



**PARENT INFORMATION BOOKLET**

**[www.gardenplay.com.au](http://www.gardenplay.com.au)**

**[admin@gardenplay.com.au](mailto: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](mailto:admin@gardenplay.com.au)

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**Education and Care Regulatory Unit**

(08) 6277 3889

Dept. of Communities, Boorloo Campus, Level 7, 130 Stirling Street, Perth

PO Box Locked Bag 5000, Fremantle WA 6959





## ***Philosophy 2022***

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. 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 educational program.

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. In our teachings and appreciation of country, through the Kaleep playgroup 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. Although our philosophy is shared amongst all Garden Play educators, each of our educators are valued for their own identity, sense of self and cultural background. We value the professional partnership between educators and enrolled families from culturally and linguistically diverse backgrounds, as this demonstrates the universal understanding of wanting all children to grow healthy and happy and have ambitious dreams of their future.



*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 another Garden Play educator.**





## 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.

Children will be signed in and out by either a parent or other authorised person using their own unique Harmony 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 has forgotten their pin number or needs to have the pin number re-issued, please contact the office and this can be easily arranged.

This pin number is used to confirm that the child has been in care with the registered Educator and authorises for CCS to be claimed for this care.

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.

Some Educators may require fee for care to be covered prior to care taking place. This is up to the discretion of each individual Educator.



## Sleep and 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 30 minutes, 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

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.

At Garden Play FDC Service we do expect families to cooperate with the recommended exclusion periods regarding unwell children, this is to protect others from illness. Educators use the Staying Healthy in Child Care Guide for direction on managing exclusion periods.



## **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 particular family circumstances.





## Child Care Subsidy (CCS)

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

**For the 2021/22 financial year, the CCS hourly rate cap for Family Day Care is \$11.40**

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.

This table shows the percentage of child care fees that the Government will contribute based on a family's combined income:

<b>Combined family income</b>	<b>Subsidy rate</b>
Up to \$70,015	85%
More than \$70,015 to below \$175,015	Decreasing to 50%
\$175,015 to below \$254,305	50%
\$254,305 to below \$344,305	Decreasing to 20%
\$344,305 to below \$354,305	20%
\$354,305 or more	0%





## If you want to enrol your child into Garden Play FDC Service, remember we are here to help! (08) 6201 6980

### Have you...

- ✓ **Contacted Centrelink to register a claim for Child Care Subsidy?** *This is very important if you're planning on claiming subsidy to reduce the cost of child care. You need to pay full fees until your claim for CCS has been assessed and your entitlement determined.*
- ✓ **Completed the enrolment procedure?** *Garden Play FDC Service need to have a complete enrolment form returned, have a copy of your child's AIR statement and birth certificate. You will then need to complete the direct debit forms and confirm the enrolment (via your MyGov Centrelink account if you're claiming CCS).*
- ✓ **Spoke to your child's prospective educator about their orientation?** *Read our 'Transitioning to FDC' helpful tips, all of our educators are experienced in helping make the transition into family day care as smooth as possible for your little one!*

### Additional Child Care Subsidy

ACCS is a top up payment in addition to the Child Care Subsidy which will provide targeted additional fee assistance to families and children who need extra support. The Additional Child Care Subsidy has four elements:

- child wellbeing
- grandparents
- temporary financial hardship
- transition to work

**Contact us to find out more!**

### Withholding

Five per cent of Child Care Subsidy, is usually withheld by Services Australia, to reduce the likelihood that individuals will incur a debt. The amount withheld will be part of the gap fee that needs to be paid by parents.

After reconciliation, any outstanding subsidy is returned to the family.

## Enrolment as easy as child's play

## Before commencing care...

If you are planning for your child to attend any child care service and you plan to claim Child Care Subsidy (CCS) to reduce the cost of care, you need to contact Centrelink. This can be done via your myGov account.

Firstly, the claimant parent needs to ensure Centrelink is linked to their myGov account.

- 1) Sign in to myGov and go to **Centrelink**.
- 2) Select **Payment and Claims** from the menu,
- 3) Then **Claims**, then **Make a claim**.
- 4) Under **Families**, select **Get started**.

Answer all the questions. Each screen has information to help you complete the claim. This includes how to submit your supporting documents.

- 5) **Submit your claim.**

**Centrelink Families Line: 136 150**



**Once your family income and current situation have been assessed, you will then be notified on your eligibility percentage. This is then deducted from the full fee of child care.**

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.



