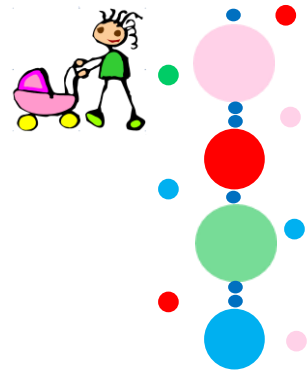


CHILDCARE HANDBOOK





CHILDCARE HANDBOOK

MISSION STATEMENT

The Teen Family Centre has a Licensed and Accredited Childcare Centre that assists teenage parents to complete their Secondary Education. Our programs are funded with a range of support services available to young parents and their children.

The Childcare Centre provides quality care with experience and trained staff to care for children aged 8 weeks to 4 years

ABOUT THE CENTRE

The Childcare Centre is an incorporated body, managed by a committee. Balga Senior High School have provided the building for the Childcare Centre and provides ongoing support through our Young Parent Program.

The Childcare Centre received funding from the Department of Family and Community Development, Stronger Families and Stronger Communities Initiative.

Childcare fees of young parents are funded through Centrelink's Child Care Subsidy. This covers a large amount of the childcare fees so that these young parents only have a small fee; which is paid directly from their Parenting Payments to the Childcare Centre.

TEEN FAMILY CENTRE PHILOSOPHY

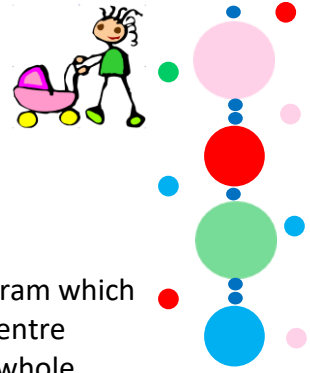
The Teen Family Centre believes parents have a right to access education while pregnant or once had children. The centre also believes that these parents have a right to receive high quality support and childcare whilst achieving their education goals.

The Teen Family Centre believes a holistic approach best assists parents who have a right to make choices and decisions about issues, which affect themselves and their children. Therefore, we value the principles of empowerment and encouragement

The Teen Family Centre knows that young parents require support in their basic personal needs such as housing, nutrition, financial and in relationships so that they can be more focussed in education and parenting.

The Teen Family Centre believes a high quality child care is essential to providing a positive role model for parents and staff, to meet the physical, emotional, social and cognitive needs of children through a trusting, respectful and caring environment

Members of the community are encouraged to participate in the Centre's program because the centre believes that community involvement assists the parents through transitions from school to work and each parent is encouraged to seek out additional and ongoing resources within their own community



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The Childcare Centre's focus is a multicultural, developmentally appropriate program which creates a safe and stimulating learning environment for children. The Childcare Centre program includes a range of active and quiet activities, indoor and outdoor play, whole group and small group learning experiences and structured and unstructured learning times.

Nutritionally balanced and attractive meals incorporating foods from various countries will be provided and mothers are encouraged to breastfeed their babies throughout the day.

OPENING TIMES

The Teen Family Centre is open from 8am till 4pm, Monday to Friday. The centre is closed on public holidays and pupil free days.

The Teen Family Centre is also closed during the December/January School Holidays.

**PARENTS ARE NOT TO SMOKE OR DRINK ALCOHOL IN THE
CHILDCARE CENTRE OR ON SCHOOL GROUNDS**

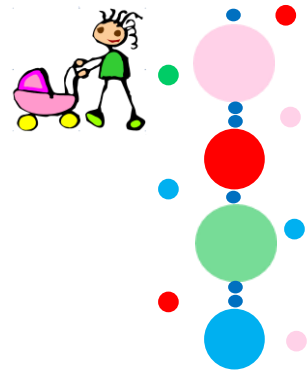
SCHOOL HOLIDAYS

The Childcare centre is open during school holidays, with exception to December and January holidays. Parents are encouraged to continue using the centre.

School holiday programs are provided for the young parents to attend, such as excursions, parenting workshops, and days out. These activities can be inclusive of their children.

PARENT PARTICIPATION

The Young Parent Program is a parent and child centred program (shared care). Young Parents are encouraged to spend part of their school day at the centre, mainly recess and lunch. This is valuable time for staff and parents to get to know each other and to share ideas about children, parenting and family issues. The childcare staff provide ongoing practical assistance in all areas of caring for the children and provide a role model in play and communicating styles with babies and toddlers. Parents and their families are welcome to visit the childcare centre at any time during opening hours.



