

GUNDOO EARLY CHILDHOOD LEARNING CENTRE

INFORMATION BOOKLET FOR PARENTS.

CENTRE 1



Our Children, Our Community

CONTACT US

ADDRESS: Gundoo Early Childhood Learning Centre
Fisher Street
CHERBOURG QLD 4605

OR

Po Box 21
Murgon QLD 4605

PHONE: 07 4168 2832

EMAIL: accounts@gundooeclc.com.au

Elvie Sandow Nominated Supervisor

Philosophy Statement

At Gundoo Early Childhood Learning Centre we provide a culturally supportive and appropriate learning environment which recognises that each child has an individual personality and learning style.

We base our curriculum on the Early Years Framework " Belonging, Being and Becoming" which means:-

Belonging - recognises the interdependence the child has with others; family, community members, friends - significant others who form his/her identity.

Being - the here and the now - how he /she sees themselves now in relation to others and what he/she knows.

Becoming - Supports the child through this rapid stage of development from birth to school age.

Gundoo recognises that young children learn through play. We believe children learn best through hands on, seeing and hearing experiences within situations where the children feel happy, secure and valued.

The outcomes that Gundoo seeks for the children are that they gain:

- **A strong sense of identity**
- **A strong sense of well being**
- **Are confident, effective learners**
- **Are connected with and contribute to their world.**
- **Children are effective communicators (EYLF, 2022)**

Gundoo recognises the central place of family in a child's development and will seek to involve and support parent's participation in the Centre's activities.

Gundoo will develop policies and procedures which reflect this Philosophy Statement

January 2025

CENTRE STAFF -

Nominated Supervisor: Elvie Sandow

Executive Officer: Elvie Sandow

Administration Officer: Melody Malone

List of staff names and qualifications is displayed in the entrance to both buildings.

All staff is qualified and holds either a Cert III or Diploma (Children's Services) Child Care.

All staff participates in the decision making process of the Centre through regular staff meetings and Lead Educator meetings. Staff is also encouraged to expand their knowledge of child care through studying for various certificates and diplomas as well as attending seminars, workshops and conferences

Student & Volunteers

Our Centre also encourages the participation of students and volunteers, who along with all other staff must have a current Working with Children's Blue Card.

CENTRE FEES

FEE SHEDULE 2016

FULL DAY – ONE INCOME FAMILIES			
TIME	1 CHILD	2 CHILDREN	3 CHILDREN OR MORE
7:30am – 5:00pm	\$15.00	15.00	\$15.00
FULL DAY - TWO INCOME FAMILIES			
TIME	1 CHILD	2 CHILDREN	3 CHILDREN OR MORE
7:30am – 5:00pm	\$15.00	\$15.00	\$15.00

Payment of Fees

Casual: Fees for casual bookings are paid on arrival at the Centre on the day that the child attends

Permanent: Fees for permanent bookings are to be paid weekly/fortnightly in advance.

The Centre must be notified of any absences of more than two days, otherwise that booking may be reallocated.

Non-Payment of Fees

Failure to make payment of fees within two weeks of them being due will result in your children being unable to attend the Centre until all outstanding fees are paid. If you are experiencing financial difficulties at any time, please do not hesitate to confidentially discuss this with the Nominated Supervisor. If fees continue to remain unpaid, the Centre may take legal action to recover these outstanding fees.

ENROLMENT / EMERGENCY PROCEDURES

At the initial visit, parents will be asked to complete an enrolment form which will be kept on their child's file.

The questions on this form are designed to give us information which will help protect your child while attending the Centre. We would encourage you to provide as much information as possible about your child and your family. This will assist staff in their role of caring for and educating your child. Parents must inform the Centre of any changes to their contact details

In the unlikely event of a medical emergency, or accident, it is the policy of the Centre to transport the child to the Cherbourg Hospital. We will always endeavour to contact either the parent/guardian or emergency contact person.

Children's Portfolios

Each child at the centre has an individual portfolio which is a description of their learning journey, it contains photos, stories about their learning, art work and any contributions from home. Parents are encouraged to access their child's portfolios.

REGULATIONS/CHILD CARE ACT

Gundoo Early Childhood Learning Centre comes under the jurisdiction of the National Quality Framework for Education and Care.

