Dear Families,

Welcome to Bowen Street Community Centre Childcare.

We are delighted to have you join us and we are committed to providing a safe, nurturing and engaging environment where your child can learn, grow and thrive.  Your insights into your child’s unique personalities, preferences and any specific needs will allow us to tailor our care and educational approach effectively.  By maintaining open lines of communication, we can work together to create a positive transition for your child/ren into our centre and ensure that their time here is both enjoyable and enriching.

Upon arrival an educator will greet you at the door. We will escort your child into the room where we unpack their bag for the day, wash hands and settle into a learning experience.

For the first few sessions you may want to come in with your child so you can get to know us and discover a learning experience together.

We have found after the first few sessions the room is more settled for a calm learning environment on arrival when we say goodbye at the front doors. We are able to focus on the children and help them to transition into a learning activity.  At the end of sessions, you are welcome to come in to collect your child. If you would like to speak to our educators, please arrive 5-10 minutes early as our sessions close at 12:15pm for the 3-hr room and 2:30pm for the 5-hr room for cleaning and preparation for playgroups.

The educators at BSCC are Anita Simmons, Anne Kearney, Ally Yong, Sonya Goodrick and Hazel Lu in the 3-hr room. The 5-hr room are Ally McIntosh, Tracey Peduto, Caroline Harris and Mel Burrows. Our regular volunteers are Emma Sigley in the 3-hr room and Nadia Scroce in the kitchen. All educators are highly qualified, experienced long-time employees of BSCC.

Centre Administration: Mary-Centre Manager, Carmel and Dianne – Administration.

On arrival and pick up please sign in and out using the Xplore app on your phone. Any troubles please let the front office know.

 A few reminders:

* Front room operates from 9:15am - 12:15pm. Room is closed at 12.15pm. Children must be picked up before that time, please allow time if you wish to speak to an Educator.
* Back room operates from 9:30am - 2:30pm. Room is closed at 2.30pm. Children must be picked up before that time, please allow time if you wish to speak to an Educator.
* Please apply sunscreen to your child before arrival
* Please ensure your child has a clearly labelled sunhat - we recommend leaving one at BSCC
* Clearly labeled change of clothes (extra pants for toilet trainers)
* A healthy labelled snack for morning tea, a separate lunch if in the 5 hr session. Please use minimal throw away packaging (no nuts of any kind please)
* A labelled water bottle
* Please include adequate nappies in your child's bag - we suggest 2 for 3 hr session and 3 for 5 hr session
* Please include named bedding - Cot sheet and blanket/bed bag in a separate bag/library bag or pillow case
* Please complete the ALL ABOUT ME form

Please call on 9889 0791 or email [info@bowenstreet.org.au](mailto:info@bowenstreet.org.au) if you require further information.

Looking forward to lots of fun!

The Educator Team