



Quality Preschool Education 10 hours a Day

Association Incorporated  
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***COMMUNITY BASED - NOT FOR PROFIT***  
***CRN 407 171 510s***

**FAO : 136150**

# **INFORMATION BOOKLET**

[www.jerrybaileychildrenscentre.com.au](http://www.jerrybaileychildrenscentre.com.au)

## **WELCOME TO JERRY BAILEY CHILDREN'S CENTRE**

Jerry Bailey Children's Centre Inc. is a community based not for profit Child Care Centre managed by a voluntary committee elected from the members of the incorporation, which consists of all parents, and interested members of the community, to form the Centre's Management Committee.

All parents are members of the Jerry Bailey Children's Centre Assoc Inc. upon acceptance of enrolment offer and payment of a one dollar ten cent (\$1.10) joining fee.

The Centre is run on a not for profit basis, and all costs incurred in the running, including staff wages and maintenance of the Centre are met by the parents in fees paid and subsidies from the Federal and State Governments, as well as funds raised by the Parent Committee.

### **MANAGEMENT COMMITTEE**

The Management Committee is responsible for the overall running and maintenance of the Centre including the employment of suitable staff, policy making, finance and budgeting.

Monthly committee meetings are held at which the Coordinator reports on activities and participates in an advisory role. The Management Committee makes the decisions, which affect the future of the Centre. All parents and members are welcome to an open meeting once a term and are encouraged to attend these meetings. An Annual General Meeting is held each year in February to determine the office bearers for that year.

### **PARENT COMMITTEE**

The Parent Committee is a Sub-Committee of the Management Committee and liaises with the Management Committee. Its main responsibilities are to organise fundraising events, which ultimately raise money to allow the Centre to either update or purchase new equipment and make improvements to the building and grounds. The Parent Committee meets once a month at a nominated place. The Centre relies to a large extent on your support, interest and ideas in assisting with fundraising activities.

### **THE PREMISES**

The Council have granted Jerry Bailey Children's Centre the use of a short-term lease in accordance with Local Government Act Section 355.

The Management Committee is responsible for much of the maintenance and will often ask for parents/guardians to support them.

### **ENROLMENTS**

Parents are encouraged to enrol a child as soon as the child turns one. Enrolment requests can be taken over the phone. The Coordinator will contact the family to arrange for an interview and completion of forms. A child is NOT considered to be enrolled until a **holding deposit** amount equivalent to at least two weeks fees calculated at the highest fee and association fee of \$1.10 incl. GST is paid and receipted.

### **HOURS OF OPERATION**

Preschool Hours:                   6, 7 or 8 hour per day  
Long Day Care Hours:           10 hours per day - 8.00am to 6.00pm

## ENROLMENT INFORMATION

The following procedure has been determined by the Management Committee and will be reviewed and amended from time to time.

### Fees and Charges

**Association Fee** is set at \$1.10 (including GST) per family per annum.

**Holding Bond** is equivalent to 2 weeks' fees calculated at the non-subsidised fee rate. *The holding bond is not to be used to pay fees.* It is only refundable when your child ceases care, at which time a refund cheque will be issued to you, providing all accounts are paid in full.

**Enrolment fees are:**

	<b>Daily Fee Payable</b>	
Preschool - 6hour day	\$27.00 per day	
Preschool - 7hour day	\$31.00 per day	
Preschool - 8hour day	\$35.00 per day	
Long Day Care	\$48.00 per day	\$54.00per day @ 11/5/2009

A limited number of preschool places are subsidised by the Centre. Formal application is required to be submitted to the Management Committee.

### Method of Payment

Cash payments are not acceptable. Payments can be made by the following methods:

**Electronic Funds Transfer:**

<b>Account Name:</b>	Jerry Bailey Children's Centre
<b>Account No:</b>	10021385
<b>BSB No.</b>	062-662
<b>Reference:</b>	Your Childs Full Name.

**Cheque:** Made payable to Jerry Bailey Children's Centre

**Money Order.** Made payable to Jerry Bailey Children's Centre

### Frequency of Fee Payments

As a minimum, fees are due each Monday for the current week of attendance for both Long Day Care & Preschool hours of care.

### **Casual Booked days**

- Are payable in full at time of booking casual care
- If a bulk casual booking is required (i.e. more than 1 day), all days booked must be paid for in advance. The positions will not be considered secured until payment is received in full.

