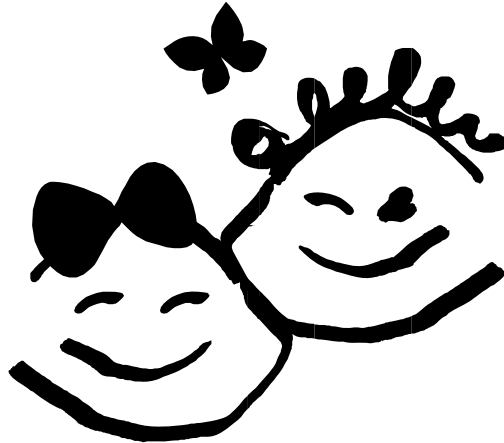




# COMET BAY



## PARENT HANDBOOK

PHONE: Demelza 0408 510 007 or  
Sue 0410 539 189

Centrelink Family and Parents Line: 136 150

COMET BAY PRIMARY SCHOOL  
Miltona Drive Secret Harbour  
WA 6210

Email: [funaramacb@yahoo.com](mailto:funaramacb@yahoo.com)

Website: [www.worldofkids.com.au](http://www.worldofkids.com.au)

REV: July 2017

## FUN-A-RAMA COMET BAY



*The staff at World of Kids FUN-A-RAMA welcomes you and your family. The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.*

*The staff are responsible for creating an atmosphere and environment which is responsive to the physical, emotional, intellectual, social and special needs of each individual child and to the group as a whole and which reflects the philosophy and goals of the service. The program is child centred, and takes a 'hands on' approach, with staff acting as facilitators who create an environment and experiences which are stimulating, safe, nurturing and fun. The program will include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual staff/child interaction, group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.*

*The program is developed as a result of observations made by the staff during the time the children are at the Centre. Children are encouraged in a positive and supportive manner to explore their environment and try new experiences.*

*You will find your child's program displayed on the pin up board. We invite you to have input into program development especially in relation to multicultural issues, music and storytelling. Any suggestions you have can be put into the Suggestions Box which will be in the room or discussed with your child's caregiver.*

*The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.*

*Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a programme that responds to the children's needs and interests.*

*The centre is licensed for 50 children before/after school and 50 children during vacation care, as well as student free days.*

<i>Before School</i>	<i>50 children (1-13 RATIO on site) when required</i>
<i>After School</i>	<i>50 children (1-13 RATIO on site)</i>
<i>Vacation Care</i>	<i>50 children (1-13 RATIO on excursions)</i>

- ◆ *Before School from 6.30 to 8.30am Monday to Friday*
- ◆ *After School from 2.40pm to 6.00pm Monday to Friday*
- ◆ *Vacation Care from 7.30am to 6.00pm Monday to Friday*
- ◆ *Student free days from 7.30am to 6.00pm*

*The centre is staffed by appropriately skilled and experienced childcare workers who act as a team to provide care for the children.*

*Our service caters for Primary School age children, children will be given opportunities to interact with peers and create new friendships. Whilst at FUN-A-RAMA children will be supported in all aspects of play. We will encourage children to belong and be comfortable in an effort to help them to become confident social children. Our staff are experienced in encouraging children to feel at home and make new friends, and ensure that children of all ages treat each other with care and respect.*

*If you are concerned about your child in any way please telephone the service on the following numbers, Demelza and Sue will assist with any queries or concerns and follow up with staff at the service.*

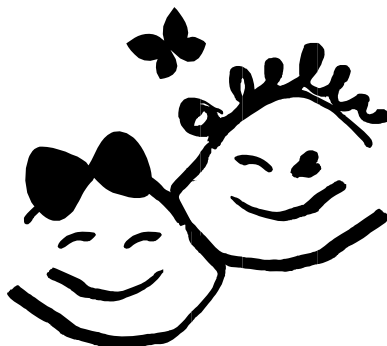
*Demelza 0408 510 007 or Susan 0410 539 189*

*Email [funaramacb@yahoo.com](mailto:funaramacb@yahoo.com)*

*Our service is registered for CCB and CCR and we follow the guidelines of the Education and Care Regulatory Unit.*

*Once again, welcome we hope your experience and time with us will be both happy and beneficial, and if you ever need to speak with myself I will always be available.*

Susan Scarle  
DIRECTOR/OWNER



# Fun-A-Rama Philosophy



FUN-A-RAMA is where children come to play, meet new friends and to unwind and enjoy themselves in the transition between school and home, while strengthening their talents and interests through play. Our educators collaborate with the children to provide a flexible routine encompassing play and leisure while promoting children's sense of belonging.