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PARENT HELP

Mums, Dads and Grandparents are encouraged to “help out” at times in the centre. This means they can volunteer to assist with tasks such as folding washing, clearing the kitchen, playing with children, cleaning and general maintenance.

The Teen Family Centre has a small staff team and parent volunteering enables us to spend more quality time with your children. Many hands make light work and all your help is very much appreciated.

The Teen Family Centre staff are very interested in hearing about any special talents that parents and relatives may have such as playing musical instruments, gardening or artistic abilities. The centre enjoys having visitors who contribute with special experience’s involving children. Please talk to the Director if you would like to contribute in this way.

ENROLMENT

Enrolment of children into the Childcare Centre is under the DEEWR CCMS Guidelines. You will be asked to pay an enrolment fee which will be returned to you when you end your Child’s care in the centre.

Along with your completed enrolment form you will need to bring:

- Child’s immunisation record (can be found online through Medicare)
- Child’s Birth Certificate
- Medicare Card
- Centrelink Health Care Card/Pension Card.

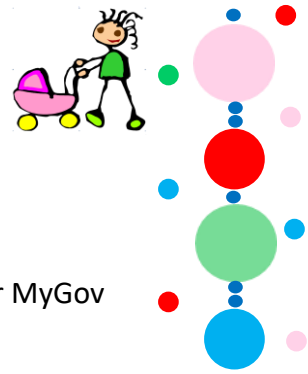
A file shall be kept on your child’s details. Please notify Childcare staff of any changes to telephone numbers, immunisation records, address details or contact details, and any other relevant information.

CHILDCARE FEES: **\$92.50 PER DAY**

The Teen Family Centre is registered with Centrelink so parents can claim the Child Care Subsidy. Please see the Director for more information.

Parents enrolled in our Young Parents Program who are attending school, TAFE or University may be entitled to the Additional Child Care Subsidy “Transition to Work” which is paid through Centrelink.

Parents will be required to pay the gap childcare fee which is paid through Centrepay from their Centrelink payments directly to the Childcare Centre each fortnight. These parents are



CHILDCARE HANDBOOK

requested to complete a Centrepay application online through MyGov or on their MyGov App on their phone.

During the course of the year, ALL parents will be asked to pay extra fees. These fees help towards the costs of excursions and incursions for the children.

Parents who fall behind with payments (*more than two weeks*) will be charged a late fee of \$5.00 per day until arrears are paid. Childcare Fees should be in credit by at least one week.

CHILDCARE RECORDS

The Teen Family Centre has to store the following records as per Children Services Regulations:

- Attendance Records (3 years)
- Enrolment Forms (3 years)
- Receipts for Childcare Fees (3 years)
- Excursion Forms (3 years)
- Accident and Injury Forms (until the child reaches 24 years of age)
- Centrelink Forms such as Subsidy and Transition to Work claims (3 years)

Parents are requested to pay \$10.00 per year in administration costs.

ARRIVALS AND DEPARTURES

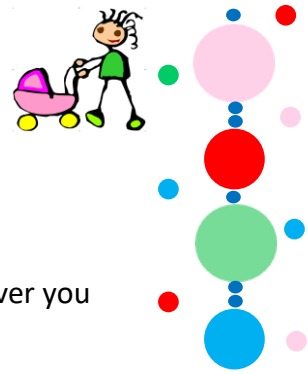
Please be sure to sign your child in at the beginning of the day and sign out at the end of the day on the tablet provided. This is a legal record of your childcare usage, which is necessary to be eligible for the Childcare Subsidy. It is the parent's responsibility to maintain a correct record of their child's attendance. Failure to do so could result in fees normally paid by Centrelink being paid by the parent.

Please note if parents are late in collecting their child from the centre they will be required to pay late childcare fees of \$5.00 per minute that the parent is late.

Please note that only the person's nominated in a child's enrolment form are whom staff will allow to collect your child from the Childcare Centre. If you wish to add or change the names of nominated persons on the enrolment form you will need to do this in writing to the Director. Staff have the right to ask persons collecting children to show ID.

ALLOWABLE ABSENCES

Allowable absences are the 42 days per financial year (June 30th – July 1st) which are allowed to DEEWR as they pay the parent's childcare benefit to the Centre.



