

"Thank you for allowing us to care for your child. We are excited to share your child's journey of discovery with you. Miri's Kindy & crèche provides a warm loving and stimulating and family environment. We hope that you will feel at home with us as much as your child will. We welcome all suggestions to assist in providing a most professional optimum environment for your child"

We are looking forward to welcoming your child for a wonderful, exciting and stimulating year. To help us become more acquainted with your child, we ask you to fill in "Your child's needs and services plan", bring it along with you on your child's 1st day. We are pleased to confirm the days that your child will be attending

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If these days are not correct please contact Miri by phone or email.

You are welcome to stay with your child initially until your child feels more comfortable and familiar with the surroundings. You may send a mini album with a few photos of family members labelled on the back, together with your child on the first day.

Each child / parent takes the settling period differently and we are well aware of the importance of accommodating everyone's individual needs.

HERE ARE SOME OF OUR TIME PROVEN METHODS, WHICH REALLY WORK!

- a) Help your child become familiar with his/her special childcare belongings, e.g. drinking flask, bag, blanket, and sheet.
- b) Try and tune into your child's favourite activity at kindy or crèche, e.g. play dough, let us know, and encourage your child to look forward to it.
- c) Do not prolong the agony of good byes for you or your child (hanging around only makes you both more anxious and insecure).

*Once you decide to leave, it is advisable to say good bye to your child confidently and happily. Crying is not only inevitable, but a natural healthy, growing sign.

*Feel secure knowing that they are in the best care; we'll do our best to make them feel loved.

*You are more than welcome to ring and check up on your child as often as you need to. Don't feel you are a bother – we really understand.

- d) Just remember, given a little time your child will soon be thriving in our warm atmosphere. Years of experience have shown that the settling in period can take up to the first 4 weeks of the year. By end of Term 1, you will feel the calm that pervades, and then real fun and learning can accelerate and continue throughout the rest of the year.
- e) Most importantly have a positive and confident attitude. The more faith you have in your child's ability to adapt to our professional child care providers, the easier the process will be.

LONG DAY CARE & GOVERNMENT REBATE:

The Australian Government provides families with two types of financial assistance to help families with child care. This funding also makes the providing of these child care services more equitable and viable for the child care providers.

CCB & CCR:

Child Care Benefit (**CCB**) is a means tested and income based assistance. Child Care Rebate (**CCR**) is non means tested or income based. All families are eligible for **CCR** if the parent or guardian is working, looking for work or studying. For full eligibility criteria please go to www.mychild.gov.au **CCR** covers up to 50% of the cost of the child care service to a maximum of **\$7,500.00** per financial year. To be eligible for a rebate you must have a customer Reference number **CRN**: from Centre Link.

CRN:

To apply for the Child Care Rebate, every parent must contact Centrelink and apply for a Centrelink Reference Number This is called the **CRN**. Both parent and child need to have a personal CRN number. This is an easy process and can be done online or by calling **136 150**

Every family, parent or guardian must firstly apply and be assessed for the **Child Care Benefit CCB**. You may be assessed as zero rate on your application which means you are not entitled to CCB because of your income level. You will then automatically be placed on the **Child Care Rebate CCR platform** and eligible to receive **CCR**.

Applying for CCR (CCB):

To receive CCR you must contact Centrelink and be assessed. Applying for CCR can be done on line or probably easier by phone. Contact Centrelink on **13 24 68** (Have a loud speaker phone and be ready to be on hold for ½ hour and have Sudoku or your email in front of you). Your customer service officer will ask you a series of questions about your family and about your income level. You may give and are entitled to give an estimation or approximation of your current income level based on your last known tax return. Any changes to actual income levels will automatically be assessed and recalculated. This phone option is probably easier as it saves on the long online application form.

You have a choice to receive the Rebate to your nominated bank account fortnightly or to have the rebate paid directly to the Child Care provider and offset 50% of your fees. We ask that you nominate the Service and child care provider as the recipient of the rebate as this will very much help in the cash flow of the Child Care Service and allow the provider to offer better and more professional and up to date services.

