



# Parent Information Book

Early Childhood Education cannot occur in isolation. The child is part of a whole- part of a family, a friendship group, a culture, a member of the wider community and a participant and co-creator in our environment. “Embrace the whole”

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## **ACKNOWLEDGEMENT OF COUNTRY**

*We would like to acknowledge the Awabakal people who are the Traditional Custodians of the Land.*

*We would also like to pay respect to the Elders both past and present.*

## INTRODUCTION

Play Learn and Grow Early Education Centre is a privately owned Childcare Centre. We embrace the practice that Early Childhood Education cannot occur in isolation, the child is part of a whole - part of a family, a friendship, a community and a co-creator in our environment. - “Embrace the whole”

Our Service operates 51 weeks of each year between the hours of 7.00am and 6.00pm, Monday to Friday. The Service is privately owned and was established in 2016. The owner’s name is; Mr. Phillip Gorman

**Phillip Gorman**

**Licensee**

**Play Learn and Grow Early Education Centre**

**Approved Provide**

**Sherie Stamp**

**Nominated Supervisor**

**Sherie Stamp**

**Educational Leader**

## LIECENCING DETAILS

We are licensed for 92 children per day within our Service allocated as follows: 30 **3-4** year old, 30 **2-3** year old and 32 under **2 year old**. (**Ratios are maintained as per the Education and Care Services National Regulations at all times.**)

Our Service hours are **7.00 am to 6.00pm**. Rosters are dictated by many influences; one important consideration is the arrival and departure of children. While we always roster responsibly ensuring that we always cover ratios, there will be occasions when for reasons out of our hands children are collected later than usual or later than anticipated. If this is the case, it may mean that staff are not able to leave the premises when their shift ends.

## **GOVERNING BODIES**

Our industry's national body that ensures high quality early childhood education and care is ACECQA (Australian Children's Education and Care Quality Authority). They facilitate the National Quality Framework which is underpinned by the National Quality Standards, Education and Care Services National Law, Education and Care Services National Regulations and the Early Years Learning Framework.

## **EDUCATION AND CARE SERVICES NATIONAL REGULATIONS**

This set of regulations guides our practices when considering and developing our policies, practices and procedures. It is vital that you are aware of the Regulations. There is a copy available in our reception office or on-line:

[www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf](http://www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf)

## **NATIONAL QUALITY STANDARDS**

The National Quality Standard was informed by research about best practice and the way in which high quality education and care contributes to positive outcomes for children. It comprises quality areas, standards and elements. The seven quality areas in the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Within these quality areas sits Standards and Elements that we see as guides to our practice. We will be assessed by this document and ranked with

- Significant improvement required
- Working towards National Quality Standard
- Meets National Quality Standard
- Exceeds National Quality Standard
- Excellent

To achieve our expected level of quality in our Service, you must be aware of the National Quality Standards. There is a copy in our reception office or on line; <http://acecqa.gov.au/national-quality-framework/national-quality-standard/>

## THE EARLY LEARNING FRAMEWORK

The Early Years Learning Framework is the first National learning framework that recognises children learn from birth. In all our interactions, we must be mindful of Belonging, Being and Becoming, the principles, practices and learning outcomes. All of our programming, observations, planning and reflection is based on this framework. There is a copy in each room, staff room and office. It is also available on line; <http://acecqa.gov.au/national-quality-framework/>

This organic approach in our learning environment allows Educators and families to work together in planning and reflecting on each child, seeing their development as an ongoing journey that ebbs and flows naturally, supported by intentional teaching practices that is documented, scaffolded and nurtured to cultivate the best potential outcomes.

We share this information with families in a number of ways; observations, day book entries, project work books, verbally, information sheets and formal family meetings. We view information sharing as one of the most critical strengths of our service supported by a professionalism approach and strict confidentiality.

Time is given to educators, off the floor, where they are replaced to complete observations, programs and day book / journal entries. This time will be entered in the roster so it is available and accounted for.

