

## INFORMATION FOR PROSPECTIVE FAMILIES AT THE MELBOURNE UNIVERSITY FAMILY CLUB

427 Cardigan Street Carlton 3054 Ph (03) 9347 3518

The Melbourne University Family Club first established a crèche in North Carlton in 1965. The Family Club incorporated as a Co-operative in 1968 and moved into the current buildings in June 1971. Its primary purpose is to provide high quality child-care so that parents in the University and local community can combine career and family life.

The crèche is a Co-operative registered under the Co-operative Act. The centre has a Board of Management which consists of eight parents. The Board Members are elected by the shareholders at an Annual General Meeting. A Co-operative can only run at its best when it's members become involved.

### Rooms:

There are four groups in the centre:

Nursery : 8 babies and 2 Diploma staff

Toddlers : 12 toddlers and 3 Diploma staff

Pre-Kinder : 12 children and 3 Diploma staff

Kindergarten : 15 children a Kindergarten Teacher and 2 Diploma Staff

### Opening Hours:

The crèche opens at 8:00 am & closes at 6:00 pm. A late fee is charged from 6:00pm onwards. Care is available on a full day basis only.

The crèche is open for 51 weeks of the year with the exception of Australia Day, Queens birthday, Anzac Day, Easter Friday, Monday & Tuesday, Grand Final Eve and the Christmas to New Year period. This is in conjunction with the University holidays. We are open Labour day (March) and Melbourne cup day (November).

### Starting crèche:

Our centre has a policy that requires all families to spend time settling in to creche. The amount of time varies for each child although we do ask that parents allow approximately two weeks. This gives you, your child and the staff time to get to know each other and aides in both you and your child feeling comfortable with the centre.

### Nappies:

We use a mix of disposable and biodegradable nappies which are collected for disposal by a contracted company in an environmentally friendly way.

### Programs

The Centre uses an emergent curriculum developing children's individual portfolios and a reflection book. The program follows the National and Victorian Early Years Learning and Development Framework.

Each group has an educational program aimed at each individual child's developmental level, with both structured and free play combined with an indoor and outdoor program.

Incorporated into Long day care in the Kinder room is a Kindergarten program.

A rest period is encouraged after lunch for all age groups.

Parent input into the program is encouraged. An annual information night is held in each room.

## Meals

Lunch, morning-tea & afternoon-tea are all prepared at the centre, by our onsite cook.

Parents provide lunch for children less than 12 months of age.

Lunch (sample)

- |  |                                   |
|--|-----------------------------------|
| - Lentil Spring Rolls                            | - Beef & Vegetable Lasagna        |
| - Roast beef & vegetables                        | - Curry tuna casserole with rice  |
| - Spinach & Ricotta Ravioli                      | - Lentil Pockets, Falafel Burgers |
| - Stir Fry (Beef or Vegetables) with egg noodles |                                   |
| - Lima Bean Hotpot                               | - Fried rice                      |

Vegetarian meals and specialised diets are catered for in conjunction with the parents.

The lunch menu is an eight week rotating menu for summer & winter. The centre provides morning-tea, lunch and afternoon-tea (and a snack of biscuits, fruit and water at around 5:00pm). Over the five days of the week we try to cover having a vegetable dish, a meat dish, a fish dish, a pasta dish and a rice dish and we try and provide the children with an interesting array of foods.

## Fees

The fee level is determined by the Committee and is set in order to cover the running costs of the centre.

Fees are charged for 51 weeks of the year which includes public holidays. There are no refunds for missed days. You are paying for a position in a classroom, not for how often or how many times you use that position. You pay your fees to hold your place when on holidays or away sick from the centre.

Fees from January 30 2020 are \$145 per day, \$705 full time week.

Once a year there is a building fund levy charged at 15% of a family's four weekly fee. This is to fund ongoing structural improvements to playgrounds and rooms.

Each family is required to volunteer at 2 working bees or a subcommittee annually or pay a \$300 opt out fee.

Children in the Pre-Kinder room and Kinder room will be charged an activity levy. This is to fund incursions such as animal visits and performers.

Child Care Subsidy (CCS) is income tested and is paid directly to child care providers to reduce the fees that eligible families pay. You must apply for this at Centrelink and manage it via MyGov.

To accept a position within the crèche you are required to pay a \$250 acceptance fee which is a non-refundable fee that will only be applied to your security deposit following commencement of care. The security deposit is two weeks fees which is payable prior to starting and is allocated to your account when a family gives the four weeks notice of cancellation. You are also required to buy shares in the co-operative to the value of \$50.

## Policies

The Family Club Co-op has policies and procedures manual that is available to view at the centre. There is a point form reference booklet given out to all parents upon commencement of care. Staff and families must follow centre policies.

When starting care at our centre you will receive a booklet that provides more detailed advice on the above information.

## General Illness exclusion table

The centre has an infectious disease policy that requires sick children to remain at home. This is to minimise risk of spreading infections and to aid in the recovery of the ill child.

Some infectious diseases are common amongst children, particularly children in child-care. Some of these diseases require specific medical treatment: others just need time and rest. Most require the infected child to be kept away from the centre for a certain period of time. This is for their own benefit as well as to minimise the risk of infection for the other children and staff. It may not always be easy for a parent to judge when a child is not well enough to attend child-care. Below are guidelines for both parents and staff to follow.

**FEVER:** A child with a temperature of 38 degrees Celsius or higher should not be at the centre.

**ANTIBIOTICS:** If your child requires antibiotic treatment they should remain at home for the first 24 hours of the treatment.

**COLDS:** Characterised by fever, malaise, sneezing, nasal discharge (green or yellow), any child with these symptoms needs to be kept home. They should also be watched for secondary infections such as tonsillitis/throat infections or ear infections.

**GASTROENTERITIS – VOMITING &/OR DIARRHOEA:** A child with vomiting or diarrhoea needs to stay at home until they have not had any vomiting or diarrhea for 24 hours. Some viral cases are self-limiting; other causes such as Giardia require specific treatment.

**CONJUNCTIVITIS – RED EYES – YELLOW DISCHARGE:** Recognised by yellow discharge and redness around the eye. Requires medical treatment. Keep your child at home until discharge has cleared.

**HEAD LICE:** A child with headlice needs to be kept at home until their hair has been washed with the appropriate shampoo and the strands have been combed with a fine tooth comb to clear the hair of all lice and nits.

**IMPETIGO (SCHOOL SORES), USUALLY AROUND THE MOUTH:** Requires specific medical treatment. An infected child needs to stay at home until sores have healed or until treatment has started and sores are covered.

**COLD SORES – HERPES SIMPLEX:** These are painful sores around the noses and mouth. A child with these sores has to be kept at home until the sores have healed. Medical treatment may be required.

Please remember that a child who is cheerful at home may not remain so when with a group of children. A child who is miserable and requires constant attention is too ill to be at the centre. There are many other infectious diseases that require a child be kept at home the ones listed above are the common re-occurring child illnesses. There are also things such as chicken-pox, measles, mumps, ringworm bronchiolitis, croup, hand, foot and mouth etc. which all require the child to stay at home until well.