



Tarragindi Child Care & Development

311 Toohey Road, Tarragindi

Ph – 3892 6044

E – tccd@tcpeducators.com.au

Thank you for enquiring about our centre.

At TCCD we pride ourselves in providing the highest quality care and education for your child in a friendly, safe and stimulating environment, in collaboration with respectful partnerships. We have strong beliefs that not just our Kindergarten program, but all our rooms offer the very highest quality education and care standards. Our educators support the individual needs and interests of your child as they plan and facilitate educational opportunities to stimulate and develop young children's emerging skills.

The Centre:

- ❖ *The centre is privately owned and operates in conjunction with Carina Heights Child Care & Development and Prior Street Child Care & Development.*
- ❖ *Complies with the National Quality Framework – incorporating the Education and Care Services National Law and Regulations and the National Quality Standards.*
- ❖ *Is an Approved Kindergarten Provider with the Queensland Government, implementing the Queensland Kindergarten Learning Guidelines.*
- ❖ *Is registered with the Department of Human Services enabling parents to claim child care benefits (CCB) and child care rebate (CCR).*
- ❖ *Is licensed with the Brisbane City Council as a registered food business premises.*

Further, the Centre:

- ❖ *Is open Monday to Friday 7am – 6pm (closed only on public holidays)*
- ❖ *Prepares and serves tasty, nutritionally balanced meals (morning tea, lunch, afternoon tea) to all children* (*some exceptions apply)*
- ❖ *Provides nappies for babies and toddlers*
- ❖ *Is fully air-conditioned*
- ❖ *Provides after school care for a small group of children 5 – 11 years from Wellers Hill State School.*

Importantly....

Every long day care centre is different. To assist you in deciding if we are the right centre to meet your child's individual care and education needs we have provided quite a bit of information within the following pages – so that you can appreciate the individuality of our organisation. We will assume that after reading this information and visiting the centre you are prepared to abide by the policies and procedures of TCCD.

Should you have any further queries please do not hesitate to contact us.

BRISBANE CITY COUNCIL

Eat Safe
BRISBANE



Our Waiting List

It's never too early to register your interest in our centre by placing your child's name on our waiting list. Most rooms are at capacity with waiting lists. A combination of our reputation for high quality care and education along with a 'stable' community, sees us having a very limited number of spaces become available – especially in the under 3 year old rooms. However when a position does come available, after assisting existing families, the Nominated Supervisor will go to the waiting list to place families.

Placing your name on our waiting list does not guarantee a position at the centre.

Viewing the centre

Prior to lodging your Waiting List Application you might like to make an appointment to view our centre. Only by visiting us will you get a feel for our unique environment. While we're showing you around we can explain the waiting list situation. Please telephone to organise an appointment to view the centre – as a guide mornings between 9.30am and 11.30am are the best time to see the programs in action.

Waiting List Application and fee

Your child's name will not be placed on the waiting list until a completed Waiting List Application form is submitted along with the non-refundable \$20 waiting list fee.

Updating your waiting list information

To enable the Nominated Supervisor to contact you should a position become available it is vital that the information on your Waiting List Application remains current. If we can't contact you using the details we hold, the next person will be offered the position and your child's name will be removed from the waiting list.

Should you register your child before their birth - After your child's birth it is vital to contact us to register the date of birth and name. These details enable the Nominated Supervisor to ensure your child is placed on the waiting list for the correct room. We will remove your Waiting List Application from our records should you fail to provide the child's date of birth within 12 months of submitting the application.

Once you've joined the waitlist

There is no need to re-confirm your interest once you have joined the waiting list. We will be in contact should a position become available that meets your waiting list information.

Confirming a position

Should you be offered a position at TCCD you will have 24 hours to confirm your intention to accept or decline this position. If we have not heard from you in the 24 hours the next person on the waiting list will be offered the position. Upon acceptance of a position at the centre a non-refundable Acceptance Bond is payable within 3 days.

Joining the waitlist at our other centres

Should you wish to also join the waiting list for our associated centres, please indicate this on the Waiting List Application form. There is no additional charge for this.

Operational

Hours of operation

The centre operates from 7.00 am – 6.00pm Monday to Friday closing only on public holidays. You are welcome to drop off at any time **however** we encourage an arrival before 9.00am as this offers greater availability of educators to support each child as they separate / settle in for the day.

