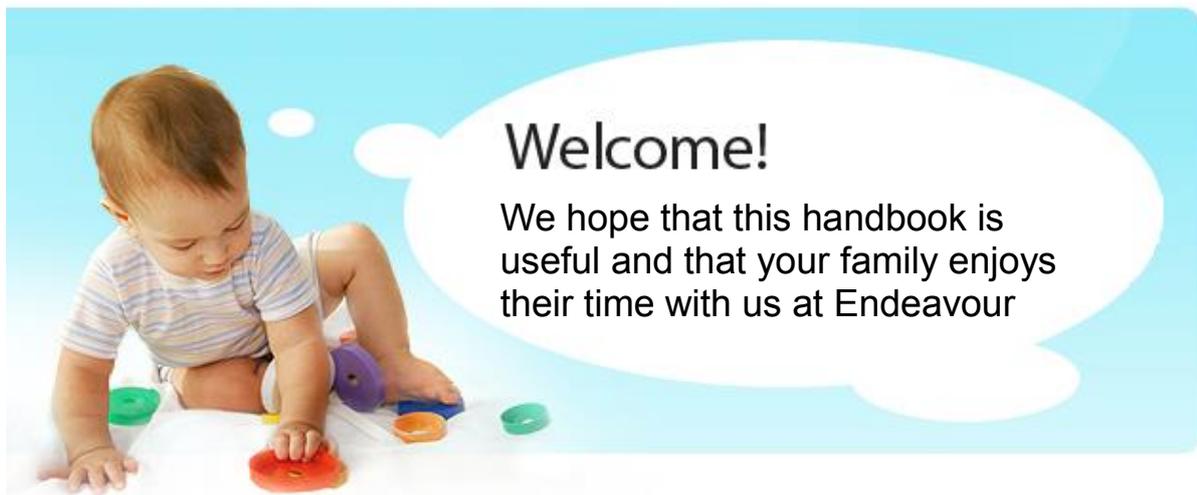




Parent Handbook



WELCOME

The Staff and Committee of Endeavour Child Care Centre welcome you to our Centre. We hope your association with us will be an enjoyable one.

Our Aim is to provide quality care for all children, to offer them a safe and stimulating environment and a place where you feel confident to leave their children in our care.

Parent participation is encouraged in all matters affecting the welfare of your children. Staff are willing to assist in any way they can with problems or concerns about your children. The Director or any of your child's Educators can be approached at any convenient time.

This booklet is designed to provide information on various aspects of our Centre. We hope you will find it useful and that you and your children enjoy your time with us at Endeavour.

Committee Endeavour Child Care Inc.			
Reviewed by	Approved By	Amended	Revised
		March 2004	
		March 2006	
		July 2008	
Jeanette Joyce	Committee		July 2013
Amanda Tanner			April 2014
Jeanette Joyce	Committee	January 2016	

Contents

1.0	About the Centre	1
2.0	Philosophy.....	1
2.1	Children.....	1
2.2	Families	2
2.3	Staff.....	2
3.0	Programs.....	2
4.0	Community and Services.....	3
5.0	Goals.....	3
6.0	Encouraging Responsibilities within the Children.....	3
7.0	Commitment Required of Educator.....	4
8.0	Introducing Endeavours Educators and Committee	4
8.1	Director.....	4
8.2	Qualified Educators.....	5
8.3	Assistant Educators	5
8.4	Food Coordinator	5
8.5	Students /Traineeship	5
8.6	The Management Committee	5
9.0	Priority of Access Guidelines	6
10.0	Enrolment.....	6
11.0	Hours of opening	7
12.0	Fees	7
12.1	Fee increases	7
12.2	Late Fees.....	7
12.3	Fund Raising Levy.....	7
13.0	Child Care Benefit	7
14.0	Attendance Records	8
15.0	Arrivals and Departures.....	8
15.1	Leaving and Collecting Children.....	8
15.2	Late Collection	9
15.3	Collection of Children after Normal Operating Hours	9
16.0	The Role of the Parent	9
17.0	Termination of Care.....	10
18.0	Accident and Illness.....	10
18.1	Management of Unwell Children	10
18.2	General Considerations.....	11
19.0	Immunisation.....	12
20.0	Meals	12
20.1	Baby Formula	12

21.0	Birthday Parties	13
22.0	Clothing.....	13
23.0	Toys	13
24.0	Sleep Time	13
25.0	Toilet Training.....	14
26.0	Excursions.....	14
27.0	Guidance and Discipline	14
28.0	Further Enquires.....	15
	Parent Acknowledgement	16

1.0 About the Centre

Endeavour Child Care Centre first opened in 1988. We provide care for 55 children each day from 6 weeks to 5 years of age.

