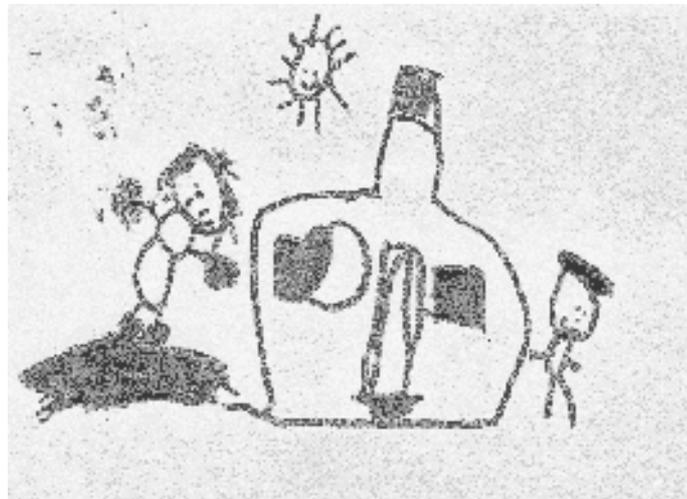


YORKETOWN COMMUNITY CHILDREN'S CENTRE

27A STANSBURY ROAD
YORKETOWN 5576
PH: 88521780
FAX: 88521513



RURAL CARE PARENT INFORMATION BOOK

PHILOSOPHY STATEMENT

At Yorketown Community Children's Centre our core values are founded upon **integrity, respect** and **responsibility**.

Our core values are expressed under the following headings:

Learner achievement and wellbeing

- We provide a safe, supportive and welcoming environment that promotes the well-being, education and development of all children through play.

High expectations exist for all learners

- Our program recognises that all children are unique and supports all learners to achieve success.

Shared beliefs and understandings

- We acknowledge the critical importance of working as a team and collaborating with children, staff, parents and community.
- The centre's clearly defined policies and procedures are reviewed regularly in line with current knowledge and self review.

Implications for teaching and learning

- The staff are committed to a high standard of professionalism as evidenced in staff practices and ongoing professional development.

WELCOME TO YORKETOWN COMMUNITY CHILDREN'S CENTRE

ESTABLISHED 1970

The Yorketown Community Children's Centre offers a Rural Care program, catering for children 6 weeks - 12 years age over 5 days a week, 50 weeks of the year. The number of children booked into Rural Care is up to 4 children under 5 years and 3 school aged children at a time.

The Centre is a part time preschool centre offering 4 kindergarten sessions over two full days; Tuesdays and Thursdays.
Children attending the centre feed into two local schools, Yorketown Area School and St. Columba's Primary School. The number of children attending the kindergarten varies between approx. 15 - 25 children
Our centre welcomes parents and caregivers to the centre at any time.

GENERAL INFORMATION

STAFF

DIRECTOR: Claire Geelen

EARLY CHILDHOOD WORKER: Suzanne Hutchinson

PRESCHOOL SUPPORT WORKER: Gail Phasey

RURAL CARE WORKERS: Ros Smitham, Bec Haylock

RURAL CARE SUPPORT WORKERS: Carmen Webb, Kristin McEvoy

RURAL CARE WORKERS STAFF PROFILES

Ros:

Bec:

I have been at this centre since May 2006. I started working as a trainee while studying my Certificate III in Children's Services through TAFE SA by correspondence. I am currently studying my Diploma in Children's Services through TAFE SA; this is also done by correspondence. For approximately one year, I instructed SYP Active Kids at Yorketown. This involved taking 2 sessions of children 0-5 years of age and school classes 5-8years of age. I really enjoyed the role but decided to focus on my study and rural care position as my priority. Yorketown is my home town and I attended St. Columba's and Y.A.S the two local schools. I have always had a passion for working with children and followed through with my interest through my schooling (completing Child Studies yr 12 subject) and now studying for my certificates in Children's Services. I am very fortunate to have this position especially in this wonderful community.

