the centre and an appointment can be arranged for you.