

Parents *e*-Book



Weldon
Inspiring Young Minds

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Welcome to Weldon

This booklet has been compiled to welcome families to our Weldon programs, and provide key information to assist families to access the program most suited to your needs.

At Weldon, we are committed to providing personalised service with a high priority placed on the quality of the programs we offer.

Our purpose is to provide children and families with programs that:

- ▶ care for and support children in quality educational and recreational environments
- ▶ assist families to achieve work, education and family aspirations
- ▶ to support families in their child-rearing practice
- ▶ help children transition through their educational and social milestones

Weldon is a not-for-profit community organisation, with an impressive history supporting families and children across Sydney. We cater for children from babies to 12 years of age providing early childhood and school-age education, leisure and care programs.

We believe that building meaningful relationships is key to what we do. Our philosophy is to work with families, local schools and other groups to build a sense of community and belonging. We aim to provide a happy, safe and relaxed environment for children where friendships flourish and where they can engage in experiences provided that promote curiosity and support intellectual and social learnings.

As an approved provider of child and family services, our programs are licensed under the Education and Care Services National Law Act (2010). Our program delivery reflects the educational and care practices as required by the National Quality Standards and curriculum frameworks for babies and children - birth to school-age and school-age children from five to twelve years – **Belonging, Being and Becoming** and **My Time, Our Place**.

INDEX

Weldon Philosophy	4
Our Programs	6
Our Educators	7
Attendance	8
Relationships with Families	10
Communication between Families and Educators	10
Settling into a Weldon Program	11
Weldon Policies	12
Weldon Enrolment and Orientation	14



Weldon Philosophy



At Weldon, we strive to place the child at the centre of our thinking and decision-making, the rights of the child being paramount to what we do. We have a strong commitment to providing quality services that offer children safe, caring and supportive environments where: friendships flourish; inclusion is promoted; and competence, independent exploration and learning are fostered. We recognise that each child is a capable and competent learner and our practices encourage children to view themselves as valued and powerful constructors in their community.

In developing our curriculum, we adhere to the Early Years and Middle Years Learning Frameworks – Belonging, Being and Becoming and My Time, Our Place. These approved frameworks form the basis for all programming and planning practices, allowing educators to promote and assess children's well-being and learning. We believe that if children participate in their learning, mutual trust and respect will be fostered. Therefore, children's emerging needs and interests determine our program decisions and learning experiences.

We recognise our professional responsibility to educate and care for children through warm and meaningful interactions that promote self-esteem and self-expression, offer guidance and support and acknowledge the individuality of each child and their family.

As educators, we are in a unique position to influence the health and well-being of the children in our care. Our practices provide safe and healthy

environments where children and adults are encouraged to be respectful of the environment and the safety and rights of others. We also believe that physical activity and healthy eating practices are vital to overall well-being. We embed these practices on a daily basis developing knowledge and skills which we role-model to influence healthy lifestyle habits of future generations.

We embrace sustainability by educating the children attending our programs about sustainable practices and care of the natural environment for future generations.

Our educators are approachable, friendly professionals who hold appropriate qualifications and are experienced and knowledgeable about the education and care of children. We support and resource our educators, as we strive to maintain currency in our thinking and understand the contemporary practice.

Embracing Diversity



Our educators contribute their abilities and interests to the program and centre environment. We recognise that to improve the services we offer we must reflect on our practices. We take a continuous improvement approach, which involves management, educators, families and children in celebrating our successes and developing goals for the future. We encourage and support staff to seek professional knowledge and provide opportunities for professional learning that guides and supports better practice.

We recognise families as the most influential teachers a child will have. We strive to build partnerships with families and encourage parents/guardians to be actively involved in the planning and delivery of our programs. We welcome the knowledge they share concerning their child's interests, strengths and abilities. We also recognise and respect the significance of family culture and community on a child's sense of belonging. We endeavour to build partnerships with families and the wider community that enrich our programs and build cultural competence across our organisation with particular reference to building an understanding of Aboriginal and Torres Strait Islander cultures.

We believe that family is the most important relationship for the child. We believe that we have a responsibility with the community and other professionals to work with and support families to achieve the best outcomes for each child.





Weldon Programs



Programs for children from birth to school-age

Our programs for babies and children from 6 weeks to school-age are offered in education and care environments where the care, safety and working in the best interest of the child is paramount to our program delivery. Our approach is to provide an educational curriculum that responds to the individual needs of the children in our care, providing a program that engages each child, promotes learning and discovery, fosters positive self-image and a child's independence and self-help skills.

