

**DUBBO NEIGHBOURHOOD CENTRE INC
PO BOX 523
DUBBO NSW 2830**

VACATION CARE ENROLMENT PACK 2008

Welcome to the Dubbo Neighbourhood Centre's Vacation Care Centre

Vacation Care is a supervised childcare program that runs from 8.00am-6.00pm Monday to Friday during the school term break. Children aged between 5 & 12 years are able to attend.

Our VACATION CARE CENTRE is situated:

East Vacation Care – Myall Street (near Websdale Drive), East Dubbo

Enrolments for July

We request that all enrolment forms are in **as early as possible** for the next vacation care period. Your cooperation would be appreciated and will give us the opportunity to make decisions early, regarding activities and rosters. **Please note: Bookings will close on Thursday 18 Sept. Any bookings after this date will incur a late booking fee of \$10.00.**

There is a charge for each child attending the program, and the facility can be used on a regular or casual basis. Current rates are shown in the table below:

Childcare Fees:

Pick up by 6.00pm	Late pick up fee	Late booking fee
\$40.00 per child/per day	\$1.00 per minute after 6.00pm	\$10

Dubbo Neighbourhood Centre is an approved Out of School Hours Care Centre. Childcare rebate is available through the Families Assistance Office (Centrelink) for those families that meet the criteria. To claim the rebate the children must be linked to the service they are attending.

A voluntary committee of community people manage the DUBBO NEIGHBOURHOOD CENTRE INC in partnership with the Manager of the DUBBO NEIGHBOURHOOD CENTRE INC, which is a non-profit incorporated organisation. Funds received from childcare fees go towards paying wages for our caregivers, food, equipment, activities, for the children attending the program plus rent, administration and Management fee paid to DUBBO NEIGHBOURHOOD CENTRE INC.

Fees must be paid at time of enrolment

We acknowledge that with longer working days, meeting work and family commitments can be quite a challenge for working parents in Dubbo. We aim to supply quality; affordable care so that children attending our program can relax and enjoy their time with us, and parents can have peace of mind knowing that their children are well cared for.

The DUBBO NEIGHBOURHOOD CENTRE provides After School Care and Vacation Care for school children aged from five to twelve years and attending Primary School.

Under the new regulation OOSH services will no longer be able to take any non-school aged children into the centre. If a preschool age child is enrolled to attend school in the current school year then they can attend vacation care in January for that school year..

DUBBO NEIGHBOURHOOD CENTRE INC employs reliable and enthusiastic staff. Currently we employ one supervisor and childcare assistants at each centre. Staff to child ratio is 1:15 in alignment with the national standards.

Please read the reverse side of this information sheet, which explains the philosophy and some of the policies of the DUBBO NEIGHBOURHOOD CENTRE INC.

Contacts:

DUBBO NEIGHBOURHOOD CENTRE INC.	Manager	Kathy Hanchard	6882 2100
DUBBO NEIGHBOURHOOD CENTRE INC:	Senior Manager	Jackie Wright	6882 2100
OUTSIDE OF SCHOOL HOURS	Coordinator	Jenny Mann	6882 2100
VACATION CARE SUPERVISOR	TBA		6882 0062

Our Philosophy.

The Dubbo Neighbourhood Centre Outside of School Hours services aim to provide a positive environment for a safe and enjoyable OOSH program that caters for a diversity of cultures, ages and interests, with a semi-structured range of child-focused activities.

Children are a valued and important part of our community. Every child at Dubbo Neighbourhood Services OOSH Centres has the right to experience opportunities to realise their full potential through secure partnerships with caring responsible adults. Our target age group is 5 years to 12 years old and we realise the importance of middle childhood and encourage the children to use their imaginations in play and activities, as well as give them the opportunity to balance friends and activities with time they need for individual relaxation. At our Centres the role of family is respected and the needs of children are central to the planning and management of the service.

