

FREMANTLE EARLY LEARNING CENTRE



Parent Handbook

Welcome to our Centre

The Parent Handbook outlines important information you will need to be aware of while you are a part of the Fremantle Early Learning Centre family. It is important that you read over this booklet and ask questions about matters you do not understand.

The Centre has an 'Open Door' policy. You and your family are welcome to visit the Centre at any time.

Please read this handbook carefully so you fully understand the commitment that you are undertaking and your responsibilities to the Service.

Thank you.

Address: 11 Doig Place, Beaconsfield, 6162

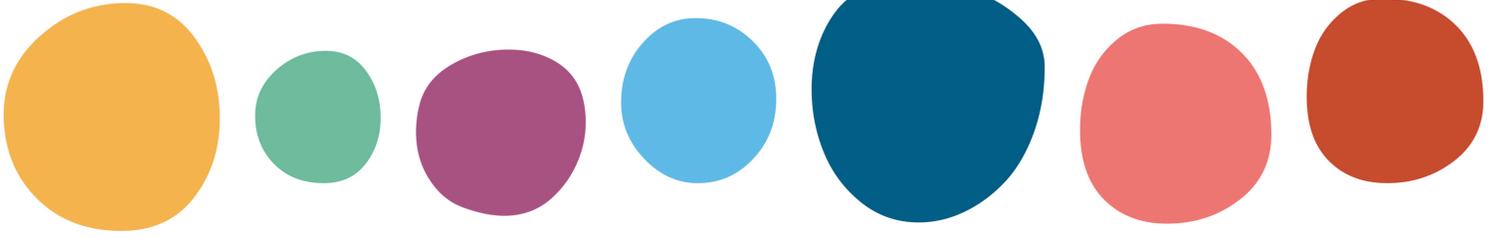
Telephone: (08) 93358002

Email: director@freoearlylearningcentre.com.au

Website: www.freoearlylearningcentre.com.au

Facebook: @FremantleEarlyLearning Centre

Opening times: 7.30am to 5.30pm



Introduction

Welcome to Fremantle Early Learning Centre (FELC). Finding a new education and care centre for your child can be an intimidating task. At FELC our aim is to provide a safe, secure and happy environment where children can develop their intellectual, social, emotional, physical and aesthetic skills to become competent and confident individuals, and for you as a parent/guardian to feel self-assured that your child is receiving the best possible care.

We believe that the best way to work with you and your child is by building a partnership of education and care. To do this we want you to feel:

- ♥ Welcomed, recognised, acknowledged and respected by all of our Educators.
- ♥ That your child is really known by, and really knows, the people who care for him or her.
- ♥ You are given lots of information about what is occurring and are asked for your views.
- ♥ You are involved in making decisions about your child's experiences.
- ♥ You and your child are received and greeted upon arrival.
- ♥ Your child is happy, secure and engaged.
- ♥ Your child is not just looked after but really educated and cared for.

Contact Persons

Approved Provider: Management Committee
Director: Natasha Pou-Bray

Certified Supervisors: Kate Seery, Kathleen Bydder, Olga Lopez, Rosiel Bagalawis and Elaine Kelly.

Educational Leader: Kate Seery

Regulatory Authorities

The Centre complies with the *National Quality Framework (NQF)* including the *National Quality Standard (NQS)*, the *Early Years Learning Framework* and the *Education and Care Services National Regulations*.

The Centre is regulated by the national body for early education and care – the *Australian Children's Education and Care Quality Authority (ACECQA)* – as well as the state licensing department for WA.

To contact our regulatory authority, or for further information on any of the above, please refer to the *Important Contacts* on the last page.

Did you know?

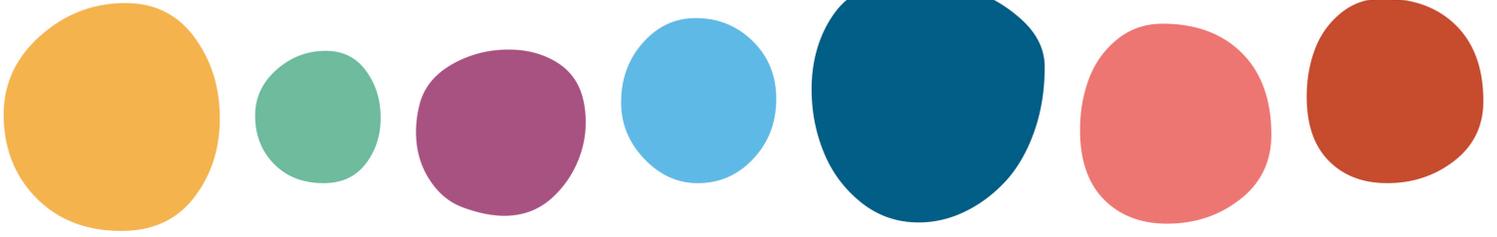
FELC was established in 1984

Not For Profit Incorporated Association

As a not for profit childcare centre it is a requirement that a management committee be elected at the Annual General Meeting (AGM), held in October each year. The Centre keeps a register of all committee members and photos are displayed on the noticeboard in the foyer.

The Management Committee meets on the last Tuesday of each month at 5:45pm.

If you would like to join the Management Committee, please speak to the Director, a committee member or attend the AGM.



Education, Curriculum and Learning

We follow the *Early Years Learning Framework* (See Appendix 1) as per our *Education, Curriculum and Learning Policy*.

