

# PARENT HANDBOOK

2017



## Currumbin Pines Early Learning

Centre of Excellence

54A Guineas Creek Road  
Currumbin Waters Q 4223  
Tel: 5593 9977

E: [info@currumbinpinesearlylearning.com.au](mailto:info@currumbinpinesearlylearning.com.au)

---

# Contents

---

Welcome to Currumbin Pines Early Learning Centre.....	4
Centre Information.....	5
Mission Statement.....	6
Centre Philosophy & Aims.....	6
Our Program.....	7
Admission & Enrolment.....	8
Centre Requirements.....	8
Child Progress & Developmental Books.....	8
Clothing.....	8/9
Amber Teething Necklace	
Safety	9
Communication.....	
Communicating with Educators	
Newsletter	
Website	
Email	
Concerns	9
Delivery & Collection of Your Child.....	
Educators at Currumbin Pines Centre.....	10/11
<i>Director (Educational Leader/Nominated Supervisor)</i>	
<i>Early Childhood Teacher/Certified Supervisors</i>	
<i>Educators</i>	
Educator Development, Students & Volunteers	
Emergency & Evacuation.....	12
Excursions.....	12
Inter-Curricular and Extra-Curricular Activities.....	13
Events.....	13
Fee Information & Structure.....	13
Payment of Fees	
Parent Responsibilities to Receive Childcare	
Benefits Annual Holidays	
Health Policies.....	14
Exclusion	
Health & Safety Precautions.....	15
Accident/Incident/Trauma Book	
Hygiene.....	
15/16	

Inclusion Policy.....	16
Cultural Inclusion	
Information Shared.....	16
Initial Separation.....	16/17
Difficulty with Leaving	
Medication.....	17
Nappies & Wipes.....	17/18
National Quality Standards – Quality Assurance.....	18
Parent Committee.....	18
Parent Involvement.....	18
Sharing Family Information.....	18/19
Changes to Family Units & Care Arrangements	
Sleeptime.....	19
Some Special Notes to Remember.....	19
Special Request.....	19
What to Remember on Your First Day.....	20
General Guidelines for our Kindy.....	21-23
Toys	
Green Noses	
Mealtimes	
Nutrition	
Children that are Dehydrated	
Breakfast	
Healthy Snack Alternatives	
Lactose Intolerance	
Wheat Intolerance	
Nut Allergies	
List of Foods to Avoid for Behavioural Problems	
Greetings	
Settling Children into the Centre	
Conclusion.....	23
Confused About Your Fees.....	24
Information about Child Care Benefit & Child Care Rebate.....	25

# WELCOME

## To Currumbin Pines Early Learning Centre of Excellence

---

*"Ross White and Jenny Balson, together with the educators of Currumbin Pines Early Learning Centre welcome you and your child to the Centre. We hope you will enjoy many happy and memorable moments here."*

Ross and Jenny have been involved with the Childcare Industry for the past 25 years and currently own the freeholds of Centres in Benowa on the Gold Coast and Rockhampton in Central Queensland. We both have a teaching background and are passionate about the care we provide to the children in our Centres. Our Educators are selected with enormous care for their genuineness, their experience and qualifications, their commitment to the process of providing tip top care for the children in our care, and above all their heartfelt love of children.

We believe that in order for us to care for and provide educational experiences of the very highest standard for your child, we must work closely with **you** the parents. We recognise that you know more about your child than we ever will, and strive to combine your very detailed information about your child, with our professional knowledge about children's education and development.

Please know that you are always welcome in the Centre, and that our educators are only too happy to discuss any aspect of your child's day, and progress with you.

Once again, welcome! We hope that your family's stay with us will be a long and happy one.

*Kind Regards,*

*Ross and Jenny*

APPROVED PROVIDERS

*Together with Daniele de Oliveira -  
Nominated Supervisor and all the  
Educators of Currumbin Pines Early  
Learning Centre of Excellence*

**Currumbin Pines Early Learning Centre of Excellence** is a privately owned **ChildCare Centre**. We are authorised to offer Federal ChildCare Benefits to qualifying families. Application forms are available from your local Department of Human Services Office or by simply ringing 13 6150.

We are licensed under the Education and Care Services National Law Act 2010 and must comply with this act and Education & Care Services National Regulations 2011. The Office for Early Childhood Education and Care monitor this service for compliance. If you would like to gain more information about the act or regulations please feel free to call the Child Care Information Service ph 07 32244225 or free call outside of Brisbane on 1800 637 711.

The Centre is licensed to cater for 78 children between the ages of 6 weeks and 6 years. These are divided into five groups:

- Babies 1 6 weeks to 2 years (8 children)
- Toddlers 1 15 months to 2 years (maximum 12 children)
- Junior Kindy 15 months to 3 years (maximum 15 children)
- Pre Kindergarten 3 to 5 years (maximum 22 children)
- Kindergarten 1 3 to 5 years (maximum 22 children)

Each room has two educators including a Certified Supervisor and an Educator.

There is a notice displayed in the foyer under the educators' photos labeled "Information about groups at **Currumbin Pines Early Learning**". This contains all the current information about our class age groups. There is also a notice displayed in the foyer labeled "Information about educators at **Currumbin Pines Early Learning**". This notice contains updated information about the rostering of our educators and the times the educators are present at the Centre. We operate from 6.30am to 6.30pm Monday to Friday for 52 weeks each year.

Because of our emphasis on attaining exceeding national standards in the centre, the educators are extremely well qualified with a Degree, a Diploma, an Advanced Diploma or a Child Care Certificate in Early Childhood Education & Care. Apart from their formal qualifications, an attitude of kindness and compassion, combined with a commitment to the job and a sense of fun has been high on the selection criteria. New junior employees will be required to complete a traineeship to Certificate standard, then encouraged to continue with their studies to Diploma level or Degree level.

In these early years, prior to formal education, we have the wonderful opportunity of allowing our children to follow whatever is their special interest – whether it be play, art or craft, active exploration of their surroundings, music or movement. Having provided a variety of experiences, whatever they choose as an activity, within acceptable bounds, we encourage and develop – framing our programs accordingly.

