

February Newsletter 2008

Dear Parents

Welcome to 2008 in the Child Care Centre. We hope that it will be a happy and successful one for all of us!

Janelle has joined the team in our babies' room and Kayliss is presently working with Pat until we find a replacement for Jacqui. Genie will start job-sharing with Kusum in the 3's-5's room when she returns from her holiday in the Philippines.

A few general reminders:

- ❖ Please supply a large box of tissues per child for use in the centre.
- ❖ Remember to mark everything brought into the centre with your child's name. Please encourage your children to leave their toys at home as they can so easily get mislaid – and we have great equipment here! No war toys or games are allowed in the centre.
- ❖ Please sign your child in and out of the centre as this is a licensing requirement and is important for the quarterly Child Care Benefit claim. We also need to know when your child has arrived, when you are leaving the centre and when you are taking your child home.
- ❖ Please supervise your child when you leave the centre, especially near the road and close the gate behind you. Adults are responsible for letting children out of the front door; we do not want children learning how to operate the egress button.
- ❖ Always inform a staff member if your child needs any medication during the day. All medicines must be in their original containers, handed to staff and NEVER left in your child's bag. An authorisation form must be filled in before we can administer any medication.
- ❖ Fees are to be paid fortnightly in advance. The 'materials surcharge' for this semester remains at \$15.00 per family and should be added to your next fee payment if it has not already been paid and if you use the centre more than one day per week.
- ❖ If your child is with us all day please remember to bring one piece of fruit for the morning snack and one piece of fruit for the afternoon snack.
- ❖ **We are asking you to avoid bringing any peanut products into the centre because of allergies among the children.**
- ❖ The centre opens at **8.00am and closes at 5.30pm.** Please contact the centre if you are unable to collect your child on time.

Thank you for supporting the centre. Please remember that we are happy to answer any questions and to discuss any suggestions or concerns you may have.

Enjoy the year!

The Staff of Murdoch University Child Care Centre.