









PARENTS INFORMATION & RESPONSIBILITIES

This information is important, please take time to read it.

 <p>Opening hours</p>	<p>HOURS OF OPERATION:</p> <ul style="list-style-type: none">• Our hours of operation are 7.00am – 6.00pm• CHILDREN MUST BE COLLECTED BY 6.00PM (a late fee will be charged if children are not collected by 6pm)• All children must be signed in and out each day by parent or guardian – electronically• Our contact phone numbers are: 6584 2627 (Centre) 0407 235 585 (Excursion)
 <p>MEDICATION SAFETY</p>	<p>MEDICATION:</p> <p>PLEASE DO NOT LEAVE MEDICATION IN CHILDREN'S BAGS</p> <ul style="list-style-type: none">• Medication will not be administered without the appropriate paper work completed and signed by parent/guardian• All medication must be given to the Responsible Person in Charge in the morning.• Medication must be in original packaging with child's name clearly marked
	<p>FOOD:</p> <p>All food for the day is to be supplied from home – e.g. Morning tea, lunch, afternoon tea and also water bottles.</p> <ul style="list-style-type: none">• PLEASE NOTIFY STAFF IF LUNCH BOXES CONTAIN PEANUT OR NUT PRODUCTS• We ask that children's lunch boxes are peanut/nut free, we can provide information on healthy lunch box alternatives• PLEASE ENSURE YOUR CHILD HAS ENOUGH FOOD FOR AFTERNOON TEA AS IT IS NOT PROVIDED BY THE CENTRE
	<p>SUN SAFETY:</p> <p>Please apply sunscreen to children, as it is a Centre Policy that staff do not apply sunscreen to children. Sunscreen is available at the Centre for parents to apply on arrival.</p> <ul style="list-style-type: none">• All children are to have a hat at all times – NO HAT, PLAY IN THE SHADE• Sun safe clothing – NO SINGLET TOPS OR SLEEVELESS DRESSES• RASH SHIRTS OR T-SHIRTS MUST BE WORN ON SWIMMING EXCURSIONS
	<p>CAMERA'S / MOBILE PHONES:</p> <p>We ask that the children do not bring these items to Vacation Care – children are not permitted to take photos on their camera's or phones at Vacation Care.</p>
	<p>FEES:</p> <ul style="list-style-type: none">• Full fees are \$42.50 per day + excursion fees• CCS (Child Care Subsidy is applied to reduce your fees – if you have a complete enrolment)• A Registration fee is charged annually (\$20.00 for the 1st child and \$10.00 per each additional child)

PMNC Children's Services welcome any feedback from families on the program we provide, please speak with staff if you have any questions or concerns or have something you can offer our program.