## PROGRAMMING

- A variety of experiences will be provided which give children the opportunity to practice skills in all developmental areas while also catering for interests, needs and providing enjoyment
- Activities are to be provided in both structured and unstructured learning times that cater for children's individual needs, interests and are age appropriate
- Information will be gathered from families upon enrolment regarding the child's needs, interest and family background. This information is treated confidentially and allows Educators to provide experiences that interest and extends children's current development. We feel that it is important to develop a partnership between parents and Educators to ensure that consistency between home and the Service occurs and that the best possible care is provided

- The program is based on the foundation of the Early Years Learning Framework
- Children, parents and Educators will be encouraged to work together in the development of the program being offered within the Service
- A conscience balance between indoor and outdoor experiences will be planned for
- A program that supports the development of each child's social, physical, emotional, cognitive, language and creative potential will be adopted in the Service
- The program will be guided by observations on children that have been reflected on and then followed up as per our programming procedure
- Observations and / or jottings will be carried out by the group Educators on the children, documenting their skills and interests. This information will be used to program suitable experiences that scaffold on previous observations and evaluations which reflect the children's interests. The programs will be displayed within the Service for parents and visitors to view. Completed observations are kept in a confidential file
- Educators from each group work together to produce an interest based and child inspired program. This program will be evaluated and extended upon daily, then weekly.
- Through interacting with children during unstructured learning times Educators are able to discover the child's interests and extend upon these in a relaxed, spontaneous atmosphere. Educators will interact with children in a way that encourages and challenges them to extend their thinking & interests

- The learning environments are set up with designated areas, which remain the same for consistency, only changing to support children's interests or safety. The children are provided with a large range of choices of activities and are responsible for packing away these activities when they are finished. We wish to instil in children care and respect for their equipment.
- The environment and program will be engaging and supportive of each child's interests and needs
- The environment and program will encourage free choice in selection of activities
- Portfolios will be given to families throughout the year and at the end of the year to review and discuss. It is hoped that the portfolios provide an accurate and precise record of each child's development and time spent at the Service.
- Transition from one room to another within the Service will be done with consultation with the family of the child, the current Educator and the new Educator. While the transition will be more than likely instigated because of age, a child will not be forced to progress or held back in a particular room because of their age. Developmental maturity including emotional maturity will be a contributing factor if agreed by all parties
- Transition will be introduced over a period of three weeks to allow the child to feel comfortable and settled in the new environment.

### WE BELIEVE

*We believe for children to play, learn and grow, children need to feel they belong to their environment. Children develop a sense of Belonging when they feel accepted, develop attachments and trust those that care for them.*

*When children feel safe, secure and supported they grow in confidence to explore the world around them.*

### OUR CORE VALUES

- 🕒 To promote a safe positive environment
- 🕒 To strive for excellence
- 🕒 To respect differences
- 🕒 To communicate openly and honestly

### OUR VISION

- To foster a sense of belonging for children, families and staff
- 🕒 To build trusting relationships with children and families
- 🕒 To work in partnership with the families
- 🕒 To provide a safe, engaging, challenging environment for all children to play and learn
- 🕒 To promote the benefits of children learning through play
- 🕒 To promote a strong sense of well-being, and encourage confidence and life skills
- 🕒 To ensure all children are cared for and respected

## OUR PHILOSOPHY

The Play Learn and Grow Early Education Centre Philosophy statement encompasses the principles of The Early Years Learning Framework - for Australia.

**BELONGING:** knowing where and with whom you belong-is integral to human existence we all belong first to a family, a cultural group, a neighborhood and a wider community.

**BEING:** recognizes the significance of the here and now in our lives. It is about the present and knowing ourselves, building and maintaining relationships with others, engaging in life's joys and complexities, meeting challenges in everyday life.

**BECOMING:** reflects the process of rapid and significant change that occurs in the early years as young children learn and grow and continues as adults as we experience new challenges. It emphasizes learning to participate fully and actively in society.

Play Learn and Grow Early Education Centre passionately embraces the principles of the Early Years Learning Framework, we believe by building secure attachments with their educators, it provides children with a secure base for exploration and learning and promotes a strong sense of well-being.

We recognize that families are children's first and most influential teachers. By building trusting relationships with families and creating a positive, happy, safe, warm, nurturing, supportive, inviting, inclusive, engaging environment where all children and families are respected we can build on the strengths of each other's knowledge to explore learning potentials in each child.

We are committed to equity and believe in all children's capacities to succeed, we will continue to engage in professional knowledge to develop new skills. And by working in partnerships with children, families, communities, other services and agencies we will ensure we have effective ways for all children to have opportunities to achieve learning outcomes.

