Federal Community Children's Centre



FAMILY INFORMATION BOOKLET 2025

OPENING HOURS

Monday to Friday 8am to 4:30pm
(430-5pm extended prebooked time)

898 Binna Burra Road,
Federal NSW 2480
Phone: (02) 6688 4371 ABN: 4144 6709 631
Email: info@federalccc.com.au Website: www.federalccc.com.au

CONTENTS

Welcome/ Enrolment process/ History

Service Management

Philosophy

Children's Daily Program

Daily Requirements

Long Day Care Hours

Fees

Family Participation

Information for Families

Policy Information

Bush Tucker garden

Calendar of Events

Toddler Enrolment

Wellness policy

WELCOME

A very warm welcome is extended to you and your family from the educators and management committee of Federal Community Children's Centre. We aim to create a happy, safe and stimulating environment, which will enable your child to develop skills through play and participation.

Vision Statement: `We aim to partner with parents and the wider community to provide a service where children can experience diverse social, cultural, and educational activities in the context of learning through play'.

We acknowledge the Widjabul Wai bal people as the traditional custodians of the land our Preschool is on.

The information in this booklet will provide you with general information about our service, please take time to read it before commencing and keep it as a handy reference throughout the year. If you have any queries or suggestions do not hesitate to talk with the Director.

Enrolment process:

To complete the enrolment process, you will need to provide us with the completed enrolment form, waiting fee payment of $50 and attend an hour-long orientation interview. We welcome families to prearrange visits so that the transition is made easy for you and your child.

Our bank details are:
Federal Community Children's Centre
Westpac Bank
BSB: 032573
ACC: 295105



HISTORY

Federal Community Children's Centre is in the hinterland of Byron Bay.
Community members established the Preschool after the Federal Public School closed in 1979. The premises are the old teacher's residence, which is leased from Byron Shire Council as a community children's facility.
Federal Community Children's Service is a non-profit community-based service funded by the state and Federal funding.
It is managed by a Volunteer Management Committee.
We provide Long Day Care and Preschool for children aged 2-5 years of age.
Our Centre is a 35-place service.
In 2014 we created a Bush Tucker Garden open to the public and published a booklet on Bushfood for Children of the Northern Rivers. The garden replaced a weed infested acre behind the Preschool.

In 2019 we received a rating of exceeding National Standards in the assessment process and are committed to providing quality care and education.
In 2023 we were a finalist in the Excellence in Early Childhood Awards.
In 2024 we were the finalist in the environmental programs in the Excellence in Early Childhood national awards.
We keep our fees as low as possible to ensure all families have equal access to our service.

SERVICE MANAGEMENT

The service is a community-based, not for profit organisation which means all profits go back into the service. We actively consult with parents about service provision and respond to parents' feedback regarding childcare needs.

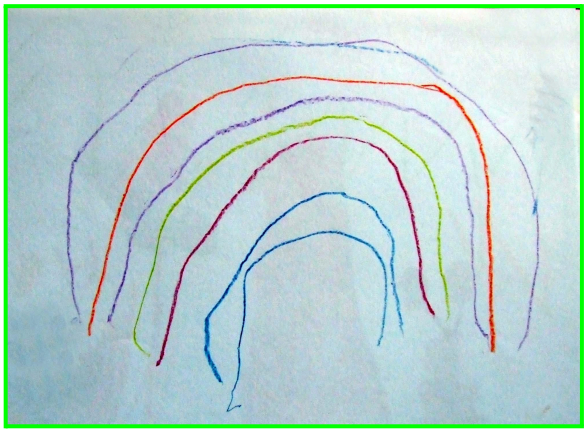
The children's service is set up as an association of parents which together makes up a legal identity. You are an official member of Federal Community Children's Service Inc when you enroll your child. Membership of the association enables you to view management records of the service, to participate in decision making and to vote at general meetings.

An honorary Management Committee is elected from families at the Annual General Meeting held in February each year. The Management Committee has the responsibility to control and manage the affairs of the Association. The management committee reviews policy and decisions regarding the strategic direction of the service and works cooperatively with staff, volunteers and parents to ensure the Centre runs effectively. The Management Committee meets every 6 weeks and meetings are open to all parents. The agenda is displayed on the parent notice board one week prior to the meeting.

Our Association operates under a set of rules known as the constitution, which are general principles common to all community associations. As the service evolves, policies specific to our service are continually being updated and parents are consulted in this process.

As an employer, the Management Committee is responsible for the employment of suitable staff, with the staff holding only 'ex-officio', or non-voting rights at meetings.

A poster is displayed in the foyer with the Committee positions and corresponding names and contact phone numbers to assist new families to immediately familiarize themselves with the Committee.



