

Open: Monday to Friday 8:30 am – 4:30 pm

**STAFF TEAM:** DIRECTOR: Kellie Bails **COMMUNITY DEVELOPMENT COORDINATORS:** Debbie Grose and Dana Campion **SPEECH PATHOLOGIST:** Libby Sarre **FAMILY SERVICES COORDINATOR:** vacant **TEACHER(S):** Elizabeth Jones, Karalee Toser and Alison Reich **EARLY CHILDHOOD WORKER(S):** Kerryann Berry, Michael Zubrinich, Cherie Manfield, Matilda Sweeney, Leeann Hines and Peter Wingfield **OCCASSIONAL CARE:** Lisa Chambers, Julie Peterson and Sandra Sproule, **LEARNING TOGETHER @ HOME FIELDWORKERS:** Jackie Golding and Sandra Sproule

#### SESSION TIMES:

- **Preschool**  
Monday, Tuesday, Thursday  
and Friday 9:00 am – 3:00 pm  
Wednesday: 9:00 am – 12:00 pm

- **Occasional Care**  
**Gabmididi Manoo Children and Family Centre**  
Tuesday: 9:00 am – 12:00 pm (over 2)  
Wednesday: 9:00 am – 12:00 pm (under 2)  
Thursday: 9:00 am – 12:00 pm (over 2)

#### **Davison Street**

- Tuesday: 9:00 am – 12:00 pm (over 2)
- Wednesday: 9:00 am – 12:00 pm (over and under 2)
- Thursday: 9:00 am – 12:00 pm (over and under 2)

#### WHEN YOUR CHILD STARTS ...

- **Preschool**  
Please bring with your child:
  - A bag with all items clearly named
  - A change of clothes
  - A broad-brimmed hat, legionnaire style hat or a bucket hat.
  - On Monday, Tuesday, Thursday and Friday two healthy snacks to share, such as a piece of fruit or vegetable and a packed lunch and on a Wednesday a healthy snack to share, such as a piece of fruit or vegetable. We do not reheat any pre-cooked food.
- **Occasional Care**  
Please bring with your child:
  - A bag with all items clearly named
  - A change of clothes
  - Nappies
  - A healthy snack, such as a piece of fruit or vegetable
  - A bottle of milk or formula if in child's routine
  - A sunhat
  - A comfort toy clearly named (if needed)

**Please keep toys and other valuables at home due to the high risk of such treasures being lost, broken or permanently 'borrowed'.**

#### HEALTHY EATING:

Due to the centres practice of encouraging healthy eating please avoid sending with your child chocolate bars, lollies and sugary confectionaries in their lunch boxes. We supply water for drinking throughout the day.  
**Please Note: We endeavour to be 'Nut Free'.**

#### CLOTHING:

Please dress your child in clothes that neither you nor your child minds if paint or mud should get onto them. Children are encouraged to wear sun safe clothing and clothing that is weather appropriate. Sleeveless or shoestring straps are discouraged.

#### ATTENDANCE:

Continuity is important. Regular attendance is beneficial for your child's social, emotional development and establishes a good routine in readiness for school. Please notify the centre if your child is unable to attend due to sickness, holidays etc...

#### ALLERGIES / MEDICAL CONDITIONS:

It is vital that staff are notified of any child's allergies and the appropriate treatment. Equally important is informing staff if your child has or should develop any form of medical condition whilst enrolled at our service. Due to health and safety reasons our service endeavours to be a NUT FREE ZONE. Most staff are trained in First Aid.

#### HEALTH:

If your child is showing signs of being unwell they should be kept home until they have recovered. Please notify staff immediately if your child contracts an infectious disease.

#### MEDICATION:

Staff are unable to administer any medication, including asthma medication, unless the appropriate forms have been completed. These forms do require a doctor to complete some details and sign the form. ALL medication needs to be handed to an educator.

**COLLECTION / DELIVERY:**

Please bring your child into the centre. If another adult other than the person who drops off your child at the centre is to collect that child at the end of the session then staff are to be informed personally or through the sign in sheet or either via phone call or signed letter by parent giving consent to do so.

Staff will collect/deliver children to/from Wynbring Jida Child Care Centre on Monday and Tuesday.

If your child is being collected/delivered by the bus could you, please ensure that you are waiting outside in the morning/afternoon.

**FEES:**

Families will receive an invoice once a term for fees. Please see Dana to pay your fees. Please see Kellie if experiencing difficulties in the payment of fees. **All concerns treated CONFIDENTIALLY.** Occasional Care fees must be paid on the day your child attends Occasional Care.

**CHANGE OF DETAILS:**

If you have a change to any details such as address, phone numbers, emergency contacts, people who have authority to collect your child or health details please complete the appropriate form which is available at the front desk.

**NOTICES:**

Please check your child's information pocket on a daily basis. Reminder notices will be displayed around the centre and on our Facebook page.

**PROGRAM:**

The preschool and occasional care program is displayed at the centre. We encourage you to read about what is happening so discussions can occur with your child about what they have been doing.

**ASSESSMENT AND REPORTING:**

Learning Folders are established for each child when they begin preschool and are developed throughout your child's time at preschool. The Learning Folder is a documented journey of your child's learning and achievements while at preschool.

**FIRST AID:**

All minor incidents requiring basic first aid are treated by staff. A first aid report will be placed in your child's information pocket, and a staff member will also be available to discuss the incident with you.

**LOST PROPERTY:**

Lost Property is kept on a shelf next to the children's information pockets. Staff returns belongings to your child wherever possible, and having belongings labelled with your child's name assists staff. Any lost property that is not collected by the end of the term is donated to local charity shops.

**BEHAVIOUR GUIDANCE CODE:**

We have developed a Behaviour Guidance Code that guides the practice within our Centre to ensure all children and adults have a safe environment, and there is consistency and clear understandings regarding acceptable behaviour and measures to support children's behaviour.

**GOVERNING COUNCIL:**

Governing Council is the legal Governance body of Gabmididi Manoo Children and Family Centre. There are parent representatives from a range of programs across the Centre. Governing Council meets once a term and assists in making a range of decisions for the Centre in areas such as Policy Development, Finances, Facilities and Program Delivery. Parents are highly encouraged to become involved in our Governing Council to help guide the direction of Gabmididi Manoo Children and Family Centre.

**BECOMING INVOLVED IN OUR CENTRE:**

We invite families to share their interests and skills with us throughout the centre. In the preschool program we would welcome families to demonstrate a particular skill or talent with all the children, help out in a general way by assisting staff with daily activities, join us on regular excursions, participate in regular discussions with staff about your child, complete and return Parent Opinion Surveys and become a member on Governing Council.

**PARENT CONCERNS:**

As a staff team we pride ourselves in being available to talk 1:1 in a confidential manner on concerns that you may have regarding your child and or their time at our Centre. Sometimes you may feel that we are too busy to talk to you – if this is the case we can make ourselves available to discuss matters upon a mutually agreed time during or after hours.

**FINALLY:**

Please feel free to talk with staff re any concerns, joys, etc... you may have. It is our hope that the time you and your child spend at this centre will be enjoyable and rewarding for all.

# *Thankyou*

P.S. Don't forget to like our Facebook Page