

INFORMATION FOR PARENTS WITH BABIES IN CARE

We welcome your baby to Family Day Care, and hope your association with our Scheme is a happy one.

To ensure a high standard of care for your child, please consider the following:

NAPPIES AND CLOTHING

Please provide an adequate supply of nappies for your child's day in care. Also include plenty of spare clothing.

Appropriate clothing according to the weather must be included, eg. a warm hat and coat in winter and in summer a suitable sun hat and sunscreen.

BEDDING AND SLEEPING

All standard cots and portable cots provided by the educator must meet the current Australian Standards. If your baby has any particular sleep requirements or bedding, please discuss these with your educator.

Please discuss sleep times, the length of sleeps and how they are monitored with the educator.

FOOD AND DRINK

You are asked to discuss all meal requirements and the preparation of your baby's bottles with your educator. It is important that you and your educator share information about how much your baby has eaten/drunk both before coming into care and during the time in care.

Your educator's food policy will outline the type of food you will be asked to provide.

MEDICAL CONDITIONS AND ALLERGIES

It is important that both the scheme and educator are fully aware of any allergies or medical conditions relating to your child. Please keep your educator informed of any changes. Administration of medication is regulated and some educators have their own specific medication policy that you will need to discuss with them. Written permission to administer any medication is required in accordance with Standard 17.1.4 of the *Tasmanian Standards for Home Based Child Care*. Forms are available from your educator. Medication must be current, in the original container with the child's name and have clear directions for use.

IMMUNISATION

All families using Family Day Care will be asked to provide immunisation details. Immunisation is linked to Child Care Benefit payments.

TRAVELLING

A travel consent form must be signed by parents allowing transport of children by an educator. The *Tasmanian Standards for Home Based Child Care* include the provisions for the transport of children whilst in care and all children must be in a restraint that is suitable for their age and body size.

Finally, if you have any comments, questions or concerns about the care provided for your child, please talk to your educator or contact a staff member at the Family Day Care Co-ordination Unit.



**INFORMATION FOR EDUCATORS WITH BABIES IN CARE
(0-18 MONTHS OF AGE)**

Please return the completed form to your educator when commencing care _____

DATE: _____

NAME OF CHILD: _____

DATE OF BIRTH: _____

SIBLINGS:	NAME	AGE
	_____	_____
	_____	_____
	_____	_____

SPECIAL PEOPLE IN YOUR CHILD'S LIFE: _____

MEDICAL HISTORY – is there any relevant medical history or health problems since birth that may impact on the provision of care?

FEEDING:

Is your baby breast/bottle fed? _____

If breastfed, what are the arrangements while the baby is in care? _____

If bottle fed, name of formula _____

Dilution _____

How much per feed _____

What times _____

Please discuss with your educator any special preparation requirements.

Does your baby drink juice or water? _____

When is it given? _____

Please provide your educator with extra supplies so that more can be given if baby is thirsty, especially during summer.

Does your baby drink from a cup? _____

What solid foods does your baby have? _____

When are these given? _____

Are there any foods that your baby is allergic to? _____

Does your baby like to be independent when feeding? _____

Any special instructions for feeding? _____

What snack foods can baby have? Eg rusks, cheese, fruit fingers, fruit etc.

NAPPIES

Describe the usual routine for changing your baby _____

Does your baby suffer from nappy rash? _____

Are any special lotions or creams used? (Please provide these) _____

Sleeping

Where does your baby usually sleep? _____

What time or times during the day does baby usually go to bed? _____

How long does your baby usually sleep? _____

Is your baby a light sleeper or sound sleeper? _____

Preferred sleeping position? _____

Does baby go to sleep easily? _____

Do you have a special way of getting baby to sleep? _____

PHYSICAL DEVELOPMENT

Does your baby sit with assistance _____

sit without assistance _____

roll over _____

crawl _____

stand _____

walk with assistance _____

walk without assistance _____

SPEECH

At what level of understanding is your baby?

- Has different cries to express hunger, anger, pain _____
- Babbles and 'sings' _____
- Knows and responds to own name _____
- Can say several words _____
- Responds to simple requests _____

IS YOUR BABY IN CARE WITH ANOTHER CHILD CARE SERVICE YES NO

If YES please name _____

**ARE THERE ANY ACCESS ARRANGEMENTS IN PLACE WITH YOUR CHILD? PLEASE
DETAIL:**

**IS THERE ANY OTHER INFORMATION YOU WOULD LIKE TO SHARE WITH YOUR
EDUCATOR?**

INFORMATION FOR PARENTS WITH PRE-SCHOOLERS IN CARE

We welcome your child to Clarence Family Day Care, and hope your association with our Scheme is a happy one.

