



Dromana Community House

Early Learning Centre

Parent Information

P: 0417 467 734

At the Dromana Community House Early Learning Centre we:-

- Provide a safe and welcoming environment where children are encouraged to grow and develop into confident little learners.
- Believe in inclusion and recognise that each child is their own person, celebrating the special characteristics that make them unique.
- Take pride in our warm, genuine relationships with Families and the Community.
- Are a registered provider of Occasional Childcare, licensed with Children’s Services Victoria and registered to provide Childcare Subsidies to reduce your fees.
Licensed under the [Children’s Services Act 1996 \(CS Act\)](#) and the new [Children’s Services Regulations 2020](#)
- Offer 16 places for children per day for up to 5 hours per day.
- Support families by providing flexible care for children from 18 months to pre-school age.
- Offer both casual and permanent positions.

Monday to Friday

9 am to 2 pm

Permanent fees: \$65 per day

The DCH Committee set fees offering the best value, education, and care for families.

Choose a session to meet your child’s learning needs!

[Waiting List](#) – Please add your details if you are enquiring

The Team

Our team of Educators are committed and passionate about ensuring your child will be safe, nurtured and cared for every day. Children are encouraged to engage in interest-led play that creates learning and meaningful experiences. Our qualified Educators seek to optimize diverse learning opportunities and implement the daily routine as framed by the Early Years Learning Framework.

Qualified Staff (also known as Educators) to Child ratios allow staff to give more individual care and attention to your child, which helps them to develop better social and learning skills. Educators will develop more effective and meaningful relationships with your child, to help make sure they are engaged, happy and relaxed.

Staff are trained and current in HLTAID004 Provide an emergency first aid response in an education and care setting that includes the management of Asthma and Anaphylaxis.



Our Educational Program contributes to the following outcomes for children:

- the child will have a strong sense of identity
- the child will relate to and contribute to his or her world
- the child will have a strong sense of wellbeing
- the child will be a confident and involved learner
- the child will be an effective communicator.

We take all reasonable steps to ensure education and care is provided in a way that:

- encourages children to express themselves and their opinions
- gives children the opportunity to become self-reliant and develop self-esteem
- always maintains the dignity and rights of each child
- gives positive guidance and encouragement towards acceptable behaviors.
- has regard to the family and cultural values, age, physical and intellectual development, and abilities of each child being educated and cared for by the service.



Enrolment made easy!

- Pay the non-refundable \$25 annual registration and \$50 fee deposit to secure the booking.
- The enrolment package, **Xplor** links to the [Childcare Subsidy](#) and the APP allows you to stay connected easily.
- Once offered a day or days, families keep this booking, we require 2-weeks' notice if you withdraw.

The Childcare Package

Your family may be eligible for discounted fees if you meet the criteria of [The New Childcare Package](#).

You agree to pay the predetermined rate, to Dromana Community House Inc. and we claim the **Gap**.

Debit Success will collect and deduct fortnightly payments from your nominated bank account.

The fee set is per 5-hour session: \$65 *With full subsidy you would pay only \$12!*

Use the [Payment and Service Finder](#) to estimate how much Child Care Subsidy (CCS) you may get.

Conditions of Enrolment

1. If you do not require your booking or are running late please phone or text 0437 323 929.
2. **We are unable to offer "Make up"** sessions if you are absent or are away
3. Your child may not attend the service if they are unwell.
4. Your family complies with the Covid safe rules.
5. Fees are paid at least two-weeks in advance.
6. It is a legal requirement that parents/guardians digitally sign in and out.
7. Children will be permitted to leave with a person that is authorised on the Enrolment record and aged over the age of fifteen.
8. When picking up your child/children, ensure all belongings are collected

Extra support

Some families can get [Additional Child Care Subsidy](#). Centrelink pay it on top of Child Care Subsidy to provide extra support with childcare fees. [Applying for a Subsidy](#)

Settling children in.

We meet your family at the gate to say, "Hello and goodbye!"



We suggest that you start with a short separation time. This allows your child the chance they need to settle into a new situation. Your child will also feel more at ease if you seem relaxed and confident. It is also especially important to say "GOODBYE," even if your child is distressed. It helps make it clear to them you are leaving and can reassure them that you are coming back. Staff will contact you if your child is having difficulty settling and are with always happy to discuss settling processes and techniques

What to pack!

