



PARENT INFORMATION BOOKLET

www.gardenplay.com.au

admin@gardenplay.com.au

(08) 6201 6980

Office hours: 9.30am – 4.00pm Monday to Friday

Garden Play Family Day Care Service

Provider Approval Number: PR-40021725

Service Approval Number: SE-40017979

Company name: Garden Play Pty Ltd

Nominated Supervisor: Gemma McEntaggart

Educational Leader: Gemma McEntaggart



If you have any concerns or would like to speak to a staff member regarding your child's care please do not hesitate to contact us.

Office hours open from 9.30am - 4.00pm Monday to Friday



E: admin@gardenplay.com.au

W: www.gardenplay.com.au

P: (08) 6201 6980

Education and Care Regulatory Unit (ECRU)

(08) 6277 3889

Dept. of Communities, Boorloo Campus, Level 7, 130 Stirling Street, Perth
PO Box Locked Bag 5000, Fremantle WA 6959

Our Philosophy

Garden Play believes that children naturally feel a sense of belonging in a home setting. It is an environment that enables a softer and gentler transition from a parent's care. We believe smaller group-based care allows better educator to child engagement, general involvement, supervision, and care of children. Along with supporting child social relationships earlier and stronger. We feel that the natural sense of belonging in this setting facilitates children to develop a secure base sooner in which to grow from.

At Garden Play we believe the early years of a person's life are critical to their adult being. That it is our responsibility as early childhood professionals to ensure children develop a strong sense of identity and feel supported to know and communicate their rights. We believe in the Early Childhood Australia, Code of Ethics, that the protection and wellbeing of children is paramount.

We agree with theorist John Holt that, children need to be given the freedom to follow their own interests in a stimulating and rich learning environment. We also believe, as theorist Howard Gardiner advocated, intelligence can be demonstrated in multiple forms and developed in multiple ways. Therefore, open ended learning environments are crucial to support the continuity of learning pathways. This constructivist theory is at the heart of each of our family day care services and feeds into educator practice, approach, choice of resources, the physical environment, and the progressive curriculum.

We feel it is our responsibility to support children to pursue their own interests, helping them to process new information, through exploration, reflection and linking to what is already known. Through the application of the Early Years Learning Framework outcomes, principles, and practice, we seek to optimise learning for all enrolled children.

Like *Reggio-Emilia* and Montessori theory, we believe the successful application of holistic approaches is dependent on educator preparedness and organisation of the physical environment. We value educators' professional knowledge and experience that is drawn on each day to holistically support each child to learn through experiences. Always within a culture of respectful relationships which enables the children to have a sense of belonging and ownership in the environment.

Further to this we value the natural world and promote the emotional and physical benefits of children's connection with nature. We believe the outdoors is a place where children can develop an understanding of the interdependence between land, people, plants and animals. We see the outdoors as a free space for children to learn, wonder, explore, exert their energy, build, and inquire. Through educators' appreciation of country in their FDC, and through the Kaleep play sessions we seek to develop children's appreciation of the land and respect for the traditional custodians.

We believe in fair, honest and ethical conduct with all stakeholders. Our diverse mix of educators are valued for their own identity. We appreciate their individual approach which reflects their experience and cultural background just as we appreciate enrolled families' culture. We understand that personal beliefs, values and attitudes, family traditions, or world views may differ but universally each parent wants their child to feel understood, happy, and cared for. We promote and value the professional partnership between educators and enrolled families from culturally and linguistically diverse backgrounds, this demonstrates the universal understanding of wanting all children to grow healthy and be confident, happy individuals.

*Reviewed March 2024



Family day care can offer families the personalised and flexible care that they need. Educators each have their own operating hours, most open between the standard hours of 7.30am to 5.30pm, Monday to Friday.

Some educators cater particularly for those needing care outside of regular hours, offering regular weekend or overnight care. In addition, Educators can offer before and after school care, casual after-hours care and vacation care.



If you require extra days that your current educator cannot accommodate, please contact us and we will assist you in finding alternate care.

Contracted hours of care

Upon enrolment with your child's Educator, you will agree to a booking arrangement whether it be for regular booked care or casual care.

The Educator will have the breakdown of their fees available to enrolling and currently enrolled families, this will detail the cost of care (standard and non-standard hours). Care is charged according to the agreed contracted hours. However late penalties can apply.