# **MISSION STATEMENT**

*There is no time in life more important in terms of total development than the period between 0 and 5 years. There is no time in which a child is more vulnerable. There is no time in which they are more open to learning (gaining new understanding on how the world works and what they can expect from the people and objects surrounding them).*

*We recognise this opportunity, and believe in paying careful attention to the children's needs as we plan each day, we have the chance to play a meaningful part in their journey of growth and development. For children to develop, they need a secure, comfortable environment provided by warm and caring educators. We believe, working together, both parents and educators will provide quality foundations for the future generation.*

***“Children matter to us”***

## **CENTRE PHILOSOPHY & AIMS**

At Currumbin Pines Early Learning we: -

Respect and value the individuality of each child in our care and support differences between children, including developmental, physical, cultural and ethnic differences,

- Understand how each child's development is shaped by their gender, socio-economic status, and family circumstances, and we develop programs which recognize, respect and value these factors,
- Offer each child in our care educational opportunities suited to age and individual development, based on sound early childhood principles and with support of educators trained in the field of early childhood,
- Provide a climate which promotes effective, open communication,
- Provide a nurturing and safe environment where children can feel comfortable and secure,
- Encourage parents to feel part of their child's early education by becoming involved with the centre in any way they feel comfortable,
- Foster respect and care for our world and the society in which we live,
- Provide an environment in which educators have a sense of belonging, are supported and can work autonomously within the framework of the centre team; where their professional status is respected and where ongoing professional development is encouraged;
- Co-ordinate and integrate with other community services to develop and strengthen positive relationships;
- Be informed, at all levels, by high ethical standards and generally accepted social and moral values.

## **OUR PROGRAM**

At Currumbin Pines Early Learning we are committed to providing individual developmental programs which highlight the care, education, interest and health of young children. Our program incorporates the Queensland Kindergarten Learning Guidelines (2010), Emergent Curriculum; interest based programming style and Belonging, Being and Becoming: The Early Years Learning Framework (2009) and the National Quality Standards (2011).

Our children learn in an environment of warmth, encouragement, respect for and consideration of others. We believe that children learn through play: we believe it is the experience the child has whilst engaging in play that is the important factor in promoting development. The product of these learning experiences is of secondary importance, it is the process not the product that provides the learning. In our programs the equipment is a tool to enable the child to explore the process.

In each program you will find that there is a predictable routine to the day which provides the children with a sense of security. You will also find that certain materials are always available for children to choose i.e. paints, blocks, books, natural materials and equipment for imaginative play. In addition to these set materials of the day, there are intentional teaching experiences planned to challenge and stimulate your child in becoming an effective learner. Although what is offered in equipment is the same or very similar across groups, what the children do with it is changing as they develop and acquire new knowledge and skills.

As early childhood professionals, the educator's implements programs, which provide a rich and integrated range of experiences that enhance the children's learning and development. These experiences cover the following outcomes and development areas:

<b>EYLF Outcomes</b>	<b>QKLG Learning and Development Areas</b>
Children have a strong sense of identity	Identity
Children are connected with and contribute to their world	Connectedness
Children have a strong sense of well being	Well Being
Children are confident and involved learners	Active Learning
Children are effective communicators	Communicating

The educator's role is to observe what happens and guide the children's learning through their play by demonstrating appropriate ways of doing things and by offering suggestions to extend their ideas. It is also to provide time and opportunities for the children to process information and to practice newly acquired skills. The educators encourage the children to see themselves as successful learners and to empower them through positive guidance techniques to accept responsibility for their own actions.

The growth and development of each child is watched with care in our Centre. Guidance and support provided through our programming attempts to foster the total development of the child. Regular group meetings are held to discuss the program, and/or the observations of your children carried out by the educators. The reason for the daily observation is to ensure that the educators are providing activities that are appropriate to the development level of your child, and catering for your child's interest.

Our main aim is to guide your child in becoming an effective learner and to assist them in developing all skills necessary for success now and in the future.

**In addition to this Handbook, parents will be given a room information package outlining the program in which your child will be participating. The educators will be happy to discuss this in detail with you and answer any questions, which may arise. Additional program information is posted in each room daily for your perusal.**

*We encourage and accept children from all different races, genders and those with additional needs. We follow a non-discrimatary policy of acceptance into the centre.*

## **ADMISSION & ENROLMENT**

An interview will be conducted with each family prior to admission and parents will be notified when a place for their child has been reserved at the Centre. Parents are then required to complete the necessary forms, including supplying an "Immunisation History Statement". If applicable, the Child Care Benefit Application will need to be lodged with the Dept of Human Services.

Upon being offered a place, a booking fee of \$50 is payable. This may be at the time of application, or in times when places are rare, as soon as they become available. Once your child has been admitted to the Centre, it is your responsibility to keep the information recorded on your enrolment form current. This is of **vital importance**, in an emergency.

On the enrolment form, there are four important pieces of information to enable a formal enrolment to be created. They are the:

- \* Child CRN
- \* Child DATE OF BIRTH
- \* CRN of the parent who is assessed for CCB/CCR
- \* DATE OF BIRTH of the parent who is assessed for CCB/CCR

Priority of Access is in accordance with the Department of Human Services Child Care Benefit Guidelines as described below: -

1. Priority 1 – a child at risk of serious abuse or neglect
2. Priority 2 – a child of a single parent or on the part of two parents, both parents who satisfy the work/training/study test under section 14 of the "A New Tax System (Family Assistance) Act 1999
3. Priority 3 – any other child

## **CENTRE REQUIREMENTS (See Room Welcoming Letters)**

Once a year parents are responsible for bringing along items which include: -

- |                      |                       |
|----------------------|-----------------------|
| One box of tissues   | Sunscreen             |
| One ream of A4 paper | One A3 size scrapbook |

## **CHILD PROGRESS & DEVELOPMENTAL BOOKS**

When *your* child is enrolled at Currumbin Pines Early Learning we begin a record of their activities and responses to planned experiences as well as spontaneous jottings on their general behaviour during each kindy day. This record evolves into a small booklet, which travels with *your* child as he/she passes through the centre and eventually provides *you* with an interesting and informative progressive record of their development at Currumbin Pines Early Learning.

## **CLOTHING**

Please dress your child in suitable play clothes with EVERY ITEM LABELLED. Children, who are afraid of spoiling good clothes or of being scolded for getting dirty do not benefit from a large part of kindy activity. Children learn through experimenting. This is often very messy, but essential if they are to develop at an optimum pace. After all, children from babies learn through their senses – touch, feeling, tasting, seeing, speaking and hearing. In other words, dress your child in old clothes. As accidents do occur, any old clothes you feel like donating to your child's class are certainly useful. Please also send along one set of LABELLED spare clothes in your child's bag.

Clothing must include safe footwear for running, climbing and sliding. Enclosed shoes such as runners or sandals are a better choice than thongs or Crocs.

Please choose safe clothing. Clothing that is not safe include capes, jumpers with hoods or cords. Hats with cords are also dangerous. Covered shoulder T shirts for sun safe play.

Please choose clothing that is easy for children to take off themselves to promote positive toileting experiences. Avoid all in one overalls for toilet training children.