Families can enrol in our early years learning and long day programs on a permanent and part-time daily basis, our minimum enrolment is two days preferably consecutive days

Families can enquire about enrolling on a link via our website: www.weldon.com.au/enrolment

School-age programs

Our school-age programs offer recreational and learning programs for children aged 5 – 12 years old during school terms and throughout the school holidays. We aim to create a safe and caring environment where children can choose to participate in a range of play-based activities that engage, promote curiosity and learning, and are driven by the interests of the children attending the program. Our school-age programs include:

- ▶ Before school care
- ▶ After school care
- ▶ Vacation care
- ▶ Pupil free days

Families can enrol in our school-age programs on a permanent, permanent part-time and casual basis.

Support services

- ▶ Toy library

Our support services aim to support family functioning. Our Toy Library offers a range of toys and equipment to families and organisations located in Sydney who have care responsibilities for babies and children up to six years of age.

Nurturing Development and growth



Our Educators

Weldon is an Equal Opportunity Employer. Our Educators selection criteria reflect the staffing definitions, approved qualifications and staff responsibilities as referenced the National Quality Framework (NQF) and the Early Childhood Australia (ECA) Code of Ethics. In addition, we look for the skills and experience necessary to undertake each position and recognise and value the life skills and knowledge of each employee.

To support continuity within the learning and care environment we employ Educators on a permanent and part-time basis. We manage a pool of our own casual staff which are our support educators. In some situations, we contract appropriately qualified and skilled casual staff through a specialist employment agency.

Volunteers are welcome in our programs, however, except for excursion days, volunteers are not counted as part of the required staff: child ratio. All volunteers are screened and assessed in alignment with our recruitment policies.

We encourage and support educators to achieve recognised qualifications in the education and care of children. Professional learning and development opportunities are made available to

our educators throughout the year. This includes required training in child protection; asthma and anaphylaxis, and work health and safety. Other areas of educators learning may include leadership and communication skills training, behaviour guidance; healthy eating; and various subjects related to program development and delivery.





Weldon Attendance



Our programs are licensed under the Education and Care Services National Law Act (2010). Under State and Commonwealth Government agreements, we can offer fee subsidies to families. Under these agreements, we are required to follow the priority of access guidelines.

Only a legal custodial parent/guardian can enrol a child into care. We reserve the right to request a custodial proof at the time of enrolment if considered necessary.

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Is your child eligible to attend?

From 6 weeks old to school-age: children are eligible to attend our Early Years Learning programs. This means children generally between the ages of 6 weeks to five years of age.

School-age programs: children attending primary school are eligible to attend our Out of School Hours and Vacation Care programs including Pupil Free Days. This means children generally between the ages of five and twelve years old.

Inclusive practice: children with 'special rights' are included in our programs. Where necessary, educators liaise with and welcome the assistance of the family, professionals in the special education field, community health centres and other support agencies. While we are not specifically funded for this purpose and dependent on our enrolments, we are eligible to submit for inclusion support funding on a case by case basis.

Priority of access

Demand for care varies from location to location. In situations where a waiting list exists, and more families require care than places are available we are required to offer places according to the following guidelines:

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Priority One:

a child at risk of serious abuse or neglect

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Priority Two:

a child of a single parent who satisfies, or of parents who both satisfy the work, training study test

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Priority Three:

any other child

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Fostering Mutual Trust and Respect



Fee subsidies

Government Child Care Subsidy

The Child Care Subsidy (CCS) is the main way the Government assists families with child care fees. Some basic requirements must be satisfied for an individual to be eligible to receive CCS for a child.

These include:

- ▶ The age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet these criteria, such as children with a disability or medical condition in certain circumstances)
- ▶ The child meeting immunisation requirements
- ▶ The individual, or their partner, meeting the residency requirements listed in the legislation.

Three factors determine a family's level of CCS:

- ▶ Combined annual family income
- ▶ Activity test – the activity level of both parents
- ▶ Service type – the type of childcare service and whether the child attends school

The CCS is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their childcare fees and pay to the provider the difference between the fee charged and the subsidy amount.

You can read more about the CCS by going to:

www.education.gov.au/ChildCarePackage

It is the responsibility of the parent to register for CCS. This can be done by contacting Centrelink either in person, by phone on 136 150 or by accessing their My Gov account at www.my.gov.au



Weldon's Relationships with Families



We aim to work collaboratively with families and would like families to feel that Weldon programs are an extension of the home and the community. Families and staff together form a Weldon community with shared goals. The diversity of cultures enriches the experiences planned for and by the children.

