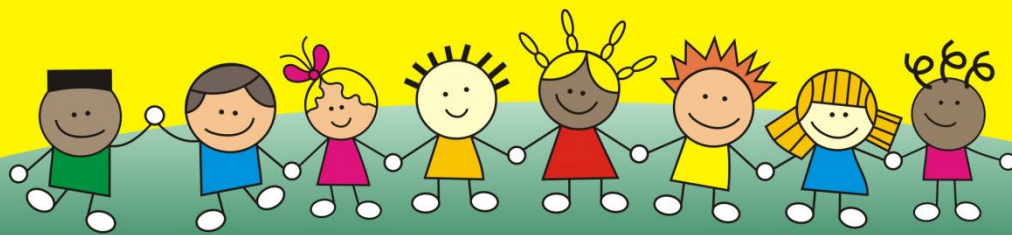


Cessnock Multipurpose Children's Centre



www.cmcc.nsw.edu.au



- Preschool
- Long Day Care
- CMCC Hall Street
- Nursery
- Before School Care
- After School Care
- Vacation Care
- Playgroup

Educating and Caring for Children since 1963



Welcome to Cessnock Multipurpose Children's Centre!

Dudley Street

Nulkaba Educational Preschool

CMCC Hall Street

Out of School Hours Care (OOSH)

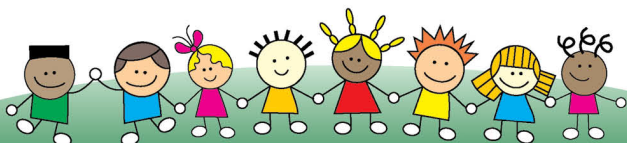
Vacation Care

Playgroup



A person's a person no matter how small!

Dr. Seuss...



Educating and Caring for Children since 1963

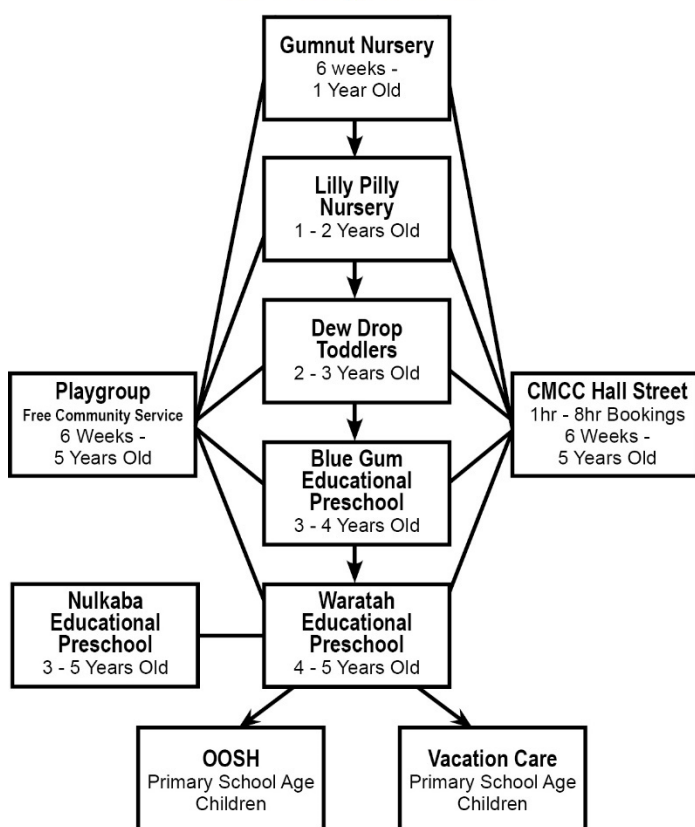
5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

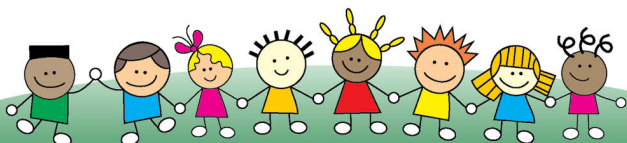
Learning for Life



At any time if you have any questions we look forward to hearing from you!

Why Choose us!

- Community Based and Not for Profit – managed by the community for the community
- Caring and Educating Children since 1963
- One organisation – seven services – five Cessnock locations
- Catering for the widest age groups of children in the area (birth to high school entry)
- Qualified Expert Early Childhood Teachers and Expert Educators
- Continually operating with above staff ratios
- All fees directed back into services such as equipment and resources for children
- Chef prepared and dietician approved meals
- Curriculum focus on STEAM (Science, Technology, Engineering, Arts and Mathematics)
- Capturing your Children's development – we use Xplor which is an easy-to-use private online service that captures a child's development by posting photos, videos, stories, moments, notes and responses. Families access this information through the Xplor Home app.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au

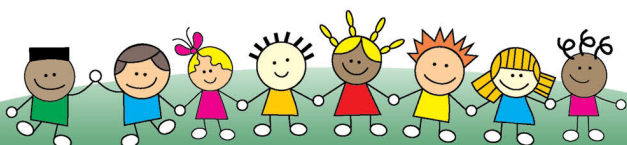


Cessnock Multipurpose Children's Centre

Introduction

The Cessnock Multipurpose Children's Centre is a not for profit, community based organisation. We are registered through the Australian Charities and Not for Profit Commission. Established locally in 1963 we employ over 70 team members and we care and educate for up to 300 children a day throughout our services.