---

## Amber Teething Necklace Safety

Teething necklaces pose a serious choking hazard or strangulation risk to babies and toddlers. The Australian Competition and Consumer Commission (ACCC) and Department of Early Childhood Education and Care are concerned that an unsupervised child could be exposed to particular risks or hazards such as strangulation and choking hazards.

Currumbin Pines Early Learning Centre is not allowed to have children in care with amber teething necklaces. It is against the National Regulations safety advice. If a child arrives with an amber teething necklace the parents will be asked to remove it. We trust all families will follow this regulatory request.

## COMMUNICATION

### Communicating with Educators

Families are encouraged to speak with their child's educators about their child's progress, or any concerns they may have. Open communication between families and educators facilitates positive home/child care relationships based on trust and positive co-operation. Much of the communication between educators and families occurs quickly, on the run, at an informal level as parents drop off and pick up children. Both families and educators need to be aware of the importance of passing on information ~~which helps both parties better anticipate children's behaviour~~. From the family's perspective, it is sensible to inform educators, e.g. if your child has had a bad night, or if there are any changes occurring in the pattern of family life etc.

If families need to have longer talks with educators it is important to make an appointment with the educator outside of session times rather than take the educator's attention away from the children. This also gives the educator the opportunity to refer to developmental records and observations.

The Educational Leader/Nominated Supervisor's role is to spend time working with children and educators, and on administration matters. When Miss Daniele, the Educational Leader/Nominated Supervisor, is in the Centre, she is available at any time to come and talk to you. Just come and seek her out from the rooms or phone through the day to arrange a meeting.

### Newsletter

Regular Newsletters will be sent out to each family. These contain reminders of up-and-coming events; issues in child care, favorite recipes and other information we think will be of interest to you. Educators from each room also write a newsletter about what has been happening in their room.

### Signing In and Out

Currumbin Pines ELC uses the 'Qikkids - Kiosk' digital attendance sign in system.

Parents/guardians must complete this digital sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Benefit (CCB) and/or Child Care Rebate (CCR) payments.

Signing in/out is available via a tablet externally adjacent to our front office area or another on the front internal reception desk. Parents/guardians with incomplete signing in or out records for any reason including absences will receive a reminder when they come to sign in on the next occasion.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian (each authorised member of a household will use their telephone number as their 'user name' and be asked to choose their own password which is individually connected to that telephone. We ask that you refrain from allowing children to touch the tablets.

**Website** [www.currumbinpinesearlylearning.com.au](http://www.currumbinpinesearlylearning.com.au)

Currumbin Pines Early Learning Centre website contains detailed information regarding our centre, the latest news, events & daily happenings. Each room has its own page where you will be able to view weekly interests, upcoming events, the program, what has happened during the day and photos. This is an invaluable way for you to keep up to date with the centre and your child's room.

## **Email**

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of special events, room daily correspondence and other information relevant to your child & family.

## **Concerns**

The Educational Leader/Nominated Supervisor will be pleased to discuss with you any aspect of your child's care and education. Please arrange a suitable time convenient to yourself and the Educational Leader/Nominated Supervisor. If you have a concern relating to any educator, or child, please see the Educational Leader/Nominated Supervisor. Similarly, if you have any concerns or financial difficulties, please see the Educational Leader/Nominated Supervisor. (Nominated Supervisor: Daniele de Oliveira Email: [daniele@currumbinpinesearlylearning.com.au](mailto:daniele@currumbinpinesearlylearning.com.au) Mobile: 0457796085)

## **DELIVERY AND COLLECTION OF YOUR CHILD**

The enrollment form provides space for nominating people who are authorized to deliver and/or collect your child from the Centre. In the interests of safety of your child, we adhere to the policy of not allowing your child to leave the Centre with any person not noted on the form unless previous written authority has been obtained from the authorizing person on the enrollment form. When new people are added to the form, please advise them to bring along their photo license for identification purposes.

## **EDUCATORS AT CURRUMBIN PINES EARLY LEARNING**

**For 2017, educators are as follows:**

**NON-CONTACT DIRECTOR** Daniele de Oliveira (Bachelor of Education, Early Childhood),

**APPROVED PROVIDERS** Jennifer M Balson, Bachelor of Teaching (TAFE)  
Ross L White, Bachelor of Education

**NOMINATED SUPERVISOR/  
EDUCATIONAL LEADER** Daniele de Oliveira, Bachelor of Education, Early Childhood

**KINDERGARTEN TEACHER** Ana Maria Santos - Bachelor of Education (Early Childhood - studying)  
Advanced Diploma of Children's Services

**KINDERGARTEN ASST** Jesse Taylor - Certificate III Children's Services

**JUNIOR KINDY LEAD  
EDUCATOR** Donna Eather - Advanced Diploma of Children's Services

**JUNIOR KINDY ASST** Ashleigh Beuzeville - Certificate III in Children's Services  
Bachelor of Primary Education (studying)

<b>TODDERS GROUP LEAD EDUCATOR</b>	Carmelina Kannelmae - Bach Degree in Early Childhood Education Diplomas in Leadership and Management and Human Resources
<b>TODDLERS GROUP ASST</b>	Gabrielle de Camargo Diploma of Early Childhood Education and Care (studying) Certificate III in Early Childhood Education Internship University Tuiuti, Brazil in Children's Psycholanalytic Clinic
<b>BABIES ROOM LEAD EDUCATOR</b>	Jade Sheard Diploma of Early Childhood Education & Care Diploma of School Age Education and Care Northern Nanny Chiltern College England - Scholarsh
<b>BABIES ROOM ASST</b>	Yumika Yagi Certificate III in Early Childhood Education (studying)
<b>FLOATERS</b>	Sienna South-Shaw Certificate III in Children's Services Certificate II in Aged Care

All educators hold a current First Aid and CPR, Asthma & Anaphylaxis Certificate. Educators' levels and qualifications comply with the Education and Care Service National Regulations Oct 2011. The Department of Families approves all educators. Child care educators may have completed or be completing such courses of study as: -

- Bachelor of Teaching (Early Childhood)
- Bachelor of Education (Early Childhood)
- Diploma of Early Childhood Education & Care
- Certificate of Early Childhood Education & Care

## EDUCATORS

At Currumbin Pines Early Learning Centre of Excellence, educators are selected very carefully. The criteria used are: -

- Experience in Child Care
- Educational Qualifications
- Commitment to providing quality developmental programs
- Caring Attitude, Confidence and enthusiasm

The Director/Nominated Supervisor and educators work as a team; the structure being as follows -

**Director (Educational Leader/Nominated Supervisor)** - is responsible for the smooth running of the day-to-day operation of the Centre in accordance with the stated philosophy and goals. She oversees all aspects of the administration including the programming and the care, safety and well being of all children. She acts as a liaison between educators and the parent body, and aims to foster and promote a sense of community.

