

PARENT UPDATE

January 2019

Welcome to 2019 to all new and existing families with Wynnum FDC

Building relationships with families begins with our initial conversation and we pride ourselves on establishing strong links with clients. We endeavour to keep in regular contact with you and keep you up to date with what is happening within our service. Please telephone, email or call into our office at any time to discuss your child care requirements and areas of interest for family training/info sharing sessions.

Helping your child have a positive start to school - <https://www.maggiedent.com/blog/getting-little-ones-ready-big-school/>

A positive start to school will help your child develop a lifelong love of learning. Maggie Dent, commonly known as the "queen of common sense", has become one of Australia's favourite parenting authors and educators, with a particular interest in the early years, adolescence and resilience. Maggie is an advocate for the healthy, common-sense raising of children in order to strengthen families and communities.

New parenting resource - Babies and children are learning through every experience. Make your child's early years count by supporting their learning and development each day. [The Early Years Count website](#) is a great place to start. Make the most of this website by completing five questions to find personalised tips and activities, to support your child's early learning and development.

Electronic Sign-In (ESI)

We wish to confirm the update to legislative requirements that affect the sign in requirements for child care services. It is a requirement that all services record the actual times of attendance along with the booked session of care. WFDC uses the HubWorks! software platform to submit all child care attendances to the Child Care Subsidy System. HubWorks! have enabled an Electronic Sign In (ESI) process that enables educators to use an electronic device (phone/tablet) to record actual attendance times. Please discuss with your educator when they will be using the ESI option within HubWorks! It is a requirement that all authorised persons to collect your child/ren sign have a mobile phone number and a pin code. Please ensure that you have reviewed with your educator your enrolment form to confirm all mobile phone numbers and authorised persons are correct. The pin code will be set up by the user at the first time they sign in/out to collect the child.

Finishing with WFDC?

If you are finishing care with WFDC, your enrolment notice will end 8 weeks from the last week of attendance and your email address will exit from our database.

Updating Arrangements & Enrolment Notices

Where there are certain changes to the arrangement for care between the educator and an individual, WFDC must update the arrangement in writing (Complying Written Agreement, CWA).

WFDC must update an enrolment notice;

- if they become aware that the information originally provided in an enrolment is (or becomes) incorrect, whether at the time of or after the enrolment notice was created
- an arrangement for care is varied, at the request or in discussion with the individual (and this has been reflected in the CWA)

An enrolment must be updated within 7 days of the change or event to which the update relates

Manager: Cathy Bavage **Educational Leader:** Lisa Meyer **Coordinators:** Marie Sayers, Samantha Jackson Van-Hummel, Karen-Lea Simmers, Natasha Staal **Business Support:** Rochelle Chisholme