Our Services provide excellence in Early Childhood Care and Education guided by the Early Learning Years Framework and My Time Our Place Curriculum, devoted play-based learning outcomes for all children.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

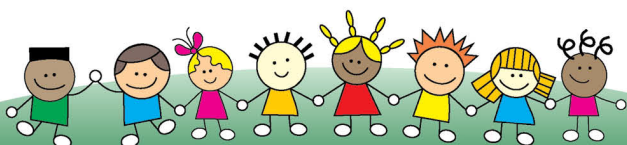
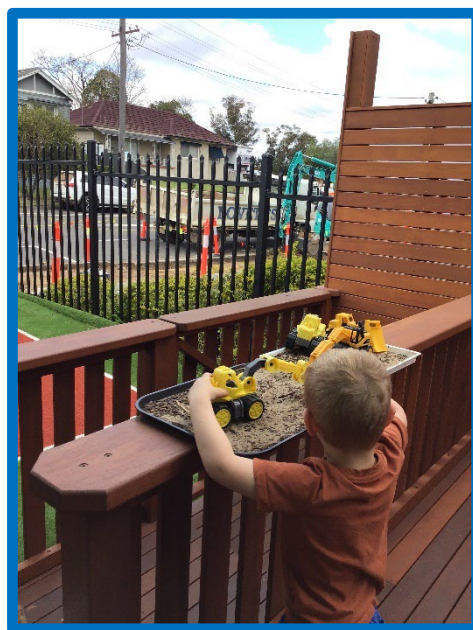
www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Some of our many values that guide us are

- High quality, affordable centre based childcare and education across a wide range of services catering for children from 6 weeks to high school entry
- A warm, safe, secure and supported learning environment
- An inclusive environment with respectful and equitable relationships
- Acknowledging that high quality care is based upon the training, skill, dedication and teamwork by every Expert Educator and Team Member
- Higher staff: child ratios and number of qualified team members that exceed minimum standards under the National Law and Regulations
- A variety of practices which encourage children to become environmentally responsible
- A strong commitment to excellence and assisting each child to reach their maximum potential
- A learning environment that stimulates wonder and curiosity, respect and independence.
- The diverse skills and values of our Team Members, Expert Educators, Families and the community are viewed as an integral part of our services
- The period of early and middle childhood is embraced as unique and important stages of life and we believe that children have the capacity to be active participants in their own learning journeys
- Self-assessment guides all aspects of our practices, the curriculum and learning environment and ensures quality improvement processes are in achieved
- Provide open ended experiences which allow for choice and discovery
- Encourage building resilience and self-regulation. Children are supported to regulate their own behaviour, respond appropriately and learn from each other



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Our Services

Dudley Street Long Day Care (Dudley Street, Cessnock)

6 weeks to School Age

Dudley Street is licensed for 90 places per day

Gumnut Nursery

For children approximately 6 weeks to 1 year

Lilly Pilly Nursery

Approximately 1 year to 2 years

Dew Drops Toddlers

Approximately 2 years to 3 years

Blue Gum Educational Preschool

Approximately 3 years to 4 years

Waratah Educational Preschool

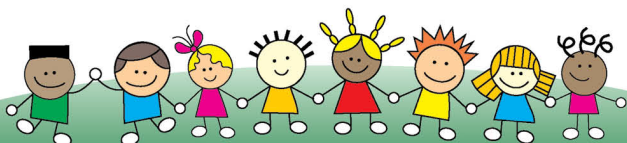
Approximately 4 years to 5 years



Children progress through our rooms at the start of each year just like they would at school.

Meals are planned and provided by a qualified and experienced onsite Chef.

There are five purpose-built sections, three for children aged 6 weeks to 3 years, one each for children 3 - 4 years and 4 – 5 years. Expert Educators deliver an educational program based on the individual needs and interests of the children and focusing on all developmental areas. Through the use of Xplor, together we capture a child's development by posting photos, videos, stories, moments, notes and responses.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

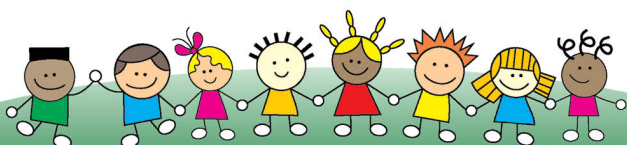
www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Our Dudley Street preschool incorporates a school readiness / transition to school, with a literacy program and Science, Technology, Engineering, Art and Mathematical (STEAM) curriculum focus.

Care and Education is available from 6.30am through to 6.00pm. Children can be dropped off and picked up any time between these hours to suit parent or carer's work requirements. Priority of access must be given to children of working parents and carers. Dudley Street closes over Christmas and all Public Holidays. We do not charge any fees during the Christmas shut down period or public holidays.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Nulkaba Educational Preschool (Ivanhoe Street, Nulkaba)

3 years to School Age

Nulkaba Educational Preschool is licensed for 29 places per day

Expert Educators deliver an educational program based on the individual needs and interests of the children and focusing on all developmental areas. Our preschool incorporates a school readiness / transition to school, with a literacy program and Science, Technology, Engineering, Art and Mathematical (STEAM) curriculum focus. Children are required to bring a packed morning tea, afternoon tea and lunch each day that meets Good for Kids, Good for Life Guidelines. Drinks are provided.



Nulkaba Educational Preschool is open from 8.30am through to 4.30pm. Children can be dropped off and picked up any time between these hours to suit parent or carer's work requirements. Priority of access must be given to children of working parents.

Nulkaba Educational Preschool is opened school holidays throughout the year and is closed for a short period at Christmas time however Care and Education is available at Dudley Street. Please talk to our friendly Client Services Team to find out more information. The Centre is closed Public holidays. No fees are charged during closures.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

CMCC Hall Street (Hall Street, Cessnock)

For children 6 weeks to School Age

CMCC Hall Street is licensed for 29 places per day

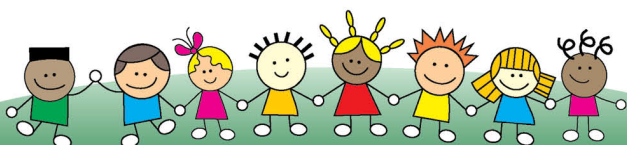


CMCC Hall Street operates between the hours of 6.30am to 6.00pm and provides long day care services. Bookings are for full days and you can pick up and drop off any time during opening hours.

CMCC Hall Street offers a warm, friendly, caring and an educational environment. Children will socialize with each other and experience development through play. Sessions offer children with experiences in group activities with the opportunity for learning new skills and / or to further refine developing skills. The Expert Educators provide a developmental program based on the individual needs and interests of the children. We offer a school readiness / transition to school, with a literacy program, Science, Technology, Engineering, Art and Mathematical (STEAM) curriculum focus. Children are provided with a Chef prepared meal for morning tea, lunch and afternoon tea.



CMCC Hall Street is opened school holidays throughout the year and is closed for a short period at Christmas time. Please talk to our friendly Client Services Team to find out more information. The Centre is closed Public holidays. No fees are charged during closures.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Out of School Hours Care - Also known as OOSH!

