



Elder Street

EARLY CHILDHOOD CENTRE

Centre Information
www.elderstreetchc.com

Thank you for enquiring about the care and education offered at Elder Street Early Childhood Centre. We are located at 136 Elder Street Lambton and cater for 39 children per day.

Elder Street Early Childhood Centre was opened in August 2002 as Blinky Bill Child Care. Melissa Duffy-Fagan and her husband Tony purchased the business in January 2005 and it was from then known as Elder Street Early Childhood Centre. Melissa is the Licensee/Director and works at the centre Tuesday – Friday. The centre’s building although not a purpose built centre has been fully renovated to meet the needs of all children, parents and staff. Some of the many features of the centre are 3 play rooms, 2 playground areas, an extensive selection of toys, books, age appropriate equipment, a fully ducted reverse cycle air conditioning system and security monitor access only at our front door. All play room floors are practical vinyl with mats for comfort and toilet/nappy change facilities are provided.

HOURS OF OPERATION

The centre is open from 7.00am until 6.00pm Monday to Friday, for 50 weeks of the year. We are closed on gazetted Public Holidays, and for the period between Christmas and the first week of the New Year. We request that parents arrive at the centre no later than 5.50pm to collect their children.

The centre must comply with the Children’s Services Regulation 2004 administered by the Department of Community Services.

ACCESS TO CHILD CARE

The centre is obliged to give priority access in accordance with Family Assistance Office regulations. The Commonwealth Government resources child care with a major purpose of meeting the child care needs of the families with recognized work or work related commitments.

Where the demand for child care exceeds the available Child Care Benefit (CCB) places, the “Family Assistance” legislation requires that long day care, family day care, in-home care and outside school hours care services who are approved for CCB, allocate these places to families with the greatest need for child care.

The categories of priority for child care are as follows:

- | | |
|------------------|--|
| 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/training/study test under section 14 of the Family Assistance Act. |
| Third priority: | Any other child. |

Family Assistance Office stipulates that “families in third priority category may need to vacate their place should a child in a higher priority category need care”. The management of this centre believes that this action should be taken only in extreme circumstances, however it should be understood that families in the third category will be expected to change their child’s day of attendance to ensure that the care needs of families in the higher priorities are met.

It is our policy that a child should attend for a minimum of two days per week. An enrolment for one day per week would only be considered in extreme circumstances and at the Licensee/Director's discretion and choice of days.

This centre is fully accredited through the National Childcare Accreditation Council.

Fees

Daily fees can be subsidised through Childcare Benefit administered by the Family Assistance Office (13 61 50) with income assessments carried out by Centrelink. **Our Centre CRN is 407 148 262C.**

Fees are charged for each enrolled day, except for Public Holidays. Since the fee level calculation is based on averages, fees are to be paid if the child away sick, on holidays, or a child is excluded due to non-immunisation. Only the centre's annual closure period is exempt from fee payment. See Buy and Sell Policy information further in this brochure.

FEES FROM JANUARY 2010

**0-3years - \$76.00 per day
3-6years - \$71.00 per day**

Included in this price is:

***Breakfast if required (before 7.45am) *Morning Tea *Cooked Lunch and Dessert *Afternoon Tea *Nappies *Milk of any sort (excluding formula and breast milk)**

CENTRE ROOMS

All children enrolled at EECC receive the benefit of age specific grouping in small manageable numbers with consistency of carers being of optimum importance. The groups are as follows:

NURSERY (POSSUMS) – has a maximum of 10 children between the ages of 6 weeks and approximately *24 months – the staff ratio is 1:5.

TODDLERS (JOEYS) – has a maximum of 12 children between the ages of approximately *18 months and *3 years - the staff ratio is 1:8

PRESCHOOL (WALLABIES) – has a maximum of 20 children between the ages of *3 years and school age - the staff ratio is 1:10.

*Please note that the centre's license allows for children to enter the Joeys and Preschool rooms at ages approximate to those mentioned above. The decisions to place children within the centre are dependant upon spaces available and will happen at the discretion of the Licensee/Director.

PHILOSOPHY

The beliefs and values of the staff and families at Elder Street Early Childhood Centre have been consolidated to form our philosophy on the care and education of children whilst attending the centre.

Our centre welcomes all families, recognising the diversity of people's beliefs, cultures, values and abilities within our community.

We believe that children's development is influenced by the social and cultural context in which they live. We therefore strongly support the development of partnerships with parents based on mutual respect. We value and welcome their input and involvement in the centre.

Management are committed to addressing the needs of its families, staff and the community. We aim to consult with these parties involved in the centre on issues of policy and procedure development.

Our professional, caring, informed and committed staff work together to meet the goals of our service. Staff have access to resources and training within the community that enhance their

abilities to provide for the children's needs. We aim to develop positive and nurturing relationships with each child at the centre. Management of the service holds staff abilities, needs and levels of experience in high regard. They aim to ensure that staff are rewarded both intrinsically and extrinsically often within their work place.

We provide a modern, attractive, secure, hygienic and interactive environment for children to explore whilst stimulating their senses and minds.

Our program philosophy is based on understanding that play is the vehicle through which children learn about themselves and their surrounds. It also importantly encompasses the belief that children are people with potential, curiosity and interest in constructing their own learning as they play. We implement this belief within our program by using the Emergent Curriculum.