The Regulatory Authority is the Office of Early Childhood Education and Care, who conducts regular assessments of the centre against the National Quality Standards.

There address is:-
178 Hume Street
Toowoomba QLD 4350
Phone: 07 46169125

GROUP INFORMATION

<u>Koalas:</u>	6 Weeks – 2 Years	8 Children
<u>Possums:</u>	15 Months – 3 Years	10 Children
	2 Years – 3 Years	12 Children
<u>Emus</u>	2.5 Years – 4 Years	16 Children
<u>Kangaroos</u>	3 Years – 6 Years	24 Children

ATTENDANCE HOURS OF OPERATION

Monday – Friday **7:30am – 5:00pm**

There will be no care staff at the Centre after 5:00pm (Monday – Friday)

Children must be brought to and taken from the Centre by their parents or a person over eighteen years of age.

On arrival, the child must be **signed in** and the Educators advised of their presence.

At the time of departure, the children must be **signed out** and the Educators advised of their leaving.

Children will only be released to adults whose names are recorded on the enrolment form unless an authorised authority to collect form has been completed.

Any child still in the Centre's care later than 15 minutes after their collection time will be taken to Family Services Officers. Every effort have been made to contact the parent by phone or through the local police before this action is taken.

Late Fees

A late fee of \$15.00 for every 15 minutes or part thereof may be imposed

This will be charged for any children collected after their respective collection times.

SUGGESTED DAILY REQUIREMENTS

We provide Morning Tea, Lunch and Afternoon Tea for the children.

Parents of infants in the Koalas group are required to supply formula, hat, full change of clothes and 4 disposable nappies each day.

Children in the Possums, Emus & Kangaroos groups are to bring with them daily, a hat, a full change of clothes and during summer months either swimmers or a change of underwear and a T-Shirt, all suitably named. Toddlers who are not toilet trained must bring 4 disposable nappies each day

All Children - A spare set of clothes
 4 Kimbies or
 4 Knickers / Jocks

PRIORITY OF ACCESS

Working parents are given first priority of access to the Centre. The order of priority is:

Working Parents
Full time students or trainees
Special Needs Children
Emergency Care
Occasional Care

If vacancies exist, parents other than working parents may enroll their children on a full-time basis, but only until that vacancy is required for the child of a working parent or full-time student, or a child who is classified as special needs or emergency care. Casual daily vacancies are filled on a first come – first served basis.

FEEDING OF BABIES

Mothers of breastfed babies should comply with the policy of feeding babies at the Centre which is:-

- (i) Pasteurised milk is provided for babies
- (ii) Parents of babies on formula must provide a unopened tin of formula to be left at the centre and a top up when needed for their baby
- (iii) Mothers of breastfed babies must either provide carers with expressed milk for the day (Aboriginal Health Care Team can provide advice)

Or
Attend the Centre and breastfeed the baby at the appropriate times

Or
Provide formula for the baby's feed times during the day, ensuring that the baby is already contented with drinking from a bottle

HYGIENE

Children are encouraged to wash their hands before and after meals, after using the toilet and after messy activities. All children are also encouraged to flush the toilet after use, we also require the children at regular intervals to blow their noses to assist with listening skills. Please support this by encouraging your children to do the same at home. All sheets, washers etc are washed at the Centre.

MEALS

Meals are provided at the Centre for all children at no extra cost. Children are provided with Breakfast, Morning Tea, Lunch and Afternoon Tea.

Healthy, nutritious meals including fruit, vegetables, milk and water are served to the children. The menu is displayed on the notice board in each room.

HEALTH ISSUES

Children with special health issues e.g. asthma, diabetes, allergies etc. must complete a medical action plan (Refer to Medical Conditions Policy).

POLICY ON DISPENSING MEDICINE

No medication will be given by staff without a doctor's certification or medicine with the child's name and dosage clearly displayed.

The "Medication Authority Form" must be completed detailing the type of medicine, quantity to be administered and the time/s it is to be administered. A parent's signature is required next to this information.

Upon administering the medication, the staff member will sign and note time administered (form) another staff member will witness and counter sign the form.

If the medication is to be administered for more than one day, the same procedure must be followed each day. The medication must always be brought to the Centre in its original container so that the child's name, the dosage required and the doctor's instructions may be clearly read. No over the counter medication will be given to children unless accompanied with a doctor's authorization.

