



PARENT INFORMATION BOOKLET

WELCOME to Take-A-Break Occasional Childcare at the [Dromana Community House Inc.](http://dromanacommunityhouse.org.au)
Please take a few minutes to read through the information.

Providing an opportunity for your child to develop social, emotional, and learning skills.

A flexible Occasional Child Care, known as Take-A-Break, where we provide respite for parents/guardians of young children (approx. 18 months old to pre-primary) to help you participate in activities including recreational classes and activities, paid work, shopping, social events, and voluntary community activities. **Occasional care** helps parents with less formal needs, like needing two hours for an appointment or to rest.

Registered as a provider of Occasional Childcare under the *Education and Care Services National Law Act 2010*. and licensed to care for up to 16 children per session. Your child may be cared for and educated for up to 5 hours per day and for no more than 15 hours per week. You may be eligible to receive Childcare Benefits to reduce your fees.

Sessions	Five hours from 9 am to 2 pm		
School term	Monday to Friday	School holidays	Days offered to suit families' requests.

Children will be cared for in a warm, friendly, and secure environment by our team of educators led by - Claddgha Nicholls.

Qualified Staff (also known as educators) to Child ratios allow staff to give more individual care and attention to your child, which helps them to develop better social and learning skills. Educators will develop more effective and meaningful relationships with your child, to help make sure they are engaged, happy and relaxed.

Children birth to 24 months = 1 Educator to every 4 children

Children over 24 months and less than 36 months = 1 Educator to every 5 children

Children over 3 years = 1 Educator to every 11 children



Our Early Learning Program is learning outcome driven and aimed at specific developmental stages, during each session children will take part in age-appropriate craft activities, enjoy songs, stories, puzzles, and games that enhance and develop enquiring minds and social skills. Play based outside activities include sand and water play in our mud kitchen, bike riding and ball games. We also have introduced music sessions with Andrea that the children enjoy.

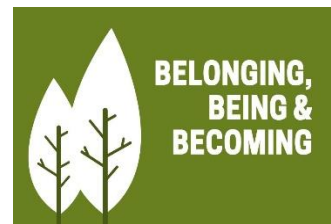
The **Program** and other important information including policies are at the entrance desk.

Fifteen Gibson Street, Dromana VIC 3930

Mobile: 0417 467 734 Enrolments / 0437 323 929 Team Leader

Email: childcare@dromanacommunityhouse.org.au

www.dromanacommunityhouse.com



FEES AND BOOKINGS:

Enrol by completing the application and choosing the day/s preferred for your child/ren.
We offer orientation at a convenient time for your family or can easily catch up with you by phone.
Term fees must be paid in advance to secure your place.

Before commencement:

You must pay **at least two weeks fees** to hold your child's place on a specific day while waiting for your Childcare Subsidy, any subsidies paid will be credited to your balance owed for the term booking.

The enrolment package, **Xplor** allows you to update your details and to keep in touch easily.
Xplor is a compliant secure package that links to the [Childcare Subsidy](#).
Statements will be emailed to you fortnightly.



Once offered a day or days, families usually keep this booking for the term or until you inform us otherwise and we require 2-weeks' notice if you withdraw.

We are unable to offer "Make up" sessions if you are absent or are away – You have 49 days allowable absences, and this will include public holidays when the service is closed.

If you do not require your booking on a particular day, you are required to Phone or Txt 0437 323 929 as soon as practical.
This will be recorded as "Absent" in Xplor.
If you are running late, please advise, as the place will be offered to those on the Waiting List at 9.30 am.

Fees are set by the **DCH Committee** to offer best value, education, and care for families.

Full fee: Per session per child: **\$61**

You may be eligible for discounted fees providing you meet the criteria of [The New Childcare Package](#).

You agree to pay the predetermined rate by the term, to Dromana Community House Inc. and we claim the **Gap**.

Enrolment Coordinator: Kerrie Harris Email: dromanacommunityhouse@gmail.com

Payment methods: Remember to pay at least two weeks in advance prior to starting plus \$20 annual registration.
For example, \$144 is required before starting for one day.

 **Bendigo Bank** Direct deposit is preferred or payment by Credit card/EFT.

Bank:	Bendigo Bank:
BSB:	633 000
Account Number:	150 336 014
Account Name:	Dromana Community House Inc.

POLICY/FEES FOR LATE PICK -UP Extra FEE \$10 per ten minutes **Mobile Phone:** 0437 323 929



If a child is not collected on time, we will phone the emergency contacts.

At 2.30 pm if we are unable to contact either a parent/guardian or emergency contact we will contact the local police. A staff member will remain with the child.

Staff are only onsite between 8.45 and 2.45 Monday to Friday- Staff will return calls between these hours.

WHAT DO I NEED TO BRING?

We recommend your child brings a backpack or bag with the following items: -
Sun hat/Beanie, warm jacket, change of underwear, socks, pants, nappies, or pull-ups.
Snack boxes and Water bottles – clearly labelled.

We encourage parents to apply SPF 30+ sunscreen to their child prior to the session and cover exposed areas. For example, a shirt to cover shoulders during the summer.

No Hat means, No Play.