All Educators at the Centre are trained and experienced in areas of early education and care. The high standard and commitment of our Educators enables us to provide developmental and educational curricula for each group of children.

Working in partnership with parents, we use the relationships children have with their families and communities to build the curriculum, ensuring each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

If your child's Educator feels there is an area of concern, they will inform you and advise where help may be sought, for example speech therapy. It is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

At FELC we use the online application Storypark for our Curriculum documentation. Your child's photos may appear in group learning documentation that is available for other families at the centre to view. Only your child's first name will be displayed to other families. For more information on Storypark please visit www.storypark.com. If you have any questions please feel free to speak to the centre manager.

Philosophy

We respect each child and encourage effective communication to help them establish a feeling of self worth, inner happiness and sense of belonging.

We allow all children the freedom to develop at their own personal level, taking into consideration all cultures and individual needs, while encouraging independence, creativity and initiative.

We encourage an environment of non-bias by accepting and respecting differences, rejoicing diversity, delighting in similarities and minimising prejudice and stereotypes.

We develop tolerance and empathy for others with an understanding of the reality of the world around them.

We use the *Early Years Learning Framework* to allow children's needs to be met and supported in play-based learning.

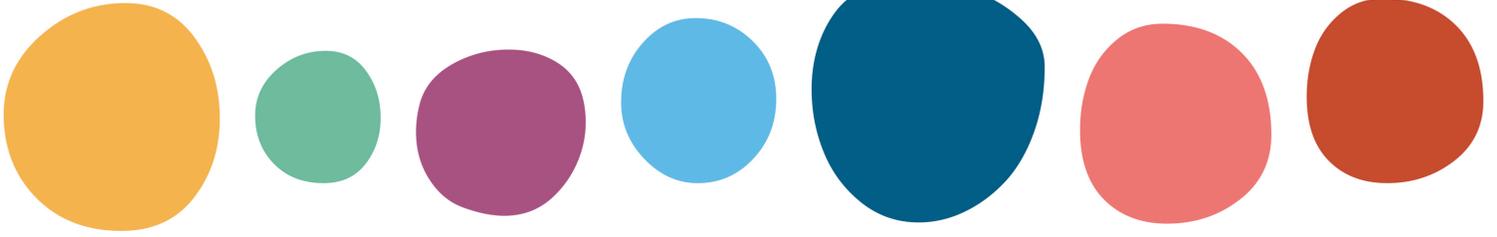
We provide the children room to explore within a secure, loving and stimulating environment.

We value the role of families and actively encourage their involvement and participation in the children's programs and in the management of the Service.

Policies and Procedures

All of our policies and procedures are available in the Policies and Procedures Folder located in the foyer/front office.

Please feel welcome to look and provide feedback on our policies and procedures at any time. These are regularly reviewed in a variety of ways, for example on the noticeboard, in newsletters, via email and via notices in children's bags.



Grievances, Complaints and Feedback

If for any reason you are not happy with our level of education and/or care or our environment, we want to know immediately. You can discuss this with Educators or the Director, or write a formal letter. If a matter is raised the Centre will follow our *Grievance Procedure* (available at the front office). Positive feedback is most welcome also.

Child Care Benefit

A family subsidy (Child Care Benefit) is available from the Family Assistance Office (FAO). The FAO assesses parents' taxable income and a scale is used to determine the amount of assistance each family receives. The assistance may be claimed as a reduced Centre fee or at the end of the financial year. Every family, regardless of their income, is entitled to this assistance.

The Child Care Rebate covers 50% of out of pocket expenses up to a maximum amount each year. The Child Care Rebate is not income tested. If you are claiming Child Care Benefit you are eligible for the Child Care Rebate if you meet a "work study test".

For further details please speak to our Administration Staff or contact the FAO on 13 6150.

Opening Hours

The Centre is open from Monday to Friday, 7.30am-5.30pm.

The Centre is closed on public holidays and for two weeks at Christmas. Dates will be advised.

The Daily Routine

We provide an environment where the children feel comfortable and secure at all times, and all our rooms have daily routines that reflect this. Our routines are designed to maximise each child's opportunities to learn and develop.

Throughout the day the children experience a number of different activities which are part of the educational and developmental curriculum operated by all of our Educators. These are based on the interests, skills and knowledge of the children and include aspects of their culture, family and community.

Each room displays a written routine for parents to read, and educators are happy to answer any questions.

Services Offered

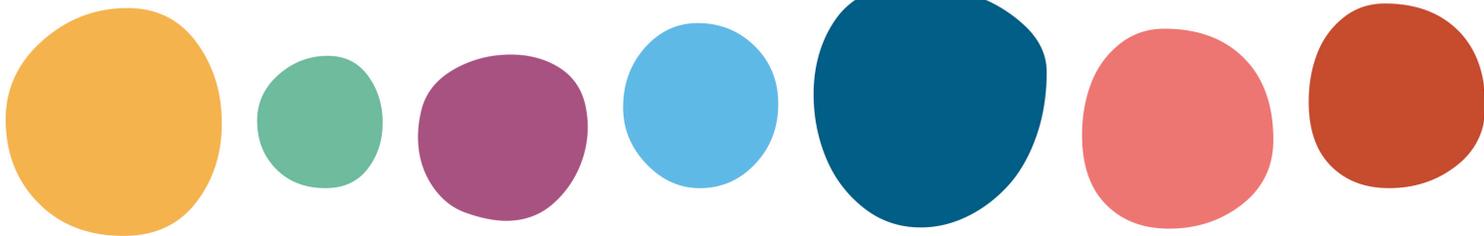
- ♥ Long Day Care
- ♥ Nutritional Meals
- ♥ Special Needs Catered For
- ♥ Play-based Kindy Program
- ♥ Extra Curricular Activities
- ♥ Multicultural Program (Calendar of Events)
- ♥ Animal Friends Project
- ♥ Nature Playground

Age Groups

The Centre has four rooms, promoting a spacious, warm and inviting environment for all our children. The rooms are:

Babies	6 weeks - 1 year
Toddlers	1 year - 2 years
Pre-Kindy	2 years - 3 years
Kindy	3 years - 6 years

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Did you know?

