

Family Manual 2025



At Little Gum Early Learning, we foster safe, inclusive spaces for children aged 14 months to school age to develop confidence. Our play-based educational program promotes a strong sense of identity, well-being, and self-esteem in children.

Our program nurtures each child's unique characteristics and respects the dignity, rights, and cultural values of all children.

Our service is registered and licensed with Children's Services Victoria, and we provide both casual and permanent childcare with subsidies available. We align to the Early Years Learning framework

[BELONGING, BEING & BECOMING](#)

Families are invited to enrol their children for short periods, with a two weeks' notice required for any changes. Our long term reputation is well known as a first steps community family friendly service.

SESSION TIMES:

Monday to Friday, 9 am – 2 pm during the school term

School holiday sessions are optional and will be offered based on your enquiries.

FEES:

Fee: \$75 per day. [Subsidies may apply](#)

Deposit: \$40 or \$50 per family

Just a heads up, we'll need a two-week notice for any schedule changes.

Payments are easy and convenient fortnightly using [Debit Success](#)

Curious about subsidies? You can [estimate your eligibility](#).

Enrol by paying a \$40 annual registration and \$150 deposit.

Preferred payment methods for deposits include Debit or Credit Card (Phone: 0484786629) or Bank Transfer (BSB 633 000 Account # 150336 014).

Stay connected with the Xplor app linked to the [Childcare Subsidy](#).

COMPLIANCE

At Little Gum Early Learning, we comply to the Children's Services Act and Regulations to ensure your little one's social and academic development. Our team of educators are well-equipped with first aid skills, including handling asthma and anaphylaxis.

SLEEPING

We provide a cosy space for children up to five years, who can usually go through their day without naps. We have a cot and mattresses available for those that are still needing a sleep.

NAPPY CHANGING AND TOILETING

Please have three nappies (named with Texta) and a change of clothes, socks and undies in the bag as accidents sometimes happen. If you use your own creams please supply in a named plastic bag, so that we can store on site. We will apply Sudocream if occasionally needed and advise you. Nappy changing and toileting are noted on the Xplor app.

SETTLING IN

We have found that brief separations work wonders. Your quick departure ensures we can settle all children and start our day.

SIGNING IN AND OUT

We do require digital check-ins and check-outs from parents or guardians.

Only registered adults over 15 can collect your child, making safety our top priority.

You will be contacted if your child does not settle.

WHAT TO PACK AND HEALTHY EATING

Pack a marked backpack for your child with essentials like a beanie, jacket, underwear, socks, pants, pull-ups, and snacks, plus a water bottle. we've got hats covered!

For morning tea and lunch, separate lunchboxes please, prioritize healthy choices and avoid nuts or eggs to keep everyone safe. While birthday cakes are off the table, we're always up for a birthday song! Send along a favourite teddy bear or comfort item, but remember they're your responsibility

SUNSMART

Slather on some sunscreen before sessions and ensure your little one's hands and clothes are clean if they've had nuts or eggs. Enjoy peace of mind knowing we're all about making your child's day safe, fun, and nurturing.

PICK UP TIME

Remember to gather all your child's possessions when leaving. We try to clear the area by 2pm so pick up is from 1.50 pm to ensure staff can check the Sign outs and prepare for the next day and clean and sanitise play spaces and equipment.

Stay connected with us through the Xplor App for regular updates.

Our educator-to-child ratios ensure personalised attention, fostering better social and learning skills. Our staff, trained in emergency first aid, including Asthma and Anaphylaxis management, are committed to your child's well-being.

BUSHFIRES AND EXTREME HEAT or weather conditions:

Please note that we do not operate on days declared [code red](#) (catastrophic).

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

In the event of an emergency evacuation

Educators 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. Xplor will send out any updates or details to ensure families and well informed.

SAFETY AND SECURITY

Your family will be given the code to the front gate to be used at 9am to 9.10 am and then again at 1.50 to 2 pm. Ring the bell at other times as it can be unsettling for children to have the gate opened, otherwise see reception at the main House to enter.

IMMUNISATION

'No jab, no play' policy

In compliance with the Federal and State Governments' 'NO jab, no play' policies, children **MUST** have acceptable proof of immunisation **prior to enrolment**.

ACCIDENTS, ILLNESS, INJURY AND INCIDENTS

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 calling for emergency services. You will be contacted and ensure you sign the Report staff will have ready for you to read for all accidents etc.



INFECTIOUS DISEASES, COLDS, FLU AND HEAD LICE:

[Children with infectious or communicable diseases must not attend the centre.](#)

If your child is unwell, especially with symptoms like coughing, cold, vomiting, or diarrhea within the last 48 hours, please keep them home to prevent the spread of disease. If a child falls ill during a session, we will contact you promptly. Use your judgement in assessing your child's health before sessions.

FEEDBACK

Your feedback is invaluable to us in improving our services. If you have any concerns about your child's experience, bring them up with the Room Leader. If you're not satisfied, you can confidentially discuss it with Rebekah Fraser, our Children's Services Team Leader at 0484786629, or Tracey Trueman, the Manager. 0417 467 734 For serious concerns, please let us know and you can contact the Duty Officer at the Licensed Childcare/Children's Services help line at 1300 307 415.

CHILDSAFE

At Little Gum, we prioritize a secure and inclusive environment for all children, ensuring they feel safe and heard. We foster confidence, friendship, and joy, responsibly reporting any suspected child mistreatment per our Reportable Conduct Policy, with potential referrals to Victoria Police. Our staff members are duty-bound to act swiftly in the child's best interest if they suspect a breach in our Code of Conduct.



The Orange Door initiative. Please discuss with the Team leader.

We embed reconciliation in our daily activities, aiming for a just Australia, free from racism and enriched by Aboriginal and Torres Strait Islander cultures. Acknowledging the Bunurong/Boon Wurrung of the Kulin Nation as traditional custodians of our land, we pledge to continue caring for the land, waterways, animals, and people. Please review our terms and c



Terms & Conditions and Policies on the [Web](#)



[BELONGING, BEING & BECOMING The Early Years Learning Framework for Australia](#)

