

WE'RE HAPPY TO HAVE YOU IN OUR COMMUNITY!

BCC CHILD CARE

WELCOME PACK



THIS PACK CONTAINS USEFUL INFORMATION

PLEASE READ EACH SECTION CAREFULLY BEFORE YOUR FIRST DAY AT BCC CHILD CARE. IF YOU HAVE FURTHER QUESTIONS PLEASE GET IN TOUCH.

WELCOME TO BCC CHILD CARE! WE ARE GLAD YOU ARE HERE.



ABOUT BALWYN COMMUNITY CENTRE CHILD CARE

Balwyn Community Centre Child Care is registered to care for up to 25 children each day aged between six weeks old to five years. Our program is based on the Victorian Department of Education guidelines and we provide occasional care within a safe and nurturing environment.

This welcome pack contains lots of useful information for you and your child. Keep reading to find out about our program, our child care facilities and to get to know Gayle and the BCC Child Care staff. Please read through each section carefully before your first day at child care. If you have any questions, please get in touch.

ABOUT OUR CHILD CARE CENTRE

Balwyn Community Centre Child Care is your local community child care centre. We care for your child and connect you with other families in the local area. We believe that our small size and passionate approach is what sets us apart. We are glad that you have decided to join our community and we can't wait to get to know you and your child.

Our staff at BCC Child Care are what set us apart! All of our staff are qualified and hold a Diploma in Children's Services. Gayle, Linda and Shini have many years experience working with babies, toddlers and young children. Together they work to create a safe and nurturing environment that your child will love! They take pride in their position as a carer and take the time to get to know each child one-on-one.

The nature of service at BCC Child Care can be quite different compared to larger child care centres. Your child may benefit from being in a smaller group and a more personalised child care environment. We have a multi-age room which means that siblings can attend child care together. We are very proud at BCC Child Care to have a small, tight-knit team who have each worked with us for a number of years. Parents tell us that they feel personally connected to Gayle, Linda and Shini and trust that their children are being well cared for.

WHAT MAKES US DIFFERENT?

PASSIONATE STAFF

We have a team of experienced Educators who are passionate about caring for children of all ages from a diverse range of backgrounds.

PRACTICAL LEARNING

Our program is based on individual and group interests. We offer opportunities for children to enhance their strengths, to work together and to learn.

FAMILY FRIENDLY

We'd like to get to know the whole family! BCC Child Care offer a family discount when you enrol additional family members.





WHERE CARE MEETS COMMUNITY

BCC CHILD CARE IS WHERE THE COMMUNITY AND CHILD CARE CONNECT! MEET LOCAL FAMILIES AND BE PART OF THE COMMUNITY.

Balwyn Community Centre Child Care is where the community and care connect! We are based at Balwyn Community Centre located on Whitehorse Road. Balwyn Community Centre is a central hub that welcomes people, young and old, from all different areas of the community. Located in the same building, BCC Child Care takes on the spirit of the community and takes pride in bringing local families together.

We believe it is so important that children grow up feeling connected. BCC Child Care is located centrally and close to primary schools in the Balwyn / Surrey Hills area. When you choose your local community child care centre it is likely you will meet families that live close by. You can form friendships with other parents, and your children with theirs. We understand the importance of knowing your neighbours and love that we can bring the community together through child care.

Balwyn Community Centre is Child Care Subsidy (CCS) approved. The Child Care Subsidy is a means-tested benefit based on your family's combined income and fortnightly activities. For many families this is a great help and we will do what we can to make the process as easy as possible. There is more information about CCS in this welcome pack.

After reading through the welcome pack, if you have any further questions please get in touch with the office via email or over the phone. We are happy to have you as part of our community and will do what we can to make your child care experience positive and easy.



OUR PROGRAM

LET YOUR CHILD THRIVE AT BCC CHILD CARE!

From drop-off to pick-up, your child will feel safe in our caring, nurturing environment. The child care program at Balwyn Community Centre fosters creativity, friendship and play.

