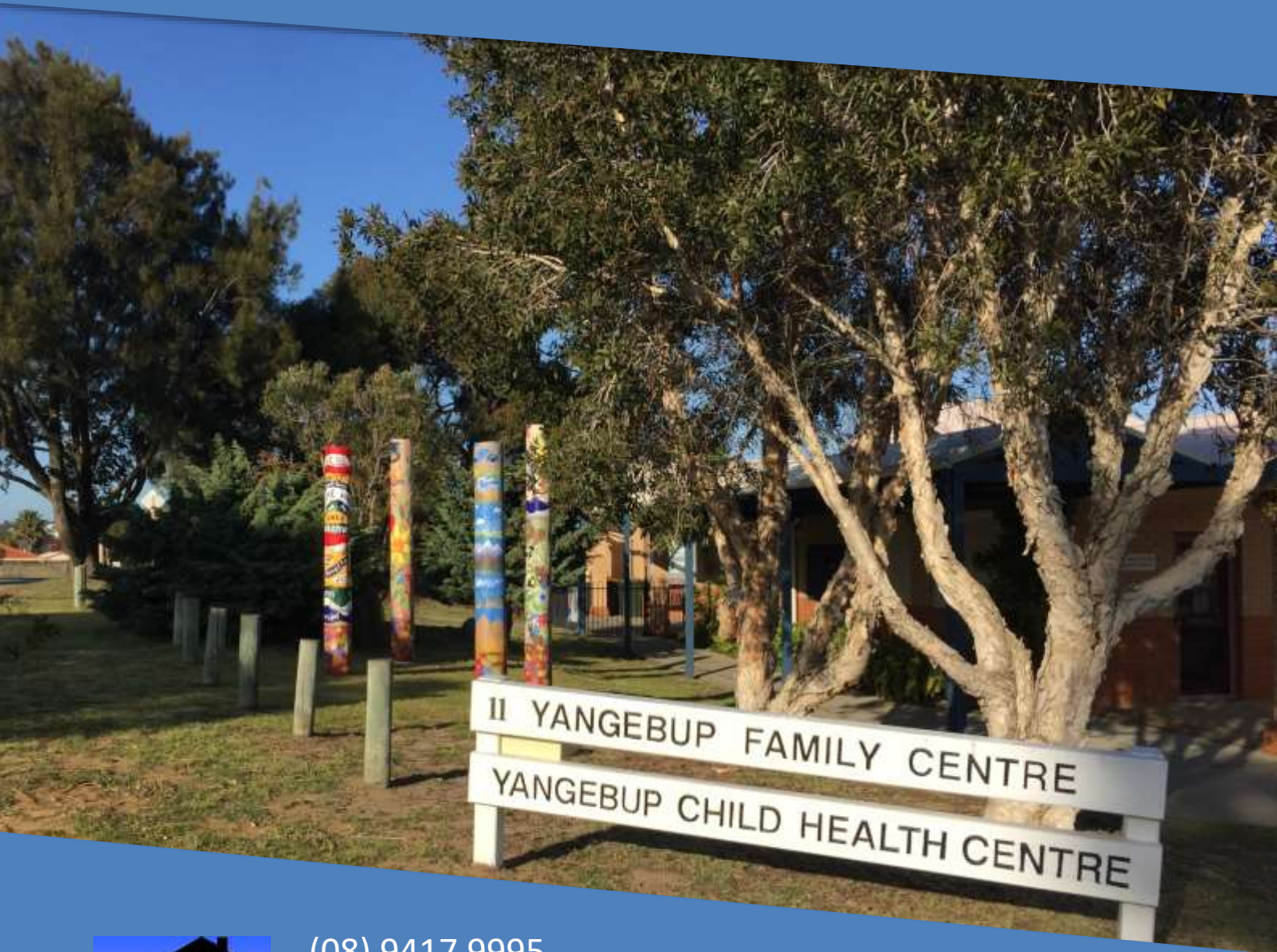


Yangebup Family Centre Inc

CHILDREN'S SERVICES HANDBOOK



(08) 9417 9995

11 Dunraven Drive, Yangebup

info@yangebupfamilycentre.org

yangebupfamilycentre.org

Office Hours: Monday to Friday 9am to 3pm

Inspire, Grow and Strengthen Community

Welcome

Welcome to Yangebup Family Centre Inc. We trust your time with us will be a positive and happy experience for both you and your family. This booklet contains all the relevant information you may require regarding the children's services we offer. More information is available on our website or from the office.

