



Mt Eliza House

Childcare & Early Learning Centre



INFORMATION BROCHURE 2007



We foster the love of learning in an environment of play and fun!



Management

Mt Eliza House Child Care & Early Learning Centre is a privately owned and operated purpose built centre currently registered for 123 children.

The proprietors are The Peninsula School and it is responsible for all Maintenance and Safety. The Peninsula School has regular maintenance checks and The Occupational Health and Safety Officer has monthly visits. All equipment purchased has Australian Safety standards approval. Parent input is required when purchasing resources for the Centre. All Management procedures are discussed and evaluated at Parent Committee meetings or when the need arises.

The centre is located at:
41 Baden Powell Place
Mt Eliza Vic 3930
Phone 9787 0788
Fax 9787 9511

The Centre is registered with the Department of Human Services, Victoria, and as such abides by 'The Children's Services Regulations 1998', a copy of which is available in the office.

The Centre is also registered with the National Childcare Accreditation Council.

Operating Conditions

The Centre is open 50 weeks of the year.
The Centre will close weekends and all gazetted Public Holidays:
Christmas Day, Boxing Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday and Melbourne Cup Day.

The Centre operates 7.00 a.m. – 7.00 p.m.,
Office 8am-5pm Monday to Friday.

Mt Eliza House Childcare & Early Learning Centre is operated by



The Peninsula School



Conditions of Entry

Mt Eliza House caters for children 3 months to school age. Consideration is given to the child's development when placements are made. As the Child Care Benefit is offered, priority of access is to:

- workforce participants - where a single parent or both parents work, seek employment or are studying/training for future employment
- children of parents with a continuous disability or incapacity
- children at risk of serious abuse or neglect
- parents at home with more than one child below school age and single parents at home.

If there is no position available, the child's name is recorded on a waiting list and the parents are contacted should a place become available. It is advisable to keep in touch with the Centre frequently. There is no guarantee a place will be available as requested. Siblings of children already enrolled in the Centre shall take precedence over those on the waiting list.

Start Right Eat Right



Mt Eliza House has been awarded the highly sought 'Start Right Eat Right' Award. This award recognises best practice in nutrition and food service in long day care centres. It is funded by the Department of Human Services as a component of 'Kids – Go For Your Life' program, and managed by Lady Gowrie Childcare Centre.

This award recognises that our Centre has:

- Staff trained in children's nutrition
- Staff have completed a Food Safety (food handling) Training Program
- The Centre creates a supportive eating environment which encourages children to develop a healthy eating behaviour.
- The Centre has menus that have been assessed to ensure they meet 50% of the recommended dietary intake of nutrients for children.



Parent Participation

Parents can become involved in the Centre's activities according to their needs, interests and opportunities. We understand that time is of a premium for busy parents, however, the Director and staff welcome parents who wish to contribute to the program offered at the Centre. Interested parents may also consider involvement in the Parent Advisory Committee.

The committee meets bi-monthly and is involved in the development of policies and will appraise the service for Accreditation (quality improvement).

Parent /Carer /Teacher interviews are formally held Mid and End of the Year to discuss Developmental levels.

Room Information

The Centre has the following rooms:

- Nursery – caters for children aged 3 months to 15months
- Tweenies – caters for children aged 15 months to just over 2 years of age
- Toddlers – caters for children aged 2 to 3 years
- Kinder 3 – young 3 year olds. This is not a government funded program
- Kinder 4 – older 3 to 4 year olds. This is not a government funded program
- ELC – 4 and 5 year olds. This is a government funded program

Please note, there is not an automatic transition from care at Mt Eliza House to The Peninsula School. For enrolment at The Peninsula School please contact Elizabeth Coates, Director of Admissions, on (03) 97887702.

Staffing Qualifications and Experience

The quality and commitment of its staff largely define the quality of any organisation. Our staff are not only important because they carry out a range of tasks that enable the Centre to function, but they are also important as individuals to whom the job of caring for babies and children has been assigned by parents, and this makes them very special indeed.

