

# Umina Kids Club

## Parent Information Book.



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**Welcome to Umina Kids Club**

**We are sure you and your child's association with the centre will be a happy one. The information book covers most aspects of the centre's operation, but please do not hesitate to contact us if you have any questions concerning your child or the centre.**

**General Information About The Centre**

Our centre is open from 7am to 6pm daily and closed on Public Holidays only. The centre is a privately run Pre-school/Long Day Care Centre. It is registered with and supervised by the Department of Community Services, Level 4, the Gateway 231-237 Mann Street, Gosford 2250. Phone: 43362401. Fax 43362402. If you have any concerns regarding regulatory matters you can contact the Children's Services Advisor at the Department of Community Services.

The centre opened in May 2007 and is registered with the Department of Education and Communities. We are currently assessed as "Exceeding National Quality Standards". The centre will strive for the highest quality standards in all areas and you will be kept well informed of all matters relating to our progress and standards of quality and our Quality Improvement Plan. On review of our policies you will see that many are based on meeting these quality assurance indicators.

The licence for this service is for 72 children.

**Staff****Director**

**Kylie O'Connell** Bachelor of Teaching (Early Childhood).

**0-2 Years**

**Shelley Lynch** Diploma of Community Services (Children's Services)

**Kaitlin Coultas** Certificate III in Children's Services/ Working towards Diploma

**Amy Basford** Trainee, studying Certificate III Children's Services

**2-3 Years**

**Jessica Ridgeway** Certificate III in Children's Services/Working towards Diploma

**Amy Howell** Certificate III in Children's Services

**Thalia Pope** Trainee, studying Certificate III Children's Services

**Brittney Mckevett** Trainee, studying Certificate III Children's Services

**3-4 Years**

**Kylie Turner** Bachelor of Education (Early childhood)

**Kealee Hemsworth** Certificate III in Children's Services/Working towards Diploma

**Alexis Nelson** Certificate III in Children's Services/Working towards Diploma

**Sonia Stephens** Bachelor of Education (Early childhood)

**4-5 Years**

**Elisa Brown** Bachelor of Education (Early Childhood)

**Alex Brisbane** Certificate III in Children's Services/ Working towards Diploma

**Sonia Stephens** Bachelor of Education (Early childhood)

**Darcy Griffin** Certificate III in Children's Services

**Cook**

**Monique Kramer** Safe Food Handling & Menu Planning.

**Floater**

**Hannah Campbell** Trainee, studying Certificate III Children's Services  
**Glen and Mira Hale are the owners of the Business.**

There are always at least two (2) staff members present at all times at the centre. At least one (1) of these staff members on the premises will hold a first aid certificate. The staff who hold current first aid certificates have also completed anaphylaxis and asthma training.

### **Centre Philosophy**

The staff of our centre show a commitment to the Early Years Learning Framework for Australia. The practices of the centre and the staff reflect this framework. Every child who attends the centre will be given the right to have their potential supported, this will be achieved by the staff at the centre displaying a profound respect for the child as a human being in the present. Each child at the centre is considered a thinking, communicating, acting, creating and feeling person.

The staff will show belief in every child's ability and competence. They will seek signs of competence in every child recognising and responding to each child's strengths. The staff will support the children's learning by engaging them in experiences that reflect their interests and their lives. Children will be engaged deeply in an unhurried way, learning "lessons for life".

Respectful life enhancing relationships will be promoted by the centre and the centre's staff. The staff will strive to build a rich picture of every child, recognising their differences and respecting these differences.

The staff of the centre will be open to new ideas, change and new concepts. The staff are also seen as learners working collaboratively with the children, their colleagues and the parents.

Parents will be welcomed and invited to become involved in the centre. We encourage parents to become collaborators with the staff. The staff will operate in partnership with parents. The family is the most powerful influence on a child's learning and development. Parents will be encouraged to enrich and expand the staff's picture of their child through sharing their own perspective of their child.

### **Centre's Aims**

The Centre aims to promote positive relationships with and between; children, staff, families, centre operators and colleagues in other services. The centre also aims to develop relevant positive relationships with community agencies and organisations and the broader community. These relationships will support the children to; feel a sense of belonging, see themselves as valued, unique and powerful human beings, engage in relationships of caring and respect, appreciate the effects of communication, collaboration and working together.

The staff will; promote self esteem in every child, honour diversity, acknowledge Australian's success as a culturally diverse nation, respect the rights of each individual and will encourage children to do the same. Staff in the centre will provide a curriculum that encourages and supports all children's learning and well being. The curriculum will aim to provide the children with experiences that relate to the context of the community, the centre and their lives, work with families and the community while demonstrating a commitment to common purpose.

### **Enrolment Procedures**

Before your child commences at the centre please complete the enrolment and agreement forms. The Children's Services Regulations do not allow children to commence at a centre unless both an enrolment and agreement form are completed.