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If your child or yourself are sick, an unlimited number of days can be taken however you must provide a medical certificate or Doctors note for these days.

You will be informed in writing, each quarter, as to how many allowable absence days your child has taken. Parents are requested to pay normal fees for all allowable absence days taken; including public holidays.

WHAT TO BRING

Please provide a bag to keep your child's belongings in. The Childcare Centre has bag lockers which one can be allocated for your child's bag.

If your child has a dummy or other comforter such as a favourite toy or blanket for sleeping please bring this with you. Please do not bring lollies and toys from home.

Please supply your own nappies (at least four a day) for staff to use while your child is in our care.

All food is provided for the children while in the care of the centre. However, parents will need to provide their own formula milk and a couple bottles so staff can make bottles when required for your baby.

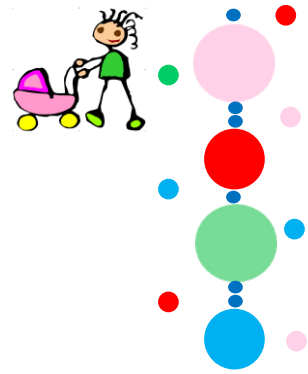
SUN PROTECTION

Please provide a safe hat for your child for Outside Play. **NO HAT NO PLAY!**

To ensure that whilst children are at the centre they are protected from skin damage caused by the harmful ultra sun rays, The Teen Family Centre has a Sun Care Policy. Please see a copy of this policy which is on display in the Childcare Centre at all times.

CLOTHING

The Teen Family Centre suggests your child wears comfortable and safe clothing, that may get messy. Please be aware of climate changes when dressing your child for childcare. Clearly mark the child's name on ALL belongings including clothing and bottles. Safe footwear and a hat is required for outside play. Please provide spare changes of clothes for your child each day!



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MEDICATIONS

It is the Teen Family Centre's policy that MEDICATION will only be given to children if parents complete the Centre's Medication form. Over the counter medications such as Panadol and cough syrups will be monitored and only given if a doctor's letter is provided. Medications must not be kept in your child's bag. A special container is provided in the kitchen or childcare fridge to keep medicines out of the reach of children.

Nappy Cream and Teething Gel (Bonjela) are the exception. These can be provided by parents or the Centre will have some if needed.

MEAL TIMES

Meal times are an enjoyable occasion and a time for learning independence. Morning and Afternoon tea is provided and a nutritious Midday meal.

The menu is varied and takes into consideration the many different cultures. The menu is specially designed to provide at least 50% of your child's daily recommended nutrition. Families are encouraged to provide feedback about the menu and to make suggestions about food your child enjoys at home. The menu limits salt, sugar and fat intake while maximising nutrition from fresh seasonal produce.

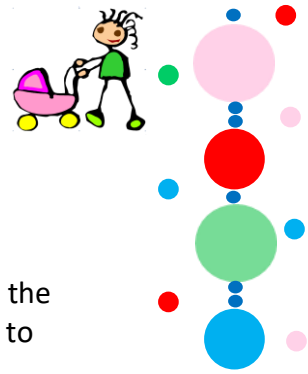
Teen Parents attending Balga Senior High School are encouraged to return to the centre as required for breast feeding and also to spend their lunch times and recess with their children at the centre. Breakfast Cereal is available in the kitchen so teen parents can feed their own child breakfast before going to school.

Birthdays are special times for all children and staff are happy to celebrate your child's birthday. Please let staff know and they will provide a birthday cake for that special day. Parents are requested not to bring in birthday cakes from home due to food allergies other children may have in the centre.

Please inform staff if you or your child has any allergies or any requests regarding food. We will make every effort to provide a diet that suits your child's needs.

BREASTFEEDING IS ENCOURAGED

Remember that breastfeeding has nutritional, emotional, physical and practical benefits for you and your baby. Expressed milk can be stored in the kitchen fridge/freezer. Parents must make arrangements with staff regarding the storage of breast milk. All breast milk needs to be carefully handled and monitored to avoid cross contamination so please speak to Childcare staff if you wish to take this option. There is breast milk expressing equipment if required. The staff are happy to provide you with a comfortable, quiet place during breastfeeding.



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If your child is bottle fed on formula, please supply a tin of formula and bottles to the childcare. If you wish to make your own bottles of formula, you will need to speak to Childcare Staff.

