

Welcome to a brand new year at Miri's Kindy.
"it takes a village to raise a child"

"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 provides a warm, loving, inspiring and high quality educational experience. 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. 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.
- c) Do not prolong the process 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 4 – 6 weeks. Within a short time 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 educators, the easier the process will be.

GOVERNMENT REBATE to July 2018

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 Qik 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

CCS:

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. However the annual subsidy will cap at \$10,000. and not at \$7,500. as current. 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 Qik Kids. This platform is directly linked to the Centrelink 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 and afternoon. 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 you the parents/guardians choice to apply for their and their child's CRN: and the government rebate**

\$145 for standard Day

\$160 for extended hours to 6pm

This daily fee includes morning tea, cooked lunch, afternoon tea, a stimulating learning environment and heaps of loving care.

OPENING HOURS OF CENTRE – 2018

7.45am – 5.15pm

Extended day – 6pm (by arrangement)

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.

Payment Policy for Non attendance

- 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 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. Miri's Kindy will endeavour whenever possible to offer you make up days if numbers permit.

Payment Options

- You will receive an invoice fortnightly payable in advance. Your rebates are paid fortnightly. We ask that you pay the out of pocket gap expense to Miri's Kindy fortnightly.
- A convenient direct debit from credit card or debit card can be set up and is our preferred option.
- Bank transfer directly into the Kindy bank Account.
Name: Miri Gestetner
Bank: CBA Coogee
BSB : 06 2148
ACC No:1036 2373

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 Kindy. This deposit can be paid by credit card or bank transfer. Please note that 4 weeks notice in writing is required when leaving the Kindy 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 are refundable and can be offset with the Kindy fees at the end of the first of year. Thank you for understanding.

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

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 labeled)
Please send along the following items to be left at Kindy 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 Kindy
3. A sun hat (labelled) to be left at Kindy
4. A spare set of clothing to be left in your child's bag
5. 3 or 4 nappies each day if your child is not toilet trained

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 labeled 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 have our phone number (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 Kindy we keep a copy of all your contact details .Please notify the Kindy as soon as these change please complete the enclosed enrolment forms.

CALENDAR

A calendar containing a Schedule of Public holidays/Jewish Holidays 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.

NUTRITION

All meals will be devised and planned under the guidance of a professional Nutritionist Libby Nathan of the Foodologist. We provide morning, 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 Kindy benefit from variety in their meals. All known allergies will be taken into consideration when planning the menu.

PROGRAMME

A daily programme based on the Early Years Learning Framework will be communicated to parents via an digital portal outlining the curriculum and days events.

HEALTH

Miri's Kindy is committed to the wellbeing of all children. When a child is unwell they do not cope with the usual activities at Kindy 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 only 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.

PARTNERSHIP WITH PARENTS

At Miri's Kindy we strongly value an open and collaborative communication with our parents. Our goal is to ensure that at all times your child's physical and emotional well being is our number one priority. This can only be achieved with your input.

THERAPISTS

Miri's Kindy works closely with a range of professional therapists. Following consultation with parents we will be able to access the best care and practice outcome for your child

SUNSCREEN

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

BIRTHDAYS

A birthday is a special day. Healthy cakes will be baked with the children at the centre.



SOCIAL

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

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 Kindy.

Childs name

Parents name.....

SignedDate.....