
MITCHELL CHILD CARE ASSOCIATION INC.

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WELCOME TO MITCHELL CHILD CARE CENTRE

Mitchell Child Care Centre is a Community Based Centre licensed to care for 70 children. We currently cater for 22 children per day in the 0-3 age group, 14 children in the 3-4 age group and 23 children in the 4-5 age group. The Centre cares for children of students, staff and community members as well as the children of distance education students who attend Charles Sturt University from time to time for residential schools.

The staff aim to create an intimate, warm and friendly atmosphere in which the children can feel relaxed and at home in their surroundings.

Each child is treated as an individual and receives as much individual attention as possible. Experiences, which are designed to extend children's knowledge and development, are planned using an emergent curriculum approach. The emergent curriculum was designed by the Department of Community Services to improve the learning environment for pre school aged children. Studies have shown that children learn more and develop a life long interest in learning if they are presented with material they are interested in. For example children often have a natural interest in their environment and are fascinated with living creatures. If they are given the opportunity to follow their interest in these things we can capture their imaginations and all areas of development will be enhanced by their experience.

Activities such as stories, counting, painting, drawing, collage, play dough, sand and water play, music games and manipulative toys are provided at children's individual level of development.

Experiences, which include music, movement and language, are provided in more formal groupings during the day.

The Centre is staffed by a dedicated team of Early Childhood Educators, including 2 Early Childhood Teaching positions, 4 Associate Diploma positions, 7 experienced Child Care workers, 1 Clerical Assistant and 1 Cook.

All staff and volunteers working in the Centre are required to undergo a criminal check.

CENTRE HOURS

The Centre opens at 8.00am and closes at 6p.m. Parents and children are not permitted in the Centre before 8.a.m. or after 6 p.m.

In order to meet the regulations for child care assistance set down by the Dept. Family and Community Services the Centre must follow the priority of access guidelines. They are:

- Priority 1. Work force participants where a single parent, or both parents are employed, seeking employment or studying/training for future employment.
- Priority 2. Children or parents with a continuing disability or incapacity.
- Priority 3. Children at risk of serious abuse or neglect.
- Priority 4. Parents at home with more than one child below school age and single parents at home.

FEES AND CHARGES

Fees from 5/5/08 have been set at: \$58 - Snuggles and Cuddles Rooms, \$54 - Possum Room and \$51 - Blue Gum Room

Parents are expected to pay their fees fortnightly in advance. For security reasons we ask you to pay your fees between 8 a.m. and 10 a.m. or 12 midday and 4p.m. Parents can arrange to pay by direct debit if they wish and eftpos facilities are available also.

1. The minimum daily charge for care is based on a minimum 10 hour day.
2. Fees will be charged for public holidays that fall during the year (except Christmas Day, Boxing Day and New Year's Day which fall when the Centre is not operating).
3. Full fees will be payable when a child is absent from the centre because of illness, holidays or occasional absences unless an occasional care child replaces you child. The centre will endeavour to fill vacancies, however cannot guarantee that we can do so. Therefore we request that you contact the centre at your earliest convenience.
4. Parents who wish to use or hold a place at the centre must pay full fees from the day the Centre opens in January to the day it closes in December.
5. A \$10 deposit will be required for each child on the waiting list for a place in the Centre. The deposit is refundable when a child is removed from the waiting list or is offered a place at the Centre. The deposit is forfeited if a place is offered but declined.
6. At least one week's notice must be given if a child is to be withdrawn permanently from booked times; otherwise fees will be charged.
7. Parents are eligible to apply for Child Care Benefit through the Family Assistance Office.

BREAST FED BABIES

Mums are always welcome into the Centre to feed their child. Breast fed babies can only be accepted into the Centre if they will take expressed milk from a bottle or some other form of nourishment that can be administered by a staff member. It is often difficult or impossible to contact mums away from the Centre. If a baby is hungry and distressed we must be able to feed the child. This is the only way to provide quality care for babies.

MEALS

The centre provides all meals and drinks for your child, except for babies on formula, which is supplied by the parent. If your child requires a special diet a Doctors letter stating his/her requirements is necessary to ensure that the child will be getting the recommended daily nutritional needs.

CHILD CARE BENEFIT

Child Care Benefit (CCB) is a payment made to families to assist with the costs of childcare. CCB is calculated on the families taxable income. The Family Assistance Office will administer this process. Families who wish to claim CCB should apply prior to or within 28 days of their child starting care.

MANAGEMENT

The Mitchell Child Care Association Inc. is responsible for the management of the Centre. A Management Committee meets regularly to administer the affairs of the Centre. The members of the Management Committee are elected at the Annual General Meeting of the Association held in March of each year. Association members are invited to attend management committee meetings and join in the discussion. A newsletter is sent to all members to keep them in touch with current events.

The Centre must be self-supporting and running costs are met by fees and recurrent grants from the State Government.