Placing children at TCCD

The centre must place children in accordance with the Federal Governments' "Priority Of Access" guidelines. Following these guidelines, families may be asked to change or reduce their days to create places for families with higher priority needs. Please complete the section within the Waiting List Application form to advise the centre of your needs.

Importantly, the Nominated Supervisor must be mindful of State and National operating Regulations, Laws and Legislation (including group sizes and children's ages) when placing into the centre.

Supporting families with

Food* - nutritious meals approved by Nutrition Australia and served from our kitchen which holds a Food Business License with the Brisbane City Council. Meals are made fresh at the centre each day. Cow's milk only is supplied. *Where the centre does not feel it can safely meet a child's specific medically diagnosed dietary requirements families will be asked to provide some or all food. Food must be provided within the guidelines of the centres Food Safety Program.

Disposable nappies - for babies and toddlers (children under 3 years only)

Sunscreen* - the centre uses Coles 50+ sunscreen. *Children with an allergy to this will be required to provide their own.

What to bring each day?

Each day children require -

- ❖ One piece of fruit (this will be prepared and shared by our food safety supervisor for morning tea),
- ❖ A hat which offers good sun protection,
- ❖ Cot size sheets,
- ❖ Water bottle,
- ❖ Spare clothes.
- ❖ Additionally for Babies (if required) feeding bottles made up or sufficient bottles / ingredients to be made up across the day.

Overseeing authorities

The centre is approved to operate under The Education and Care Services National Law and Regulations as set out by The Australian Children's Education and Care Quality Authority; which is overseen in Queensland by The Office of Early Childhood Education and Care.

The centres' Approved Kindergarten Program meets the legislation and learning guidelines as set out by The Queensland Government and Queensland Studies Authority.

The centres' kitchen holds both a Food Business License and an accredited Food Safety Program with The Brisbane City Council.

Policies and procedures

The centre has extensive policies and procedures; these reflect the Law and Regulation as directed by ACECQA. They cover areas of educational program and practice; health and safety; physical environment; staffing arrangement; relationships with children; collaborative partnerships with families and communities; leadership and service management. Copies of these policies and procedures are available in reception for your perusal.

Cancellation of enrolment

Please be aware that in some instances a child's enrolment may be cancelled, with or without notice. The centre reserves the right to cancel an enrolment without notice should it be deemed in the best interest of the child, other children or the educators / staff.

An enrolment may be cancelled if the centre feels it is unable to adequately care for a child due to any additional or medical needs, or behavioral problems.

An enrolment may be cancelled if misleading or incorrect information is provided to the centre in the Child Enrolment Form.

An enrolment will be cancelled in the instance fees fall two weeks in arrears.

An enrolment will be cancelled if staff are treated in an abusive or threatening manner.

Fees and enrolment

There are 5 groups at our centre...

| Name of Group | Age of Children | No. of Children in Group | Price Per Day |
|----------------------|---|---------------------------------|----------------------|
| Joey Room | 6 weeks – 24 months | 10 | \$125 |
| Possum Room | 24 months – 3 years | 15 | \$121 |
| Koala Room | 3 years – 4 years | 22 | \$112 |
| Emu Room | 3.5 years – 5 years Kindergarten Age | 26 | \$112 |
| ASC Group | 5- 11 years | Up to 20 | \$30 |

Prices valid to July 2018

Attendance

It is a condition of enrolment that children attend a minimum of 2 days per week

Acceptance bond

\$50 is payable within 3 days of accepting a position at the centre. This bond will be deducted from your child's first week's fees upon commencement. The bond is non-refundable in other instances e.g. should you choose not to follow through with the offered position.

Ongoing enrolment

Opportunity to transition children through the centre to the next age group are based on availability and not necessarily due to a birthday. Often we run like a 'school year' with movement only occurring in January. Children will continue in current rooms until such time as a vacancy becomes available in the next age group.

Calculating weekly fees

You will be charged for all days for which your child holds an enrolment – this includes among others - sick days, general absences, public holidays and family holidays.

Child care fees

Child care fees must be paid weekly on the first day of attendance; this by either direct debit (Ezi debit), EFTPOS, cash or cheque. A child's position at the centre will be terminated should fees fall two weeks in arrears.

The centre is an 'approved' service with The Department of Human Services allowing us to apply Child Care Benefits & Child Care Rebates if your family is eligible.