FUN-A-RAMA is a place where each child's identity is acknowledged and supported as they become independent and build resilience through meeting life's challenges. Self-expression, being active and building and maintaining relationships are qualities we encourage in children.

Supporting children and their families as well as the schools that our children attend is the foundation of our centre. We actively support our community by providing high quality care for local children, sourcing local businesses and visiting places within our community.

FUN-A-RAMA aims to actively promote sustainability and encourage the children to take responsibility for their environment, building an awareness of sustainable practices that they can apply on a daily basis at home and in school.

FUN-A-RAMA employs educators with the ability to establish respectful relationships with children and families as well as knowledge of the developmental and emotional needs of school aged children. Educators participate in continuous professional development, reflective practice and ongoing collaboration with each other to work effectively as a team.

We endeavour to:

- Encourage children to be healthy and independent in a safe environment, by having a variety of choice, provision of nutritional snacks and continual support from educators.
- Provide opportunities for children to meet new peers within their community during Vacation care when we join with other services to engage in a range of fun excursions and incursions.
- Support families in raising their children through keeping an open line of communication between families and staff, as well as providing information on relevant topics.
- Assist children with building resilience through decision making and taking risks by being actively involved in developing the program and routines and being supported and encouraged by the educators.
- Encourage self-expression and individuality by ensuring all children are treated equally; help lead the way and promoting children's sense of agency.

Reviewed: July 2017

## ENROLMENT

Parents are required to complete the enrolment form prior to commencing care at World of Kids FUN-A-RAMA. We also ask that parents amend any details when necessary and reminders will go out annually.

## ARRIVALS AND DEPARTURES

We ask that children are brought to and collected from the centre at the booked times. When changes occur, please contact Demelza 0408 510 007 or Sue 0410 539 189 or email [funaramacb@yahoo.com](mailto:funaramacb@yahoo.com). This will enable us to make sure staffing is within the correct ratio and Supervisors are aware of what is required on the day.

**A late fee of \$20 is payable for the first 10 minutes after 6:00pm or part thereof, plus \$1.00 per minute after that until the child/children is collected. This is to cover overtime wages of staff.**

Each child must be signed in and out of the centre each day. A written consent form must be filled in if you wish your child to be picked up by someone else and they **MUST** be able to provide photo identification.

Each child must be handed to a staff member when being dropped off and a staff member must be advised when a child is being picked up.

## CURRENT FEES

Our fees are reviewed on an annual basis. Our current fee schedules are:

Before School Fee	\$24.00 per day
After School Fee	\$34.00 per day
Vacation Care	\$73.00 per day (7.30am – 6.00pm)
Student Free Days	\$73.00 per day (7.30am – 6.00pm)

*(Excursion/Incursions Costs will be included into the Vacation Care Fees)*

There is also a one off booking fee of \$20 to be paid on enrolment.

## PAYMENT OF FEES

Our preferred method of payment is via Direct Debit utilising Ezidebit. The Direct Debit form must be returned alongside enrolment forms prior to start date.

Payments can be scheduled weekly or fortnightly. Please note a monthly payment option is not available. Payments can only be debited on a Thursday OR payments can be flexible based on payment cycle and it is the parents /guardians responsibility to ensure there is enough money in their account to cover these charges.

*In the case of a declined payment, the full declined amount must be paid prior to the date of next payment.*

*A change of details form can be collected from Fun-A-Rama if you need to change your personal details or account details. This must be received the Friday prior to your next due Ezidebit transaction.*

*One weeks notice in writing must be given to alter or cancel your bookings. If this is not adhered to normal fees will be charged for the period. Days cannot be swapped for staffing and placement reasons. If available additional days can be given upon request.*

*Fees are payable for ALL days booked, including any absences due to illness, holidays or public holidays.*

*If at any stage you have financial difficulties, please speak to the Director as we may be able to provide special assistance or work out a payment plan. If fees lapse by 2 weeks and no special arrangements have been made your child's place will be considered vacant and may be offered to another child.*

## FOOD AND NUTRITION

Snacks form a significant part of the Centre routine.

