

### PHP RELOCATION INFORMATION

The Primary Holiday Program has relocated to the Civic Centre, Early Years Department , Civic Centre, 45 Princes Hwy, Werribee, 3030.  
Ph: 97428134 Mobile:0412 168 254

### CONSEQUENCES OF BEHAVIOUR POLICY

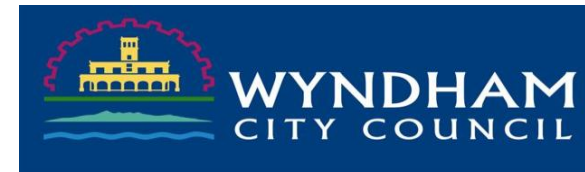
1. Leader speaks to child. Child is given a chance.
2. If unacceptable behaviour continues, the child is requested to sit down quietly for 5 minutes. After this time the Leader will speak to the child about what was happening and what they can do to rejoin the group.
3. If unsuitable behaviour continues, the child will have to sit out for 15mins. Once this time is up the coordinator will talk to the child, explaining to them that if they continue this behaviour then they will have to go home today.
4. If the behaviour continues that day the coordinator will contact parents who are to collect their child from the program early. On arrival the coordinator, the child and the parent will have a chance to talk about the child's day.
5. If unacceptable behaviour continues, child and parent will meet with Co-ordinator and Children's Program Officer to implement Behaviour Management Strategies.
6. If the child's behaviour threatens the safety of other children and leaders then access may be denied to the program and future programs.

### WHAT IS UNACCEPTABLE BEHAVIOUR?

Behaviours that threaten the safety of other children, the staff or the child themselves.

Bullying of any kind will not be tolerated.

Being disruptive, rude and disrespectful to others and their property.



## Wyndham City Council Primary Holiday Program **Parent Newsletter**

### What's on during September 2009 program:

**Excursions:** YRC visit (5&6), Fun City, Wyndham Cultural Centre to see, "The New Adventure Island", and Sunshine Megaplex Cinemas to see, "G Force".

**Centre Based Days:** Footy Day with the Werribee Tigers Football Club, Cosmodrome to see "Earths Wild Ride" and Super Hero Day with Mark Guthrie, ex Disney animator and children's author.

**Other Special Days:** Fancy Dress Day

### Important Dates:

Enrolment forms to be returned by Friday 21 August 2009

Full payment due by Friday 11 September 2009.

No late payments accepted. No payments can be taken after 5.30pm.

Payments can be made in person at the Civic Centre, Princes Hwy, Werribee, 3030 or by credit card on 9742 0777.

Waiting list offers will be sent out Monday 14 September 2009.





### **Signing In & Out of Program:**

**It is a requirement of the Department of Education Employment and Workplace Relations (DEEWR) that all children are signed in and out of program.**

**Please remember to sign your child/ren IN and OUT of program each day. Children must be signed IN and OUT individually, not one signature for 2 or more children. Please ensure that all persons collecting your child/ren are made aware of this.**

**Persons must be 18 or over to collect child/ren. It will be COMPULSORY for all persons collecting children during the program TO SHOW PHOTO I.D.**

### **Late Collection of Children from Program**

**Operating hours for the Primary Holiday Program during vacation care periods are from 7.30am to 6.00pm.**

**Parents/guardians who collect their children after 6.00pm will incur a late fee of \$1 per minute per child.**

### **Child Care Rebate & Primary Holiday Program Fees:**

**A reminder to parents who want their children to attend the Wyndham City Council Primary Holiday Program and do not want to pay full fees; please register for**

**Child Care Benefit (CCB) with the Family Assistance Office on 13 61 50.**

### **Food at the Holiday Program and Primary Holiday Program Healthy Cookbook for 2009**

**The PHP actively recommends healthy food choices for children who attend program. As part of a requirement of the program parents are required to pack morning tea, lunch and an afternoon snack for their child/ren. Fresh fruit, yoghurt and salad sandwiches/wraps are great lunch ideas. The PHP Healthy Cookbook 2009 has been created as a resource for families. Please collect your free copy from program.**

**Please note staff are unable to reheat food or provide boiling water for instant noodles.**

**All perishables (i.e. dairy products) brought to program need to be labelled with your child's name and given to the co-ordinator in the morning to be placed in the fridge.**

### **EMERGENCY CONTACT NUMBERS**

**It is very important that parents provide their current contact phone numbers on enrolment forms. Parents may need to be contacted by program coordinators regarding their child's health or behaviour and it is a mandatory requirement of your enrolment to provide current phone numbers that can be answered from 7.30am to 6.00pm during program operation.**

**It is unacceptable for parents to be uncontactable during program operation times and future enrolments will be placed under consideration for parents who fail to provide this important information.**