

1. Childcare is available to non-profit and/or community organisations that:

- are located in the Blacktown LGA and
- offer educational and/or support programs for parent's/carers and
- have limited access to childcare
- have Public Liability Insurance

2. Childcare is NOT available:

- on NSW public holidays
- to venues outside the Blacktown LGA
- to PAID Facilitators

3. Childcare is provided for children:

- from birth to the year before they start school

4. Childcare will NOT be provided for:

- children who are 6 years or older
- children who attend Primary School
- children who are sick

Blacktown Roving Child Care does NOT collect immunisation records on children attending childcare

5. Parents and Carers of children attending Childcare MUST

- remain on the premises
- inform the Educator if the child is sick or has allergies
- retain the duty of care of the child
- sign the attendance sheet when arriving and departing
- provide a healthy snack and drink

- provide a clean change of clothing
- dress the child appropriately for play

6. Toileting and medication policy

- if the child needs a nappy change or toileting the parent will be called from their group to attend to this
- it remains the duty of the parent or carer to attend to their child's toileting needs
- it remains the duty of the parent to administer medications to their child

7. All service users must provide a copy of their Public Liability 'Certificate of Currency' for the venue being used for childcare

- all new venues will be checked by the Coordinator. The Coordinator reserves the right to deem a venue unsuitable

8. Childcare costs (if not eligible for free childcare through Targeted Earlier Intervention Program funding or Communities for Children funding)

- one worker - \$25
- second worker - \$110
- if a cancellation is received less than 7 days in advance the service will be invoiced for that session
- a session includes set up and pack up times

9. Childcare requests must be received by the due date

- late requests will not be guaranteed childcare educators
- only one request per form will be

accepted

- request forms must be completed
- correctly with the venue name and correct address.
- incomplete request forms will not be accepted
- request forms must state the number of children and their ages
- the Coordinator will inform the service user if their request is approved as soon as possible after the closing date

10. Requests must comply with current NSW Regulations for Staff to Child Ratios

- *1 : 4 in respect of all children who are under the age of 2 years*
- *1 : 8 in respect of all children who are 2 or more years of age but under 3 years of age*
- *1 : 10 in respect of all children who are 3 or more years of age but under 6 years of age*
- if the group is of mixed ages the youngest age child determines the ratio
- if groups sizes go above the regulations or become larger than originally stated on the request form it is the responsibility of the service user to supply another worker or volunteer
- if group sizes are smaller than originally stated on the request form the Coordinator reserves the right to re-direct the Educator to another group
- floor space for childcare must follow

BACC exists to provide information, activities and supports to our local community.....

NSW Regulations (3.25 square metres of unencumbered indoor play space per child)

11. All requests, changes and cancellations must be done through the Coordinator via phone and followed up with a confirmation email

- requests can be forwarded to the Coordinator via email or post
- requests will be cancelled if no children attend for 2 consecutive weeks
- if less than 3 children regularly attend childcare the request will be cancelled unless a prior arrangement has been made with the Coordinator
- any changes must not be made directly with the Educators

12. Invoices must be paid in full by the end of the term or childcare will NOT be provided the following term

- correct accounts payable details must be provided on the request form

13. Due to Work, Health and Safety, directions to Educators remain the duty of the Coordinator. Service users must communicate any WH&S issues to the Coordinator, not the Educator



3a ABECEDARIAN APPROACH AUSTRALIA is a set of evidence-based teaching and learning strategies that have been proven to maximise learning outcomes by enriching and enhancing educator practice.

All childcare sessions are delivered using one or more elements of 3a

- Language Priority
- Conversational Reading
- Enriched Caregiving
- Learning Games®

Strategies

- 3s (see, show, say)
- 3r (read, role-play, reflect)
- 3n (notice, nudge, narrate)

Early Childhood Coordinator

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- ◆ Marayong House
- ◆ Roving Child Care
- ◆ Doonside Cottage
- ◆ Dean Park / Woodcroft
- ◆ Paint Mt Druitt REaD
- ◆ Youth Programs
- ◆ Thrive @ 5 in Doonside

BLACKTOWN ROVING CHILD CARE

Blacktown Roving Child Care is a Mobile Childcare service operating from Marayong House, offering support to non-profit organisations located in the Blacktown LGA.

The service provides ongoing support to families attending community groups or courses. Whilst parents/carers attend groups, BRCC Educators ensure children are cared for in a safe, positive and welcoming environment.

Blacktown Roving Child Care works in partnership with families, offering guidance and support where needed. Childcare is provided 'on-site', usually in a room adjacent to where the parent or carer is attending a group.



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Communities for Children is funded by the Australian Government

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