



## Dromana Community House

### Early Learning Centre

Providing a safe and welcoming environment where children are encouraged to grow and develop into confident little learners. We believe in inclusion and recognise that each child is their own person, celebrating the special characteristics that make them unique.

We pride ourselves on our warm, genuine relationships with Families and the Community.

Our service is registered as a provider of Occasional Childcare and licensed with Children's Services Victoria and registered to provide Childcare Subsidies.

We have up to five places for children aged under three in the Family Grouping sessions with 16 places for children per day.

We will be introducing sessions for three year olds in 2022.

Your child may be cared and educated for up to 5 hours per day.

You may be eligible to receive Childcare Benefits to reduce your fees.

Occasional Childcare programs support families by providing flexible care for children from 18 months to school age.

Our program is a play-based program that follows the Early Learning Years Framework.

Families can introduce their children to care by enrolling them for short periods of time.

We offer both casual and permanent positions.

**Monday, Tuesday, Wednesday, Thursday and Friday:**

9 am – 2 pm

**Permanent fees:** \$65 per day

Childcare Subsidy is available

*Two weeks' notice must be given in writing for any changes*

*If you have any questions regarding the fees please contact the Enrolment Coordinator- Kerrie Harris.*

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

**Choose a session to meet your child's learning needs:-**

**Family Grouping Care** is available to children from 18 months to five years of age. Children from the same family can attend sessions together. We offer three sessions weekly which are ideal for younger children to have an opportunity to learn and play with older children.

**Early Learning for Three-year-olds** – we will offer one/two sessions per week in 2022



Our Educational Program contributes to the following outcomes for children:

- the child will have a strong sense of identity
- the child will be connected with 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 behaviours
- 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.



Licensed under the [Children's Services Act 1996 \(CS Act\)](#) and the new [Children's Services Regulations 2020](#)

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.

To enrol please pay a non-refundable \$50 annual registration and \$50 fee deposit to secure the booking.

The **DCH Committee** set fees to offer best value, education, and care for families.

**Full fee:** Per session per child: **\$65** *You may pay as little as \$12 per session with a subsidy.*

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 until you inform us otherwise, we require 2-weeks' notice if you withdraw.

We are unable to offer “Make up” sessions if you are absent or are away  
If you do not require your booking, or are running late you are required to  
phone or text 0437 323 929

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**.

**Enrolment Coordinator:** Kerrie Harris Email: [dromanacommunityhouse@gmail.com](mailto:dromanacommunityhouse@gmail.com)

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

Approved under National Law to administer the [Childcare Subsidy](#).

We believe most families registering for [Childcare Subsidy](#) will benefit.

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

Family entitlement to the Child Care Subsidy will be determined by a three-step activity test.

The amount of Child Care Subsidy you can get depends on your circumstances.

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

To work out how much CCS you're eligible :

- your [family's income](#)
- the [hourly rate cap](#) based on the type of approved child care you use and your child's age
- the [hours of activity](#) you and your partner do.

The amount of subsidized child care you can access per fortnight applies to each child.

### **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](#) Extra benefits are coming in 2022

### **Settling children in:**

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



It is a legal requirement that parents/guardians digitally sign in and out.

Children will only be permitted to leave with a person that is authorised on the Enrolment record and aged over the age of 15. A Primary contact (Parent or Guardian) authorisation is required before a child is released into another person's care.

When picking up your child/children, ensure all belongings are collected

We meet at the gate to say “Hello and good bye!”

## What to pack!

We recommend your child brings:-

A named backpack or bag with the following items **clearly labelled**;

Beanie, warm 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.

As we may have several children with food allergies, we ask that parents do not send in cakes for birthdays, however, we are more than happy to sing "Happy Birthday" and blow Birthday Bubbles.

Teddy bears, dummies and other 'security' items are welcome at Take-A-Break, but we are unable to take responsibility for loss or damage. Check the Lost property box regularly.

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 (download the App to your phone) provides regular updates and reflections on your children's learnings are posted by the Team Leader.

Quarterly e-newsletters are sent out to families.

Information sessions are held regularly, and communication is via txt and email.

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](#) (catastrophic). 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](http://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 mobile phone line will need to be kept free. The new enrolment system will send out any updates or details to ensure families and well informed. The procedures are outlined on the Notice board.

## Immunisation requirements

### 'No jab, no play' policy

In keeping with the Federal and State Governments' 'NO jab, no play' policies, children MUST have acceptable proof of immunisation prior to enrolment in the form of an Immunisation History Statement from Medicare, we are not legally able to accept any other form of proof of immunisation. **Accidents, Illness, Trauma and Injuries**

The health, safety and wellbeing of children is a paramount consideration for our service. To help prevent any incidents, injury, trauma and illness, we will maintain high levels of supervision at all times and regularly review supervision plans.

At all times our educators and staff act with the utmost care and consideration. Therefore, 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

Our service ensures that all our educators and staff are adequately equipped to undertake their role. 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. We are required to exclude children from the service

## ILLNESS: A time to be at home!

Coughs, colds, and tummy bugs Children who are not well will be sent home if they arrive sick, as infection can spread easily in a childcare environment, both to other children and to staff.

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 help line

Phone:1300 307 415

[TERMS AND CONDITIONS](#)

