



Lorne Community House Occasional Care

Information Handbook



Lorne Community House
16 Mount Joy Parade
PO BOX 207
Lorne 3232

Ph 5289 2972

Lorne Community House – Occasional Care Service

The occasional child care service operated by the Lorne Community House has been providing quality child care services for local families for many years.

We provide a safe, friendly and stimulating environment in which young children can learn, play, and explore. We aim to promote and support each child's needs and abilities through age appropriate developmental programs.

The Community House has a Limited Hours Type 2 Service Licence from the Victorian Department of Education and Early Childhood Development. This licence allows us to care for a maximum of 14 children at any one time depending on their ages. The care for each child is limited to 5 hours per day and not for more than 15 hours per week. As per regulations this service will only employ staff who meet the requirements set out in the appropriate Acts and Regulations

We welcome children from toddler to school aged; however we are unable to take children who are not yet walking or require a separate area for daytime sleeps while in care.



*"Building a strong
community spirit through
wellbeing and sustainability"*

Lorne Community House

Lorne Community House

Along with our Occasional Care Service the Lorne Community House provides education, personal development and wellbeing courses, a local meeting place, internet access, the Daisy & Olive Garden and a range of activities to help us meet our mission of building a strong community spirit through wellbeing and sustainability.

A volunteer Committee of Governance governs the Lorne Community House and employs a part-time Coordinator to oversee the running of the services. The office aims to be open from 10am to 2pm Monday to Thursday however this is reliant on people volunteering to support our services.

We welcome ideas and support from all in our community and encourage you to become involved in the activities at the Community House.

Session Times

In 2015 this service will operate three times per week in each school term

Mondays 9am – 2pm

Tuesday 9am – 2pm

Wednesday 9am – 2pm

There are no sessions held on public holidays

Fees

Fees are based on \$37.50 per child per session although parents can access the Child Care Benefit (CCB) and child care rebate (CCR). For more information on your CCB eligibility please go to; <http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

Prior to enrollment each family needs to contact the Family Assistance Office either online or by phone 136 150. Please make sure that you are assessed to receive CCB at Lorne Fig Tree Community House, that your income estimate & payment preferences are up-to-date. You will need to record your individual Customer Reference Number (CRN) for yourself and for each of your children attending our child care. The parents date of birth is also required.

Fees are paid by automated fortnightly direct debit from your bank account or credit card. There is a set-up fee for each family that Lorne Fig Tree Community House will pay and a transaction fee that families will incur (0.88c bank account or 1.87% Visa/MasterCard). Information regarding full fees and conditions is provided with you initial application form and copies are available on request.

If you are having difficulty affording the fees please speak to Katy our House Coordinator. Fees may be reviewed from time to time and notification of any change will be given prior to the commencement of term.

Enrolment

Places will be offered in person, by phone or letter. If the place is not accepted within one week the place may be offered to the next suitably aged child on the waiting list, if you wish to remain on the waiting list please let us know.

Prior to your child's first session we ask that you complete & return the enrolment forms so that staff can become familiar with your child's details. We are happy to arrange orientation times for your child please speak with us to arrange the best program for your child. If your child is not immunised a written statement to this effect must be provided; exclusion will apply at times of contagious disease outbreaks.

To cancel an enrolment, 4 weeks notification during term time must be given. Cancelled enrolments are subject to a per session fee if notification is not given.

What to bring

- A spare set of clothing, clearly labelled – more if your child is toilet training
- A protective hat for outdoors
We ask that a labelled hat remains with us in your child's pocket during term time
- A lunchbox with healthy snacks & lunch
- A water bottle
- Sunscreen applied to your child before attending (Term 1 & 4)
- Nappies if required - labelled
- **Please make sure that all items are clearly labelled with your child's name.**

What not to bring

We are a "**NUT FREE ZONE**" This includes peanut butter, hazelnut spreads (eg Nutella) muesli bars containing nut products, cakes etc

We encourage a healthy range of food choices and ask that lollies, chips, etc are reserved for special occasions.

We **do not** encourage children to **bring special toys** to the centre. Of course, exceptions are made for children new to the service that may need something familiar to help with settling.

Absences

Please make sure cancellations are made before 8.30am by either informing staff prior to the day or leaving a message on the voicemail 5289 2972. This allows us to contact another family and offer them a place for the day.

If you have planned holidays or days when your child will not attend please mark this in the diary. If we are notified at the start of term that you will be taking holidays you will be charged a reduced rate of \$10 holding fee for those days.