ABOUT THE PROGRAM

There are 4 vacancies held for children under the age of 5 and 3 vacancies held for school children aged 5 to 12 years before and after school in each session.

In circumstances where a booking is unable to be filled with a regular customer (ie due to absence or the child), short term vacancies may be available. Families can looking for short term care will be placed on a waiting list, or may ring either the day prior to wanting care, or on that morning to see if there is a vacancy. A minimum of 3 hours of care will be charged, then an hourly charge will apply thereafter.

Vacational Care operates during the school holidays and provides care for up to 7 children. Over Christmas and New year the centre closes, so no care will be provided during that time.

RURAL CARE SESSION TIMES - 6wk-5yr

Monday to Friday: 8.00 – 1.00 and 1.00 – 6.00

BEFORE/AFTER SCHOOL CARE - 5-12 yr

Monday to Friday: 8.00am - 9.00am and 3.00pm – 6.00pm {school term}

VACATION CARE – 5-12 yr

Monday to Friday: 8.00am - 6.00pm

KINDERGARTEN SESSION TIMES

Tuesday: 8.45 – 2.45

Thursday: 8.45 – 2.45

PRE - ENTRY SESSIONS

Children are entitled to one session of pre-school per week, on a Thursday morning 8.45 to 11.45, for 6 weeks prior to your child starting full time pre-school sessions.

RURAL CARE FEES (before CCB is applied)

Under 5's cost -	\$63.00 a day and \$31.50 a half a day
Over 5's cost -	Vac care a day - \$48.00 Vac care half a day - \$24.00
Before school care -	\$4.80
After School Care -	\$14.40
Hourly Preschool fee -	\$6.30
Hourly general fee -	\$8.00 (applies to casual care, minimum of 3 hrs)

The Family assistance office administers an income assessment to determine if a family meets these requirements in order to be eligible for up to 50 hours of Child Care Benefit per week.

FUNDING

The Commonwealth Government provides initial funding for the Rural Care and rebates and claims are made through registration with Centrelink. Invoices are issued weekly. People wanting a permanent place in the Rural Care program are required to pay a bond of two week's fees in advance. The Governing Council is also responsible for the management of this program and parent contribution toward fundraising and social/workshop functions is still vital.

PARKING

Parking is available either at the curb opposite the Centre, or either side of the bus zone, on the same side as the Centre.

Please note, do not park in front of the centre in the mornings between 8:15 am and 8:45 am, or from 2:45 p.m. to 3:15 p.m. This is where the school bus parks to drop off and pick children up. This applies Tuesdays and Thursdays.

The staff car part is reserved for staff parking only.

WHAT TO DO ON ARRIVAL

When arriving at the centre you will need to help your child:

- Take lunch/fruit out of their bag and place boxes into fridge, place their fruit in a basket on the fridge door and write your child's name on the front tape. Place baby bottles in fridge. **ALL INFANTS FOOD AND DRINKS MUST BE NAMED AND DATED.**
- Get your child to place their drink on table next to office door

- Find name tag from container, place on front of their tray and put belonging inside.
- Put their hat on top of their bag in tray for easy access.
- You then need to sign in on the booking sheet at the kitchen bench and communicate your child's need as well as who will be picking your child up.

LABELLED ITEMS

Please name all items. If your child brings along a toy, it can be difficult for the Rural Care worker to keep track of its whereabouts, so it is best if toys are left home, unless it is a comforter to help settle the child.

CHANGE OF CLOTHES

Please provide a change of clothes for your child. Leave them in your child's bag and ensure items are named. Please record tell the Rural Care worker relevant information about your child, like if they are in the process of being toilet trained, or if they have comforts in their bag (dummy etc), or if there have been unsettled happenings at home that may affect your child's behaviour.

