

Inverloch Childcare

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**Inverloch
Childcare**

Pre-enrolment Information

Vision:

Work in partnership with our community, families, and employees to provide a sustainable, high quality education and care service where each child, their family and their cultural and social background is valued and respected.

Mission statement:

To develop and maintain a high quality education and care service that is sustainable and reflects the current and evolving education and care needs of the communities of Inverloch, Bass Coast and South Gippsland Shire valuing individual children, families and their community. We are committed to providing a child safe environment where children are safe, feel safe, and their voices are heard.

Philosophy:

Inverloch Childcare strives to provide a warm welcoming and inviting environment that supports and promotes children's learning and development that is built on positive relationships and partnerships with children, educators, families & the community.

We believe that children learn best through play and we value each individual child and understand they have unique ways of learning. We provide a holistic environment rich in experiences and provide opportunities for each child to play, build self-confidence and self-esteem, explore, imagine, experiment, create and make decisions in a fun and natural environment.

We believe that children have a right to play and to connect with nature and the real world. Opportunities for children to engage in outdoor play, to negotiate risk and to be at one with nature are valued in our program.

Inverloch Childcare is an integral partner to the families and local community, we continue to build professional partnerships with families and exchange information about the program and the children's learning.

As educators we aim to use our knowledge and personal experiences to provide high quality education and care we work together to achieve the highest outcomes for children constantly striving to reach new heights. We value our relationships with children, families the community and each other.

CENTRE INFORMATION

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

The Licence capacity at Inverloch childcare is 104 children, we cater for children aged from 6weeks -6years of age. The children are grouped into groups to best meet their needs, they are:

Sea Horse room Children 6 weeks to 18months/2 years

(12 children 3 educators)

Turtles room Children 2 years to 3 years

(16 children 4 educators)

Penguins room Children 3 years to 6 years

(32 children 3 educators)

3 year old Kindergarten program Children 3 years to 4 years

(22 children 2 educators)

4 year old Kindergarten program Children 4 years to 5 years

(22 children 2 educators)

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

As part of our kindergarten program we offer Beach/Bush Kinder once a week. The program will operate from 10 till 2 at a designated area at the beach/bush. During the program the children will be learning through exploring their natural environment. There has been a lot of research completed on the benefits of outdoor learning; one of the main outcomes is that the children who are outdoors exploring and learning feel less pressure and stress then what they do in a class room, this then helps to develop their confidence and self-help skills. We have a Beach/Bush Kinder handbook that is available for all parents, and the ratio for beach/bush kinder will be 1 adult to 6 children. Volunteers are welcome.

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 Subsidy (CCS) centre you will need to contact the Family Assistance office on 136150 to see if you are eligible for this payment. Fees are due on a fortnightly basis, invoices/statements are provided to you fortnightly and our preferred option for payment is direct debit via a credit card or bank account.

The current daily fees are:

\$100 per child

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 Childcarers. This program documents the children's learning as well as experiences within the Centre and their daily routines such as sleep, food intake and much more. 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 organise with the children. You can do this through the Childcarers 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.

This service participates in the National Quality Framework program, which assesses the quality of care provided. For more information on this process, please feel free to see the acecqa.gov.au web site for all the relevant information.

IMMUNISATION AND EXCLUSION POLICY

Inverloch Childcare is required by the Department of Health and Human Services to follow the ‘No Jab No Play’ legislation. It is your responsibility to ensure your child is immunised. If you do not immunise your child, your child will not be allowed to attend any education and care service.

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 are 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 www.inverlochchildcare.com. Children can start only after the service has received a completed enrolment form, immunisation records, birth certificate, a security deposit of \$200 per child and a completed complying written arrangement (CWA) form.

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

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.