- Before School Care
- After School Care
- Vacation Care

For children attending kindergarten to high school entry.

Cessnock Multipurpose Children's Centre operates at four OOSH locations

- 1) Dudley Street
- 2) Nulkaba Public School
- 3) Bellbird Public School
- 4) Cessnock West Public School

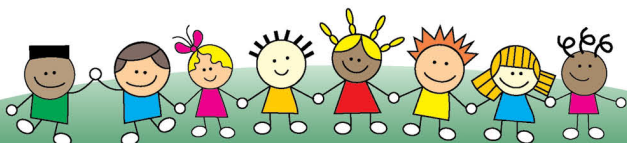
Before School Care - 6.30am to School opening hours

Child experience a homelike environment in the hours before starting school with breakfast provided until 7.15am and a large choice of educational activities. An Expert Educator will accompany your child to school, on one of the centre dedicated vehicles.



After School Care - From School Finishing to 6.00 pm

An Expert Educator will collect your child from school, on one of the centre dedicated vehicles. OOSH provides a nutritional Chef prepared afternoon tea and a wide range of educational activities under the My Time Our Place Framework that are child driven and interest based for the children to participate in.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



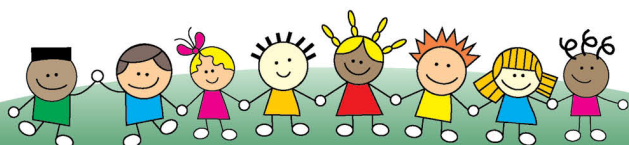
Cessnock Multipurpose Children's Centre

Vacation Care

Vacation Care operates during the school holidays between the hours of 6.30am and 6.00pm and is well known for its outstanding excursions and fleet of vehicles. Programs are available for review prior to each vacation period. Excursion bookings must have a signed permission slip, excursion places are limited and filled on a first in best dressed basis. A wide range of educational activities and excursions are available and guided by the My Time Our Place Framework that are child driven and interest based.



Children are required to wear a sunhat, shoes and to bring packed lunch each day that meets Good for Kids, Good for Life Guidelines. OOSH provides a nutritional Chef prepared afternoon tea and drinks for the children.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Casual Days (All Services)

Casual Days are available at all our services. If you require casual care please e-mail the Dudley Street office. Office hours are 8.00am to 5.00pm and our team will respond to you during this time. Once a casual day has been accepted you are then responsible for the relevant fee payment for that day, unless 48 hours' notice is given for cancellation.

Fees

Fees are to be paid via Debit Success – direct debit. Payments are processed either weekly or fortnightly as selected by each family, on a Friday morning.

Fee subsidies are available in all sections. Long Day Care, Nursery, Preschool, CMCC Hall Street, Out of School Hours Care and Vacation Care. For further information regarding the "Child Care Subsidy" please go to myGov

<https://my.gov.au/>

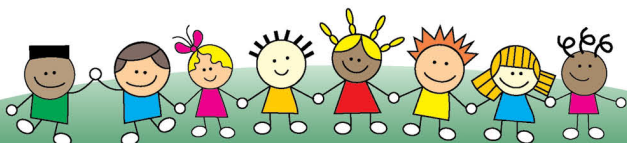
<https://www.humanservices.gov.au/individuals/subjects/assistance-child-care-fees>

Upon enrolment please provide us with the Centrelink Reference Number (CRN) and date of birth for both you and your child.

No fees are charged during our Christmas close down period or public holidays.



A non-refundable one off enrolment fee is payable at time of enrolment. A bond equal to two weeks full fees is payable at the time of initial enrolment and will be refunded back into accounts when ceasing care or rolled over into the next year if your child is re-enrolled. Your bond is to be topped up when increasing days or in case of a fee increase each year.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre



Accounts must have a zero balance each Friday. Any accounts where fees are unable to be deducted will incur a \$15 administration fee on top of the Debit Success dishonour fee charged. Unpaid fees will be expected to be paid within 7 days. If this amount is not paid promptly your child's position may be reviewed.

Any parent who collects their child after hours will be charged a late fee in line with licensing regulations. The child's parent or guardian will be asked to sign a late pick-up note. The late fee is required to be paid with the next normal fee payment.

If there are problems with payment, please discuss this with the friendly Client Services Team at our

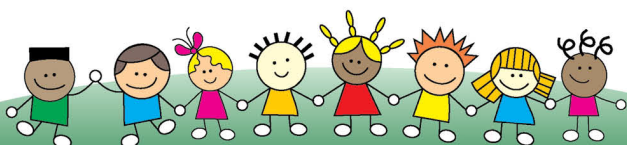
Head Office in Dudley Street. A late fee will be charged for children collected after hours.

Funding

The Centre receives funding from the Department of Education and Training.

Orientation

The orientation and settling in period will consider and respect the needs of both families and children. We will always consider the feelings and time constraints that families may have regarding participating in orientation processes and aim to make the experience a positive and welcoming introduction to the service. We require families and the child enrolling to attend a minimum of 1 orientation visit for approx. 1 hour. Further visits may be needed depending on the child and family needs.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

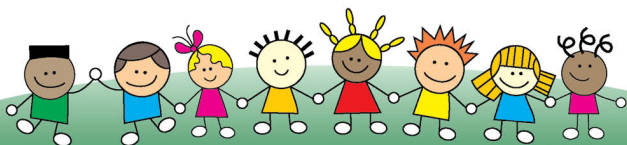
www.cmcc.nsw.edu.au



Enrolling your child

A guide to enrolling your child at any of Cessnock Multipurpose Children's Centre services:

- We have a centralised administration system; all enrolments, accounts and administration are conducted through our Dudley Street Office. This allows our educators to fully focus on providing children with the high quality of care and education we are proud of
- Please complete the enrolment link for your child/ren. Please remember places are limited by licence number and staff ratios, therefore you are not guaranteed of a position until enrolment documents are completed, fees paid and confirmation of enrolment email received
- You will also need to provide the centre with a copy of your child/ren's immunisation records (Medicare transcript) and birth certificate. This is National Law and a Public Health Act requirement
- For further information on the Child Care Subsidy, please contact the Centrelink Family and Parent Line on 136 150 or visit the myGov website.
- Provide Cessnock Multipurpose Children's Centre with your Centrelink Reference Numbers – CRN – for both parent and child/ren (these are different)
- Pay an annual non-refundable enrolment fee to confirm your children(s) position
- A bond equal to two weeks' full fees is required. This bond will remain in a separate account and will be transferred back into your fees account when your child is to finish care with us or roll over to the next year if re-enrolling
- Two weeks' notice is required before changing or cancelling any bookings. Please note if your child doesn't attend on the last day of their notice period then full fees are payable back to the last day of attendance as Centrelink payments for the Child Care Subsidy are not applicable
- Complete your debit success form along with your enrolment pack prior to your children(s) commencing care and education at any of our services
- For a child enrolled at the service who has a specific health care need, allergy, asthma or relevant medical condition you will need to supply the centre with an Action Plan or diagnosis letter prepared by a Medical Practitioner and also supply a Risk Minimisation Plan. These need to be reviewed and re-supplied every 12 months. A meeting with the centre manager will be arranged to support families through this process.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



What should I know about the Child Care Subsidy?

Families will need to complete a Child Care Subsidy Claim online through their MyGov account, to ensure they receive any eligible child care fee reductions. The Child Care Subsidy will be paid directly to child care providers on a family's behalf, in which case families only pay the difference between the fee charged by the service and the amount subsidised by the Government.

There are three key factors that determine how much Child Care Subsidy families may receive:

- The combined family income – how much families earn
- Your fortnightly family activity level – how much families work, train, study or volunteer
- The fees charged by the child care service

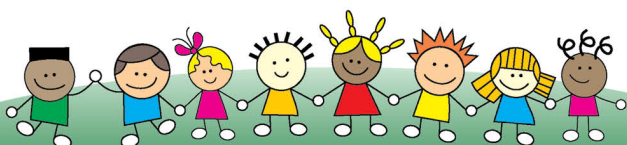
Prior to Child Care Subsidy being payable, the parent who is claiming the Child Care Subsidy must confirm that the enrolment is accurate. This can be done through an individual's Centrelink Online account or the Centrelink Express Plus mobile app. Where the parent is unable to access the internet, they may contact Centrelink over the phone or in person, at a Centrelink office, to confirm the enrolment.

It is the responsibility of parents to provide the Centre with CRN numbers and dates of births for the Parents and Child. The Centre will provide you a written statement of your child's bookings and related Child Care fees. This statement, a Complying Written Agreement (CWA) will need to be signed and returned. These details must match Centrelink records.

Full fees are payable until Child Care Subsidy is approved and confirmed

Information for families about Child Care Subsidy and Additional Child Care Subsidy is available on the Department of Human Services website.

Families can call Centrelink about Child Care Subsidy and other family payments on 136 150 from Monday to Friday, 8am – 8pm, including staff assistance in completing the claim form.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



When Absent

Dudley Street & Nulkaba Educational Preschool

Please notify our friendly Client Services Team at the Dudley Street office if your child is going to be away from the Centre. You can also mark your child absent using the Xplor app. Your usual fee is still payable for all booked days.

CMCC Hall Street

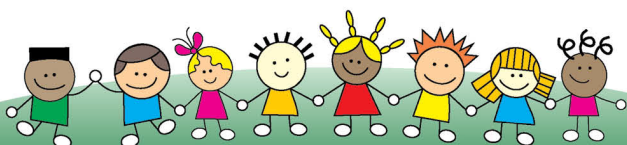
Please notify our friendly Client Services Team at the Dudley Street office if your child is going to be away from the Centre. You can also mark your child absent using the Xplor app. Usual fees will be payable.

Before and After School Care

Please notify our friendly Client Services Team at the Dudley Street office if your child is going to be away from the Centre. If you do not cancel an after-school care absentee session prior to 12pm on the day this will incur an additional non-cancellation fee of \$15.00 per child.

Vacation Care

Please notify our friendly Client Services Team at the Dudley Street office if your child is going to be away from the Centre. A booking for a single day or days can be cancelled without cost with 48 hours' notice.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au

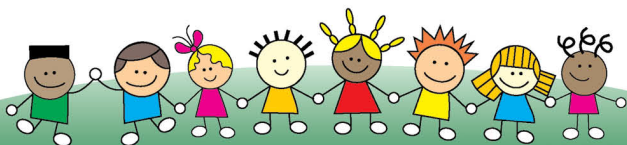


Excursion Cancellation / Refunds Policy

- If Cessnock Multipurpose Children's Centre (CMCC) has purchased a ticket (for entry or similar cost), then a refund for the cost of the ticket will only be given if CMCC can gain a refund from the organisers
- If an excursion is cancelled and CMCC has incurred no cost, then a full refund will be available to all children
- Children who withdraw from an excursion after the final date for payment must realise that funds have been committed and may not be redeemable
- Children who are prevented from attending an excursion because of misbehaviour must realise their actions have caused them to be unable to attend; hence a refund is not automatic. The above consideration will still apply

Security Entry Swipe Tag (Dudley Street)

Each family will be issued with two entry swipe tags for access to their child's room at Dudley Street. Any additional tags required are available at a cost of \$30 each. Please advise the office ASAP if a Security Swipe is lost or stolen. This tag remains current whilst the child is enrolled and fees are up to date. Entry to Dudley Street is via the main office. Contacts who do not have a tag will be required to press the buzzer at the front door and speak with our friendly Client Services Team or an Expert Educator to have the door unlocked. Please return your Security Entry Swipe Tags when your child(s) finishes care and education. In an instance when you cannot return all tags a \$30 charge will be deducted from your bond.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Medication

Expert Educators can only administer medication which has been prescribed by a doctor. All medicines must have a prescription label on them or must be accompanied with a note from the doctor giving the Expert Educators clear instructions about the dosage, time to be taken and method of administration.

Please notify an Expert Educator with all relevant information regarding your child(s) medication upon arriving at the service and the Expert Educator will assist you with completing a Medication Form. Medication is required to be signed in daily.