FOOD AND BEVERAGES

We encourage healthy eating at the centre, so we ask that your child has fruit or a healthy snack only at fruit time. Staff are able to warm food for other meals (lunch and dinner) using the food and beverage warmer for infants or oven for older children. **Please let staff know if there is food packed to be warmed.** Microwaves are NOT permitted to be used in Child Care Centres. Due to children's allergies and risk to children choking we ask that nuts are not sent with children to the centre. We also ask that you provide a water bottle with **water only** for your child to drink unless your child is an infant and still requires infant formula or breast milk.

For more information please thoroughly read the "Healthy Eating" Policy contained in the enrolment pack.

PICKING UP YOUR CHILD

When picking up your child at the end of the session, it is essential that you advise the Rural Care worker that you are at the Site. This will enable the Worker to discuss with you relevant information of your child's activities throughout the day. It also allows the child to use familiar processes of saying goodbye and to collect their belonging to take home.

Collection times are usually at the end of the session your child is booked in for (either 1pm or 6pm) unless earlier collection arrangements are made. Late arrival will incur a charge of 10.00 for every 5 minutes until your arrival.

You are required to sign your child out on the attendance sheet and pay for any money owing on the session.

INFORMATION POCKETS

Don't forget to check your information pockets for any newsletters or an account for your session, as well as the drying rack and drying table for any artworks your child has done.

ACCOUNT PAYMENTS

Please make payments directly to the Rural Care worker. Payments can be in the form of cash or a cheque. **Please make cheques payable to "Rural Care"**.

PROGRAMMING, ASSESSMENT AND REPORTING

Our Site uses the SACSA (South Australian Curriculum, Standards and Accountability Framework) document as a guideline for programming, assessment and reporting.

Young children learn from all of their experiences, what they see, hear, touch, taste and smell. The way they are cared for and the relationships that they establish have a significant and lasting effect on their ongoing growth and the development of their understandings. This begins with their early attachments.

The DECS curriculum guidelines for children birth to 5 is the Early Years Learning Framework. This document is used by staff for programming, assessing and reporting to families.

Children are assessed using jottings, photographs and staff discussion in regard to specific areas of development. These assessments are recorded in our assessment folder.

GOVERNING COUNCIL

This Committee is a Parent group that is responsible, with Staff, for the maintenance and running of the Centre. Being on the Committee involves attending two meetings per term, encouraging others to give their support, having a say about site policies and curriculum, organising centre functions and fundraising. As a committee member you gain an excellent understanding of how your kindergarten and Rural Care works. Please check your newsletters for the latest date, time and location.

PARENT INVOLVEMENT

We value the involvement and participation of parents and community members in the provision of the service. There are many ways that parents are asked to provide support.

You may also choose to be involved in the following ways;

- governing council – assisting with ideas and information links
- fundraising – social ventures and gathering materials we use like wood, boxes
- consultative structure/sub - regional meetings – Departmental feedback

COMMUNITY LINKS

Yorke town Community Children's Centre is an integral part of the Yorke town Community. Links have been established with other organisations.

CHILD AND YOUTH HEALTH – 1300 364 100

Pre-school children are developmentally screened by the local Child and Youth Health Staff. Details will be provided to you closer to the event. We also like to advertise and encourage your attending at their parenting workshops.

FAMILY DAY CARE - : 88322825

There are approved Family Day Care providers in the Yorke town area. Enquiries can be made through the Maitland Office.

PLAYGROUP - 88521780

Playgroup meets at the Kindergarten on Mondays 10:00am - 11:30am.

LEARNING TOGETHER AT HOME - 88323053

Provides home visits to support families who require additional support for their children.

TRANSITION PROGRAMS

Transition programs are organised by St Columba's School and Yorke town Area School. The transition procedures are included in this information booklet.

ACTIVE KIDS - 88521233

Assist children to develop physical skills. It is held in the Yorke town Area School Gym on Fridays from 9:00am - 9:45am. For children 0-5 years old.