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Families are welcome to be involved in Weldon programs as much as their work or study commitments allow. Families are primary caregivers and their input to our planning for children is essential and valued. Families and staff need to develop a comfortable, positive relationship for the benefit of the child and we expect families to discuss with staff the important events in the children's lives. Families are encouraged to engage in our programs, attend excursions with the children and staff and assist in developing and reviewing the Weldon philosophy, programs and policies.

To share with families their child's day we will provide opportunities for families to:

- ▶ view photographic documentation of children's experiences and displays of children's work
- ▶ meet with educators to discuss their child's progress
- ▶ attend social gatherings

Communication between families and Educators

Open communication between educators and families is an essential part of the daily education and care of your child. Educators need to know about any relevant issues or experiences at home that you feel may influence your child's behaviour while at the program. For example a restless night, eating and or toileting difficulties, family events or upsets.

There is a variety of ways of communicating with parents/guardians. This may include a newsletter, emails, telephone calls, and parent / guardian / educators' meetings about the children's progress, photographic documentation and personal notes. A family communication book and a suggestion box are kept at the programs and a reflective diary is completed by educators on a daily / weekly basis.

Empowering their Imagination



Settling into a Weldon Program

Starting at a new program can create heightened emotions for families & children. It is important that your child feels safe and secure in our environment. We strongly encourage families to have a 'stay and play' experience before commencing care. This helps your child to become familiar with the educators and the environment. We do understand this is not always possible in certain circumstances, however, we do require families to participate in an orientation at the program with your child.

Our educators' approach to supporting the settling in process of your child is assisted by utilising the information you provide. Your child's interests will be incorporated into our educational programs so it is important we have as much information as possible.

The educators will commence immediately to build rapport and a connection with your child. You can call at any time or talk to the Director / Coordinator for an update of your child's progress. We strongly encourage communication between families and educators.

The process of settling into a program is a unique experience for each child. Although we would

like this process to happen in a short timeframe, in reality, it could take longer. If you have any concerns about the settling in process or your child's progress please speak with the Program Director / Coordinator.





Weldon Policies



Weldon policies provide a sound framework within which families, educators and children may interact on a cooperative and equitable basis. Families are invited to share in the development and evaluation of policies for Weldon.

With an understanding of the policies, which guide the practice within Weldon, families can make informed decisions regarding their expectations for the education and care of their children. Families are asked to read key Weldon policies before enrolment as we expect families to uphold their responsibilities as a member of the Weldon community. Refer to our website under the [Policies](#) tab you will find the following policies:

- ▶ Acceptance and Refusal of Authorities
- ▶ Arrival and Departure
- ▶ Confidentiality, Privacy and Security of Information
- ▶ Determining the Responsible Person
- ▶ Educational Program
- ▶ Emergency and Evacuation
- ▶ Enrolment and Orientation
- ▶ Excursions
- ▶ Fees
- ▶ Complaints and Feedback
- ▶ Governance and Management
- ▶ Guiding and Supporting Behaviour
- ▶ Healthy Children
- ▶ Incident, Injury, Trauma and Illness
- ▶ Infectious Diseases
- ▶ Interactions with Children
- ▶ Medical Conditions
- ▶ Providing a Child Safe Environment
- ▶ Sleep, Rest, Relaxation and Clothing

All policies are available to access at each Weldon program.

Developing Flourishing Friendships





Weldon Enrolment and Orientation



Our programs welcome visits from prospective families and children. All families are invited to visit the program to discuss their care needs and availability of places. If a position is available the family may choose to enrol immediately or be placed on the program's waiting list. The program coordinator / director will provide the visiting family with a tour of the program environment and enrolment information, which may include either: an overview of the program and information relating to fees and enrolment process or an enrolment pack, agreed start date and information relating to the enrolment meeting. Also, families will be provided with our website address.

The family is required to commence care within a two-week time frame from the offer of the position and provision of the enrolment pack. Families must complete the enrolment information and provide all supporting documentation at least two days before the commencement of the agreed starting date.

Arrival and departure

The safety of your child is of the utmost importance to us. To ensure the safe care and custody of your child and to comply with Commonwealth Government legislation you (parent/guardian) are required to sign your child in and out of the program each day.

An iPad is kept at each program for signing your child in and out of the program.

Signing in and out is essential and a requirement as the attendance record is used in the event of an evacuation or emergency.

Also, failure to not signing your child in and out will impact on your eligibility to claim Child Care Subsidy (CCS).