To ensure a high standard of care for your child, please consider the following:

FOOD AND DRINK

You will need to discuss with your educator the meal requirements for your child. It is recommended that you pack lunch, a drink and also morning and afternoon tea, if applicable. Your educator's food policy will outline the type of food expected to be provided.

SLEEPING

Discuss with your educator whether your child is to have a sleep during the time she/he is in care and whether a stretcher bed or a cot is to be used. Also discuss sleep routines, how long your child sleeps and where she/he will sleep.

NAPPIES AND CLOTHING

Please provide an adequate supply of nappies for your child's day in care. Also include spare clothing, including underwear and socks.

Appropriate clothing according to the weather must be included, eg. a warm hat and coat in winter and in summer a suitable sun hat and sunscreen.

TOILET TRAINING

When you feel your child is ready to be toilet trained please talk to your educator so that there is a consistent approach that works for all concerned. Sometimes children start toilet training while in care and show no interest at home, or are very interested at home and not at all in care. The timing of toilet training is your choice, but consulting with your educator gives valuable input about 'readiness' and interest. It is important to include extra clothes, especially underpants, during this period.

MEDICAL CONDITIONS AND ALLERGIES

It is important that both the scheme and educator are fully aware of any allergies or medical conditions relating to your child. Please keep your educator informed of any changes. Administration of medication is regulated and some educators have their own specific medication policy that you will need to discuss with them. Written permission to administer any medication is required in accordance with Standard 17.1.4 of the *Tasmanian Standards for Home Based Child Care*. Forms are available from your educator. Medication must be current, in the original container with the child's name and have clear directions for use.

IMMUNISATION

All families using Family Day Care will be asked to provide immunisation details. Immunisation is linked to Child Care Benefit payments.

TRAVELLING

A travel consent form must be signed by parents allowing transport of children by an educator. The *Tasmanian Standards for Home Based Child Care* include the provisions for the transport of children whilst in care and all children must be in a restraint that is suitable for their age and body size.

Finally, if you have any comments, questions or concerns about the care provided for your child, please talk to your educator or contact a staff member at the Family Day Care Co-ordination Unit.

**INFORMATION FOR EDUCATORS WITH PRE-SCHOOLERS IN CARE
(18 MONTHS - FOUR YEARS)**

PLEASE RETURN THE COMPLETED FORM TO YOUR CHILD'S EDUCATOR WHEN YOUR CHILD COMMENCES CARE

DATE: _____

CHILD'S NAME: _____

DATE OF BIRTH _____

SIBLINGS	NAME	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL PEOPLE IN YOUR CHILD'S LIFE:

**ARE THERE ANY ACCESS ARRANGEMENTS IN PLACE WITH YOUR CHILD? IF SO, PLEASE
DETAIL:**

SEPARATION

Is your child used to being left with someone else? _____

How does your child react? _____

Any suggestions that might help settle your child if needed? _____

MEALS

Does your child have any special food likes/dislikes?

Is your child allergic to any food or drink? If so, please list

Is any special diet required? _____

Are you happy for your child to share in special celebrations? _____

Does your child like to be independent at meal times? _____

Does your child require assistance using a spoon, knife or fork? _____

Does your child drink from a bottle, feeding mug or cup? _____

Please remember to provide plenty of fluids for children. Educators have water available at all times.

SLEEPING – IF YOUR CHILD HAS A DAY SLEEP, PLEASE COMPLETE

What time does your child normally have a nap? _____

For how long? _____

Does your child sleep in a cot or bed? _____

Does your child have any special bedding, eg. toys, blanket etc?

Is your child a light sleeper/sound sleeper? _____

Does your child go to sleep readily? _____

TOILETTING

Is your child in nappies/some of the time/sleeps only/not at all _____

If still wearing nappies, describe any special routine or creams etc. use for changing

Does your child ask to go to the toilet? _____

Does your child need to be taken to the toilet? _____

Does your child need assistance with toileting? _____

Does your child use a potty/the toilet/a special toilet seat? _____

SPEECH

At what stage is your child's verbal communication? _____

Is your child's speech difficult to understand? _____

Does your child use special words for common objects? If so, what are they? _____

BEHAVIOUR MANAGEMENT

Educators provide a care environment that recognises that children are individuals and that there are different strategies in promoting positive behaviours in children. Please indicate any particular approach to behaviour management that you use with your child and would like reinforced by your educator?

