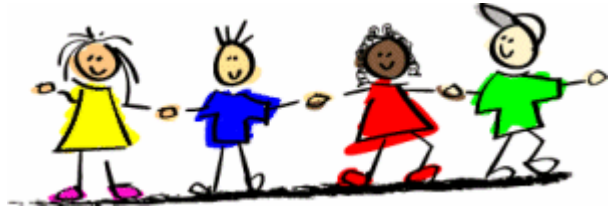


Occasional Childcare



Godfrey Street  
Community House

9 Godfrey Street  
Bentleigh 3204

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Godfrey Street  
Community House

Occasional  
Childcare

Information Booklet  
For Parents



Supported by Department of Human Services and  
Department of Education and Early Childhood Development

## INTRODUCTION

Thank you for considering Godfrey Street Community House Occasional Care for your family's childcare needs.

We understand just how difficult it can be choosing a childcare facility for your child, and therefore hope that this booklet is helpful in assisting your family in its important decision.

To ensure that your experience as a customer at Godfrey Street Community House is a positive one, we employ a Community House Coordinator and a Childcare Director.

Our Community House Coordinator will ensure that any queries in regards to service administration are responded to and dealt with promptly and professionally.

Our Childcare Director will develop and provide a high quality program that reflects the individual needs of each child, as well as the needs of the group, guided by the Centre's unique philosophy. She will also ensure that your child's enrolment and orientation into our Centre is a positive experience.

Our early childhood program will act as a vehicle for your child's learning and development whilst at the Centre. It will provide quality experiences, and reflect current thinking and early childhood trends. This is a vital component of a quality childcare service.



## DISCIPLINE AND BEHAVIOUR MANAGEMENT

Behaviour guidance is the teaching/learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity.

Behaviour guidance is something adults do with and for children rather than something done to children to stop them from behaving in undesirable ways.

The goal of effective behaviour guidance is to assist children in becoming confident, fully functioning individuals who can make decisions and direct themselves appropriately. Young children are enormously influenced by their social environment, giving those who interact with children a responsibility to create an appropriate atmosphere using sensitive and effective guidance skills. We will respect all children's cultural background and differing family values.

The process of guiding children's behaviour is continuous and offered while acceptable behaviour is occurring as well as before, during and after unacceptable behaviour may be displayed.

Our aim is to promote self-worth and empowerment, which will allow children to resolve conflicts by developing a positive attitude towards themselves and others.

Our ultimate goal is to eliminate inappropriate behaviour and increase positive socially acceptable and competent behaviour by fostering self-esteem and self-worth.

Staff will not use any physical harm to a child, ridicule or isolate as forms of punishment.

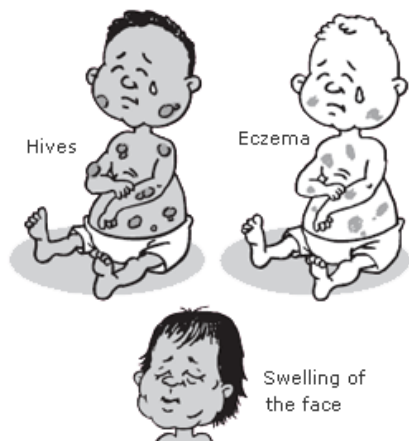


## ANAPHYLAXIS (Severe Allergic Reaction)

Godfrey Street Community House has a specific Anaphylaxis Policy and Procedure. If your child suffers from anaphylaxis, it is imperative that you discuss this with Childcare Director on enrolment.

No child who has been prescribed an EpiPen is permitted to attend the centre without that EpiPen, or with an out of date Epi Pen.

All childcare staff have current Anaphylaxis Management training, in accordance with Children's Services Regulations.



## ACCIDENT AND INCIDENT

If your child is injured or becomes ill during a session, this will be recorded in our Accident/Incident Book. Parents will be informed of any accident or injury when collecting your child, and parents will be asked to sign the book to acknowledge that they have been informed.

All childcare staff have Level II First Aid training, in accordance with Children's Services Regulations.



## OUR PHILOSOPHY

At Godfrey Street Community House Childcare, our philosophy is to support children to develop to their maximum potential in their social, emotional, moral, cognitive and physical growth. We are committed to enhancing children's self-esteem through daily interactions, developmentally appropriate experiences, and relationships based on mutual trust and respect. Further, we honour the child's right to play in acknowledgement of the major contribution of play to development, in a safe and stimulating environment.

The Centre aims to equip the children with the life skills that will enable them to experience fulfilling and rewarding participation within their community, through providing opportunities to work together co-operatively, to explore human relationships and to practice non-violent conflict resolution strategies.

At the Centre we strive to develop positive, supportive relationships with families based on open communication and sharing of knowledge and skills. We consider each family unique in its structure, culture and values, and respect the special relationship between children, and their families, incorporating this perspective in all our interactions with children.

We recognise staff as our most precious resource and aim to provide them with a satisfying and safe working environment. We believe that together the staff and the parents create a partnership that provides for the best interests of young children and families.

We at Godfrey Street Community House (GSCH) strive to provide a safe, caring, happy environment for children left in our care. We welcome parents and children to our childcare program.



## CHILDCARE HOURS

Childcare operates during school terms. Sessions run Monday to Friday. Childcare is closed on all public holidays.

## CHILDCARE FEES

A copy of the current fee structure is available from the office, and is displayed on the notice board.

Parents are required to pay their fees in full before commencement of childcare each term. Casual bookings must be paid for on the day.