FELC is the only community-based centre in the Fremantle area and that we are overseen by a parent committee.



Children

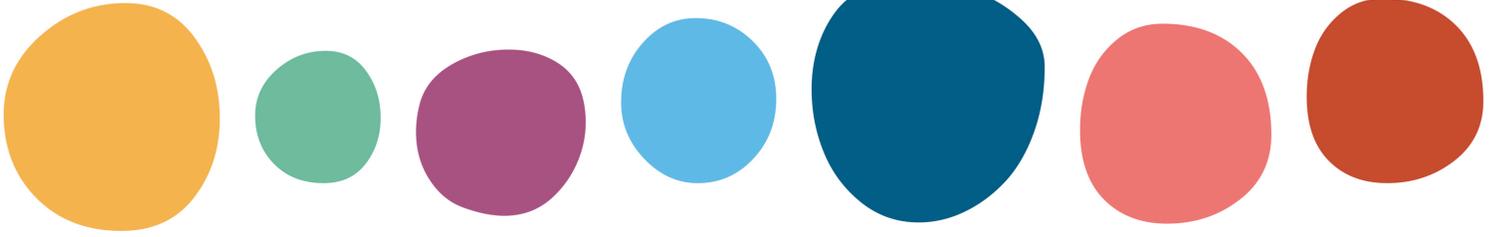
Those First Weeks

The introduction into long day care can be difficult for children and parents. Children's welfare and happiness are the priority for Educators when welcoming new children to the Centre and when assisting families to settle into the Centre environment. We recognise that families' needs vary greatly during the orientation process and individual needs are addressed.

The following outlines some helpful hints for parents on settling their child into care:

- ♥ Make sure you familiarise your child with the environment and the people (children and adults) by coming in for visits before commencing care.
- ♥ Ease your child into care with short stays to begin with. We offer 2 x half days for 0 – 2 year olds at \$60 each.
- ♥ To help them feel more secure, provide a favourite toy, blanket or comforter to support your child when they are separating from you.

- ♥ If care has commenced and your child remains unsettled, short visits with you will help your child to gain trust with an unfamiliar environment. These visits can be made on days when your child is not booked to attend.
- ♥ Your child will be reassured when they see positive interactions between Educators and parents or Educators and other children, and this will help them to establish trust in an unfamiliar setting.
- ♥ Try to talk at home about child care. Mention the names of the Educators and other children. Talk about the things the child will be able to do at child care that are fun and enjoyable.
- ♥ Talk to the Educators about your child, for example what they like to do, successful ways of settling them to sleep, and foods they like and dislike. This helps Educators to get to know them.
- ♥ When leaving your child, reassure them that everything is alright and you will return later. This can help them to settle. It is best to say goodbye and then leave; hesitating or not going after you have said goodbye only confuses them, especially if they are upset.
- ♥ It sometimes helps to establish a routine when leaving, for example, giving your child a cuddle and then passing them to an Educator, or sitting down with them to read a book or for a short play before leaving.
- ♥ Some children protest strongly at first while others may take a day or two to realise that you are leaving them and begin to protest after several days. Children soon learn that you do return and in the mean time they are well cared for.



What to Bring

- ♥ A change of clothing that is weather appropriate (younger children, especially those toilet training, will need extra changes).
- ♥ A labelled, full-brimmed hat.
- ♥ A security item, if required.
- ♥ Breast milk, formula and labelled bottles for each feed.
- ♥ Nappies, if required.
- ♥ A labelled water bottle.

Birthdays

Your child's birthday is a special event in his/her life and to celebrate, you are welcome to bring in a cake (preferably cupcakes). We ask that you also bring in the recipe so we know the ingredients. Please check with your child's Educator prior to the birthday that what you plan to bring is suitable for all children, including those who have allergies or special dietary requirements.

Clothing

Parents are advised to send their children to the Centre in comfortable, inexpensive clothing. The children need to be able to move around during play and should be unimpaired by clothing. While paints etc will come out in the wash, accidents do happen so please don't send your child in expensive or designer clothing. Young children enjoy and need "messy" play with paint, clay, sand, water and mud.

The Centre only has a limited supply of spare clothing. Please supply at least one change of clothing and underwear (for those children out of nappies) in case of accidents. Children who are toilet training should have

about three complete changes of clothing and plenty of training pants.

Please **label your child's clothing** and replace name tags if they fade in the wash. Ensure clothing is **suitable for the weather**.

Please do not dress your child in clothing with cords (on shorts or hats, for example) as these have the potential to become caught on equipment and may cause serious harm to your child.