Medical Conditions, Asthma and Anaphylaxis

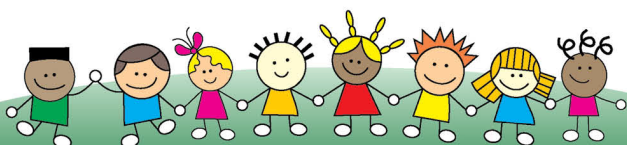
When a child is enrolled who has a specific health care need, allergy, asthma, intolerance or relevant medical condition a medical management plan, risk minimisation plan and communications plan must be prepared in conjunction with your medical practitioner and centre management team and will need to be updated annually.

Medical Management Plan “Action Plan”

A parent of the child must provide a medical management plan for the child. This medical management plan must be followed in the event of an incident relating to the child's specific health care need, allergy, asthma, intolerance or relevant medical condition.

Best practice is that the child's registered medical practitioner is consulted by parents in the development of the medical management plan and that the advice from the medical practitioner is documented in the medical management plan. The medical management plan should detail the following:

- details of the specific health care need, allergy, intolerance or relevant medical condition including the severity of the condition
- any current medication prescribed for the child
- the response required from the service in relation to the emergence of symptoms
- any medication required to be administered in an emergency
- the response required if the child does not respond to initial treatment
- when to call an ambulance for assistance.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



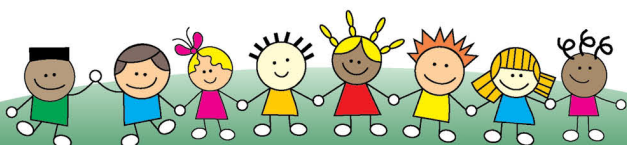
Risk Minimisation Plan

A Risk Minimisation Plan must be developed in consultation with the parents of a child and ensure:

- that the risks relating to the child's specific health care need, allergy, asthma, intolerance or relevant medical condition are assessed and risks minimised;
- if relevant, that practices and procedures are in place including the safe handling, preparation, consumption and serving of food are developed and implemented;
- that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented;
- that all Expert Educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented;
- if relevant, to ensure that practices and procedures ensuring that the child does not attend the service unless the child has at the service their relevant medications if this would pose a significant risk.

Communications Plan

A communications plan must be prepared to set out how a parent of the child can communicate any changes to the Medical Action Plan and Risk Minimisation Plan for your child.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Sick Children

As most parents are aware, it is best to keep your child at home when they are unwell and unable to participate in the program. We are obligated not to accept a child who is sick or suffering from a contagious illness.

Expert Educators will be aware of signs and symptoms that suggest a child may be ill. If a child's condition changes the parent/contact will be notified immediately. We will require a clearance letter from your doctor stating that your child has no further symptoms and is right to return to care before they can re-attend any of our care services.

In the event that your child has an infectious disease or any illness either while attending the Centre or the community, please notify us promptly.

Our Centre has an infectious disease policy; we appreciate your co-operation in implementing this policy.



If a child develops a sudden high temperature or sudden illness whilst in care at the Centre, an Expert Educator will phone the child's parent / guardian or "emergency contact" to come and collect the child immediately.

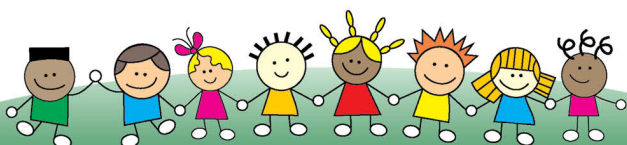
If the parent / guardian cannot be contacted Expert Educators will follow first aid protocol and if required contact child's Doctor or Cessnock hospital for advice and/or treatment.

Accidents

In case of a serious accident or illness, an ambulance will be called. The Parent / guardian will be notified immediately so it is very important that we have the correct contact details in place.

Infectious Diseases Policy

Please refer to the NSW Health website for further information Recommended Minimum Periods of Exclusion from School and Child Care Centres Of Infectious Diseases.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Nutritious Menu Dietician Approved and Chef Managed

CMCC's nutrition policy encourages foods that are low in fat, salt and sugar and high in fibre. Colours and additives are also avoided. Criteria to define food that is high in fat, salt or sugar:

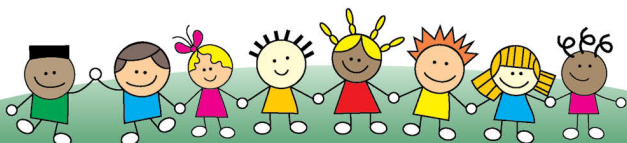
- A food that is 'high in fat' contains greater than 20g of fat per 100g and/or greater than 5g of saturated fat per 100g
- A food that is 'high in sugars' has greater than 15g of sugars per 100g
- A food that is 'high in salt' contains greater than 600mg of sodium per 100g

* Water is available to the children throughout the day

* Milk is provided with the children's morning and afternoon tea – full fat milk for children 0 – 3 years and light white milk for children 3 – school age.

* Parents food choices will be supported in line with our nutrition policy – good nutrition is especially important for children because they need extra nutrients for growth and development. Our menu provides 50% of children's dietary intake as recommended.

Please refer to www.goodforkids.nsw.gov.au



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

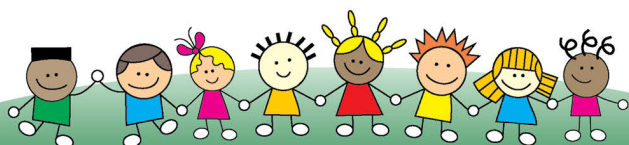
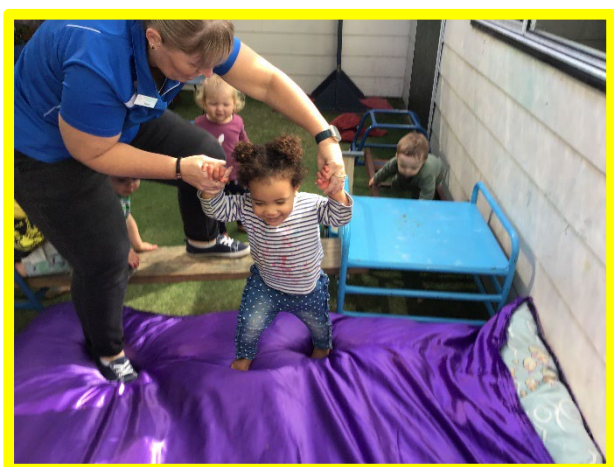
Food Brought from Home

Vacation Care / Nulkaba Educational Preschool

- * Please provide meals that are represented within the five food groups and meet our nutrition policy.
- * Variety is the key and provide plenty of choices – it's better to have packed too much than not enough

Please do not include lollies, sugary snacks (roll-ups, fruit sticks, LCM's, Strings etc), chocolate, sweet cereals, chocolate coated and choc chip items, Nutella, Fruit Juices / Poppers, whole nuts (including peanuts), sweet biscuits or gum in your child's lunch box as your child will be disappointed when they are asked to save them for home.

