



September 2009

LCOCC News Letter

Contact LCOCC

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Lane Cove Occasional Care

Childcare Benefit Approved!

We have finally been approved for the Child Care Benefit (CCB) & Child Care Rebate (CCR) for our regular children effective 1 September 2009.

Unfortunately we were unable to achieve the same result for our Occasional Care children so they will remain as registered care.

Any further bookings made by regulars using occasional care places, will not be eligible for the CCB or CCR on those days. Accordingly, you will be charged the normal price for occasional care on those days.

For parents of regular children, you will need to provide your Customer Reference Number "CRN". You may already have a CRN. This is found on correspondence received from Centrelink. Contact the Family Assistance Office on 13 6150 for registration advice.

The CCB/CCR registration requires some administration by the Centre. Please pick up a form from the office and complete the details and return the form to Effie or Sue in the LCOCC office by 4th September 2009. If you do not provide us with this information, it may impact on how quickly the benefit can be applied.

Dates to Remember:

- Committee meeting 1st September
- Reptile show Wednesday 16th September
- Working Bee Saturday 19th September 10.00am to 3.00pm
- School Photos Week of 28th September
- Committee Meeting and AGM 27th October
- A Swag of Instruments Tuesday 27th October
- OPEN DAY Saturday 7th November

Annual General Meeting (AGM)

Parent Management Committee Meeting

Lane Cove Occasional Childcare
Pottery Green Clubhouse
7.30pm Tuesday 6th October 2009

We encourage parents to join the committee and add their opinion and skills to help with the running of Lane Cove Occasional Childcare Centre.

The 2009 North Shore Local Business Awards

Rick D'Armico has notified us that we have been selected as a finalist for the 2009 North Shore Local Business Awards.

Thank you to our parents for nominating the Centre.

Farewell

Suzy Wilson recently resigned from the Parent Committee. We would like to thank Suzy for all her hard work and support this year on the committee.

Capital Works

Our dedicated Parents Committee and Pam Palmer (Lane Cove council representative) have worked hard on the proposal for our upgrade to the Centre. **The DA has been approved.** Work will be undertaken in stages in order to ensure the centre remains open for your children and remains safe. However, we would appreciate your patience when the works commence.



We would like to say thank you to Pam Palmer for all the hard work she has put into ensuring our upgrades are approved and funded.

Thank you to Nadia D'Armico for her designs.

A special thank you to our Committee Members for their huge effort ensuring the works go ahead and stay on schedule.

These plans can be inspected at the centre at the front entrance.



*NEVER LEAVE
CHILDREN IN THE
CAR ALONE. Please
phone or ask Sue
or Effie to help
out if necessary.
We are more than
happy to help out
with supervision.*

Vacancies

Need a day to yourself to get your hair done or for a doctor's appointment? We do have occasional vacancies available. So if you need a day off, do not hesitate to make an extra booking. Half days are available as well as hourly bookings. Keep an eye on vacancies available on our new information board at the front door or just give us a call.

Remember, if your child is not attending on a booked day, please phone the Centre by 8:15 am so other child on the waiting list can use this service.

Toy Fundraising Catalogues

The toy catalogues are in! Keep an eye out in your child's locker for the catalogues. Make your Christmas orders early and avoid the rush at Christmas or buy for birthdays and other events. The catalogue along with your selection is due back 21st September.

Heat Bags

Buy our large size lavender wheat bags for \$35. Heat it in the microwave with a half cup of water and you can keep warm this winter or use it for comfort when in pain. \$10 from each sale comes back to the Centre.

Open Day

Keep your calendar clear on Saturday 7th November for LCOCC OPEN DAY.

Entertainment books

Entertainment books raised \$480. Thanks Effie and Melissa Beaumont for putting this together and selling so many!

Chocolate fundraiser

Thank you for your excellent support with our chocolate fundraiser.

We raised \$1,405!

Please return all money and any leftover chocolates ASAP.

Photos

Our School photos will be taken during the week of 28 September 2009.

Christmas Break

Our last day for 2009 will be on 23rd December 2009 and we will reopen on Tuesday 12th January 2010.

Lane Cove Village Fair

Staff will be promoting our centre at the Village Fair in Lane Cove on Sunday 11th October selling goody bags of craft. If parents are willing to help make a few craft bags please speak to Sue.

We will also be selling Christmas raffle tickets on the day and we need parents to help sell the raffle tickets. Please speak to Sue or Effie if you assist with this.

We would like to say thank you to the parents who donated clothes, prams, microwave and toys to the centre. We welcome all donations to the centre and the products we don't use, we forward onto other charities.

