

MURDOCH UNIVERSITY CHILD CARE CENTRE



INFORMATION SHEET –2008

PLEASE READ CAREFULLY

PHILOSOPHY OF THE MURDOCH UNIVERSITY CHILD CARE CENTRE

The Murdoch University Child Care Centre is a place where the emphasis is on care. It strives to be a home away from home, where children are cared for in an environment that allows them to develop at their own rate in their own way. We offer a program that reflects the learning and growth of the whole child; this includes social, emotional, physical and cognitive development. Our staff respect diversity and create a warm, friendly, safe and stimulating environment for everyone involved in the life of the centre. It is important that children learn how to share, to be considerate and to accept that all people are different. Parents are invited and encouraged to be active in the running of our community-based centre.

The goals of the Murdoch University Child Care Centre relate to children, parents, staff and the community as all are inter-related and inter-dependent.

The centre aims to:

- Promote the welfare and care of children and families within the university and the neighbouring community by providing quality child care which nurtures the health and overall well-being of the children in an environment which protects them from harm.
- Provide a secure, loving and stimulating environment; one which values play as meaningful learning and recognises the importance of spontaneous play.
- Provide a programme that encourages all aspects of development: social, emotional, physical and cognitive. This includes language, literacy, problem-solving, mathematical abilities, routines and life-skills in an environment that promotes enjoyment of and participation in the expressive arts.
- Offer a co-operative, non-discriminatory environment that respects individual abilities, ensures that learning opportunities are equitable and values each child's contribution.
- Help the children, through positive guidance and reinforcement, to develop the self-discipline necessary to develop socially acceptable behaviour.
- Ensure, through parent, staff, committee, university and community involvement that the relevance and flexibility of the service is geared to the needs of the families using the centre.

Our primary aim is to create an environment where the child is happy to stay and the parent can leave, content in the knowledge that the child feels safe, secure and accepted.

THE MURDOCH UNIVERSITY CHILD CARE ASSOCIATION

The Murdoch Child Care Centre is administered by an association of parents.

Elected Management Committee Members:

President	Duncan Farrow	9360 2819
Staff User	Alexander McLachlan	9360 2666
	Peter Solomon	9360 7239
Student User	Angela Maley	
	Kate Ringvall (Secretary)	
Outside Community User	Paul Hollick (Treasurer)	9360 6866
Other User	Donna Dabala	9360 1276

Ex-Officio members:

Vice Chancellor's Nominee	Alison Hymus	9360 6544
Student Guild Representative		
Director of the Centre	Maureen (Mo) George	9360 2610
Senate Member		

Committee meetings are open and observers are welcome to attend. Notice of meetings, agendas and minutes are posted on the notice-board of the Child Care Centre. **There is an expectation that parents will attend the Annual General Meeting** to ensure that a Management Committee is elected – **this is crucial to the operation of the centre.**

THE MURDOCH UNIVERSITY CHILD CARE CENTRE (555 001 332L)

The specially designed centre, set in its own grounds to the west of the Education building, can accommodate 48 children from the age of six months to five years at any one time. (Please follow signs to Car Park 5). It is an approved service for the payment of the Child Care Benefit and receives financial support from Murdoch University. It is a 'not-for-profit' Community Based Centre, licensed by the State Government and regulated under Community Services (Child Care) Regulations.

The centre is open from 8.00a.m. to 5.30pm, Monday to Friday, closing for four weeks over the Christmas Holidays. Fees are charged for all public holidays; the centre closes only for those public holidays observed by the University.