We follow the guidelines laid down by the National Quality Framework and are accredited by the ACECQA (Australian Children’s Education & Care Quality Authority).

We offer both full-time and part-time care on a permanent basis.

The children are grouped in peer age groups as follows:

Age Group	Number of Children	Room Name
0 -1	8	Seals
1 -2	12	Sea Turtles
2- 3	15	Dolphins
3 -5	20	Sea Horses

The age groupings are flexible depending on the changing needs of our parents. The correct staff/child ratio will be adhered to at all times.

At varying times during the week, the children ‘visit’ different areas of the Centre enabling them to mix with siblings and friends who may be in a different peer group.

2.0 Philosophy

At Endeavour Child Care Centre we have a number of beliefs in relation to our children, families and staff.

2.1 Children

Have the right to:

- Quality care of the highest standard
- Care provided by loving and respectful professional staff
- Feel secure in a clean, safe environment with appropriate routines and consistent achievable limits
- Develop to their full potential without bias or prejudice; and regardless of social, cultural or financial factors or gender
- Children with a disability will be seen for their strengths and potential and be cared for in conjunction with specialized information relevant to the individual and within an inclusive program

2.2 Families

Accessing the service:

- Will be treated with respect for social and cultural backgrounds
- Will be encouraged to participate in the Centre “family” through planned and spontaneous events aimed at developing relationships and communication between staff and families (e.g.: parent evenings, excursions/incursions, sharing of parents talents & cultures)
- Parents will have the opportunity and will be encouraged to participate in the on-going development and continuing improvement of the service through the Parent Committee and any associated Sub-Committees

2.3 Staff

Employed at this Centre (both full time and relief):

- Are our most valuable assets and will be treated professionally, respectfully and equally
- Will be provided with regular opportunities to further their education and skills to benefit themselves and the Centre – including monthly staff meetings, workshops and in-services
- Individually bring values, beliefs, talents and cultures that are unique and can be used to form the basis of relationships and learning experiences with children and their families

3.0 Programs

The Programs are developed and maintained by the Qualified Educators with support and input of the Assistants.

They will be:

- “Strengths” focused for the individual and group and will provide opportunities to develop “needs” identified
- Flexible to suit the changing interests and needs of the children, staff and physical environment
- Reflective of the view that children are capable competent learners with defined preferences and opinions and with reference to the Early Years Learning Framework and Gardner’s Theory of Multiple Intelligences within a Project approach to Planning and Development
- Developmentally and culturally relevant and inclusive of our Centre “family”

Where relevant staff will access professional opinion and inclusive support to enhance programs for children with needs (e.g.: physical, developmental, ESL) – following the protocol required.

Throughout the day the program caters for spontaneous play, planned learning experience, cultural backgrounds and celebrations, routines, dance, song and story time.

We welcome parents' suggestions and input to improving our daily experiences at the Centre.

4.0 Community and Services

- The Centre will access relevant community services when required in relation to furthering the development of the Centre
- The Centre will incorporate community events and experiences in the lives of children using the service to develop community awareness and involvement

5.0 Goals

- To provide flexible and appropriate programs to meet the developmental, social, emotional, intellectual and cultural needs of all children to develop independence and self-esteem – with reference to the Early Years Learning Framework and Gardner's Theory of Multiple Intelligences and a Project approach
- To provide consistency and security for children through daily routines and transitions and promote the value of play
- To provide opportunities for the children to learn about and care for the environment of the Centre
- To communicate frequently on a personal and professional level with parents to provide a Resource Centre of relevant material which parents can easily access and pertains to needs identified
- To actively encourage parent participation throughout the Parent Committee of the Centre and through planned and spontaneous events within the Centre and individual rooms
- To aspire to achieve the highest quality of childcare set out by the National Quality Framework (ACECQA)
- To provide staff with regular opportunities to further their knowledge and education through the provision of workshops and in-services (external and internal) and through the provision of resources and relevant reports/information regarding developments and progressions in child care

