



## INFORMATION BROCHURE

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### Service and Fees

- 2 to 5 – \$140, 0 to 2 – \$145 per day.
- All prepared meals.
- Large indoor and outdoor areas.
- Child Care Subsidy is supported.
- Individualised learning programs developed by qualified and experienced professionals.
- Owned and operated continuously since 1994.

### Location

5 Garfield Street FIVE DOCK 2046 ... behind the Five Dock Uniting Church.

### Contact Us

Phone our Staff    9713-6381        or    Maria 0416 089 346  
email:                [Maria Walsh](mailto:director@thefamilyworks.com.au) [director@thefamilyworks.com.au]  
Web Site:            [www.thefamilyworks.com.au](http://www.thefamilyworks.com.au)

Welcome, we look forward to working with you and your child.

We believe that your child's early years are of vital importance. We aim to provide a stimulating programme for your child within a caring, safe and happy environment.

“Family” is the first and most significant influence on the development of any child. While our centre will complement the role of the family, it can never replace it.

We are here for you and your child. So please do not hesitate to approach us on any aspect of our service.

The purpose of this booklet is to provide useful information about the centre as well as to explain some of the conditions which apply to all families using the centre in order to ensure the smooth running of the service.

We also maintain policies and procedures stored on our Earlyworks system. All parents have access to Earlyworks and are welcome to discuss these policies with me at any time.

Maria Walsh – Director  
*B.Ed. Hons. (Early Childhood Education),  
M.A. (Applied Linguistics) Grad. Cert. (Educational Studies)*

## **OUR SERVICE**

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We are licensed by Community Services to provide Long Day Care for children from 0 to 6 years of age. Operating hours are from 7:30 to 6pm, Monday to Friday, all year excluding Public Holidays and 2 weeks during the Christmas period.

We do charge for Public Holidays during the year, but not for the 10 day Christmas closedown.

## **CHILD DELIVERY AND PICK-UP**

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Upon arrival, the adult delivering the child must sign in for the day *and* ensure that the child is handed over to the supervision of a staff member.

If children have not been collected by 6.00 p.m., parents will be telephoned and asked to collect their child. Where parents cannot be contacted, those people listed on your child's enrolment card as authorized to collect your child will be contacted and asked to collect the child.

A late-fee charge of \$20 will apply for each additional 10 minute period after 6 p.m. The purpose of the fee is to cover staff overtime.

## **FEES AND DEPOSITS**

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You may be eligible to claim Child Care Subsidy that is paid to us on your behalf. Please feel free to discuss this with me.

A Deposit equivalent to one day's full fees is held for the duration of the child's enrolment at the centre.

This deposit is fully refundable provided that 2 weeks *written notice* of the child's withdrawal from the centre is given and all fees are paid up to the child's last day of enrolment.

Fees do not include incidental expenses such as Excursions, Visiting Shows etc. We usually provide these at no cost to parents, but larger events may be billed separately.

## **PAYMENTS**

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Fees are to be paid weekly by direct debit. We will send you an email during the enrolment process to set up direct debit to your preferred account.

If you are unable to make timely payments, please discuss arrangements with me.

Termination of enrolment may result if fees are one week in arrears unless an alternative agreement has been arrived at.

To reduce risks to children and staff from keeping cash on the premises, any other payments can be made direct to our St George Bank account.

Garfield Street Children's Centre BSB 112 879 Account # 04404 2683
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When making direct payments, please ensure that you identify yourself or your child so that we can correctly credit your fee account. Records of your payments will be recorded in our web-based system "Smart Central" which we use for account record keeping. All parents will have online access to their own Smart Central records.

## **NOTICE OF WITHDRAWAL**

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Two weeks written notice is required if you intend to discontinue your child's enrolment or to reduce the number of days for which your child is enrolled. Your child's regular fee will be charged until your written notice takes effect. Please note that the period of notice does not include the 2 weeks of the Centre's Annual Closure.

## **ABSENCES**

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Days of absence of your child (e.g. due to illness or family holidays) must be paid for. If you feel there may be extenuating circumstances, please discuss the situation with me. If absences are extended beyond two weeks, then we will make fee relief arrangements with you.

Please give us a call if your child will be absent.

## **INFECTIOUS DISEASES AND EXCLUSION PERIODS**

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We follow the regulations of the NSW Health Department governing exclusion periods for various infectious diseases as outlined in their pamphlet "Some Infectious Diseases of Children".

## **HEALTH RECORDS AND MEDICATION**

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A copy of your child's Immunisation Record must be kept on file so that we have a record of your child's **current** immunisation status.

It is strongly recommended that all children receive the appropriate immunisation. In the event of a vaccine preventable disease being reported at the centre, and where we do not have documented evidence that the child has been immunised, the child from will be excluded from care until the risk of infection is over.

Child Care Fees are still payable for such absences.

With the exception of Paracetamol as per the (Smart Central) *Enrolment Form*, a Medication Form must be completed prior to staff being able to administer any medication to your child.