This type of curriculum explores what is "socially relevant, intellectually engaging and personally meaningful to children (Jones & Nemo, 1994, p3) Through the every changing emergent curriculum our staff are engaged in a process of supporting, facilitating, observing, interpreting and evaluating the children's needs interests, ideas and activities, as they play.

We aim to assist in developing respectful, confident, happy and capable children, familiar with their local community and secure and content in their environment.

PROGRAM, EVALUATION AND INDIVIDUAL RECORDS

"Young children learn the most important things, not by being told, but by constructing knowledge for themselves in interaction with the physical world and other children – and they way they do this best is by playing" (Jones & Reynolds, 1992).

To support this belief at Elder Street, we use the Emergent Curriculum as a way to extend each child's thinking and learning. The Emergent curriculum is largely based on interest-based learning or the interest of the child or group of children. When a child shows an interest in a topic or activity, the staff will encourage this interest by providing equipment, resources and materials to help further this interest, learning and exploration. The tools used in this process are digital photography, a daily reflective diary and individual child portfolios. The photographs are taken each day as an observation of the children's interests. These are then entered into the daily diary and reflective notes are made. These notes are then used for future planning and entered into each child's individual port folio. Parents are encouraged to become involved in this process by reading the daily diary, looking through their child's port folio (stored on the open shelving between the Possum and Wallaby rooms) add any information from home or share interests that could be included in our emerging daily program. Once a year we hold a Portfolio week.

OTHER EVENTS and SERVICES

At Elder Street we have a yearly Schedule of Events that families are encouraged to attend. Some of the events that we host are:

Parent Information Night – a lovely child free evening with a chance to discuss the program of the centre, taste some of the meals that the children enjoy each day, and at times listen to a speaker on child raising or child development related topics.

Disco Dance Fever in July/Family BBQ at Blackbutt – this is a great family evening where the children (and adults) enjoy some dancing, games and socializing. We hold it at the centre in our preschool room in July each year. We provide dinner and drinks for the children. Alternate years we host a family bbq at Blackbutt. It is a great day of games and activities and a chance for families to get to know each other better.

In house visitors – we have many different types of entertainment come to the centre, just to name a few – Bob Turner Wildlife, Belly Dancing, Swag Full of Instruments, Jambo Africa, Dental Hygiene visits and whoever else looks interesting and educationally entertaining. We welcome parents, grandparents etc, to come along to these daytime events also if possible.

Excursions – Our older children (2 years and above) venture out of the centre a few times a year in compliance with our Excursion Policy. The Preschoolers walk down to the Lambton Library for

storytelling and then enjoy a play and picnic lunch in the beautiful Lambton Park. Our Toddlers excursions involves them walking down Elder Street, posting a letter or card to mum or dad, then on to Lambton Park for a play, some group games and a picnic lunch. Most enjoyable for all! Parents are encouraged to come along if available. We always let parents know well in advance of any planned excursions.

School Photos – each year we have a photographer come and take individual portraits and group photos. These are usually quite a good deal and very cute.

The Elder Street Herald – this is our monthly newsletter. We include in this publication reminders for up coming events, special news from around the centre, any changes to policy or procedure, room news, children's achievements, birthdays and family celebrations such as new babies etc.

Christmas Celebration – around November of each year we host an end of year celebration. We have a visit from clowns who paint faces and shape balloons and of course Santa comes and hands out gifts. We put on a great sausage sizzle, it is a great way to end the year.

Buy and Sell Policy – we understand that the cost of child care can be one of a family's biggest expenses and we try to find a balance between providing the best care available and offering ways to reduce this cost when ever possible. If families are planning a holiday or just a few days that your child will not be attending, we offer the chance to sell your days to others enrolled at the centre. If a parent would like to buy or sell days, there is a form to complete. We do not guarantee that the days will be sold or available, but we try our best to help in this area. More information about Buy and Sell is available on enrolment.

Parent Handbook, Centre Policies and Parent Library

Once enrolled at the centre, each family will receive a very comprehensive Parent Handbook. This handbook acts as a guide of what to bring, expect and remember whilst attending the centre. It can also be used as a reference to certain important policies, such as our Health Policy and Infectious Illness Policy. We include in the Parent Handbook some of the vital policies, however a full Policy Manual is available to borrow at any time.

Located in our main foyer is our Parent Library. The library allows for parents to borrow any of the books available for a 3 week period. We have books on many child rearing and development topics, the favourite ones are usually the topics relating to sleep and behaviour management. They are all worth a look and sometimes can help with an issue you are experiencing at home.

SECURING A PLACE AT THE CENTRE

If you are offered a place at the centre we require a few items:

1. A bond of \$100.00 per day of attendance ie. 2 days = \$200.00 bond. This bond is refundable on leaving the centre after having given 2 weeks notice. It is non-refundable if you accept the position but then change your mind.
2. Completed Enrolment Form, Food Deletion Form, Permission Form and Child Routine Form.
3. Copy of child's Birth Certificate
4. Copy of child's latest Immunisation records
5. At the cost of \$10.00 your child receives an Elder Street Sun Safety Hat, which is yours to take home on leaving the centre.

Thanks once again for your enquiry. We encourage you to make a time to come in and see the Centre and meet the staff.

We also encourage you to look around at many centres so you can make an informed decision. After all, your child is the number one priority and the relationship you develop with your child's centre needs to be one built on trust, familiarity and a sense of partnership.