See our expert educators if you would like some suggestions or refer to the handout in the enrolment packs, "best left in, best left out".



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

What to Wear

PLAY clothes are the most suitable for all children attending the Centre. If a child is in something he or she is worried about getting dirty they can't truly relax, explore and enjoy themselves.

As winter approaches it is a good idea to always have warm jumper and pants in their bags in case they get cool. Spare clothes in their bags are required each day, particularly underwear in case of 'accidents'.

Expert Educators will monitor risk posed by children wearing scarves, ties, capes, or hoodies around their neck whilst playing at any CMCC services, if deemed to pose a strangulation hazard they will be removed.

Please don't let your child wear thongs, they are very dangerous and inhibit the child's abilities for climbing and ball games, sneakers or sandals are a better option.

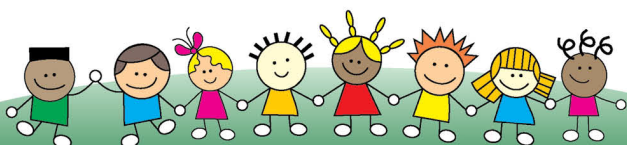
It is essential that all items of clothing be CLEARLY marked with the child's name. Elasticized waist shorts or pants allow each child to become independent at toilet times. The paint we use will wash out if pre-soaked and washed in cold water. If hot water or detergent is used the paint may stain.

In the warmer months we offer a very good water play program!



OOSH

If you would like children attending after school care to change out of school clothes, please send a change of clothes in their bag. It is a requirement for school aged girls to wear shorts or sports briefs under dresses or skirts for active play.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Allergy Awareness

There are children attending our services who may have life threatening allergies which include: egg, peanuts, dairy, tree nuts, fish, strawberries, blueberries and wheat.

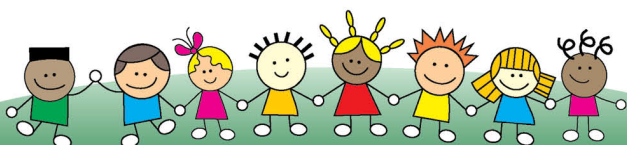
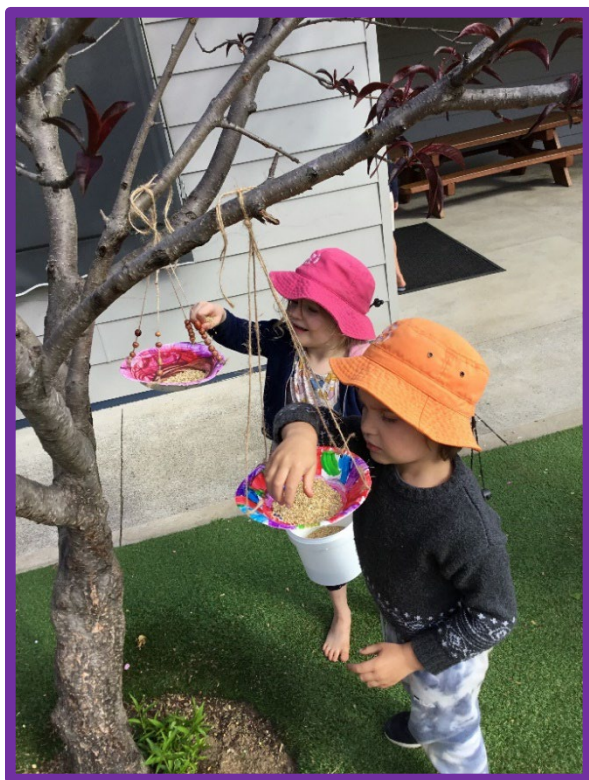
Some of these foods will still be present in our menus however alternative menu items are provided where appropriate. With correct hand washing, cleaning routines and other strategies we can minimise risks.

To help us please ensure that you and your child wash their hands and faces after eating and before entering any of our services. Please change any clothes that may have food spills on them and refrain from allowing your child to eat food while entering any of our services.

If foods are bought to any of our services that may contain allergens, please notify our Expert Educators so that we can manage any risk.

If you have any questions regarding this matter, please speak with one of our Expert Educators or the Management Team.

Together we can make a difference and keep all children safe!



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au

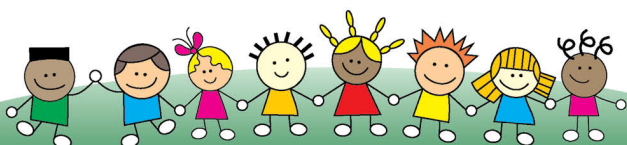


Providing us your feedback!

We would like to hear from you if you have any feedback! We welcome any compliments, complaints or suggestions, because they help us to provide a better service to you and your children. We believe that by working together, families, communities and our services can all benefit.

What you should do?

1. Talk to a team member or a member of the Management Team.
Often issues can be sorted out at this level.
2. Talk to the nominated complaints contact person as follows:
Name: Trudy McGovern
Phone: 02 4990 2687
3. Put the issue in writing. "Feedback forms" are available in each room or the admin office and can be placed in the family and friend's suggestion box or dropped directly to our friendly Client Services Team in Dudley Street. If you wish, feedback can remain anonymous (post or place in Family and Friends Box in each reception area) If you need a helping hand completing these forms, the friendly Client Services Team is here to help! You can also e-mail feedback to admin@cmcc.nsw.edu.au



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



What Action will be taken?

1. A Team Member / Management Team / Committee Member will attempt to resolve the matter immediately
2. Your comments and action will be briefly documented
3. If immediate resolution is not possible, the matter will be referred to the appropriate person.
4. All parties involved in the complaint will have the opportunity to have their say
5. Where appropriate, a copy of agreed action plan or written response will be provided

How long will it take to get an answer?