OUR PHILOSOPHY

Inclusive

We acknowledge the value and importance of Traditional custodians of the area, the Widjabul Wai-bal. We partner with various members of the Bundjalung community through regular engagement and respect and honour the families traditions, backgrounds and culture. This includes various cultural links and learning experiences including language. We ensure that the tribes of the children attending are recognised and go beyond a tokenistic approach. Children, families and educators develop a deeper respect for the Aboriginal and Torres Strait language and culture through our daily routines and play experiences and connection to country.
We uphold the values of social justice and equity, respecting differences and actively promote the inclusion of children from culturally diverse families and children with additional needs. Implementation of an anti bias approach and reflective practices all contribute to ensuring all children feel included and respected.

Connection
We place a great deal of emphasis upon connection.
Connection with each other, connection with community and connection with nature. Our centre is managed by a parent voluntary committee and events are held throughout the year to support connection. We are an integral part of the Federal and hinterland community, and we value the diverse range of people within the wider community. We collaborate with community groups and schools to extend opportunities for children and families at the centre.

Nature and Sustainability
Our nature based program encourages a love of and respect for nature. Children are encouraged to explore our bush tucker garden/outdoor environment building deep knowledge, skills, respect and a sense of wonder in the natural world. Our experienced and qualified educators share their knowledge and passion for the natural world and delight in learning alongside the children. We model and encourage scientific processes such as careful observation, prediction, investigation, hypothesizing and testing, as well as encouraging dispositions such as patience, persistence, respect and an inclination to look closely at the world. Children develop both factual and heuristic* knowledge and skills, enhancing their confidence and self esteem.
We believe the environment is part of the learning process and strive to create safe indoor and outdoor environments that are aesthetically pleasing, provide opportunities for discovery and exploration, stimulate the imagination, and help educate children on sustainability and environmental issues. We encourage sustainable practices to nurture children's awareness of caring for the environment.
* *any method or process that helps in problem-solving, self learning, and discovery.*

Lifelong learning

We honour early childhood as the foundation for lifelong learning.
To enable children to feel confident to explore and learn we aim to create an educational environment where children feel safe, secure, loved, heard and supported. Children learn through play, and we acknowledge children as active learners within the environment.

We endeavor to involve and consult with the children on all aspects of our learning program. Opportunities are provided for each child to grow holistically and to build on strengths, interests, abilities and knowledge. We promote laughter and playfulness into every aspect of our program.

Sense of wellbeing
We prioritize helping children develop a sense of belonging, a feeling of acceptance and developing positive relationships. We support emotional and social development ensuring children develop confidence, resilience, a strong sense of self, protective behaviours, empathy and respect for all.

Collaboration
We respect educators as an important component of the learning environment. They are valued and respected for the unique qualities they bring to the centre. A team approach is fostered as we share knowledge, skills and our expertise.
Children's voices and ideas are heard.
Open positive communication is the foundation for our strong resourceful team. All staff are respected as important members of the team.
We respect that the child's family is the most powerful influence on learning, and we endeavor to create positive partnerships with families for the benefit of their child. Consultation and regular feedback on their child's learning is promoted. The cultural diversity of each family is valued and celebrated.

THE CHILDREN'S PROGRAM (3–5-year old's only, Toddler slightly different)



The service operates with a great deal of flexibility encouraging child-initiated play and learning. We also acknowledge the importance of a simple routine for children and understand that they feel secure when it is stable and predictable. The daily routine forms a basic structure for the day and is:

8.00am	Children arrive, quiet activities on the mat, progressive morning tea, craft activity
8.00-9.15	Progressive morning tea and Indoor planned learning experiences
815am	Outdoor/Indoor planned experiences planned experiences and free play
10.00	Deck time - Acknowledgement of country /music/ culture group time Shared morning tea Uninterrupted play (indoor/outdoor) Planned learning experiences
11.40	Storytime then lunch (Toddlers)
12.20	pack away then story time Lunch
1pm	Quiet time, resting and relaxation Transition to school 4-5-year-olds. (projects, extensions, nurturing a love for learning.
2.15	Outdoor play / art experiences group games and free play
3.25	Afternoon tea
4pm	Story time inside/ experiences based on children's choices. Quiet focused experiences
4.30	Centre closes.
430-5	Extended hours if prebooked

EDUCATIONAL PROGRAM

The service's program is based on observing children, evaluating their interests, strengths and needs and planning activities to further develop, challenge and strengthen their skills.
All play provisions are age appropriate and are carefully planned to suit the developmental needs and interests of the children. We believe children learn through play in a stimulating environment with caring teachers. The program provides a learning environment that encourages children to discover, create, imagine, construct, and initiate. An opportunity to develop self help skills, interpersonal skills, problem solving, build self-confidence and esteem are encouraged. We provide a balance of indoor and outdoor, active, and passive, individual, small and large group activities that include experiences across the curriculum field such as

language, literacy, creative expression, construction, science, math, drama, music and movement.

The National *Early Years Learning Framework 2010* forms the foundation for the program and teaching practices. Our trained and experienced staff are knowledgeable about early childhood theories and perspectives that best support children's learning and continually enrich their understanding through resource books and professional development training.