Belongings

Please ensure all belongings, including dummies and clothes, are clearly labelled. Parent co-operation in labelling assists the Centre in keeping your child's belongings together. Lost property is displayed for parent collection in each room.

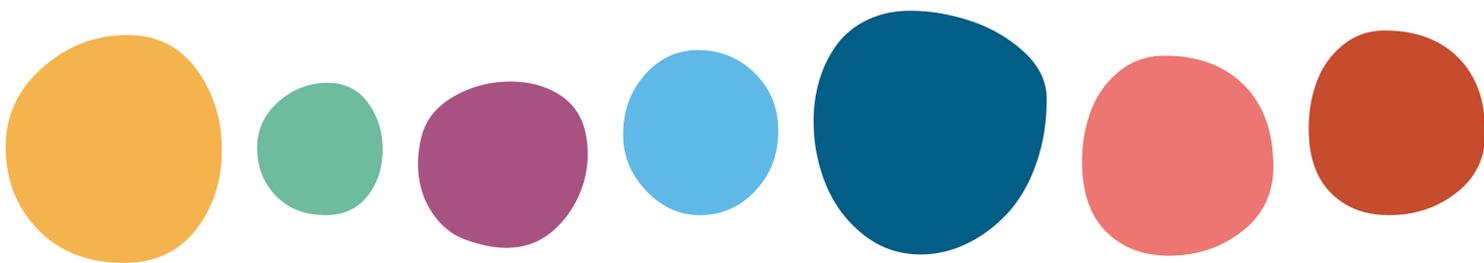
It is appreciated if **personal possessions such as toys are not brought to the Centre**. Any possessions brought must come entirely at the **parent's own risk** with regards to breakage or loss. A soft toy or security item for rest time is acceptable.

Lockers

Lockers are available for each child. As you arrive, your child's name tag will be accessible and you and your child can choose a locker. The Babies Room has set lockers.

Guidance and Discipline

Educators follow a *Behaviour Guidance Policy* which extends across the whole Centre, giving consistency of



expectation in all rooms. This policy allows children to develop self-discipline, and a respect for others, for property and for self.

The policy aims are:

- ♥ To give all children the opportunity to expand their experiences of life in a productive, safe environment that allows individuals the right to safety, tolerance, self-expression, cultural identity, dignity and the worth of the individual, along with honesty in dealing with peers and caregivers.
- ♥ To be taught to respect the rights and needs of others by foreseeing the outcome and consequences of behaviour.
- ♥ To encourage the individual social development of each child.

If you require further information on this policy please ask Educators and refer to the policy book.

Rest and Sleep

Rest time routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide beds/cots/mats for children. Please feel free to discuss your child's rest needs with Educators.



We have been incredibly happy with our experience at Fremantle Early Learning Centre. The staff are exceptional and an absolute asset. We feel confident that our children are receiving the best possible care. Thank you for doing such an amazing job.

Jane & Mervyn Boullineau, 10-05-17

Parents

We believe the best way to work with you and your child is by building a **partnership of care**. To do this we want you to feel that you are **given lots of information about what is happening** and you are **asked for your views**.

Communication

Everyone has different communication needs, both in style and timing. We understand that mornings and afternoons can be rushed, and not the best time to discuss your child. As such, we use many types of communication in order to meet your needs.

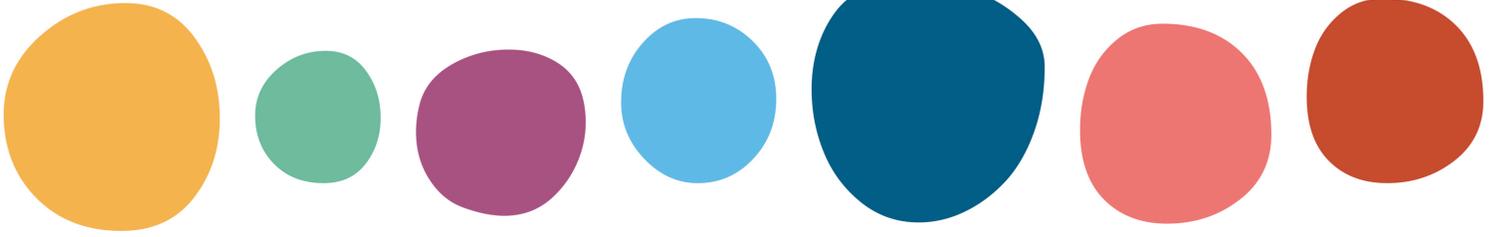
Types of communication we provide:

- ♥ Newsletter
- ♥ Phone calls to your work
- ♥ Emails
- ♥ Letters
- ♥ Face-to-face
- ♥ Social Media
- ♥ Storypark

Please tell us your preferred method of communication.

Ways we communicate news/events:

- ♥ Verbally at arrival and departure times.
- ♥ Newsletters sent home via email every 2 months.
- ♥ A parent information board displaying messages and notices advertising current issues and up coming events.
- ♥ Regular parent meetings/committee meetings are held where parents can raise issues or topics, give feedback and contribute to decision making.
- ♥ A suggestion box allows parents to leave more detailed written messages if they have concerns or want to provide positive or negative feedback. These can be anonymous if desired.



- ♥ Occasionally Educators will ask parents to complete short surveys/documents in order to maintain up to date records and seek parent feedback on various topics.
- ♥ Emails, Facebook, website.
- ♥ Storypark.
- ♥ All forms, surveys, notices etc will be emailed.