Prior to care commencing for any child, the parent and Educator will confirm care start and finish times. If children are dropped off later than the agreed time, the Educator is not required to offer that time back to the family.

For example, if care is from 8am-4pm, but the child is dropped off at 9am, the child still needs to be collected by 4pm as this is the agreed collection time. The charge for this care, would remain the same as initially agreed for 8am-4pm.



Signing children in and out of care

Children will be signed in and out by either a parent or other authorised person using their own unique Harmony Web access pin number. This pin number should not be shared with anyone else and can only be used by the individual that it has been assigned to. If you or an authorised person needs to have the pin number re-issued, please contact the office and this can be easily arranged.

Each fortnight, enrolled families will receive a statement via email which details the care used and the CCS claimed. It will also detail the fee remaining (the gap) that needs to be paid to the Educator to completely cover the fee for care.

Children's Sleep & Rest

Transitioning into care is different for all children, some can take longer than others to establish a routine in their new environment. Although your child's Educator will endeavour to match your child's regular sleep and rest routine, your child may not mirror that routine as he or she is in a different environment.

Educators regularly check on sleeping and resting children and the children will always be able to access their Educator.

To protect the rights of the child, should a child fall asleep when it is not sleep or rest time, the Educator is encouraged to safely move the child to an age-appropriate bed and allow them to sleep for at least 30minutes, when possible.

Educators will regularly communicate with families regarding the sleep and rest needs of the child and will work in partnership with them to best meet the needs of the child.

Health

At Garden Play, we are guided by the Staying Healthy in Child Care Guide on illness, exclusion periods, hygiene, and health safety practices for all.

We do expect families to cooperate with the recommended exclusion periods regarding unwell children, this is to protect others from illness. Please keep unwell children at home to rest and recover.

All educators are responsible for maintaining a healthy environment for all children. Should your child become unwell whilst in care, you will be contacted immediately.



IMMUNISATION REQUIREMENTS

Garden Play FDC Service can only enrol a child if they meet the vaccination requirements. Children need to be immunised according to the National Immunisation Schedule.

Other conditions apply.

- ✓ The child's AIR Immunisation History Statement is 'up to date' and issued within the last two months.
- ✓ The child is following an approved catch-up schedule as indicated on the child's AIR Immunisation History Statement.
- ✓ The child has a valid immunisation certificate issued or declared by the Chief Health Officer, or
- ✓ The child is exempt because of family circumstances.

Children's Meals

Educators will work with families to ensure the health needs of each child are met, in addition to good health and hygiene practices being embedded into their services. Some educators provide meals, whilst others request meals to be provided by families in a lunch box.

Educators that provide food are registered with their local council as a food business. Their menu and practice is reviewed by Garden Play FDC Service. For families that will be providing meals, snacks and lunches need to be ready to eat, therefore no heating or compiling is required by the educator. Your child's educator will always be on-hand supervising to support children during meal times.

At Garden Play FDC Service we promote healthy food choices for children to families.



Some lunch box meal ideas:

- ✓ Meat, veggie, salad wraps
- ✓ Sandwiches (meats, salads, spreads)
- ✓ Cold pasta meals (meat or veggie options)
- ✓ Hot food meal flask containing hot meals.
- ✓ Bento selection box incorporating selections of items such as
 - Cold salad mixes; rice, pasta, couscous, or quinoa with veggies
 - Pikelets, quiches, savoury pasties
 - Boiled eggs, cheeses,
 - Meat pieces (meat balls, tuna, chicken tenders, fish cakes)
 - Vegetable or salad selection with dips or yoghurts

How can my child's nutritional needs be met?

The **National Health and Medical Research Council of Australia (NHMRC)** recommends children maintain a varied diet which includes the five main food groups. Children need to be encouraged to eat plenty of vegetables, fruit and legumes and cereals (including breads, rice, pasta, and noodles) preferably wholegrain. A healthy diet includes lean meat, fish, poultry, milks, yoghurts, cheeses, limited servings of saturated fats, margarine, butter, and oils. The balance of food groups is essential for maintaining child's health & wellbeing.





What is Child Care Subsidy (CCS)?

CCS is the subsidy paid by the government to assist eligible families with the cost of child care.

For the 2023/24 financial year, the CCS hourly rate cap for Family Day Care is \$12.72.

Eligible parents are measured against an activity test, looking at their level of involvement with work (including looking for work) or study. The percentage of subsidy a family is entitled to is based on their combined annual income, with more financial support available to lower income families.