In the Nominated Supervisor's absence, the Assistant Nominated Supervisor (Miss Ana Maria) will be able to help you with any queries you may have.

**Early Childhood Teacher/Certified Supervisor** - In each room there is either an Early Childhood teacher or a qualified Certified Supervisor. This person is responsible for the well being of

the children in their care and for providing a developmentally appropriate program based on individual children's needs and interests.

**Educators** - Educators support the Teacher or Certified Supervisor in every aspect of the program; and have an important role in each teaching team.

### **Educator Development, Students and Volunteers**

Learning does not stop with your little ones. The centre is committed to educators' development. Miss Daniele our Nominated Supervisor is a Reggio Emilia Inspired Educator, having studied her bachelor in Brazil and "Enriching Early Childhood" and "Autism and Related Studies" at the University of Auckland prior to coming to Australia. All educators are encouraged to further train to ensure the quality of care. The educators are encouraged to attend seminars conducted privately such as those conducted by the Lady Gowrie Centre or the Crèche and Kindergarten Association, PSCQ, to keep them up to date with current trends and research in the industry and to problem solve common organizational or behavioural difficulties.

To do our part in the local community, we also have a policy of accepting students of the TAFE childcare certificates and Diploma courses and selected school work experience students into the Centre to enable them to complete their studies and ultimately become qualified Childcare personnel.

## **EMERGENCY AND EVACUATION**

In the interests of safety, the educators of the Centre take turns on a rotational basis to organise and run emergency evacuation drills in case of a fire or other unforeseen emergency in the Centre. The relevant fire drills and emergency evacuation plans are situated on the walls of each classroom. We also practice code blue emergencies for our anaphylaxis children. Lockdowns are also practiced regularly in case of severe storms and strangers approaching the Centre.

## **EXCURSIONS**

With all centre excursions, permission slips are sent home in writing with the date, proposed destination and times of departure and returned to the Centre. On the permission slip, the name of the person(s) who are to be in charge of the excursion will appear, the method of transport to be used and type of restrains will also be noted. On excursions all educators strictly adhere to the adult/child ratios, as follows: -

0 - 3 years (one staff/adult to 2 children)

3 - 5 years (one staff/adult to 4 children)

NB: Excursions where water is involved require a ratio of 1:1 under 3 yrs and 1:2 over 3 yrs.

TO PARTICIPATE IN AN EXCURSION, PERMISSION SLIPS AND MONEY MUST BE RETURNED TO THE CENTRE BY THE DUE DATE.

Educators complete a risk assessment that is available for all parents to view prior to each excursion. This is also available on our website.

## **EXTRA-CURRICULAR AND INTER-CURRICULAR ACTIVITIES**

Currumbin Pines Early Learning Centre provides a supportive and stimulating learning environment encompassing the Government approved Kindergarten Program and an Inter-Curricular Enrichment Program including the innovative Mindup, Words Their Way, THRASS and Brain Gym.

Our individualised programs support children's Emotional and Social Intelligence and our educational programs cater to your child's interests and skill development in all age groups. We offer pre-reading and writing and interactive technologies. We include Introduction to the Japanese Language for those wishing to participate on a Monday each week. We also plan to introduce 'Little Strokes Tennis', and Yoga as the year progresses

## **EVENTS**

Throughout the year we have numerous functions such as Mother's Day, Father's Day, Easter, Parent/Educator Interviews, Christmas Concerts etc. These are designed for parents, children and educators to get together socially and professionally to enhance relationships and to create an understanding of each other's roles in the lives of your children. Each class also participates in monthly educational shows (prices vary from \$5.00). The cost of these events will automatically be surcharged to your account, unless you advise us otherwise.

## **FEE INFORMATION & STRUCTURE**

The current fee structure from 3rd July 2017 is:

Babies	Full Day (incl meals/nappies/wipes)	\$93.00
	Full Week (as above)	445.00
Toddlers	Full Day (incl meals/nappies/wipes)	\$91.00
	Full Week (as above)	435.00
Junior Kindy	Full Day (incl meals/nappies/wipes)	\$91.00
	Full Week (as above)	435.00
Pre-Kindy	Full Day (incl meals/nappies/wipes)	\$89.00
	Full Week (as above)	425.00
Kindergarten	Full Day (incl meals/nappies/wipes)	\$89.00
	Full Week (as above)	425.00

Day/s booked by yourself are especially reserved for your child. So, if he/she is sick or on holidays during the regular long day care year, your weekly fee is still applicable and must be paid to keep your child's place open at the centre.

## Payment of Fees

A non-refundable booking fee of \$40.00 is payable when your booking is confirmed. For this your child is provided with a Currumbin Pines ELC hat. We run our fees on a weekly basis, therefore on commencement, you will be paying for one week. If we are able to approximate what your weekly fee will be (less Childcare Benefit) you will only need to pay this reduced amount. Fees are then payable WEEKLY by the Ezidebit Direct Debit payment system.

**IMPORTANT: If your salary is paid on a fortnightly or monthly basis, it is your responsibility to ensure your funds are sufficient each week to cover the direct debit.** If your payment declines for any reason, the amount must be paid ASAP prior to the next direct debit scheduled payment (i.e. the following Thursday).

In very special circumstances, Special Childcare Benefit is available from the Family Assistance Office for those families experiencing extreme financial difficulties. Application for this Benefit is made by the Centre and is at the discretion of the Family Assistance Office.

## Parent Responsibilities to Receive Child Care Benefits

All parents who receive Child Care Benefits must digitally sign their children in and out each day. Should your child be absent it will be your responsibility to ensure that the digital record which the teacher has marked, is amended by yourself to confirm that your child was indeed sick/on holidays etc.

When your child is ABSENT, you are still required to sign on that day the next time you are in the Centre.

**NB: If your child is not signed in or out or not signed as being absent, there is a strong risk of losing your Childcare Benefit for those days. Signing is a legal requirement and is to ensure your Child Care Benefit is paid.**

## Jet Payments: |

If you are eligible for JET Child Care Fee Assistance, you are required to supply the office with a copy of the approval letter from Centrelink at the beginning of the eligibility period so that we may claim the payments for you. If we are required to backdate the payments, there will be an administration fee of \$30 charged to your account.

## **Breaks from Child Care including Annual Holidays (Important - Please read)**

According to Government Guidelines for ChildCare Benefit from July 2000, your child may be absent from the Centre for a total of 42 days per financial year (this can incorporate your Annual Holidays and public holidays). After this, a doctor's certificate for illness must be obtained to continue to receive ChildCare Benefit. This is of particular importance, so it is in your best interest to keep a record of absences and obtain a doctor's certificate if the 42 days is exceeded. Also, if you work a rotating shift or have custodial arrangements which affect your child's attendance at kindy, please provide the relevant documentation to be eligible for additional absences exceeding the 42 per year.