**Late fee:** of \$22.00 incl. GST per overdue payment will be imposed.

**Out of hour's fee:** of \$22.00 incl. GST per 15 minutes or part there of will be applied as follows:

**Preschool Hours-** outside of pre-requested 6, 7 or 8 hours

**Long Day Care Hours -** prior to or past advertised times.

- ***Failure to comply with the fee payment schedule will result in the application of Late Fee(s); where appropriate, exclusion of the child; and possibly Legal Action with all costs passed to the debtor.***

## **NOTE**

- 2 weeks notice of intention to leave the Centre or cancel apposition is required. Full fees (No CCB subsidy) are payable for those 2 weeks if notice is not provided.
- As a matter of courtesy please contact the Centre if your child is unable to attend on their booked day of attendance.
- Fees are payable for permanent & casual bookings even if the child is absent.
- Fees are subject to review and change by the Management Committee

## **GENERAL INFORMATION**

Children must be signed in and out of the centre. This is the family's responsibility and gives staff quick access if there is an emergency. It is also a legal requirement for the centre.

Refer: Arrival and Departure Policy

## **WHAT HAPPENS IN A DAY**

The programme is based on the children's interest, age and development. Children learn essentially by doing. The experiences will generally include art/crafts, moulding, puzzles, books, a variety of construction toys, cognitive games, drama, poetry, sand & water play, outdoors games and climbing. The children are free to choose the areas of interest in activity times. It is believed that children learn by self-discipline. Individual records are kept on each child's progress and development. Please feel free to approach the Coordinator and Assistants to talk about your child's progress.

The Coordinator is available briefly to see parents at pick-up and drop-off times. A longer appointment can be made to discuss further any aspect of your child's development. The Coordinator will make longer appointments during the year, this will be widely advertised.

Refer: Programming for Individual and Group Needs of Children Policy, Anti-Biased Multicultural Policy

## **DAILY REQUIREMENTS**

Children should bring to each session:

1. Morning tea and lunch in one box and a separate afternoon tea box if your child attends the Long Day Care hours session. All food needs to be put in our fridge with your child's name marked clearly on each item.

***Children are not allowed in the kitchen at any time.***

***Please do not send lollies, chocolate or chips; we encourage healthy eating habits by both example and discussion.***

2. A bag with spare underwear and clothing, suitable for hot/cold weather.  
A wide brimmed hat, sunscreen and insect protection to be put on before they arrive at the centre by parents, otherwise written permission is required for staff to apply or re-apply.  
Hats and T-Shirts can be purchased from the centre at an affordable cost.
3. A fitted cot sheet is needed for rest time, in a pillowslip or drawstring bag.
4. If your child requires medication while in care please refer to Medication Policy.
5. **SPF 30 broad-spectrum sunscreen is to be applied by parents in the morning before attending the Centre.**

## ***PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.***

Refer: Sun Protection Policy, Dress Code Policy, Nutrition Policy, Medication Policy, and Asthma Medication Policy.

### **LIBRARY BORROWING**

Library books are available to be borrowed from the centre. It is expected that parents will encourage respectful handling of books in the home. Please provide a library bag to protect borrowed books.

**Where books are torn or defaced, parents will be charged \$15.00 for the replacement of the book.**

### **FAMILY PARTICIPATION**

This is voluntary and encouraged. The Coordinator will put out a roster sheet for parents to fill in if they want to participate. The areas we need most help with the children are the computer, reading individual children a story, pushing children on swings.

Other jobs we need help with are craft preparation, garden and building maintenance. Please talk to staff about the best time to come and help.

Most parents find this a good opportunity to observe their child and spend some special time with them.

You may bring toddlers with you when rostered, but parents are reminded that younger children are the parent's sole responsibility.

If you have any talents or skills such as cooking, playing an instrument, talking to a group of children about the work you do, etc, do let us know.

We value your contribution to our programme.

Refer: Family Participation Policy.

### **IMMUNISATION AND QUARANTINE**

- Vaccination is not compulsory. Upon enrolment, evidence of immunisation status for all children attending the Centre is required. The centre will request to view immunisation records in third term to update records. Children who have no

documented vaccination or have had a homeopathic vaccination are considered unimmunised and may be excluded on the direction of the Public Health Unit.