The Yangebup Family Centre (YFC) is a community managed not-for-profit organisation that promotes connection and wellbeing in the local community. The centre is a cultural hub where children, families, individuals and seniors can embrace diversity and belonging.

The centre is located on Dunraven Drive between Yangebup Rd and Beeliar Drive. The centre is funded by the State Government through the Department of Communities and the City of Cockburn. We are fortunate to have established an excellent rapport with Yangebup and the surrounding communities.

- We build capacity through our flourishing community groups, collaborative partnerships and strong relationships with residents and stakeholders for over 27 years.
- We provide a safe supportive place for individuals, families and community groups to connect
- We utilise a range of engagement strategies to understand the needs of individuals, families and community groups
We build capacity by empowering individuals to take an active role in our community
- We develop the potential of individuals, families and community groups to build connections and increase wellbeing
- We meet the identified needs of individuals, families and community groups through services, programs, networks, partnerships, initiatives and events

Community Representation

The YFC is an Incorporated Association registered with ACNC. The Management Committee comprises of a Chair, Vice-Chair, Secretary, Treasurer and no less than 3 Ordinary Committee Members. The Board employ staff to manage the day-to-day running of the centre. The YFC has a strong Management Committee with well-established management systems and controls that support its activities and service delivery to the local community. Management Committee Meetings are held the fourth Tuesday of every month at 7pm and new members are very welcome.



Philosophy

The Yangebup Family Centre believes a strong sense of identity is facilitated in an environment where children feel safe and secure. We provide a safe, hygienic and nurturing environment giving children the confidence to learn and explore. Our experienced educators develop secure attachments with the children through consistent, warm interactions. Each child's individuality is respected.

Educators at the Yangebup Family Centre provide opportunities for children to experience both individually and in the group which will enhance their decision-making, negotiation and self-regulation skills. All children are assisted to develop a strong sense of who they are and how they fit in with others. Educators show respect for diversity and interact positively with each child to enhance their understanding of diversity and uniqueness.

At the Yangebup Family Centre we encourage good physical health and promote healthy living. We believe in being healthy, physical and mentally enhances the child's ability to concentrate, co-operate and learn. A healthy child has more resilience and is more able to cope with different situations throughout the day.

Active involvement challenges the child's thinking and encourages them to extend on their thoughts and the thoughts and ideas of others. Children learn through play based experiences and by maintaining continuity between learning experiences in different settings the learning becomes more meaningful and increases the child's sense of belonging.

We believe it is important for children to continue to use their home language as well as develop competency in the English language. We support each child's cultural background which we believe enhances their sense of identity. Literacy and Numeracy are an integral part of communication and vital for *successful* learning across the curriculum. Our educators provide meaningful experiences to enhance the development of literacy and numeracy ensuring the experiences are in context to their current interests and capabilities.

The Yangebup Family Centre promotes parental confidence and develops a sense of trust and partnership between parents, children, educators, community group leaders and administrative staff through open communication, honesty and respect.

The educators at the Yangebup Family Centre support an active learning environment encouraging children to be confident and involved learners. The educators are committed to extending their own skills and abilities through on going professional development. Staff will work collaboratively, sharing their knowledge with one another and the community. The centre will integrate into existing support networks and take an active interest in other community groups, developing and delivering programs in response to community needs.

Together, as one, we can inspire, grow and strengthen our community.

Our Programs

Playgroup

Our playgroup sessions provide an opportunity for dads, mums, grandparents and carers, with their children aged under 5 years, to meet other local families in a relaxed and playful setting. Our facilitator provides activities and support for local families to learn about children's development through play, talk through an issue, and find out about other activities and services in the community.