6.0 Encouraging Responsibilities within the Children

- Whilst indoors the children are encouraged to walk and use quiet voices
- The children are encouraged to use the toys for the purpose they were designed for and respect all equipment, e.g. shovels for digging not as weapons or war toys
- The children are encouraged to remain seated when eating and drinking and when using scissors
- They are encouraged to be proud of their room and to be responsible for packing away and cleaning up
- Children are encouraged to understand that sticks remain on the ground or in the

bin

- They are encouraged to keep sand and sand pit toys in the sandpit
- Children are shown the correct use of taps and water play, e.g. we use cups for drinking and water from the bathroom is for inside use only
- Children are encouraged to leave their own toys at home unless they are used for security. If a toy comes to the centre, it will remain in the child's bag
- Children must wear hats and apply sunscreen before going outside. If they ask, "Why?", it is explained to them
- Children are encouraged, appropriate to their developmental level, to take turns and share
- Children are encouraged not to throw sand or toys, and the danger of this action is explained.

7.0 Commitment Required of Educator

Educator will ensure:

- Constant supervision of all children whether inside or out
- That a positive environment is created at all times, with positive reinforcement the priority for effective child management
- They are at all times firm, fair and just with all children and reward with positive reinforcement as soon as the misbehaving child does the positive thing asked of them
- They role model correct behaviour at all times
 - E.g. use chairs for sitting on, not tables
 - Use the ladder for hanging displays, not chairs
 - Help children pack away and be proud of their/our rooms
 - Be seen using sunscreens and hats whenever possible
- They ensure that the children know that it is the behaviour that we do not like, not the child. Give the children reasons why certain behaviour is unacceptable
- They are dedicated to insuring the child is re-directed to a positive activity rather than the child continuing inappropriate behaviour
- They think about their own behaviour as, "Is this how I would like to be treated?"

8.0 Introducing Endeavours Educators and Committee

8.1 Director

The Director has qualifications, experience and training appropriate to the care of young children. The overall management and administrative work is the responsibility of the Director in assuring parents of a quality service. The Director is available to help, advice or just "be a good listener" on any problem or issue that may be worrying you as a parent.

8.2 Qualified Educators

Educators are trained, experienced and Qualified in Childcare. They hold a Diploma of Children Services (Early Childhood Education and Care) or an equivalent qualification.

8.3 Assistant Educators

Assistant Educators support the Qualified Educators. All Assistant Educators hold a Certificate III in Children's Services.

All Educators in the centre have a current First Aid, Anaphylaxis and Asthma Certificate. Educators are continually encouraged to develop in their relevant field and extend their qualifications as necessary.

8.4 Food Coordinator

The Food Coordinator provides balanced and nutritious meals for the children, which promotes good eating habits. Special dietary needs should be discussed with the Director and Food Coordinator.

8.5 Students /Traineeship

The Centre accepts students from Edith Cowan University who are studying for their Bachelor of Social Science (Children's Studies) and from the TAFE Diploma of Children Services (Early Childhood Education and Care), as well as work experience students from local high schools. The Centre also offers opportunities through traineeships.

8.6 The Management Committee

The Centre is coordinated by a community based Management Committee. The Management Committee is comprised of parents and interested community members.

The Committee is elected annually at the Annual General Meeting, which is held in September of each year.

The Management Committee is the employing body and is responsible for the decisions made regarding the running of the centre.

All parents are invited to become a member of the committee and this can be done at the AGM. Parents are welcome to attend our general meetings as an observer.

Becoming a Committee member enables you to have input in the decisions and plans that may affect your child.