The program is displayed on Storypark, so feel free to chat to staff for more information about any of the planned experiences. Significant experiences of each day are seen through photos displayed on the Storypark Plan. We will also be using Storypark which is an app to communicate and plan for individual children.
Your child will have a specific focus educator who will collaborate with you to develop goals and ensure your child's individual needs are catered for.

Early Years learning Framework

OUTCOME 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

OUTCOME 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

OUTCOME 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

OUTCOME 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

Link:

FOCUS CHILDREN

Educators observe and plan for specific children each week. Children's artwork is kept in a learning journal or sent home which you are welcome to view at any time. Each child will be guided to develop at an individual pace according to his or her unique learning style. Educators work in partnerships with families to best provide learning opportunities that will nurture each individual child. You are invited to discuss your child's progress with staff regularly throughout the year, both formally through arranged interviews and informally through day-to-day interactions. Parents are also invited to participate and contribute to the program, sharing their own interests, skills, resources, and ideas in the program via Storypark.

STORYPARK

We use an app called Storypark. Please follow this link for more information. **click here**

CHILDREN WITH ADDITIONAL NEEDS

We support the inclusion of children with additional needs and actively work with families to ensure their child has developmentally appropriate experiences. We can provide information to parents about services such as speech therapy, early intervention and physiotherapy. If your

child is already accessing a health service, we can liaise with them, with parental permission, and implement recommended teaching strategies into the Preschool / centre.

DAILY REQUIREMENTS

Please ensure you supply your child with the following each day:

✔ *Morning Tea* - nutritious morning tea in a lunch box – this will be kept in the fridge. Ensure that your child can open their lunch box on their own and all items are clearly named.

✔ *Lunch* – nutritious lunch in a lunch box – this will be kept in the fridge. Remember busy children can get very hungry – pack a large serve.

✔ water bottle names

✔ *A piece of vegetable and/or fruit* – if you are collecting your child after 3:30. Please place it in the basket provided.

✔ Suitable *play clothes* that do not inhibit play. For **sun protection reasons** please ensure your child wears a t-shirt/dress covering shoulders. Shoes that they can run and climb in. Please send in warm clothes as a backup as sometimes it gets very cold at Preschool.

✔ A complete ***change of clothes, especially*** underwear.

✔ *Backpack* or similar bag large enough to hold all belongings.

The Service supplies:

✔ A broad brimmed hat.

✔ Sunscreen.

✔ Planky (which you use for the year and then return)

CLOTHING

Please **label** all your child's belongings clearly with his/her name in permanent ink. This greatly reduces lost property and encourages children to look after their own belongings. A lost property basket is near the lockers so please check it if you are looking for lost clothing. All unclaimed clothing will go to charities at the end of each term.

TOYS

The service has a wide range of developmentally appropriate equipment for your child, and we would prefer that children leave their toys at home. Individual toys at the service can often cause problems as your child may not wish to share the toy. The toy could also get lost or damaged. Cuddly or security toys for rest-time are welcome but need to be clearly named.

LONG DAY CARE HOURS

The service is licensed to cater for 35 children a day aged 2-5 and is open from Monday to Friday 48 weeks a year.

Opening hours are 8.00am – 4.30pm. Cost is $0 to $125 per day dependent on CCS subsidies. Families with 4 year olds are eligible for an additional weekly fee relief of $45.29 and families with 3 year olds are eligible for an additional weekly fee relief of $10.73. The child must turn 3 or 4 by the 31st July 2025.
Our service closes for 4 weeks over the December and January holiday period.
Extended hours: 430-5 cost is $10 and must be prebooked for the term.
Please drop your child off at the agreed time and **arrive 5 minutes early when collecting your child**. Parents who are late collecting their child will be charged a **late fee** of $1 per minute (this is due to increased time educators need to remain at the service) and a further $3 per minute after 4:35pm.

ARRIVALS AND DEPARTURES

On arrival, please bring your child into the Preschool building, help him/her unpack, and let an educator know that you have arrived. In summer, please apply sunscreen to your child and tick in the column for sunscreen. We value keeping these transition times as harmonious as possible and kindly ask families to assist by supporting a calm drop off and pick up by being mindful of the noise level and supervision of siblings,
We encourage families to follow a routine in the morning to ease the transition for your child. E.g. choose one book to read, or the child looks through the coloured blocks at the window.
Licensing requires that you sign in using XPLOR. In the afternoon, please inform educators that you are collecting your child and remember to sign out. We encourage children to wait inside for their parent to enter the building, rather than allowing them to run and greet you. This ensures your child is supervised by the staff and helps to remind you about signing out. Signing your child in/out each day is a *National Law* requirement.

The enrolment form requests that you nominate relatives or friends authorized to collect your child. If a person not on the enrolment form is to collect your child, the educators need to know before 4.30pm. The child will be kept at the centre until they have confirmed permission from you.