Playclub

Developed as a 'stepping stone' from playgroup to kindergarten, our Playclub provides a fun-filled, educational environment for children 2 – 3 years of age. A parent/guardian is required to attend with the child and activities are provided by our educational facilitator.

Occasional Care

This program currently operates 3 days a week and is a child care service for children from 6 weeks to 6 years on an occasional basis. Children are provided care and education in a safe and nurturing environment allowing parents time to attend to other commitments. We offer an educational program based on the Early Years Learning Framework in a multi-aged group setting. Qualified educators provide a stimulating environment with challenging activities based on the children's development and interests.

Pre-Kindy

Our pre-kindy program familiarises young children with the routines of a formal program in a relaxed and nurturing environment. Through educational experiences based on the Early Years Learning Framework, children develop in all domains including physical, social, emotional and intellectual. The program assists children with their self-help skills, confidence and the transition into formal education. We offer each child one session per week. Children attend pre-kindy the year before they are eligible to attend kindy in a school setting and must be fully toilet trained.

Venue Hire

We offer excellent rates for the hire of the centre, with a 20% discount available to centre users. You have the option of 1 or 2 activity rooms with outdoor playground or the meeting room. All rooms have reverse cycle air-conditioning and facilities are provided for tea and coffee. It's the perfect venue for children's parties, family celebrations, community group meetings and other community activities. To enquire about this please speak to one of our office staff.

Our Staff

All of our educators have either Bachelor of Education (Early Childhood), Diploma or Certificate III in Early Education and Care. At all times we have at least one staff member on duty with a First Aid Certificate, Anaphylaxis Training and Emergency Asthma Training. Our staff regularly attend in-services and workshops to keep their knowledge and skills up to date. All staff, including casual relief staff, have a current Working with Children Check and National Police Clearance.

Enrolments

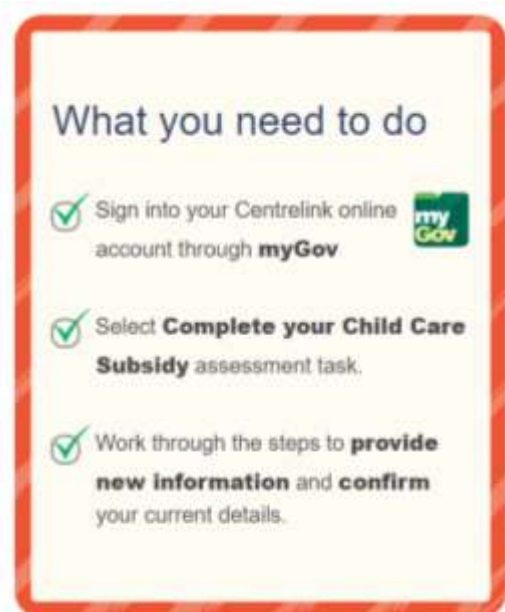
- Enquiries can be made at the centre office or by telephoning 9417 9995. If the program you require is full we can place you on a waiting list.
- An enrolment form **MUST** be completed on or before the first visit and updated annually or when details change
- A copy of your child's immunisation statement and birth certificate must be attached to the enrolment form
- When completing the enrolment forms you must ensure all details are correct and that we have at least two emergency contacts other than the parents/guardians
- If your child is unable to attend a session of care, a phone call or email is appreciated

Fees

- The Yangebup Family Centre aims to provide a high quality service at an affordable price.
- The Yangebup Family Centre reserves the right to exclude a child if fees are not paid by the due date.
- We have a NO REFUND POLICY. Refunds are only issued in extenuating circumstances.