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TAKE A BREAK CHILDCARE



Morning-tea and lunch is provided by parents, please ensure that your child's lunch box and water bottle are **clearly named**. We encourage healthy food choices at Take-A-Break – so fruit, crackers and cheese, yoghurt, sandwiches, and water are all good options.

Please make sure your child has something for morning tea and something for lunch. Some families find it easiest to pack two containers, one marked Snack, the other marked Lunch. This makes our job easier too and the children soon become independent learners!

Lollies, chips, and chocolate will be put back in the backpack to enjoy at home.

Important to note: Do not send food including Nuts or Eggs.

Naturally, this includes all nuts including peanuts, peanut butter, and hazelnut (Nutella) sandwiches, hard boiled eggs, and egg sandwiches. Processed items containing **traces** of these products are acceptable.

If your child has had nut or egg products before coming Take-A-Break we please ask that their hand are washed and clothes free of products that may transfer onto toys.

As we may have several children with food allergies, we ask that parents do not send in cakes for birthdays, however, we are more than happy to sing "Happy Birthday" and blow Birthday Bubbles.

Teddy bears, dummies and other 'security' items are welcome at Take-A-Break, but we are unable to take responsibility for loss or damage. Check the Lost property box regularly.

A Medical Management Plan is required for children with Asthma or Anaphylactic reactions or other medical conditions.

Staff are trained and current in HLTAID004 Provide an emergency first aid response in an education and care setting.

ARRIVAL AND DEPARTURE: It is a legal requirement that parents/guardians digitally sign in and out.

During COVID -19 only one parent is allowed at drop off and collection times.

Please do not bring siblings into the service.

Children will only be permitted to leave with a person that is authorised on their Enrolment form and aged over the age of 15.

A parent /guardian's authorisation is required before a child is released into another person's care. When picking up your child/children, ensure all belongings are collected and staff advised of your departure.



CHILDREN SETTLING IN:

Start with a short separation time. This allows your child the chance they need to settle into a new situation. Your child will also feel more at ease if you seem relaxed and confident. It is also especially important to say "GOODBYE", even if your child is distressed. It helps make it clear to them you are leaving and can reassure them that you are coming back. Staff will contact you if your child is having difficulty settling and are with always happy to discuss settling processes and techniques.

ACCIDENTS AND INJURIES:

The safety and wellbeing of your child is importance to us. We make every effort to ensure that potential hazards are limited to those incidents that are beyond our control. All minor accidents and injuries are entered into the **Incident, injury, trauma, and illness record** and will be brought to parents' attention at pick-up time. Parents must sign (digital) and date all entries. In the event of a serious accident or sudden extreme illness we will also phone you immediately or the emergency contact and an ambulance (at parent's expense) if needed.



INFECTIOUS DISEASES AND HEAD LICE:

Children with infectious or communicable diseases must not attend the centre. Such conditions include measles, mumps, conjunctivitis, gastroenteritis, chickenpox, and school sores. Please notify us if you discover your child has head lice. We are required to exclude children from the service until treatment has commenced.

ILLNESS: A time to be at home!

Coughs, colds, and tummy bugs spread easily in a childcare environment, both to other children and to staff.

Children who are not well will be sent home if they arrive sick, especially during COVID – 19.

We ask that a child who has experienced cough and cold, vomiting or diarrhea in the past 48 hours be kept at home. If your child becomes unwell during a session, we will call you immediately.

Please use common sense when assessing whether your child is well enough to attend the session.

During COVID-19 our priority is to keep all children safe and limit risks to the community.



BUSHFIRES AND EXTREME HEAT:

Please note that Take-A-Break will not operate on days declared [code red \(catastrophic\)](#). It is your responsibility to monitor weather reports during the bushfire season.

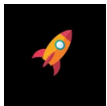
You can find out what the Fire Danger Ratings mean by visiting cfa.vic.gov.au

In the event of an emergency evacuation

Staff regularly practice emergency drills with children, it is important in the event of an emergency to remain calm and expect that our team will take the utmost care with your children. The mobile phone line will need to be kept free. The new enrolment system will send out any updates or details to ensure families and well informed.

The procedures are outlined on the Notice board.

Communication



Xplor our online enrolment system (download the App to your phone) provides regular updates and reflections on your children's learnings are posted by the Team Leader.

Quarterly e-newsletters are sent out to families.

Information sessions are held regularly, and communication is via txt and email. Please ensure your details are up to date.



Immunisation requirements

Your child must meet immunisation requirements to attend and to receive childcare fee assistance.

PROBLEMS, QUESTIONS OR CONCERNS

We welcome your feedback it assists in reflecting on our practice and planning towards excellence! A quick conversation may be a great solution or idea we had not yet thought about.

Please raise problems, questions, or concerns regarding your child's experience at Take-A-Break we ask that you: -

1. Initially raise them with the person in charge of the room or the Team Leader, Claddgha Nicholls
2. If you are unsatisfied with the outcome of this discussion, please speak in confidence to: - Tracey Trueman, the Manager or Kerrie Harris, the Enrolment Coordinator. Phone: 0417 467 734

If you are still unsatisfied and if of a more serious nature, then contact the Duty Officer: -
Licensed Childcare/Children's Services help line on 1300 307 415

Dromana Take A Break Occasional Childcare and the Early Years Learning Framework

[Belonging, Being and Becoming - The Early Years Learning Framework](#) (EYLF) describes the principles, practices and outcomes that support and enhance young children's learning from birth to five years of age, as well as their transition to school.