The Role of the Committee:

The Management Committee operates on a basis of 'collective wisdom' and members bring a range of skills, knowledge and experience to decision making. Their tasks include:

- Setting goals and formulating policies
- Ensuring that the centre complies with State Licensing Regulations
- Being responsible for overall financial management of the Centre
- Attracting and keeping the right Educator to maintain standards of quality care, and a good atmosphere in the Centre
- Maintaining effectiveness by continuing to encourage parents to attend Committee meetings

Copies of Centres Policies, Regulations and the Constitution are available to parents on request

9.0 Priority of Access Guidelines

As a Community Based Centre the Department of Health and Family Services have applied access criteria through the 'Priority of Access Guidelines'.

These are as follows:

- Children with parents working, seeking employment or studying to join or re-joining the workforce
- Children with disabilities or families with disabled persons
- Children at risk
- Have more than one child under school age
- Relief/respice care

All parents need to be aware that the basis for their child's acceptance is open to review if their circumstances change.

10.0 Enrolment

Children between 6 weeks and 5 years of age are eligible to enrol. Prior to commencement, enrolment forms are completed, stating child's name, date of birth and contact telephone numbers of parents or guardians.

To ensure that we may contact parents promptly in the event of illness or accident, always notify the Director of any change in contact address, telephone numbers or custody of child.

11.0 Hours of opening

Endeavour is open between 7.00 am - and 6.00 pm Monday to Friday for 51 weeks of the year. The Centre is closed on Public Holidays and the days between Christmas and New Year.

12.0 Fees

Fees must be paid on a weekly basis. Every week, failure to do so may incur a penalty charge of \$10.00 for every week that fees are overdue and may eventuate in your child's place at Endeavour being terminated.

In order to maintain fees at a figure as low as possible and still provide quality care for your child; fees must be paid for all public holidays, sick days, family holidays and any period that your child is enrolled to attend but is absent.

12.1 Fee increases

There will be a formal half-yearly review of fees. Four weeks' notice will be given to parents with regard to any fee increases.

12.2 Late Fees

Should a parent not collect his/her child within the prescribed hours of attendance of that child, that parent will be charged a "late" fee of \$2.00 per minute for the first 15 minutes and \$5.00 per minute thereafter. This is to be paid separate from the childcare fees. Parents, who are continually late in collecting their child, may find the Committee reviews their child's place.

12.3 Fund Raising Levy

A compulsory fee of \$35 per child, to a maximum of \$60 per family is to be paid to the Centre yearly. This fee is paid separately from fees. A separate fundraising account is established for this purpose.

13.0 Child Care Benefit

Centrelink assesses Child Care Benefit before your child commences and this is based on your individual and/or joint income. It is the parents' responsibility to ensure that their assessment is kept up to date.

14.0 Attendance Records

It is the parents' responsibility to record the time of arrival and departure of the child in care. Absences from care are also to be noted on the attendance record and initialled by the parent. The reason for the absence must also be indicated (e.g. sick, holidays, RDO "rostered day off", rotating shift, exclusion {non-immunised child}, occasional absence.

The attendance records are a requirement by Centrelink and the Department of Family Services, and are used by the centre in emergency situations.

Where a parent persistently fails to complete the attendance record, the centre cannot claim Child Care Benefit.

15.0 Arrivals and Departures

Once you have signed your child in, you must take them into their room and let the Childcare Educator know that you have dropped them off. Do not leave your child in the foyer or alone in the room, as this can be quite distressing for them.

When you pick up your child, please ensure that you have let the Educator know you are taking your child.

If your child is to be picked up by someone whose name is not on the enrolment form as being authorised to pick up your child, we require a note from you stating their name and they have your permission to take your child home. We will also request that the person have some form of ID.

The centre will not release the child to any person other than those authorised by you. If your child will be away for the day, on holidays or is arriving late, please ring the Centre and let us know.

15.1 Leaving and Collecting Children

Inability of a parent to collect a child

- Written authorisation is required for anyone other than a parent to pick up the child. This authorisation is included on the Enrolment form.
- Non-custodial parents will not be allowed to collect their child from the Centre at any time unless the custodial parent gives written permission.
- Endeavour Child Care Centre will not be held responsible for any child leaving the Centre with an authorised person who is under the age of 18 years.
- Endeavour Child Care Centre will not allow any child to be collected by any person who is under the age of 16 years.

