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Rawan Family Day Care Service Newsletter (JAN- 2015)

Hello to all our existing families and a very warm welcome to all our new families that have joined the scheme so far this year.

From all of us here at Rawan family day care we wish each and every one of you a safe and Happy New Year.



We would like to welcome new and existing families to this New Year of Family Day Care. I hope that everyone has had a relaxing summer break and enjoyable festive season..Please continue to provide a hat and sun screen for your child as UV rays can penetrate cloud cover.



Office Closure

25th dec. Thursday - Christmas day

26th dec. Friday – Boxing day

Re open on Friday

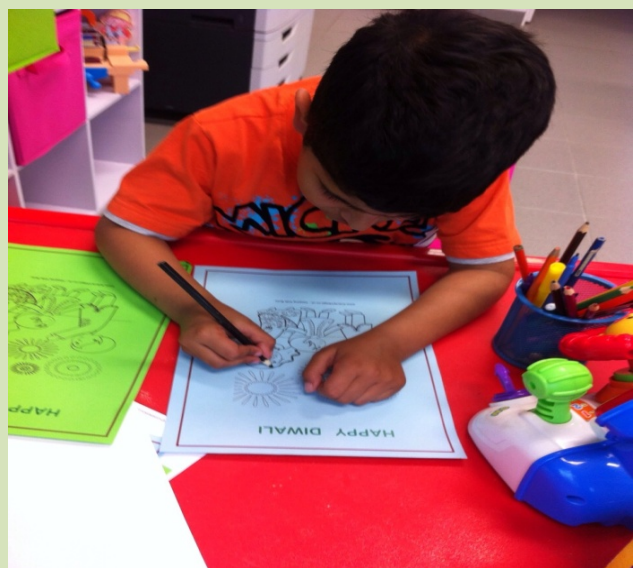
2nd January 2015

Cultural celebrations

Cultural celebrations are an important element in acknowledging the rights of children's cultural and linguistic heritage. These experiences should reflect the interests of children and families in family day care and/or in the local community.



We organise some cultural activities for **Eid and Diwali** in our office in order to let children learn about various cultures and their celebrations. One of our staff made a beautiful rangoli to give the day a festive look.



As we live in a multicultural society, the Early Years Learning Framework reflects the importance of cultural awareness and acceptance. To strengthen our cultural competence, Educators

need to have the ability to understand, communicate with and effectively interact with people.



We celebrated **Christmas** by decorating Christmas tree. We put the art work for the children to help them gain a broader understanding and become more aware of the events and time structures that shape the lives of other peoples.

COMMENCEMENT OF CARE

Parent /educator will need to fill out any relevant information and enrolment forms before you care commences. To enable us to pay the Child Care Benefit (CCB) to the educator, you need to provide our service with your CRN (customer reference number) and the CRN of your children. You will also need to ensure that your **childcare benefit entitlement is current with Centrelink**. Your CRN for you and your child/ren can be obtained from Centrelink. Parents must inform Centrelink that your child/ren are now attending registered care.

ORIENTATION

It is up to the parent and the educator to organize a period of orientation for the child before care commences. This is not mandatory however it is highly recommended that the child get the opportunity to spend a period of time in the educator's home before commencing care to help with the settling in process. During an orientation visit the parent is required to stay at the premises and therefore is not required to pay. It is up to the parent and the educator to decide how many orientations are required and how long they should go for; we recommend 1-3 visits for approximately an hour to an hour and a half each.

TERMINATION OF CARE

For permanent bookings, educators must ask parents to give at least 2 weeks written notice to their Educator and the Family Day Care office of their intention to terminate care. Otherwise parents will be required to pay a fee in lieu of notice. Care cannot finish on an allowable absence. Each child must attend care on their last care day to be eligible for CCB.

RECOMMENCING CARE

In case of recommencing care, educator needs to notify the office and fill all the required formalities.