## **HEALTH POLICIES**

Children with infectious childhood diseases must be excluded from Kindy for the times specified by their doctor. Please keep your child at home if they have any viral infection, high temperature or colds. Other children, educators and parents should not be exposed to unnecessary risk of infection. A **doctor's certificate of clearance will be necessary in these cases for re-admittance, and also for you to claim your Child Care Benefit.**

In cases of minor ailments, parents are asked to use their own judgment about whether a child is fit to attend Kindy. Usually, if you are in doubt whether a child is fit to attend, they aren't. Also, if they need Panadol that morning, they should not attend for the day. **If your child has a specific health problem, please discuss this with their teacher.** Take care to make note of any allergies (food or other) on the enrolment form at the time of enrolment. A medical management plan must be completed for any food allergy, medical conditions, asthma, diabetes, epilepsy.

We are aware of the fact that there are a certain number of families nowadays who choose to use naturopathic methods of protection against general childhood illnesses. Whilst we do not at this time exclude those children from the Centre, we do have a policy that should one of those illnesses present itself, unvaccinated children will need to be kept home for the term of contagion of any child who has contracted the illness. It is the parent's responsibility to comply with these health policies. If you have any queries about any of the above, please don't hesitate to ask.

Parents need to notify the Centre as soon as their child has been diagnosed with a contagious disease, so the Centre can notify other parents of symptoms.

## **Exclusion**

Children will be excluded from attending the Centre if they are suffering from any of the following:

- **Vomiting/Diarrhoea** (If your child is suffering from vomiting or diarrhoea, regardless of the cause, they must be excluded for 24 hours from the last symptom).
- **Conjunctivitis** (Children must be away from the Centre until treatment has commenced and discharge from the eyes has ceased). **A medical clearance needed to return.**
- **Infectious Diseases** (Children must stay away for the designated period (See attached Exclusion Table), as recommended by the "National Health and Medical Research Council). **A medical clearance needed to return.**
- **Lice** (Excluded from the Centre until the first treatment has been completed and no live lice are seen).

*Children will be excluded when they are not immunized and an outbreak of an immunized disease occurs. Likewise if child immunizations records are not current with the office staff and an outbreak of an immunized disease occurs.*

## **HEALTH AND SAFETY PRECAUTIONS**

The Centre has been registered with the Workplace Health & Safety Dept of the Queensland Government. We operate under all conditions applied by that Department with regard to the safety of children and staff at the Centre.

### **Accident/Incident/Trauma Book**

Any accidents/incidents or trauma which may occur during the day are recorded in the Accident/Incident/Trauma Folder, which is located on the front office desk. Should there be an incident during the day in which a child sustains injury (e.g. biting by another child or falling from the swing), full details are given. The incident report is signed by the educators in attendance at the time, and should be signed also by the parent upon reading. Of course, if you have any questions concerning the incident, the educator is very happy to help. Parents will be notified of the incident report by either an educator, or it will be written on the sign in and out roll in the room.

## **HYGIENE**

Hygiene is of utmost importance in a Child Care Centre. Obviously the activities and habits of many little bodies call for a higher level of cleanliness than in any normal situation. We therefore adhere to strict policies with regard to hygiene. Disposable gloves are worn by educators at all times when pants or nappies are being changed, noses wiped, or food prepared. Educators' hands are always washed with sanitized hand wash, and toys, furniture and floors washed with disinfectant daily.

Bearing that in mind, if your child should have an accident whilst at Kindy, the article will be soaked in a sanitizing solution, then rinsed and put in a bag for washing at home. Bags can be collected from numbered buckets in the bathrooms, as it is unhygienic to store in bags in lockers.

It should be noted that the centre operates on very strict health and hygiene policies (copies of which are available to all parents in the policy folder, located in your child's room). The safety practices are adhered to at all times with correct staff/child ratios maintained.

## **INCLUSION POLICY**

Following an interview with the parents and the child, the Director (Nominated Supervisor/Educator Leader) together with the parents will assess the needs of the child, the appropriateness of the centre setting, and the program. The centre will support the educators with inclusion of the child in their group by linking with appropriate services (such as Inclusion support agency, SEDU), and being responsive to educators needs. The service has an Assisted Inclusion Readiness Plan that we follow to ensure inclusion runs smoothly for children, families and staff.

### **Cultural Inclusion**

Currumbin Pines Early Learning Centre is committed to recognizing and respecting the wide variety of cultures, which make up our society. Cultural awareness and respect is an important part of the centre program. We strive to create a program that truly reflects the lives of our children, families, staff and community. The centre utilizes resources from Noah's Ark, the Inclusion support agency and PSCQ.

## **INFORMATION SHARED**

Families can ask for information about the following:

- A general description of the activities and experiences given by the Centre:
- The Centre's philosophy about learning and child development outcomes and how it is intended the outcomes can be achieved.
- The goals about knowledge and skills to be developed through the activities and experiences.
- Viewing of the Office for Early Childhood Education and Care Compliance history log book which is located on the front desk of each centre. This log contains any history from the 1<sup>st</sup> of July 2010 of compliance notices given to the centre from the Office for Early Childhood Education and Care.
- Viewing of the Centre's Continuing Improvement Plan as they progress through the quality assurance process of National Quality Standard is available on the parent library stand. This document contains goals and future plans of the centre.

## **INITIAL SEPARATION**

Initial separation is never easy for parent or child, and you may find that you have a mixture of feelings when placing your child in childcare. Anxiety, confusion, optimism may be some of the emotions you experience as you begin settling your child and yourself into the centre. The professional training of child care educators enables them to understand that this may not be an easy time for you and they will seek ways to support you and your child in the initial settling in stages.

Some Hints: -

- If possible, try to find time to spend at the Centre - this helps your child to adjust to meeting new people and routines with you there to gently support his/her day and the people he/she will be encountering;
- Comforter from home such as a blanket or soft toy;

- Talk to educators to determine with them the best way to begin leaving your child in their care. Establishing a good relationship with the Centre educators - especially your child's teacher is essential to 'settling in';
- Discuss everyday things that your child likes to do and the normal routine for your child - this background information is extremely helpful to assisting your child to settle in quickly;
- Always say "goodbye" to your child before you go and make certain that the educator who is responsible for your child knows that you are leaving;
- Children's ways of protesting are very dramatic, leaving parents feeling emotionally drained when they leave the Centre. In most instances, the protests are short lived and have often ceased by the time the parent's are out of sight. Always feel free to telephone the Centre or call in at any time;
- As your child becomes more secure, safe in the knowledge that you will return, the moment of separation becomes less stressful. Children are very adaptable, and though it may take from one to several days for them to settle in, it is very rare to find a child who does not eventually settle.