Our Goals

- To provide a high quality community based service where children of all cultural and linguistic backgrounds are cared for in a safe, secure and happy environment.
- To provide a service that enables parents/guardians to pursue work, study, training or other activities with confidence about the well being of their child/children.
- To promote the social, emotional, creative and physical development of primary school age children through a stimulating program that offers children a diverse range of experiences through structured and unstructured activities and play opportunities.
- To ensure the safety of the children, their carers and staff whilst attending our Centres
- To provide adequate and appropriate space for active and quiet indoor and outdoor recreation.
- To provide a positive environment for a safe and enjoyable program that caters for a diversity of cultures, ages and interest, with a semi-structured range of child focused activities.

To achieve these aims parents need to understand, and support existing policies and procedures, and to be involved in the development of new policies and procedures. There is a copy of the Dubbo Neighbourhood Centre Inc Policy and Procedures Manual available in the Outside of School Hours premises at all times, available for parents to read.

Policies

Enrolment: All children must be between the age of 5 and 12 and attending Primary School enrolled with the DUBBO NEIGHBOURHOOD CENTRE INC VACATION CARE before they can attend. All information in the enrolment form must be provided and fees paid in full before enrolment is complete. Parents must inform the supervisor of any changes to their enrolment information.

All information will be kept confidential and will be used solely for the purposes of maintaining effective contact with children's parents/carers, and managing emergencies or illness safely. No information will be shared with any third party except with the owner's permission or as required by legislation. It is the responsibility of parents/carers to ensure this information is confirmed each term, and to inform the VACATION CARE supervisor of any change in contact or other details.

Fees: The current fee structure is attached, and is reviewed annually. The methods of payment are by cash, EFTPOS or cheque. All fees are due to be paid on receipt of enrolment forms. All fees are non refundable. Credits will be given only for exceptional circumstances, but **not** for cancellations.. Any debt collection costs incurred recovering overdue fees are the responsibility of the parent/caregiver concerned. Parents are able to apply for the childcare Benefit rebate through the Family Assistance Office (Centrelink).

Bookings and attendance: All children attending VACATION CARE must be booked in at least 1 week in advance. In unforeseen circumstances bookings may be made up to 24 hours before due to arrive. Parents may make bookings by recording regular days on the enrolment form. **ALL FEES MUST BE PAID IN FULL AT TIME OF ENROLMENT.**

The Supervisor will check messages for absences at 8am each day. Children who are booked in but do not attend will be charged the regular fee.

Parents must sign their child/children in & out on the Attendance Roll and enter the time of arrival and departure before leaving the premises.

Staff will only release a child/children to a person who is identified as an authorised person on the enrolment form.

Supervision: Children will be supervised at all times by adult caregivers on a ratio no less than one adult to every fifteen children. Children who attend must be toilet trained, as the adult:child ratio is not sufficient to follow a specific toilet training regime for any particular child.

Program content: The supervisor & staff in consultation with the children will plan a safe, child-focused, varied and stimulating program that meets the developmental, emotional, intellectual, cultural and physical needs of the attending children. The VACATION CARE daily program content will allow for choice, and will be on display.

Behaviour: DUBBO NEIGHBOURHOOD CENTRE INC aims to provide an environment that is safe, secure and enjoyable for all children participating. Misbehaviour will be dealt with according to the Behaviour Management Policy. Permanent expulsion from attendance may be observed if severe misbehaviour occurs regularly or if a child's misbehaviour has created an untenable situation for others attending the program. Behavioural modification is not offered as part of the service.

Lunch: Children are to bring their morning tea, lunch and afternoon tea, which we encourage to follow nutritional and food safety guidelines. Occasionally staff may give children treats as part of an activity, such as sweets for prizes. Parents are required to fully brief staff on any food allergies or nutritional requirements their child/children has/have.

Health and Safety: It is important that all staff and children work and play in a safe manner. All hazards, accidents or incidents are dealt with according to the OH & S policies and procedures. No one is to work or play in a manner that may cause harm to themselves or someone else. DUBBO NEIGHBOURHOOD CENTRE INC operates a sun safe and smoke free environment. On all days of operations, at least one staff member will hold a current first aid certificate.

Emergencies: Staff are trained in dealing with emergencies such as fire and other hazards. Emergency evacuation drills are conducted once each term. At least one caregiver will have a current First Aid certificate on each day.

