

Boulevard Early Learning Centre



Open Monday to Friday
7.00AM to 6:30 PM
School Holiday Care Available

Kindergarten & Childcare

3-5, The Boulevard,
Glen Waverley, VIC 3150

03 9803 4361

www.belearn.com.au

We are a local business
supporting families

Care, Nurture, Protect

Welcome to our Centre


Early childhood education is a partnership between families and Boulevard Early Learning Centre. Our Centre aims to be an extension of your home providing a clean, caring and safe environment, where children feel secure while their parents are busy. Parents are welcomed to come-in or telephone at any time to enquire about their child.

MEALS

Nutritious and healthy food is provided for your child. Freshly cooked, nutritious food that even fussy children enjoy is prepared daily. Breakfast, morning tea, lunch, afternoon tea and late snack are provided. Please advise the Centre of any special dietary requirements and allergies. Parents are asked to supply labelled bottles of pre-mixed formula/milk for their babies if they are bottle fed.

CLOTHING

Please dress your child in comfortable clothes suitable for playing. Each child needs a bag with a complete change of clothes. When toilet training extra underwear is needed, the parent must provide all nappies. A labelled hat, sheet set for sleep time, drink bottle and bottle of sunscreen (SPF 30) must be provided, and in winter a winter- coat and beanie is required as we are a sun smart Centre.

 **SECURITY:** *Your child can only be collected by their parents/guardian or those listed on enrolment form. Unless you give*

written authorization beforehand- unauthorized people will not be allowed to collect children.

ILLNESS & MEDICATION

If your child is ill in the morning please telephone the centre. Children should not attend with infections or unwell. If your child becomes ill during the day, you will be contacted immediately. If the situation is serious and you cannot be contacted the child will be transported, at your expense by ambulance to the Hospital. If the child requires medication during the day, the details need to be entered in the medication book with the assistance of a staff member. The medication must be given to a staff member and never left in a child's bag. All medicine must have the child's correct name and dosage on it. Medication will be given strictly as per parent's instruction at parent's responsibility.

YOUR CHILD'S DAY AT CHILD CARE AND KINDERGARTEN

At first your child may be shy or upset because they have not yet made friends at the centre. Parents should bring the child for only 1 –2 hours for the first week or two. The child will begin to know the staff and children. Soon your child will settle into the routine of childcare.

Qualified staff prepares a play and learning program for the children based on observation of their individual development. This includes play activities based around music, art, craft, reading books, discussion, cooking, computers, dancing and movement, construction and dramatic play. Children have loads of fun while developing skills in Physical, cognitive, emotional and social areas.

The play activities prepare children for school and for life. Discussions about the world around us give children important knowledge, and play, develop their skills.

☛ **Our staffs are mature, responsible and experienced. They have qualifications in early learning. We are a multicultural professional team with a loving and a nurturing outlook.**

Kindergarten Program

We offer a funded 4 year kindergarten program. See us for more info.

\$ PAYMENT OF FEES

(See FEE Policy for Full Details)

- Fees are paid weekly on Mondays and receipts are issued on the following day.
- **Fees are due even if the child does not attend on a booked day.**
- Part-time children MAY be offered an extra day if a vacancy is available.
- There are 40 absences allowed for families inclusive of public holidays are **payable** for absences and public holidays if you are booked for that day.

Families with 4 or more weeks' outstanding fees will have their place in the centre reviewed.

- Payment by Internet, Direct deposit to centre account can be organized.

📅 FEE SCHEDULE from 01/07/08

- Full-time- weekly: \$295(8.00-6.00)
- Full time: \$320(7.00-6.30)
- Part time- full day: \$68 (7.30-6.00)
- Part time-full day: \$75(7-00-6.30)

Care after 6.00 p.m. must be informed. Actual fee is dependent on CCB percentage. **Eligible families receive 50% rebate every quarter from Oct. 08.**

💰 **CHILDCARE BENEFIT** is available to families through Centre-link (FAO). Ph.136150 CRN 407-295-749A

🗨 COMMUNICATION

Staff and Parents work together to provide the best possible care for each child. Please discuss your care needs with us, as all suggestions for improvement are welcome. Discussion with the staff and management about your child will ensure the best possible care. Remember – if you do **NOT** like something about our service, tell us. If you **DO** like our service then tell your friends.

📋 REGULATIONS & ACCREDITATION

Boulevard Early Learning Centre is a privately owned and operated by Tara and Sudir. Tara is a kindergarten teacher with more than 7 years experience. We are committed to a continuous process of quality improvement through the National Childcare Accreditation Committee.

✓ CHECKLIST FOR NEW FAMILIES

- Enrolment forms completed and left at centre before starting care.
- Have you told staff about Special individual characteristics and needs for your child eg. Allergies, previous childcare, food preferences, sleep patterns, toilet training ...etc!
- Child's immunisations are up to date

- **Prepare a bag for your child with Spare Clothes, named Coats; Jumper, hat, sunscreen, a drink bottle and sheet set for rest time in a pillowcase. All belongings must be labelled.**
- Discuss slowly settling your child into the Centre
- Read Fee policy and parents handbook
- Do you have any further questions? Please contact the office. Your comments and suggestions are appreciated.
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We Hope You and Your Family Will Find Your Stay At Boulevard Early Learning Centre Enjoyable And Rewarding.

PLEASE LET US KNOW IF WE CAN BE OF FURTHER ASSISTANCE TO YOU AND YOUR FAMILY. If you have any concerns feel free to see the Director.

(Further details for all centre policies can be found in the parent handbook available upon request).

**Family Assistance Office 136150
CRN 407-295-749A**