



# Parent Information Booklet



Regional Early Education  
and Development Inc

Welcome to REED Inc.

We have designed this booklet to give you some information about our organisation, the services we provide and what we offer to help you in making decisions about childcare.

In the following pages we want to introduce you to our organisation, how we are helping the community and what we can offer your families.

### **Message from the General Manager...**

Hello and welcome to REED.

I am very passionate about the children in our community. I have spent the last 25 years working in Early Childhood Education and Care sector. I believe every child should have access to quality Early Childhood Education and Care, in a warm environment where children can have the opportunity to learn and grow. It is one of our core values that 'It takes a village to raise a child' and I know we will only be successful working in partnership with the parents and communities which we support.

I look forward to seeing you at our services and wish you the best of luck!

*Kylie Helgesen*

**Kylie Helgesen**

**General Manager**

# Background

Regional Early Education and Development (REED) is a not-for-profit organisation, which has evolved from the (former) Narrogin Regional Child Care Services. In 2016 the Wheatbelt Early Childhood Education and Care Sustainability Project held consultations with services across the Wheatbelt in relation to provisioning for sustainable child care services throughout regional WA.

There was agreement that a single ECEC organisation should be established which would be recognised for its professionalism, sound governance and financial management together with the quality of the services it provides for children and a set of principles.

Regional Early Education and Development Inc was officially launched by the Hon Simone McGurk MLA Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services Minister on 16<sup>th</sup> March 2018. With Royalties for Regions funding and a Lotterywest grant to implement the new model with a single governance and management organisation for not-for-profit ECEC services across the Wheatbelt. REED's primary responsibilities are:

- **The employment of staff**, for example, managing salaries, tax and professional development.
- **Becoming the Approved Provider** of each service, ensuring regulatory requirements including continuous quality improvement are met, and liaising with the regulatory body in Western Australia, ECRU.
- **Financial management** including the development of ECEC service budgets.

REED currently operates 23 services including long day care, occasional care, outside school hours care, and a family day care scheme. REED continues to provide small ECEC services in regional WA with an option to merge into a larger entity.

As a not-for-profit organisation, REED consists of a voluntary Board, with each member holding vast knowledge in different areas of childcare and operating a regional business. The Board is responsible for the strategic planning and fiscal management for the future of REED and are Directors for the purposes of ACNC and CCS. The Board has appointed a General Manager who manages the daily operations of the organisation.



# *The Team*

REED, while a collective of sorts supporting local community needs, shares the same values.

Our Cluster Managers oversee a number of services including Long Day Care Services, Outside School Hours Care Services, Vacation Care Services, and Family Day Care. These managers have been selected for their skills, knowledge, and experience within the childcare industry. They are based throughout regional WA.

Our Cluster Managers visit all services within their cluster regularly and support regulatory compliance, staffing, and rosters, working closely with the Team Leaders in each service on items such as the Quality Improvement Plan. They have a vast knowledge of childcare and service operations, as well as leading and supporting REED Educators to deliver outstanding care and programs.

Our Qualified Educators and Assistant Educators are the teams working daily with your children. Lead by the Team Leader, these highly skilled educators work closely together to deliver quality service and care for your children along with planning and executing programs aimed at supporting their growth and development. All of our Managers and Educators hold suitable qualifications in Early Childhood Education and Care (ECEC) – certificate, diploma, advanced diploma, or degree. As a condition of employment, all REED employees must hold a valid WWCC and police clearance. REED is dedicated and committed to the education and career progression of its team. We support our team to further their education and professional development.

# Framework

REED services follow the nationally approved learning curriculum, *The Early Years Learning Framework - Belonging, Being, and Becoming*. Whilst documenting and planning may differ slightly between each service, the framework remains the same, ensuring the same outcomes are met for all children attending an education and care setting. These outcomes are.