It is the **parent's responsibility** to **read notices** and ensure they are aware of current issues and events at the Service.

Communication and Educators

Educators will :

- ♥ inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- ♥ share with families some of the specific interactions they had with the children during the day.
- ♥ provide information on children's eating and sleeping patterns through verbal communication and through the daily charts in each room.
- ♥ keep an appropriate record of joint decisions made with families affecting children's progress, interests and experiences. (These may include new events like toilet training.)

Please feel free at any time to discuss your child's progress, relationships, interests or experiences, in person, by phone or by email.

Confidentiality and Discretion

Information received through written and spoken communication with families will be treated with discretion.

At any time if you require a **private discussion** with our Educators, please inform us. This can happen face-to-face or by phone.

Priority of Access

Please refer to our Enrolment Policy for more information about the *Department of Education and Training* requirements for Priority of Access.

Court Orders

Parents must notify the Centre if there are any Court Orders affecting residency of their children. A copy is required for the Centre; without a Court Order we cannot stop a parent collecting a child.

Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival and signed out on departure. The times must be noted. No child will be allowed to leave our Centre with a person who is not stated on the enrolment form unless prior arrangements are made with the Nominated Supervisor.

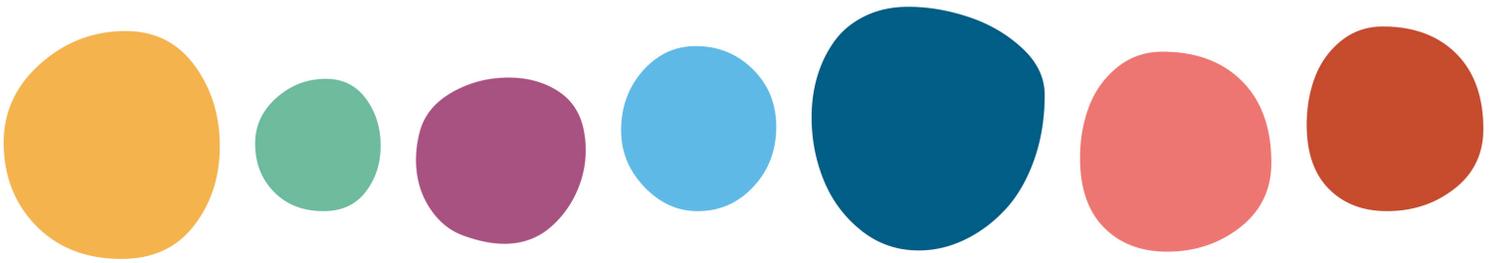
Service Fees

The service requires an initial \$50 enrolment fee to secure your position. On commencement, the \$50 will be credited to your weekly fees. Should you change your mind about enrolling your child, the \$50 will be forfeited as an administration fee.

On your first week at the Centre you will be required to pay 2 weeks of fees.

Current fees are: **\$102.50 Daily**
\$482.50 Weekly

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½ Day Rate - \$60.00 (offered in Babies and Toddlers room for the initial 2 weeks of settling)

Holiday Rate - \$51.25 per day (offered to families who go on holidays for 3 or more weeks)

Fees can be paid via Credit Card or Direct Debit, on a weekly or fortnightly basis.

Accounts in arrears will be subject to care being cancelled, as per the *Enrolment Policy*.

Once your child is enrolled, payment of fees must continue during absence for illness, annual holidays and for **public holidays**. As per most child care services, fees are charged for public holidays because child care workers are entitled to be paid for public holidays when they would otherwise be at work.

Any change of financial income will alter your fee structure. Please advise our Service and the Family Assistance Office (13 6150) if this occurs. Our fee structure is reviewed in January every year.

Late Fees

For children collected after 5:30, families will be charged \$5.00 per minute for the first 15 minutes (\$75.00). After 15 minutes an additional \$100 (daily rate) will be incurred.

Absences

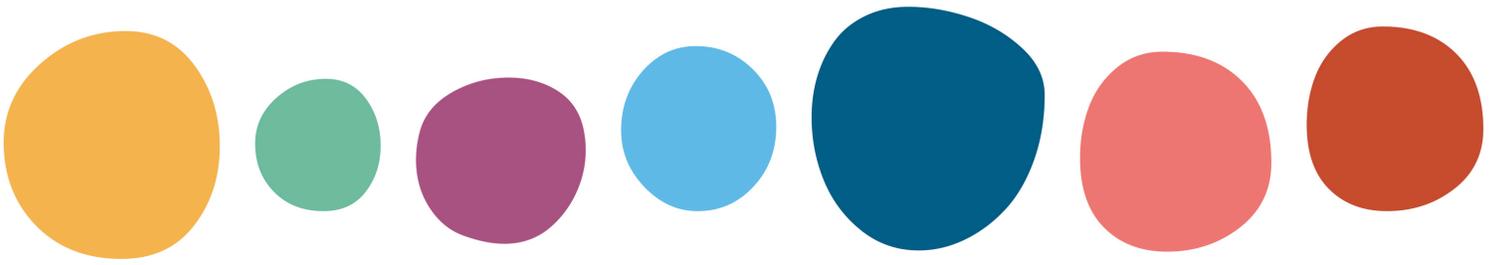
When a child is absent for any reason, please notify the centre by email/phone at your earliest possible convenience.

Refer to the *Department of Education and Training* for information about **allowable absences**.

Did you know?

