

Port Lincoln Children's Centre Childcare Information Sheet



Welcome to Port Lincoln Children's Centre. We look forward to a long and happy partnership with you and your family. For more detailed information about the Centre please refer to Parent Handbook. If you have any questions please feel free ask our staff.

Hours

The Centre is open 8.30am - 5.15pm Monday - Friday

Fees

Morning session	8.30 am - 12.30noon	\$48.00
Afternoon session	12.30pm - 5.15pm	\$57.00
After Kindy session	3.00pm -5.15pm	\$27.00
Daily Fee	8.30am—5.15pm	\$105.00
Late fee		\$3.00 per minute (See late fee policy)
Hat fee		\$5.00 charged first account after enrolment
Christmas fee		\$5.00 charged first account Term 4
Lunch Fee		\$1.00 if you require the Centre to provide lunch

Fees are charged weekly, a parent fee agreement is to be signed on enrolment.

Fees must be paid regularly, accounts two weeks in arrears will be cancelled.

Payment options are cash, eftpos, internet banking, and cheque.

Staffing

The Centre operates at the legal staff child ratio. Staff roles and photographs are displayed in the reception area.

Sign in and out

It is a legal requirement to sign your child in and out each day. Please let staff know your child has arrived, do not leave them unattended in the room.

If you someone else is picking up your child please inform staff as soon as possible. We will require identification if the person is unknown to staff members.

Meals

Port Lincoln Children's Centre provides meals which are nutritionally adequate and aim to meet 50% of a child's recommended dietary intake. A fee of \$1.00 is charged for lunch. Please bring fruit for shared morning tea and provide a healthy snack for afternoon tea. If you wish to supply your own lunch it must follow recommendations on the enclosed suggestion list.

Centre policies

Centre policies are available for your information. If you would like to access them please ask the Director or Assistant Director.

Medication

Prescription only medicine will be administered. Parental consent forms need to be filled in each time it is required. Please do not leave medicines in children's bags.

What to bring to child care

- Named bag
- 6 nappies to last the day
- Nappy cream if required
- Milk and water bottles
- Formula or breast milk
- Dummy / comfort item if needed
- Dress children in sun smart clothes i.e., tops which cover shoulders and upper arms, shorts which cover upper legs
- 1 or 2 changes of clothes (named)
- If your child is toilet training - several pairs of underwear and pants.
- Supportive shoes (No thongs)
- Please name all items

What not to bring

- Unsuitable food (see information list)
- Toys from home, children become distressed if they are lost, broken or misplaced
- Lollies, soft drinks chewing gum
- "Best" clothes, childcare can be messy
- Valuable belongings
- Money

Parent Involvement

Port Lincoln Children's Centre encourages parents and families to be involved in the centre. Feel free to phone or visit your child at any time if your wondering how they are.

Parent Grievances

We encourage parents to bring any concerns or questions to the attention of the Director or Assistant Director. This ensures we can address these issues quickly and reach a satisfactory conclusion for all parties involved.

Please feel free to talk to staff if you would like to know more information or are unsure about something.

Let us know about your needs and suggestions.

More detailed information about the Centre is available in the Parent Handbook and Policy Folder or from staff members.