

HILLBROOK



CRECHE

Hillbrook Foundation Pty Ltd

Hillbrook Creche Prospectus

Mission Statement

At Hillbrook, we aim to provide a safe and caring environment for all children that will foster experimentation, investigation, exploration and learning. We believe in fun and play-based learning for children. We aim to establish and maintain solid relationships with families and our community and encourage their contribution to Centre policies and the educational program.

About the Centre

The Centre, which opened in April 1994, is licensed as a Long Day Care Centre. It is a workplace childcare centre for Hillbrook Anglican School, subsidised by Hillbrook Foundation and preference for permanent childcare places is given to the children of the school staff (teaching & support staff). As such, the Centre is open from 8.00am to 4.00pm Monday- Friday during school term, 39 weeks each year except for public holidays. The Hillbrook school holidays consist of a 2-week vacation at Easter, 3 weeks in June/July, 2 weeks in September/October and 6 weeks in December/January.

Early Years Learning Framework

Hillbrook Creche provides developmental and educational Early Childhood programs for children (babies to school age) in a warm, safe, nurturing, play-based environment, which promotes self-understanding, self-esteem and independence. Our aim is to foster the development of the whole child – physically, socially, cognitively, emotionally and spiritually, while fulfilling the motto *"In Balance We Grow"*.

Early Childhood Education focuses on individual child development within a group and recognises the importance of the seven Quality Areas that underpin the National Quality Framework and the importance of play in learning. Appropriate learning experiences are scaffolded from observations of children's interests and skills using the Early Years Learning Framework (EYLF) Learning Outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Child Care Regulations

Hillbrook Creche is a licenced 25 place Long Day Care for children from six (6) months to school age. The minimum national educator-to-child ratios are:

Age	Educator-to-Child Ratio
6 months to 24 months	1:4
25 months to 35 months	1:5
36 months to school age	1:11

Hillbrook Creche is licensed under the Act and must comply with the Education and Care Services National Law (Queensland) Act and National Regulations 2011 including:

- The requirements about activities, experiences and programs
- The number of staff members and children
- Staff qualifications

We are governed by the National Body ACECQA.

When a child is accepted into care at the Centre, families are entitled to information about the following:

- A general description of the program and experience given by the Centre
- Centre Philosophy about learning and child development outcomes and how they will be achieved
- How the development of knowledge and skills will be achieved through activities and experiences
- A Compliance History Log Book containing all formal notices issued after 1 July 2010 to the Licensee for any contraventions to the Act and regulations for the Service which may be viewed by current or prospective families and copies provided where required.

For further information please telephone the Office of Early Childhood Education and Care Information Service 1800 737711 or Nundah Regional Office (07) 3634 0532

Hillbrook Kindergarten Program

Hillbrook is a government approved Kindergarten Program Provider (KPP) delivering a kindergarten program on Monday to Friday 8.00am to 2.00pm by a fully qualified kindergarten teacher. Hillbrook is able to claim funding subsidies on behalf of all eligible children who participate. To be eligible they must be turning 4 years of age before 30th June in that year and attend 3 days at Hillbrook.

Enrolment and Fee Information

To be considered for enrolment, all families are required to complete a Waiting List application form and pay a non-refundable \$30.00 booking fee. This can be downloaded from the www.hillbrook.qld.com.au website. The Waiting List Application provides for details of your child care requirements including the commencement date at the centre. Once this application has been completed, it can be emailed to creche@hillbrook.qld.edu.au or posted to Hillbrook Creche PO Box 469 Everton Park 4053. This places your child on the Creche Waiting List. Acceptance of a completed application form and receipt of the related fee does not guarantee your child a place.

At the end of October each year, permanent childcare places are offered from the waiting list and continuing enrolment forms in accordance with Hillbrook's Enrolment Policy. This policy gives preference to the children of staff at Hillbrook Anglican School, continuing permanent bookings and siblings of children already in attendance. Should a vacancy occur during the year, places are offered in chronological and category order. Our policy for allocating places is one of non-discrimination in accordance with Hillbrook's Philosophy policy and government licensing requirements.

Childcare fees are set each year and are payable one (1) week in advance. The daily fee is charged for all days the child is booked including absences for sickness, annual leave holidays or public holidays. Permanent places at the Creche must be paid for the duration of the standard school year. This means a place at the crèche must be booked for the same days each week for approximately 39 weeks.

Requests for casual days for permanently placed children may be taken and filled where possible. Once an offer of enrolment has been accepted you will be provided with an enrolment package in order to finalise your child's enrolment.

Centre Management

The Approved Provider for the Centre is Hillbrook Foundation Pty Ltd which is responsible for the overall management of the Centre. The day to day running of the Centre is the responsibility of the Nominated Supervisor, Responsible Person in Charge and Director: Maria Russell who has a Diploma of Children's Services. Maria is also the Lead Educator in the room for children aged 6 to 24 months.

Staffing

The Centre currently has seven staff members employed. The two qualified Kindergarten Teachers, Katie Ahrens and Dianne Shannon deliver the Queensland Government approved kindergarten program each day.

All our staff members have the required qualifications (or above) for their positions. Hillbrook Creche, in its pursuit for high quality care, realises that the training and the skills of its staff are crucial factors to achieving that quality care for all the children in the Centre.

Director/Lead Educator/Nominated Supervisor Certified Supervisor Office and Admin	Maria Russell Diploma of Children Services Elizabeth Dee Diploma Business Mgmt; Diploma Education Support
Kindergarten Teacher/Lead Educator	Dianne Shannon (Wed-Fri) Diploma in Teaching (Prim); Graduate Diploma Ed (EC)
Kindergarten Teacher/Educational Leader Certified Supervisor	Katie Ahrens Bachelor Ed (Early Childhood/Primary)
Educator	Avril Payne Cert III Children's Serv
Educator	Lorraine Blake Cert III in Children's Serv
Lead Educator Relief	Janette Eckersley Diploma in Teaching (Prim/Pre) Grad Dip in Education (EC)

Centre visits: Stay and Play

You are more than welcome to come and visit us here at the centre to see our facilities and speak with the Educators and Kindergarten Teachers. The ideal time to do this is in the morning in the Tadpole Room between 10.00am and 11.00am and in the Treefrog Room between 10.00am and 11.30am.

Should your child be offered a place at the centre, you will be given opportunities to bring your child in for Stay and Play sessions. These sessions allow for your child to commence the settling in period. At the same time, the Educators will be able to observe your child in order to ensure the room they have been enrolled in best meets their educational, physiological and emotional needs.

Vacancies

Vacancies at the centre may occur at any time throughout the year. However, as it is difficult for a child to settle in or transition from one room to another in the final term of the school year, Hillbrook does not offer placements for new children after September each year.

As vacancies arise, those families who may have requests for change of bookings and those on the waiting list may be contacted.

Hillbrook Creche Contact Details

Should you have any further questions or need to update your enrolment requirements, please contact the Administration Officer at Hillbrook Creche on 3354 6424 or email creche@hillbrook.qld.edu.au.

Thank you for your interest in Hillbrook Creche.