- Endeavour Child Care Centre will not allow any child to be collected by any person who is believed to be under the influence of drugs or alcohol.

15.2 Late Collection

Parents who fail to collect their children by 6.00pm three times within 60 days will be given a letter of warning. If they then fail to collect their children before 6.00pm on another two occasions within the next 60 days, their child's place at Endeavour Child Care Centre may be terminated.

15.3 Collection of Children after Normal Operating Hours

The centre in case of the inability of the parent or guardian to collect the child will adopt the following procedure.

- Should the parent not have arrived by 6.00 pm to collect the child, an "emergency contact" will be called
- If none of the contacts are able to collect the child, the Educator on duty will contact the Warwick Police Station at 6.30pm to advise the situation. The Educator will (of course) remain with the child
- Should no authorised person arrive to collect the child by 7.00 pm the Educator will contact the Warwick Police Station to provide an update. The Centre will then request the Crisis Care Centre to send an officer to collect the child; the Director must be informed of all these situations
- Upon collection of the child the Educator will leave the phone number of the Crisis Care Centre and advice to contact them on the front door of the Centre in case the parent arrives
- Parents are requested to contact the Centre and advise of impending lateness. Failure to do so will result in the above mentioned to be taken by the Educator

16.0 The Role of the Parent

- **Time and Recording of Arrival** - Parents must complete the Attendance Cards on arrival and departure. Please write the exact time and initial.
- **Clothing** - Children should be dressed suitably for play activities and sun protection e.g. Sleeves in shirts/blouses. All who have mastered walking should bring foot wear. NO thongs or CROCS.
- **Breakfast** - Children are expected to have breakfast before arrival at the Centre.
- **Daily Sheet** - Parents are encouraged to complete a daily sheet for their child if they are a member of the Seals room.
- **Leaving your Child** - Please help to make the transition from parent to day-care as easy as possible for your child. Please do not leave without saying goodbye, as it can be unsettling for your child. Most children do not remain upset for long after the

parent has gone. Always ensure that Educators are informed of your child's arrival.

17.0 Termination of Care

When terminating your child's care two weeks' notice is to be given in writing, in advance or two weeks fees are to be paid in lieu of notice.

18.0 Accident and Illness

If your child becomes ill or is seriously injured every effort will be made to contact the parent/guardians. However, if parents are not available the Qualified Educator may drive the child to the doctor if medical attention is required.

All medical and ambulance transport expenses that may be incurred due to a child requiring medical treatment will be the responsibility of the parent/guardian.

18.1 Management of Unwell Children

As we are not able to provide the one to one care that the unwell child requires, the following steps will be taken to ensure that the care and wellbeing of the sick child is met.

Exclusion Criteria:

A child who has any of the following symptoms cannot be admitted to the Centre:

- Ear, eye or coloured nasal discharge
- An undiagnosed rash
- High temperature (over 37.5degrees)
- Infectious sores or diseases (children need a Doctor's clearance before re-admittance)
- Vomiting and /or abnormally loose bowel actions for that child (exclude for 48 hours after last bout)
- Any obvious signs of ill health (children with asthma – obvious difficulty breathing barking cough, rib retraction etc.)

If in any case the parent is unsure, the Centre should be contacted prior to attending. A copy of exclusions as per the Health Department Exclusion Guidelines will be made available on request.

If any of the above symptoms manifest during the day:

Parent/guardian will be notified and asked to take their child home. If the child is not picked up within 2 hours a minimum surcharge of \$80 will be applied. If parent/guardian cannot be contacted the first emergency contact will be asked to take the child home and the parent will be continually tried and

notified of developments. Again if the child is not picked up within 2 hours a surcharge will be applied.

This action needs to be taken in order to:

- Provide the sick child, with the one to one care required
- Ensure the appropriate Educator/child ratios are maintained in accordance with regulations
- Reduce the risk of any infection to other children or Educators at the Centre.

