

CHILD CARE KOONUNG COTTAGE COMMUNITY HOUSE

A nurturing and safe space for
your children to grow

9.00AM-2.00PM
TUESDAYS, THURSDAYS, FRIDAYS

109 Koonung Road
Blackburn North

www.childcare@koonungcottage.org.au
9878 6632

We are committed to a COVID safe environment
and will follow the advice of the D.E.T.
Procedures may change with short notice.





KIDS@KOONUNG CHILD CARE

Objectives

- to provide quality care for each child
- to provide a wide range of stimulating, experiences where children may grow as individuals
- to encourage each child in the development of physical, intellectual, social and emotional skills.
- to provide a happy , warm and caring environment which supports family values and enhances relationships among staff, parents/carers and children

Hours and Times of Operation

Tuesdays 9.00 - 2.00 pm (5 hours)

Thursdays 9.00 - 2.00 pm (5 hours)

Fridays 9.00 - 2.00pm (5 hours)

Child care operates 48 weeks of the year. Bookings are ongoing. For further information and advice on availability, please contact the office on 9878 6632.

Sleep and rest

Sleep and rest times are an essential part of the day for children at the Cottage. Some children use this time to sleep, while others play quietly. Your child's sleep schedule at the Cottage is developed with your help to complement your home routine.

Toilet training

In consultation with parents, Koonung Cottage will assist in the toilet training process where appropriate for each child. This will be carried out in a positive and encouraging manner, particularly after meals and before sleep time. Children will be offered frequent opportunities for toiling, particularly after meals and before sleeps.

Weather

Bureau of Meteorology forecasts for Central District of EXTREME or CODE RED fire conditions
NO child care at Koonung Cottage.
www.bom.gov.au/vic/forecasts

All policies may be found on our website;
www.koonungcottage.org.au



Fees

\$62.50 per session. Fees are invoiced each month in arrears.

Late fees

A late fee may be charged after the first 10 minutes of the agreed collection time.

Child Care Subsidy

The Child Care Subsidy (CCS) is a single, means-tested subsidy from the Australian Government paid directly to providers to be passed on to families as a fee reduction. Visit www.education.gov.au/child-care-subsidy-1 for eligibility requirements and to register.

Families are responsible for providing the relevant information to Koonung. The Child Care Subsidy cannot be applied to accounts until a successful enrolment is made and all approvals are made.

Volunteering @ Koonung Cottage

Volunteers are always needed to help our vibrant community. With all kinds of opportunities to help - outside of the child care service - there is something for everyone. Your hours may count towards your CCS eligibility. Talk to us for more info.



Complaints and grievances procedure

Koonung Cottage Community House is committed to providing a quality child care program. We like to deal with any concerns promptly. There are procedures for making complaints which are outlined in the information displayed on the walls of the child care room.

Photographs

Occasionally we will take photos of the children for reporting and marketing purposes. Full details are explained on the enrolment form.

Parent Responsibilities

Child care is conducted in the back half of the house and access is via the security gate to the left at the end of the driveway. The Daily Attendance Record is kept at the back door. An authorised person (see Enrolment Form) must sign the child in and out and record the time of drop off and pick up. Parents are asked to advise staff who will be collecting the child (if other than the regular person). NOTE: This person must be authorised.

Arrival and departure times provide an ideal opportunity for our staff to build relationships with families. At these times staff members often take the opportunity to communicate with families about the child's progress and development and to hear from families about the child.

Enrolment

The Childcare Enrolment Form must be completed before leaving your child for the first session. As part of this form you are required to nominate who may collect your child and complete your child's health record, medical information, immunisation record, consent to emergency medical treatment and photo permission.

Cancellation

Families must provide two weeks written notice if they want to cancel their booking. Fees will continue to accrue until a written cancellation is received.

Mandatory reporting

Childcare staff will make a report to the Department of Health and Human Services (DHHS) Child Protection if they form a reasonable belief that a child is in need of protection from physical injury or sexual abuse.

Illness and Emergency Care

Children who are obviously unwell will not be accepted into care. Should your child become ill we shall call you. If you are not immediately contactable we will contact the designated emergency number. In an emergency an ambulance will be called immediately. Unfortunately absences will be charged for.

Nutrition, food and beverages

Children must bring their snack and lunch with them. KCCH is committed to encouraging food and beverages that are nutritious and adequate in quantity and are chosen having regard to the cultural, religious, dietary or health requirements of individual children

Sun protection policy

The Cottage takes measures to reduce your child's exposure to UV rays from the sun. The Cottage follows the principles of SunSmart (Cancer Council Victoria) by methods of sun protection including hats, clothing, sunscreen and shade. These are followed for all outdoor play time during terms 1 and 4. Please apply sunscreen to your child before arrival.

Interaction Principles.

We will

- respect the primary role of families. Our partnerships with families will inform our interactions with children.
- value and nurture the uniqueness of each child. We will listen to children and include them in decision making.
- ensure all interactions with children are professional and ethical (and adhere to the Code of Conduct).

What to Bring

Please bring a bag for your child which contains their snack and lunch, a water bottle, spare clothes, hat, sunscreen and if required nappies and wipes.

School term holidays

We offer child care on varying days across the term school holidays. Bookings are required. Absences notification are required 24 hours prior to the session or charges will apply.