FELC is a not-for-profit centre, meaning all profits are used to improve outcomes for FELC children and families.

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Casual Days

Casual days can be booked outside of the usual days your child attends. Call the Centre in the morning on 9335 8002 to check availability in your child's room. Cancellations with less than 24 hours notice will be charged.

Waiting List

When our rooms have full enrolment, children's names are added to a waiting list. Once a position is vacant, parents are contacted about placement. When parents wish to change days, this can be effective immediately for days that enrolments are not full. If they are full, the child's name will be placed on the waiting list until a position is available and days can be adjusted. Our waiting list gives priority to working parents, as per the Priority of Access guidelines.

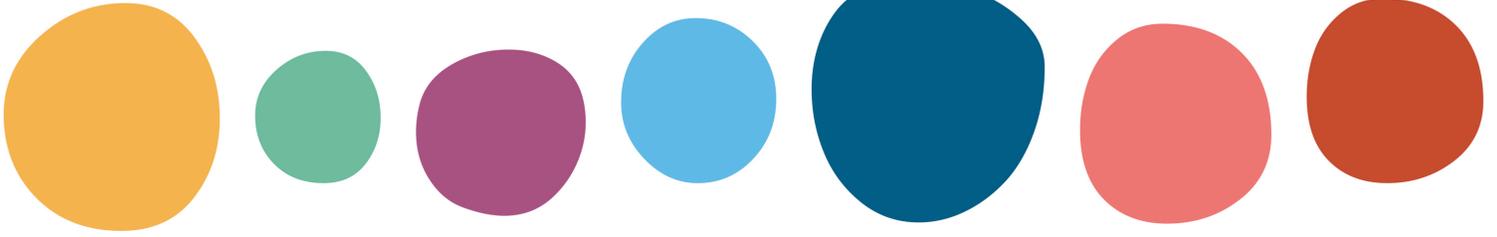
Notice of Withdrawal

The service requires **2 weeks notice in writing** if you wish to cancel your child's enrolment.



Health & Safety

The Centre provides a healthy and safe environment for children, Educators and families; please refer to our policies covering nutrition, hygiene, medication and infectious diseases.



Food Allergies

We are an allergy aware Centre. Please inform the Director if your child has any allergy or anaphylaxis.

Illness

Children with contagious infections or illnesses must be kept at home. Our Infectious Diseases Policy states the incubation period, symptoms and exclusion periods of such diseases. A doctor's certificate must be presented to the service when the child returns, showing the infection is no longer contagious.

Children who are not immunised will not be allowed to attend the Centre. For further details, please refer to the *Immunisation Policy*.

Medication

Educators are able to administer medication to children who are recovering from illness if a medication form has been completed and signed by parents. The nominated supervisor or an educator can assist you to complete the form.

Medication must be in date, in its original container with the original label, have the child's name on the label, and have any instructions about the medication (including those from a GP) attached to the medication.

Medication must be handed to an Educator for appropriate storage. **Please DO NOT leave medication in your child's bag.**

Medical Conditions (including asthma and anaphylaxis)

The Centre aims to provide a safe environment for children who have identified medical conditions. It is Centre policy that a Medical Management Plan be completed by parents/guardians in consultation with the family doctor. The Plan should include: a photo of your child; triggers of the medical condition; first aid required; contact details for the doctor who signed the plan, and; the date when the Plan will be reviewed. This must be completed and returned before enrolment commences.

Parents are responsible for updating their child's **Medical Management Plan** or providing a new Plan every 12 months.

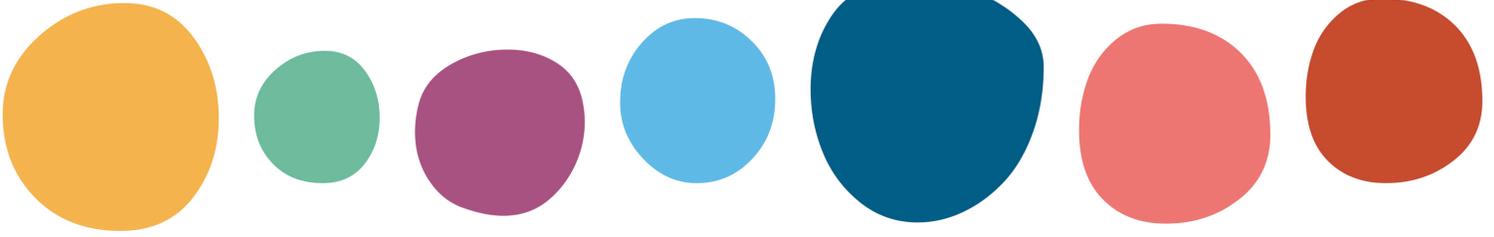
Sun Protection

The Centre's policy is "no hat, no play". This policy is enforced. Parents are asked to provide a labelled, wide-brim hat to wear during outside activities. The most suitable hat is one that shades the ears and neck, as research shows a high incidence of skin cancer on people's ears.

Children are required wear sun-safe clothing that covers as much of the skin as possible when outdoors. Please dress your child in clothing that will protect them from the sun.

Accidents, Injuries and Illnesses

The Director will contact parents immediately if a child is involved in a serious accident or illness at the Centre. As a matter of extreme importance, parents must ensure that the Service has up to date emergency contact numbers.



An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the incident, any first aid that was administered, and it will be signed by an educator, the Director and by the parent.