We recognize that diversity contributes to the richness of our society and community, we respect the diversity of families and communities and the aspirations they have for their children. Our curriculum will embrace all children's rights to have their culture, identities, abilities and strengths acknowledged and valued, we will provide opportunities to learn about and similarities and differences and about interdependence and how we can learn to live together.

We recognize reflective practice is a form of ongoing learning, we will constantly reflect on our environments, current practices, review ideas, engage in discussions and gather information that support and enrich children learning.

We are committed to adopting practices that work towards providing an environment that is cleaner and healthier for all our stakeholders whilst supporting sustainability

## PRIORITY OF ACCESS

Positions are offered in priority according to the following categories:

**First Priority** – A child at risk of serious abuse or neglect

**Second Priority** - A child of a single parent who satisfies, or of parent who both satisfy who satisfy the Work/training/study test under Section 14 of the Family Assistance Act.

**Third Priority**- Any other child

## OPERATIONAL HOURS

Play Learn and Grow Early Education Centre is open from 7.00am to 6.00pm Monday to Friday excluding Public Holidays. The service closes over the Christmas break for one week, parents will be notified of the exact dates at the start of each year.

## PARTNERSHIPS WITH FAMILIES

Building relationships with families is very important to us at Play Learn and Grow, we strongly encourage parents, guardians, and extended family to come visit. Join us for our play time, read a book, sing some songs, share your culture with us. Come garden with us, cook with us we welcome all new experiences and look forward to you sharing them with us.

## UNITED NATION CONVENTION- RIGHTS OF THE CHILDREN

All children have the right to an education that lays a foundation for the rest of their lives, maximizes their ability and respects their family, cultural and other identities and languages. We also recognise the children's right to play and be active participates in all matters affecting their lives.



## EDUCATIONAL CURRICULUM

We follow The Early Years National Framework of Australia -*Belonging Being and Becoming*. The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognizes the importance of early literacy and numeracy and social and emotional development.

## PORTFOLIO / DEVELOPMENTAL RECORDS

Each child will have their own *Belonging, Being and Becoming* Portfolio, a story of their time at Play Learn and Grow, a story of building attachments, making friendships, learning through play, discovering, exploring, investigating and growing.

## ROOMS

We have six rooms at Play Learn and Grow, these rooms are grouped according to age groups

**Caterpillars** 6 weeks – 14months

**Butterflies** 14months- 2years

**Tadpoles** 2-3 years

**Frogs** 2-3 year

**Bumble Bees** 3-4 years

**Pre-Schoolers** 4-5 years

*All room environments are welcoming spaces, designed to cater for different learning capacities and learning styles. Children will be family grouped in the mornings and afternoons*

*More detailed information on each room can be found in the individual room handbooks.*

## ORIENTATION

When your child has gained a position at Play Learn and Grow we will invite you to come and have an orientation with us. This is a wonderful opportunity to meet the staff, who will be caring for your child, look at our room environments, to ask questions, and have a play. We will also give you an Enrolment Package this will contain all the information you need to enroll your child at Play Learn and Grow. A date will be made for you to return this information and to pay your deposit before your child's start date.

For some families, this will be the first time you have left your beautiful baby/ toddler/ preschooler, with anyone but family or close friends. And we are very aware of how difficult and upsetting this could be for both of you.

Visiting the centre in the lead up to enrolment is a great way to familiarize your child with their new environment and for staff and families to get to know each other. We encourage you to visit as often as you can before the child's first day. Every child is different, some settle very quickly and others take a little bit longer, so these visits are very important in this transition to care.

## FIRST DAY

Each child will react differently on their first day, some will be excited, some a little nervous. It is entirely up to you how long you want the first good bye to be, younger children can usually be distracted easily, where older children know exactly what is happening. You can make a quick departure, say good bye and let them know you will be returning in the afternoon.

Whatever you decide to do, we want to assure you, your child is being comforted by one of their educators and we encourage you to call the centre as often as you want during the day to check on your child. As we are very aware the first day is very hard on parents too.

If children are very distressed and do not settle, we will notify you.

## ARRIVAL AND DEPARTURE

Please ensure that when you arrive, you sign your child in and place your child's belongings in their locker. Please fill out details in room books, and speak to the staff in your child's room, if there is any information you need to pass on about your child. On departure, sign your child out.