Once you have your CRN number we can automatically input your number into our system which will generate your rebate. Miri's has purchased software called Quik Kids which makes the rebate process seamless and easy for both the parents and the carers. The full written and signed enrolment form must be handed in before places can be guaranteed.

NEW CHILD CARE SUBSIDY STARTS IN JULY 2018

A new child care subsidy will commence July 2018. This will replace the above CCB and CCR. It will be called CCS. Suffice to say that anyone earning combined up to \$250,000 will be better off. The 50% rebate will still apply. The annual subsidy will cap at \$10,000. For a detailed understanding of the new Subsidy CCS go to <https://www.education.gov.au/child-care-subsidy>

FEES

Miri's now operates its payments through a financial platform called Quik Kids. This platform is directly linked to the Centerlink Rebate Services thus allowing payments to be directly and automatically paid. You will have to sign in/out on our I pad program which is an easy process each morning. This will automatically calculate your rebate. This is a seamless process for you and gives peace of mind that payments are regularly made.

There is an out of pocket gap payment that is paid to the service. **Please note that you will be billed for the full amount and it will be the parents/guardians choice to apply for their and their child's CRN: and the government rebate please see Miri**

0 12month \$155

12months – 24months \$150

OPENING HOURS OF CENTRE – 2018

8.00am – 5.15pm

You are welcome to arrive and pick up your child whenever convenient during these hours!

Extended hours available please see Miri

Please be punctual as staff are unable to remain after hours. *This includes morning tea, cooked lunch, afternoon tea, a stimulating learning environment and heaps of loving care.*

Ages: Crèche 0 2 Kindy 2 5

Payment Policy

- The Rebate system works with a business plan model of a basic overhead and underlying cost to offer and maintain a child care service. This means that the fees are payable even for non attendance at the service. There are 26 chargeable days on the rebate system for non attendance of the child due to illness and away days. Miris crèche will endeavour whenever possible to offer you make up days if numbers permit.

Payment Options

- You will receive an invoice for the term. Your rebates are paid fortnightly. We ask that you pay the out of pocket gap expense to Miri's crèche fortnightly. You may choose to pay the term fee in a lump sum amount. This should be paid by the last week of the term.
- Bank transfer directly into the crèche bank Account.
Name: Miri Gestetner
Bank: CBA Coogee
BSB : 06 2148
ACC No:10362373

Please ensure that you input details of days and dates for which you are paying in the reference box. This is most important to track your payments.

DEPOSIT

Please be advised that a deposit of \$500.00 is required to secure your child's enrolment for the coming year. This deposit guarantees your child's place at the crèche. Please note that 4 weeks notice in writing is required when leaving the crèche mid term. This gives us time to plan for new children and staffing requirements. Unfortunately if we do not receive this 4 weeks notice, we will have to charge you for the 4 weeks. The deposits non refundable as it t6heir is an overhead cost in enrolling your child with Centrelink. Thank you for understanding.

WHAT YOUR CHILD NEEDS TO BRING TO Miri's Crèche.

1. Please **clearly label every item** with your child's name (e.g. sun-hats, toys, bottles, spare clothing, all items of linen must clearly and visibly labelled)

Please send along the following items to be left at crèche all year. This ensures that your child always has these items without having to remember them on a daily basis making life a lot simpler for both the carer and parent.

2. A drinking cup &/or bottle (labelled) **to be left at the crèche**
3. A sun hat (labelled)to be left at creche
4. A spare set of clothing (socks pants tea shirt top) to be left in your bag
5. 3 or 4 nappies each day
6. Any favourite blanket or comfort toy your child is accustomed to. (Please note toys should meet safety standards). We will do our utmost to look after all your property including the comforter. Should however the comforter be an only possession for your child, I strongly suggest that you purchase an identical spare at home should this get misplaced.
7. A small pillow for sleep time (optional)
8. A labelled pillowcase or cloth bag containing a single fitted cot sheet or small flat sheet and a blanket which will be returned for you at the end of each week for washing. Please do not send any linen in plastic bags for storing as they are a safety hazard.

ARRANGEMENTS FOR DELIVERING AND COLLECTING CHILDREN.