Administering Medication:

Medication is defined as: "Substances taken to prevent or treat illness. They can be anything from herbal extracts and vitamins to synthetic chemicals. They come in many forms and may be ingested, injected, inhaled, inserted or applied." (Nurses Board of WA)

Whenever possible, medication should be administered by parents at home. However this will not always be feasible. Therefore to ensure children's safety and welfare, the giving of medication at the Centre will be strictly monitored. Parents must enter all information required into the "Medication Book" for the Qualified Educator to administer any medication

Information must include:

- Full name of the child
- Medication required
- Reason for medication
- Amount to be administered
- Time last given
- Times to be given while at the Centre
- Parent's signature

18.2 General Considerations

- Parents should consider whether their child who requires medication is well enough to be at the Centre, and to keep the child home if unwell.
- If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and any possible side effects it may have for the child.
- Three (3) doses of a prescribed or over the counter medication must have been given or applied to the child before the Qualified Educator will administer it. This is to ensure the child will not have an unexpected reaction to the medication.
- Non-prescribed medications (OTC) that are applicable to the child's age, in the original packaging with clear dosage instructions, and within the expiry date of the medication, will be administered for one calendar week only.
- If a child needs OTC medication for a longer period, the parent must take their child to the Doctor to obtain prescribed medication or the Doctor's

letter confirming that the “Over The Counter “ medication can continue to be administered for a specified length of time.

- Where the medication requires administration via other than oral route, only Qualified Educators that has received specific instruction from a health care professional will administer the medication and have it witnessed.

In order to prevent further or future outbreaks of any contagious ailments, all parents are required to inform Educator of recent illness/complaints that have caused the child to be absent from day care. Any illness that has occurred during the days between visits to day care, which could cause concern for other children or Educators, should also be reported to Centre.

19.0 Immunisation

As from 27 April 1998 parents applying for the first time will not be eligible to receive child-care benefit, if their child does not meet the immunisation requirements implemented by the Department of Health & Family Services and Centrelink. Information can be obtained from the Director.

The Health Department recommends that all children be immunised against infectious disease. Your child’s immunisation record must be sighted on enrolment and kept up to date.

If a child has not been immunised and there is an outbreak of an infectious disease at the Centre, the child may also be excluded from the Centre for his/her own wellbeing.

20.0 Meals

The children are provided with a morning and afternoon snack and a cooked midday meal. The menus are balanced and nutritional in accordance with the guidelines set by the Health Department. They are on a 6 weekly cycle with a summer and winter menu displayed on the notice board.

Special dietary needs and food allergies are catered for in the preparation of meals.

The children are encouraged to try new dishes but are never forced.

20.1 Baby Formula

Where a child is on formula, the parent is asked to provide measured formula for their child’s daily requirements. If a child is on cow’s milk, the parent needs only to provide a bottle. Expressed breast milk should be clearly labelled with family name

and date & time of express. In each case all bottles should be clearly marked with the child's name.

21.0 Birthday Parties

We are always pleased to help celebrate your child's birthday. Please note that we do not allow any cakes or food items to be brought into the Centre, but you can celebrate the birthday with balloons, blowers, bubbles etc.

22.0 Clothing

Please ensure children are dressed suitably for play activities. Please pack a set of spare clothing every day for your child.

Parents of children using nappies are asked to supply enough disposal nappies per day for your child.

Your child will also need a hat, clearly marked with the child's name on it. It is a policy at Endeavour for children to wear sunscreen and a hat whenever they are playing outside (shirts with sleeves as shoulders should be covered). Hats are to remain at Endeavour at all times.

To avoid lost and misplaced clothing, we ask that all articles be clearly labelled with your child's name including socks and shoes.

23.0 Toys

Endeavour has a large range of toys for your child to play with. We encourage the children to leave their own toys at home as Educators cannot take responsibility for the loss or breakage of personal toys.

Some children may wish to bring a security toy or blanket during their early days at Endeavour. If so, please label the toy or blanket clearly with your child's name. We encourage your child to only use the comfort toys at rest time.

24.0 Sleep Time

All children are encouraged to sleep. If the children do not need a sleep they are encouraged to rest quietly on their beds with a book. In the 3-5's room, the children are encouraged to have a rest until those needing a sleep have settled and then

those who are resting can then participate in quiet activities.

