



St Paul's Children Centre Parent Handbook

Your First Week What To Bring



Adjustment periods are different for every child, it can take a few hours or it can take a few weeks. A few tears are always to be expected when your child begins their care. Our promise is to always provide a welcoming safe environment for your child to grow and learn.

We appreciate all support and suggestions in regards to accelerating this process. Support is provided through insights, any comforting toys and special food.



- LDC - Milk— If non regular variety
- Clearly Labelled Bottle
- Clearly Labelled Hat
- Extra Clothes (For weather, Toilet training and messy play)
- Comfort item (Toy, Blanket, Book)
- LDC– Bed Sheets; Blanket or Pillow (Optional)

Centre Philosophy

We at St Paul's Children Centre firmly believe in the right of every child to a safe and loving environment to learn and grow. To believe in every child's own great potential, to teach them to love nature and one another, and equip them with hope as they face the opportunities and challenges of a new world connected by technology.

Teach children to value themselves as keepers of the natural world, and to view nature as beautiful and loving through its creations. Promote an interest in recycling, biology, herbology using outdoor play where children are involved in planting and maintaining the garden with its many bounties.

Teach children to view themselves as problem solvers, and to view technology as a medium for innovation and self-expression. Promote skills in coding and design using numerous multimedia teaching aids in the STEAM educational framework (Science, Technology, Engineering, Art and Mathematics).

We commit to maintain close ties with the academic community, as we cooperate with research in the field of Early Childhood Education, and assist in the development of new methods to suit the children of today, as we prepare them for the workplace for tomorrow.

Contact Details



Website: <http://spcckogarah.nsw.edu.au/>

Email: team@spcckogarah.nsw.edu.au

Phone Number: (02) 8057 4335

Mobile Number : 0421103289

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Guidelines and Expectations

Operation Times

We encourage all parents to refer to our policies and procedures these have been developed to ensure an efficient worthwhile quality service is granted to your child and family, The following policies which will be listed are available on site as well as a link to our website.

- Visitation Policy (Keep in mind our 15 minute maximum rule, refer to our Interview policy)
- Sun Safety Policy (Children must wear hats, clothing cover to elbows, Sunscreen will be applied)
- Bed Policy (Children must bring their own sheets to cover on top of the bed, If needed a pillow and blanket for hygiene purposes).
- Fees; All enquiries to be taken up with general management who can be contacted through the centre landline and email located in contact page.
- Medication: Any medication requires to have an official form to be signed, with medical prescription details authorised by a recognised general practitioner.
- Infection control and Hygiene : We will follow our policy on infection control, this means if your child fits the requirements for infection control and hygiene they will be excluded from care until a medical clearance has been received and filed.
- Delivery and Collection of children: All attendance requires notification of absence or additional attendance. This is for the safety of your child and the rest attending, children who do not attend due to being collected early without notification will incur a search fee.
- Late Collection Fee: Any children who are collected after 6pm will incur a fee of \$30.00 / Per 15 minutes
- St Paul's will cover the food and Nappy Requirements for your child during their attendance.

During School Term:

Long Day Care : 7am— 6pm

Before School Care: 7am— 9am

After School Care : 3pm— 6pm

During Vacation Care:

Long Day Care : 7am— 6pm

Vacation Care: 7am— 6pm

Enrolment Details FEE Guidelines

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCMS). There are three enrolment types under the CCMS:

Formal enrolments

Informal enrolments

AMEP/Other enrolment

Enrolments will not be accepted from families without full completion of the enrolment form. To secure the enrolment, parents are required to pay the enrolment fee and security deposit (2 weeks full fees). Information about fees is included in the Fee Policy.

Accurate attendance records will be kept, which:

Records the full name of each child attending the service

Records the date and time each child arrives and departs

Is signed on the child's arrival and departure by either:

The person who delivers or collects the child

The Nominated Supervisor or an educator (Regulation 158); and

Meet the requirements of the Child Care Management System (CCMS)

An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

If a child who is enrolled with the service, but is not on the Roll for a particular day, arrives at the service, the Nominated Supervisor, or other relevant staff member will be contacted immediately to see if the child has been booked in for the day.

If a child has not been enrolled they must not be taken into care under any circumstances. In this case, please contact the school and/or child's parents (if possible) immediately.

Fee Rates:

Before School Care : \$15.00 (Permanent) \$18.00 (Casual)

After School Care: \$25 (Permanents) \$28 (Casual)

Long Day Care : \$110.00 (24months old) \$100.00 (36 months old)

Vacation Care: \$55.00 (Incentre day) \$80.00 (Incursion) Please note some excursion/incursion may incur a different cost.

Late Collection Fees : \$30.00 / 15 mins or part of for attendance after 6pm.

Note: Enquire to centre director for further details

Daily LDC Routine

Daily BASC + Vacation Care Routine

7: 00 Centre open For staff preparing and set up
7:30 Children arrival, free play
8:30-9:00 Morning tea
9:00-10:00 Fundamental movement skills
10:00-10:20 Group Time
10:30-11:30 Letter Land Time
11:30-11:40 Show and Tell
11:40-12:30 Lunch
12:40-2:10 Rest Time
2:20-2:30 Music and the Movement
2:30-3:00 Writing and progressive afternoon tea
3:00-3:20 Group Time
3:20-4:20 outdoor activities
4:20-5:00 Packing away and transition to indoor
5:00-5:15 Late afternoon tea
5:15-6:00 Family Group

7: 00 - 7.15 Centre open
7:15-8:00 Breakfast is served
8:00 - 8.45 Free Play
8.45– 9.00 Children are taken to Kogarah Public School and St Patrick's Catholic School.
3:00-3:20 Children are collected
3:20-4:00 Afternoon Tea and Free Outdoor Play time
4:00-5:15 Children rotate between the stationed educators taking part in different experiences. (Craft/Art/Cognitive/Active/ Construction)
5:15-5:30 Tidy Up Time
5.30-6 Group Activities (Story time, Dance time, Show time, Yoga)

School Readiness Program Big Playground



S.M.A.R.T Program Creativity and Expressionism



Organic Garden Sustainability / Recycling