“Parents requesting that their child be dispensed medication on a regular basis must firstly discuss the matter with the Nominated Supervisor.”

SAFETY IN THE SUN

All the children are required to wear hats when in the sun, regardless of the season. Your child’s hat should be clearly named. A supply of hats which are washed regularly are kept at the Centre. Children also wear sunscreen which is supplied by the Centre.

In the Playground: All equipment is regularly checked for any broken or damaged parts.

Indoors: Children are encouraged to follow basic safety rules such as not running in closed areas.

Adults must ensure they close any doors or gates when entering and leaving the Centre.

EMERGENCY EVACUATION

Fire & Centre Lock Down Drills are held monthly. An emergency evacuation play is displayed in each room.

PARENTS RIGHTS AND RESPONSIBILITIES

Parents are welcome to join in the committee which holds regular meetings at the Centre. If you have a concern, the recommended procedure is:

1. Discuss the matter with your child’s Educator
2. If you feel your concerns have not been met, discuss the matter with the Nominated Supervisor
3. If you feel the results are unsatisfactory, then put your complaint in writing to the Centre’s Management Committee – Gundoo Aboriginal Corporation
4. If you are still concerned you may approach the Office of Early Childhood, Education & Care

Childcare Information Service Ph: 1800 637 711

Parents have the responsibility of bringing children to the Centre in a healthy, clean and happy manner. The Centre’s carers endeavour to return the children happy and contented.

N.B. Parents should immediately notify the Centre of changes of addresses, telephone numbers, vaccination records, person authorized to deliver and collect children etc.

N.B. Parents should notify the Centre of any changes in the child's circumstances, behaviour etc. that may affect the child's progress, development or safety.

EXCURSIONS

Parents are informed of all details of excursions and their written permission is required for children to participate. Parents are most welcome to attend and participate as helpers on each excursion.

TOYS

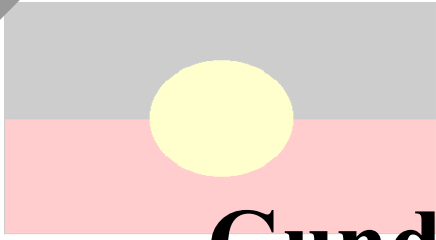
Please DO NOT send your child to the Centre with toys, jewellery, marbles etc as they are at risk of being misplaced or broken.

STROLLERS

Parents are encouraged to take prams and strollers home when they bring their children to daycare of a morning as the Centre cannot guarantee their safety.

DOGS

Dogs are not allowed on the premises – WPHS DIRECTIVE (Work Place Health & Safety)



Gundoo Early Learning Centre Centre 1

Enrolment Form

This form **must** be completed by all Families using Gundoo and return to the office as soon as possible

Acknowledgement of Policies / Procedures

I / We have access to the Gundoo Early Learning Centre's Policies & Procedures located on the front counter in Foyer.

I / We acknowledge that these policies and practices are those upheld by the Gundoo Early Learning Centre.

Name of Child / Children:

Name of Parent / Guardian:

.....
Signature of Parent / Guardian

.....
Date of Enrolment

1. CHILD'S DETAILS.

Surname: Given Name:

Residential Address:.....

..... Post Code:

Home Phone:

Date of Birth: Sex: M / F Date of Admission:

Age at time of Admission:..... Childs CRN:.....

Reason for care (Please Circle) Working Parent Full Time Student

Non Working Parent

Language spoken at home: English Other:.....

2. PARENT / GUARDIAN DETAILS

Surname: Given Name:

Residential Address:.....

..... Post Code:.....

Home Phone:

Occupation:

Work Address:

..... Post Code:.....

Work Phone:..... Date of Birth:..... CRN:.....

Email Address:.....

Surname: Given Name:

Residential Address:.....

..... Post Code:.....

Home Phone:

Occupation:

Work Address:

..... Post Code:.....

Work Phone:..... Date of Birth:..... CRN:.....

Email Address:.....

2.2 Do both parents have joint Custody of child/children YES/NO

2.3 If no, please indicate any legal custody arrangements that exist in relation to your child

.....
.....
.....
.....