How Child Care Subsidy (CCS) works:

CCS is financial assistance to help with the cost of child care. An entitlement to CCS is based on parent hours of activity (work/ study/ seeking work/ volunteering) and family income estimate. If eligible, family are provided with a CCS percentage and a fortnightly hourly cap that is relevant to their circumstances.

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|--------------------------------|--|
| CCS percentage | Percent is deducted from full fees (up to \$12.72 an hour) however 5% is withheld by the department for end of financial year balancing, referred to as CCS Balancing. to reduce the likelihood that individuals will incur a debt. After reconciliation, any outstanding subsidy is returned to the family. |
| Fortnightly hourly cap | If you're eligible to 50hours of CCS per fortnight but use 60, then the 10 extra hours of care are not eligible for CCS and are charged at full fee. |
| FDC Hourly CCS Rate Cap | For the 2023/2024 financial year, in FDC, CCS can be applied up to \$12.72 per hour of care. If an educator charges over this cap, then the difference is charged at full fee. Same applies to Centre based care, however Centre's have a different hourly cap. |

Will your family be claiming Child Care Subsidy?

Child Care Subsidy (CCS) can take around 2 weeks to process.

The claimant parent will need to ensure that child is registered on MyGov Centrelink account as their child. If child isn't yet linked to the MyGov account – then they must phone Centrelink Families line on 136150 to organise. The phone lines are open until 8pm Mon-Fri.

Once your family income and current situation have been assessed, you will then be notified of your eligibility percentage. Once you are set up and approved for CCS, and the enrolment has been processed, you need to confirm your child's enrolment with Garden Play Family Day Care Service via your Centrelink myGov account. By doing this, you are authorising for CCS to be paid to Garden Play FDC Service, this is then passed onto your child's Educator to reduce the cost of care. The remaining fee is called the 'GAP' fee.



How to enrol your child

For your child to attend and be cared for by a Garden Play Educator they must first be enrolled. A parent/ guardian must enrol with Garden Play via the website ([Enrol Here](#) button on home page)

www.gardenplay.com.au

*You will be required to enter your email address; you will then be emailed a link to access it later if needed.

Immunisation Requirements:

You must upload a copy of your child's birth certificate and a copy of the immunisation statement (AIR statement). The AIR Statement must have been issued within the last two months. AIR statements can be downloaded via your MyGov account. If you do not have access or are not eligible for a MyGov account, contact the Central Immunisation Clinic on 9321 1312 to discuss how to get an AIR statement, they can also assist with booking an appointment for any outstanding vaccinations.

1. Log in to MyGov – <https://my.gov.au/LoginServices/main/login?execution=e1s1#/>
2. Select Medicare
3. Scroll to base of page and select Immunisation History – select name.
4. Download AIR statement.
5. It must state '**up to date**' and not have any vaccinations outstanding.

Child Care Subsidy Eligibility:

Are you eligible for Child Care Subsidy (CCS)? Have you made a claim CCS? Do you need to update your family's income and activity details? We recommend you do this as soon as possible to avoid full fees being charged when initially enrolled. To make a claim for CCS:

1. Log into MyGov account
2. Select Centrelink
3. Select payments and claims.
4. Under claims, select make a claim.
5. Then select the make a claim button.



Please follow this link to commence this process.

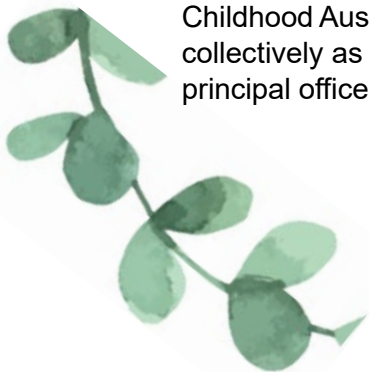
<https://www.servicesaustralia.gov.au/how-to-claim-child-care-subsidy?context=41186>

If you have any questions or problems with completing this, please contact (08) 6201 6980
or admin@gardenplay.com.au

All Family Day Care (FDC) Educators must be registered with an approved FDC Service (Scheme) in order to operate in Australia. The educator you have met is registered with Garden Play FDC Service. At Garden Play, we take our role very seriously to ensure that quality care and safe, nurturing environments are provided to Garden Play children at all times. Our Educators are familiar with our regular compliance visits (both scheduled and unscheduled) and are also aware of the possibility that their service might be inspected by an officer from the Education and Care Regulatory Unit (ECRU). We make you aware of this to reassure you that although Family Day Care is small home based care, quality and compliance is not compromised in any of our registered services.