BABY BOUNCE AND RHYME - 88521233

This is a music group for pre-school age children which operates out of the library at Yorke town Area School.

YORKIDS – 1800 003 307

This service includes a Speech Pathologist, Social worker, Occupational Therapist and other services which are available through the Minlaton Com. Health Centre.

Rural Care – Yorketown Fees Policy

CONSIDERATIONS

- Philosophy - Access and equity for all families
- Legislation - Child Care Act 1972(Commonwealth); Children's Services Act 1998 (SA); and Regulations.
- Children need - Consistent, quality child care, which their parents can afford
- Parents need - Advice about fee levels
- Affordable Fees
 - Clear Instructions about payment of fees
 - Information about avenues of financial support
- Staff need - The payment of fees not to impact negatively on the care provided to children.
- Management Needs - Sufficient fee income to ensure quality service
- Fee payments to be up to date
 - Monies to be collected safely and deposited in a bank account

POLICY STATEMENT

The Yorketown Community Children's Centre aims to provide a quality child care service to families.

Hours of operation for Rural Care

The Rural Care Program operates to provide up to 10 hours of care a day, five days per week for 50 weeks per year. Care is available Monday, – Friday from 8:00 am to 6:00 pm.

Booked care is sessional. A minimum of 3 hours for casual care will be charged then an hourly charge will apply thereafter. Children staying on from kindergarten will be charged an hour, then a sessional fee.

PROCEDURE

The care program operates on a 'user pays' basis. DECS will give two (2) weeks notice of any fee changes, unless circumstances beyond it's control occur eg. Government changes in direction, policy or the Government itself changes. The fee structure for this program is determined by State Office of DECS and Dept of Family and Community Services.

PAYMENT OF ACCOUNTS

Rural care fees will be paid weekly or fortnightly to the care worker on the receipt of invoice. A receipt will be issued at this time. If the account is not paid within four weeks of being issued, your child's booking will be suspended until the account has been paid. Initial fees will be paid one week in advance.

LATE FEE (Rural Care)

To maintain staff ratios for licensing, it is essential that booked times are adhered to. There may be room for flexibility, however late collection of children incurs staff costs, which will need to be passed onto the parents concerned.

If parents are late picking up children from sessions, they will be charged \$10 for every 5 minutes after the session.

If parents are going to be late picking up their child after 6:00 pm they are advised to ring their emergency contact person to pick up their child and ring the centre to advise staff who will be picking up their child.

WITHDRAWAL NOTIFICATION

For efficient management of the centre a minimum of two (2) weeks written notice is necessary when withdrawing your child from a regular booking. Families will be liable for up to 2 weeks payment of fees in lieu of notice.

ABSENCES

Child Care Benefit is paid by the Commonwealth Government for up to 30 allowable absences per child (not per child care service) each financial year. Allowable absences that count towards the 30 day limit include.

- Illness without a medical certificate
- Annual leave
- Other casual absences as required

Absences that do not count (Approved Absences) towards the 30 day limit include:

- Illness with medical certificate
- Rotating shift or rostered days off work (supporting documentation will be required from family)
- Attendance at a preschool service
- Pupil free day
- Public Holidays
- Periods of local emergency
- Court ordered shared custody

Please note

- There is no limit on approved absence days
- Approved absences only apply to children in care with permanent booking, not casual bookings
- Family / guardian must sign the attendance record for each absence day, confirming the type of absence.

CASUAL AND EMERGENCY CARE

Casual and emergency bookings are only available the night before or day of session when there has been a cancellation of a permanent booking. 'Priority of Access' is given for these vacancies. They are charged a minimum of 3 hours and an hourly rate thereafter.

Fees will be paid to the care worker on the day and a receipt will be given unless casual booking is in addition to permanent booking, where it will be added to invoice.

CONFIDENTIALITY

All information regarding children and their families is confidential.
Statistical information is forwarded for Government Census and Data Collection.