If someone else is picking up your child please let room staff know, we only allow children to leave with persons listed on enrolment form. (Person needs to be over 18 and identification will need to be shown if they have not collected child before). Staff will speak to you about your child's day.

## SOMETHING THAT BELONGS TO ME

For children to settle into a new environment they need to feel safe, so we encourage you to bring your child's comforter or something that is familiar to them. This could be a wide range of things, dummy, blanky, teddy, soft toy, pillow, item of parents, whatever it may be, anything that allows your child to feel safe and secure in their new environment we welcome.

## IMPORTANT THINGS TO REMEMBER AND KNOW

*Please label every item clearly as it is difficult to keep track of every child's loose items*

**Bag** – with child's name written or attached

**Formula / Bottles** - if your child is on formula, you will need to provide this- send formula in containers daily or formula tins can be left here (these will be labeled with your child's name and kept in our bottle preparation room).

Please also provide bottles for your child- new bottle for each feed.

**Clothes-** spare clothes are needed, due to changes in weather, messy play and for those little mishaps that happen throughout the day. Children who are toilet training will need plenty of extra spare underpants and changes of clothes. We encourage parents to pack swimmers and rash shirt in summer for water and mud play - we adore getting messy here at Play Learn and Grow. And in winter we encourage you to pack gum boots and raincoats- we like to go jump in puddles, sing and dance in the rain.

**Hat** – we are a sun smart centre; all children must wear a hat during outside playtime, broad brimmed / legionaries are preferred as they provide much more protection than baseball hats. Staff members apply sun cream throughout the day. If your child is sensitive to our sun cream, you can provide your own.

**Water Bottle-** we encourage the children to drink plenty of water throughout the day, children have access to these bottles at all times during the day

**Sheets** -We encourage children to have a rest / quiet time during the day. We find cot sheets fit our small beds perfectly.

*(Please note if your child is in the Caterpillar or Butterfly Room- cot sheets are provided you do not need to provide these)*

## SUN SMART- OUTDOOR PLAY TIMES

During the warmer months of October to March we do limit our outdoor playtime between 11.00am – 3.00pm. Sun protection is required at all times throughout the day and our outdoor play space is very well shaded.

During the cooler months, April and September outdoor play is anytime of the day. Sun protection practices are required between 10.00am-2.00pm except in June and July when the UV Index is mostly below 3.

## BIRTHDAYS

We love celebrating Birthdays and encourage you to celebrate this special day with us. Due to some children having severe allergies and anaphylactic reactions to certain foods, we offer parents the opportunity to purchase birthday cakes from the centre that all children can share. Please see administration staff for more details.

If you purchase a cake of your own please ensure that it is in its original packaging with all ingredients listed and if you bake a cake, please provide the recipe, this will allow us to ensure all children with allergies are safe.

***IMPORTANT- due to the potential risk to children with allergies, peanut butter or any products containing nuts are not permitted at the centre.***

## MEALS

We provide three nutritional meals per day, along with breakfast up until 8am. The daily menus consist of fresh quality produce and are both healthy and delicious.

Our Menus offer fun, creative and nutritious meals catering for babies through to children 5 years old. In addition, we provide Vegetarian and Halal meals if appropriate.

Food and nutrition play an important role in the healthy development of a young child. Children consume only food that is healthy and has nutritional value whilst care is being provided at the Service.

The service is committed to implementing the healthy eating key messages outlined in *Munch & Move* and to supporting the *National Healthy Eating Guidelines for Early Childhood Settings* as outlined in the *Get Up & Grow* resources.

Meal and snack times provide positive learning experiences for children who will be encouraged to develop healthy eating habits. Parents/Guardians will be consulted and asked to share family and multicultural values and experiences to enrich the variety and enjoyment of food planned to meet each child's daily nutritional needs.

With regard to children with allergies and food intolerances, we provide a menu that is tailor made to suit individual food restrictions. You will be asked to complete an Allergy Notification Checklist for your child and this information is provided to us.

The menus are regularly rotated to provide variety and are appropriate to the varied ages of children. All menus include a large selection of fresh fruit with morning and afternoon tea as well as vegetables with a hot lunch.

