

BubDesk Murdoch

Susan Teather Early Learning & Development Centre

Orientation Manual

[Meg Burrage, July 2017](#)



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1. All Things BubDesk

1.1 BUBDESK MISSION

“To create a world where parents can have it all.”

In a nutshell, that’s it! Who says that having a family marks the end of your career or business? The BubDesk mission is to provide a service that enables parents to truly blend work and life, enabling you to go on with whatever makes you happy.

1.2 CORE VALUES

BubDesk prides itself on being a supportive environment of professional parents. Our core values are:

- Inclusiveness – everyone is made to feel welcome and valued at BubDesk
- Resilience – we rise to any challenge, including the juggle of work and life!
- Excellence – nothing we do is mediocre and we encourage all BubDesk members to strive for their best
- Integrity – we can be relied on to do what we say we’ll do

1.3 BUBDESK OVERVIEW

BubDesk specialises in childcare co-working. The creation of parent workspaces within new and existing childcare centres that enables parents to work nearby their child, but in a distraction free environment.

The benefits of using a BubDesk workspace include:

- A gentle way to transition your child into care
- The ability to continue feeding throughout the day
- A community of likeminded professional parents
- A distraction free environment
- A flexible and licensed childcare, eligible for rebates
- Casual days, half days, kindy days – whatever makes your life easier!

1.4 BUBDESK KEY CONTACT

BubDesk is owned and operated by Meg Burrage. Meg is readily available on mobile 0429 431 382, or by email info@bubdesk.com.au should you have any queries before or after you join the community.



2. BubDesk Murdoch

Each BubDesk operates a little differently depending on the childcare facility it operates within.

BubDesk Murdoch is operated by Wanslea and is located at the Susan Teather Early Learning and Development Centre:

Jennalup St, Murdoch, WA 6015 (in the grounds of Fiona Stanley Hospital)

Phone: (08) 6165 3555

Opening Hours: 6am to 6pm Monday to Friday

Reception is staffed from 8:30AM daily and you will be greeted by the lovely Centre Coordinator, Tracey Jones, on arrival. Tracey handles all enrolments and will let you know in which room your child will be cared for if it's your first visit.