Our current wish list:

- Laundry baskets
- Toys
- Little Lego
- Books
- Stereo/ CD players / Camera

Repairs

Our stereo is in need of repair. If anyone thinks they may be able to repair it, please speak to Sue.

Booking Hours and Pickups

- Morning session starts at 8.15am and finishes at 12.30pm.
- Afternoon session starts at 12.30pm and finishes at 4.00pm.
- We ask our parents to arrive at 3.55pm to leave the premises by 4.00pm.
- **Parents will be charged a late fee if they are late i.e. if they arrive after 4.00pm.**

Driveway

If you need to park in the Centre's driveway, we need you to respect a few rules:

1. **NEVER LEAVE CHILDREN IN THE CAR ALONE. Please phone or ask Sue or Effie to help out if necessary. We are more than happy to help out with supervision.**
2. **DO NOT PARK ON FOOTPATH AREA AT ANY TIME.**
3. Park as close to the right side as possible to allow parents to walk on the left side with their double strollers and other children.
4. Please use driveway only if no other parking is available.
5. Please drive forward so others can use area behind you. Parking can get very busy some days and we need to respect and share the parking.
6. If you are in a rush and can't wait please do not use driveway
7. Drive away carefully for the footpath area has a blind spot and pedestrians aren't visible.

Occasional Children

If you cancel your booking on the day your child was due to attend, you will be charged for the day/hours booked. Please notify us as soon as possible so other children on the waiting list can attend. Please leave a message on the answering machine or email us, outside of business hours.

Regular Children

Parents must give 2 weeks written notice if your child will not be attending. If notice is not given, you will be charged.

Information Booklet

LCOCC Information Booklet is now available. The booklet contains information on the Centre. Please ask Effie in the office for a copy.

Transition time - from Rainbows' (0-2) to Elephants' (2+)

Staff are always ensuring our younger group have a calm and fun time transitioning into the Elephant's room. Our 2 year olds begin with short visits with a Rainbow staff



member during music experiences and then short visits on their own with a welcoming approach to either room.

The children are free to move back and forth between the two rooms until they feel more comfortable in their new environment.

We respect and ensure that each child is seen as an individual and we recognise that children can take anywhere from 2 to 8 weeks to transition from Rainbows to Elephants.

If parents have any queries or concerns about their child, please speak to Sue or Lina (Team Leader).

Sunsmart Policy

Ensure adequate hats are worn outdoors

Staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat,
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm), or a
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, indoors) or can be provided with a spare hat.

Ensure adequate clothes are worn outdoors

When outdoors, staff and children should wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose-fitting shirts and dresses with sleeves and collars or covered neckline and
- Longer-style skirts, shorts and trousers.

Children who are not wearing sun safe clothing can be provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Ensure sunscreen is applied

All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen.

- **Be aware that sunscreen should be applied to clean, dry skin, 20 minutes before children go outside**, and reapplied every 2 hours. Sunscreen is to be stored in a cool, dry place and the use-by-date monitored.
- Ensure hygiene by applying sunscreen with a separate tissue/gloves for each child.
- Babies under 12 months will not in any circumstances be exposed to direct sunlight and are to remain in dense shade when outside. They will wear sun safe hats and clothing and small amounts of SPF30+ broad-spectrum water-resistant sunscreen may be applied to their exposed skin.

Working Bee

Weather permitting, our next working bee will be held on **Saturday 19th September 10.00am to 3.00 pm** and will focus on painting the equipment outside.

If you are able to assist us, please put your names on the list provided on the notice board. Please bring - paint brushes, sanders and sandpaper.



Advertising for LCOCC

We have many information pamphlets so if any parent is able to do a few drop-offs at your local shops, mail boxes etc, please pick up a few from the office.

Pockets

Our regular families have information pockets which are located outside the office where your statements, receipts and information will be placed.

School readiness program

We are starting a school readiness program for our older children. The program will involve writing skills including, writing their names, following directions, matching, sorting, and other relevant activities.

Parent meetings

For regular children only

September is the time to make an appointment with your child's teacher to find out about your child's progress.

- Rainbows - 24th Aug 09
- Elephants - 14th Sept 09

Please make an appointment on the forms provided near the sign in and out folder.

Baby sitters

Need a night out? Lisa, Jo and Effie are available for baby sitting. Contact them via the centre.

Thank you for Photos on website.

We thank our families for allowing their children's photos to be included on the website. We are in the process of updating our website www.lcocc.com with the new photos.

Uniforms

We are currently looking for new shirts and jumpers for staff uniforms. If parents have, or know of anyone with a business we can order from, please speak to Sue.