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

More about the framework can be found in our Educational Program Policy, or you can reference *Belonging, Being and Becoming* online at <https://www.education.gov.au/early-years-learning-framework-0>

# Placement

## **Child Enrolment**

If you would like to enroll your child at a REED service, you will first need to complete an enrolment form. This can easily be done online at [www.reedwa.org.au](http://www.reedwa.org.au), or by contacting REED Administration on 08 6832 3825 to request an online link via email. In the event you don't have access to online forms, we can organise a hard copy form. You will be requested to supply some documents with your application. Please ensure you include these so we can progress the enrolment without delay.

## **Waiting List / Offer of Placement**

When you make contact initially with REED, depending on the availability of positions, your child may be placed on a waiting list. If your preference of care is Family Day Care, you will be directed to a registered Educator in your community. From this waiting list, as soon as a position becomes available you will be contacted by our central Administration.

## **Permanent or Casual?**

REED offers both permanent and casual bookings. Permanent is for those who require care on a regular basis, while casual is available for parents who need irregular/short-term days. Casual bookings incur a 20% levy and may not always be available. Permanent bookings will also be given priority over casual bookings. REED has introduced the casual fee levy to sustain more permanent employment and regular shifts for our Educators.



### **Priority Placement**

The Department of Family and Community Services and Indigenous Affairs have set a priority of access guidelines for all children's services eligible for Child Care Subsidy in the following order;

1. Children at serious risk of neglect or abuse.
2. Children of single parents who satisfy the work/training/study tests under section 14 of the Family Assistance Legislation Amendment (childcare) 2010.
3. Any other children.

### **Enrolment & Orientation**

On orientation day, you will have a tour of the facility, and the Team Leader will be on hand to answer any questions you may have. With Family Day Care you will be required to have an interview with your educator and complete enrolment for your child.

### **Hours & Days of Operation**

Each of our services has different operating days and hours. A copy of the operating hours for each service can be found at [www.reedwa.org.au](http://www.reedwa.org.au). Alternatively, you can contact the service directly and one of our team will be more than happy to assist you.

### **Changing Bookings**

2 weeks' notice is required for permanent changes or cancellation of permanent bookings. Casual bookings require 24 hours' notice for cancellation. For more information, please refer to the enrolment contract or Payment of Fees policy.



# *Parental Tasks*

## **Collection**

Only authorised persons will be able to collect your child from the service. Authorised persons are nominated in the enrolment application by the enrolling guardian. Authorised persons must be able to present identification when dropping off or collecting a child.

## **Signing In & Out**

Children are required to be signed in and out of the facility. Digital sign-in is available at every service, including options to sign in touch free with the My Xplor app. This procedure is not only for the safety of the children but is a federal legislation requirement.

## **Clothing**

Parents are asked to ensure that children are attending in protective, comfortable, appropriate clothing and footwear. This will allow your child to play safely and be protected from sun exposure, weather, etc. You can read more about this in our Clothing Policy. Our Educators are also expected to dress appropriately and actively ensure your children are protected from sun exposure.

## **Medications & Allergies**

Medications will be administered and stored as per the Medications Policy. If your child has an allergy, this should be disclosed on enrolment and updates should be given to the educators if an allergy is diagnosed thereafter. Our

Educators are trained in asthma management and anaphylaxis. The safety and well-being of your child are REED's highest priority. If you have a child with particular care needs, you are encouraged to discuss this with your team leader.

### **Immunisation**

Immunisation is the most effective means of preventing the spread of diseases such as measles and whooping cough. In line with general government requirements, children will not be enrolled unless REED is provided a copy of a child's Immunisation History Statement (HIS) or Australian Immunisation Record (AIR). These documents must be included at the enrolment stage. More information on immunisation can be found in our Immunisation Policy.

### **Illness**

If your child is unwell with a sickness that is contagious or infectious, we would ask that the child remains at home until they are recovered. If your child will be absent due to illness you are required to notify the service ASAP.

If your child becomes unwell or injured while in the care of our service, you will be contacted immediately and may be asked to collect your child as soon as possible or directly. In the case there is an emergency, emergency services will be contacted. More details can be found in our Child Illness Policy.

