

WELCOME TO CUDDLEPIE

ABOUT CUDDLEPIE

Cuddlepie has been assessed against the National Quality Standard for Early Childhood Education. We are a 47 place Preschool and Long Day Care Centre catering for children from 6 weeks to school age. The centre is open Monday to Friday, excluding public holidays, and 2 weeks over the Christmas period.

The hours of operation are 7.00am to 5.45pm.

MANAGEMENT

Cuddlepie Early Childhood Learning Centre is managed by Cuddlepie Early Childhood Learning Centre Incorporated. This involves a community based management committee made up of Cuddlepie parents and community members. Committee meetings are held monthly to discuss issues pertaining to the Centre. For more information about the committee, please speak to the Director, we would love to hear from you.

PARENT INVOLVEMENT

Parents are welcome to attend the centre to visit or help at any time. This involvement may include participation during activity time, helping to teach the children a new skill, or simply spending time during the day. If you would like to spend time at the centre please speak with staff and we will be more than happy to organise a time for you to attend.

STAFFING

At Cuddlepie we employ qualified and experienced staff.

Currently we have:

- **Three Early-Childhood University-Qualified Teachers,**
- **Three TAFE-trained Educators** (Diploma in children's Services)
- **Three Child-Care Educators** (Certificate III in children's services)
- **Two Trainee Educators** (Studying Certificate III In Early Childhood Education and Care)
- **Two Cooks, Job sharing**
- **One Administrative Officer** (Cert II Business/ Cert IV in Frontline Management)
- **Additional cleaning and maintenance staff.**

There is a display of staff in the foyer.

PAYMENT OF FEES

An enrolment deposit of \$200 is payable for every new enrolment. The deposit must be paid before the child commences and enrolment placements will not be guaranteed until the payment is received. Fees are to be paid weekly or fortnightly via our Direct-Debit facility and will need to be paid from the first week of attendance. Cash and cheque payments are no longer accepted. Account statements will be issued monthly.

Fees are payable during your child's absence for sickness or occasional days, or annual leave days and Public Holidays.

Additional expenses such as the \$2 association fee, \$4 for portfolio's and visiting shows will be added to your account.

OCCASIONAL/CHANGE OF DAYS

If you require an extra day/s at particular times, please contact the Director. If possible, we will organise for these special situations. If you wish to enrol for extra days on a permanent basis, Please speak to Jo or Tony for a change of details form. If you apply to be put on the waiting list for additional days, these days will be offered to you as soon as they become available.

WITHDRAWING YOUR CHILD/REDUCING

If withdrawing your child or reducing days, for whatever reason, two weeks' notice is required, or two weeks fees in lieu. Children must attend the full notice period or the full fee will be charged. Please speak to Jo or Tony for a change of details form.

FOOD FOR THE DAY

Our cooks prepare meals each day from a nutritionally balanced menu including morning tea, a one course lunch, and afternoon tea. Menus are prepared to nutritional guidelines. Babies and children's special dietary needs are also catered for. Please speak to a staff member or the cook if your child requires a special diet. This will then need to be put in writing for the centre records.

CLOTHING TO WEAR

At Cuddlepie we provide many learning experiences for the children often involving messy play, including paint and play dough. Aprons are used, however sometimes paint gets onto children's clothing. Please ensure that your child is dressed in casual, comfortable clothing so that it does not matter if clothing gets marked. This will allow children to explore the provided experiences and learning materials more freely. Please also assist children's independence by avoiding overalls or jumpsuits.

BIRTHDAYS

At Cuddlepie we love to celebrate birthdays but unfortunately our Policy does not allow cakes to be brought in from home. As an alternative, cakes can be purchased from the centre at a cost of \$10 with one week's notice being given.

WHAT TO BRING

Please bring for your child each day:

- A bag which is easy to open - to encourage independence ((NO draw strings for safety reasons)
- Change of sun safe clothes for summer and winter (No singlet or shoestring tops or dresses), several changes of underwear. Sheets for rest time (small cot size).
- A cuddly toy for rest time (if desired).
- Sunhat (wide brim).
- Correct footwear, (not thongs) thongs pose a safety risk when running and climbing.
- 4 to 5 nappies for babies and pull-ups for children who are toilet training.

PLEASE NO TOYS FROM HOME as these can be easily lost or broken. The Centre does not accept liability for lost belongings.

ENSURE ALL BELONGINGS ARE LABELLED, including socks, singlets, underwear and shoes, so we are more easily able to find their homes for them.

All the staff and the Management Committee, hopes you and your child enjoy your time with us at Cuddlepie.

If you have any questions, queries or concerns please feel free to speak to staff at any time.

If you would like to discuss any matters in greater detail, please make an appointment with staff for an arranged interview time so we may organise staffing to allow us to give you undivided time and attention.

SETTLING IN

Settling in can take a few weeks before those initial tears disappear.

Children need time to adjust to being separated from their families, being in a new environment with new caregivers and having to share attention and equipment with many other children.

HELPFUL HINTS

- Always say goodbye – never sneak off. Your child will probably be distressed when he/she discovers you have gone. Your child will then become clingier on their next visit to Cuddlepie.
- On departure reassure your child that you will be back to pick them up. Staff will provide reassurance, comfort, affection and security.
- Once the decision to leave has been made, keep it brief. Hand your child over to a staff member and please do not come back if you hear your child crying. This will only prolong the sadness for your child and yourself. For reassurance you are welcome to ring Cuddlepie shortly after you leave for a progress report.
- Some children who settle on the first few days may decide that on day 3, 4 or 12 that they do not want come anymore. Use the tips above and when talking to your child about Cuddlepie always use positive comments, e.g. “You will have fun today, play with many new friends” etc. rather than negative comments such as “Don’t cry today.”
- If there are any changes or disruptions to the household, this may temporarily alter the child’s security and cause some separation difficulties eg. Moving house, new bed, change in Mum or Dads work routine, problems with siblings, a change in family structure or the death of a loved one. It is important to inform staff of any such changes so we can support your child.