



## Coastwide Child & Family Services Inc. QUARTERLY NEWSLETTER for PARENTS

### MESSAGE FROM THE MANAGER

Dear Parents,

CC&FS is managed by a management Committee. This committee comprises community representatives, parent representatives and carer representatives.

Our Annual General Meeting will be held on Thursday, 26th November 2009 and your invitation to attend is enclosed. We are currently looking for representatives to sit on our Management Committee. Nomination Forms for Committee positions are also enclosed & are required to be lodged 7 days prior to the meeting. If you wish to nominate a proxy for voting purposes, forms are available from the office.

I have included an outline of the responsibilities of Management Committee Members below.

Kellie McNamara, Manager CC&FS

#### REGULATION IMPACT STATEMENT

The Council of Australian Governments agreed to a formal process of consultation in July and August 2009 to improve the quality of early childhood education and child care in Australia.

A series of options to improve early childhood education and child care are set out in a Regulation Impact Statement (RIS).

The RIS includes the reasons why we need to strengthen early childhood education and care and explains the options that are being considered by governments.

Please visit the Department's website for further information in regards to the Early Years Learning Framework [www.deewr.gov.au/EarlyChildhood](http://www.deewr.gov.au/EarlyChildhood).

#### 4 WEEKLY CCB STATEMENTS

As you are aware we are now required to provide you with a 4 weekly statement outlining your Child Care Benefit for care used. You

would have a received an email authorisation note with your last statement. Thank you to the many parents who have sent back these authorisations, if you would like to receive your statement via email please send your authorisation form to your Carer who will pass it on to the office. Until we have this facility up and running it may be that we will be giving your Carer the statement in a sealed envelope to hand to you.

#### CDO CONTACT VISITS

When our Child Development Officers visit Carers they complete a Contact Card. The Contact Cards are a means to letting you know that a staff member of the co-ordination unit has visited your child and the Carer, cards are usually placed in your child's bag or lunchbox. The cards briefly outline the role of Co-ordination Unit Staff & remind you to contact the office staff if you wish to discuss any aspects of your child's care. We are now looking to email parents to let them know that we have visited.

October 2009

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



Enclosed with this Newsletter

- CCB 4 weekly Statement
- AGM Invitation/Agenda
- AGM Nomination Form
- Membership of Association Form
- Child Observations

## 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 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.

## ROLE OF COORDINATION UNIT STAFF

- 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.

## BACK-UP CARE

Back-up care is available to all parents if your Carer has a need to temporarily close their service or if

from time to time you require care in addition to your normal booked days. Please contact the office and our placement officer will endeavour to find temporary alternative care with one of our registered Carers.

## RELIEF CARERS

Gosford Family Day Care has a small number of Carers registered as Relief Carers. Carers may choose to use a Relief Carer to operate their service for short periods of time rather than having to temporarily close their service. Our relief Carers are trained child care professionals and are subject to the same regulatory procedures as all our Carers.

## MANAGEMENT COMMITTEE MEMBER RESPONSIBILITIES

### Management Committee

### Representatives

- Attend Management Committee meetings and accept management responsibilities as required.
- Have/develop a clear understanding of Federal and State Regulations and all Policies and Procedures pertaining to the service.
- Represent the Organisation as a whole being mindful of all stakeholders using the service.
- Represent the Organisation and create and promote awareness of our sponsored programmes as valued services within our community.

## CHILDRENS' CHRISTMAS PARTY

This year our Christmas Party will be held on Wednesday 16th December. Tentative arrangements have been made for Henry Kendall Park. We will advise further when full arrangements have been made.

## PARENT RESOURCES

**A reminder of the Families NSW** website which gives advice to help with raising children & links to local support services. Visit the website at [www.families.nsw.gov.au](http://www.families.nsw.gov.au).

Other worthwhile **websites with Downloadable Resources** for positive parenting & keeping children safe are available from the following:-

- Kidsafe

[www.kidsafensw.org](http://www.kidsafensw.org)

- SIDS & Kids

[www.sidsandkids.org/nsw/index.html](http://www.sidsandkids.org/nsw/index.html)

- Raising Children Network

[www.raisingchildren.net.au](http://www.raisingchildren.net.au)

## ARTICLES

The following pages include 2 interesting articles from the Every Child Magazine (Vol.15 No.3 2009) published by Early Childhood Australia Inc.

"quote of the day"

"Children reinvent your world for you."