The framework offers a vision where 'all children experience learning that is engaging and builds success for life'. It has been designed so that early childhood services will be able to develop their own strategies to implement its objectives. Families looking for more information on the EYLF can use the [Information for Families Guide](#).



The National Quality Framework (NQF) rates the quality of Childcare by looking at the experiences, environment, and relationships that services provide.

At Dromana Community House Take a Break Occasional Childcare we are currently transitioning to this system.

[National Quality Standards](#)



Education Program & Practice

Children's Health & Safety

Physical Environment

Staffing Arrangements

Relationships with Children

Collaborative Partnerships with families & communities

Leadership & service management

Dromana Take A Break Occasional Childcare – the Childcare Package!



Dromana Community House -Take a Break Occasional Childcare is approved under National Law to administer the [Childcare Subsidy](#) . We believe most families registering for [Childcare Subsidy](#) will benefit.

The fee set is per 5-hour session: \$61 (equates to \$12.20 per hour which is the cap)

To qualify for the [Child Care Subsidy](#) you will be asked a series of questions.

Family entitlement to the Child Care Subsidy will be determined by a three-step activity test.

How much subsidy you receive depends on?

- your family's combined income – this is used to calculate the percentage of childcare fees you receive a subsidy for
- the type of care your child is attending – the maximum subsidy you receive per hour depends on the type of care.
- the number of hours you are undertaking the activities outlined above – this is used to calculate the number of hours you can claim the subsidy for.

The following tables are based on the [Services Australia](#) figures for 2020-2021.

Your combined family income and the subsidy you receive:

Combined family income	Subsidy received as a percentage of the fee charged
\$0 to \$69,390	85%
Above \$69,390 to below \$174,390	Between 85% and 50% The percentage goes down by 1% for every \$3,000 of income your family earns
\$174,390 to below \$253,680	50%
\$253,680 to below \$343,680	Between 50% and 20% The percentage goes down by 1% for every \$3,000 of income your family earns
\$343,680 to below \$353,680	20%
\$353,680 or more	0%

Extra support

Some families can get [Additional Child Care Subsidy](#). Centrelink pay it on top of Child Care Subsidy to provide extra support with childcare fees.

THREE-YEAR-OLD KINDER coming in 2022

Dromana Community House Inc Committee is currently registering with the Victorian Government to provide Three-Year-Old Kinder in 2022. We hope to offer one day per week with a qualified Teacher in 2022.

The Victorian Government has pledged: -

From 2022, 3-year-olds across the state will have access to 5 hours of a funded kindergarten program each week. The hours will then increase to 15 hours a week for 40 weeks of the year by 2029.

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USEFUL INFORMATION & LINKS

School Terms

Term 3 2021 12th July to 17th September

Term 4 2021 4th October to 10th December

Enrolment for 2022 Wednesday 20th October 2pm to 4 pm

TERM 1 2022 10th January 2022 – Enrolment and Orientation day

17th January 2022

School Holidays Tuesday and Wednesdays offered



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COVID – 19

Our aim is to keep children's families and staff safe and secure during these times.

You will be advised by email when our service is affected during a Lockdown or with new procedures we must follow.

You stay enrolled in the service and contact us if you do not wish to attend, this information goes onto your file and we then advise what arrangements re fees are in place.

COVID UPDATES

Mornington Peninsula Shire Council Covid Update

Mornington Peninsula Child and Family Services

Facebook- We have a closed group that you will be invited into.

<https://www.facebook.com/dromanacommunityhouse>

www.dromanacommunityhouse.com

Childcare subsidy

[Child Care Subsidy - How to claim - Services Australia](#)

[Easy childcare subsidy calculator](#)

Memberships



Australian Childcare Alliance

Enrolment

The next step is to complete an **Enrolment Enquiry Application**

Pay: \$122 (covers your first two sessions full fee) and the \$20 annual registration fee per child and are non-refundable. Total \$142

Contact: Kerrie Harris dromanacommunityhouse@gmail.com

Click here for an [Online Enrolment](#) form or complete the form on page 9 and return to the office.

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**MORNINGTON
PENINSULA**
Shire



Expression of Interest - Registration for Enrolment at the Dromana Community House Inc Take a Break Occasional Childcare

Parent's Name	
Mobile	
Email	
How did you find out about this service?	
Child's name	
Date of Birth	
Number of days required.	
Term 2021	Order of preference – Number please
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
CRN	

Registration

\$20 Per child applies on application.

Two weeks in advance is to be paid prior to commencing.

For example: \$122 for one day for two weeks plus \$20 registration

This will be credited to your account and once the CCB is approved you will need to settle the balance owing for the term.

Confirmed Days and Start Date- You will be notified by Kerrie Harris.

Date Paid. Receipt #