If parents require care again check if a place at the service is still available. Please do not assume your previous educator will be available. Ring Centre link to update your Child Care Benefit. Update your child's information and the Parents/Guardians consent form. Find a Educator for you if the previous Educator is not available

ARRANGING ALTERNATIVE CARE WHEN YOUR EDUCATOR IS UNAVAILABLE

On some occasions, your Educator may not be able to care for your child, e.g. Illness, holidays, etc. Kids In Family Day Care will endeavour to organise an alternative Educator at this time but this may not always be possible. It is important that you arrange to have a relative or a friend care for your child if an emergency arises and we cannot help you. Educators are required to notify the co-ordination unit and the Parents/Guardians when they are not available, giving as much notice as possible. (Please telephone the office if an alternative Educator is required and you need our assistance.)

SUSTAINABLE PRACTICES

The National Quality Standard 3.3 requires service to take an active role in caring for its environment and contribute to a sustainable future. **The Early Years Learning Framework and My Time Our Place Outcome 2** refers to children becoming socially responsible and showing respect for the environment. The education and care service is ensuring that the environment is safe, clean and well-maintained.

Children's awareness of the environment is being promoted through daily practices, resources and interactions. Educators are making sustainable practices a part of the daily routine. These include:

- » Recycling
- » Gardening
- » Energy conservation
- » Water conservation
- » Sustainable equipment purchases



Educators are and will be -

- Including recycling as part of everyday practice at the education and care service. Role modelling sustainable practices.
- Discussing sustainable practices with the children and families as part of the services education and care curriculum.
- Providing information to families on sustainable practices that are implemented at the education and care service.
- Using a worm farm or composting bin to reduce food waste in the education and care service.
- Role modelling energy and water conservation practices of turning off lights and air-conditioning when a room is not in use, emptying water play containers onto garden areas etc.

Family Day Care is a Smoke Free Environment



Please be mindful that Family Day Care is a smoke free environment.

When arriving or collecting children to/from care that cigarettes are to be extinguished and disposed of in a thoughtful manner outside of the Family Day Care premises (the boundary of the FDC home and yard) and when participating in any Family Day Care activities not to smoke within reach or view of children in care (refer to Smoking, Alcohol and Drugs Policy 4.28)

IMPORTANT THINGS TO REMEMBER AS A PARENT USING FAMILY DAY CARE

• SIGNING YOUR CHILDREN IN &



OUT DAILY -

We understand that drop off & pick up can be a busy time with many distractions; however it is a legal requirement that all children are signed in & out daily at every child care service. Your signature is also required on the attendance record to show that this is a true & accurate record of your child's attendance.

These attendance records cannot be processed for CCB payment unless all signatures have been received and parents may be asked to pay full fees.

• EDUCATOR'S HOURS OF WORK -

When estimating hours of care for your child/ren, please allow plenty of time for travel and drop off time as well as pick up time. It is also important to take into consideration your Educator's hours of work as many Educators have regular commitments after their working day ends.

• **IMMUNISATION STATEMENTS** – Just a reminder for keeping immunisation records up to date. If your child has immunisations throughout the year please remember to give your child's educator a copy of the updated immunisation statement.

USEFUL WEBSITES



Kidsafe – A very useful website for information & fact sheets on home & community, playground, road & water safety. You will find information about current news and events, fact sheets, resources and program information to help keep children safe.
<http://www.kidsafensw.org/index.htm>

ACECQA – Australian Children's Education & Care Quality

Authority provide national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia
<http://acecqa.gov.au/>

Early Childhood Australia - up to date information & fact sheets for parents & early childhood professionals on issues relating to the education and care of children from birth to eight years.
<http://www.earlychildhoodaustralia.org.au/>

Children's Nutrition Tips – A family friendly web site from Medibank Private & the Wiggles.
<http://www.wiggleintohealth.com/nutrition.html>

Parent Support -
<http://raisingchildren.net.au/>