PRESCHOOL HOURS

8:00am to 3:30pm - Preschool operates the same hours and closes for holidays as NSW primary schools.
Cost: $0-$97
We currently offer affordable Preschool if you nominate our centre as your child's Preschool. After Preschool Fee relief is applied your out of pocket fee will be no higher than $1.66 per day as long as your pick up time remains at 3.30pm.
If you do not nominate our centre fees range between $54-$97 depending on priority, see below)

Priority: We follow "Start Strong" Guidelines for enrolments. We prioritize places for children aged four (before July 31) or five, followed by children aged three (before July 31) or four, whose family holds a Health Care Card and/or who identify as Aboriginal or Torres Strait Islander.
Make up days for Preschool: There are no makeup days for Preschool. Extended hours can be booked for a term, otherwise they are charged as late fees.
Absence from Preschool: If your child is away for more than 4 weeks consecutively, they will no longer have the Preschool option and will be provided with the option of Long Day care unless you are on holiday and have notified us prior. This is due to funding and to ensure all families who are in greatest need have the Preschool option.

MAKE UP DAYS for Long Day Care Only

Make up days are only available when children are sick and there is space. This is to encourage parents to keep their children home when unwell by offering an alternative day within a week of your child's illness. When the centre is fully booked, however, the opportunity to make up days is not always available. The makeup days need to occur within one week of the planned absence for children in the 3-5-year-old room, and within two weeks for Toddlers. It is important that you arrange this by 830 am on the morning the absence occurs or ideally before. Please refer to the Procedure for makeup days for more information in our Children's Attendance policy. We will try to provide a make up day for public holidays however this is not always possible.

CASUAL DAYS

You can book your child in for an extra casual day when places are available.

ABSENT

Please phone the service before 830am if your child is absent as another child may require the place for a casual or makeup day.

FEES

Upon enrolment, families will sign and accept the terms of service provision under the **Fee Payment Agreement Form.**

To ensure you are on the waiting list a $50 fee is required – when we can offer a space, this will be converted into an enrolment fee and will be shown as paid.

All families pay a maintenance fee of $100 per year which can be redeemed by joining our committee. This fee is split so it is charged at the start of the year and then in July.

Volunteering- Families have an opportunity to be reimbursed $25 on request if they volunteer at one of our events.

We use Xplor to communicate invoices and changes to attendance.

LONG DAY CARE

The current Long Day Care fees range from $0 to $125 for children 2-5 years depending on family income. Please go to StartingBlocks fees estimator site to utilize the estimated subsidy your family will be entitled to.

Fees are reduced through the Australian Government Childcare Subsidy paid through Centrelink. Parents are required to contact Centrelink to obtain customer reference numbers (CRN) for the family, a myGov account and to inform them that your child is now attending our service.

Please follow this link: how to apply for child care subsidy.

Centrelink: Ph: 13 61 50

Centrelink works out your CCS percentage using your family income estimate. This is then paid directly to the Centre to reduce the fees you pay.

Your family income	Child Care Subsidy percentage
$0 to $83,280	90%
More than $83,280 to below $533,280	Between 90% and 0% The percentage goes down by 1% for every $5,000 of income your family earns above $83,280
$533,280 or more	0%

Your activity level (hours you work and/or volunteer) affects the hours of subsidized care you will receive per fortnight.

As of 2018, children who are not immunised are not eligible for enrolment unless they are on a catch-up plan with the due date listed as after their start date.

Link for immunization forms required

PAYING FEES

We use a direct debit system known as Debit Success to ensure all fees are paid on a regular basis. It is a *compulsory* requirement of our service for all participating families to provide the centre with a signed direct debit form. This can be done via your Xplor account once your child is enrolled. Fees will be debited from your bank account fortnightly or weekly two weeks in advance and a fee invoice with all transactions and amount due will be available via the Xplor app. We encourage you to select a maximum amount that can be deducted per fortnight.
Fee invoice: It is each family's responsibility to check their finance tab in the Xplor app and stay up to date with any overdue amounts and / or make changes to your account details when needed.

Our bank details are:

Westpac
Federal Community Children's Centre Incorporated
BSB: 032-573
Acc: 295105

ENROLMENT FEE

Upon enrolment, an enrolment fee of $50 will be charged per family to cover administration, accident insurance costs and a school hat. An annual membership fee of $20 per family will be charged to join our Incorporated Association.

NB: If you do not have a confirmed address, we can add you to the waiting list or alternatively a two-week advance fee will be charged to secure your child's position, this is not refundable.

LATE FEE

If you arrive late to collect your child, you will be charged a late fee. The fee charged is $1 per minute late for the first 5 minutes, then $3 per minute and does not attract childcare benefit.

