



Welcome to World Tower Child Care

Our Mission Statement

World Tower Child Care is a privately owned education and care service. The educators at our service hold a particular commitment to early childhood education. Our practices and service delivery are based on the **National Quality Framework**, monitored by the Regulatory Authorities and responsible to **ACECQA**. We welcome families and children to our service and endeavour to create an extension of the home environment. By working together with families we will provide an environment that promotes quality care and education to the individual child. We believe that education is a continually evolving process that enriches and empowers the individual.

The mission of our service is to provide quality education and care that is inclusive and recognises diversity, in a caring and supportive environment. Each child is encouraged to aim for personal excellence and to develop skills of independent learning and critical thinking in a co-operative learning environment.

Who We Are

Service Management

Bruno Rossetto	Owner / Approved Provider
Natalie Russo-Debes	Director / Nominated Supervisor
Katie Bournelis	Deputy Director / Certified Supervisor
Jennifer Chu	Floor Supervisor / Certified Supervisor

Educators

Qualified Early Childhood Teachers	- Bachelor/Masters in Early Childhood Education
Trained Child Care Workers	- Diploma in Early Childhood Education and Care
Child Care Assistants	- Certificate III in Early Childhood Education and Care
Qualified Cook	- Certificate in Food Handling/Food Safety

World Tower Child Care is committed to providing high quality early childhood education and care and employ educators with all the necessary qualifications to care for children.

Hours of Operation

7:00 am – 7:00 pm	Long Day Care Service
Monday to Friday	
7:00 pm – 7:00 am	Emergency and Casual Overnight Care
Monday to Friday	
24 Hours & Weekends	

The service is open 52 weeks a year, except on Public Holidays. Dates will be advised.

Fee Structure – 2016

To be reviewed by June 2017

Long Day Care	0-2 years	\$160 per day
7.00am-7.00pm	2-6 years	\$150 per day
Casual Long Day Care	Full day	\$200 per day
24 Hour Care & Weekends	Up to 4 hours	\$240
		\$60 per hour thereafter

Inclusions

- ✓ **5 meals**
Breakfast, Morning Tea, Lunch, Afternoon Tea and Late Snack
- ✓ **Nappies and Wipes**
- ✓ **Sheets**
- ✓ **Sunscreen**
- ✓ **Activities/Incursions/Excursions**
- ✓ **Early Years Learning Framework Curriculum**

Securing a Position - Holding Deposit

A Holding Deposit is payable to confirm and secure your child's enrolment at the service. The amount required is dependent on the number of days you wish to secure.

Bookings of 1 or 2 days = \$400

Bookings of 3 to 5 days = \$800

Holding Deposit will become refundable at cancellation of your child's enrolment, with the 4 weeks prior notice provided. Families have the option of paying their deposit in advance to ensure their child's position can be secured ahead of time. Should you no longer require care prior to commencement once the Holding Deposit has been paid, it will be forfeited.

Enrolment Fee = \$100

A once only non-refundable payment is charged with the Holding Deposit.

Fees

The service's method of payment for regular fees is through NumeroPro direct debit. Families have the option of choosing a weekly or fortnightly payment frequency through their credit card or bank account. Emergency payments are accepted in the office through Eftpos or cash.

As part of service policy, fees are to be maintained 2 weeks in advance. Failure to pay fees in advance or to keep your account up to date may result in cancellation of your child's enrolment.

Late Collection Fee

Collection of your child after the service has closed at 7pm will attract a late fee of \$100. Families are requested to ensure they have arrived at the service no later than 6.50pm, as this will provide them with ample time to collect their child's belongings and speak with their educators if necessary.

Child Care Benefit and Rebate



To aid in the payment of child care fees, the Department of Human Services has provided access to **Child Care Benefit (CCB)** and **Child Care Rebate (CCR)**.

Child Care Benefit is means tested and the rate in which you are entitled to will be determined by Human Services.

Child Care Rebate is not means tested, however families must meet the Work, Training and Study test in order to be approved. The amount of Child Care Rebate is based on 50% of your out of pocket expenses up to \$7500 per financial year.