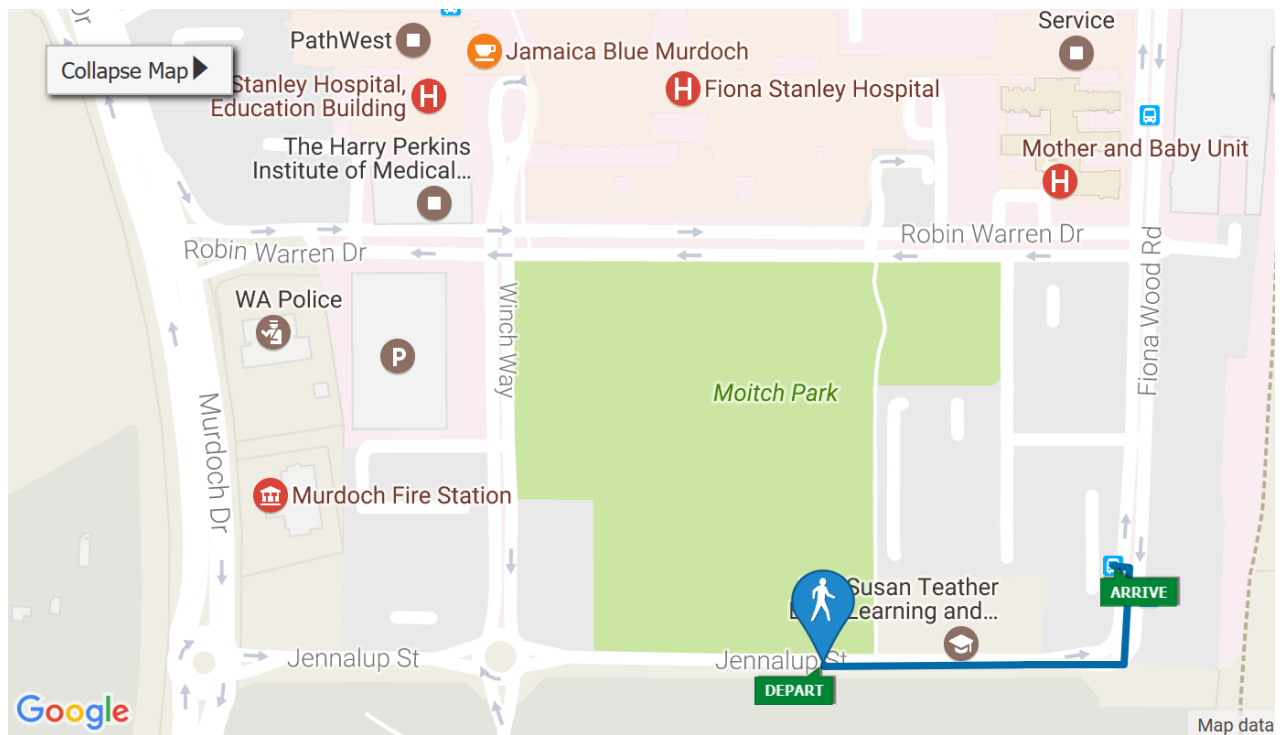


At BubDesk Murdoch you will find the following facilities:

- WIFI
- Printing/Scanning
- Full use of kitchen
- Open Plan Workspace to Accommodate 3 Parents
- Parent Lounge with feeding spaces

PUBLIC TRANSPORT TO BUBDESK MURDOCH

The closest **bus stop** is by the corner of Fiona Wood Road and Jennalup Street.



And the closest **train station is Murdoch**, which is 1km from the centre, but accessed within a few minutes by bus routes 514, 517, 518, 519

2.1 SITE MAP

For a comprehensive map of the Fiona Stanley site please visit link:

<HTTP://WWW.FSH.HEALTH.WA.GOV.AU/FOR-PATIENTS-AND-VISITORS/HOSPITAL-MAP#>

Key Locations

Parking: Currently we have no free parking available at the centre other than 10 minute drop off bays, however you will find reasonably priced street parking on Jennalup St for \$2.20 per hour and alternatively parking in the multistory P2 carpark is \$3 per hour capped at \$21 for the day.

Parent Workspace: the BubDesk workspace is located within the main Early Learning Centre, just behind the main reception area.

3 Work Environment

3.1 NEW MEMBER ORIENTATION

If you are planning to use BubDesk on a regular basis then an orientation is highly recommended. Group tours of the workspace, childcare and feeding areas are scheduled regularly and one-on-one tours can also be accommodated by request.

Once enrolled you will be invited in by Wanslea for an orientation session with your bub within the designated childcare room, so that your child is familiarised with their surrounding ahead of their first day.

3.2 ORDERING SUPPLIES

The workspace is equipped with printer, envelopes and general stationery items. Stocktake is regularly conducted, but if you notice that we are in short supply of something you need or if there is anything we don't stock that you think we should please feel free to send an email.

3.3 HOUSEKEEPING

Weekly office cleaning is taken care of by Wanslea, however, we do ask that you kindly leave your desk in a neat and tidy state for the next person, as often there may be someone using your desk before the cleaner's scheduled visit. You will find desk wipes in the cupboard and we ask that you leave a clean coffee cup and glass on your desk with the chair neatly tucked in.



3.4 WIFI ACCESS

Network: BUBDESK

Password: BUBguest!

Should you have any issues with the WIFI you will find a back-up network – “EMERGENCY USE BubDesk” with the same password. Please send me an email if you do experience issues with the normal router, so that we can investigate. The back-up server is prepaid and has limited download capability.

3.5 PRINTER ACCESS

To print or scan simply download the printer drivers off the Epson website – Printer Model Epson WF-7610

4 Bub Access

4.1 FEEDING

If you are still breastfeeding or would like to give your own bub its routine bottle you are welcome to drop down to the baby room as required. The educators will call you when they think your baby is due.

4.2 ACTIVITIES AND LUNCH

It is up to the parent’s discretion as to whether or not you drop in to visit your child throughout the day for reasons other than feeding. Some children will handle a visit from mum or dad quite well, but for others it can be distressing to have them come and go.

If you decide to take your baby out for lunch or a stroll you will be required to sign your baby out for the duration and then back in on your return.

5 What To Bring

5.1 CHILD CHECKLIST

You will need to bring;

- Bag
- Labelled hat (wide brim or legionnaires)
- Labelled drink bottle
- Labelled change of clothing or several if your child is toilet training

You may also need to bring;

- A minimum of 6 nappies (If you prefer, you can leave a pack at the centre)

Formula; to be brought in a labelled tin or a formula divider, clearly labelled with your child's name and amount of water required per serve i.e. 180mls.