Emergency Drills

Throughout the year and at various times of the day, the Centre holds emergency drills to ensure they are carried out in a well-organised and orderly manner. An *Emergency Evacuation Plan* is displayed in every room and Educators are trained in using the fire extinguishers.

Using the Service Safely

Cars parks are dangerous places for children. Always hold children's hands when arriving and leaving the Centre. Never leave children unattended in cars while collecting children from the Centre.

Never leave a door or gate open.

Never leave your children unattended in a room.

Children are not permitted in the kitchen and laundry areas.

Workplace Health and Safety Feedback

We welcome all feedback regarding safety at the Centre. If you see something that concerns you regarding safe work practices, the safety of building and equipment, or general health and safety, please contact the Director immediately.



Educators

Qualifications and ratios

We meet all legal requirements in relation to child-to-educator ratios and the qualifications of our Educators.

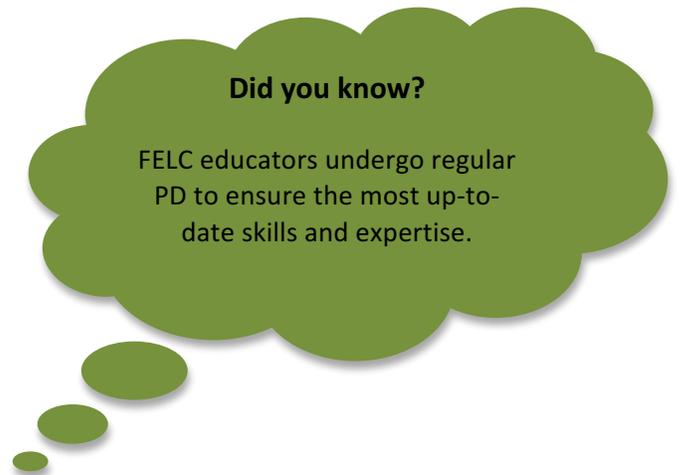
All Educators hold First Aid qualifications, have current Working with Children Checks and attend regular staff meetings. Our Educators continually evaluate how our curriculum meets the needs of our children and they reflect on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

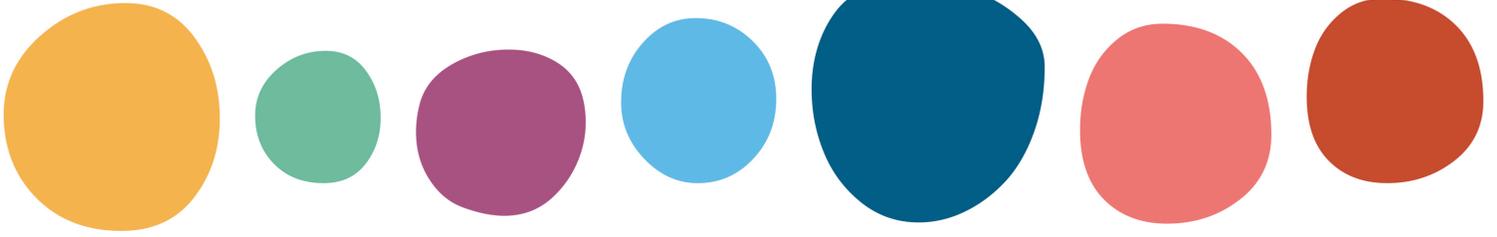
For further details on the qualifications of the Educators, please see our Director.



Did you know?

FELC educators undergo regular PD to ensure the most up-to-date skills and expertise.





Parent Involvement

Family Skills, Interests and Talents

We welcome and encourage the involvement of all parents/families at the Centre. Your ideas, experiences and skills are greatly valued and will support us to extend each child's interests, abilities and knowledge. We understand that your busy lives can't always afford the time, however any contribution, no matter how big or small, is much appreciated. Following are just a few ideas of how your family can be involved.

Your Occupation or Hobby

Your child loves you and when they get to childcare all they talk about is you. You are the most important person in their world. We welcome all parents to the Centre to talk about their occupation or hobby, for example music, craft, cooking or sport. Everything parents do interest children and these talks are the best educational resources you can provide for the Service. We use information that has come from discussions about occupations and hobbies in our programming and the ideas explored from parent talks can last for weeks.

Your Home Culture

Your home culture is most welcome in the Centre. We would greatly appreciate if you are able to share aspects of your culture and family life with us. This would assist us to enrich the lives of all our families and children.

Reading

(especially good for grandparents)

Children love to be read to. If you or your parents have the time, please contact your room Educators to organise a day for reading.

Useful Junk

We are always on the lookout for recyclable items for the rooms. Empty food containers (excluding egg and milk for allergy reasons), ribbons, wrapping paper, towel tubes (not toilet because of hygiene issues), paper or anything interesting from your work is much appreciated.

Concerts and Special Events

The Centre organises special events throughout the year. Please speak to an Educator if you'd like to contribute your time or expertise. And keep an eye out as your child is sure to be a star!

As a community-based centre, we encourage and appreciate parent support for busy bees and all other FELC events.

