

Bottleforest Long Day Care Centre



Centre information brief

Bottleforest Long Day Care Centre provides care and education for up to forty-five children from six weeks to 5 years each weekday.

Hours of Operation

We are open from 7:00am to 6:00pm, Monday to Friday, 52 weeks of the year (except public holidays). We provide Breakfast, Morning Tea, Lunch, Afternoon tea and Late snacks cooked onsite by our cook Lynda.

Our Program and Educational Philosophy

Our educational philosophy ensures children learn through play. The centre program is based on the Early Years Learning Framework (EYLF) mandated by the National Quality Framework (NQF). The children experience language & literacy, music & movement, science, technology and maths experiences. Self-help skills, independence and social skills are fostered inclusively throughout the day and a big focus is placed on children's interpersonal development. Children's learning and development is documented using HubHello which enables families to log in to see updates of their children's learning experiences and development. Formal instruction of science and mathematical concepts as well as letter-sound association and letter recognition are facilitated throughout the program as well. A comprehensive phonological awareness program, [PreLit](#) is provided for children in the year before school. PreLit is a play-based program designed to help children start school with better developed audio discrimination skills needed to hear all sounds, syllables and phonemes within a word. PreLit also helps children refine their oral language skills through structured Book Reading Lessons. Comprehensive phonological awareness and oral language skills assist children to experience reading success when starting school.

The Bottleforest Team

Suzie is a 4-year trained University qualified early childhood teacher. She also holds a Master's in Educational Leadership (Early Childhood) and a Master of Research. Alisha is a three-year University-trained teacher. We also facilitate regular in-service training and encourage educators to continue to participate in regular professional development programs. Lynda our cook holds an Associate Diploma in Children's Services as well as a food safety supervisor certificate.

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Upon Enrolment and orientation

Along with completed enrolment forms, please bring your child's original birth certificate and latest immunisation records which the centre staff will photocopy during your child's orientation. Orientation is conducted between 10am and 11am on a day in the lead up to your child's commencement at the service.

Immunisation

NSW Health prevents enrolment of children into an Early Childhood Education service if they do not have an up-to-date immunisation schedule or where the child is not on a recognised immunisation catch-up schedule. We ask families to please provide the service with their child's updated immunisation history statements as they occur.

Upon commencement

Pack two spare changes of clothing and a hat everyday (including bottles and 4 nappies for the under 2s). Remember to pack comforters, any pacifiers ensuring all belongings are individually labelled. Children in the toddler's room and preschool room bring along a cot sheet set which is used on their beds for rest time each day.

Child Care Subsidy (CCS)

In order to receive Child Care Subsidy (CCS), you must register for the CCS on your www.mygov.com.au account. Your child is able to commence their education at Bottleforest immediately with an informal enrolment. Families eligible for the CCS can begin to receive CCS from the government after confirming their child's enrolment within their MyGov account. CCS entitlements can be backdated to the start of the child's attendances pending Centrelink's administration. Families may call Centrelink on: **13 6150** between 8am and 8pm Monday to Friday for more information or parents can call **13 1202** for more information in languages other than English.