

### Enrolment Procedures and Orientation

All relevant Enrolment Forms must be completed prior to your child commencing care. It is the responsibility of the family to ensure that their child's enrolment Form is current and up to date. Upon enrolment families are required to present children's Immunisation Records. Enrolment procedures include payment of fees in advance. An orientation program will be designed to assist each individual child to settle into the program and this is developed in partnership with family members and staff.

### Releasing children from our service

Children will not be released to anyone other than those previously authorised by the parents/adult guardians on the Enrolment Form. The service must be notified if someone other than those nominated are collecting child/children and photo identification must be presented

### Late pick up

If children are not collected on time, there will be a charge of \$30.00 for every 15 minutes after 6.30pm. Staff will be required to contact emergency contacts after 6.30pm

### Accident and Medication Book

Staff will notify a parent/adult guardian in a timely manner if children are involved in an accident or incident. Staff will complete the appropriate reports for a parent/adult guardian or guardian to sign upon arrival. If your child requires medication, the appropriate forms must be completed and signed when the child is collected.

**DO NOT** leave any medications in your child's bag. If your child suffers from Asthma or Anaphylaxis a medical practitioner must complete the appropriate management form, all medications must be within the written expiry date and all prescription medications must be with the child's full name.



## Laverton Community Children's Centre

15 Crown Street Laverton 3028 Victoria

P: 03) 3960 0964

E: [AdminLCCC@lcis.org.au](mailto:AdminLCCC@lcis.org.au)

W: [www.lcis.org.au](http://www.lcis.org.au)

## Long Day Care



Exceeding Rating in all 7 Quality Areas

### What is an integrated service?

Laverton Community Children's Centre provides an integrated service model that supports affordability, accessibility and flexible care to members of our community. The environment we provide delivers a variety of quality, safe and "play-based" learning programs for all children. Play based learning supports children's choices, decision making and encourages practicing skills with guided interaction from professional educators. The range of programs is supported by other agencies including the Laverton Community Integrated Services (LCIS) Laverton Neighbourhood House & the Laverton Education Centre. The foyer area contains community information and upcoming events and projects.

### What is Long Day Care?

These are permanently booked days, offered between Monday and Friday between 7am - 6.30pm. Long Day Care is offered on a full time or part time basis. This program type supports 'family centred' practice and is demonstrated through a more flexible age group setting. Children are placed into rooms after discussions with families to determine their interests, abilities and social capacity within large groups. Age by birth date is not always relevant to which room children and families access, where possible families are encouraged to support siblings in a single room. Our philosophy on being a mixed age group program for the whole day supports learning in family environments so that children are not separated, mixed age learning supports positive social outcomes and children are encouraged to support their peers and younger children within the group. Children have high expectations of one another and they have improved positive learning outcomes where they can support each other, are able to empathise with others, assist their peers and younger children and feel like they are contributors to their social and learning environments.

Call 03) 9 360 0964 for all enquiries or to make an appointment to visit the Centre.

### Session Times

Monday - Friday

7.00am - 6.30pm

### Fee Schedule - Long Day is \$98.00 per day

Families are encouraged to contact Centrelink to determine eligibility for Child Care Benefit and/or Child Care Rebate as the Centre is an approved service. To receive CCB please contact Centrelink on 13 61 50 or [www.familyassist.gov.au](http://www.familyassist.gov.au)

The fee is charged for the entire session. Families are encouraged to utilise the hours to assist children with settling and receiving the most benefit from the available program. All fees are charged 2 weeks in advance. *All bookings are charged for. A 3 week cancellation policy period applies to all changes to permanent bookings.*

### What to bring to Long Day Care

Families are encouraged to talk with staff about what to bring each day. This is often determined by the child's age and independence level. Each child has an allocated locker when they attend.

### Nappies and Wipes

The Centre provides nappies and wipes for babies and children that are not yet independently toileting. If your child has sensitive skin we encourage you to bring your own nappies, wipes and creams.

### Spare Clothing

Children may require a change of clothing throughout the day; therefore we encourage parents to place some extra items of clothing in the child's bag. As we are an accredited Sun Smart service all children must have a wide brimmed or legionnaires hat for outdoor play.

### The Australian Children's Education and Care Quality Authority (ACECQA)

Provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia