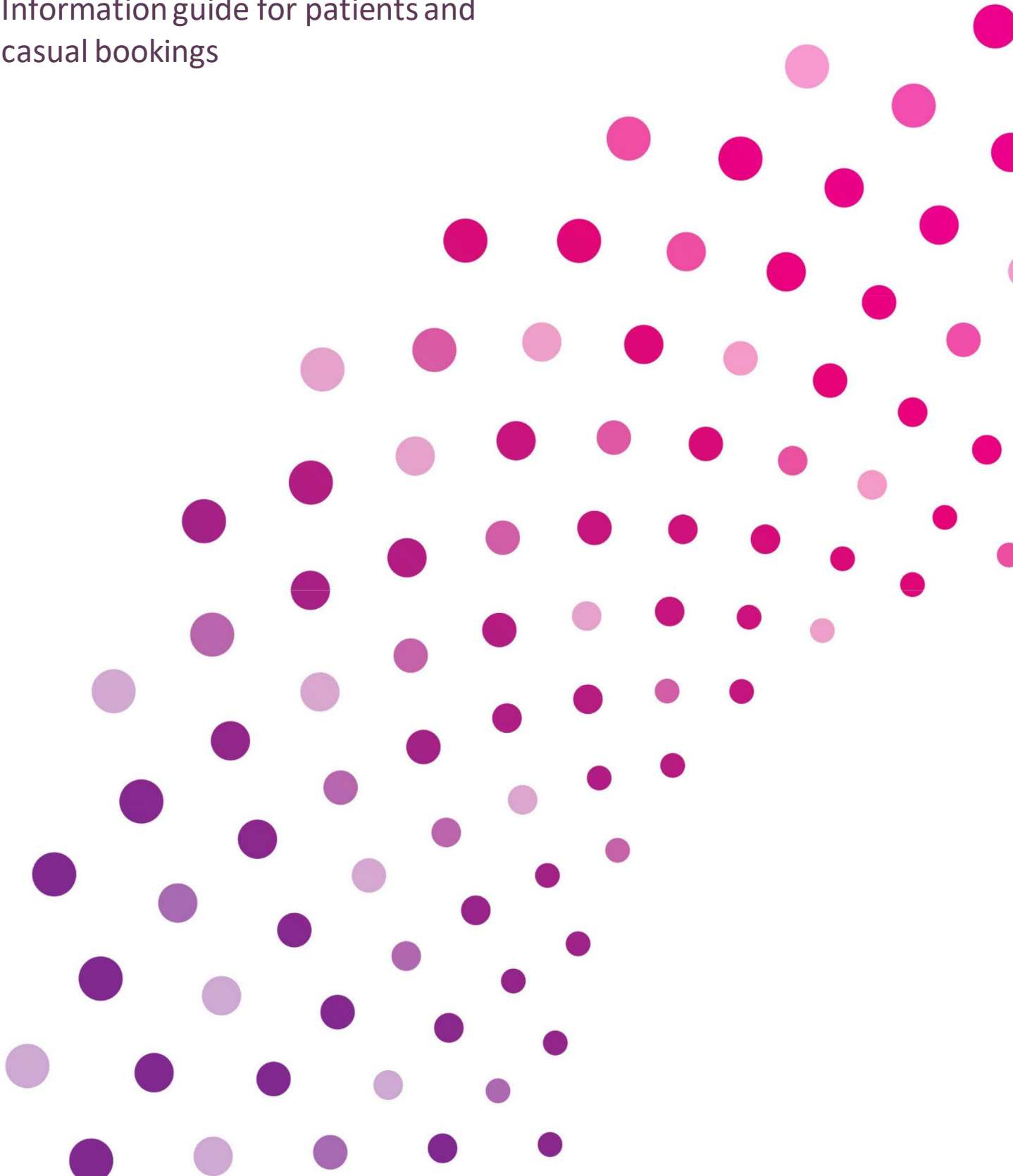




the women's
the royal women's hospital

Childcare & Early Learning Centre

Information guide for patients and casual bookings



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Acknowledgment of Traditional Owners

The Royal Women's Hospital acknowledges and pays respect to the peoples of the Kulin Nations, the Traditional Owners of the Country on which our Hospital stands and we pay our respects to their Elders past, present and emerging.