## EARLY DROP OFF / LATE COLLECTION FEE

Sessions commence at 9am for morning sessions, and 2pm for afternoon sessions. Prior to these times, you are welcome to wait in the dining area of the Community House.

If you anticipate that you will be late to pick your child up, parents are asked to telephone the Community House Office who will advise staff of the details. If for any reason parents are unable to collect their child, it is up to you to make alternative arrangements for your child to be picked up by the end of their session.

As per our Late Collection Policy, a Late Collection fee will be charged if parents have not collected their children by the end of their session. Parents will be billed \$1.00 per minute or part thereof.



## ILLNESS AND MEDICATION

Please do not bring your child to childcare if they are sick or suffering from an Infectious illness. This includes severe runny noses, coughs, diarrhoea etc. If unsure, please consult your doctor or Maternal and Child Health Nurse. Childcare staff reserve the right to refuse to accept any child into care if they believe they may be suffering from an infectious illness. Likewise, Childcare staff will contact you if your child becomes ill during care, or displays signs of infectious illness during their time in care and request that they are collected immediately.

Medication for your child must be clearly labelled with the child's name and instructions for dosage by a registered pharmacy. Medication should be given to a staff member for secure storage upon your arrival. Staff will only administer medication that has been clearly labelled with the child's full name and the required dosage.

Parents leaving medication for their child are required to complete the medication book when registering for each session so that staff have authorisation to administer medication. Parents will be required to sign the Medication book when collecting their child, to authorise the administration of medication during your absence.

In cases of emergency, verbal authorisation can be given for staff to administer Medication. However, parents must complete the Medication book when they collect their child. Please inform staff of any specific conditions, such as asthma, for which you have an action/management plan, and supply any equipment that may be required.



# PROGRAM PLANNING AND EVALUATION

Programming in our childcare facility operates on a weekly basis. This programming is organised by our Childcare Director, who is a qualified early childhood educator. All children are individually programmed for on a six weekly rotational basis with observations recorded and linked to each child's specific needs in order to enhance and develop their skills in all areas of early childhood development. Our Childcare Director will be happy to sit down at an agreed time to discuss your child's development at your request.

Godfrey Street Community House employs 2 qualified staff to care for your children.

Children in our childcare program will be provided with a stimulating and educational environment to ensure they enjoy their stay and benefit from the experience.

The program will be provided on an age appropriate basis and will include both indoor and outdoor activities in structured and non-structured settings. Children will be encouraged to participate in all activities.

Colouring  
Play dough  
Construction blocks  
Stories and rhymes  
Sand play  
Outdoor games  
Gardening



Cut and paste  
Painting  
Music and dance  
Cooking  
Water Play  
Unstructured play  
Special event days



# WHAT TO BRING

To make your child's stay as comfortable as possible, please supply the following items:

- Nappies
- Change of clothes/underwear/socks
- Drink bottle
- Fruit for morning tea & afternoon tea
- Packed lunch
- Coat for colder weather
- Sun hat for outdoors
- Sunscreen (if sensitive skin)  
Otherwise, provided
- Gumboots (winter season)



Please do not bring the following foods:

- Foods containing nuts, including peanut butter or hazelnut spreads
- Potato chips or chocolates

Please have all items labelled with your child's name.

# BIRTHDAY CELEBRATIONS

We welcome the celebration of your family's special events. Your child is welcome to bring a cake to childcare to share with their friends. In line with our food and nutrition policy, please ensure that the cake is purchased from the supermarket, or cake shop with ingredient labelling.



# ADMISSION REQUIREMENTS

## Enrolment

Before children can begin sessions they must be individually and separately enrolled. Parents are requested to complete an enrolment form and bring immunisation certificates for copying. Families are also required to pay a \$50 non-refundable deposit to hold their childcare spot until commencing, and an annual enrolment fee.

(Annual enrolment fees and childcare sessional fee information is available from the main office.)

## ARRIVALS AND DEPARTURES

Each time your child attends occasional care; parents are required to fill in the Attendance Book to record a child's arrival and departure at the session. Parents must also indicate who will be collecting their child from the centre and an approximate collection time.

Children cannot be released to any adult without the written consent of a parent or guardian.

If any Custody or Access orders apply to your child, please provide a copy to the Childcare Director to be kept in your child's personal file.

If you cannot be contacted on your regular contact number, please leave a number on which we can reach you.

If you have any specific concerns or details about your child's needs, please ensure that you speak to the Childcare Director before leaving the centre.



# Update Enrolment Details

Initial details supplied must be current and complete.

Any changes in the following must be submitted to the main office, and Childcare Director, to keep information on your child up to date:

- Address
- Telephone numbers
- Emergency contact details
- Allergies and medical conditions
- Persons permitted to collect your child from our facility
- Custody arrangements

## IF YOUR CHILD IS UPSET

As the child's parent, you have the right to access to your child at any time. Our experienced staff recommend that whilst you are welcome to stay and settle your child, once "goodbye" is said, it is time to go. Please do not sneak out, as this is often more upsetting for the child. Say goodbye even if your child is upset. Experience has shown that children usually do not stay upset for very long, given appropriate separation procedures.

If you are anxious about your child, and need to check on them, please feel free to phone the office, and our staff will assist you in every way they can. Likewise, if your child does not settle and is distressed for an extended period, our childcare team will contact you and make arrangements for your child to be picked up early, and discuss the possibility of easing your child into childcare, with shorted lengths of stay during the initial starting days.

If you would like, please feel free to bring a familiar comfort item for your child to aid with the settling process.

