

Amarina Early Learning Centre

**26 Southdown Place
Airds 2560**

Phone 4645 4775

Introduction

Welcome to Amarina 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 Family, Education and Community Services Family Information Booklet.

Please keep this information sheet with your booklet, as they will help you to 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

Amarina, which is a service provided by Campbelltown City Council, has been open since 1984 and provides a quality child care service.

In November 2013, Amarina Early Learning Centre achieved an 'Excellent National Quality Standard' as part of the national child care service assessment framework.

Licensing

The service is licensed by the 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 at the noticeboards in the foyer of the service you will see photographs and information about all the educators/staff 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 – 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.

A late fee as per Council's current fee schedule will be charged to your child care account if you are late picking up your child. More detailed information on late pick up/early drop off fees can be found in the Family Information Booklet.

Family, Education and Community Services Administration Team

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 Education and Care 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 from 8.00am to 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.

Mail

By completing the credit card slip at the bottom of the back 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 invoice.**

Payment via the intranet

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.**

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 **Biller Code** and **Reference Number** found on the front of your invoice.

Direct debit

Payments are debited directly from your savings or credit card account. A direct debit authority form is available from Council's Website on the Family, Education and Community Services Long Day Care and Outside School Hours Care pages.

Centrepay

A free direct bill paying service offered to childcare customers receiving payments from Centrelink. Customers can go online and set this up using the Centrelink Self Service Facility quoting their childcare 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.

Please note – In accordance with Council's Policy, child care fees must remain at least one week in advance at all times. 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 Amarina progressive breakfast is served from 7.00am, morning tea is from 9.30am and lunch is at 11.15am. Late afternoon tea is served to children who are still at the service after 4.30pm.

If your child is under 12 months old and requires breakfast on arrival, please speak with the service supervisor for alternative arrangements.

Please tell educators as much detail as possible, if your child needs a special diet, has 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 – no peak caps).
- Spare clothes 1 – 2 sets labelled with your child's name (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.
- 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).

Winter:

- Warm coat, sloppy joe or jumper.
- Gloves.
- Beanie.

In winter educators will check the weather before deciding whether to let the children play outside.

Babies and toddlers should also bring the following:

- Enough baby formula made up for the day in your baby's plastic bottle or a bottle with boiled water in it and a segregated container with formula correctly measured. Please label bottles and container with your child's name and give them to an educator 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.
- Numerous pairs of training pants (when necessary) - labelled.

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.
- Peak style caps.
- Plastic bags.
- Lollies, chips or chewing gum.
- "Best" clothes.
- Valuable jewellery.
- Money.
- Toys.

No medication is to be left in bags.

Our Nappy System

Please supply enough disposable nappies for your child each day they attend (approximately 6 – 7). All nappies should be **clearly** labelled and placed in your child's nappy baskets in the room.

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, powder or wipes applied at nappy changing time, you will need to fill in and sign a medication authorisation form. Label the cream or powder with your child's name and give it to a service educator.

In Conclusion

Please feel free to talk to the Nominated Supervisor or any of the educators if you would like more information or are unsure about something, which is 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.