CHILD DEVELOPMENT PROGRAM

Childcare Staff at the centre are trained and experienced in child development, early education, child health and issues concerning Australian Family and Society. The qualified staff are trained and have expertise to provide child development programs that build your child's physical, social, emotional and intellectual skills. Please talk to the Childcare staff to discuss your child's development and education program.

PARENT INFORMATION

The Childcare centre has daily support from the Parent Support Worker who provides support to the teen parents by providing information and guidance in life skills. In addition to supporting the teen parents, the Parent Support Worker also hosts recreational and parenting programs for young parents during the school holidays.

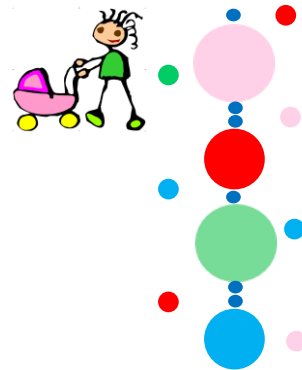
Assistance is also available to see appropriate help from other government and non-government agencies such as Centrelink, Financial counselling, Housing agencies and the Department of Community Development. Please speak to the Parent Support Worker for more information.

CHILD HEALTH NURSE

The local Child Health Nurse is available by appointment at the Childcare Centre. The nurse will visit you and your child at the Childcare Centre to discuss any needs or concerns you have regarding your child's health or development. The school nurse is also involved in our Young Parents Program on Thursdays. The staff are also available to take you and your child to the local child health clinic if required. For more information, please speak to the Director.

SPEECH THERAPIST

The Koondoola Speech Therapy clinic supports the parents at our centre with visits from one of their nurses. The nurse is always available to chat to parents regarding their child's speech development. Please see the Director for more information.



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ADDITIONAL SUPPORT

Other support facilities provided by Balga Senior High School include a School Nurse, School Psychologist, Career counselling, Literacy support, Chaplaincy, Pastoral Care and Educational Support.

EDUCATION SUPPORT FOR YOUNG PARENTS

The Education Support Teacher at Balga Senior High School provides teaching support to each parents enrolled in the Young Parents Program. Parents are encouraged to participate in mainstream education with their peers. They are offered individual attention to complete homework and assignments during school hours. Ongoing encouragement and direction is given to the parents regarding all aspects of school including work experience and vocational options available through the school. Please speak to the Director for more information.

TEEN FAMILY CENTRE STAFF & COMMITTEE

The Teen Family Centre is staffed by Parent Support Workers and Childcare workers who are qualified and experienced in Child care, Community Development, Social Science and Youth Work. Together the staff are a skilled team who are happy to chat to you at any time.

CEO – Carol Lyons

Director – Laura Covill

Assistant Director – Rachael Elliott

Food Co-Ordinator - Divjot

Baby Room Lead Educator – Sharon

Toddler Room Lead Educator - Keely

Qualified Educator – Annalise

Assistant Educator – Anny

Assistant Educator – Chloe

Trainee Assistant Educator – Makalah

Parent Support Worker – Samantha

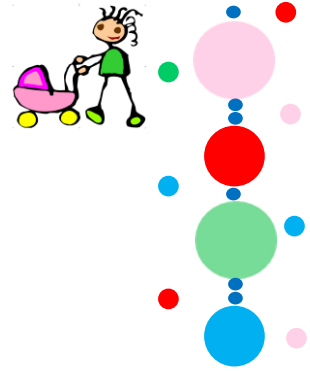
Educational Leader – Melanie

The Teen Family Centre is managed by a Community Management Committee of eight members. This committee meets once per month to discuss management issues and funding of the Childcare Centre and Young Parent Program. Members of the community are welcome to join the Committee. For more information, contact the Director or Committee Chairperson

Chairperson – Carol Lyons

Secretary – Gary Hatfield

Treasurer – Chris Rendell



CHILDCARE HANDBOOK

The Teen Family Centre's Childcare Centre is licensed through;

The Department of Community Development – Child Care Licensing Board.

If parents would like to borrow a copy of the "Children and Community Services (Childcare) Regulations" book, please ask the Director.

Education and Care Regulation Unit
1st Floor, 111 Wellington Street
West Perth WA
08 6210 3333

Thank You for choosing the Teen Family Centre