1. Immediately, if possible
2. Most issues will be addressed within two working days.
3. Final resolution to be achieved within 14 days

If your problem has not been resolved?

1. Our Management Committee will deal with areas that cannot otherwise be resolved. Contact our Management Committee President with further details
brodham@bigpond.com
2. If you are not happy with the outcome you received, the following contacts are available to help:

a) Early Childhood Education Directorate

Information and enquiries team

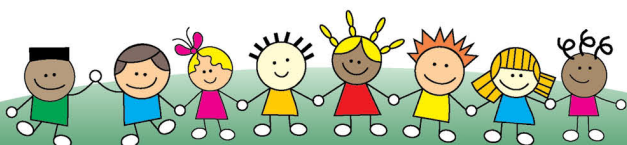
1800 619 113 (toll free)

Fax: 02 8633 1810

ececd@det.nsw.edu.au

The Department of Early Childhood Education Directorate

www.xar.nsw.gov.au/families/complaints-about-preschools-childcare-long-day-care-etc



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325

Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au

ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Sun Protection!

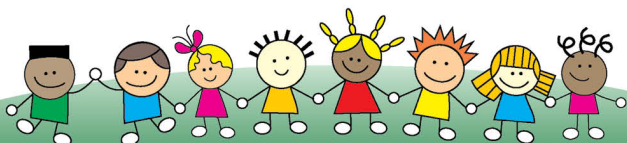
SunSmart recommends that all early childhood education and care services have a SunSmart policy to reduce UV damage to those in their care including children, Expert Educators, staff and visitors. Cessnock Multipurpose Children's Centre is proud we operate certified SunSmart Services.

All services endorse the wearing of hats that protect the wearers, face, neck, ears and crown of head, and clothing that gives protection from the sun. In cold weather Children and Expert Educators can wear a beanie in lieu of a hat. SPF 30+ Broad spectrum is supplied at the sign in areas of all services. We ask that upon arrival each day you apply sunscreen to your child and educators will reapply 20mins prior to each play session. Educators role model the wearing of sun safe hats, clothing and use of sun screen. Babies under 12 months of age will not be exposed to direct sunlight. Babies should always be kept in dense shade and wear a sun safe hat and clothing. Small amounts of sunscreen will be applied to areas of exposed skin.

OOSH \ Vacation Care Children, supported by educators, will monitor UV rays and be able to make informed choices whether to play indoors or to wear a sun safe hat and play outdoors when the UV index is over 3, indicating there is a moderate risk of harm from unprotected sun exposure.

Where possible; active, outdoor sun safe play is encouraged throughout the day \ year. On hot days children will continue to be offered the choice of indoor or outdoor play. Play activities will be set up in shaded areas and moved throughout the day. Children will be monitored so as to not spend too long out in the heat, reminded to drink water regularly and water play activities will be provided.

<http://www.sunsmart.com.au/communities/early-childhood-primary-schools>



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Identifying and responding to risk of significant harm

Keep Them Safe recognises the importance of the wellbeing of all children and young people, with the aim of providing appropriate support to families earlier, to prevent children and young people requiring statutory child protection intervention. To achieve this Keep Them Safe encourages families and communities, government and non-government agencies to work together to support children, young people and families. Any situation regarding an allegation of child abuse or any concern for a child as being at risk of harm is treated with the utmost discretion and regard for the privacy and confidentiality of the persons concerned, recognising that the rights of children to be free from abuse must be held paramount.

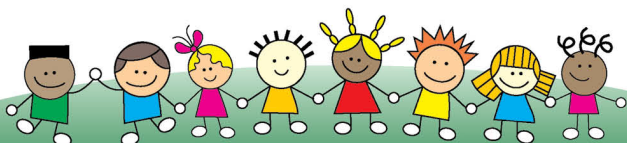


All Team Members and the Board of Management Cessnock Multipurpose Children's Centre are mandatory reporters and are required by law *The Children Legislation amendment (Wood Inquiry Recommendations) Act 2009 & Child and Young Persons (Care and Protection) Act 1998* to notify the Department of Community Services Helpline about any children and young people whom they have reasonable grounds to suspect are at *risk of significant harm*.

Child Protection: Keep Them Safe – A shared approach to child wellbeing!

Family Help – Share your Skills!

Children benefit greatly from the skills and attention of caring adults. In order to provide this, parent participation is very important. We strongly believe in a partnership approach as this helps us achieve the same common goal! Many parents / guardians have commitments with work and cannot attend things during the day, but we would appreciate your support at night and weekend functions. As soon as all children have settled into their section's routine, parents are more than welcome to come and spend some time with their child. Please feel free to approach any Team Members if you would like to spend some time with your child at the Centre. Please be aware that in some cases a Working with Children Check will apply.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Visitors to the Centre

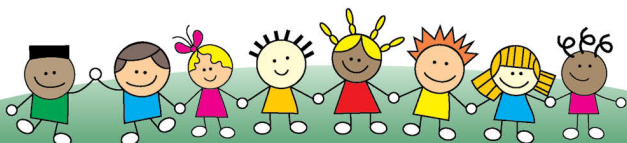
All adults who are at the centre for any purpose other than dropping-off or collecting their child from care may be required to complete a Working with Children Check. All visitors must sign "in" and "out" of the services in the reception areas.



Celebrations

We would like to hear more about the types of celebrations recognised by your family. If you would like your child to celebrate his or her Birthday or other special events on their day at the centre please feel free.

For birthdays the educators in your child's room will celebrate on the day your child attends that is closest to their birthday. Families are welcome to bring cakes/ cupcakes in so their child can celebrate with their friends.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Guiding Children's Behaviour

The strategies we use are appropriate to your child's age. Positive and responsible behaviour will be encouraged using positive language and positive consequences. As far as possible we ignore the inappropriate behaviour as long as it is not harming the child in question, other children, equipment or expert educators. Expert Educators will clarify what is required rather than criticising the unacceptable behaviour.

Expert Educators guide and redirect children to appropriate activities, use of equipment and behaviours.

Consistent clear rules will be established, involving children and understood by adults and children.