**All our weekly menus are prominently displayed in our Foyer and are emailed to families**

## WE PROVIDE

- ✓ All meals
- ✓ Milk and water
- ✓ Nappies
- ✓ Sunscreen
- ✓ Tissues / Wipes
- ✓ Cot sheets for 0-2 years

## WHEN YOUR CHILD IS SICK

Please consider keeping your child at home if they are unwell, children need one on one care when they are not well, and we do not have the staff or resources to cater to this. Also, the close proximity of children and staff in any childcare centre can increase the risk of cross-infections, in spite of hygiene procedures, and this can lead to outbreaks across the centre.

In general, your child should not attend the centre if he/she has:

- High temperature
- Vomiting
- Diarrhea
- Conjunctivitis
- Excessive discharge from nose/ ears /eyes
- Head lice
- Ring worm
- Tonsillitis
- Impetigo
- Ear Infections
- Hand Foot & Mouth
- Urinary Infection

- Croup
- Influenza
- Chicken Pox
- Whooping Cough
- Measles / Mumps / Rubella
- Parvovirus (Slap Cheek)

*A child who has been prescribed antibiotics for an illness should be kept at home for the first 24 hours.*

*Refer to Play Learn and Grows policies for more information on these illnesses and their exclusion periods.*

## MEDICATIONS

Medications will only be given when the medication form is completed and signed by Parent/Guardian, including all relevant details of the medication to be administered.

All medications must be in its original container with the label clearly showing:

- Child's Name
- Name of Medication
- Administration Instructions
- Dispensary Date
- Expiry Date

Over the counter' medications or herbal preparations will not be administered unless accompanied by a note from a doctor stating the medicine name and required dosage. No medication will be given after the expiry date of the medication.

**Please hand all medications to a staff member and complete the medication form.**



## ALLERGIES

If your child has allergies, it is very important that you let us know. A medical action plan from the doctor outlining signs, symptoms and action plan in case of exposure to an allergen needs to be provided to the centre. If medication is required for an allergy, please ensure it is left at the centre whilst your child is in our care, a child cannot stay if this medication is not on the premises

## ASTHMA / ANAPHYLAXIS / OTHER MEDICAL CONDITIONS

If your child has asthma, an anaphylaxis reaction or any other medical condition, a copy of a **'Medical Action Plan'** from your doctor needs to be provided for our files. The action plan should clearly state signs and symptoms and action to be taken in case of an attack. If medication is required, please ensure it is left at the centre whilst your child is at the centre, a child cannot stay if this medication is not on the premises.

The action plans will be updated annually, and please inform of us of any changes that occur.

## ACCIDENTS

In the case of a minor injury, an Accident/Illness Form will be filled out and parents will be informed of the nature of the accident when their child is collected.

In case of a major accident, every effort will be made to contact parents or nominated contacts notified and medical advice would be sought if necessary

## IMMUNISATION

The Australian Childhood Immunisation Register (ACIR) is a national register administered by Medicare that records detail of vaccinations given to children under seven years of age who live in Australia.

Your child's enrolment at the centre is conditional on one of the following documents being provided before commencement.

A current ACIR Immunisation History Statement which shows that the child is up to date with their scheduled immunisations.

A current ACIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

An ACIR Immunisation Exemption – Medical Contraindication Form which has been certified by an immunisation provider for a child who cannot receive one or more vaccine(s).

An ACIR Immunisation Exemption – Conscientious Objection Form which has been certified by an immunisation provider and a parent/guardian. (An ACIR Conscientious Objection letter certifying that a Conscientious Objection Form has been lodged previously with the ACIR is also acceptable).

## EMERGENCY EVACUATIONS

We practice emergency evacuation routines throughout the year. Evacuation plans are located at each exit of the building and in each room, for the safety of everyone in an emergency situation.

## SAFETY PRACTICES AND PROCEDURES

There are a number of safety aspects that we have to meet in order to provide safe care for the children. This includes the fitting safety glass, storing chemicals and hazardous products in lockable cabinets, ensuring furniture and equipment meet Australian Standards, regularly facilitating fire and emergency drills, minimising trip hazards and providing a safe environment.

We have specific procedures to implement in relation to hand washing, nose blowing, nappy changing, sun-care to meet appropriate standards and ensure your child's safety. We pride ourselves on the commitment we have to ensuring your children are safe.

## CHILD PROTECTION

The new Children and Young Persons (Care and Protection) Act 1998 came into effect on the 18th December 2000. As childcare educators, we come under the category of 'mandatory reporters'.

This means that we are required by law to make a report to the Department of Community Services if we suspect a child is at Risk of Harm – this means if we have any current concerns about the safety, welfare or wellbeing of a child.