We recommend your child brings a named backpack or bag with the following items **clearly labelled**.

- Beanie, Jacket, change of Underwear, Socks, Pants, Nappies, or Pull-ups.
- We provide an individual sun hat.
- Snack boxes and a Water bottle.
- Morning-tea and lunch is provided by parents. We encourage healthy food choices, so fruit, crackers and cheese, yoghurt, sandwiches, and water are all good options. Some families find it easiest to pack two containers, one marked **Snack**, the other marked **Lunch**. This makes our job easier too and the children soon become independent learners!
- Lollies, chips, and chocolate will be put back in the backpack to enjoy at home.



Important to note: Do not send food including Nuts or Eggs.

Naturally, this includes all nuts including peanuts, peanut butter, and hazelnut (Nutella) sandwiches, hard boiled eggs, and egg sandwiches. Processed items containing **traces** of these products are acceptable.

If your child has had nut or egg products, we please ask that their hand are washed and clothes free of products that may transfer onto toys.

Please do not send in cakes for birthdays, we are more than happy to sing "Happy Birthday".

Teddy bears, dummies and other 'security' items are welcome, but we are unable to take responsibility for loss or damage.

We encourage parents to apply SPF 30+ sunscreen to their child prior to the session and cover exposed areas.

Communication

Xplor our online enrolment system provides regular updates on the App and reflections on your children's learnings are posted by the Room Leader.

Communication is via text and email and of course casually at the gate, if you need to make a time to discuss in more detail an educator will make a time to meet with you. Please ensure your details are up to date.

BUSHFIRES AND EXTREME HEAT or weather conditions:

Please note that we will not operate on days declared [code red](#), it is your responsibility to monitor weather reports during the bushfire season.

You can find out what the Fire Danger Ratings mean by visiting cfa.vic.gov.au



In the event of an emergency evacuation

Staff regularly practice emergency drills with children, it is important in the event of an emergency to remain calm and expect that our team will take the utmost care with your children.

The phone line will need to be kept free, we may send out a general text or email to keep you informed.

Immunisation requirements

'No jab, no play' policy The Federal and State Governments' 'No jab, no play' policies apply.

Children **MUST** have acceptable proof of immunisation prior to enrolment an Immunisation History Statement from Medicare, we are not legally able to accept any other form of proof of immunisation.

TRAUMA, ACCIDENTS, AND INJURIES

The health, safety and wellbeing of children is a paramount consideration. To help prevent any incidents, injury, trauma, and illness, we regularly review and maintain elevated levels of supervision.

At all times, our educators and staff act with the utmost care and consideration. In the event of an incident, injury, trauma, or illness: we will carefully consider if there is a need for emergency services to be contacted

In relation to incidents, injuries, trauma, and illness, they receive relevant training, access to appropriate and up-to-date information, and regular professional development. Confidentiality is of major importance.

INFECTIOUS DISEASES, COLDS, FLU AND HEAD LICE:

Children with infectious or communicable diseases must not attend the centre. Such conditions include colds and coughs, measles, mumps, conjunctivitis, gastroenteritis, chickenpox, and school sores. Please notify us if you discover your child has head lice. With COVID – 19 children will be excluded if they present with any of the symptoms. *We are required to exclude children from the service.*

ILLNESS: A time to be at home!

Coughs, colds, and tummy bugs!

We ask that a child who has experienced cough and cold, vomiting or diarrhea in the past 48 hours be kept at home. If your child becomes unwell during a session, we will call you immediately.

Please use common sense when assessing whether your child is well enough to attend the session.

FEEDBACK OR CONCERNS

We welcome your feedback it assists in reflecting on our practice and planning towards excellence!

A quick conversation may be a great solution or idea we had not yet thought about.

Please raise problems, questions, or concerns regarding your child's experience, we ask that you: -

Initially raise with the Educator in charge of the room

If you are unsatisfied with the outcome of this discussion, please speak in confidence to: -

Kerrie Harris, the Enrolment Coordinator.

Phone: 0417 467 734

If you are still unsatisfied and if of a more serious nature, then contact

The Duty Officer: - Licensed Childcare/Children's Services.

Phone: 1300 307 415

[Links to more information](#)

[TERMS AND CONDITIONS](#)

