



CUDDLY BEAR DAY CARE CENTRE

Parent Information Pamphlet

Open Monday-Friday • 7:00am-6:00pm



08 9244 1812



www.cuddlybeardaycare.com.au



admin@cuddlybeardaycare.com.au



WELCOME

The Director and staff warmly welcome you to Cuddly Bear Day Care Centre. We are licensed for 35 children and follow the National Quality Framework and Early Years Learning Framework. All families are encouraged to participate, share ideas and contribute cultural experiences.



CURRICULUM

Our curriculum is based on children's interests and family input. Plans are displayed in each room and explained during orientation as well as on the HubHello App.



GUIDING BEHAVIOUR

Behaviour guidance is positive, respectful and age-appropriate. We support children in developing confidence, self-regulation and problem-solving skills.



PHILOSOPHY & POLICIES

Policies are reviewed weekly and shared with families through the newsletter. Full copies of all policies are available upon request.

Health & Safety, Hygiene, Sustainability, Child Protection, Behaviour Guidance, Grievance Policy

WEEKLY NEWSLETTER

Sent every Friday and includes curriculum plans, educator updates, policy reviews, centre news, and helpful information for families.

COMMUNICATION

Daily reports and communication updates are shared through the HubHello app, complemented by regular verbal communication with educators—either in person or via phone calls. This ensures families receive timely, clear and consistent information about their child's day and ongoing learning.

MEALS

Nutritious lunches, teas and snacks provided daily. Special dietary needs catered for. Weekly menu displayed in foyer, kitchen, and HubHello.

MEDICATION

Please do not leave medication in children's bags. Hand all medication directly to a qualified educator and complete a medication form. Medication must be clearly labelled with the child's name and all required details before it can be administered.

ILLNESS & INJURY

Children must stay home if unwell or showing symptoms such as: Eye/ear discharge, Vomiting, Diarrhoea, Rashes, Swelling, Pain, Temperature over 38°C. A doctor's clearance is required before returning.

ARRIVALS & DEPARTURES

- Leave your child with a staff member on arrival
- Late fee: **\$20 per 10 minutes after 6:00pm**
- Collectors must be 18+ and listed on enrolment form
- Parents may visit any reasonable time during care hours



ATTENDANCE

Sign children in and out using the attendance tablet. Families are entitled to 42 absences per financial year. If your child's sick days exceed this allowance, a doctor's certificate is recommended to support additional absences.



DAILY REQUIREMENTS

- 1 piece of fruit
- 1-2 changes of clothes
- Jumper
- Water bottle
- Milk bottle
- Babies: 5-6 nappies + formula if needed
- Sun-smart hat

On enrolment:

- Enrolment form
- Immunisation record
- Birth certificate
- Family photo
- \$20 stationery fee

All belongings must be clearly labelled.



STAFFING

Our centre is led by an Owner-Director with extensive management experience and a university qualification.

0-2 Years	Max 8 babies	Diploma educator + Cert III assistant
2-3 Years	Max 10 toddlers	2 Diploma educators
3-6 Years	Max 17 children	Diploma educator + ECT

Training

All educators hold:

- ✓ First Aid
- ✓ Anaphylaxis
- ✓ Asthma & Allergy Management
- ✓ Child Protection
- ✓ Food Safety

FEES and WITHDRAWAL

Fees must be paid for all absences including public holidays, family holiday and sick holiday. Fees are paid **two weeks in advance** via EFT only.

Withdrawal of your child requires two weeks' written notice, or two weeks' fees in lieu of notice.

Toddlers & Babies 0-3 YEARS		Kindy 3-6 YEAR	
DAILY	\$174.00	DAILY	\$169
WEEKLY	\$870.00	WEEKLY	\$845.00

PAYMENT INFORMATION

Please contact the centre for payment details.
Fees are paid two weeks in advance by EFT.

 **EDUCATION & CARE REGULATORY UNIT**

08 6551 8333

Updated: 10/08/2026