3. Other people you have authorized to collect your Child from the Centre

Surname:..... **Given Name:**

Address:

Relationship:.....

Surname:..... **Given Name:**

Address:

Relationship:.....

Surname:..... **Given Name:**

Address:

Relationship:.....

Surname:..... **Given Name:**

Address:

Relationship:.....

4. Attendance Patterns

Please tick days of attendance. **Casual Care/Booked Care (Please Circle)**

	Monday	Tuesday	Wednesday	Thursday	Friday
From					
To					

If your child is absent for any length of time, you must notify the Centre. Fees will continue to be charged during any absence.

5. Health, Medical and Emergency Procedures

Incase of illness, accident or other emergency and in the event that you cannot be contacted, whom would you wish to be contacted?

(Please note, that this must be one of the people you nominated in question 4)

Surname:.....**Given Name:**.....

Relationship:**Contact Number:**

Address:.....

.....**Post Code:**.....

Please ensure that the emergency contact person you have nominated in the event of you not being available, is fully capable and willing to respond to any emergency

Family Doctor's Name:.....

Telephone:

Address:

.....**Post Code:**.....

Medicare Number:.....

IMMUNISATION

Has your child been immunized? Please provide evidence of current status.

Triple Antigen – 2mth 4mnth 6mnth 18mnth 5yrs CDT

Sabin - 2mnth 4mnth 6mnth 5yrs

Measles / Mumps / Rubella 12mnth

Hib -

18mnth

Other:.....

Non Immunisation

If your child is not currently immunised. In the event of an outbreak of an infectious disease, I will immediately collect my child from the Centre. I realize that I will continue to pay fees during my child absence.

.....
Parent / Guardian Signature

.....
Date

Any history of ill health, hospitalization or any current health concerns?

.....
.....

Any allergies or medical conditions?

.....
.....

Is your child currently receiving long term prescribed medication? Please list details.

.....
.....

Is there any further relevant medical / health information regarding your child?

.....
.....

6. ABOUT YOUR CHILD

Is your child also attending another early childhood program?

Preschool

Morning Kindy

Afternoon Kindy

Do you wish to note anything particular about your child's patterns of:

Diet:.....

Sleep:

Toileting:

Behaviour:

Fears:

Play:

Is there any other relevant information that may assist us in programming for you child? (eg. Transition routines, cultural/religious considerations, favourite songs, concerns) Or are there any special needs that your child may have?

.....
.....
.....

7. Siblings in the family (Younger than school age)

Surname:.....**Given Name:**.....

Date of Birth:.....

Surname:.....**Given Name:**.....

Date of Birth:.....

Surname:.....**Given Name:**.....

Date of Birth:.....

8. Other significant relationships (eg Grandparents, Relatives, Friends etc)

Surname:.....**Given Name:**.....

Relationship to child:

Surname:.....**Given Name:**.....

Relationship to child:

Surname:.....**Given Name:**.....

Relationship to child:

9. In what ways would you be willing to support your child's program and the Centre? For example:

Member of Board

Helper on excursions

Help with cultural activities

Provider of materials / resources

Volunteer in the play room

Other (please specify)



I hereby accept responsibility to advise the Gundoo Early Learning Centre in writing of any changes to information provided by me in this form that may have bearing on the health, care and safety of my child whilst in the care of the Gundoo Early Learning Centre.

In consideration of the Gundoo Early Learning Centre accepting my child's/children's enrolment at the Gundoo Early Learning Centre we hereby release and indemnify the Gundoo Aboriginal Corporation, trading as the Gundoo Early Learning Centre, from any future claims we may make, or any claims that might be made on our behalf, against the Corporation in respect of our child/children.

