

Guide to providing information for parents and guardians

Section 106A of the Child Care Regulation 2003 requires that parents and guardians be given written information about the legislative requirements and the operation of the service. In order to meet the requirements of this provision, services may explore options for the format in which they supply this information to parents and guardians. This information must be given to parents and guardians before the child commences care at the child care centre.

This fact sheet provides an example of a letter which could be used by a centre based service to demonstrate compliance with providing information for parents and guardians. The example provided does not include information about the content and operation of the program, required under subsection 106A (1) (e) of the Regulation, as this information is usually provided in the service's parent handbook.

Date...../...../.....

Dear Parents/Guardians,

This letter is to provide specific information relating to your child's enrolment at this centre.

Your child will be enrolled in the <name of room>.....Room. The age grouping for this room ismonths/year tomonths/years.

Your child's care giver details as at the date of enrolment are as follows:

Group Leader.....<name>.....	Qualification.....
Assistant.....<name>.....	Qualification.....

Notices stating the current information about groups and staffing are displayed at the centre. **(Please note that this is not a requirement for School Age Care services).**

This child care service is licensed by the Department of Communities, under the *Child Care Act 2002* and must comply with this Act and *Child Care Regulation 2003*, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications, numbers of staff members and children.

The Department of Communities Child Care Information Service contact number is 3224 4225 or freecall outside Brisbane 1800 637 711.

You are encouraged to ask the Group Leader or Director for information relating to the following:

- your child's enrolment at this service including the activities and experiences provided by the service;
- the service philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved; and
- the goals about knowledge and skills to be developed through activities and experiences.

Yours sincerely

<Licensee>

This fact sheet has been prepared by the Department of Communities to assist users of the *Child Care Act 2002* and the *Child Care Regulation 2003* in understanding the requirements of important provisions. If there are any inconsistencies between this document and the legislation, the legislation must be followed. You should refer to the legislation to properly understand its requirements.

For further information contact

Child Care Information Service

Telephone: 07 3224 4225

Freecall outside Brisbane: 1800 637 711

Outside Australia +61 7 3224 4225

Email: ccis@communities.qld.gov.au

Website: www.communities.qld.gov.au