**Family Handbook**

**Welcome to Centipede!**

**Centipede would like to acknowledge the Gadigal people of the Eora nation as the traditional custodians of the land on which we play and learn. We would like to pay respects to elders past, present and future.**

Centipede is an out of school hours’ child care service located within the grounds of Glebe Public School. We are open for before school care, after school care, vacation care and staff development days.

We are open:

Before School Care: 7:30am – 9:00am

After School Care: 3:00pm – 5:45pm

Vacation Care: 8:00am – 5:00pm

Our address is:

Glebe Public School

9-25 Derwent St Glebe

Ph: 0407 668 657

centipede.glebe@yahoo.com.au

<http://centipedeglebe.weebly.com>

**Centipede Philosophy**

**Centipede was named by a child who attended the centre in the early 1990s. It was named Centipede to symbolise “many little feet”.**

Centipede welcomes all children, families and community members, and respects their needs, interests, cultures and celebrates their diversity.

Centipede aims to provide a fun, safe, interesting and exciting place for the children of Glebe to explore, play and learn.

**Our core values are kindness and respect**

Kindness and respect for each other, ourselves, our community and centre.

We aim to be inclusive of all children and families, to build positive relationships, provide quality child care and a safe space for all children to belong. We embrace our diverse and exciting community!

At Centipede we engage in play based learning and recreational activities that enhance development and social, emotional and physical wellbeing.

We are guided by the National Quality Framework, *My Time Our Place* and the *United Nations Convention on the Rights of the Child.*

**My favourite thing to do at Centipede is…**

*‘Playing with my friends’* Tamia & Kyeemah

*‘There’s lots of fun things to do! So Much!’* Riley

*‘Going outside and in the playground’ Zac*

*‘Playing with my friends and educators’* Isabella

*‘Eat, eat, eat, eat!’* Lutphy

**Centre Routine and Guidelines**

**Before School Care** - Our mornings start at 7:30am with breakfast, quiet indoor activities and outdoor play. The children go to the school playground at 8:30am when a teacher is on duty. Centipede remains open until the school begins at 9:00.

**After School Care** - In the afternoons we meet children on the playground at 3:00pm, welcome them, sign them in and escort them safely to Centipede.

A nutritious meal is served and children are offered a range of indoor and outdoor structured activities as well as free play. At 5:00pm we serve fruit and a snack.

Centipede closes at 5:45pm.

**Vacation Care** - During vacation care we offer a range of excursions, incursions and in centre day with a different theme each day.

We are open from 8:00am to 5:00pm.

Vacation Care programs are released around Week 7 of each term with all programmed experiences at Centipede planned in consultation with children, families and community members.

All meals and drinks are provided at vacation care.

**Our fees are:**

* $15 for Before School Care
* $37 for After School Care
* $75 for Vacation Care

Many families are entitled to **reduced child care fees** based on their family circumstances in the form of **Child Care Subsidy**.

To find about your eligibility please contact Centrelink or check: <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Centipede staff are happy to help families with their application for Child Care subsidy.

Fees can be paid by:

* Direct Debit
* Internet Banking

Direct debit is our preferred method of payment. Forms are available at Centipede or can be emailed to families.

Our bank account details are:

Bank: **Commonwealth Bank**

BSB: **062172**

Account number: **10239391**

Caring for your children is our priority. If you have any concerns about fees, please have a chat to the coordinator and we will happily work something out based on your circumstances.

**Service Management and staffing**

Centipede in a non-profit charity run by a dedicated parent and community committee.

We love having families involved with our service – if you would like to join our committee or help out please have a chat to the coordinator, we’d love to hear from you!

If you have any compliments, complaints or issues we welcome all feedback and encourage the building of positive, open relationships with families and communities. Please have a chat or email our coordinator or committee president.

Our educators are dedicated child care professionals. All staff have current Working with Children Checks and we encourage all staff to have First Aid, CPR and accredited Child Protection training. Have a read of our staff profiles when you visit the centre!

**National Standards**

Centipede is regulated by the National Quality Framework. This provided a set of standards we follow to provide quality care to children and families. Our program and practice is guided by *My Time Our Place*, a framework and broad curriculum that promotes play, learning and leisure.

**Day to Day Information for Families**

Centipede enrolment forms are available at the centre, on our website or can be sent via email. We require families to fill in an initial enrolment form as well as an enrolment update each year. Centipede educators are happy to help families with their forms.

You can book your child in for permanent or casual days subject to availability. We try to be as flexible as possible to the needs of our children, families and community.

**Absences/Change of Booking**

Please let Centipede know if your child will be absent or you need to change their attendance. This is so we know they are safe.

You can call or text 0407 668 657 or email Centipede at centipede.glebe@yahoo.com.au to inform us of any changes.

Absences are usually paid for – please refer to the Fees and Charges Policy which is available from the sign in/out desk or can be emailed to you on request.

**Sign in and out**

Please sign your child in and out when they arrive and leave each day. Please let staff know if there are any changes in who is collecting your children. If you are running late please inform an educator on 0407 668 657 as soon as possible.

Late collection fees are charged for collection after 5.45pm (5.00pm in Vacation Care). Please refer to the Collecting Children Late Policy which is available from the sign in/out desk or can be emailed to you on request.

**Changes in Circumstances**

Your child’s safety is very important to us. Please advise us of any changes we need to know (who is authorised to collect your child, family changes, legal proceedings) so we can keep your children safe at all times.

**Health, Medical and Dietary Needs**

Please inform Centipede of the medical needs of your child so we can ensure your child is healthy and safe at Centipede. Please provide any medical management plans, asthma plans or anaphylaxis action plans you have for your child.

If your child has any medical or dietary requirements, please have a chat to the coordinator. We are an allergy aware centre and are happy to accommodate for any allergies or intolerances your child may have. If you do provide any food for your child at Centipede, please respect the medical needs of other children.

**Cultural Needs and Preferences**

Centipede respects and celebrates the diversity of our families. We are very happy to incorporate cultural and family needs and preferences into our program, routine and menu. Please let Centipede know if you have any cultural or family needs you would like us to be aware of in caring for your child.

**Accidents**

In the event of an accident or injury your child will be treated by a first aid trained educator. If the accident or injury is serious we will you contact you, fill in an incident report and follow up with additional medical attention if required. In an emergency situation an ambulance will be called.

**Sun safety**

We aim to ensure that all children attending Centipede are protected from the harmful rays of the sun. Please ensure your child wears a hat and sun safe clothing to the centre. Sun screen will be provided and spare hats are usually available if your child does not have one.

**Personal belongings**

Please encourage your children to leave any valuables at home. If your child needs to bring anything of value to Centipede they are welcome to bring the item to educators to keep safe.

**We hope your child has a fantastic time at Centipede!**

**Our educators look forward to supporting you, your child and family.**