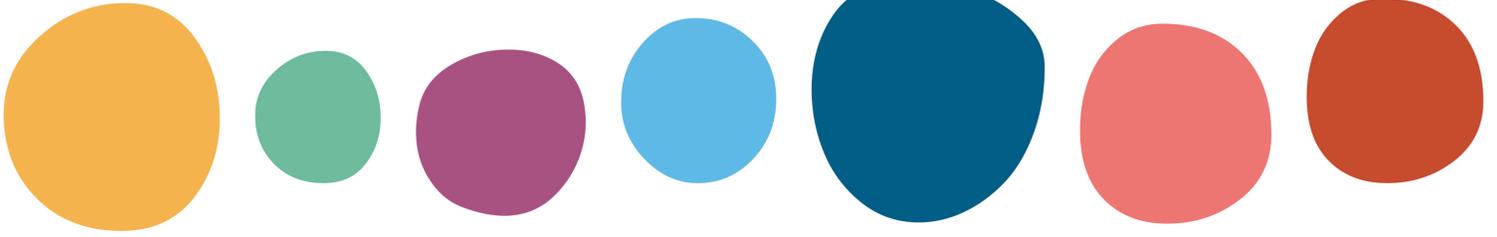
Suggestions

Parents are welcome to visit or call the Centre at any time to share any suggestions or ideas on how we can best work together.

Finally...

When your family becomes involved with the Centre, no matter how big or small your involvement, your child will be experiencing the connection between home and our Centre.

We guarantee your child will have a happy, safe and secure relationship with the Centre and our Educators and that the time he or she is in our care will be positive and fulfilling.



Appendix 1: Early Years Learning Framework

The Early Years Learning Framework (EYLF) describes the principles, practices and outcomes that support and enhance young children's learning from birth to five years of age, as well as their transition to school.

Further information can be found at:

<http://www.acecqa.gov.au/national-quality-framework>
<https://www.education.gov.au/early-years-learning-framework>.

Learning Outcomes

Outcome 1: Children have a strong sense of identity

- ♥ Children feel safe, secure, and supported
- ♥ Children develop their emerging autonomy, interdependence, resilience and sense of agency
- ♥ Children develop knowledgeable and confident self identities
- ♥ Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- ♥ Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- ♥ Children respond to diversity with respect
- ♥ Children become aware of fairness
- ♥ Children become socially responsible and show respect for the environment

Outcome 3: Children have a strong sense of wellbeing

- ♥ Children become strong in their social and emotional wellbeing

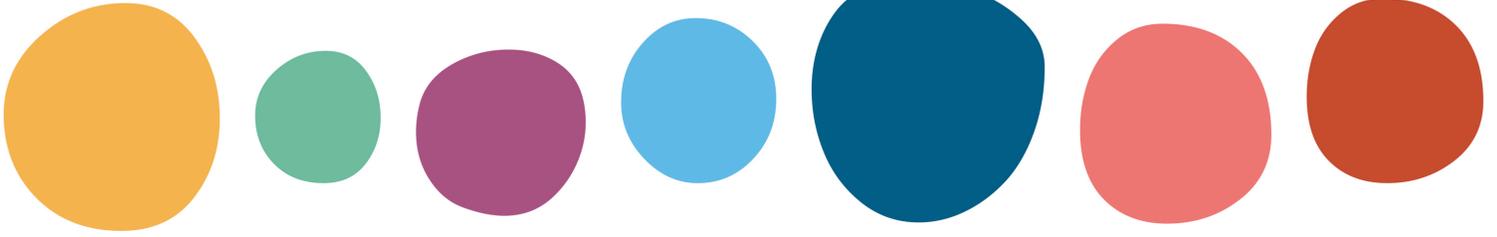
- ♥ Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- ♥ Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- ♥ Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- ♥ Children transfer and adapt what they have learned from one context to another
- ♥ Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- ♥ Children interact verbally and non-verbally with others for a range of purposes
- ♥ Children engage with a range of texts and gain meaning from these texts
- ♥ Children express ideas and make meaning using a range of media
- ♥ Children begin to understand how symbols and pattern systems work
- ♥ Children use information and communication technologies to access information, investigate ideas and represent their thinking



Appendix 2: Important Contact Numbers for Families

The Centre can provide families with current information on child and family resources and services accessible in the local community. Please speak to staff to assist with your specific needs.

ACECQA

Australian Children's Education & Care Quality Authority (ACECQA) is the national body ensuring high quality early childhood education and care across Australia.

Address: Level 15, 255 Elizabeth Street, Sydney, NSW, 2000

Postal Address: PO Box A292, Sydney, NSW 2000

Email: enquiries@acecqa.gov.au

Phone: **1300 422 327**

Website: www.acecqa.gov.au

Family Assistance Office: 13 6150

www.humanservices.gov.au/customer/themes/families

Australian Childhood Immunisation Register:

1800 653 809

Ambulance: 000

Fire: 000

Police: 000

Police (Fremantle): 9430 1222

Poisons (National): 13 11 26

PMH (Princess Margaret Hospital): 9340 8222

Crisis Care (Child Left After Hours): 9223 1111 / 1800 199 008

Department of Local Government and Communities (Chaminda): 6551 8507

<https://www.dlgc.wa.gov.au/Pages/default.aspx>

Government of Western Australia

Department of **Local Government and Communities**

Education and Care Regulatory Unit: **6551 8333**

<https://www.dlgc.wa.gov.au/LegislationCompliance/Pages/Education-and-Care.aspx>

1800 199 383, ecru@communities.wa.gov.au,

LEVEL 1, 111 WELLINGTON ST, EAST PERTH WA 6004

The Translation Studio: 9467 9556

Cedars Centre Children's Equity: 6389 1313

Dial-a-Doctor (After Hours): 1300 030 030