All children are to be brought into the program by an adult and an educator advised of the child's arrival.

On collecting your child, you or another adult authorised* by you must make contact with a staff member to let them know that you/they are leaving the premises. If your child is being collected by an authorised contact person please advise the program on your arrival in the morning.

It is important to remember that Weldon programs close at 6.00 pm and therefore you need to collect children before 6.00 pm. Staff appreciate children being picked up promptly so that they too can leave on time.

Every Child is a Capable and Confident Learner



Late collection

If families are late picking up their child, it will be necessary to charge a late fee as the Education and Care Services National Regulations 2011 requires two Educators to be in attendance while any children are left on the premises.

Educators are aware that unforeseen events may arise. You must contact the Director / Coordinator/ Responsible Person at the Weldon program to avoid any distress to your child/children as the last child/children in care. We seek your assistance in allowing plenty of time to negotiate peak hour traffic. For more information refer to our [Arrival and Departure](#) policy and our [Fees](#) policy.

Your booking and fees

Weldon operates on a not-for-profit basis.

Our permanent / permanent part-time bookings referred to as booked attendance informs our fee structure, staff deployment and our waiting list. All requests to make changes to permanent / permanent part-time bookings or cancellations of care require 10 full working days written notice.

Cancellation of care means you no longer require the care position for your child and are withdrawing from care. Returning to the program at a later date will require re-enrollment.

Permanent/permanent part-time (regular) bookings

On enrolment parents / guardians will advise the program of the required days of care. This requirement is recorded as a permanent booking. The completion of enrolment documentation acts as a 'placement agreement'. An online enrolment must be completed before the commencement of care. If your child/children are not attending the booked days or you require an extra day/s you must contact the program coordinator / director as soon as possible. Refer to our [Fees](#) policy for further information.

Casual bookings

Our school-age programs accept bookings for casual care dependent on the availability of care on the day requested. Families accessing our school-age care programs on a casual basis are required to enrol in the program and provide all requested documentation. The fee for a casual booking is charged at a higher rate, advance payment of the fee is required. Refer to our [Fees](#) policy for further information.

* Authorisation for a person other than the custodial parent/ guardian must be given in writing on enrolment. You must advise us of any changes to your authorised contacts. Refer to our [Acceptance and Refusal of Authorisation](#) policy.



Weldon Enrolment and Orientation (continued)



Fee schedule:

Please refer to the fee schedule in the program-specific information.

Administration fee: An annual administration fee is payable for each family as they book to continue the care into the following year, this is usually during the last term of care in a calendar year or upon commencement.

Security bond: a security bond equal to the sum of two weeks full fees is required on the offer of a placement.

Enrolment: a total of two weeks fees are payable this constitutes payment for the current week and one week's fee in advance.

Fee payments: Fees are payable weekly in advance

If your fee payment lapses by more than two weeks the enrolment of your child / children with Weldon may be jeopardised. Families are strongly advised to discuss any financial difficulties regarding the payment of fees with the program Coordinator / Director.

We accept direct debit payments via our CCS system lpay.

NOTE: All absent days will be charged with CCS applied (if eligible).

Fees are payable even if your child is absent due to illness, accident, holiday or is excluded due to an outbreak of an infectious disease for which your child is not immunised.

Families attending our programs are not required to pay for public holidays or pupil free days if not attending.

For a comprehensive overview of our fees please refer to our **Fees** policy provided on the Policies tab on our website.

Weldon is guided by the National Health and Medical Research Centre and our Infectious Diseases policy about exclusion for infectious diseases. We ask families to become familiar with our **Infectious Diseases** policy

Children's Health

At school and in group care environments children are likely to come in contact with contagious illnesses that are going around the community. We follow a strict hygiene regime and exclusion policy and this, in part minimises the number of illnesses your child may get. It is for the benefit of all families and staff to maintain strict adherence to preventative measures against the spread of infectious diseases. We trust families understand the need for vigilance in the following procedures.

Encouraging New Experiences



- ▶ Hand washing
- ▶ Coughing and sneezing etiquette
- ▶ Exclusion
- ▶ Immunisation
- ▶ Health and well-being practices

Ill children – and those with suspected illness

We ask that you consider the well-being of your child and others and keep an ill child or a child you suspect is unwell at home. Our policy is to exclude children according to public health guidelines. You will be contacted to collect your child if symptoms appear while your child is in care. Your child will be kept out of contact with others and supervised while waiting to be collected.