Applications can be made by contacting The Department on **136 150** between 8am and 8pm Monday to Friday or visit: www.humanservices.gov.au

Once you have been approved for either benefit, you will be provided a **Customer Reference Number (CRN)** for yourself as well as your child. The service will require both CRN's in order to link our software program to view your eligibility and reduced fee rate. Your fee schedule can then be arranged according to your eligible benefit.

Change of days/Cancelling Enrolment

The service requires **4 weeks written notice of cancellation** to your child's enrolment, once your child has commenced care.

Should you wish to **decrease the number of days your child attends care, the service requires 2 weeks prior notice.**

Additional days may be offered immediately if requested, subject to availability.

Parking

A 15 minute drop off and pickup area is provided in the World Tower Loading Dock, allocated specifically for families who drive to our service each day. The entry to the Loading Dock is on the corner of George and Goulburn Streets. Please ensure you follow the directions to the Loading Dock and not into the paid parking area.

The Early Years Learning Framework - EYLF

The Early Years Learning Framework (EYLF) is a guide for early childhood educators in planning and implementing high quality early childhood programs. Developed in collaboration with the Australian state and territory governments, the framework was introduced in early 2012 and has become the mandatory curriculum for early childhood services around the country.

The EYLF is structured with a strong focus on play based learning aimed at developing children's cognitive, social, emotional and physical wellbeing. Children's learning and development can be guided by the Framework's Learning Outcomes, which act as goals for children to achieve along their journey:

EYLF Learning Outcomes

Learning Outcome 1:

Children have a strong sense of identity

Learning Outcome 2:

Children are connect and contribute to their world

Learning Outcome 3:

Children have a strong sense of wellbeing

Learning Outcome 4:

Children are confident and involved learners

Learning Outcome 5:

Children are effective communicators

The main elements of the Framework are centred on children developing their sense of Belonging, Being and Becoming:

Belonging – supporting children's belonging and connection to their family, cultural and social groups whilst creating and maintaining meaningful relationships with others.

Being – children getting to know themselves as individual and active members in their groups. They are respected as unique individuals, whilst helping them understand and experience the present tense.

Becoming – supporting children's understanding of change through experiences which help them comprehend different challenges and situations, particularly in their early years.

Our service implements every aspect of the Framework across all age groups. Family participation is welcomed and encouraged at all times of the year.

Daily Communication with Families

Daily newsletters are compiled for each age group and emailed to families at the end of each day. Newsletters include photos and a story of the day, as well as general notices and reminders.

The daily progress of each child is recorded in all groups. Charts are displayed in each room indicating children's nappy changes, meals and bottles consumed for the day and sleeping times. This information is readily available for families to view upon arrival in the afternoon.

Learning Environments

The children's indoor learning environments are assigned in separate areas, according to their age. Each room follows a similar routine where meals and rest time are at the same time each day. There are allocated times for structured activities as well as free play, both indoors and in the large outdoor environments.

Koala Group – 6 weeks to 18 months

Caters for individualised routines as this ensures consistency for young babies of their age. Families will advise our educators of their child's home routine and this will be followed as closely as possible. A designated sleep room adjacent to the play room will ensure babies can be closely monitored during their sleep periods. The outdoor play area allocated specifically for the babies is located in the main playground, adjacent to the playground for older children. This ensures the children are provided with the opportunity to take part in daily gross motor experiences in the natural environment.

Joey Group – 18 months to 2 years

Ensures that early independence can be taught and encouraged for each child while focussing on promoting the development of self-help skills. A separate outdoor area also ensures children of this age can freely explore their learning environment with peers of their age.

Wombat Group – 2 years to 3 years

Children are encouraged to explore their learning environment independently along with their peers. Further development of children's social, emotional and cognitive skills is encouraged and monitored. Structured group times are arranged at intervals through the day where music and movement take place as well as reading stories and singing songs. Toilet training is introduced at a time where educators and families are confident that their child is ready.