Illness and medication: Children that are not well should stay at home, especially if their illness is of an infectious nature. If a child becomes ill at VACATION CARE, the Supervisor will inform the parents so they can be collected immediately. The Supervisor will attempt to keep the child comfortable in the meantime. Medicine will not be administered unless a parent completes a Medical Consent Form and the medication is presented in the original package with the doctor's name, child's name and instructions.

Child Protection: DUBBO NEIGHBOURHOOD CENTRE INC is committed to the care and protection of children. This commitment means that at all times the safety of the child or young person will be given primary consideration. At no time will any child be subject to harm (whether physical, emotional or sexual), ill-treatment, abuse, neglect or deprivation. Staff prevent, recognise and respond to potential or actual child abuse according to the Child Protection Policy. Information on Child Protection and relevant forms and contact phone numbers is available at the Centre.

Staffing: DUBBO NEIGHBOURHOOD CENTRE INC employs caregivers and a supervisor who are committed and enthusiastic about caring for children. Previous experience in teaching or childcare is preferred. Staff must be over 18 years of age. A full induction program is provided, and ongoing training for staff is targeted when available.

Complaints: The management committee take any complaints seriously. The complaints procedure is outlined in the Policies and Procedures Manual, and parents are encouraged to bring complaints to the attention of either the supervisor or manager.

Mobile Phones:

Children are not permitted to have mobile phones at Vacation Care. We will place any phones found with children in a safe place until they are collected in the afternoon when leaving the Centre.

Please leave the phones at home

Ipods/Games Boys Etc

We do not encourage children to bring along any items of value. If they do bring any item of value, they do so at their own risk. We will not be responsible for the loss or damage to these items and will not become involved in any disputes regarding any items lost, damaged or stolen.

Sun Protection and Education

Dubbo Neighbourhood Centre Inc aim to ensure that all children attending our Centres will be protected from harmful rays of the sun. All staff are to model appropriate sun protection behaviour and enforce the sun protection policy.

Children and staff will wear hats and sun safe clothing for all outdoor experiences year round. Parents are requested to provide a hat, which gives protection for children's face, neck, head, ears and the crown of the head. Legionnaire hats or wide brimmed hats with brim to be at least 6cm are required. Baseball caps are not to be worn as they offer very little protection; only the crown of the head is protected. Sun safe clothing includes shirts or dresses with collars or high necks and long styled sleeves; trousers, longer shorts or skirts in closely woven fabric. The back and stomach are to be also covered. Children without a suitable hat will be directed to play indoors as opposed to playing in shaded areas of the playground as this represents a problem for staying in this area, moving to and from the shade and the reflection of UV onto the ears and face.

Food and Nutrition

We aim to encourage the consumption of nutritious and varied food of good quality in the Centre. Children will be encouraged to develop good eating habits through good examples and education. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children. High standards of hygiene will be maintained throughout any food preparation. Staff will ensure that rubber gloves are worn during food preparation, that food has been stored properly and purchased from reputable outlets and that all food handling utensils are clean and sterile.

Procedure:

- During vacation care, parents will be asked to provide their children with a healthy morning and afternoon tea, lunch and drinks, unless otherwise stated in the program
- Any food provided by the Centre will be prepared in a hygienic manner
- Where children are involved in food preparation, this should always be supervised and hygienic conditions maintained
- Food requiring refrigeration will be stored in the refrigerator
- Children should be seated while eating or drinking
- Eating and snack times are seen as a social event where children and staff can relax, talk about their day and experience a variety of foods. Staff will demonstrate good healthy and hygienic eating habits while with the children
- Any menu will be on display for families and children
- Education of healthy eating habits will be developed through ongoing example, specific activities, notices, posters and information sheets to parents
- The denial of food will never be used as a punishment
- Children's cooking activities will be encouraged to develop life skills. At all times safe and hygienic practices will be followed
- Staff will ensure that drinking water will be provided and available to the children at all times.
- Staff will teach children about nutrition through planned and unplanned experiences with opportunities for discussion about taste, texture, colour, cultural origin and preparing foods that encourage healthy food choices.
- Food brought into the Centre from an outside source to be shared amongst the children will need to be accompanied by a list of ingredients (eg Birthday cake – home made or store bought)
- All food and drink provided by the families should be prepared taking into consideration the National Dietary Guidelines for Children and Adolescents in Australia. Foods that are not recommended to be brought into the Centre generally fall into 3 categories:
 - Foods high in fat that contain few other nutrients
 - Foods high in sugar or those likely to cause tooth decay
 - Foods high in salt
 - Over a full day of care two (2) snacks and one meal should be provided. All food and drinks transported to the centre should be kept within safe temperatures (less than 5 degrees Celsius)