.....
Parent / Guardian Signature

.....
Date

Permission Form

Part 1

I understand that:

While my child.....is in attendance at a Centre program, he / she may be observed by students of early childhood studies, child care and nursing Yes / No

Part 2

I am willing for my child:

I. To be photographed and involved in audio / visual recordings for use by the Centre for educational and training purposes and to promote the activities for the Centre Yes / No

II. To be photographed by the media from time to time Yes / No

III. To be identified by name in published photographs

Part 3

I. I am willing for my child to go on short walking excursions accompanied by Centre staff in keeping with Centre policies Yes / No

II. From time to time the Centre is involved in excursions involving transport. I understand that my specific approval will be sought before my child is included in such outings and that I may be asked to contribute to the cost of such outings. Yes / No

Part 4

I. I hereby authorize staff member to apply 30+ sunscreen to my child Yes / No

II. I hereby authorize the following products to be applied to my child if required: Nappy Rash Cream, Baby Powder, Shampoo & Soap. Yes / No

III. I hereby authorise a staff member of Gundoo Early Learning Centre Yes / No

To provide appropriate medical attention in an emergency

IV. I hereby authorise my child to be administered one dose of Paracetamol as directed on the product packaging in an Emergency such as a high temperature Yes / No

If permission is not given for the administration of Paracetamol I agree & I will collect my child immediately from the Centre when notified by the Centre staff. Yes / No

V. I hereby authorise my child to have one application of teething gel In the event of severe teething pain. Yes / No

I understand that surveillance cameras are in use 24 hours a day for the protection of children, staff & buildings. Contact the Nominated Supervisor if you have any concerns

I understand, however, that reasonable attempts will be made to contact me before any of the actions detailed in Part 2 (III), Part 3 (II) and Part 4 (I), (II), (III), (IV) & (V) are carried out

.....
Parent / Guardian Signature

.....
Date

Date:

Dear

Gundoo Early Learning Centre, in an emergency may provide escorted transport services for children enrolled at the Centre. It is preferable that the parent/guardian accompanies the child.

However, in the case of the parent/guardian not being available to accompany the child, a staff member will accompany the child on the journey.

The parent will need to complete and sign the authority below to give permission for their child to travel on the Centre Bus.

Staff must take emergency contact details, for any child being transported; a mobile phone must be carried in the vehicle.

.....

I,, hereby give permission for the child/children,
....., to travel on the Gundoo Early Learning Centre
Bus. Phone number is 0447182894, in the Gundoo Early Learning Centre Bus.

.....

Parent/Guardian Signature.

I/We:

1. Have viewed the Gundoo Early Childhood Learning Centre and consent to the enrolment of the admitting child (hereafter referred to as the child)
2. Understand that the person/s nominated as parent/carer are the authorised parties to enrol, cancel enrolment, release and authorise release of the child
3. Agree to provide enrolment information to the Australian Government Department of Education and Training and the Department of Human Services (Centrelink) so that I/we can be contacted and provided with information on the new Child Care Subsidy and the Additional Child Care Subsidy that can be claimed for the first time at this service. (Note families are required to register for these subsidies from April 2018 and the first claims will be from 2 July 2018). More information can be found on the Department of Human Services website: www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy#a1
4. Agree to comply with all Government requirements in relation to the service
5. Agree that in the case of accident or injury, the service will attempt to contact me/us and where I/we cannot be contacted medical care and/or ambulance services may be sought and given to the child, and I/we agree to meet any cost incurred
6. Are aware that the child will be excluded from care at the service if he/she has contracted a contagious disease or condition
7. Understand that the child will be accepted back into the service once a 'clearance certificate' for the child from a medical practitioner is received
8. Are aware that the service may require presentation of a medical certificate in the event of the child developing a medical disability or abnormality
9. Agree to provide the service with all information regarding the health of my/our child
10. Are aware that the service may occasionally have visitors, or volunteers at the service, and consent to my/our child being in the presence of volunteers or visitors, with the service's appropriate supervision
11. Agree to pay the fees on the due day by providing the service or its appointed representative with permission to direct debit fees from my/our bank account
12. Are aware that to cancel child care we are required to give notice in writing four weeks prior to the date of withdrawal; otherwise fees will continue to be charged. During this period, we are aware that if our child does not attend we are liable to pay full fees.
13. Are aware that fees for public holidays are payable if the day is a usual day of attendance
14. Are aware that fees are payable for all booked days, including absent days, i.e. sick days, and family holidays
15. Understand that a system of payment for late collection operates at the service, to cover overtime payments to staff, and that I/we are obliged to drop off/pick up the child as negotiated with the service. Any late collection will result in a fee being charged.

I/We have read, understood and agree to abide by the conditions of this Enrolment Agreement.

Primary Parent / Carer

Service Coordinator

Print Name _____

Print Name _____

Signature _____

Signature _____

Date _____

Date _____