Throughout each session your child will participate in guided activities that are fun and encourage learning. They will be cared for in state-of-the-art indoor and outdoor facilities and over time, will come to love our child care staff.

We care for children aged between 6-weeks and 6 years, or prior to starting school. Our large, multi-purpose room offers children of all age groups the space to learn and play together. Integrated play gives your child the opportunity to learn from others and to experience cultural diversity and difference which, with the support of our Educators, will nurture positive attitudes, as well as care and respect for others.

Our qualified Child Care Educators structure each session so that your child will experience a range of different activities. These can include (but are not limited to):

- Reading both in a group and one-on-one
- Counting and basic maths
- Singing and dancing in a group and individually
- Play with dolls and soft toys
- Outdoor play
- Ball games, play on the playground and fun in the sandpit
- Arts and crafts
- Drawing and painting
- Dress ups
- Music and singalongs
- Free time and other miscellaneous activities

Each session is different and will vary with the seasons. Our staff structure the session to suit the children attending, the predominant age group, the weather on that day and the individual interests of each child.

Throughout the morning and into the early afternoon your child can work and play in their own way. One day, they may be full of energy and another day they may feel grumpy. That's okay! Our experienced staff know what to do and will take the time to be there for your child.



WHAT TO EXPECT DAY-TO-DAY

Your child will get to know how the day is structured. Structure helps children to feel more at ease and allows the session to flow from one activity to the next.

From drop-off to pick-up, your child will feel safe in our caring, nurturing environment. Our program fosters creativity, friendship and play. Here's a brief outline of the program structure from day-to-day:

9am: Drop-off

BLOCK 1: Active play (indoors/outdoor)

10am: Morning tea

BLOCK 2:

Guided group activity

12pm: Lunch

BLOCK 3: Nap or rest

BLOCK 4: Reading or fun with numbers / guided learning

3/4pm: Pick up

*The above is a guideline and the session can change with the individual needs of your child.

WHAT TO BRING

Please pack a backpack for your child and include the following items:

- 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, toy etc.)
- A healthy snack (eg. fresh fruit, vegetables, dried fruit) and a drink.
- Hat (please apply sunscreen before leaving home during terms 1 and 4).
- An adequate lunchbox for all sessions
- Please don't forget to name all of your belongings.

*No nut products

*No thongs or flip flops



OUR CHILD CARE PHILOSOPHY

BCC CHILD CARE IS WHERE THE COMMUNITY AND CHILD CARE CONNECT. OUR CHILD CARE PHILOSOPHY UNDERPINS OUR CARE.

We believe that all children need a place to learn and explore, where they can build a sense of who they are and where they belong. We recognise the importance of play as the basis of learning and aim to provide an environment that is warm, nurturing, inclusive and encouraging for all.

Our program is based on individual and group interests. Through observing and listening we can offer opportunities for children to grow and enhance their strengths, in both our indoor play space and our outdoor environment.

We are a team of experienced educators who respond to all children in a respectful manner, embracing diversity and encouraging each child's efforts as they learn and master new skills. We also understand that learning and development are individualised experiences, so we encourage communication with all families to make sure their child is engaged and supported.

Each child brings their own cultural heritage, family history and life experience to our Centre and by sharing information and building partnerships with families, we can promote a sense of belonging for every child in our care.

We believe that children never stop learning and that each day brings new experiences and opportunities for exploring the world around them. Our aim is to provide a happy, safe, stimulating and fun environment for them to do so.

CHILD CARE SUBSIDY (CCS)

THE CHILD CARE SUBSIDY IS A MEANS-TESTED BENEFIT BASED ON YOUR FAMILY'S COMBINED INCOME AND FORTNIGHTLY ACTIVITIES.



To help Australian families, the government is injecting another \$600 million a year to make child care more affordable, accessible and flexible. As of July 2 2018 the new Child Care Subsidy (CCS) system came into effect. This replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) arrangement and has made it easier for families to access child care.

