



# Coastwide Child & Family Services Inc.

## QUARTERLY NEWSLETTER for PARENTS

### MESSAGE FROM THE MANAGER

Dear Parents,

I hope that all families enjoyed their Easter break. A timely reminder now that we are approaching the cooler months is to dress your child in clothing that suits the temperature. During this period of unpredictable weather it is recommended that a change of clothes be included in your child's day pack in case of unexpected changes. Please enjoy reading this edition of our newsletter.

Kellie McNamara, Manager CC&FS

#### ADMINISTRATION LEVY

As you are aware Family Day Care is an affordable and flexible child care option, however due to the ever increasing administration costs of operating the service and decreasing Government funding levels the Management Committee has made the necessary decision to increase the Administration Levy. The new rate from Monday 5th July 2010 will increase from 70 cents per hour to 75 cents per hour.

#### CHILD DEVELOPMENTAL RECORDS

Your carer will complete a developmental record throughout the year on your child/children. This record covers all developmental areas and is a journey of your child's time in care.

The carers will value your input and ideas to assist them with focusing on the interests of your child/children. Yourself and staff will have the opportunity to view and sign your child's developmental record twice a year (April and October). Please talk to your carer regarding all aspects of your child's development, after all, it is a partnership between carer and families.

The outline for this Developmental Record is as follows:

**Each child is unique and may master skills at a different rate to other children.**

This document is a 'working document'. Carers can record Children's achievements as they occur. Carers can continue work throughout the year to provide experiences that will develop children's skills and abilities based on observations.

- This document will be signed by carer, parents and staff twice a year. (April and October)

- If a child changes carers then the document will also travel with the child. (CDO's will collect and deliver)
- This document is a picture of the whole child and covers each developmental area.
- Carers and families will be able to discuss the indicators throughout the Developmental Record.
- If a carer or parent has any concerns, this can be discussed with their Child Development Officer or staff from the Co-ordination Unit.
- This document is comparative to all Child Care Services

If you have not already seen your child's Developmental Record, do not hesitate to ask your carer or contact the Co-ordination Unit.

#### GOVERNANCE TRAINING

Upcoming in June 2010 our Management Committee is taking part in a Board Development Training Workshop. This workshop provides the participant with vital information and direction as a member of a non-for-profit Community Organisation.

Sallie Saunders from Building Better Boards will present the all day workshop, she is a very reputable consultant who has worked with hundreds of non-profit organisations.

Current members who may be interested in forming specialised sub committees or becoming a "friend of the board" are invited to attend this training. We particularly welcome those with specialised skills, eg. finance/accounting; legal; marketing; early childhood.

Please contact the office if you wish to attend or for further details.

April 2010

Coastwide Child & Family Services  
Sponsoring:  
\* Gosford Family Day Care  
\* Supported Playgroups Gosford  
\* Brighter Futures  
\* MyTime  
P.O. Box 4235  
East Gosford 2250  
Ph 4340 1111  
Fax 4340 0888  
admin@ccfdc.com.au  
www.ccfdc.com.au

#### SUNSMART SERVICE



Gosford FDC has now been accredited as a Sunsmart Service with the Cancer Council of New South Wales.

Enclosed with this Newsletter

- CCB Statement (if not emailed)

If you wish to have your future newsletters and CCB statements emailed, please send a request to admin@ccfdc.com.au. Please also add us to your contacts/allowed list to avoid any rejected correspondence.

March 2010 until 30<sup>th</sup> June 2010.

## ACCIDENTS/ILLNESSES/ BEHAVIOUR FORMS AND MEDICATIONS

It is a Gosford Family Day Care Policy that carers notify parents of any accident, illness or behaviour issue that may arise whilst your child is in care. Your carer will have an Accident/Illness/Behaviour Report form completed for you to sign at time of collection. This form will indicate the nature of the accident or incident and how the carer has responded. Eg ice compress.

Each parent must receive a copy of the report and a copy is forwarded to the Co-ordination Unit.

It is also a requirement as per Community Services (DoC's), if a child becomes involved in a serious accident and that child receives medical, dental or hospital treatment, we must immediately notify: the parent, Director-General (DoC's) and the licensee of the service.

