

## WHAT TO BRING

All items (bag, lunch box, drink bottle etc.) clearly labelled with child's name including:

- Set of clean clothes
- Sun hat & sun screen (summer)
- Jacket and woollen hat (winter)
- Nappies
- Nutritious morning tea, lunch & drink bottle (water preferred)
- Comfort item if required

## ADDITIONAL NEEDS

The enrolment of a child will be carried out in consultation with the childcare coordinator, the child's parents/guardians and if needed, the appropriate support services

## BEHAVIOURAL GUIDANCE

Children are supported by staff develop self-discipline and positive behaviour, enabling them to develop social skills, resolve conflict without aggression and work cooperatively within a group.



Tatura Community House Inc  
12 - 16 Casey Street, Tatura, VIC 3616  
cubby@tatcom.com.au  
(03) 5824 1315

# Tatura Community CUBBY HOUSE Childcare Centre

## Parent Information



[tatcom.vic.edu.au/the-cubby](http://tatcom.vic.edu.au/the-cubby)

## **SESSION TIMES**

Tuesday, Wednesday, Thursday,  
Friday 8:30am to 4:00pm

## **FEES**

\$105 per session per child (prior to  
CCS).

To receive CCS families need to make  
a claim through their MyGov Account  
and Centrelink.

Invoices are issued and need to be  
paid weekly, either by cash, card, or  
direct debit.

## **ENROLMENTS & BOOKINGS**

### **NO JAB NO PLAY**

Enrolment requires a completed  
enrolment form and a current  
immunisation history statement  
(retrieve from you MyGov account).

Provide updated statements  
throughout the year once  
vaccinations are due and done.  
Bookings are made for the whole  
term. Absences during school terms  
are payable regardless of the reason  
for the absence (e.g. sickness,  
holidays). CCS allows 42 subsidised  
absences per year.

**Tatura Community House is  
an approved child care  
subsidy (CCS) provider.**

## **ARRIVALS**

All parents/guardians must sign in  
via QR code. Bring your mobile  
phone!

Children are required to wear sun  
screen and hats for all outdoor  
activities. Parents/guardians need to  
apply sunscreen before dropping  
children off.

Please don't bring children's toys to  
the Cubby (comfort items are ok).

## **DEPARTURES**

Collect your children by 4:00pm.  
Sign out your children via QR code.  
Phone 0490 117 030 if you are unable  
to collect your child and organise one  
of your emergency contacts to do so.  
Late fees apply for collections of  
children after 4:00pm. We charge  
\$2.00 per minute per child for late  
pick-up.

## **ILLNES, ACCIDENT, EMERGENCY**

Asthma and Anaphylaxis: Please  
provide an action and management  
plan prior to your child attending the  
Cubby.

Our service abides by the Children's  
Services Regulations and the  
Occupational Health & Safety  
Regulations.

## **INFECTIOUS DISEASES**

We will notify parents of any outbreak  
of infectious diseases at the Cubby.  
Tatura Community House and the  
Cubby have a pandemic policy in  
place and comply with government  
regulations.

## **MEDICAL EMERGENCY**

Parents/guardians must provide  
contact details for three emergency  
contacts.

Parents/guardians must inform our  
childcare coordinator of any illnesses  
that require medication or treatment.