DUBBO NEIGHBOURHOOD CENTRE INC

OCTOBER VACATION CARE ENROLMENT FORM 2008

Please complete this form and return to the office of Dubbo Neighbourhood Centre,
213 Brisbane Street, Dubbo

THE LAST DAY FOR ENROLMENTS WILL BE THURSDAY 18 SEPTEMBER, 2008

A LATE PAYMENT FEE OF \$10 WILL APPLY AFTER THIS DATE

All information will be kept confidential and will be used solely for the purposes of maintaining effective contact with children's parents/carers, and managing emergencies or illness safely. No information will be shared with any third party except with the owner's permission or as required by legislation. It is the responsibility of parents/carers to ensure this information is confirmed each term, and to inform the VC supervisor of any change in contact or other details.

Personal details of the child/children

Name: 1..... 2..... 3.....

Date of birth:

CRN:

I have submitted the relevant forms to Centrelink advising of VACATION CARE as our Service Provider YES / NO

EAST VACATION CARE Provider number: 406 967 152A

	Monday	Tuesday	Wednesday	Thursday	Friday
Week one (1)	29/9/2008	30/9/2008	1/10/2008	2/10/2008	3/10/2008
Week two (2)	Public Holiday	7/10/2008	8/10/2008	9/10/2008	10/10/2008

Family details

Name of parent/guardian:.....

Address:

Phone number: (work).....(home).....(mobile).....

Email:

Name of parent/guardian:

Address:

Phone number: (work).....(home).....(mobile).....

Emergency contact

Please provide the names of two (2) adults who can be contacted in an emergency:

Name:Relationship to child.....

Address:

Phone number: (work).....(home).....(mobile).....

Name:Relationship to child.....

Address:

Phone number: (work).....(home).....(mobile).....

Names of other adults who have your permission to collect your child/children

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Consent for emergency medical treatment

I/we give consent to any emergency medical treatment for my/our child/children deemed necessary by a qualified medical practitioner:

Name:

Signature:Date.....

Medical and social history

Is there anything you feel the staff should know about your child's/children's medical or social history (e.g. medications, allergies etc)?

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.....
.....

Family doctor:Phone number.....

Address of medical centre:.....

Medicare number.....

Medical Benefit Fund Yes/No.....Ambulance Cover Yes/No.....

Declaration

I/we understand that if I/we book my/our children to attend Vacation Care and then they do not attend, I/we will be charged the normal fee.

I/we agree to pay my/our account in full in advance. I/we understand if I/we do not collect my/our child/children by 6.00pm I/we will be charged a late fee of \$1.00 per minute.

I/we understand that should my/our account not be paid in full by the commencement of vacation care my/our children may be refused admission to vacation care until the childcare debt is brought up to date. If the childcare debt is placed in the hands of a debt collection agency I/we are aware any fees incurred in the debt collection process will be added to the debt owed to Dubbo Neighbourhood Centre and will be fully payable.

I/we have read the policies and conditions of the Dubbo Neighbourhood Centre Inc facility and agree to these, and wish to enrol my/our children.

Name:

Signature:Date.....

PERMISSION NOTE

ACTIVITIES

Igive permission for my child/ren
(parent/guardian)

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to participate in activities organised by the staff at Vacation Care. I also give permission for travel to and from activities by bus or walking if the activity is within reasonable distance of the Centre. A list of activities will be on display at the Centre

Signature.....Date.....

PERMISSION NOTE

PHOTOGRAPHY/MEDIA

I agree/do not agree for my child/children to be included in any photographs to be published in the local newspaper or on display at the Centre or Office.

Signature.....Date.....