Medication

We require written authorisation for the child's parent/guardian to administer medication. If a child is prescribed medicine by a medical practitioner the child needs to have 24 hours at home rest when commencing medication.

If the child requires continuing medication, the parent/guardian, on arrival will deliver the medication to a staff member, advise the educator on duty of the medication details and complete the medication register. All medication will be

stored safely in either a locked container in the refrigerator or in the first aid buddy packs; NO medications including lip salves, creams, asthma puffers are to be left in children's bags. Refer to our [Medical Conditions](#) policy.

Managing a child with acute fever

To comply with the requirement of the NSW Department of Education and Communities and to adhere to NSW Health and Safety in Children's Services Model Policies and Practices the recommended policy for children's services is to alert families to the risks of an overdose of paracetamol. The policy states that paracetamol is toxic to children when administered in an overdose. Families will be called to collect their child if they have a high temperature. If we cannot contact a parent/guardian after one hour we will call an ambulance.

Accidents

Accidents are avoided where possible but inevitably they do happen. In the event of an accident or injury, an incident or serious incident record will be completed by staff for families to read and sign. The record is filed and recorded in a register to provide valuable information for staff regarding minimising and monitoring accidents in future. In the event of a serious accident, staff will attend



Weldon Enrolment and Orientation (continued)



to your child following first aid procedures. We will notify parents/guardians as soon as possible and if necessary, call an ambulance. Refer to our **Incident, Injury, Trauma and Illness** policy.

Allergies

Parents / guardians are to supply this information on enrolment including a medical practitioner's management plan of their child's allergy. All staff will be informed. Parents / guardians are asked to re-evaluate annually as a minimum, the status of the allergy or food intolerances with their child's doctor / specialist and provide current information to staff to assist in monitoring their child's well-being.

Asthma, Anaphylaxis and Diabetes

If your child has been diagnosed with asthma, anaphylaxis or diabetes or any other potentially life-threatening illness, we require you to provide this information on enrolment. Before commencement of care and in consultation with your child's medical practitioner a management plan should be developed and brought to the program for our reference. The plan must provide clear instructions for the procedures to follow for the appropriate emergency response to the first signs/symptoms/warnings of an asthmatic or diabetic attack or extreme allergic reaction. Children with asthma, extreme allergic reactions or diabetes

will not be accepted into the program without a management plan and medication in place at the program. Families are to note expiry dates in their home diaries and bring current medications. Children will not be accepted into the program if their management plan or medication is out of date. Parents are to provide regular updates to medication management plans after medical checks. Refer to our **Medical Conditions** policy.

Anaphylactic response

In the event of extreme allergic reaction parents and guardians will be contacted and an ambulance will always be called once the action is taken and the EpiPen is required.

Should your child be diagnosed with any illness once attending the program, you are required to advise the program coordinator/director immediately and the above requirements will apply for the care arrangement to continue.

Weldon has elected to avoid peanut and peanut products in consideration of the associated health risks. As a precaution, all families* are asked not to leave any food or drink in their child's bag. All food and drink are to be labelled with their child's name and placed in the refrigerator.

A Safe and Trusting Environment



Immunisation

Upon enrolment parents / guardians must provide an Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows the scheduled immunisations are up to date, or ACIR Immunisation Exemption Conscientious Objection Form (IMMU12) or ACIR Immunisation Exemption–Medical Contraindication Form (IMMU11) or ACIR Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

PLEASE NOTE:

All of the above-mentioned forms need to be signed by a medical practitioner / immunisation provider and lodged with Medicare and a copy provided by the parent to Weldon on enrolment.

As of 1st January 2018, no child can be enrolled in a child care setting if they are not immunised and up to date by age. Children that have any medical circumstances that are unable to get certain immunisations you will need to provide a document called '*Medical Exemption*' from a medical practitioner. You can find more information about immunisation at:

www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Please refer to our [Infectious Diseases](#) policy for more information.

Fire and Emergency Evacuation

In the event of a fire or a critical incident staff and children will evacuate from the Weldon program following the policy and guidelines that are displayed at each exit. Staff and children practise evacuation and critical incident procedures. We inform families when we practice evacuation and critical incident procedures. These drills are evaluated to ensure that we adhere to procedures that minimise risk. Refer to our [Emergency and Evacuation](#) policy.

For more information:

Please refer to our policies on our website:
www.weldon.com.au

* This excludes children in before school care who will have their lunch in their school bag. Parents are asked to consider the implication for others and not pack foods that contain nuts or nut derivatives for their child's school lunch. Most school environments are nut-free zones.



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