If your child has specific medication such as ventolin or epipen it would be appreciated if you were able to supply a 'back up' for the carer to administer to supply your child in the case of an emergency. At handover of your child, please ensure that your medication is in adequate supply and in date. If you have any questions or concerns please do not hesitate to contact the Co-ordination Unit.

## NEW CHILD RESTRAINT LEGISLATION

The **ROAD TRANSPORT (GENERAL) ACT 2005 Ministerial (Child Restraints and Additional Seats) Order 2010** has been Gazetted today (<http://more.nsw.gov.au/Gazette>). The Order provides for a **transitional period** for drivers to become educated about the new requirements and to purchase and install approved restraints in their motor vehicles which comply with the new rules. The Order declares that there will be a 4 month transitional period for the new legislation from 1<sup>st</sup>

### PLEASE NOTE THAT THERE IS NO TRANSITION PERIOD FOR THE LAWS RELATING TO CHILDREN TRAVELLING IN THE FRONT SEAT.

From 1<sup>st</sup> March 2010, by law, carers must ensure that where there are two or more rows of seats;

- Children under 4 years do not occupy a front seat
- Children aged 4 to 7 years only occupy a front seat if all the back seats are occupied by children under 7 years of age.

We strongly recommend carers follow the new requirements (outlined below) from the commencement of the transition period on 1<sup>st</sup> March 2010.

From 1 March 2010 road rule 266 of the Road Rules 2008

prescribes that:

- children younger than 6 months must be secured in a rearward facing approved child restraint
- children between 6 months and 4 years must be secured in either a rearward facing approved child restraint or a forward facing approved child restraint with an inbuilt harness
- children between 4 and 7 years must be secured in a forward facing approved child restraint that has an inbuilt harness or an approved booster seat which is restrained by a seatbelt.

**This Order also permits the continued use of additional seats, which are commonly referred to as "dickie seats", by children 4 years or older without the need for use in conjunction with an approved child restraint or booster seat. This will apply up until and including 30<sup>th</sup> June 2010. We will inform you as soon as we have any further information about the laws applying to the use of "dickie seats".**

Some additional seats are designed specifically for use by children. Further information regarding this Order, installation of additional seats in vehicles and new child restraint laws are available on the RTA's website: [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au).

## EXCURSIONS

Carers are required to discuss all routine or non-routine excursions with parents prior to the event happening.

As a parent:-

- You need prior notice of all excursions
- You need to have contact details of your Carer
- You need to be aware of the destination
- You need to be aware of the time your child will be out of your Carer's service
- You need to know what adults will be attending
- You need to know what form of transport your child will be involved with the excursion
- You need to know that all needs of your child will be met eg. sleep, eating, toileting
- **MOST IMPORTANTLY YOU NEED TO GIVE WRITTEN PERMISSION FOR YOUR CHILD TO ATTEND ANY EXCURSION**

If you are not comfortable with your child attending any proposed excursion, please discuss this with your Carers or contact the Co-ordination Unit.

**ALL EXCURSIONS NEED TO BE CHILD FOCUSED AND TAKE INTO ACCOUNT A CHILDS NEEDS AND PERSONALITY WHILST ON AN EXCURSION.**

## SUPPORTED PLAYGROUP / MY TIME

We currently provide 9 Supported Playgroups and 3 My Time groups at different venues across the Gosford LGA. Two of these playgroups are specifically for Aboriginal and Torres Strait Islander families. The My Time groups are run specifically for families with a young child with a disability or chronic medical condition. The trained Playgroup facilitators provide creative craft and ideas for children's play as well as supporting families to gain access to other services within their community and create networks with other parents in their local area. If you feel you, or someone you know, would benefit from attending Supported Playgroups, please contact the office on 4340 1111. Please bear in mind that families must meet certain criteria in order to be eligible to attend.

## POLICIES

Every month we review a number of policies as part of our requirement to review each policy of Gosford Family Day Care every 18 months. Policies that are currently under reviewed are displayed at your Carer's service. Input from Carers & Parents on changes to policies is most welcome.

We ask that if you have any feedback on policies under review to please contact the co-ordination unit. The policies being reviewed in May, June, July are – Ethical Conduct Policy 1.3; Policy Development and Review 1.5; guiding Children's behaviour 2.3; Development and Education 2.4; Placement of Children 2.7; Professional Development 2.10; Caring for Sick Children 3.1; Exclusion for Infectious Diseases 3.2; Safety 4.3; Water Safety 4.5. Please check the policies under review with your Carer each month.