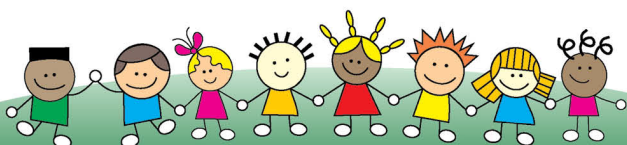
The 6 steps to Conflict Resolution area is one of our guiding tools used by our Expert Educators:

- Approach calmly stopping any hurtful actions
- Acknowledge children's feelings
- Gather information
- Restate the problem
- Ask Children for solutions and allow the children to choose one
- Be prepared to follow up



If a child is using inappropriate language during play, whenever possible Expert Educators will ignore it. If other children copy the language, Expert Educators will provide an acceptable alternative. Children over 3 years will be reminded to "Use kind words". Older children, in addition to strategies above will be directed away from other children or other children directed away from them.

Behaviour which places another child or the children involved at risk will be documented in an incident report to be signed by parent/s or the parent/s phoned immediately.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au

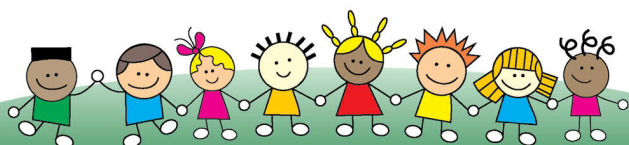


Sometimes in child care programs, outbreaks of biting occur in infant and toddler rooms, and occasionally even among preschoolers. This is an unavoidable consequence of young children in group care. When it happens, it's pretty scary, very frustrating, and very stressful for children, parents and Expert Educators. But however unfortunate, it is a natural phenomenon, not something to blame on children, parents or Expert Educators, and there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or the intense desire for a toy. Repeated biting becomes a pattern of learned behaviour that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention.

Here is what we do to try to extinguish the biting behaviour:

- When a child is bitten, we avoid any immediate response that reinforces the biting, including negative attention. The biter is immediately removed with no emotion and caring attention is focused on the victim. The biter is talked to on a level that he/she can understand, then he/she is redirected to alternate play
- We look intensively at the context of each biting incident for patterns. Was there crowding, over-stimulation, too few toys, too much waiting, language barriers or other frustrations?
- We work with each biting child to resolve conflict/frustration in an appropriate way
- We try to adapt the environment and work with families to reduce any child stress
- We notify families of both children involved
- We make special efforts to protect potential victims. We allocate an Expert Educator to monitor the child during play and to be close at hand to prevent further instances



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



Cessnock Multipurpose Children's Centre

Fund Raising

Fundraising activities are held throughout the year to purchase extra equipment for the children to use and enjoy at the Centres. We would appreciate your support to make them successful.

Such activities in the past have also included awareness days for charities.

Safe Precautions!

Can you help?

- Gates, doors and latches must be kept shut at all times
- No smoking on premises
- Do not double park
- Watch your speed when operating a motor vehicle in and around the centres.
- No children to be left in cars at any time
- Hold children's hands in car park

Meetings

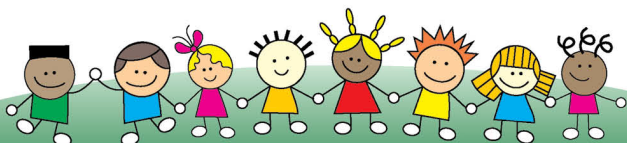
Management Committee Meetings are held each month.

Parent and Community Members form the Management Committee. The Management Committee makes decisions relating to service operation. By participating in the management of the service you can help to ensure that the service will reflect the real needs of your child. All parents have a right to be involved in the management of their child's Centre. Application forms are available from the Dudley Street Administration office. Come and speak to our friendly Administration or Management Team.



Policy Document

Each service has a Policy Guide and a copy is available near each reception along with a copy of the Early Years Learning Framework and My Time Our Place.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



What to Bring

Please use this as a guide on what to pack for your child each day. Please ensure ALL items are labelled clearly.

0-3 years

- Spare clothes - weather/season appropriate
- Cot sheets and sleeping bag/suit if applicable.
- Comforters - teddy, dummy, ruff raff etc.
- Nappies – minimum 5 per day
- Nappy cream – this must have child's name label from the chemist on it
- Drink bottle
- Bottles - **formula**, boiled water in bottles premeasured. Formula in premeasured container for easy mixing. 1 bottle per feed.
 - **breastmilk**, please provide breastmilk in food safe containers / bags frozen or liquid. Must have date expressed on it. We are a breastfeeding friendly centre and welcome you to come in and feed your child. Please provide empty sterilised bottle, 1 bottle per feed.
 - **cows milk or alternative**, once/if your child is on cow's milk or alternative after the age of 1 year old the centre will provide the milk. Please provide empty sterilised bottle, 1 bottle per feed.
- Hat (will stay at the centre)

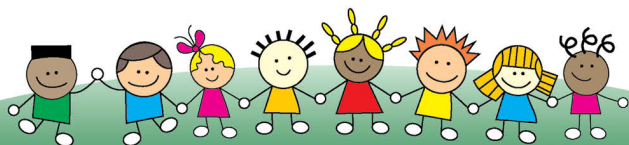
3 years – 5 years

- Spare clothes - weather/season appropriate
- Hat (will stay at the centre)
- Drink bottle
- Lunch box with Good for Kids Good for Life approved foods for Nulkaba Educational Preschool

OOSH

- Spare clothes - weather/season appropriate
- Hat (will stay at the centre)
- Drink bottle
- Lunch box with Good for Kids Good for Life appropriate foods for morning tea and lunch during vacation care

Wipes and suncream are provided.



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au



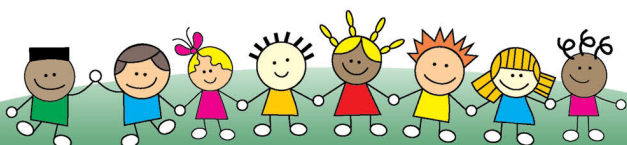
Educating and Caring for Children since 1963...

p: 4990 2687

e: admin@cmcc.nsw.edu.au

a: 5 Dudley Street, Cessnock

w: www.cmcc.nsw.edu.au



Educating and Caring for Children since 1963

5 Dudley Street, Cessnock NSW 2325
Ph: 02 4990 2687 Email: admin@cmcc.nsw.edu.au
ABN: 81 002 428 908

www.cmcc.nsw.edu.au