IS YOUR CHILD IN CARE WITH ANOTHER CHILD CARE SERVICE? YES NO

If so please name _____

IS THERE ANY OTHER INFORMATION THAT YOU WOULD LIKE TO SHARE WITH YOUR EDUCATOR?

INFORMATION FOR PARENTS OF SCHOOL-AGED CHILDREN

We welcome your child to Clarence Family Day Care and hope that your association with our scheme is a happy one.

To ensure a high standard of care for your child, please consider the following:

GENERAL INFORMATION

You should inform your educator of:

- the name, address and phone number of the school/kindergarten that your child attends
- the class or group to which your child belongs
- the name of your child's teacher
- the time at which school/kindergarten begins and ends

SCHOOL PICK UP

Some educators take children to and collect children from kindergarten or school. A fee will be charged for each trip. Educators are able to charge for the hours that your child is in kindergarten.

A travel consent form must be signed by parents allowing the transport of children by an educator. All Family Day Care children must be in a restraint which is suitable for their age and body size.

Some educators are willing to provide before and after school care but do not provide transport. If your child walks to and/or from school then a consent form needs to be completed. Please note that the educator's responsibility for your child in these circumstances does not start until the child arrives at her home.

CHANGES TO ROUTINE

School age children will sometimes have changes to routine due to illness, outside interests, sport, birthday parties etc. Please remember to inform your educator of **ALL** changes.

IMMUNISATION

All families using Family Day Care will be asked to provide immunisation details. Immunisation is linked to Child Care Benefit payments.

FOOD AND DRINK

Children are often very hungry after school and need a drink and some afternoon tea. Please ask your educator for a copy of her food policy, as this can help you and your child make suitable choices. Discuss the provision of snacks with your educator.

TELEVISION

Television has an enormous influence on children of all ages. Please discuss with your educator suitable programs and viewing time.

HOMEWORK

Some children may have homework after school. You should discuss with your educator whether you wish homework to be done at the educator's home or kept until your child is in her/his own home. Homework is not the responsibility of the educator. Educators may offer to supervise this only if compatible with the educator's own family and the other children in care.

MEDICAL CONDITIONS AND ALLERGIES

It is important that both the scheme and educator are fully aware of any allergies or medical conditions relating to your child. Please keep your educator informed of any changes. Administration of medication is regulated and some educators have their own specific medication policy that you will need to discuss with them. Written permission to administer any medication is required in accordance with Standard 17.1.4 of the *Tasmanian Standards for Home Based Child Care*. Forms are available from your educator. Medication must be current, in the original container with the child's name and have clear directions for use.

Finally, if you have any questions or concerns about the care provided for your child, please talk to your carer about them or contact the Family Day Care Co-Ordination Unit.



INFORMATION FOR EDUCATORS OF SCHOOL AGED CHILDREN

Please return the completed form to your educator when your child commences care.

Date: _____

NAME OF CHILD: _____

DATE OF BIRTH: _____

SCHOOL ATTENDED BY CHILD: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE NO. _____

CLASS OR GRADE: _____

CHILD'S TEACHER: _____

SIBLINGS:

NAME

AGE

_____	_____
_____	_____
_____	_____

SPECIAL PEOPLE IN YOUR CHILD'S LIFE:

**ARE THERE ANY ACCESS ARRANGEMENTS IN PLACE WITH YOUR CHILD? PLEASE
DETAIL:**

ACTIVITIES:

What interests/hobbies does your child have?

What other activities does your child enjoy doing?

TELEVISION:

The Family Day Care Scheme encourages educators to provide activities other than television and DVDs for children. A small amount of TV viewing is acceptable. Please detail any television program that your child particularly enjoys.

MEALS:

Does your child have any allergies to food or drink? _____

If so, what are the symptoms? _____

Is there any special diet required? _____

Are you happy for your child to participate in special celebrations?

BEHAVIOUR MANAGEMENT

Educators provide a care environment that recognises that children are individuals and that there are different strategies in promoting positive behaviours in children. Please indicate any particular approach to behaviour management that you use with your child and would like reinforced by your educator

IS YOUR CHILD IN CARE WITH ANOTHER CHILD CARE SERVICE? YES NO

If so please name: _____

IS THERE ANY OTHER INFORMATION THAT YOU WOULD LIKE TO SHARE WITH YOUR EDUCATOR?
