



## Welcome to Maldon Neighbourhood Centre Occasional Childcare service!

We provide a caring, safe and stimulating environment for children from six months to school age, rich in play based learning. Our Program is always on display near the sign in book, along with all relevant official documentation and a copy of our Emergency Management Plan. Please feel free to take a look at the Program any time and see what we have been up to!

Our service prides itself on employing qualified staff that offer you and your child, high quality child care. We can cater for 21 children from the ages 6 months to primary school years. We are open every Monday from 9.30am till 2.30pm. We are also very fortunate to have a safe and stimulating outdoor environment that is sun smart friendly.

Our programs are underpinned by the National Early Years Learning Framework, “Belonging, Being and Becoming” which is a national guide developed from the latest studies in how children learn and develop. Activities are based on children’s interests and educators provide support, resources and direction so that each child is able to expand their skills and knowledge.

Within our Centre we provide a secure and loving environment where children can learn, develop and grow through support from educators and the provision of a child-centred program of experiences, routines and activities. Our Centre operates with respect for the needs of individual children and encourages positive socialisation and experiences with peers. This allows us to provide a flexible child initiated program. We acknowledge the important role of parents, families and their culture in children’s development and encourage co-operation in providing an equitable and harmonious environment.

Please complete the enclosed Enrolment Form and supply an Immunisation History Statement to finalise your child’s enrolment.

### Some points to remember:

- Children must be booked in by the Thursday prior to each session.
- Fees are payable in advance for every day that a child is enrolled at the Service. This includes pupil free days, sick days, public holidays and family holidays but excludes periods when the Service is closed.
- Fees are charged at full days only (no matter what the attendance hours are)
- Each session costs \$50 – we are CHILDCARE SUBSIDY APPROVED.

**Maldon Neighbourhood Centre**  
Learn Local Provider  
Cnr Church & Edwards Sts  
Maldon Vic 3463  
[www.maldonnc.org.au](http://www.maldonnc.org.au)

T 03 5475 2093  
E: [info@maldonnc.org.au](mailto:info@maldonnc.org.au)  
**Open:** Mon, Tues, Thurs, Fri, 9am – 3pm  
ABN: 14 525 618 327  
A0008364F





**Maldon  
Neighbourhood  
Centre Inc**  
Friendship & Learning

- Payment can be made by cash, cheque (made payable to the Maldon Neighbourhood Centre Inc), direct debit or EFT to:
  - **BSB 633 000 Account 162956585 Ref: OCC your surname**
- Our aim is to be flexible and responsive to your child's individual needs. While we follow the enclosed Daily Routine, it varies greatly from day to day based on the ages and needs of children in attendance.
- For the safety of all children, please ensure that the entrance gate is ALWAYS closed and that attendance is recorded.
- Policies and procedures relating to the Occasional Childcare Service are available on the Maldon Neighbourhood Centre website: [www.maldonnc.org.au/children-and-families/occasional-child-care](http://www.maldonnc.org.au/children-and-families/occasional-child-care)

### What to bring:

- A school bag.
- A lunch box (clearly labelled). Please use (labelled) reusable containers wherever possible.
- Morning tea and Lunch (e.g. sandwich with nutritious filling, yoghurt, dried fruit, cheese stick, etc.) Please note that we have a fridge and microwave if required.
- A drink of water in a labelled bottle which can be refilled during the day. Formula or milk bottles, if required.
- Two spare sets of clothing. A minimum of two changes of underwear (clearly labelled) or at least three nappies.
- A sun hat, must be wide-brimmed or Legionnaires style for best protection, labelled.
- Allow for changeable weather and pop in a jumper (summer) or a t shirt (winter).
- We use SPF 30+ sunscreen and Band Aids for sensitive skin. If an alternative is required, please provide your own products and let staff know.

### Complaints:

- Complaints should be made to the Childcare Coordinator or the Centre Coordinator. Complaints made against the Centre Coordinator should be directed to the Committee of Management as per the Complaints Policy & Procedure.
- For complaints relating to non-compliance with State Regulations, please contact the Children's Services Adviser at the Department of Human Service, Loddon Mallee Region, Queen St. Bendigo. Ph: 5434 5555
- For complaints about practices relating to the administration of subsidies, please contact The Department of Education and Training  
Phone: 1800 664 231 or [tipoffline@education.gov.au](mailto:tipoffline@education.gov.au).

**Maldon Neighbourhood Centre**  
Learn Local Provider  
Cnr Church & Edwards Sts  
Maldon Vic 3463  
[www.maldonnc.org.au](http://www.maldonnc.org.au)

T 03 5475 2093  
E: [info@maldonnc.org.au](mailto:info@maldonnc.org.au)  
**Open:** Mon, Tues, Thurs, Fri, 9am – 3pm  
ABN: 14 525 618 327  
A0008364F





**Maldon  
Neighbourhood  
Centre Inc**

Friendship & Learning

The Maldon Neighbourhood Centre is a valuable community resource which offers a wide array of programs and services, including family education, playgroups and short courses.

Information can be found at our website and Facebook page [www.maldonnc.org.au](http://www.maldonnc.org.au) or [www.facebook.com/maldonnc](https://www.facebook.com/maldonnc)

The Policies and Procedures enclosed provide you with important information about our service. Children who are new to our service may take some to settle in, the Department of Education resource enclosed will give you some strategies to support your child. We encourage an orientation process so that children can be settled in a positive manner.

Please don't hesitate to speak with us if you have any questions or concerns. Looking forward to a wonderful time together!

**Maldon Neighbourhood Centre**  
Learn Local Provider  
Cnr Church & Edwards Sts  
Maldon Vic 3463  
[www.maldonnc.org.au](http://www.maldonnc.org.au)

T 03 5475 2093  
E: [info@maldonnc.org.au](mailto:info@maldonnc.org.au)  
**Open:** Mon, Tues, Thurs, Fri, 9am – 3pm  
**ABN:** 14 525 618 327  
A0008364F