BCC Child Care is CCS approved. The child care subsidy is a means-tested benefit based on your family's combined income and fortnightly activities such as work, study or volunteering. You can access more

**FOR MANY FAMILIES CCS
HAS BEEN A GREAT THING!
IT HAS HELPED MAKE CHILD
CARE AFFORDABLE.**

information about the Child Care Subsidy and how to apply for it on the Victorian Government website. Rebates will be processed and returned to you by the Centre.

This pack contains some basic information that will help you to understand more about CCS and outlines relevant details relating to how your rebate is calculated, making a claim and levels of activity.

For many families CCS has been a great thing! It has given them access to more child care and benefited their household budget. If after reading through this information and looking at the Victorian Government Child Care Subsidy website you have further questions please get in touch via email or call the office on 9836 7942.

Calculating your CCS Subsidy

Your CCS will be calculated using 3 components:

- Total family income (combined household income)
- Activity level of the least active family member
- Lower of benchmark fee and Centre hourly fee

Combined family income

The combined household income of your family will calculate the CCS percentage you're entitled to. You will need to contact Centrelink if your combined income increases or decreases.

Level of activity

CCS is linked to how much a family contributes to the Australian economy through 'activity'. This activity level is calculated from the parent with the lowest number of hours of activity

What counts as activity?

Under the new system, you will only

be able to access the Child Care Subsidy if you are doing suitable activity. The amount of hours of Child Care Subsidy that you're eligible for is determined by the amount of activity you do.

Activity counts as:

- Paid work (including unpaid lunch breaks)
- Authorised leave such as maternity leave, long service leave and annual leave
- Unpaid work in a family business
- Unpaid leave of up to 6 months
- Volunteering
- Setting up a new business
- Study and further education (includes semester breaks)
- Work experience and internships
- Time spent looking for work

Please note that this is not an exhaustive list. If you're concerned that you won't have enough activity or if you are confused as to what counts as activity, you can complete an activity test on the Victorian Government CCS website or call the office on 9836 7942 to discuss.

What to do now

Step 1

Find out if you are eligible for CCS. Some basic requirements must be satisfied for you to be eligible. Visit the Victorian Government CCS website for more information.

Step 2

Register for CCS through your MyGov account and provide Centrelink with the required details.

Step 3

You will receive a notification from Centrelink informing you of your new CCS percentage and subsidy hours.

We hope this information was useful. If you have any questions about CCS, please get in touch with the office.



MEET OUR EDUCATORS

WE HAVE A TEAM OF EXPERIENCED EDUCATORS WHO ARE PASSIONATE ABOUT CARING FOR CHILDREN OF ALL AGES.



GAYLE
COORDINATOR



LINDA
EDUCATOR



SHINI
EDUCATOR

Gayle Clark **Coordinator**

Having been in the child care industry for 41 years, my goal has always been the education and development of every child in my care. In saying this, I pride myself in giving the children every opportunity to express their individual personalities and cultural backgrounds. This will foster confidence in their development and in turn, inspire growth. My career has spanned three different centres with Balwyn Community Centre Child Care being the third. This has given me a good base of experience to build on as we and the children never stop learning. Being a wife and mother of two my family time is precious to me so I have always enjoyed a family holiday at the beach. Surf and sand

between my toes always re-energises me. My strong passion for family life also extends to the Centre, engaging the children to give them sense of participation and accomplishment. This will only make them more curious for the learning journey ahead.

Linda Allen **Educator**

Armed with a Diploma in Children's Services, I spent the first 15 years of my career working in early parenting – first at the O'Connell Family Centre and then in the Mother Baby Unit at Mitcham Private Hospital. However, the demands of being a mum of three great kids meant a change of career and in 2005 I joined the team at Balwyn and have been here ever since!!

MEET OUR EDUCATORS



Working with a small team over such a long period of time is a testament to the fact that I love what I do and look forward to seeing the children and sharing new experiences each day. I am proud when people say that I must have “helped to raise half of Surrey Hills!”.

