

Minto Early Learning Centre

**6 Redfern Road
Minto 2566**

Phone – 4645 4752

Introduction

Welcome to Minto Early Learning Centre. We look forward to a long and happy partnership with you and your family.

For more detailed information about how our Council services operate please read the Education and Care Services Long Day Care Family Information Booklet.

Please keep this information sheet with your booklet. The information sheet and booklet will help you understand how the service operates and may be useful for you to refer to throughout the year.

If you have any questions, please ask a service educator.

History of service

Minto Early Learning Centre, which is a service provided by Campbelltown City Council, has been open since 1994 and provides a quality early learning service.

Licensing

The service is licensed by the New South Wales Department of Education and Communities (DEC) to care for children aged 0–6 years each day.

Educators who work at this service

If you look in the foyer of the service you will see photographs of all the educators who work here. If you see someone working in the service and you cannot identify them, please ask an educator and they will tell you about this person's role.

Hours of operation

The service is open from 7.00am to 6.00pm Monday to Friday. The service is unlicensed outside these hours so if you arrive in the morning before the service opens we ask that you remain with your child until the opening time.

If you are late picking up your child a late fee as per the current fee schedule will be charged to your child care account.

Central administration

Council's Family, Education and Community Services administration team is available to assist you with any enquiries regarding enrolment, fees etc. The administration team is located at Council's Family, Education and Community Services Section, Ground Floor, Civic Centre, Corner Queen and Broughton Streets Campbelltown. Office hours are from 8.30am to 4.30pm Monday to Friday. The team can also be contacted by phone on 4645 4443 between the hours of 8.00am and 5.00pm Monday to Friday.

Fees

If you have any fee enquiries please contact the Family, Education and Community Services administration team at Council on 4645 4443 between the hours of 8.00am and 5.00pm Monday to Friday.

There are several options for payment of fees.

Payment in Person

Payments may be made in person at the following locations

Council offices located on the corner of Queen and Broughton Streets Campbelltown and Eagle Vale Central located on the corner of Emerald Drive and Feldspar Road, Eagle Vale by Cash, Cheque, Money Order, EFTPOS, Mastercard or Visa. **All credit card payments will incur a Merchant Service Fee surcharge as indicated on the back of your invoice.**

Australia Post Office or Agencies Australia wide accept payments by Cash, Cheque, Money Order or EFTPOS (does not include credit cards) upon presentation of your invoice.

By Mail

By completing the credit card slip at the bottom of your invoice and posting to PO Box 57 Campbelltown 2560.

Payment by Phone

Phone payments using your MasterCard or Visa are available by phoning 1300 791 110 and following the prompts. **All credit card payments will incur a Merchant Service surcharge as indicated on the back of your invoice.**

Payment via the Internet

Payments by MasterCard or Visa may be made through Council's website www.campbelltown.nsw.gov.au and following the links. **All credit card payments will incur a Merchant Service surcharge as indicated on the back of your invoice.**

By Bpay

Payments by phone or internet can be made directly from your cheque or savings account by contacting your participating Bank, Credit Union or Building Society. When prompted, simply enter the BPay **Bill**er Code and **Reference Number** found on the front of your invoice.

Amounts less than \$10 and greater than \$10,000 will not be accepted.

By Centrepay

A free direct bill paying service offered to child care customers receiving payments from Centrelink. Customers can go online and set this up using the Centrelink Self Service Facility quoting their child care account reference number and Council's Centrepay reference number, 555 068 033X. If you require further assistance with setting up online payments through Centrepay, please contact Centrelink on 136 150.

Note – At a minimum, Council expects that child care fees are kept one week in advance. If your account falls into arrears your child's place at the service will be reviewed.

Meals And Menu

Details about the meals and menu are given in the Family Information Booklet. At Minto breakfast is served from 7.00am–9.30am and allows for children to eat when ready. Morning tea is offered at 9.30am. Late afternoon tea is served to children who are still at the service at 5.00pm. Drinking water is accessible to children throughout the day.

Individual routines are catered for children under 12 months. Please speak with the Nominated Supervisor and room educators to set this up. Please also let us know when new foods are introduced to ensure your child is comfortable with new tastes and textures.

Please tell educators as much detail as possible either verbally or via the enrolment form regarding your child's special dietary needs, food allergies or cultural requirements with their food.

What To Bring

Educators try to make sure children are clothed properly for indoor and outdoor play and for rest time. Please help us by providing the following:

- A sunhat (**all year round**) clearly labelled with your child's name (bucket or legionnaire style).
- Drink bottle (which must be taken home every day to be washed)
- Spare clothes 1–2 sets (include undies and socks).
- A bag for belongings that your child can undo and do up.
- Soft toy for rest time, if your child needs one.
- A large sheet/blanket if needing sleep/rest.
- Supportive closed in shoes that fit (sandshoes, sneakers or sandals in summer). No thongs or reef shoes please.
- A top with sleeves (singlet tops and strappy dresses do not provide adequate sun protection).
- Please provide a sports water bottle clearly labelled with your child's name.

In Winter please also provide:

- Warm coat, sloppy joe or jumper.
- Gloves.
- Small cot blanket for rest time.

Babies and toddlers should also bring the following:

- Enough baby formula made up for the day in your baby's plastic bottle or measured formula in a container and measured water in each bottle. Please label the bottles and/or container with your child's name and give them to educators when you get to the service so they can place the bottles in the fridge.
- 3 complete sets of clothes – labelled.
- 2 dummies (if needed) - labelled.
- Favourite rest time toy (if needed).
- Disposable nappies or cloth, pilchers and nappy pins to go home in.
- Numerous pairs of training pants (when necessary).
- Please also bring one piece of fruit/vegetable every day your child attends.

Please don't let your child bring the following things to the service:

- Any food containing nut products (please see your Family Information Booklet for more detail).
- Thongs, reef shoes or clogs.
- Toy guns/knives/handcuffs.
- Plastic bags.
- Lollies, chips or chewing gum.
- "Best" clothes.
- Valuable jewellery.
- Money.
- Toys.

Our Nappy System

Please supply enough nappies (cloth or disposable) for each day your child attends. All nappies should be **clearly** labelled with your child's name.

Your child's nappy will be checked and changed according to their individual needs and before and after sleeps, before meals and before they go home. Please check our Nappy Changing Chart in the room for details at the end of each day.

If you would like any cream or powder applied at nappy changing time, you will need to fill in and sign a medication authorisation form giving the details of the cream you are providing. Label the cream or powder with your child's name and give it to an educator.

In Conclusion

Please feel free to talk to any of the educators if you would like more information or are unsure about something happening at the service. Let us know about your childcare needs and suggestions.

Some other Council community services for children are outlined in the Family Information Booklet.

We look forward to caring for your child and to all of your family's involvement in our service.