THE STAFF

<u>Director</u>	Maureen George (Teacher)
<u>Babies Room</u> (8 babies)	Alison Drew (Ass.Dip C.C.) Glenys Rookledge/Penny Excell (Dip. C.S.) Janelle Stone (Dip.C.S.)
<u>Two's Room</u> (10 children)	Pat Howlett (Ass.Dip C.C.) Kayliss Toh (Dip. C.S.)
<u>Threes to Fives Room</u> (Maximum of 30 children)	Frances De Pinto (Dip. C.S.) Bronwyn Christensen (Cert. III) Kusum Anand / Genie Hartley (Cert III)
<u>Domestic Assistant</u>	Julie Diamond
<u>Relief Staff</u>	Alice Regan



Continuity of care

We have a stable and mature team of experienced staff who have been working continuously at the centre for a number of years. Indeed some of our staff have cared for the children of children who attended the centre when it first opened. Our staff have undergone professional training and possess teaching diplomas or children's services diplomas in addition to regular training sessions offered to all staff.

FEE STRUCTURE AND PAYMENT

Current Fees are as follows and are to be paid two weeks in advance by the Friday of the preceding week.

	NON-STUDENT	* STUDENT FEES
Per Week	\$235.00	\$210.00
Per Day	\$50.00	\$44.00
Per Session (8.00 a.m. – 12.45 p.m.) (12.45 p.m. – 5.30 p.m.)	\$30.00	\$25.00
Per Hour (Casual rate only)	\$9.00	\$8.00

The Child Care Benefit is available through the Family Assistance Office (Telephone number 13 6150).

* If you are a student at Murdoch University you are eligible to pay the fees subsidised by the University if neither you nor your partner is a Murdoch University staff member. Claim forms for this subsidy are available from the centre and must be completed and returned to the office with your student number.

Please note: SALARY PACKAGING of childcare fees is available to Murdoch University staff members. Staff interested in salary packaging should contact Jean Rough in HR (ext. 6140) AS SOON AS YOU CAN after receiving confirmation of your child's place.

A **late fee** of \$6.00 for each 15 minutes or part of thereof will be charged if your child is collected after 5.30 pm. Please telephone the centre if you are going to be late.

A "**Materials Surcharge**" - in lieu of fund-raising activities - will be charged to all families using the centre for more than one day per week. This will remain at \$15.00 per semester and is payable in the first fee payment of each semester. In cases of hardship please see the Director for alternative methods of payment.



CANCELLATIONS

APART FROM THE CHRISTMAS CLOSING, THE CENTRE IS OPEN THROUGHOUT THE YEAR AND FEES ARE CHARGED FOR ALL HOURS BOOKED WHETHER YOUR CHILD USES THESE HOURS OR NOT – IN ACCORDANCE WITH CHILD CARE BENEFIT GUIDELINES.

If you know that you will no longer require childcare after a particular date you must give two weeks notice of cancellation. If you want to retain your child's place full fees will be charged.

Users wishing to maintain allocated bookings need not fill in new application forms each year. However, it is essential that to retain the booking confirmation must be given to the Director by Friday, November 21st 2008, the closing date for 2009 applications.

ATTENDANCE



When children are brought into the centre or taken home it is the parent's responsibility to **SIGN THE CHILD IN AND OUT** on the forms provided in each room. Reasons for absences must be written on the attendance sheet and initialled. Parents will also be required to complete an enrolment form to provide us with information about their child including any special needs. Only persons named on the enrolment form are allowed to deliver and collect that child to and from the centre. The custodial parent/guardian must advise the centre staff in writing if a person who is not authorised on the child's enrolment form is to collect/deliver the child. Please inform staff when you are leaving the centre with your child.

ENROLMENT PROCEDURES

Enrolments will be accepted according to Commonwealth Government "Priority of Access":

1. A child at risk of serious abuse or neglect.
2. A child of a single parent who satisfies, or both parents who both satisfy the work/training/study section 14 of the Family Assistance Act.
3. Any other child

Within each category the following children are to be given priority:

- Children in Aboriginal and Torres Islander families
- Children in families which include a disabled person
- Children in families with a non-English speaking background
- Children of socially isolated families
- Children of single parents.

HEALTH AND SAFETY

If a child is unwell at home parents/guardians are asked not to bring their child to the centre.