Shini Educator

I migrated to Australia with my family in 2002. My previous profession, when I lived in Sri Lanka was an accountant, but I always dreamed of being a teacher. I received the amazing opportunity to work at BCC Child Care from 2003 as an early childhood educator. I found my passion there and went on to complete a Diploma in Children’s Services.

I love being able to teach the younger generation during, what I believe, is the most crucial period of their lives.

What makes us different

Our staff are what set Balwyn Community Centre Child Care apart! All of our staff are qualified and hold a Diploma in Children’s Services. Gayle, Linda and Shini have many years’ experience working with babies, toddlers and young children. Together they work to create a safe and nurturing environment that your child will love! They take pride in their position as a carer and take the time to get to know each child one-on-one. We’re very proud at Balwyn Community Centre to have a small, tight-knit team who have each worked with us for a number of years.

BENEFITS OF OCCASIONAL CHILD CARE

Occasional child care is different to long day care. It is centred on creating an individualised, nurturing experience for your child and with qualified, passionate staff.

At Balwyn Community Centre Child Care, we offer short, flexible sessions that can be purchased on a casual or term-by-term basis. The group of children in any one session is small and we have passionate staff who have worked with us for a long time.

Compared to long day care, Occasional Care takes a more personable approach to

child care. You can feel better knowing that your child is safe and well cared for.

For parents, the flexible hours of Occasional Care allows them to meet work-related and non-work-related commitments. It also gives mums and dads a much needed break from the hustle and bustle of being a parent! During those few precious hours of Occasional Care you might choose to clean the house, run errands, attend a doctor's appointment, or even have your hair done. Regardless of what you choose to do, the short break that comes with Occasional Care can do wonders for your health and wellbeing.

WHEN YOUR CHILD IS SICK

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. It is very important that we keep our Centre a healthy and safe place for your child.



OUR SUNSMART POLICY

WE ARE A SUNSMART CENTRE! IT IS IMPORTANT THAT YOUR CHILD IS PROTECTED FROM THE SUN WHEN THEY ARE IN OUR CARE.



Although our outdoor area provides adequate shade for a warm day, we like to make sure each child is optimally protected. In term 1 and term 4 it can get very hot in Melbourne. We recommend that during these terms, you apply sunscreen to your child's face and any exposed skin and that you pack a SunSmart hat in their backpack.

Please follow these 4 steps to protect your child from the sun:

- 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. Please pack it with them in their backpack.
- During term 1 and term 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. Thongs, flip flops and sandals are not allowed.
- All parents are responsible for applying SPF 50+ 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 reapplied 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 term 3, please provide a hat and let the staff know. If you have any questions, please get in touch.

OUR FACILITIES

OUR CHILD CARE FACILITY MEETS THE HIGHEST STANDARDS FOR HYGIENE AND CLEANLINESS AND OUR STAFF WORK HARD TO MAINTAIN A CLEAN, SAFE AND CHILDPROOF ENVIRONMENT.



OUR FACILITIES

IF YOU WOULD LIKE TO VIEW OUR CHILD CARE FACILITY, YOU ARE WELCOME TO BOOK A TOUR. PLEASE CALL THE OFFICE TO ENQUIRE.





COSTS

WE OFFER SHORT AND LONG SESSIONS TO SUIT YOUR SCHEDULE.

SESSION	COST
NEW 7 HOUR BLOCK 9AM - 4PM	\$101.50 PER SESSION \$122.50 CASUAL
6 HOUR BLOCK 9AM - 3PM	\$87.00 PER SESSION \$105.00 CASUAL
3 HOUR BLOCK 9AM - 12NOON	\$43.50 PER SESSION \$52.50 CASUAL

THANK YOU FOR CHOOSING BCC CHILD CARE.



CONTACT

e) reception@balwyncc.org.au

p) 9836 7942

bccchildcare.org.au

412 Whitehorse Road, Surrey Hills, 3124