Settling in

Settling your child into a new care situation can sometimes be a difficult time for families. However young children are very adaptable and usually settle within a short period of time. Building a good relationship with our staff is important and we encourage you to talk to us about your child's achievements, discuss worries and let us know your child's likes/dislikes.

If a child is distressed due to separation from their parent or guardian after half an hour, or becomes distressed and can't be consoled, the parent or guardian will be contacted.

Drops offs & Pickups

When you drop off and pick up your child you must fill in the attendance record located on the table under the notice board. You may also record any special comments or contact details in this book. Your child can only be collected by persons you have nominated on your enrolment forms.

Please place your child's bag in the pigeon hole provided and place your child's lunchbox and drink bottle on the trolley. Food that needs to be refrigerated can be placed in the fridge – please let us know that it is there and label it with the date & child's name.

Please try to keep to the scheduled session times. If you need to collect your child early please let us know so we can plan their day accordingly. If you cannot be at the end of session and arrange for one of your emergency contact persons to collect your child please call the office to inform us of the change.

At drop off and pick up times the traffic in the car park and entrance to the Community House is very busy. Please make a habit of leaving the building at the same time as your child, encourage them to walk on the path and **hold your child's hand while walking in the car parking area.**

Emergency procedures

A full Emergency Management Plan has been developed with Dept of Education and Early Childhood Development (DEECD) and is updated on a regular basis. Please ask to see a copy.

All services at the Community House will not operate on a Code Red or Extreme rated fire danger day.

In the circumstance of a direct threat to the Community House by fire, we have worked with the CFA to determine that we will shelter in place, (stay at the Community House), until we feel that it is unsafe. We will then evacuate towards to the Neighbourhood Safe Place (place of last resort) on the forshore.

Please remember to keep your emergency contact details up to date.

Sunsmart

Children must wear a wide brimmed hat when playing outside and we ask that you leave the hat in the hanging pockets for the term. We ask that in term 1 and term 4 you put sunscreen on your child before they attend each session.

Illness

If your child is feeling unwell (has a runny nose where the mucus is not clear, persistent cough, vomiting etc) they should not attend.

If your child appears to become unwell we will first keep them under close observation and then will contact you to discuss your child's care if they are unable to cope in a group situation. If we are unable to comfort them or feel that they may need medical attention we

will call you immediately. If we are unable to contact you we will ring the people you have listed on the enrolment form. Of course if we regard it as necessary we would obtain emergency assistance.

If required at anytime we will administer first aid and let you know the circumstances. If your child is injured whilst at Occasional Care we will fill in the details in our accident book and inform you when you arrive to collect them. We will also need you to sign the record so that we are sure all the information was passed on to you.

Medications

If your child requires medication whilst in our care, it must be in its original packaging, prescribed in the child's name and handed to a staff member. Please speak to a staff member about the medication, complete an entry in the Medication Book prior to leaving.

Communicable diseases

Any child with an infectious disease may not attend the centre until fully recovered. Details of confinement requirements for some infections are on display in our rooms. Please also check with your doctor as these guidelines are subject to change. More information can be found at <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

The parent of any child who contracts an infectious disease (chicken pox, measles etc) is requested to notify the staff to ensure all parents are informed. If a child is not immunized, it is policy that the child be excluded from attendance when an outbreak of an infectious disease occurs.

Policies, Feedback and contacts

We are here to provide a service to families and a positive experience for all kids in our care. We welcome feedback from families that may help us improve this.

Information regarding our policies and a range of regulations are available for families to view by request. Please speak with any of our staff regarding concerns you may have or suggestions to help your child better enjoy their time at occasional child care.

Lorne Community House Inc.
16 Mountjoy Parade
PO BOX 207
Lorne 3232

Ph: 5289 2972
Fax 5289 2973

Email

TBC, Team Leader Childcare
Lizete Knight, Childcare Assistant
Katy Kennedy, House Coordinator

Our general long term learning outcome goals for children are

- ❖ Children have a strong sense of identity
- ❖ Children are connected with and contribute to their world
- ❖ Children have a strong sense of wellbeing
- ❖ Children are confident and involved learners
- ❖ Children are effective communicators

Our environment fosters

- ❖ Active hands on play based learning opportunities
- ❖ Sharing of ideas and interest, offering times to explore and discover
- ❖ Sensitive caring relationships between caregivers, children and families
- ❖ Gender equity and inclusive practice
- ❖ Children to deepen their concern for the welfare of others
- ❖ Partnerships with families