## 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 they join Garden Play.

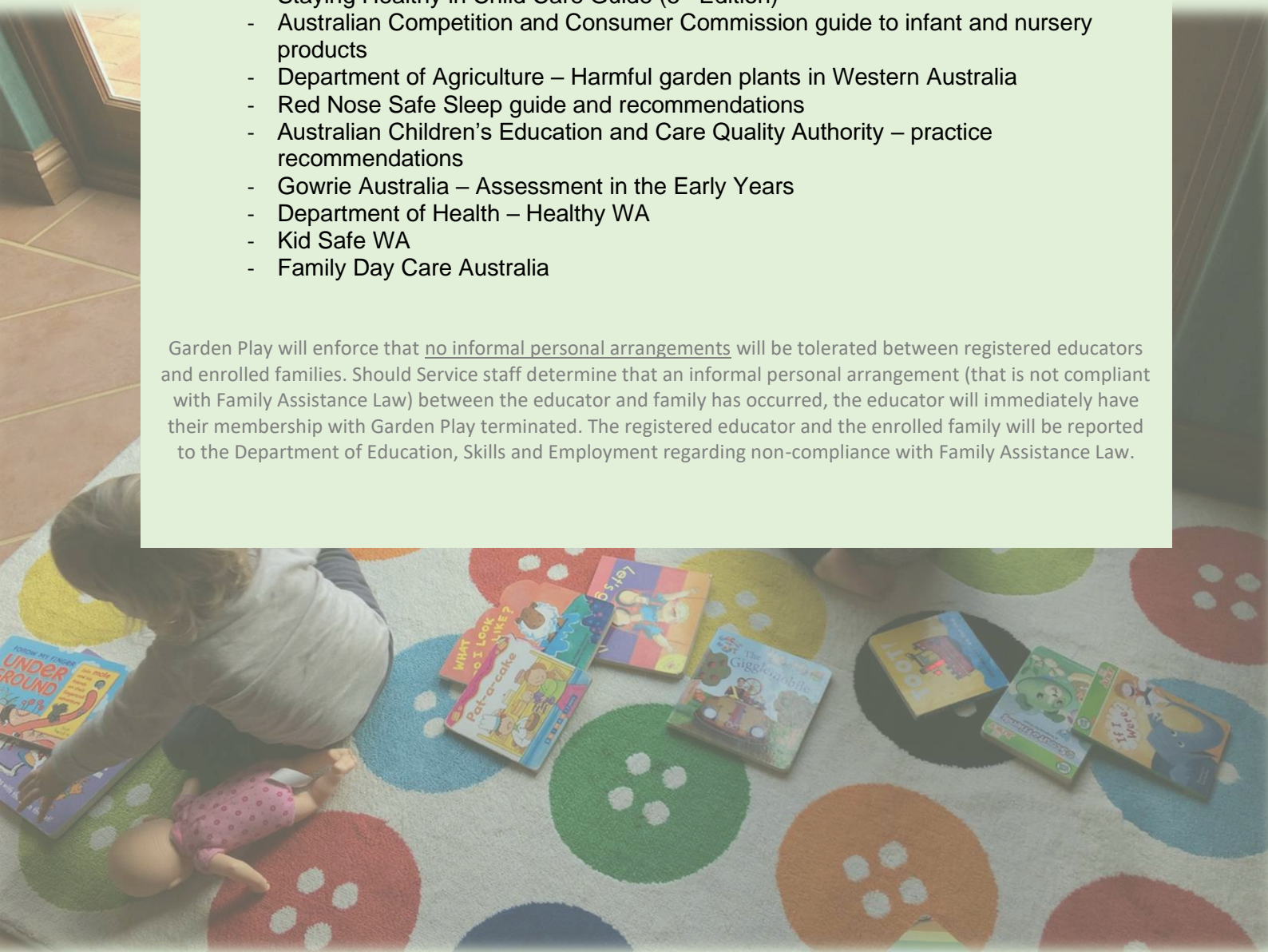
## Early Childhood Education and Care Legislation

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 (Belonging, Being & Becoming).

The following standards, guides and organisations are also referred to, in order for best practice within Garden Play FDC Service.

- Cancer Council WA - SunSmart
- Early Childhood Australia – Code of Ethics
- Staying Healthy in Child Care Guide (5<sup>th</sup> Edition)
- 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 – practice recommendations
- Gowrie Australia – Assessment in the Early Years
- Department of Health – Healthy WA
- Kid Safe WA
- Family Day Care Australia

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, Skills and Employment regarding non-compliance with Family Assistance Law.



## Registration of Educators

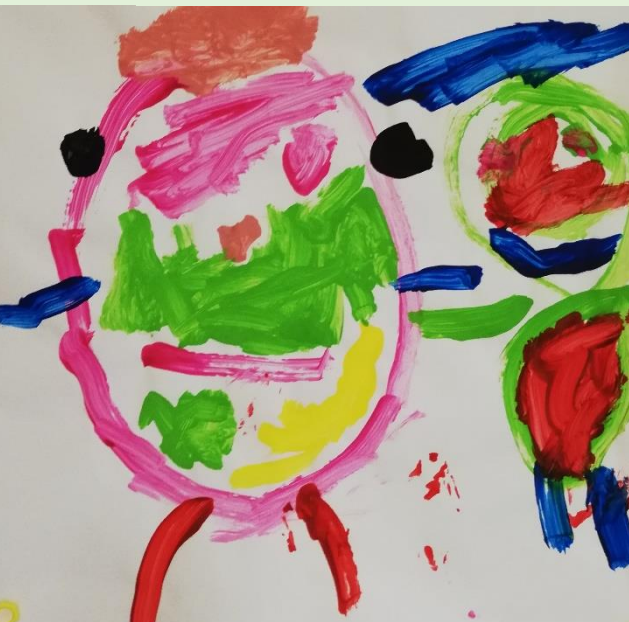
Prior to being granted registration with Garden Play FDC Service, Educators are thoroughly assessed to ensure they are competent and capable as Educators to care for our enrolled children.

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

The background of the Educator and the other occupants of the home is checked. Every Educator must have a current Working with Children Check card and be either qualified in Education and Care or be actively working towards the completion of a qualification in this field. 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 high quality.



## Office Hours

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

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.

**Office number: 08 6201 6980**



## **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