## SAYING GOODBYE TO YOUR CHILD

The day you leave your little one in someone else's care is the child's first step on the long road to emotional self sufficiency. Separation anxiety is common even in the well adjusted children and parents also can be victims.

Say goodbye cheerfully and lovingly but never cling—however hard it is to let go.

Always give yourself plenty of time in the mornings. A child who is rushed is liable to become cranky and insecure.

You should try to stick to a routine.

Always be friendly towards the Carer to show your confidence in her and thus reassure the child. If you have a grievance, don't air it in front of your child as it could be misunderstood as disapproval or dislike of the Carer.

Children handle leave taking in a variety of ways—not all of them satisfactory to sensitive parents!!

Give a warm hug on parting, tell your child to have a happy day and allow the Carer to give a reassuring cuddle.

Once a child has settled in you may be left at the door without a backwards glance. Be thankful rather than hurt that your child has found a way to cope.

**EVEN AFTER THIS THERE WILL BE "OFF" DAYS.**

If your child was distressed when you left him/her, ring your Carer when you get to work to make sure everything is alright. It usually is.

Be prepared to feel devastated at having

left your child crying at the Carers front door. Don't give up—provided you show loving, understanding support, you will be surprised at how little time it takes for your child to settle in to their new environment.

## PAYMENT OF FEES

Parents are reminded that the government will pay CCB on absence days for up to 42 days each financial year. However CCB will not be paid where fees have been charged to reserve a place for a child who has not yet started care or for when a child has ceased care. If you give notice to your carer of your intention to cease care, CCB can not be paid on absences if your child does not return to care during the notice period. Additionally, if your child does not return to care after periods of any leave, CCB can not be paid on the absences that were used during the leave period. In all of the above instances full fees will be payable to your Carer.

## PUBLIC HOLIDAYS

To clarify issues surrounding public holidays we share the following extract from an email received by DEEWR relating to Carers charging for public holidays. Public Holidays are included in the 42 absence day count for the purpose of Child Care Benefit as set by the Government:-

"You can claim absences on public holidays if you have charged fees for that day and the child would normally attend care on that day. It is not necessary for a carer to be available to provide care on that day. Absence provisions do not prevent an FDC Scheme reporting an Absence for a Public Holiday where the usual carer is on leave and the child would normally attend care on that day and a fee has been charged.

Rules around cessation of care still apply.

Previously there was a requirement to provide care for the child immediately before and after a public holiday, in order to claim for the public holiday. We have changed the policy and this requirement has been removed. The online version of the 2009-10 CCMS Child Care Service Handbook gives the new policy about absences on public holidays. See the red box in Chapter 13.1 on page 168:

**"Public holidays will be counted as an absence day if:**

**The child would normally have attended the service or individual carer on that day if it were not a public holiday, and**

**Fees have been charged in respect of the absent child for the day.**

**CCB is payable for public holidays at the usual rate."**

## CHANGES IN CONTACT DETAILS

Just a reminder to please keep your Carers and the Co-ordination Unit up to date with any changes to your family details i.e. phone numbers, emergency contacts, address and email address.

## ROLE OF COORDINATION UNIT STAFF

- Work in partnership with all stakeholders
- Oversee each child's placement and monitoring their development whilst in care, by offering support to carers and families through regular carer home visits, interviews, telephone contact, newsletter/mailouts and training.
- Offer advice and resources on current child care practices.
- Monitor hygiene and safety of the care environment.
- Program and deliver playgroup sessions.
- Arrange outings and excursions for carers, children and families.
- Administer child care benefit and supervise payment to carers.

## CONTACTING THE CO-ORDINATION UNIT

Please feel free to contact the co-ordination unit on the above number to discuss any matters concerning your child's care and development. If you would like to pass on feedback -positive or negative - regarding any aspect of our service again, please phone us or alternatively email us.

You may also like to visit our website to update yourself on all our programs, [www.ccfdc.com.au](http://www.ccfdc.com.au).

"quote of the day"

If we are to reach real peace in this world we shall have to begin with the children.

Ghandi