

**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
- children who are asleep

*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
- ensure child is awake and alert before

attending childcare

**6. Toileting, medication and feeding 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
- it remains the duty of the parent or carer to make up bottles of formula
- it remains the duty of the parent or carer to bottle feed their infant if under 6 weeks of age

**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 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

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

- floor space for childcare must follow 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)*

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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.

[www.bacc.org.au](http://www.bacc.org.au)  
**9626 5312**



**MISSION AUSTRALIA**  
**Communities for Children**