## **Difficulty with Leaving**

At times children may say that they are not ready to go home. This may be for a range of reasons - e.g. they are involved in something that is important to them, their best friend may not have gone home, or you may have come earlier than they expected. We realise that this can be very disconcerting, especially when you have been looking forward to your usually enthusiastic welcome and cuddle. Empathizing with their reasons for wanting to stay often helps in these circumstances. Remember educators will be on hand if you need them.

## **MEDICATION**

The administration of all medications in the Centre will be as follows: -

1. Prescribed medications supplied by the parent/legal guardian with a written request for administration to the child as prescribed – i.e. written on Medication Sheet located in Medication folder or book in each room on top of the lockers.
2. A slip from the doctor stating date, child's name and prescribed for the child in question (NO MEDICATION WILL BE ADMINISTERED TO CHILDREN IF IT IS NOT IN THE CORRECT CONTAINER WITH CLEAR LABEL).
3. Over the counter medications (such as Panadol used to reduce a fever) will be given on a once only basis in an emergency. Parents will be contacted first to gain permission (PLEASE ENSURE PANADOL PERMISSION IS SIGNED ON BACK OF ENROLMENT FORM). In the event of us not being able to contact parents, the medication will only be given after all alternatives have been exhausted. E.g. tepid bath to reduce fever, stripping down the child.

NB: After being written on the Medication Form for administration to your child during the day, ALL medication needs to be placed by the parent in the refrigerator in the Nominated Supervisor's office and the Medication Register (located on the fridge) completed. If medication does not need to be refrigerated, then they are placed in the locked cupboards clearly labeled "Medication" in each room. NO MEDICATION WILL BE ADMINISTERED WITHOUT A MEDICATION FORM FILLED OUT BY THE PARENT.

If you have any concerns with regard to these guidelines, or daily happenings within the Centre, please feel free to speak to the **Nominated Supervisor, Daniele de Oliveira** or **Approved Provider, Jenny Balson**. You may also like to contact the Office for Early Childhood, Education and Care – Gold Coast Service Centre, PO Box 492, Oxenford, Qld, 4210 ph 5562 4877 or fax 5562 4862 or [www.deta.qld.gov.au](http://www.deta.qld.gov.au)

## **NAPPIES & WIPES**

The centre provides nappies and wipes for your child during their day at kindy. In line with our organic food program and culture, the nappies and wipes we use are manufactured from Bamboo which is naturally hypoallergenic and ideal for sensitive skin. Bamboo fibre is naturally smooth and round with

without chemical treatment, meaning there are no sharp spurs or harsh chemicals which may irritate the skin. Bamboo also has excellent natural antibacterial and deodorising properties, is an environmentally friendly resource and is 100% biodegradable.

## **NATIONAL QUALITY STANDARDS - QUALITY ASSURANCE**

The Centre is involved in an ongoing quality improvement process from the National Quality Standards. This process involves a continuing improvement plan which is available to families in the parent library stand. We see this as a process of reflection and goals the Centre would like to achieve. We will genuinely be asking all families to evaluate every policy and procedure the centre implements. We do this in a variety of ways:

- Regular policy reviews placed out to families to respond to in survey form.
- Verbal discussions at parent meetings. Policies reviewed in regular newsletters.
- Individual discussions of policy with educators or nominated supervisor.

In its last assessment, our Sister centre Benowa Early learning Centre *gained the highest rating achievable which is 'Exceeding National Quality Standard' under the National Quality Standard. We are very proud of this rating which confirms our commitment to the quality of care that we provide the children and we would like to thank our exceptional staff for their tireless hard work and dedication. We are committed to the same standards at Currumbin Pines Early Learning Centre. We will commence the Assessment process in the first year of operation.*

## **PARENT COMMITTEE**

Currumbin Pines Early Learning Centre would like to create a group of parents to help with events and contribute to the school community. We would therefore like to invite any interested parents join that Parent Committee. We would meet every couple of months or so to discuss any future planned activities and excursions for the children, fund-raising activities, accreditation activities, special days and dates including Mothers' Day Outings, Fathers' Day Breakfasts, Christmas Concert etc. We really welcome any new parents who might like to come along and share a cup of tea or coffee and a chat at the meeting. It is a great way to develop new friendships.

## **PARENT INVOLVEMENT**

Parents are invited to participate in the life of the Centre at a level appropriate to their personal circumstances and needs. We appreciate that time is precious to working parents, but the Centre recognises the important role parents play in the education of their children, and as such value parents participation and involvement on a variety of levels. Here are some ways you can offer support and also be involved in your child's day.

- Spend some time with your child at the Centre - when you have a day off, join us for lunch, or share a "Cuppa" at the beginning of the day. Tea and coffee are available in the staff room. (However, HOT DRINKS are not permitted in the children's area);
- Helping educators in developing interests for children by sharing ideas and/or resources;
- Acting as volunteers;
- Joining the parent group/committee;
- Attending parent meetings;
- Attending social and fund-raising events; our annual Mother's Day Breakfast, Father's Day Golf Day, Easter Picnics, Christmas Celebrations;
- Collecting scrap materials for children to use in creative pursuits.

## **SHARING FAMILY INFORMATION**

Events in family life, such as illnesses, visits of grandparents, accidents or death of relatives, friends or pets can be a major concern for children, and markedly affect their behaviour. It is

important for the home and us to share information, which may affect children, and we would appreciate it if parents would inform educators of any unusual happenings of this nature.

Equally, please feel free to discuss with your child's educator any concerns which you may have about his/her progress or behaviour. Remember that if you are concerned about anything, it is very likely that we have observed the same behaviour and may share your concern.

## **Changes to Family Units & Care Arrangements**

Please advise us as soon as possible of any changes to your family situation or care arrangements to ensure all members of the family receive their correct Child Care Benefit and Child Care Rebate entitlement. We require written confirmation from each parent or guardian of their liability to pay child care fees. This will assist if there is a dispute later.

## **SLEEP TIME (REST TIME)**

One of the regulations which govern the operation of a Childcare Centre is that a specified time must be set aside when children who need a sleep may do so and children who only need to rest may also have the opportunity to do so. Therefore, each afternoon children in all classes are offered a quiet time during which they may sleep or simply rest (with quiet activities to keep them occupied). This is not always the most popular time for those few children who can run all day and all night without the apparent need for rest, however in the interests of the majority this quiet time is offered.