*Please make sure that any food allergies, strong dislikes and/or special dietary requirements your child might have are recorded on the enrolment form and discussed with the Coordinator/Supervisor.*

*The Centre provides breakfast and prepares afternoon tea during the school term, and requires parents to provide a packed lunch for their child including morning & afternoon tea during Vacation Care. The menu will be changed regularly, be nutritionally balanced and reflect a wide variety of cultures. Consideration will also be given to cost effectiveness. Children are often involved in preparing and cooking snacks as part of the planned activity or spontaneous program. Children are taught how to store, prepare and serve food hygienically. Ideas and recipes are welcome. Please put your ideas on the suggestion form on the fridge or pass on to an Educator.*

*Snack and meal times are treated as social occasions. The staff always sit with the children during meal times to interact with them, provide help where needed and set a positive example for the children.*

## PARENT INVOLVEMENT AND COMMUNICATION

*Parents are our biggest support, we understand that your child/ren attends FUN-A-RAMA as you have work or other commitments and your time is precious. We welcome your encouragement, feedback and assistance, in whatever way fits into your busy schedules. Please email [funaramacb@yahoo.com](mailto:funaramacb@yahoo.com) or chat to one of our staff. Don't forget to like us on Facebook and leave suggestions or feedback at any time!!*

## HEALTH AND SAFETY

*The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection within the Centre. Staff role model a high level of personal hygiene at all times, and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be asked to wash their hands before all clean tasks (eg. snack time) and after all dirty tasks (eg. after using the toilet).*

## PROMOTING A SUSTAINABLE ENVIRONMENT

*We aim to educate children and promote sustainability within FUN-A-RAMA. This is done by providing reducing the amount of food, paper and other waste within the centre by providing recycle bins and re-using whatever resources we can such as empty boxes, yoghurt containers and jars, and sending home snap-lock bags to be re-used.*

*We also encourage children to make sure taps are turned off properly, lights are only turned on when needed and electrical devices such as the television, computers and kitchen appliances are switched off at the power points. We like to encourage the children and staff to take home food scraps to feed to pets such as rabbits and chickens as well as to feed the school's chickens.*

*We also encourage all families to provide an email address so that accounts/statements, newsletters and other communication between families and the centre can be given via email to cut back on paper usage. Actively promoting sustainability is an ongoing scheme within the centre.*

## IMMUNISATION

*We encourage parents to immunise their children against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council Exclusion Guidelines, even if the child is well. This is to limit the spread of infection and to protect all children.*

*A written consent is to be obtained prior to any medications being given to your child and prior to any medical attention required for your child.*

*For the protection of well children and for the staff, sick children are asked to be excluded from care until the infectious period is over.*

*In the case of child becoming ill or injured at the Centre, all efforts will be made to contact the parent. If this is not possible, the child will be taken to Rockingham Kwinana District Hospital or Peel Health Campus.*

*All medication is to be handed to a Staff Member and a form completed.*

*All staff members have been advised that unless there is an "Authority to Administer Medication" form completed by the parents, medication will not be given to any child.*

*In the interest of Occupational Safety and Health, and the well being of the children, the Centre is a smoke-free zone. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children's use.*

## OUTINGS

*Excursions are considered to be an integral part of the children's program and will therefore be arranged to provide a broad range of learning experiences for the children. Permission for walks to the local park, library etc is granted or denied on the enrolment form. For all other excursions, written permission/txt message/email or phone authorisation will be sought from parents and details of the outing provided in writing. A risk assessment will be completed for each excursion/destinations to comply with the Education and Care Services Regulations 2012.*

*You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.*

## CURRICULUM AT FUN-A-RAMA

*We have embedded The My Time our Place Framework into our curriculum, this ensures all children are given the opportunity to Belong, Be and Become part of FUN-A-RAMA. We appreciate that children are attending school and FUN-A-RAMA is there down time. We promote social interactions, active play, exercise, quiet time, monitored screen time and other relaxation activities that are of interest to the children. We encourage child and parent involvement and document children's learning.*

## PRIORITY OF ACCESS

The Commonwealth Government has set specific priorities of access to childcare services.

*The Commonwealth Government requires the Centre to provide access to the service according to the following priorities. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.*

**First priority:** *Children at risk of serious abuse or neglect.*

**Second priority:** *Children whose parents satisfy the work/training/study test under section 14 of the Family Assistance Act*

**Third priority:** *Any other child*

## PARENT CONCERNS



*Parents are encouraged to approach the Nominated Supervisor (Demelza) or Certified Supervisor (other staff) whenever they have a concern about any matters regarding the Centre or their child.*

*If you are not completely satisfied with the way your concern has been handled please contact Demelza 0408 510 007 (Director/Nominated Supervisor) or Sue 0410 539 189 (Owner).*

Education and Care Regulatory Unit  
First Floor  
111 Wellington Street  
East Perth WA 6004

Telephone: (08) 6551 8333