A child is **NOT ALLOWED** to attend a childcare centre, except with the written approval of a Medical Practitioner, if the child is suffering from:

- **Ear, eye or nasal discharge**
- **Rash**
- **Abnormal temperature** (as a general principle, a child with a temperature above 37.5C should not be brought into the centre).
- **Infectious sores**
- **Other signs of ill health that may be communicable to other children**

If a child requires medication whilst at the centre, the parent must complete and sign an authorization form. Please refer to Medication Policy for further information.

ALL MEDICINES MUST BE IN THEIR ORIGINAL CONTAINERS AND HANDED TO A STAFF MEMBER.

Children who have had an Asthma attack and have been prescribed a preventative or an inhaler must have their reliever medication (e.g. Ventolin) with them in the centre at all times.

If a child has vomited or has had diarrhoea during the previous 12 hours parents/guardians are asked not to bring their child to the centre.

Although all health and safety precautions are taken, the centre staff will immediately notify parents of any illness occurring while their child is attending the centre.

Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council exclusions guidelines.

HAND-WASHING is considered to be the most effective way of controlling infection. We are, therefore, asking your support in encouraging your children to wash their hands on arrival (this reduces new germs being introduced to the centre) and before leaving (this prevents taking germs home). During the day we make sure that they wash their hands before mealtimes, after toileting and whenever they wipe their noses. Please help us to maintain a healthy environment.

PARENTS ARE REQUIRED TO:

- **PROVIDE NUTRITIOUS LUNCHES** for those children using the centre at noon.
(If you prepare lunches the night before, it is recommended that they are stored in the fridge overnight and that the fridge is running below 5 degrees centigrade).
- **SUPPLY A PIECE OF FRUIT** for morning and afternoon snacks. A charge of 25 cents per day will be made to parents who do not supply fruit.
- **PROVIDE ONE LARGE BOX OF TISSUES** each semester.



- **PROVIDE NAPPIES** (where necessary) together with a strong plastic bag for soiled items. Parents are asked to replace any disposable nappies used from the centre's emergency supply.
- **PROVIDE A SPARE SET OF CLOTHES** for your child and a plastic bag for soiled articles in a clearly marked bag.
- **MARK ALL CLOTHES AND SHOES** brought to the centre.
- **SUPPLY** your child with a **CLEARLY LABELLED SUN HAT** which is to be kept in your child's bag and brought to the centre each day. "No hat, no outside-play".

THE PROGRAM

Our programme integrates care and education. It includes activities and experiences which are based on individual and group observations. These are, therefore, appropriate to the child's level of development. In order to enhance this program we appreciate any information parents can share with us about their child's interests and skills.

We recognise the value of play as a meaningful learning experience and encourage the children to learn through active exploration of their environment. We understand that each child learns in his/her own way and our curriculum allows the child to build on current needs, strengths and interests by allowing choice and giving encouragement. The children experience an environment where they gain confidence in and control of their bodies while learning strategies for thinking and reasoning which help them make sense of the world around them.

Please feel free to discuss your child's care, development or progress with the staff who maintain comprehensive developmental records. Centre staff need to know if you are concerned about the care your child receives. If you do have a concern it should be discussed with the relevant caregiver. If you then feel further action is necessary, please follow the centre's grievance procedure:

- The parent should approach the Director and discuss the matter.
- The Director will treat the matter and the parent as fairly as possible.
- If the parent is dissatisfied, the Director will offer to take the matter to the Committee for guidance.
- The Committee will decide how to proceed and will give its decision to the Director, who will in turn give the decision to the parent.

Parents are also very welcome to help around the centre and to participate in any of our activities. Please let the staff know if you have any special skills or ideas you may like to contribute. Suggestions about the centre are welcome and may be left in the *fee box* (director's office).

Everyone involved in our centre is aware of the need for quality childcare. The centre is accredited by the National Childcare Accreditation Council.

Copies of the centre's policies and curriculum are available from the office. If any further information is required, please contact the director of the centre on (08)9360 2610.

July 2008