Preschool fees

Preschool fees for 2024 will be as follows

Fee type	Frequency	Amount
Enrolment fee	Once at enrolment	$50
Association m/ship fee	Annually	$20
Administration fee	Each term	$25

Extended hours fee for care between 330 to 430pm	(Must be booked in for the term prior to being charged this rate or will be taken as late fees)	$7.50 per half an hour Option for extra care between 430-5pm for $10 pre booked for the term All extended hours are subject to CCS if eligible

Nominated FCCC as Pre-school to receive Start Strong Fee Relief		
Fee Type	**Conditions**	**Amount**
Preschool fee relief A	All children that are aged 4 by the 31st July 2025	$1.66 per day
Preschool fee relief A.1	Equity Children*; 3-5 years old.	Free for two days a week
Subsidised fee B	3 year old child who is NOT turning 4 before the 31st of July 2025 but will by 3 by 31st July 2025.	$42.66 per day

Nominated other Pre-school or Centre to receive Start Strong Fee Relief (NOT FCCC)		
Fee Type	**Conditions**	**Amount**
Subsidised fee C	Equity Children*; 3-5 years old.	$54.34
Subsidised fee D	Non-Equity Child; 4-5 years old.	$56
Subsidised fee E	Non-Equity Child; Turning 3 by the 31st July 2025.	$97

*__Equity Child;__ Parent or carer must hold a Centrelink- issued Health Care Card, child has a disability or are of Aboriginal or Torres Strait Islander descent that is 3 before the 31 July 2025.

Payment of fees

Fee accounts can be viewed in the finance tab of the Xplor app each week. Financials are done on Monday's, please bear in mind that it will not be until after 4pm Mondays of each

week that the true balances will be reflected. Payment is auto-debited weekly or fortnightly via Debit Success. It is each family's responsibility to make one off payments in the case that a payment has been reversed. This can either be done via direct bank deposit or in the Xplor app itself.
Please contact Saba, our Administrator, on Monday, Tuesday or Wednesday to discuss your preferences.
Fees are not charged for school holidays however fees are charged for Public Holidays and absences.
Make up days are not available due to the limited Preschool numbers available each day.

Attendance:
We do not offer make-up days for children in Preschool. If your child is away for more than 4 weeks in a row, they will lose their Preschool position and be offered the Long Day Care option instead.

FAMILY PARTICIPATION

As a community-based organisation, family participation is essential to provide high quality education and care and affordable fees. We charge $100 per year to cover maintenance. This will be reimbursed if you join our committee.
From time to time, we will be requesting help with garden maintenance, mending equipment, or volunteering your time at the service. Sharing your skills and talents with the children will also benefit the children. Approximately twice a year working bees or other community events are organized to assist with the maintenance of the service. We ask that you choose at least two events you can assist us with. You will be reimbursed with $25 if you do this.

Federal Community Children's Centre appreciates the involvement of parents in the lives of their children within the Preschool environment. Apart from the obvious physical help it offers to staff, there is a benefit far more important and satisfying. Time spent during the Preschool day allows families to be actively involved in the service program, share talents and skills with the children, see how their child interacts within the Preschool setting, who their friends are etc. as well as build relationships with staff and other parents.

COMMUNICATION/ INFORMATION FOR FAMILIES

The Service aims to keep you informed about your child, the service news and what's happening in the community. Please send any changes to attendance via email. We also value regular communication and feedback to ensure that we meet your child's needs. We require all families to check their emails and Storypark for updates, especially the community posts and emailed fee invoices. Hotmail emails do not receive our emails so you may need to provide us with an alternative. Please follow this link for more information on Storypark: click here

- **Notice boards** – above sign in desk and at the entrance near the 3-5-year-old lockers.
- **Newsletters** – are distributed every two months and are emailed and attached to a Storypark community post.

- **Program Display** – We provide an online weekly program which is posted on Sunday and then the daily evaluation added with photos posted after 4pm as a story on the actual day.
- **Parent Library** – located at the foyer, provides a range of books, magazines and resources for families to borrow.
- **Email –** Directors updates are sent weekly.
- **Xplor -**this app provides families with access to their invoices and account, while also providing an easy tap in service for sign in and out each day.
- **Community Notices:** are also available in the entrance area.
- **Daily chats** – Please take the time to chat with the educators about your child's day. We do have to limit it to 5 minutes during busy times unless it is prearranged. Taking the time to let us know anything important of what you would like us to know early morning and in the afternoon is helpful in our commitment to meeting each child's needs. These times can get busy, so we highly encourage families that would like to have more time to talk to make an appointment.
- **Storypark:** Please use this platform to communicate with your child focus educator. Regular stories and notes are posted for your child here.

The community posts in Storypark are used by the Director to provide updates and important information for families.

- **Appointments** – feel free to make an appointment with the Director or an educator to discuss any concerns or general information about your child's developmental progress. These can be made to fit in with your work or family commitments. We highly recommend these
- **Surveys** – Every two months we review a Quality Area in the National Quality Standards to ensure we are continually improving and exceeding the National Quality Standards. The surveys are available on display, and we encourage families to click on the links in the newsletter to see what policies and quality improvement areas we are working on. We invite your feedback and value our policies and Quality Improvement plan as living documents.

