

WHAT TO BRING

A bag clearly labelled with child's name including:

- Set of clean clothes
- Sun hat & sun screen (Summer)
- Jacket and Woollen Hat (Winter)
- Nappies
- Morning Tea, lunch & drink bottle (water preferred)
- Comfort item if required

ADDITIONAL NEEDS

The enrolment of a child will be carried out in consultation with staff, the child's parents/guardians, Manager of Tatura Community House and the appropriate support services.

BEHAVIOURAL GUIDANCE

Children are supported by staff to develop self-discipline and positive behavior. Enabling them to develop social skills, resolve conflict without aggression and work cooperatively within a group.



Tatura Community Cubby House

Occasional Child Care Centre

Parent Information



Tatura Community House Inc.
12-16 Casey St, Tatura, Victoria, 3616
www.tatcom.com.au
(03) 5824 1315

Current Session Times & Fees

Tatura Community House is an approved Child Care Subsidy Provider

SESSION TIMES

Tuesday, Wednesday & Friday
9am - 2pm during School Terms.

FEES

\$70 per session per child (prior to Child Care Subsidy rebate) or \$14 per hour.

To receive the Child Care Subsidy families must link their Centrelink account to their MyGov account.

- Permanent or casual bookings are welcome.
- Under the new CCS arrangement, invoices are generated weekly.

Fees payments can be paid by cash or EFT or Direct Debit.

ENROLMENTS & BOOKINGS

Families/Guardians are required to submit a completed enrolment form and Written Complying Agreement as well as a copy of their immunisation prior to the first booked session.

Information relevant to the child's behavior should be forwarded to staff members prior to commencement of session i.e. family death, disability or health concerns.

ARRIVALS

- All children are to be signed in to the Attendance Book by the parent/guardian
- Children are required to wear sunscreen and hats for all outdoor activities. Application of sunscreen is the responsibility of the parent/guardian.
- Parents are encouraged not to bring toys to the centre other than toys used for comfort and security reasons.
- Parents are required to supply their own nutritious snacks, lunch and a water bottle.

“No Jab No Play”

You are required to supply us with a copy of your child's up to date immunisation records/history statement from Medicare or from your My Gov account.

No enrolment will be accepted unless this is supplied with this Enrolment Form fully completed.

DEPARTURES

- All children are to be collected on time.
- All children are to be signed out by the parent/guardian.
- If the parent/guardian who signed the child into Cubby House is detained, he/she needs to telephone 0490117030 the office staff on 5824 1315 to inform them of the nominated contact person who will be collecting their child.

ILLNESS/ACCIDENT/

EMERGENCY

This service will abide by the Children's Service Regulations in relation to illness and administration of medications and the Occupational Health and Safety Act & Regulations (OH&S).

INFECTIOUS DISEASES

- Parents will be notified of any outbreak of infectious disease within the centre.
- Infectious diseases exclusion poster is displayed at the entry door or near the sign in book at the service and all parents and staff must adhere to exclusion requirements.

MEDICAL EMERGENCY

Parents must provide emergency contact numbers which will be used in cases where the parent/guardian is unable to be notified to collect the child.

Parents must inform the service at time of enrolment of any allergies or illness which require medication or specific treatment.