

## What to Bring

All belongings need to be clearly labelled with your child's name

- A bag – an eco-shopping style is ideal to promote independence
- Change of clothes
- Sun safe hat for outdoor play
- Morning tea and Lunch in a lunch box – no nuts
- Water bottle
- A waterproof bag for wet clothes
- Please apply sunscreen prior to attending

## More Information

More information on policies and procedures is available in the Children's Services Handbook. Hardcopies are available from the Centre, or you can find it on our website. A copy of all policies is available on request from reception. We regularly seek feedback when updating our policies.

## Contact

11 Dunraven Drive, Yangebup  
Ph: (08) 9417 9995

Email: [info@yangebupfamilycentre.org](mailto:info@yangebupfamilycentre.org)

Web: [www.yangebupfamilycentre.org](http://www.yangebupfamilycentre.org)

Office Hours: Mon – Fri 9am–3pm

[www.facebook.com/YangebupFamilyCentre](https://www.facebook.com/YangebupFamilyCentre)



## Welcome

Welcome to Yangebup Family Centre Inc. Our centre is a not-for-profit community-based service run by a Management Committee consisting of parents and interested community members.

The aim of our Pre-Kindy program is to familiarise children with the routine of kindy by providing an interesting and challenging environment which offers developmentally appropriate experiences to enhance their emotional, physical, and intellectual development. The program is designed according to the Early Years Learning Framework and National Quality Framework and develops the children's independence, self-help, and social skills.

## Session Times

The program runs during school terms with children attending one day each week:

**Tuesday, Wednesday, Friday**  
9am - 2.30pm



## How to Apply

Please complete the pre-kindergarten application form and return to the Centre with the application fee. Applications close in September (additional applications will be taken if places are still available). You will be contacted after the closing date to confirm your placement. If we are unable to offer you a position the application fee will be refunded. Application forms are available on our website [yangebupfamilycentre.org](http://yangebupfamilycentre.org)

## Enrolment Procedure

An enrolment form, copy of birth certificate, and immunisation statement all need to be provided before your child can commence one of our programs.



## Fees

You will be invoiced for fees prior to the commencement of term. Fees are to be paid in full by Week 2 of each term. A non-refundable deposit of 50% of the term fee is to be paid to confirm your child's enrolment prior to them starting.

Our Centre is registered, allowing you to claim **Child Care Subsidy**. To do this you must provide us with your Customer Reference Number (CRN) and your child's CRN. This is given to you by Centrelink. For more information contact the Centrelink Families Line on 13 61 50 or [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au) You will also need to update your mygov account.

Children are to be picked up promptly at 2.30pm. A late fee of \$1.00 per minute will be charged if you are late to collect your child.

## Our Pre-Kindy Team

Our Educators are qualified to work with this age group of children. They are there to help your child learn and grow and are more than willing to meet with you at any time to discuss your child's progress or any concerns you may have.

We also love input into the program from families so if you have a special talent or hobby you would like to share, please speak to staff.

Our staff all have a Working with Children Check, National Police Clearance, Diploma or Certificate III in Children's Services. We also have staff with First Aid Certificate, Anaphylaxis training and Emergency Asthma training.

Be assured – educators are very good at settling distressed children and we will always contact you if your child does not settle.

## Child Safety

The Yangebup Family Centre is a Child Safe Organisation committed to ensuring the safety, wellbeing and empowerment of all children and young people. The Centre has policies and procedures in place to support our commitment to child safety. Please ask staff for more information or visit our website.

## Communication

We use the **OWNA app** to communicate with you and to share observations and information throughout the day. Please download the app and refer to the email for login and password. If you have any concerns, please discuss with our staff or the Children's Services Co-ordinator.



Copies of our Grievance Procedure are displayed in the Centre.