They are expected to nurture the minds and bodies of the very young, to provide an atmosphere of care, attentiveness and security in which those babies and children can thrive.

The staff at this Centre has a mix of qualifications, training, skills and experience - each complementing one another.

While our society stresses the importance of the role of the caregiver, childcare workers have limited career opportunities and relatively low pay; therefore we encourage all staff to improve their employment status and to develop their careers through ongoing training. We are also continually looking at ways to improve the workplace for the staff. New members of staff undertake orientation before starting.

Centre Routine

The following is a guideline to the routine of the Centre for children over 2 years of age. The babies' routine is posted in their room and reflects the needs of each child. Changes will reflect the children's needs and respond to weather, special occasions, etc.

- 7.00 a.m. Centre opens.
The children will be together in a "family grouping" and will have free, supervised play.
- 7.45 a.m. Breakfast is finished.
- 8.00 a.m. All children will go to their rooms with familiar room staff. Children will have time to play inside and/or outside if weather permits.
During the morning the children will be exposed to variety of stimulating and educational experiences that will be play orientated. There will be a morning snack as well as directed play inside and outside.
- 11.30 a.m. Lunch time for the toddlers
- 11.45 a.m. Lunch time for 2-3 year olds
- 12.00 noon Lunch time for the pre-kinder groups
- 12.30 p.m. Lunch time for the pre-school children.
- 1.30 p.m. By now most of the younger children will be resting. The older children will prepare for a rest.
- 2.30 p.m. Most children will now be ready to begin the afternoon activities. These will again be planned to provide a non-threatening, play orientated learning environment and will provide activities inside and outside.
- 3.30 p.m. Outdoor playtime with a variety of planned activities. An afternoon snack will be provided.
- 5.00 p.m. Children return to their rooms to prepare for home.
- 5.30 p.m. A time to share our days' activities. The children gather for an multi-age experience in a "family setting".
Two groups of under 3's and over 3's.
Free supervised activities including the use of television. Children's program or selected videos can be viewed.
- 6.00 p.m. A light snack is served.
- 7.00 p.m. Centre closes.



Bookings and Fees

- A non-refundable registration fee of \$20.00 is charged for Mt Eliza House.
- An entry fee of \$200.00 per family is required on enrolment. This will be used to offset your final account.
- Fees are currently \$280.00 for a full week or \$67.00 for each day.
- You will receive one full month's notice of any variation to these fees.
- For weekly bookings - fees are due and payable weekly, however parents may elect to pay in advance. A direct debit service is in place at the office.
- For daily bookings – fees are to be paid on the day of attendance. If attending on more than one day in the week, then fees are to be paid weekly.
- Full fees are due for absences by the child from the Centre – these include illness and holidays.
- Holiday periods must be paid in advance to secure the child's position at the Centre.
- Full fees are due for each day the child is booked including Public Holidays.
- Any fees incurred by the Centre through dishonoured cheques or debt collection will be charged to your account.
- Parents are asked to see the Director if they experience any difficulty in payment of fees. All information given is strictly confidential.
- There will be a late fee levied for children collected after 7.00 p.m. as this necessitates overtime payments for staff.
This is currently \$3.00 per minute after 7pm.

An invoice is issued on request and for fees in arrears. A late payment fee will apply for fees not paid within 30 days of care provided. This will be 10% of the amount outstanding.

The Centre Staff

consists of:

- Operations Manager
- Assistant Operations Manager
- Qualified Staff who hold qualifications such as: Diploma of Teaching – Early Childhood, Associate Diploma of Child Care, Diploma of Community Services – Child Care
- Child Care Assistants, Child Care (Certificate 3 – Child Care)
- Staff completing the Diploma of Community Services – Child Care
- Staffs with experience in the child care industry
- Cook
- Contract cleaner
- Additional maintenance and grounds staff from The Peninsula School

The Centre acknowledges and respects privacy.

*All records are kept in the strictest confidence.
Parents/guardians have access to records
that concern only themselves or their child.*



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