The centre will endeavour to meet the Education & Care Services National Regulations 2011 and Education & Care Services National Law Act where the Babies and Toddlers room will be covered by two educators at all times.

## **SOME SPECIAL NOTES TO REMEMBER**

PLEASE...

- VIEW THE WEBSITE - for programs daily, special events and links to community organisations.
- READ THE NOTICEBOARDS REGULARLY - to keep in touch with activities and educators requests.
- OFFER TO SHARE YOUR SKILLS - e.g. in cookery, music, carpentry, art, etc. with the children. Your own children will love seeing you there and know that you value the Kindy too.
- DON'T EXPECT A PAINTING OR PRODUCTION TO TAKE HOME EVERY DAY. Your child may have just discovered the imaginative play of home corner, or he may have mastered a tricky puzzle or be experimenting with the skills of play dough. We won't always expect them to produce an article to please you or us.

## **SPECIAL REQUEST**

Junk is always very valuable in a Child Care Centre. You may be surprised by what uses we can find for the following articles: -

Yoghurt containers	Margarine containers	Ice-cream containers
Wool, string and cotton	Egg cartons	Paper of any sort Bits
Birthday cards	Cardboard boxes	of material/felt
Old magazines	Used wrapping paper	Dress-ups

If you have any of these, we would love to have them, especially paper of any kind.

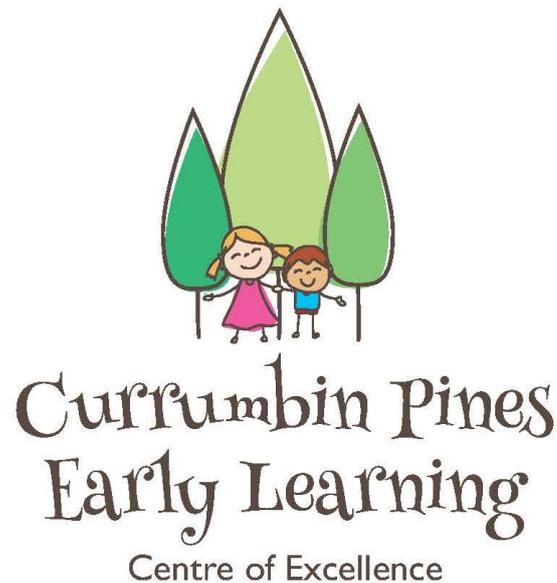
## **WHAT TO REMEMBER ON YOUR FIRST DAY**

**Please bring:** -      One box of tissues  
                                 Sunscreen  
                                 Plastic Nappy Bags

Please also view your child's ROOM Information Package for a more detailed list of "What to bring" and further tips on "What to expect" on your first day.

Make sure that your child is brought to the Centre on time and that they are picked up promptly. A child becomes very distressed if they are left behind. If you are going to be late, please let us know so we can tell your child.

The reactions of children in a new situation differ greatly. One may leave their mother happily and another may cling to his/her one link with home. You should be prepared to stay until your child is settled and, when leaving, be sure to say goodbye. Tell him/her when you will be back (e.g. after a certain event in the day), and then leave promptly.



## **GENERAL GUIDELINES FOR OUR KINDY**

We have decided to develop a getting-to-know the Kindy Guidelines and helpful hints for parent who use our service. This information is designed to be parent/child friendly, and to open the communication process. For the kindy to function effectively, we need guidelines that can make it easier for both the parents and educators.

### **Toys**

Unfortunately we would prefer that children kept their valuable toys and games at home. We can not ensure the safety of all toys, and by leaving them safely at home it avoids the child getting upset if the toy becomes lost or broken. It also saves parents and teacher's time in the busy afternoon of looking for loved toys.

If your child becomes upset over leaving a toy at home, maybe you could try: -

- leaving the toy in the car for when you collect the child
- draw a picture of the toy
- bring a photo of the toy or something special
- If you are finding it hard to encourage your child not to bring toys, speak to your child's teacher about the matter. The teachers can speak to the group about bring toys.

### **Green Noses**

We all have had children with colds and green runny noses. If your child has a green, runny nose, this is a sign of infection, so they should visit the doctor and we all know to recover we need to rest and stay at home.

### **Meal Times**

Morning tea, lunch, afternoon tea is provided by our Centre. We also provide a late snack for those children still in attendance after 4.15pm. We also cater for babies 6-12 months of age with pureed/soft food. Meal times are for enjoyment and relaxation for the children, at the Kindy we will not pressurize your child to eat. Please support us on this. Children are given up to 30 minutes to eat their lunch with educators sharing the time. We find it is a good time for 'chatting' individually with the children and getting up to date with their latest 'news'.

### **Nutrition**

Diet can be directly related to behaviour. There appears to be a correlation between certain "allergies" and behaviour. Don't put your child on a diet; just exchange the types of food you are eliminating for others for 14 days. If you don't notice an enormous difference in behaviour, then it is unlikely that your child has a problem with that type of food. A measurable number of children who have difficulty concentrating, who are just over the top, can have good days and bad days, often have headaches, don't sleep well, often non-compliant, may have a problem with additives.

Try to limit anything with yellow colouring (Tartrazine - 102), particularly Cheezels and other like products, tomato sauce (make your own), bread with preservative 282 in it. Any juice - particularly the tetra packs, fresh juices are too concentrated for a child to digest and while the digestion process is going on, a child has difficulty concentrating (fruit juice makes their kidneys and livers work overtime). Fruit on an empty stomach, all soft drinks, chocolate products, including Milo.

### **Dehydration**

Children that are dehydrated can have behaviour problems. Try to give water as often as possible. If your child doesn't like it, add a small amount of un-coloured cordial to 2 litres of water - add honey to small children's water. The centre provides water jugs at the children's level and there is a Bubbler located outside in the yard.

## Breakfast

We all know that children are more receptive when they have had a substantial breakfast. Children operate better on a protein breakfast, instead of cereals. Give baked beans, fish (not processed), eggs. Please notify staff if your child has not had breakfast, or send some breakfast along to the kindy.

## Healthy Snack Alternatives

Here are some ideas of healthy snacks. Raw vegetables, rice crackers, popcorn, home made honey cakes, toast and cheese, dried fruits (limited amounts), watermelon (best fruit), potato chips, vegetable chips (not chicken flavoured).

