

Brighton Recreational Centre
Occasional Care
Parent Handbook
2017

Brighton Recreational Centre
93 Outer Crescent
Brighton
3186
9592 3033

Welcome

The staff at Brighton Recreational Centre welcomes you to the centre. We hope you find your time with us a rewarding experience for both you and your child.

General Information

The Brighton Recreational Centre is a non-profit, community based organisation. A Committee of Management runs the Centre under a license agreement with the Bayside City Council. Its "Mission Statement" is to provide recreational, cultural, developmental and educational activities for all age groups in the local community. Within that charter, the Centre offers Occasional Care for children aged 0 to 5 years as well as Three Year Old Kindergarten program.

The Philosophy of Brighton Recreational Centre Childcare

The aim of the Brighton Recreational Centre Occasional Care Service is to provide a secure, happy and stimulating learning environment for children which enables the optimum development of each child as an individual and as a member of our society. This service will enable parents to "take a break" by providing short term care for their child.

The Service is committed to provide:

- Care and Education that is affordable and of high quality to children in the local community.
- Care and Education to all children regardless of their cultural background in a loving and accepting environment.
- Care and Education to children with additional needs, giving support and education to their families.
- Care and Education that is reflective of the Rights of the Child and the respect for one another, while at the same time developing the skills needed to live within the community.

The Program

The Staff at the Centre are committed to providing a high quality program that is aimed at fostering the development of children's skills. The current program is displayed on the noticeboard along with a range of other information to assist carers gain a better understanding of the program.

Bookings

Prior to booking, each family must lodge a completed enrolment form with the Centre for each child to be cared for. Enrolment forms are available from the Centre or can be downloaded from the website. Bookings for Occasional Care can be made on a daily, weekly or term basis. Permanent bookings can be made in advance for the entire term. These places can then be rebooked during "Re-enrolment Week" at the Centre, (generally the second last week of each term). The onus is on families to re-enrol their places for the following term. Please note that if you are on the wait list, your name does not automatically roll over from term to term.

The minimum booking is one hour with a maximum of five hours on any single day. There is a maximum total of ten permanent hours available for each child per week and the possibility for extra casual places totalling up to 10 hours per week. ***Please Note: You must notify reception at least 30 minutes before arriving for your session, that you are unable to attend (due to illness etc) or you will be charged the full amount of that session.***

Fees

The fee for Occasional Care is \$12.00 per hour or \$9.00 for concession cardholders (or those attending a course on the premises whilst their child is in childcare).

Payment

Payment for the Occasional Care is to be made on the day your child attends care. Payment can be made at reception either by cash, cheque, Eftpos or credit card. *Any outstanding payments at the end of each week will be invoiced and will incur a \$2.50 administrative fee.*

Cancellations

Failure to notify the Centre of your child's cancellation will result in payment for that session. If this occurs on more than one occasion, your child's position will be forfeited. Any cancellations must be made at least 30 minutes prior to the commencement of the booking. The Centre is open from 8.30am to 9.30pm Monday to Thursday, 8.30am to 7.00pm Friday and 9.00am till 5.00pm Saturday and Sunday.

Late Pick-up

Parents who are late in collecting their child will incur a late fee of \$10 for every 15 minutes or part thereof, ie 1-5 minutes \$10, 16-30 minutes \$20. If there is an issue picking up your child on time, please inform the Centre as soon as possible. These fees relate to pick up times, relates to pick up times,

Accommodation

Occasional Care accommodates 21 children in the large room (Fisher Room) and adjoining outdoor playground area. Please provide a lunch for your child/ren along with morning tea.

Hours

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|-----------|-----------------|
| Monday | 9.00am - 2.00pm |
| Wednesday | 9.00am – 2.00pm |
| Thursday | 9.00am - 2.00pm |
| Friday | 9.00am – 2.00pm |

What to Bring to Occasional Care

- A bag clearly marked with your child's name
- Sufficient nappies (if applicable)
- A complete change of clothes
- A plastic bag for soiled clothing
- All prepared food/drink in an air tight lunch container clearly marked with your child's name.
- Any comfort toys eg teddy, blanket and/or dummy that your child usually requires.
- A hat and sunscreen for sunny days and a coat & hat for cold days - clearly marked with your child's name.