25.0 Toilet Training

The decision of when a child is to begin toilet training is left up to the parent, however if Educators feel that a child is ready then the matter will be discussed with the parents. Once your child begins toilet training we ask that a parent supply 4 pairs of training pants or plenty of undergarments clearly labelled with the child's name.

26.0 Excursions

Special outings are planned to encourage children's awareness of their environment and to have an occasional change from the day-to-day routine in the centre.

Written details of outings will be provided to parents. If you wish your child to attend any outings you must give Endeavour written permission. The required child/Educator ratio will be conducted according to the childcare regulations. Alternative arrangements will be made for children not attending an outing.

27.0 Guidance and Discipline

Behaviour guidance is a process that focuses on the 'whole' Child. The Centre will provide a secure, loving and stimulating environment for the Children. This encourages Children to cooperate, interact with others and enhances their self-esteem. The educators will endeavour to build relationships with Children based on mutual respect and trust.

Educators will encourage Children to talk about any concerns they may have, and will ensure the program reflects and encourages core values such as friendliness, acceptance, respect, kindness, tolerance and co-operation. Educators will always listen and respond to Children when incidents of bullying, violence or harassment are reported or observed, and will act to eliminate such incidents at the Centre. Where a Child continues to behave in an unacceptable manner, families will be consulted to establish behaviour management strategies.

Bullying

The Centre is committed to providing an environment for Children that is safe and free from bullying. Bullying is the persistent behaviour by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group.

Procedures to follow in managing persistent or extreme behaviour

Where Child's behaviour is persistent or extreme, the Management team and the Child's Educator will work with the Child and the Child's family to develop a behaviour guidance management plan that is consistently followed between the Centre and home.

The Management team and the Qualified Educator of the Child will ensure to discuss and assist the family with any concerns they may have about their child's behaviour or participation in the management plan.

If the unacceptable behaviour persists management will jointly with the family seek advice from an appropriate agency or professional.

Procedure for exclusion due to persistent or extreme behaviour

If all efforts fail to result in an improvement of behaviour, management will discuss alternative care with the parent/guardian, keeping in consideration the health and safety of the other Children in care at the Centre.

The Centre may implement the following steps depending on severity of behaviour:

1. A letter will be sent home to the Child's family, notifying them of the Childs' behaviour that is to be addressed. During this time and prior, the Centre will provide access to further professional assistance. The Child will be given time to respond positively to new strategies developed.
 2. If there is no improvement of behaviour, Management will again write to the Family advising them that the Childs' attendance at the Centre is suspended for the next two weeks. In this time the family has time to modify the Child's behaviour away from the Centre. After this time the Child may return to the Centre and will be given time to display positive change to their behaviour.
 3. If the Child does not demonstrate positive change in behaviour, Management will write another letter to the Family explaining that the Childs' attendance at the Centre will be suspended until such time that the behaviour is modified.
- In cases of extreme and severe behaviour which threatens Educators or Children, the Family will be informed that their Childs' placement at the Centre has been suspended or dismissed immediately.

28.0 Further Enquires

This booklet is designed to provide information about various aspects of our Centre. We hope you will find it useful and that your family enjoys your time with us at Endeavour. On enrolment you can request a copy of the Centre's policies and procedures to read and increase your understanding of our how the Centre is organised.

If you have any further questions or wish to discuss the care of your child, please do not hesitate to make an appointment with the Director or Educators in your child's room.

Parent Acknowledgement

Endeavour Child Care Centre

I have read and understood the information contained in the Parent Information Handbook.

I am willing to adhere to the principles under which Endeavour Child Care Centre operates and have been advised of the Priority of Access Guidelines as follows:

1. Children with parents working, seeking employment or studying to re-join the workforce.
2. Children with disabilities or families with disabled persons.
3. Children at risk.
4. Families who have more than one child under school age.
5. Relief/respice care.

I am aware that the basis of my child's acceptance is open to review if mine or the Centre's circumstances change.

Signature

Date

Child/Children's Name/s

Return this page signed, to the office upon enrolment to the Centre during the orientation process.

Thank you.