Crocodile Group – 3 years to 6 years

Structured activities are programmed for two smaller groups at set times of the day. The 3-4 year old children take part in age appropriate educator guided experiences daily. Meanwhile a Pre School program for the 4-6 year old children is implemented daily which will ensure children are equipped with the necessary skills for primary school in the following years. Language classes are run by our educators each Monday, teaching children the basics of the various languages of our multicultural team.

Transitions

When children are ready to transition to the next age group, educators will speak with families to ensure they are happy for their child to move to the older room. Transitions are usually arranged for short periods of the day and will increase as the child becomes comfortable and familiar in their new environment. It is important for families to know that children may not be ready at their birthdate to transition to an older group. Educators will inform families when they feel their child is displaying the necessary skills to move to the next group. The service must also take into consideration availabilities across all age groups at that time.

What to bring each day

All children's belongings must be clearly labelled with their name. A small bag can be brought in each day with:

- Change of clothes
- Jacket for outdoor play times
- Wide brimmed sun hat for outdoor play
- Bottle (if required)
- Formula (if required)
- Dummy (if required)
- Approved sleeping comforter (if required)

Each child will be provided a locker where their bags can be placed on arrival. Please ensure all bags and belongings are taken home at the end of each day to ensure dirty/soiled clothes can be washed and replaced. Please ensure no dangerous items such as food or medications are left in children's bags at any time.

Nut Free Service

To protect the children in our care who suffer from severe food allergies, World Tower Child Care is a **NUT FREE SERVICE**. Families must ensure that no food or drinks are brought into the service at any time.

Meals Provided

Five meals are provided to the children throughout the day. Special dietary requirements including cultural considerations and allergies will be catered for upon request. Meal times are as follows:

Breakfast: 7am – 8am

A variety of cereals served with fresh milk

Morning Tea: 9am – 9.30am

Toast platter served with freshly cut seasonal fruit

Lunch: 11am (Koalas); 11.30am (Joeys/Wombats) 12pm (Crocodiles):

A hot meal is prepared daily and consists of a variety of beef, chicken, tuna, ham and vegetarian meals (see menu)

Afternoon Tea: 2pm (Koalas);

2.30pm (Joeys/Wombats/Crocodiles);

Examples include cheese, crackers, dried fruit and yogurt, served with freshly cut seasonal fruit (see menu)

Late Snack: 5pm (Koalas/Joeys);

5.30pm (Wombats/Crocodiles)

Variety of sandwiches

Cow's milk is served at Morning and Afternoon Tea. Soy milk, Lactose Free milk or Rice Milk can be served to children upon request of the family. Fresh water is provided to the children throughout the day and readily available in all play environments.

Settling Visit

Upon confirmation of enrolment, families may wish to arrange a Settling Visit for their child prior to commencing care. The visit is a great opportunity for both children and parents to meet their child's educators and discuss with them important information regarding their routine, prior to their first day. Available dates and times will be arranged directly with families in consultation with service management.

How to Enroll

Enrolment will take place once a position has been offered by the service management and a commencement date has been agreed upon.

Payment of the holding deposit will secure your child's position from date of payment until your child's expected commencement date.

The holding deposit can be paid in our office via eftpos or directly to our account as below:

BSB: 032 007

Account Number: 289 296

Account Name: World Tower Child Care

Financial Institution: Westpac

Reference: Your child's name/surname

Documentation Required

Documentation required for enrolment will include:

- Completed Enrolment Form
- Completed Direct Debit Form
- Parent and Child CRN
- Child's Birth Certificate
- Immunisation History Statement

Once documentation has been received, families will receive a confirmation email of their child's enrolment at our service, including an invitation for your child to attend a Settling Visit prior to commencement.

Tours

Tours of our service can be arranged by contacting our service management. The best times for a tour are between 9.30am and 11.30am or 2.30pm and 4.30pm on most days.

Contact Us

For further information on our service or to speak with our management team, please see our contact details below:

World Tower Child Care
Commercial Entrance Level 14
87-89 Liverpool Street
Sydney NSW 2000
Phone: (02) 9262 7927
Fax: (02) 9262 7794

info@worldtowerchildcare.com.au
www.worldtowerchildcare.com.au

