



PARENT ENQUIRY INFORMATION SHEET

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Thank you for enquiring with Engadine TLC Childcare Centre. We hope that you and your child feel welcome, happy and secure at our centre. We feel that all parents have a right to quality child care that is sensitive to the needs of the child and is provided within a safe, caring and healthy environment.

We are proud of our Centre, its friendly staff, its facilities and its cleanliness. If at any time you feel that the objectives stated in our Philosophy and Goals are not being met, or if you any questions, queries or concerns please contact the Director Sia during business hours on the following number: (02) 9548 2332.

CHOOSING QUALITY CHILDCARE

“When choosing childcare it is important to look at how carers and staff interact with the children and whether the atmosphere is warm, friendly and welcoming.”
– *National Childcare Accreditation Council*

LEARNING PROGRAM

Engadine TLC Childcare Centre aims to provide a quality care and educational program for your child. Our Curriculum is focussed on holistic development and as such attends to the social, emotional, physical, language and intellectual development of each child. We are aware of the children’s interests, abilities and needs. We encourage exploration, experimentation and investigation and facilitate this through individual, small or large group experiences.

We believe that parents are the child’s first educators and that we are an extension of the home environment. In order to maximise the benefits of our program, we need to work in partnership with families and maintain open communication and a two-way sharing of knowledge.

FEE RATES

Monday to Friday 7.30am to 6.00pm

Engadine TLC Childcare Centre Offers families and option of Long Days and Short Days of care and education. Long days are from 7.30am to closing 6.00pm at \$54.00 per day. Short days are from 9.00am to 3.00pm at \$50.00 per day and these hours can be changed with the approval of the Director-Sia. Fee increases may arise during the year.

- There is a standard administration fee (application for enrolment) of \$45.00 on enrolment (this is not refundable). This is to be paid at the time of enrolment. Once the fee is paid you will receive;
 1. An enrolment pack
 2. A portfolio for your child that will be used by staff for programming.
 3. The sun protection levy for the cost of sunscreen lotion.
- Child Care Benefit is available. Child Care Benefit requirements must be met prior to claiming Child Care Benefits. Centrelink will assess your gross family income to determine what % of the maximum rebate you can claim. This information allows us to calculate your daily rate
- A Bond is payable in advance upon enrolment (this is refundable and is placed towards your fees upon two (2) weeks full notice of withdrawal original receipt required). For one to two days the bond amount is \$200.00 per child. For three to five days the bond is two weeks at full fee rate per child.

REGISTRATION – NEW ENROLEMENTS

It is necessary for new clients to have an interview with the Director or Authorised Supervisor before commencement at the centre. The parent/s will have the opportunity to see our environment, meet the staff, and receive the necessary registration information. The centre's program and any special needs of the child will also be discussed at this time.

WAITING LIST & PRIOTY OF ACCESS

If there are no positions available parents/caregivers may place their children's names on a waiting list at the centre by filling out the required waiting list form, including details necessary to establish Priority of Access.

Priority of Access is determined by the Commonwealth Government as follows:

- First Priority – A child at risk of serious abuse or neglect
- Second Priority – A child of single parents who satisfies, or of two parents who satisfy the work/training/study test
- Third Priority – Any other child

WHAT TO BRING TO THE CENTRE EACH DAY

Spare Clothing In varying weather conditions, beanies, jumpers, shoes etc. should also be placed in your child's bag.

Linen Sheet, blanket and pillow for children who sleep. For children one cot sheet and light blanket is required. Sheets can be purchased from the centre if required.

Nappies Disposable labelled **nappies (at least 5)**

Shoes No Thongs or high heels

Fruit / Vegetable 1 piece of fruit or vegetables prepared from home

Lunch Please provide a nutritious lunch for your child and a water bottle for the day. Lunches are placed in the fridge

Drink Please place your child's water bottle in the portable crates. Juice is permitted for lunch in the lunch box not in the water bottles.

SUN PROTECTION

Engadine TLC Childcare Centre is in the process of becoming a "Sun Smart Centre". We adhere strictly to our Sun Protection Policy as research shows that most skin damage occurs during childhood and adolescence.

Hats

At Engadine TLC Childcare Centre children **must** wear hats at all times whilst outdoors. Hats maybe purchased at the centre upon enrolment and are to be kept at the centre.

Sunscreen

Parents must apply sunscreen to their child in the mornings. We provide each child with 30+ sunscreen, which the staff apply to each child 20 minutes before going outdoors in the afternoon. (Parents may supply their own sunscreen if their child is allergic to the centres. This must be clearly labelled with the child's name.)

As also recommended by the Cancer Council the children do not have outdoor play between 10:00am and 3:00pm in the summer. Before and after this time frame staff will direct children to play in shaded areas where possible.

For Parents

Parents must also dress their children in clothing that will cover their shoulders and upper arms. No singlets are to be worn outdoors at all times.

PARENTAL INVOLVEMENT

Parents are welcome in the centre at all times. Parents can be involved with the centre directly by assisting staff, by presenting a craft, music, or language activity. Parents are invited to participate indirectly by collecting egg cartons, plastic containers, paper, wool etc to build up our craft resources.

Information on what's happening in the centre is available on noticeboards, letters, at parent meetings, or by talking to the staff.

Parent suggestions are welcomed through meetings, letter replies and journals. Please feel free to write down any ideas or suggestions that you would like to see happen at the centre or with your child's program. If your child has any special interest areas that you wish to share with us please let staff know or write it on the JOURNAL or on a communication sheet so that we can program for these interest-based areas.