Professional Standards

Garden Play Family Day Care Service follows industry standards, particularly the Early Childhood Australia, Code of Ethics. Which has a prescribed list of standards to ensure that collectively as individuals we are providing support for all children. This is on display at the principal office and is shared with new staff and educators when joining Garden Play FDC.



Education and Care Legislation

We are regulated by law and work in compliance with the Education and Care Services National Law (WA) Act 2012, the Education and Care Services National Regulations 2012, the National Quality Framework, the learning framework for school age children (My Time, Our Place) and the Early Years Learning Framework (V2).

Garden Play FDC Service seeks guidance from the Education and Care Regulatory Unit (ECRU). The following standards, guides and organisations are also referred to, for best practice within Garden Play FDC Service.

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- Cancer Council WA - SunSmart
- Early Childhood Australia – Code of Ethics
- Staying Healthy in Child Care Guide (5th Edition)
- UN Rights of the Child
- Family Day Care Australia
- WA Child Safety Services
- Australian Competition and Consumer Commission guide to infant and nursery products
- Department of Agriculture – harmful garden plants in Western Australia
- Red Nose Safe Sleep guide and recommendations
- Australian Children’s Education and Care Quality Authority
- Department of Health – Healthy WA
- Kid Safe WA

Garden Play will enforce that no informal personal arrangements will be tolerated between registered educators and enrolled families. Should Service staff determine that an informal personal arrangement (that is not compliant with Family Assistance Law) between the educator and family has occurred, the educator will immediately have their membership with Garden Play terminated. The registered educator and the enrolled family will be reported to the Department of Education (formerly DESE) regarding non-compliance with Family Assistance Law.

Registration of Educators

Prior to being granted registration with Garden Play FDC Service, educators are thoroughly assessed to ensure they are competent and capable as Educators to care for our enrolled children.

Each FDC residence is assessed for safety and the setup is organised in a manner to promote best practices for the care of children.

Background checks of the educator and the other occupants of the home are conducted. Every educator must have a current Working with Children Check (WWCC) card and be qualified in Education and Care. In addition, each educator must have a current First Aid qualification which is specific to an Education and Care setting.

Should you ever have a query or concern regarding a registered educator please do not hesitate to contact the Garden Play FDC office to discuss with staff confidentially.

Educators and approved residences are checked and monitored regularly via scheduled and unscheduled visits by Garden Play Service staff to ensure quality standards are practiced.

Office Hours

The principal office of Garden Play Family Day Care (FDC) Service is in Mullaloo. Garden Play holds a registered Provider and Service approval granted by the Department of Communities, Education and Care Regulatory Unit (ECRU) and Child Care Subsidy Approval granted by the Department of Education.

The Garden Play FDC Service staff are responsible for registering, monitoring, and supporting registered Educators to be compliant with the Education and Care Services National Law and Regulations and be guided by ACECQA's National Quality Standards.

Garden Play FDC Service staff are also available to support families through the enrolment process and the claiming of Child Care Subsidy (CCS). Throughout the duration of a child's enrolment with Garden Play FDC Service, staff are available to support families on all matters regarding their child's care and enrolment.

The principal office operating hours are from 9.30am – 4.00pm Monday to Friday. Garden Play staff may be attending to visits with Educators and therefore the office line may not be occupied, please leave a message and staff will attend to your enquiry as soon as possible.

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Welcome to
Garden Play
Family Day Care Service

[Enrol Here](#)



www.gardenplay.com.au



[Garden Play Family Day Care Service](#)

Family Support Helplines

Ngala parenting line (0-18yrs)

08 9368 9368

Health Direct (general health information and advice)

1800 022 222

Meerilinga

08 9489 4022 or 1800 200 702

Mental Health Emergency Response Line

1300 555 788

Lifeline 24/7

13 11 14

Beyond Blue 24/7

1300 224 636

The Samaritans Crisis Line

08 9381 5555

Men's Line Australia

1300 789 978

Child Protection and Family Support Crisis Care Helpline

08 9223 1111 or 1800 199 008

Child and adolescent health service urgent mental health support line

1800 048 636

Kids Helpline 24/7

