

Kabbarli Early Learning Centre

**Cnr Guernsey Avenue and
Benham Road
Minto 2566**

Phone – 4645 4748

Introduction

Welcome to Kabbarli 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 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

Kabbarli Early Learning Centre, which is a service provided by Campbelltown City Council, has been open since 1985 and provides a quality child care service.

Licensing

The service is licensed by 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 at the noticeboards in the foyer of the service you will see photographs and information about all the educators/staff working here. If you see someone working in the service and you cannot identify them, please ask a service 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.

A late fee of \$35.00 for the first 15 minutes or part thereof, then \$2.00 per minute will be charged to your child care account if you are late picking up your child. Further information is contained 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 Family, Education and Community Services Section, Ground Floor, Civic Centre Corner Queen and Broughton Streets Campbelltown. Office hours are from 8.30 to 4.30 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 on 4645 4443 between 8.00am and 5.00pm Monday to Friday.

There are several options for payment of fees.

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.

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.**

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.**

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.

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

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 Education and Care 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.

Note -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 Kabbarli Early Learning Centre breakfast is available from 7.00am – 10.00am, morning tea is served between 9.30am and 10.00am, lunch is served from 11.30am – 12.15pm, afternoon tea is served between 1.30pm and 3.00pm and late afternoon snack is served to children who are still at the service at 4.30pm – 5.00pm.

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 (legionnaires or bucket style).
- Spare clothes 1 – 2 sets (include underwear and socks).
- A bag for belongings that your child can undo and do up.
- Soft toy for rest time only if your child needs one.
- Supportive closed in shoes that fit (sandshoes, sneakers or sandals in summer). No thongs, crocs or reef shoes please.
- A top with sleeves (singlet tops and strappy dresses do not provide adequate sun protection).
- Drink bottle with a lid.

In Winter please also provide:

- Warm coat, sloppy joe or jumper.
- Gloves (if desired).

Babies and toddlers should also bring the following

- Enough baby formula made up for the day in your baby's plastic bottles. Please label the bottles 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 or premeasured and labelled infant bottles with water and a divider container that is labelled and contains pre measured infant formula.
- 3 complete sets of clothes – labelled.
- 2 dummies (if needed).
- Favourite rest time toy (if needed).
- Disposable nappies (at least 5 per day).
- Numerous pairs of training pants (when necessary).

Please ensure all items brought to the service are clearly labelled with your child's name.

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, clogs or crocs.
- Toy guns/knives/handcuffs.
- Plastic bags.
- Lollies, chips or chewing gum.
- "Best" clothes.
- Valuable jewellery.
- Money.
- Toys.

Our Nappy System

Kabbarli has a disposable nappy system.

If your child wears disposable nappies please supply at least five nappies each day your child attends. All nappies should be **clearly** labelled and placed in your child's nappy basket.

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 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.