

## **February Newsletter 2009**

*Dear Parents*

*Welcome to 2009 in the Child Care Centre. We hope that it has started happily for you all!*

*We hope you will join us in extending a warm welcome to Kathy who has joined Pat in our two's room. Kayliss is in Malaysia while she decides which path to follow in the future. Alice and Penny will continue to work for us while they resume their university studies.*

### ***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 as evidence for the Child Care Benefit/Rebate. 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.*

***Hand-washing** is considered to be the most effective way of controlling infection and we are asking your support in encouraging the children to wash their hands on arrival (this reduces new germs being introduced into the centre) and before leaving (this prevents taking germs home).*

*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.*