Please be **punctual** when collecting your child. Children can become distressed if they are the last one remaining to be picked up. Parents should memorise our phone number (9664 1221 m. 0411 743783) so that in the event of an anticipated delay, you can immediately contact us. If you would like to speak to staff please give yourself ample time as the staff needs to leave by 4.30PM. IF SOMEONE OTHER THAN A PARENT PICKS UP YOUR CHILD, PLEASE NOTIFY ME PERSONALLY SO THAT THE CHILD CAN BE RELEASED INTO HIS OR HER CARE.

CONTACT DETAILS

At crèche we keep a copy of all your contact details .Please notify the crèche as soon as these change please complete the enclosed enrolment forms.

CALENDAR

A calendar containing a Schedule of Public holidays/term commencement and finishing dates will be handed out in Week 1 .

SIGNING IN....

Signing in/out is an essential part of the day and is necessary in case of an emergency. The parent/caregiver is responsible for signing their child in and out each day.

Please inform Miri if:

- *Your child will not be attending the centre due to illness or holidays.
- *Your address/telephone numbers change.
- *Someone different is collecting your child.
- *Your child contracts an infectious disease.
- *Your child is to be given medication.

IF YOUR CHILD IS GOING TO BE ABSENT;

Please phone the Centre before 8.00am if your child is going to be away for the day. This early advice allows us to offer a “standby” or “make up” day to parents whose child may have missed a day, and otherwise helps us plan the day.

MEALS...

We provide morning nutrition, lunch and afternoon refreshments. All meals are nutritionally balanced healthy and appealing. We promote a diet low in salt, sugar, preservatives and additives. Our menus are carefully planned to be varied. Menus are rotated so that all children attending the crèche benefit from variety in their meals.

PROGRAMME

A daily programme based on the ELYF outlining the curriculum and days events will be communicated.

HEALTH

Miri's crèche is committed to the wellbeing of all children. When a child is unwell they do not cope with the usual activities at crèche and is therefore best for your child to remain at home.

If your child is unwell or has a contagious illness we ask parents to contact the centre immediately and keep your child at home.

If a child becomes unwell while at the centre every effort will be made to contact the parents. Prescribed medication can be given to a child after the parents of the child have signed a Medication Authority form. In the case of fever, permission to administer paracetamol will be sought from the parents.

SUNSCREEN

Sunscreen will be applied to all children unless notified otherwise. Please notify the crèche if your child is allergic to any given brand.

ENTRANCE Entry and exit is via side entrance only. This is for the best interest and safety of all the children. Opening of the front door allows for the children to wander inadvertently to the street and makes it very difficult for staff to monitor more than one exit. Please explain to all people who pick up your child from crèche grandparents family members etc of this very important safety issue .

Please be careful in securing all gates locked at all times.

PARKING

Please park legally at all times as council rangers tend to fine even in our driveway ,a good option is to try to park rear to kerb in the driveway .Please be cognisant of neighbours and pedestrians. Please keep footpaths clear at all times. Legal parking is a requirement for the Crèche license from Randwick Council.

BIRTHDAYS

A birthday is a special day. All cakes are provided by the centre.

SOCIAL

At Crèche we have found our crèche to be a wonderful network and support group. We encourage parents to get together for walks, coffee and after crèche park times. We will organise informal social activities through out the year.

107 Brook Street, Coogee 2034 ABN: 93 285 345 482
emgestetner@optusnet.com.au (ph) 0411 743 783



We are ready to meet the needs of the children by providing them with optimum opportunities for total growth and development this includes emotional, social, cognitive, creative, and physical and language development. We will provide an environment which is safe , happy, stimulating and nurturing for each child. Our child centred approach encourages us to listen and respond to each child , building their confidence and self esteem and encouraging them to feel acceptance and trust. We are keen and eager to listen to all parental suggestions and comments. We are all looking forward to a wonderful start to a great year!!!

Yours sincerely,

Miri Gestetner

Please detach and return

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I have read and understand all terms and conditions of Miri's crèche.

Childs name

Parents name.....

SignedDate.....