POLICY INFORMATION

Service policies provide a framework and guidance for parents, staff, educators, visitors, and management to ensure decisions are consistent with the philosophy of the service and comply with regulations. Policies allow families to understand the practice within the service environment. Policies cover many important issues, and we encourage families to read and familiarize themselves with them. Our policies are available in the Parent Library and via the link below. Please take the time to familiarize yourself with all policies. esp. Health, Admin and Programming. Click the link below

Centre Policies

Infectious Diseases and Immunisation

Prior to enrolling in child care proof of a child's vaccination status must be provided. This means that child care centre's must have documented evidence that children are up to date with their vaccinations, or that they are on a recognized catch-up schedule.
Please refer to the wellness policy. Children with infectious diseases such as conjunctivitis, chicken pox, school sores (impetigo), measles, German measles and diarrhea must not attend Preschool. Check with your local GP if you are unsure whether your child is infectious. If your child or their sibling does contract an infectious disease, please phone the service as soon as possible. All families will then be informed by a health alert notice. To ensure your child recovers quickly please do not bring your child to Preschool when sick. Having sick children at Preschool usually prolongs your child's illness and puts other children and staff at risk of infection. Young children in care can be vulnerable to infectious diseases.
We encourage parents to keep children at home when they display the following signs of illness:
Fever, high temperature, vomiting, diarrhea, persistent or prolonged coughing, unusual spots or rashes, mucous discharge that is continual or difficult to manage, unusual behavior: tired, lethargy, crying more than normal, displays discomfort, generally unwell.

COVID 19

We have a COVID risk assessment plan which we encourage families to read. This requires families to keep their children at home if there is any risk at all that they could be contagious. Please refer to our COVID 19 Plan.

MEDICATION PROCEDURES

If your child requires medication, please fill out a "medication authority" form and hand this form and the medicine to a staff member. To be administered the medicine must have the child's name and dosage written on the dispensary label. The label must be provided by a doctor or chemist. The medicine will be kept in a locked first aid kit in the kitchen.

ACCIDENTS

Unfortunately, accidents do happen. At all times someone with a first aid certificate will be on the premises. A hard copy will be available for you to site and to sign if you have not acknowledged the form via text or phone. Be assured that if your child does incur an injury requiring medical attention you will be contacted without delay. If a child receives an injury, you will be contacted via mobile, and a photo of the accident report and injury sent via text message. Please respond asap to this and sign the accident report when you pick your child up at the end of the day. We will call if there is any injury to the head. In case of an emergency an ambulance will be called, and the cost of the ambulance will be invoiced to that family.

LUNCH AND MORNING TEA

Children will be encouraged to develop nutritious eating habits in line with the healthy eating environment that is promoted by the service. Please make sure it is easy for your child to open and close their lunch box

Please don't send sweets, chocolate, chips, cakes, juice, and sugary drinks.

Any uneaten food will be placed back in your child's lunch box, so you can see what has been eaten.
We encourage drinking water. If you would like your child to bring in their own water bottle, please label this and make sure it is taken home each day.

Please add your child's name to the whiteboard on the sign-in desk if it requires heating.

Lunch box ideas:
We have lots of lunch box ideas available in our parent library. We encourage `nude lunch boxes', which means no wrappers.
A great resource website to look at is: Healthy Lunch boxes

Please select foods that have had minimal processing, and are low in fat, sugar, and preservatives: for example, a fresh apple is preferable to a fruit roll up. For both health and environmental reasons, try to limit packaged foods such as muesli bars, dippers and fruit-flavoured sticks.
Pack a variety of foods and even if children have their favourites it is useful to encourage new and different food experiences.
Some Ideas…
Fruit:
- cut into pieces, dried fruit, seeds and /or nuts.

Vegetables:
- raw celery, cucumber and carrot sticks, with cream cheese, humus, salsa
- roasted vegetables or salad.

Bread and cereal foods:
- Fruit bread, muffins, bagels, whole meal scones and pancakes, rice cakes, bread wraps, rolls and/ or sandwiches. There are many other alternatives to sandwiches and rolls: ► falafel, lentils and beans ► pasta ► boiled eggs ► cold chicken or meat ► pizza, fried rice or sushi ► Baked beans ► Baked vegetable slices or quiche.

We can heat food in the microwave. Please add your child's name to the whiteboard on the sign-in desk in the morning if you have food that requires heating.

BIRTHDAY PARTIES
We love to celebrate birthdays. During the week of your child's birthday, he or she may like to bring a cake so we can sing happy birthday to them. (it is not a birthday party as such) Please provide the ingredients clearly. Ideally all cakes will be free from artificial colours and flavours.

HANDLING CONCERNS
Feedback, both positive and negative, is necessary for the continued improvement of our service to the community. We aim to create an atmosphere where feedback about our service is welcomed and encouraged. If you have any concerns or queries, please bring these to the attention of the Director or staff member, so positive steps can be taken to improve the quality of our service. Alternatively, a letter can be placed in the Communication box on the sign in desk with a concern. All concerns will be handled confidentially. The service also provides regular opportunities through surveys and quick feedback forms to gather feedback from families throughout the year.