5.2 PARENT CHECKLIST

- Laptop
- Headphones
- USB (for scanning)
- Lunch (optional) – you will have full use of centre kitchen

6 BubDesk Client Communications

6.1 COMMUNICATION METHODS

A closed Facebook group "BubDesk Community" has been created for all BubDesk members. Please take a minute to look us up and request to join, so that you can stay up-to-date with all the latest updates.

In this group you will find members from a variety of BubDesk branches. Please feel free to introduce yourself, your skills and any services you have to offer. We always promote the opportunity for members to do business between themselves.

If we need you urgently we will call the number we have on file.

7 Enrollment Procedures

7.1 CHILDCARE AVAILABILITY SCHEDULE

Generally families will enroll for the same day and session time each week and your place will be confirmed until you advise that it is no longer required. Should we wish to add an additional casual day simply email BubDesk at info@bubdesk.com.au to check availability. This can be done as late as the day the service is required, providing your enrolment paperwork is already on file.

If you have not yet enrolled at the Susan Teather Early Learning and Development Centre and have an urgent requirement this can often be accommodated, but full enrollment paperwork will still need to be completed. Please contact BubDesk at info@bubdesk.com.au with your requirement and we will do our best to assist.

7.2 HOW TO ENROL

Enrollment paperwork, as with any childcare centre, is quite comprehensive. When you are ready to enroll you can either collect a hard

copy of the enrollment pack from Susan Teather Early Learning and Development Centre reception or BubDesk can email it to you in soft copy.

Something you will want to organise as early as possible is your Centrelink customer reference numbers (CRNs) – you will need to supply this on your enrollment paperwork in order to claim the government childcare rebates. Unless you are the sole parent or guardian you will need to state the CRN for both parents and the child.

If you have had any previous dealings with Centrelink you will have a CRN number already and can find it on the top of their correspondence to you. If not, you will need to visit a Centrelink branch with sufficient identification to apply:

<https://www.humanservices.gov.au/customer/enablers/register-online-account>

Once you have obtained a CRN for all relevant family members contact Centrelink to let them know you will be commencing use of a childcare service and that you would like your rebate paid “direct to service”. This will enable Wanslea to claim the rebate for you. The alternative is paying the full unsubsidised amount to Wanslea and claiming your rebate in a lump sum at the end of the tax year.

8 BubDesk Murdoch Membership Options

8.1 BUBDESK OPTIONS

BubDesk Members can take advantage of the following options:

Starter Packs: 3 x Half Day Sessions to trial the service for suitability

Childcare: \$78 per half day session less your childcare rebate

Office: \$35 per half day

Estimated Weekly Rate based on 50% childcare rebate = \$74.00

**Half Day sessions run 7:30AM-12:30PM and 1PM-6PM

**Sessions to be used over consecutive weeks

Regular Half Day Sessions

Priced as per Starter Pack

Regular Full Day Sessions

Childcare: \$118 per full day session less your childcare rebate

Office: \$35 per half day

Estimated Weekly Rate based on 50% childcare rebate = \$94.00

**Regular sessions are defined as a minimum commitment of 10 weekly visits

Casual Half Day Sessions

Childcare: \$80 per half day session less your childcare rebate

Office: \$50 per half day

Estimated Weekly Rate based on 50% childcare rebate = \$90

Casual Full Day Sessions

Childcare: \$131 per full day session less your childcare rebate

Office: \$50 per half day

Estimated Weekly Rate based on 50% childcare rebate = \$115.50

Other

Wanslea will do their best to accommodate special requests, such as fortnightly kindy schedules and FIFO rosters. Please contact Meg Burrage of BubDesk to discuss your requirement.

8.2 INVOICING

When you join BubDesk Murdoch on a "Starter Pack" the full amount of the Starter Pack will be debited by Wanslea on enrollment, less the government rebate if you are registered with Centrelink. Following your 3 half day sessions, if you choose to continue, you will be charged by direct debit fortnightly until you no longer require the service.

9 Cancellation Policy

9.1 CANCELLATION AND REFUNDS

In the event a child or parent is unwell, away or the session falls on a public holiday, a make-up session will be offered before the conclusion of the 10 weeks space permitting or in the week immediately following the 10 week term;

A 3 session "Starter Pack" is non-refundable and offered as a way to try the service prior to committing to a 10 week term;

In the instance where a parent declines a "Starter Pack" and moves straight to a 10 week term and finds the service unsuitable for their needs. Wanslea's standard cancellation policy will apply.