## Lactose Intolerance

If your child has a sinus problem, continual runny nose, cough, ear problems, is "grizzly" or not "happy", is non compliant and/or has stomach ache, diarrhoea or vomiting after consumption of milk then consider that he/she may have a lactose intolerance. If your child was lactose intolerant as a baby, it is likely that they will still be, even though they appear to be tolerating milk products better. Substitute animal milk with other milk products (particularly rice milk or calcium-fortified soy milk). Use spreads instead of butter (ie. nutalex, hommus, avocado, tahini or honey). Substitute yogurts and cheese for non-animal products (ie. soy yoghurt). Provide other sources of calcium such as almonds, dried figs, spinach, broccoli, sesame snaps etc. Give heaps of water.

## Wheat Intolerance

Children who are wheat intolerant are extreme. They have great difficulty complying with social "norms", are often aggressive and can be violent. You can try eliminating wheat from the diet for 10-14 days and wait for the marked improvement. Improvement = wheat intolerance. Try removal of all breads (you can slowly re-introduce after 14 days, but not bread with preservative 208). Remove all pasta and noodles (unless egg noodles). Remove all processed meats. Offer instead: - all fresh fruits and vegetables, eggs, fresh lean meats-chicken and fish, rice products (crackers, pudding, rice cakes), honey and peanut butter.

## Nut Allergies

We have children who suffer from anaphylaxis (which is a life threatening allergy). To protect all children we ask that families **do not send nuts or nut products** into the Centre. Your support in regard to this is paramount in protecting all children.

## List of Foods to Avoid for Behavioural Problems

Maggi Two Minute Noodles	Aeroplane Jelly Crystals - Strawberry
White Wings Funny Face Ice	Arnotts Barbeque Shapes
Blocks SPC Noughts and Crosses	Kelloggs Fruit Loops
Smarties	Maggi Alphabet Chicken Soup
Cheezels	Kraft Macaroni Cheese
Cottees Ice Magic	In some cases all Refined Carbohydrates

## Greetings

At the kindy we like to say 'please' and 'thankyou', 'Good Morning' and 'Good Bye'. Please don't pressure your child or over-emphasise this to your child. They will learn through example, but don't say it for them. Try and catch them saying 'Good Morning' and praise them for it.

## Settling Children into the Centre

Your child will trust us, if you do. Please look confident for your child's sake.

### Morning Procedure

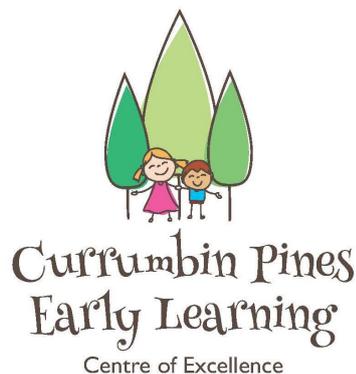
- Try to have a calm morning;
- Be matter-of-fact about going to kindy - don't plead with your child that "you are going to have a lovely day";
- Be positive. Keep to a strict arrival procedure. Greet teacher, put bag/lunch away, take child to area of play, give a big hug (only one) and say 'I love you, have a great day, I will be back at 3 (or whatever time you have chosen). Then go immediately. Never hesitate, it makes your child feel unsure. If you are worried, ring the Centre later.

### Afternoon Procedure

- **Greet your child before anyone else. If you would like to talk to the teacher, ask to see him/her at the office - never rehash a problem in front of your child;**
- Tell your child that you missed them today. Take 5 minutes to look at their work. Don't be drawn in to 'Just a few more minutes Mum", unless you genuinely want to stay;
- Never say "Hurry up, I'm in a hurry" unless you want the process to take twice as long;
- We want your child to enjoy their day and want to come back. Any behaviour that develops at Kindy we are equipped to deal with. We don't want your child to carry any emotional baggage home. Therefore we will not discuss your child in front of him/her. Please ask at the front desk to see your child's teacher and we will come out to you.

## **CONCLUSION**

We hope that this "Handbook" has provided you with an insight into the management, philosophy, policies and practices that form the heart of the Currumbin Pines Early Learning Centre. We look forward to getting to know you as we work together in caring for your children.



**Confused  
about your  
fees?  
Help us to  
help you!**



**You wouldn't believe  
the things that affect  
your child care fees!**

- **Contact the Family Assistance Office before you start care**

Ask to be assessed for CCB and choose the "reduced fees" payment option. Do this even if your income is too high for CCB, so you can get Child Care Rebate.

- **Tell us the correct enrolment details**

Make sure your date of birth and CRN details exactly match your FAO records

- **Tell us if your children attend other services**

If you have other children in care or if one child attends more than one service, this can affect the amount of CCB you get and how many absences CCB is paid for.

- **Keep track of Immunisation requirements**

Don't ignore the letters you get from FAO about your child's immunisation status or your CCB could be stopped. Even if you know your child's immunisation is up to date, you need to contact FAO about it.

- **Switching CCB from one parent to the other**

If you change the account to your partner, make sure they are assessed for CCB and remember to tell us their CRN and date of birth.

- **Separated parents**

Tell us which attendances each parent is liable to pay for so we can report it under the correct CRNs. You and your ex-partner are treated as two families with separate entitlements to CCB and CCR.

**IMPORTANT! Reconciliation and your CCB**

If we have to change your records after the end of the financial year, and your CCB has already been reconciled by the FAO, any changes to your CCB entitlement will be managed between you and the Family Assistance Office. If the new CCB calculation is less than before, your gap fee will be more. It is your responsibility to pay the fees you owe us. You will receive a credit for the CCB, direct from the FAO, and we will not receive any CCB for the dates affected by the late changes to your records.

Call for more information:

Family Assistance Office: 13 61 50

Mychild Information Line: 13 36 84

Child Care Access Hotline: 1800 670 305

Immunisation Register: 1800 653 809

DEEWR Child Care Support: 1800 664 231



# Child Care Benefit

Helps with the cost of child care such as long, family or occasional day care, outside school hour care, vacation care, pre-school and kindergarten.

## Eligibility Basics

- use approved or registered child care
- be responsible for paying the child care fees
- have immunised your child

**Fees at Currumbin Pines EL Centre are paid weekly via Ezidebit direct debit. If you are eligible, we estimate your fees to include your Child Care Benefit in advance. You will only need to pay the gap in outstanding fees.**

## Child Care Rebate

Covers 50% of out of pocket child care expenses, up to a maximum amount per child per year, in addition to any amount you may receive from Child Care Benefit and Jobs, Education and Training (JET) Child Care Fee Assistance.

## Eligibility basics

- you use a Child Care Benefit approved child care service
- you are eligible for Child Care Benefit for approved care, even if you earn too much to receive payment, and
- you and your partner meet the Work, Training, Study test or are exempt from it

**If you are eligible for the Child Care Rebate and choose to have the amount paid directly to the Centre, the amount is paid in arrears (i.e. in the week following attendance).**

For more information:

[www.humanservices.gov.au](http://www.humanservices.gov.au)