Pre-Kindy and Occasional Care

- Pre-Kindy and Occasional Care are registered for Child Care Subsidy (CCS)
- To register, complete an online Child Care Subsidy assessment using your Centrelink online account through myGov. More information is available here <https://www.education.gov.au/child-care-package-families>
- Each child is entitled to 42 absent days per year
- Fees for Occasional Care are to be paid prior to the beginning of each session
- CCS is not payable for absences submitted before a child has started at a service, or after a child's final day of actual attendance at a service. Where a child is absent on the first day of care or the last day of care full fees will apply with no CCS.
- CCS ceases if eight continuous weeks pass without the child attending a session of care at the service. The CCS can be reactivated when booking.
- Fees for Kindy will be invoiced on a term basis



Playgroup and Playclub

- Fees for Playgroup and Playclub are to be paid by the term in full.
- A non-refundable 50% deposit is required to confirm the place prior to commencement.
- The balance of term fees must be paid in full by week 2 of each term.
- Fees are to be paid at the centre by cash or by electronic transfer as detailed below:

BSB	016 454
Acc No.	2559 65605
Reference	Child's surname & initial, name of group

Please forward a receipt to the office, or email confirming payment to info@yangebupfamilycentre.org

Leaving and collecting your Child

Children must be left in the care of a staff member. A parent or guardian must sign the child in on arrival and out on departure using the ipad. These records need to be accurate as they are checked by the Licensing Board and used in the case of an emergency to ensure all children have been evacuated.

A late fee of \$1.00 per minute will be charged if you do not collect your child on time. This fee must be paid prior to your child attending the centre again.

Custody of a Child

Staff will not allow a child to be collected from the centre by a person unless they are listed on the enrolment form. Please advise staff in writing if someone different is collecting your child. If staff aren't familiar with the person, they will ask to see their driver's licence as proof of identification. If staff have not received a message, or are in doubt, they will not release your child.

If there are court orders regarding custody a copy must be provided to the centre for the orders to be enforced. If a situation arises where a non-custodial parent/guardian attempts to collect a child the Responsible Person or Manager will contact the custodial parent and inform them as well as the police.

Child's Daily Requirements

Your child should bring the following items every day. Please ensure all your child's belongings are clearly labelled.

- A Bag to keep your child's belongings in
- Sun safe hat for outdoor play
- Sunscreen applied before care
- 2 spare changes of clothing
- Water bottle
- Morning Tea and Lunch in a lunch box (depending on program)
- Extra underwear if your child is toilet training (Occ Care)
- 5 Nappies (Occ Care - if required)
- Bottles of milk or formula (Occ Care - if required)
- Comforter (Occ Care/Kindy - if required)



Clothing

Please ensure children are dressed in comfortable, practical clothing. Aprons are provided for messy activities but this cannot ensure children don't get paint, glue or clay on their clothes. Clothing should also protect the children from UV rays so we encourage t-shirts rather than singlet tops.

Sun Policy

Please provide a hat for your child to wear all year round. Hats must provide adequate protection to the face and neck such as a legionnaires hat or wide brimmed hat. It is your responsibility to ensure your child has sunscreen applied before attending the centre. Staff will re-apply it as necessary during the day.

Allergies

The centre must be informed of any existing or suspected allergies. An Emergency Action Plan must be completed by a General Practitioner or Allergy specialist and provided to the centre before attending one of our programs. Any medication required for administration in the case of an allergic reaction must be handed to a staff member at the beginning of each session. Under no circumstances is medication to be left in a child's bag.

As a precaution, our centre is allergy aware and we ask that NO NUT PRODUCTS be packed in the children's lunch boxes or bought into the centre. This means no peanut paste, nutella, muesli bars containing nuts etc. If you have a query about this, please speak with staff.

Birthdays

We love to celebrate your child's special day. If you would like to send in a cake or special treat, please do so. Individual items are great such as cupcakes, donuts etc and a list of the ingredients is required to assist staff with ensuring no child with an allergy is given the wrong food. Please remember the treats must be NUT FREE.

Nutrition Policy

Meal and snack times will provide a positive learning experience for children who will be encouraged to develop healthy eating habits. We ask that you pack healthy food for your child to enjoy whilst at our centre. A piece of fruit, vegetable sticks, cheese and sandwiches make an ideal lunch box for the day along with a drink bottle with fresh water. Please pack your child's lunch in a safe and hygienic matter – using ice blocks to keep the food fresh is perfect. All lunch boxes and drink bottles need to be clearly labelled with your child's name.