Please clearly label all items brought to Occasional Care, ie bags, hats, coats, lunchboxes and drinks.

Due to allergies we are a NUT/NUT PRODUCT, EGG, SHELLFISH & KIWI FRUIT FREE CENTRE. While we request these food items are to be left at home, we cannot guarantee that the room will be free of any traces of nuts, egg, shellfish and kiwi fruit.

Arrival and Departure

Upon arrival you must sign and record the time of arrival in the daily attendance register. Upon leaving, you must sign and record the time of departure. This is a

Government regulation and also assists in the case of an emergency evacuation. It is also very helpful if you leave your contact number for this amount of time.

Collection of a child

If someone other than a person nominated on the child's enrolment form is collecting your child, please inform the Centre staff and you will need to add this person to your enrolment form. The person nominated will need to provide identification eg driver's licence.

Sick Children

The health and safety of all children is a major concern to the staff and parents using the service. The Centre does not have separate facilities for the care of sick children; therefore parents are asked not to send children who are ill to the Centre. The Co-ordinator reserves the right to exclude or refuse admission to any child whom appears to have an infectious/contagious disease. Staff will ask you to take your child home if it is felt that your child needs to see a Doctor. Parents of babies are warned that exposure to various childhood diseases and infections is always a possibility.

If your child has yellow or green discharge from nose OR any stomach/ gastro upset, the child is required to remain out of care till cleared and 24 hours after gastro complaint.

Action Plans

If your child has an allergy or asthma, you may be provided with an action plan from your doctor. We shall need a copy of this action. **This document must be signed by your doctor.**

Anaphylaxis

A detailed copy of the Centre's *anaphylaxis management policy* is available from the Centre. Any family with a child who has been diagnosed as being at risk of anaphylaxis should ensure that they receive a copy of the policy prior to their child being left in care at the Centre.

Medication

Should your child require medication, it must be clearly labelled, handed directly to the staff caring for your child and entered into the medication book in the Occasional Care Room. Medication will not be administered for the following reasons:

- The medicine is out of date.
- The medicine is not in its original container.
- The medicine is not prescribed specifically for your child.
- The amount exceeds the recommended dosage.
- The Medication Form is not filled out.

Custody Access

The Centre must be given a copy of any court orders relating to your child. Please remember to notify the Centre immediately if there are any changes.

Staff

It is the policy of the Centre that all staff are employed on the basis that they have at least the minimum qualifications as required under the Children's Services Regulations 2009

Coordinator

Trudy Cinque

*Diploma Community Services – Child Care
Over 10 years experience*

Qualified

Anna Katos

Diploma Community Services – Child Care

Kate Brady

*Over 10 years experience
Dip. Teaching (E.C) & B.Ed (E.C)*

Lauren Trainer

Diploma Community Services – Child Care

Certificate 3

Liz Mahoney

Volunteer

Penny Johnson

Grievance

If you have any issues that cannot be resolved with the staff caring for your child or the Occasional Care Coordinator then the following procedure is advised.

1. Contact the Centre Manager on 9592 3033 to discuss the matter further and obtain a resolution.
2. If still no resolution, write to the Chairman of the Committee of Management (c/- Brighton Recreational Centre).
3. Either write to or contact the Department of Education & Early Childhood Development

Responsible Persons

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| Kien Teh | Chairman of the Committee of Management |
| Rob Draper | Centre Manager |

Primary Nominee

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|--------------|-----------------------------|
| Trudy Cinque | Occasional Care Coordinator |
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Nominees

Liz Mahoney

Anna Katos

Department of Education and Training

Children's Service Advisor

5/165-169 Thomas Street

(PO Box 5)

Dandenong VIC 3175

Tel: (03) 8765 5787

We trust this handbook has been informative for you. We also trust that you will feel welcome to become actively involved in the Centre and enjoy your time with The Brighton Recreational Centre.