## WORKING WITH CHILDREN CHECK /FIRST AID

All staff at Play Learn and Grow are certified as authorised and capable to work with children. Every staff member has a mandatory “Working with Children Check.” before they commence employment.

All staff members are trained in First Aid, Anaphylaxis and Asthma, this training is updated every three years.

## POLICY MANUAL

Our policy manual is located in our Family Library for you to access at any time. The policies give staff and families a guideline and an insight into the policies and procedures we use at Play Learn and Grow.

We review our policies and procedures annually; we do this by encouraging feedback and input from staff and families.

## DAILY FEES

**One week’s bond of full fees is payable prior to commencement. We understand that this can be a large amount for full time children, so we are happy to discuss a payment plan with you.**

We have three different fee structures, depending on age groups:

Caterpillar Room-0-2 years \$115.00	Butterfly Room- 0-2 years \$115.00	Tadpole Room-2-3 years \$110.00
Frog Room- 2-3 years \$110.00	Bumble Bee Room \$105.00	Pre School Room \$105.00

Fees are payable weekly in advance. You may pay in advance on a fortnightly or monthly basis, if this is more convenient. Fees are charged for every day that your child is enrolled, regardless of attendance.

This means fees are payable in the following instances:

- When Public Holidays fall on a weekday.
- If your child is absent from the centre for any reason, including illness or holiday

*Information regarding the daily fee rate is given on a separate sheet accompanying this booklet.*

## **PAYMENT PROCEDURE**

Fees are paid by Direct Debit. Parents are required to complete an Ezidebit Direct Debit Authorisation Form on enrolment. Under exceptional circumstances only we may agree to payment of fees by Direct Deposit.

When fees are two weeks in arrears unfortunately you will forfeit your position at the centre and we will move on to our waitlist to fill the position. If you are having financial difficulty, please let us know so we can arrange a payment plan.

Play Learn and Grow is an Approved Service, therefore families are able to apply for Childcare Benefit (CCB) and Child Care Rebate (CCR) to assist with the cost of childcare. We assist you by letting you know what your discounted fee will be if you provide us with your CCB rate from the Family Assistance Office. For more information regarding assistance please refer to the following link:

<http://www.familyassist.gov.au/payments/family-assistance-payment/child-care-benefit/>

## **GOVERNMENT SUBSIDIES**

The Government provides a number of different subsidies to assist families with the cost of child care.

### **CHILD CARE BENEFIT**

Child Care Benefit (CCB) - CCB is a means tested subsidy that is offered by the Family Assistance Office. We reduce your fees by offsetting the CCB amount against your weekly fees. The amount of CCB you receive has a number of variables as it is calculated by your family income, number of days your child attends care, number of children in care, and whether or not you pass the work, training and study test.

Before starting at the centre, all families must register their child for CCB with the Family Assistance Office (Phone: 136 150). Full fees are to be paid until CCB is approved.

The FAO will then provide you with Customer Reference Numbers (CRN) for you and your child. You will need to give us these CRN's so that we can formalise your child's enrolment with the Department of Education, Employment and Workplace Relations (DEEWR). Please ensure the details that you provide us match those that are held by the FAO i.e. names, date of birth etc.

## CHILD CARE TAX REBATE

Childcare Rebate (CCR) the rebate covers 50% out of pocket expenses not covered by the CCB (up to a maximum of \$7,500 per financial year for each child) The CCR can be paid directly to your child's centre to reduce your fees or to your bank account in which case you are required to pay the full fee (less the CCB (even if you get 0% CCB) in order to receive this rebate, you can use the online subsidy calculator to find out your rebate rate:

<http://secure.centrelink.gov.au/RateEstimatorsWeb/publicUserCombinedStart.do>

To find out more you can visit [www.childcarerebate.gov.au](http://www.childcarerebate.gov.au) or call the Family Assistance Office on 136150.

## APPROVED AND ALLOWED ABSENCES

Fees are payable for everyday that your child is enrolled, including all absences. In accordance with NSW Industrial Relation Law, care must be paid for on Public Holidays as staff wages are paid for such days.

Government regulations states that children can have up to 42 payable allowable absences. For more information, call 132 650.

*Welcome to  
Play Learn and Grow Early Education Centre*

We look forward to making many beautiful memories with  
your family.