

Child care staff

Say hello to Gayle, Linda, Shini and Lizzie!



Linda



Gayle



Shini



Lizzie

BALWYN
COMMUNITY CENTRE

230 Balwyn Road, Balwyn North 3104
Child Care number 9836 7833
Office number for bookings: 9836 7942
Email: reception@balwyncc.org.au
Website: www.balwyncc.org.au

**Let your child thrive
in Occasional Care
at Balwyn
Community Centre.**



The **Balwyn Community Centre Child Care** is registered to care for up to 20 children each day aged between six weeks old to five years. We provide occasional care within a safe and nurturing environment. This handbook outlines what you need to know and what to expect when you choose Balwyn Community Centre Child Care.

2019 Fees

- **3 hour block: 9am – 12pm**
\$36 ongoing booking
Casual \$42 per session
- **5 hour block: 9am – 2pm**
\$60 ongoing booking
Casual \$70 per session
- **2 hour block: 12pm – 2pm**
\$24 ongoing booking,
Casual \$28 per session

Bookings

- A new enrolment form needs to be completed at the beginning of each year.
- Child care is booked and charged on a school term basis. Casual bookings can be made if there is availability.
- Casual bookings can only be made up to one week in advance of the date required.
- Payments for casual bookings must be made no later than the day of care.
- A late fee of \$1 per minute applies after session time. If you're running late, please call the child care staff with as much notice as possible.

Child care subsidy

Balwyn Community Centre Child Care is currently in the process of applying for Child Care Subsidy approval with the Department of Education and Training. This will enable families who qualify to receive subsidised child care. The process of approval is underway and we intend to be approved and registered in the coming months. For more information or updates please call the office on 9836 7942.

From drop-off
to pick-up,
your child will
feel safe in our
caring, nurturing
environment.

What to bring

- One piece of fruit for the communal fruit bowl
- Sufficient nappies (named please)
- A plastic bag for soiled clothes
- A complete change of clothes
- All prepared food and formula
- Any comforters for your child (dummy, soft toy etc.)
- A healthy snack (eg. fresh fruit, vegetables, dried fruit) and a drink.
NO NUT PRODUCTS
- Hat (please apply sunscreen before leaving home during term 1 and 4)
- An adequate lunchbox for all sessions
NO NUT PRODUCTS
- Please don't forget to name all of your belongings.
- * No thongs

Drop off and pick up

Every time that you visit the Centre, please sign your child in and record the time of arrival, your contact number and time of departure. When picking up your child, please collect all belongings and advise staff of your departure.

Sickness

Balwyn Community Centre Child Care is unable to cater for sick children. If your child is clearly unwell in the morning and would not be able to join in the day's activities, such as going outside or playing with other children, then they should not attend child care.

If your child becomes sick at the Centre you will be asked to collect your child. If a person or emergency contact is unavailable, the staff person in charge has the right and authority to seek medical attention if necessary.

Please do not send your child to the Centre with infectious/contagious diseases. If your child develops an infectious condition it is advised that you seek treatment from your family doctor before returning to occasional care. Infectious/contagious conditions can include: conjunctivitis, gastro-enteritis, intestinal worms or head lice.

Healthy lunch

Lunch time is a social event for the children. All parents are asked to provide a piece of fruit (any fruit) for the communal morning tea platter. Your child will only be given to eat whatever you have packed in their lunchbox. Please remember that your child will quite happily eat healthy food, but will often choose less healthy food if it is an option. Healthy eating habits are easier to model if all children are doing the same thing.

It is also important to remember our **ALLERGY** and **NUT FREE policy**.

Sunsmart policy

Follow these 4 steps to help protect your child from the sun:

1. During term 1 and 4, all children are required to wear a hat which protects the face, neck and ears (legionnaire, broad-brimmed or bucket hats) when they are outside.
2. During term 1 and 4, children are required to wear loose fitting clothing when outside. Clothing must cover as much skin as possible. Tops with elbow length sleeves, collars and knee length or longer style shorts and skirts are best. Please note, singlet tops do not offer enough protection and are therefore not recommended.
3. All parents are responsible for applying at least SPF 30+ sunscreen to their child, during the summer months and daylight saving months. This must be applied 20 minutes before attending the Centre. Sunscreen will then be re-applied every two hours while children are in the sun.

If you wish for your child to wear a hat at any time during term 2 and 3, please provide a hat and let the staff know.