Parents are asked to observe the normal quarantine periods for:

- ◆ Measles: 4 days from onset of rash
- ◆ German Measles: 4 days from onset of rash or recovered
- ◆ Mumps: 9 days from onset of swelling or until swelling goes down
- ◆ Chicken Pox: 5 days from first spots appearing

**Measles contacts and unimmunised children are to be excluded for 14 days.**

Refer: Exclusion / Prevention of the Spread of Infectious Diseases Policy, Exclusion of Sick Children/Staff Policy.

### **PLEASE INFORM STAFF IF:**

- ◆ Someone different is picking up your child. Children will only be allowed to leave the centre with the adult nominated on the enrolment form. If someone different is picking up your child, a written note is required to be given to staff by the child's parents or guardian prior to pickup.
- ◆ Your child is sick or going on holiday. Fees still apply for these days.
- ◆ Custody or access arrangements have been changed
- ◆ Your home/work address/phone has changed.

Refer: Arrival and Departure Policy and Enrolment Forms.

### **INFORMATION MANAGEMENT STATEMENT PRIVACY PROCEDURES**

- ◆ The primary reason our service collects information is to enable Jerry Bailey Children's Centre to provide your child with an individual developmental appropriate programme that is educational, stimulating, nurturing and safe.
- ◆ Jerry Bailey Children's Centre requires certain information be collected, in accordance with administration of Child Care Benefits, regulations or legislation that directly relates to the operation of a children's service.
- ◆ Jerry Bailey Children's Centre discloses personal and sensitive information to the service staff, for the specific purpose of administration and education of your child.
- ◆ Jerry Bailey Children's Centre will obtain parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counsellors.
- ◆ Personal information collected about children is regularly disclosed to their own parents/guardians. On occasions information such as children's personal achievements, child portfolios and photographs are displayed within the centre's building.

- ◆ Parents/guardians have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, or where access may result in a breach of the service's duty of care to the child or where children have provided information in confidence.
- ◆ As you may know Jerry Bailey Children's Centre from time to time engages in fundraising activities. Information received from you, may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purpose without your consent or for any other reason than for the purpose in which it was collected.
- ◆ Jerry Bailey Children's Centre will include your child's name, age and specific needs in their Carer's, focus portfolio. Jerry Bailey Children's Centre may include your emergency contact details in a class list and roll book directory.
- ◆ Access to these is limited to staff.

If you provide Jerry Bailey Children's Centre with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the centre and why. You will also need to inform them that they can access that information if they wish to do so.

**Jerry Bailey Children's Centre takes all reasonable precautions to ensure personal information we collect and disclose is accurate, complete and up to date. Please ensure you inform the service of any changes to the information supplied.**

## POLICY FOLDER

The centre has a policy folder, in which you are encouraged to familiarise yourself, in your own time and/or as required. It contains the following documents -

- ◆ Philosophy of Jerry Bailey Children's Centre
- ◆ Anti-Biased Multicultural Policy
- ◆ Arrival and Departure of Children Policy
- ◆ Asthma Medication Policy
- ◆ Complaints Procedure
- ◆ Children with Additional Needs Policy
- ◆ Child Protection Policy
- ◆ Confidentiality Policy
- ◆ Cleaning Policy
- ◆ Dress Code Policy
- ◆ Programming for individual and group needs of children Policy
- ◆ Behaviour Management Policy
- ◆ Excursion Procedure
- ◆ Evacuation Policy (including Fire)
- ◆ Accident Policy
- ◆ Contingency Plan Policy
- ◆ Hand washing Policy
- ◆ Family Participation Policy
- ◆ Medication Policy
- ◆ Incident Report Policy
- ◆ Exclusion of Sick Children/Staff Policy
- ◆ Exclusion / Prevention of the Spread of Infectious Diseases Policy
- ◆ Bathroom Supervising Toileting/Nappy change/Bathing older child/Soiled clothes changing
- ◆ Nose Blowing Procedure
- ◆ Nutrition Policy
- ◆ Privacy Policy- Information Management Statement
- ◆ Staff Recruitment Policy
- ◆ Sun Protection Policy
- ◆ School Transition Policy
- ◆ Staff Interaction with Children Policy
- ◆ Safety Procedures Policy
- ◆ Staff Development Policy
- ◆ Staff with Children in the Centre
- ◆ Road Safety Policy
- ◆ Fee Policy