PRIVACY
Federal Community Children's Centre requires certain information to be collected in accordance with the regulatory framework of operating a children's service. Protecting the

privacy of personal and sensitive information collected by our service and the need for confidentiality is fundamental in providing a quality child care and educational service. Confidentiality ensures that information is exchanged carefully in the best interests of children, families, staff, and the service, in a way that respects the privacy rights of individuals, enhances the spirit of trust and integrity, and supports the harmonious operation of the service. All staff, Management Committee members and parents must respect the privacy of others and follow confidentiality guidelines. All confidential documents are stored in locked cabinets.

GUIDING CHILDREN'S BEHAVIOUR

Our focus is on supporting children in their development of empathy, respect, self-regulation, social skills, sense of wellbeing, confidence, and emotional literacy.
Below are ways we do this:

- Provide a detailed learning program to support children's awareness of various feelings and how to express them.
- Values such as self respect and respect for others, safety for selves and others, and care of the environment are role modeled and encouraged.
- Children are involved in establishing play and safety limits in the service
- Discussing the appropriate uses of materials and equipment.
- Defining limits in terms of a 'positive' instead of a 'negative'
- Acknowledging positive behaviour.
- Discussing inappropriate or unacceptable behaviour and seeking options.
- Children are encouraged to settle disputes by being supported to talk about how they feel, to listen to others and solve problems together.
- Offering choices and encouraging decision making.
- Setting realistic expectations which are age and developmentally appropriate.
- Being sensitive to the child as a whole, bearing in mind that many factors influence behaviour.
- Setting up an environment to minimize behaviour challenges, by offering appropriate activities, space, and supervision.

EMERGENCY EVACUATIONS

To assist children to learn emergency evacuation procedures, the educators and children practice leaving the premises and congregating near the car park every 3 months. Children are advised to respond quickly to the sound of a whistle or fire alarm, and they proceed through the side gate if outdoors or through the Toddler room if indoors. At the car park they answer their name to a roll call and discuss the purpose of emergency procedures. All children attending in one nominated week (every 3 months) participate in this procedure.
We have a Bushfire plan, Local emergency response(Bushfire, Flood, Weather or Health)

Car park safety

To ensure that all children are safe in the car park area we ask parents to hold their child's hand to and from the car into the Centre. Children must not be left in the car unsupervised.

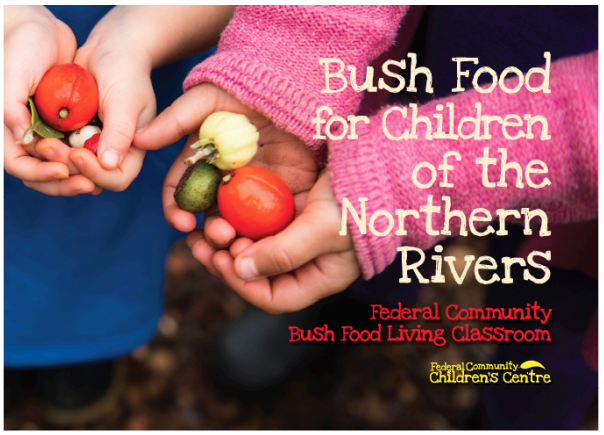
Thank you for taking the time to read our booklet. If you have any further questions, please don't hesitate to ask us.

Bush Food Living Classroom



In 2014 we created a Bush Tucker Living Classroom on the land behind the Preschool. The garden has 35 species of local bush food and is living proof of our commitment to sustainable practices, nurturing children's love and appreciation of nature and working in collaboration with local Aboriginal people. We have a booklet available to purchase for $30. We are keen to have more people involved and open to any ideas or suggestions.





2025 CALENDAR OF EVENTS

January

21st January - Orientation for new families 10-1130
22nd January - Long Day Care children return
30th January - Preschool children return

February

26th Cultural diversity social dinner

March

March – Annual General Meeting BBQ

April

Parenting Workshop

May

Informal family social gathering in the park
Bush Tucker garden working bee
Babe Rainbow fundraising concert tbc

June

Vision screening tbc

July

Educator parent meetings
NAIDOC Day celebration

August

Recycling man visit
Seabird rescue excursion
School visits
Family Fun Day

September

Visiting schools

October

Transition to school Parent Information night
Visiting schools

November

November - Federal Park Party

December

End of year celebration

Toddler enrolment

Welcome to our Toddler room. As a family enrolling your child into the Toddler room there is additional information you need to know.
A child starting in the Toddler room will be enrolled in the Long Day Care program as Preschool subsidies are not available for 2-year-olds. This means your child is entitled to attend the service 48 weeks a year from 8am to 4.30pm.

DAILY REQUIREMENTS

Please ensure you supply your child with the following each day: All belongings need to be clearly marked with your child's name:

✔ ***Morning Tea*** - nutritious morning tea in a lunch box – this will be kept in the fridge. ***Please Note:*** We discourage the use of plastic wrap for environmental reasons.

