

Enrolment Procedures and Orientation

All relevant Enrolment Forms must be completed prior to your child/children commencing care. It is the responsibility of the family to ensure that their child/children's Enrolment Forms are current and up to date. Upon Enrolment families are required to present children's Immunisation Records.

No jab, no play: More information about 'No jab, no play' including questions and answers are available through the Department of Health and Human Services. Enrolment procedures include payment of fees in advance. An orientation program will be designed to assist each individual child to settle into the Centre, this program is developed in partnership with family members and staff. *All bookings are charged for. A full 3 week notice period is required to change, alter or cancel bookings.*

Releasing children from the 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, staff will transition them to the Long Day Care program. Parents will incur any additional costs associated with this program. *The late fine is \$30.00 per 15 minutes or part thereof. The late fine is charged and CCB is not applied.*

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: Admin@LCCC@lcis.org.au

W: www.lcis.org.au

Alternative Care



*Wednesday, Thursday & Friday
9:15am - 3:15pm*

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 "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, upcoming events and projects.

What is Alternative Care?

Alternative Care provides care and education to all children aged 8 weeks to 6 years. Alternative Care is specifically a mixed age range; it is primarily a family grouping experience. The group size is capped at 14 children and the ratio is:

- 4 places for children under 3 years of age
- 12 places for children over 3 years of age

We have a dedicated and qualified team of staff to ensure children receive the highest standard of care. The program is based on the individual interests and the developmental needs of every child.

A range of stimulating and diverse activities and experiences are offered to children to enhance their creativeness, social interactions and independence. The Alternative Care program offers an additional complementary service to Long Day Care and funded Kindergarten program.

Completed Enrolment Forms and Immunisation Details must be provided at the office prior to enrolment.

Action Management Plan & Communication and risk Management Plan

Children requiring particular medical treatment or Action Management Plan must provide relevant documentation to the office prior to commencement i.e. Asthma Management Plan and Anaphylaxis Management Plan, Allergy Action Plan. All Plans must be signed & stamped by a medical practitioner and appropriate medications remain at the service. All Action Plans must be submitted and checked by Office staff. Medication (in date) must be in the building when the child attends any/all educational programs.

- *All Action Plans are available at the Office.*

What to bring to Alternative Care

Bottles must be clearly labelled with your child's name. If your child has any special dietary requirements please inform the staff or centre cook as we supply all meals during the day. Menus are displayed in the foyer. Water and milk is provided throughout the day. As we are an approved "Sun Smart" centre, all children must have a wide brimmed or legionnaires hat for outdoor play. Children who require particular sunscreen due to allergy or skin sensitivity are required to bring their own sunscreen and leave it at the Kindergarten. Children should be encouraged to wear sunglasses when outdoors to protect their eyes from sun glare.

Nappies and Wipes

If your child is not toilet trained, parents must provide nappies and wipes. Please ensure wipe containers are labelled with your child's name.

Spare Clothing

Sometimes children have accidents or become wet or soiled during play; therefore we encourage parents to place some extra items of clothing in the child's bag. As we are regulated by "Sun Smart", all children must have a wide brimmed or legionnaires hat for outdoor play. Likewise for winter they need a warm hat for the colder days.

Late pick up

If children are not collected on time, staff will transition them to the Long Day Care program. Parents will incur any additional costs associated with this program. *Late fine is \$30.00 per 15 minutes or part thereof.*

Fee Schedule 6 hour session **\$70.00**

The fee is charged for the entire session. Families are encouraged to attend at 9.15am to assist children with settling and receiving the most benefit from the available program, Alternative Care is approved for Child Care Benefit.

To receive CCB please contact Centrelink on 13 61 50

All fees are to be paid at the end of each session. Payment can be made by EFTPOS, direct debit, cheque, money order or Centrepay deductions. *CASH is not accepted.*

Security Codes

When your child is enrolled at the Centre you will be given a security code to enter the building. Please keep this code safe to ensure all our children are kept safe.