



Nursery Information Sheet

WELCOME:

Welcome to the Beechworth Community Childcare Centre Nursery.

Our room caters for up to 10 children per day, aged between 10 weeks and 2 years.

The room has 2 staff caring for your child each day, although during some busier periods there can be 3 staff.

Staff for this year include:

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All of the staff are happy to assist in any way they can, whether it be settling your child into care, or answering your questions. Please feel free to talk to us regularly about how your child is going at childcare. We hope you will find our Nursery a warm, friendly and caring place to bring your child each day.

WHAT TO BRING:

Clothing:

During Winter you will need to bring the following:

- warm jacket
- Beanie/warm hat
- Spare pair of long pants

- Spare jumper and undershirt
- Spare underclothing
- Spare socks/stockings

During Summer you will need to bring the following:

- Hat
- Spare t-shirts
- Spare pants/skirts/shorts
- Spare underclothing
- Jumper in case of weather change

Shoes:

Once children are able to stand and walk especially, it is important that they wear shoes, particularly for outdoor play at childcare.

Sunscreen:

Sunscreen is provided and applied to all children each time they go outside to play.

If your child has an allergy or sensitivity to some sunscreens, or you have a preference for your own sunscreen, please provide your own sunscreen from home, and let staff know.

Nappies:

You will need to provide a nappy for your child to be changed into to go home in the afternoons. During the rest of the day the Centre uses disposable nappies.

Bottles, Milk, Formula, Cups:

If your child has a specific drink cup from home that they prefer, you are welcome to bring it in for them to use at childcare. Otherwise, we do have sipper cups that the children use when they have juice and water to drink during the day.

If your child is on formula, you will need to send their formula, bottles and teats, and let staff know how many bottles and the amount your child has each day.

If your child is taking breast milk in a bottle, we can store frozen breast milk in our freezer for 2 weeks only.

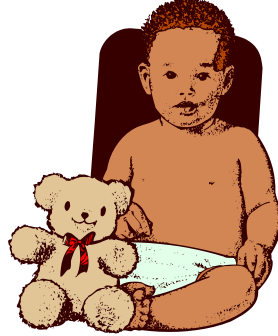


WHAT TO BRING, CONTINUED....

Breast milk also needs to be labeled, have your child's name on it and the date that it was expressed.

Toys/Comfort items:

If your child has a dummy, special toy, or a special blanket etc., for bed or comfort/security, you are most welcome to bring it along for your child.



Food:

Our Centre cook gives the children morning and afternoon tea, and a hot lunch every day. The menu for the week is on display if you would like to see what sorts of meals the children are having. We do have Farax and tinned fruits and custards for younger babies when needed.

LABELLING YOUR CHILD'S BELONGINGS:

Please ensure that you label everything you bring with your child—bottles, formula, clothing, hats, jackets, toys and comfort items, etc.

There are times when items get lost or mixed up, and if they are labeled, then it makes it much easier to return items to their rightful owner.

PROGRAMMING:

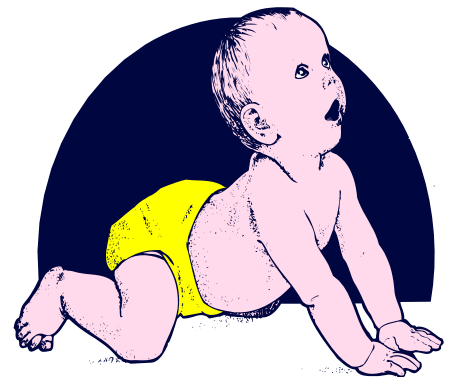
Each week a program is written, based on observations of the children, to provide developmentally and age/stage appropriate activities for each child.

This assists us in both watching that a child progresses, develops normally and reaches certain milestones at each age, as well as providing the children with practice at different skills and exploring their environment.

QUESTIONS, COMMENTS, FEEDBACK

Please talk to staff at anytime. Communication about your child is important to us, both giving and receiving information. It doesn't matter whether it's that they slept badly last night, or that they are cutting a new tooth, or took their first steps alone yesterday, it is good to let us know how they are doing. At the end of the day we are able to let you know too, how their time was spent in care, and of any important developments, accidents, or just general info!

A routine sheet has been attached to this booklet—please do take the time to fill it in and bring it with you on your child's first day. And also keep us updated on any changes to their routine too. Thanks, Nursery staff.



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new prod-

uct.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're



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finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols. Once you have chosen an image, place it close to



Caption describing picture or graphic.

the article. Be sure to place the caption of the image near the image.

Beechworth Community Child Care Centre

La Trobe Campus
Albert Road
PO Box 98
BEECHWORTH VIC 3647

Phone: (03) 5728 2378
Fax: (03) 5728 2233
Email: bcccc@netc.net.au

"We share the care"



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

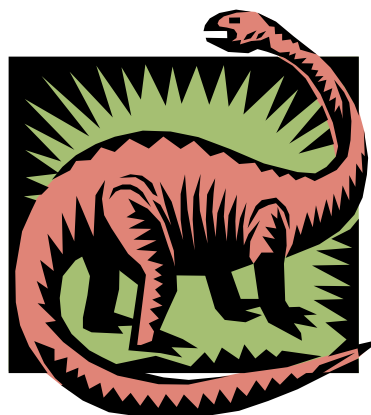
A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all

employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a bi-annual charity auction.



Caption describing picture or graphic.

If space is available, this is a good place to insert a clip art image or some other graphic.