The Women's is committed to improving health equity for Aboriginal and Torres Strait Islander women, children and families and we recognise the fundamental significance of cultural traditions, beliefs and connection to Country for the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

We acknowledge the importance of kinship and family structures as a cohesive force that binds Aboriginal and Torres Strait Islander peoples and we recognise their cultures, community connection, and self-determination as critical protective factors for wellbeing.



ARTWORK STORY

The Women's Innovate RAP features an original design by Marcus Lee, creative director of Marcus Lee Design – a creative agency certified by Supply Nation.

Developed in close consultation with the Women's Reconciliation Working Group, patients and staff, the artwork represents a female figure whose uplifted arms are a celebration of empowerment and resilience. Manna gum leaves symbolise strength of culture and connection to families and communities.

The six circular forms surrounding the figure represent the values of Trust, Safety, Inclusiveness, Empowerment, Commitment and Connection.

The central circular form within the figure is a symbol of the Women's as the meeting place for the care and protection of all Aboriginal and Torres Strait Islander patients, their families and staff at the Women's.

Welcome to the Women's Childcare & Early Learning Centre

The Women's Childcare and Early Learning Centre has been caring for children of employees and patients since 1998.

We are a work place, not-for-profit service, offering long day care, occasional care, and an integrated funded three and four year old Kindergarten Program.

We are licensed to educate and care for 25 children daily between 6 weeks and 6 years of age.

Whilst we predominantly provide care for children of employees of the Women's, our enrolments are also open to our Parkville Health Precinct Partners:

- **Melbourne Health** – *The Royal Melbourne Hospital (City Campus Only)*
- **Peter MacCallum Cancer Centre** – *part of the Victorian Comprehensive Cancer Centre*
- **Ramsay Health** – *Frances Perry House Private Hospital*

Patient care, whilst not part of the standard patient care pathway, is an option based on service availability, for patients of the Women's only.

Our centre is staffed by a dedicated and passionate team of educators and teachers.
We look forward to welcoming your family and being part of your child's learning journey.



Statements of Commitment

Commitment to Gender Equality

The Royal Women's Hospital is an equal opportunity workplace and respects equality in everything we do.

We respect the demonstration of gender identification in all forms and welcome all members of our community to be part of our Centre.



Commitment to the Social Model of Care

The Women's is committed to delivering care that is respectful, inclusive, responsive and accessible for all Victorians.

The Women's Childcare Services are committed to providing child and family led education and care to all families.



Commitment to Child Safety and Wellbeing

The Women's – Organisation Commitment

All children have the right to feel safe and to be safe all the time.

The Women's is committed to keeping children safe and will create and maintain a child safe organisation, where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all our employees, contractors, volunteers, and students on placement.

The Women's will not tolerate child abuse and harm to children and will take proactive steps to identify and manage any risks of harm to children at our organisation. When child safety concerns are raised or identified, we will treat these seriously and respond promptly and thoroughly.

The Women's Childcare and Early Learning Centre is committed to safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

The Women's Childcare and Early Learning Centre

The Women's Childcare and Early Learning Centre is committed to implementing and abiding by the *Child Safety and Wellbeing Policy* based on Child Safe Standards in Victoria (2022), which defines our *zero tolerance* for child abuse and raising awareness about the importance of child safety in our Service and the community.

We commit to protecting children from abuse and neglect and promote a child safe environment, maintaining children's wellbeing. We adhere to our comprehensive *Child Protection Policy*, standing by our mandatory reporting responsibilities to protect children from physical, sexual, emotional, and psychological abuse and neglect.

We work to ensure there is clear awareness between appropriate and inappropriate behaviour concerning adults and children. We require clear precincts between children and employees, volunteers, and the community to maintain children's safety.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We value diversity and do not tolerate any discriminatory practices.

We are committed to ongoing professional development for employees to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring employees are responsive to their responsibilities in keeping children safe.

We work in collaboration with the United Nations Convention on the Rights of the Child and have confidence in educating children about their right to be safe. We believe in teaching children what to do if they feel unsafe and encouraging them to express their view and thoughts on matters that directly affect them.

As educators we listen to and empower children to act on any concerns, they or others may raise which is reflective in our policies and procedures in keeping children safe

Enrolment

Note: Your child's full enrolment must be completed prior to their first physical attendance.

- Patient and occasional care is offered 9am-5pm, Monday to Friday, if available.
- Extended care hours may be accessed, pending availability.