✔ **Lunch** – nutritious lunch in a lunch box – this will be kept in the fridge. Remember busy children can get very hungry – pack a large serve.

✔ **A piece of fruit or vegetable for afternoon tea**. Please place it on the basket provided.

✔ **Suitable *play clothes***. For **sun protection reasons** please ensure your child wears a t-shirt/dress **covering shoulders. Please make sure they have shoes they can run and climb in.**

✔ A complete ***change of clothes,*** *especially* underwear. 3-4 changes of clothing if your child is toilet training.

✔ ***Backpack*** or similar bag large enough to hold all belongings.

✔ **A planky (bedding) is provided by the centre for the year**. This will be sent home to be cleaned each week. Please make sure you keep the name tag on this.

✔ **5-6 nappies** per day

✔ Comforters for rest time i.e. small blanket or soft toy

✔ In summer – insect repellent and sunscreen

Toddler routine

8am	start indoors (progressive morning tea)
8-9	Indoor learning experiences in Toddler room
9-10	Indoor or outdoor learning experiences
10am	welcome group time
	Morning tea in Toddler room
10.30am	Free play and planned experiences outdoors
11.40	Language Group time then Lunch
	Rest/quiet time
2.30pm	indoor quiet activities, music and movement, outdoor play
325pm	Afternoon tea and shared fruit time
3.45 pm	Children move to Preschool room with 3-5-year-olds for quiet activities
4.30pm	Centre closes
430-5pm	extended hours provided for those prebooked for the term.

Wellness policy 2025

Illness	Exclusion Period
Fever/ high temperature 38 degrees or above	24 hours without a temperature. If your child has had Panadol within the last 12 hours. As stated by NSW Government Covid 19 testing will be encouraged and a negative result must be provided before returning
Conjunctivitis	Excluded until discharge has stopped and a full course of treatment is completed
Viral/bacterial upper respiratory infection Runny noses (continual and difficult to manage)	Until child or adult's mucus has cleared and child is well enough to actively engage in play.
Diarrhea	24 hours after last loose bowel motion
Persistent Cough	**Until they are no longer coughing and/or have clearance from a doctor.**
Vomiting	24 hours after the last vomit
Head lice	Until all headlice have been removed
COVID19	**Must test negative plus 24 hours free of symptoms.**
COVID Testing	Using a Rapid antigen tests or PCR is recommended if there are any covid symptoms, however a negative does not mean your child is fine to return to care if they still have any of the above symptoms.
COVID 19 contact in house	**Test negative before returning encouraged, no symptoms for past 24 hours**
Contagious illnesses listed in the Staying healthy in Childcare	As stated in the Staying Healthy In childcare guidelines https://www.nhmrc.gov.au/guidelines-publications/ch55

Refer to Covid 19 Risk Management Plan and Action Plan

What to do if you have concerns about your child's development.

It is always recommended to act now rather than wait and see

See brochures on sign in desk

1. Speak to the centre educators/ Director

Ask for: ASQ3 screen and/or Learn the signs, act early checklists



2. Ask for a referral to Byron Community Health or contact them directly **Contact:** 66399400.

Occupational therapist- physical (fine and gross motor), eating concerns, sleep and sensory

Speech therapist- communication, eating Social worker- emotional, behavioural and family support.

Ask for a referral from your GP addressed to the Dr Barnett at the Tweed/Byron paediatric Outpatient Clinic.(this appointment will e free and offered at Byron Hospital.



3. Talk with the Centre Director about possible Inclusion Support funding to provide extra support at the Centre.



4.

5. Contact Shaping Outcomes for advice on the appropriate pathways**. Contact:** 66853023



6. Request meeting to seek funding and support through NDIS (National Disability Inclusion Scheme) /ECEI (Early Childhood early intervention- 0-6 year old's) **Contact:** Northcott 1800818286

Link for : Does your child need a diagnosis?

Lines of Communication

Storypark

1.What has happened during the day

We upload the evaluation of the day as a story at the end of each day. The weekly plan is shared before Monday so you can discuss with your child what will be happening. We love your feedback and comments. We currently rely on the use of Storypark to ensure we can collaboratively meet the needs of each child using our centre due to the limitations with drop off and pick up times.

2.Centre Individual program and care and Individual children's educational goals

Communicate with your child's focus educator via Storypark.
Check the child notes, daily stories, and weekly plan on Storypark.

3. Directors updates and important messages via community post

Newsletter

1. Interesting links, policies and quality areas being reviewed, important dates

Email: info@federalccc.com.au

1. Changes to times of pick up or who is picking your child up

In addition, if you have any questions, suggestions or concerns re anything please do not hesitate to call us or email.

2. Invoices, fees, changes to attendance days, make up or casual day requests

Xplor app

Invoices, fees, changes to attendance days

Mobile phone-0444512804

1.Notification if child is unwell at Preschool or has had an accident

2.Photo or message if child was upset at drop off

3. Group text for important changes/ emergencies using click and send

Complaints

Centre committee and /or Director
Mandala (Director) 0407 705 893 or via email