Annually the centre reviews fees. Fee changes occur usually each June or July. Families will be given 2 weeks written notice of a change in the daily fee rate.

Notice periods

Should at any time you wish to either decrease your child's enrolment or withdraw from the centre, a written notice period of 4 full weeks is required. (Notice must be given on the child's first day of attendance in the week).

Other fees and charges

Across the year many 'special events' (visiting shows etc.) are organised for the children. An annual one off payment (Special Events Levy) upon commencement covers these for the year. Other than the planned special events, the centre does not offer further extracurricular activities (i.e. Dance classes, computer gym etc.)

The centre charges a late fee for children collected after 6.00pm.

Education and Care

Educational program

Each day children are busy with indoor and outdoor play based experiences; supporting children with opportunities to develop a lifelong love of learning. Rooms have individual experiences to meet needs, interests and developmental stages. Your child's educator will share feedback daily (through photos, folios, and learning stories) to show experiences your child has engaged in.

Educators are guided by the national curriculum framework The Early Years Learning Framework, while the Approved Kindergarten Program operates in line with the Queensland Kindergarten Learning Guidelines.

Our Educators

The center is very proud of its' dedicated early childhood professionals; many of whom have been with us long term. All our staff are qualified and experienced to work with young children ... and their families. We value our Educators and staff, and trust you will too, treating them with respect and courtesy. Abusive or threatening behavior towards anyone at the centre will not be tolerated.

Commencement / orientation

Joining our community is an exciting time; it can also be a time of anxiety. But don't worry; our experienced educators are here to support.

Orientation visits prior to starting are very beneficial and will allow your child and you to gain further insight into the centre – our educators, programs and environment.

Orientation is also an important time to collaborate; sharing information that will best support your child as they transition into the centre. During this time you will receive comprehensive information, including a room specific handbook with further details about programs and routines.

Most of all

Our centre is about offering high quality care and education in a safe and happy environment for all the children. We have strong beliefs that not just our Kindergarten program, but all our rooms offer the very highest quality educational and care standards, stimulating and developing young children's emerging skills.

Importantly, we aim to support and involve parents through respectful collaborative relationships.

Waiting List Application

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Child information

Child 1

SURNAME _____ GIVEN NAME _____

DATE OF BIRTH _____ (if unborn, please advise date of birth later) SEX _____

Child 2

SURNAME _____ GIVEN NAME _____

DATE OF BIRTH _____ (if unborn, please advise date of birth later) SEX _____

Child 3

SURNAME _____ GIVEN NAME _____

DATE OF BIRTH _____ (if unborn, please advise date of birth later) SEX _____

Family information

Parent / Guardian 1 NAME _____

HOME PHONE _____ WORK PHONE _____

MOBILE _____ EMAIL _____

ADDRESS _____ POSTCODE _____

Parent / Guardian 2 NAME _____

HOME PHONE _____ WORK PHONE _____

MOBILE _____ EMAIL _____

ADDRESS _____ POSTCODE _____

Care requirements

DAYS OF CARE REQUIRED MON TUES WED THUR FRI

DESIRED START DATE / /

COMMENTS

Priority of access (PLEASE TICK ONE)

- () **Priority 1** – a child at risk of serious abuse or neglect
- () **Priority 2** – a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the New Tax System (Family Assistance) Act 1999
- () **Priority 3** – any other child

Information to support care & education

To support care and education inclusion it is important that the centre knows if your child has any particular additional needs.

- () medically diagnosed dietary _____
- () medically diagnosed illness _____
- () learning support required _____
- () under care of medical specialist _____

Further

If you would like your Waiting List Application to be considered at another of our centres, please circle:

Prior Street Child Care & Development

Carina Heights Child Care & Development

How did you come to hear about the centre? _____

Enrolment fee \$20.00 (non refundable)

Upon receipt of this completed form, together with the \$20 enrolment fee your child's name will be placed on the centre waiting list.

Placing your name on our waiting list, is not a guarantee of a position.

To ensure we are able to contact you should a position arise, please keep your details current i.e. **child's date of birth**, telephone numbers and address. If we are unable to contact you via information provided above, your child's name will be removed from the waiting list.

Signed _____

Name _____

Date _____ **(submitted to centre)**

Office Use

RECEIPT NUMBER _____ Date _____ Initial _____