# *Nutrition*

At REED we know the importance of healthy eating to promote the growth and development of young children. We are committed to supporting healthy food and drink choices in all our services.

Where food is supplied by the service, we will ensure it is prepared to the National Healthy Eating guidelines.

In most of our services, food is brought from home. We are committed to providing the right information to families about the recommended food and drinks suitable for children. We encourage children to eat more nutritious food such as sandwiches, fruit, vegetables, cheese, and yogurt before consuming less healthy options. We discourage the provision of high fat, high salt and sugar, and low nutritional value foods.

REED encourages and supports breastfeeding and provides a suitable area for mothers to feed in each service.

Here at REED, we are aware of allergens and child allergies and in the case of children with allergies or anaphylaxis, we may restrict some foods (such as nuts) and will inspect children's lunch boxes for food containing these allergens.

You can find more information on our commitment to nutrition in our Nutrition & Food Safety Policy.

# *Fees & Assistance*

## **Fees**

Our fees are based on the Commonwealth hourly cap rate and may differ depending on a service's hours of operation and/or session type. Fees are developed and approved by the REED Board. Fees are reviewed annually. For more information on fees associated with a service, you can contact REED Administration.

## **Financial Assistance**

Families may be entitled to receive assistance in the way of CCS (Child Care Subsidy), government assistance. More information about CCS can be found on the Department of Education website at [www.education.gov.au](http://www.education.gov.au) or ask one of our staff about enrolment. It is recommended that families start the application process for Child Care Subsidy prior to enrolling their child to avoid any CCS waiting periods.

## **Accounts**

Family accounts are required to be paid 2 weeks in advance. Statements are available on your My Xplor App or can be requested by email from our central administration team. It is a requirement of enrolment that families enroll in a direct debit arrangement. This will need to be in place prior to commencing care. If you are paying on a fortnightly basis, you may be charged an extra week initially depending on your selected direct debit day to keep you 2 weeks in advance as per the Payment of Fees Policy.

# *REED Policies*

REED has developed a number of policies and procedures.

When creating or developing an existing policy, the REED management team will take into consideration input from the educators, service managers, and families.

A copy of these policies and procedures is available at every REED service for your convenience.

Some policies you may want to familiarise yourself with are.

- Nutrition & Food Safety Policy
- Clothing Policy
- Educations Program Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Nappy Change & Toileting Policy
- Sun Safe Policy
- Supervision Policy
- Immunisation Policy
- Hand Washing Policy
- Children's Belongings Policy
- Code of Conduct Policy
- Respect for Children Policy
- Payment of Fees Policy

# Service Contacts

Service	Location	Phone
Central Admin	Narrogin	08 6832 3825
REED - Narrogin	Narrogin	08 9881 2401
REED - NOSHC	Narrogin	0455 424 155
REED - Family Day Care	Narrogin	08 9881 2991
REED - Brookton	Brookton	08 9852 1200
REED - Bruce Rock	Bruce Rock	08 9852 1201
REED - Corrigin	Corrigin	08 9852 1202
REED - Cunderdin	Cunderdin	08 9852 1203
REED - Dalwallinu	Dalwallinu	08 9852 1204
REED - Darkan	Darkan	08 9852 1205
REED - Dowerin	Dowerin	08 9852 1206
REED - Hyden	Hyden	08 9852 1207
REED - Merredin	Merredin	08 9852 1208
REED - Mingenew	Mingenew	08 9852 1219
REED - Mobile	Pingelly	0428 924 917
REED - Mobile	Wickepin	0428 924 917
REED - Mukinbudin	Mukinbudin	08 9852 1209
REED - Nannup	Nannup	08 9852 1210
REED - Narembeen	Narembeen	08 9852 1211
REED - Quairading	Quairading	08 9852 1215
REED - Wundowie	Wundowie	08 9852 1217
REED - Yilgarn	Southern Cross	08 9852 1218
REED - Perenjori	Perenjori	08 9852 1220
REED - Northampton	Northampton	08 9852 1221