Babies' bottles need to be prepared at home and stored in our kitchen fridge. Ensure your child's bottle is clearly labelled to avoid mix ups.



Illness and Medication

Any medication to be given to the children must be handed to staff at the commencement of the program. Medication must be in the original bottle or packet with the guidelines for administration clearly visible. A Medication Form must be completed by the parent / guardian and staff will administer the medication according to the authorisation form. Do not leave any medication in your child's bag.

If your child becomes ill or injured during a session, we will contact you, or an authorised contact, to come and collect your child. It is your responsibility to ensure the Emergency Contact details are up to date for your child in the case of your child becoming unwell whilst in our care.

In the case of an emergency, the Responsible Person has the authority to call an ambulance and the cost will be the responsibility of the parent / guardian.

We pride ourselves on keeping high standards of hygiene and our staff will educate the children on personal hygiene such as covering our mouth when we sneeze, catching our coughs and washing our hands.

Children's Health

Please DO NOT send your child to the Yangebup Family Centre if he/she is unwell. Many illnesses are highly contagious and easily spread amongst children under 6 years of age.

We follow the Exclusion Guidelines set out for Children's Services by the W.A. Health Department as below:

Condition

Exclusion Period

Chicken Pox	Until all spots are dry, approx. 5 days
Conjunctivitis	Until discharge from eye has ceased
Diarrhoea / Worms / Vomiting	Until 24 hours after diarrhoea / vomiting has ceased
Hand Foot and Mouth	Until all blisters are dry
Hepatitis A	For 14 days after onset or 7 days after jaundice appears
Cold Sores	Until sore has dried (adults not excluded)
Impetigo (School Sores)	Until treatment commenced, cover lesions with waterproof dressing
Measles / Rubella	For 4 days after onset of rash
Meningococcal	Until treatment completed
Mumps	For 5 days after swelling goes down
Ring worm / Scabies	For 24 hours after treatment has commenced
Streptococcal	For 24 hours after treatment has commenced
Whooping Cough	For 5 days after treatment has commenced
Cold / Flu	Until well
Head Lice	Until hair is treated and lice removed
School Sores	Until treatment has commenced, all sores must be covered
Temperature / Fever	Until temperature has gone below 37.5 degrees

Reference: https://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines

YFC reserves the right to exclude a child from care if they are showing signs or symptoms of illness and request a Doctor's Certificate to confirm your child is free from illness.

Children who have had vomiting or diarrhoea must be kept away from the centre for a full 24 hour period after their last motion. A child with a temperature of 37.5 degrees or above must also be excluded.

Routines and Rest times

Each program has a flexible routine allowing the children to become familiar with the program.

Some programs include a sleep or rest time. We have cots for babies and mattresses for the older children. All linen is supplied by the centre and children are slept in accordance to the SIDS and KIDS safe sleeping recommendations.

No child will be forced to sleep and educators will work to ensure babies/children can sleep when they need to.

Photographs

Photographs form an integral part of our program development. If you do not want photos of your child's photo taken please advise their educator.

Parent Grievance Procedures

In order to offer the best possible care for your child and to keep communication lines open, please do not hesitate to speak with your child's educator if you have any grievances. If no satisfaction has been reached, then please speak with the Children's Services Co-ordinator or Centre Manager.

The Yangebup Family Centre is governed by regulations from the Department of Local Government and Communities, Education and Care Regulatory Unit. Information about the regulations can be obtained as below:

Department for Local Government and Communities, Education and Care Regulatory Unit

Website: www.dlgc.communities.wa.gov.au

Email: ecru@communities.wa.gov.au

Telephone: (08) 6551 8333, Free Call 1800 199 383

Centre Policies

The operating of the centre is guided by policies which are developed by staff and the Management Committee in consultation with families. These are available for all families to read, review and provide feedback.

The policy folder is kept in the office and available on request. Policies are reviewed and updated regularly.