- Enrolments can be completed electronically via Smart Central. Please scan QR code on the right or go to <https://bit.ly/2SyVKMJ>



- We require an immunisation history statement for your child. To obtain, please scan QR code on the right or go to <https://bit.ly/3wwofJG>
- Does your child have any of the following?
 - Allergies, Anaphylaxis, Asthma, Eczema or other medical conditions
 - Court Orders

If yes, please speak with the Manager Children's Services.

- Your child must be signed in and out of the centre by a designated parent or carer. A secure pin code will be provided.



Fees and payment

Note: Fees must be settled prior to your child's physical attendance.

Casual and patient care fees are as follows:

- 1-4 hours: \$25.00 per hour
- 5+ hours: \$150.00
- Child Care Subsidy (CCS) may be available pending eligibility – ask us for more information
- 2-hour minimum booking (fees are not refundable if you don't utilise your whole session)
- Fees are payable through our direct debit payment system, Childcare EasyPay via credit and debit card only (bank account payments are not accepted)
- Cash payments are also accepted and can be made via the Cashiers office located on the Ground Floor of the Women's. If paying in cash, the receipt from the Cashiers office must be provided to the service administration office.

Meals and nutrition

Note: All food related allergies/intolerances must be documented during enrolment.

If your booking is made in advance, we will supply all food and meals for your child, catering to any individual dietary requirement.

For any single session/day booking not organised in advance, families will be required to provide the main lunch meal (see below).

The centre provides breakfast, morning tea and afternoon tea for all casual education and care bookings.

If you are required to provide your child's main lunch meal, please provide a plain sandwich.

Approved fillings are:

- Butter/Nuttelex
- Ham
- Cheese
- Vegemite

Parents/guardians must label their child's lunch with the following:

- Name
- DOB
- Ingredients

If you forget to bring in a meal for your child, you will be asked to purchase a sandwich with approved fillings from Zouki Café located on the Ground Floor of the Women's.



What to bring

Note: Please ensure all belongings from home are labelled. The Women's does not take responsibility for lost items.

Please bring the following items for your child:

- Broad brimmed sun hat
- Appropriate footwear (no thongs/crocs)
- Sun smart clothing (no exposed shoulders)
- A warm jacket/jumper to wear (important in winter)
- A cool top/shorts/dress with sleeves (important in summer)
- Drink bottle
- Formula/breastmilk (if required)
- Lunch (as described left)
- A change of clothes (in case of toileting/food accidents and in the event of water play)
- Nappy/Barrier Cream (if required)
- One comfort item which may help your child to settle into their day
- Prams/strollers can be stored for you.

What is provided

The centre will provide the following for your child:

- Milk (if permitted)
- Water
- Fresh fruit
- Yoghurt (if permitted)
- SPF 50+ Broad Spectrum Sunscreen
- Bedding (for children who will attend during their sleep or rest time)
- Nappies (at no additional charge)

Code of Conduct

All children have the right to feel safe and be safe, all of the time.

The Women's has a zero tolerance stance toward child abuse, harm and neglect.

The Women's cares for the wellbeing of patients and staff.

Abusive behaviour, violence and threats of violence are unacceptable and will not be tolerated.

All visitors to our service must abide by the Child Safety and Wellbeing Code of Conduct at all times.



Arrival and COVID-19 information

In recent months, we have eased many COVID-19 restrictions.

We still have a few COVID safe measures in place. We ask visitors to the Women's to follow any in place measures and signage which will help:

- Prevent transmission in our hospital
- Protect our patients, their families and our staff

For up to date information about our COVID safe measures, please visit the [COVID-19 Information Hub](#).

Face masks are currently an optional requirement when visiting the Childcare and Early Learning Centre.

The Childcare and Early Learning Centre is conveniently located on the Ground Floor of the Women's, opposite the HealthSmart Pharmacy.

Please ring the doorbell and one of our friendly team will greet you at the door.

Questions?

If you have any questions about accessing the Women's Childcare Services and Early Learning Centre, please contact the administration office:

T (03) 8345 2099

E ChildCare.Centre@thewomens.org.au

Thank you

For further information, please contact

William Simpson
Manager Children's Services

T (03) 8345 2099

E ChildCare.Centre@thewomens.org.au

W thewomens.org.au

Cnr Grattan St & Flemington Rd Parkville,
VIC 3052 Australia

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