Prescription medications must be dated and clearly labeled with the child's name, dosage, time and other relevant details describing its administration.

Medications prepared by a homoeopath must be accompanied by your doctor's letter - details should include the child's name, dosage, time and other relevant details describing its administration as well as the doctor's name and telephone number.

In the event that your child requires Paracetamol, staff will endeavour to contact you by phone and explain the situation before administering it. A record will be kept of any Paracetamol given.

## **PARENT & STAFF COMMUNICATIONS**

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It is important that you know as much as possible about your child's day at the centre. Likewise, please let staff know about any newsworthy happenings at home.

Your child's arrivals and departures must be signed-in using the Smart Central enrolment system. This can be done by a staff member or by you using a QR code provided.

Any special comments about your child e.g.

- Someone different to pick up your child. Please email me and also advise staff in person.
- Medication requirements. Use EarlyWorks to create a medication form.
- Any recent illnesses that we should know about. Please email and advise in person.
- Any other messages that are important. We have a *parents only mobile* that you are able to call or message.

Even though Staff may often appear to be busy, don't be put off if there is something you need to speak to us about. Communication with Parents is an important part of our Staff's role.

During the day, staff will enter notes to EarlyWorks about food, nappies etc. These are distributed to you each day via email notifications.

## **FOOD & NUTRITION**

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The centre has a thoroughly planned menu which provides current recommended dietary requirements for young children. Our 3 weekly cycle menu is developed and maintained in collaboration with the NSW Government "Munch and Move" program. The menu is made flexible enough to reflect cultural diversity and medical restrictions for individuals.

## **YOUR CHILD'S DEVELOPMENT AND PROGRESS**

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All Child Care Centres are legally required to maintain current developmental records for each child enrolled. We do this using EarlyWorks. All parents will have access to their own EarlyWorks account and will receive information about their child's development and daily routines through this web based service.

## **YOUR CHILD'S DAY**

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A Daily Routine Chart is on display and provides a guide to daily, regular occurrences. This routine may alter from time to time according to seasonal changes or the changing needs of the children.

A chart of planned learning experiences and activities will also be available directly to you via EarlyWorks and may be discussed with staff at any time.

Earlyworks is our principal means for communicating daily routines, news and observations to you concerning your child.

We welcome any input that you may be able to provide in planning the weekly and ongoing programmes. e.g. special interests you and your child share, excursions or outings which you think would be appropriate for the group.

## **ACCIDENTS AND INJURIES**

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Accidents can and do happen.

If an accident involving your child does occur, we will prepare an accident report using EarlyWorks that will be notified to you by email for review and acknowledgement.

If staff believe it is warranted, you may also be contacted by email or phone during the day.

## **WHAT YOUR CHILD WILL NEED TO BRING**

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Please do not bring food from home. Morning Tea, Lunch and Afternoon Tea are provided. However, if your child has missed breakfast at home or has arrived late for a meal at the centre, please let us know and we will ensure that your child is looked after.

Spare clothing brought in for your child ensures that if any unforeseen accidents (e.g. spills, splashes, toileting etc.) do occur, your child can be quickly changed into his/her own familiar clothes from home. Please provide a blanket if he/she has a day-time sleep. These items may be stored at the centre. Families of children who have turned 2 years of age must supply their own nappies as the variety of sizes and types increases significantly for the older age groups.

## **PLANNED LEARNING EXPERIENCES – THE ONGOING PROGRAMME & OUR EDUCATIONAL PHILOSOPHY**

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We incorporate our daily observations of your child into our curriculum planning. We are concerned with all areas of your child's development and plan a programme which caters for their growth in these areas:

1. **Physical growth** – general health, coordination, eating, dressing, toilet habits and rest.
2. **Social adjustment** – attitude towards other children, interactions with others, sharing, cooperation and friendships.
3. **Emotional growth** – adjustment to change and new situations, self-control, expression of emotions and reactions to discipline.
4. **Mental growth and creativity** – attention span and persistence, reasoning and problem solving, comprehension, abstract concepts, memory, imagination, self-expression through music, art, movement and drama.
5. **Speech and language** – ability to express needs and ideas appropriately through gestures, facial expressions and speech.
6. **Interests** – preferred activities, favourite toys, ideas expressed in play as well as interests in stories and books.

In order to address these different areas of your child's development, we provide a broad curriculum which covers all relevant areas of education. These include early Mathematics, Music and Movement, Science and Nature, Art and Drama.

*The educational side of your child's time at Garfield Street Children's Centre is something that I value highly and take very seriously.*

*As far as possible it is my intention to provide your child with a carefully planned and individualized, educational programme.*

*However the most fundamental part of my own philosophy in Early Childhood Education is that very young children are not able to develop their own potential within highly structured, adult-directed, formal educational settings. For the very young, learning should be an engaging and meaningful process.*

*It is my hope that your child will benefit in many different ways from their experiences at our Centre.*

Maria Walsh – Director  
June 2024