Prior to your child commencing at the centre a staff member must sight immunisation verification. If your child's immunisation records are not sighted we will assume your child is not

immunised and he/she will be unable to start.

We encourage families to spend as much time as they can at the centre prior to commencing.

### **Parent Involvement**

Parents are always welcome at the centre. We aim to encourage interactions and connections with families through newsletters, posters, phone calls, parent information sessions and daily interactions with the staff. Informal and spontaneous conversation between parents and staff will be viewed as an important part of parent/staff partnerships. We encourage family members to come in and spend some time at the centre to share with the children any of their knowledge, skills, interests or hobbies. Parents are encouraged to come in and; read a story, help with craft, do odd jobs, help on excursions, join the parent committee, read the newsletters and contribute to them. Parents are also encouraged to contribute to the program by making suggestions regarding their children and contributing to decisions about the centre policies, programs, management issues or any other centre related issues. All parents' contributions and suggestions are welcome. Suggestions can either be made to the staff or management or placed in the fees box. All suggestions will be discussed and documented at a room or staff meeting depending on what is most appropriate.

Any complaints made by parents will be documented and a plan of action will be formed regarding how the complaint will be dealt with to ensure it is addressed and does not re-occur.

Newsletters containing future events, reminders, room news, management information and other relevant or interesting information will be distributed to all families every 6 weeks. Newsletters will be emailed however printed copies will be available in the foyer. Each room emails the daily reflections of the experiences to all families. If there are any other ways you would like us to communicate management information please see Kylie O.

### **Fees**

There are many ways of paying fees to the service. We have access to Direct Bank deposit via the internet, Eftpos for Savings, Cheque or Credit payments; you may pay by personal cheque, or cash. We do ask that cash is only used as a last option and any cash payments must be paid before 12pm or they will not be accepted. The centre will not be keeping any cash on the premises, therefore it is also difficult to give change.

<b><u>0-2 years</u></b>	<b>Full fee is \$105 a day</b>
<b><u>2-3 years</u></b>	<b>Full fee is \$100 a day</b>
<b><u>3-5 years</u></b>	<b>Full fee is \$95 a day</b>

**\* All fees are adjusted by your CCB% with you paying the different or 'Gap' fee only.**

- On commencement of childcare, a deposit of two (2) weeks fees is payable. Fees should be kept 2 weeks in advance.
- Fees (or Eftpos receipts) are to be placed in an envelope with the payment slips provided.
- Envelopes are to be placed in the fee box inside the entrance of the centre before 12noon.
- We prefer Internet Banking Transactions, please ask for Internet Banking Details and how payments can be made this way.
- No responsibility will be taken for cash fees placed in the box after 12noon. If you are experiencing financial difficulties in meeting fee commitments, please see Kylie to discuss.
- If your fees become two weeks overdue your child's position will no longer be available for them until the fees are paid. Should a Debt collection agency be required, the cost of this service will be added to the outstanding account.

- Fees may be subject to increase at the discretion of the owners.

### **Registration**

On enrolment, a registration fee of \$50.00 per family, to cover administration costs. This is not refundable.

### **Priority Listing**

The Commonwealth has determined priority of access guidelines for day care services. The guidelines are as follows:

1st - a child at risk of serious abuse or neglect.

2nd - a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test of the Family Assistance Act.

3rd - any other child.

Within each category the following children will be given priority: Children in Aboriginal and Torres Strait Islander families, children in families which include a disabled person, children in families which receive the highest child care benefit percentage, children in families with non English speaking backgrounds, children in socially isolated families, children of single parents. This list is not in any particular priority order and children may fall into more than one category.

If at times we need to change children's days to accommodate the needs of families, the same order of priority will be followed. Families will be given at least 14 days notice if the priority listing means their child is required to change or drop days.

### **Child Care Benefit**

Funding by the Federal Government is available. Applications for Child Care Benefit must be lodged at the Family Assistance Office before or on the day your child commences at the centre. If you are receiving any benefits you can telephone the family assistance office and provide them with our details, or we will lodge on line at enrolment providing you have all your family's reference numbers for FACSIA. **It is essential that you provide the centre with your correct Child Care Benefit Reference Numbers (CRN) for you and your child or we will be unable to collect any benefits on your behalf and you will not be rebated the correct amounts from the Family Assistance Office. This is the families' responsibility.**

### **Childcare Benefit and Absent Days**

Childcare assistance will only be paid for 42 absent days per financial year without a doctor's certificate. If your child has more than 42 absent days according to child care benefit full fees will be charged. Absent days are recorded on your receipts. This total includes public holidays.

### **50% Child Care Tax Offset**

The 50% tax rebate is paid as the option selected by the family. It can be paid weekly off your account directly here at the centre, fortnightly directly to you or paid quarterly to all families who meet the family working/studying eligibility test. This is a rebate of 50% of your out of pocket child care fees and is paid in October, January, April and July each year. It has been included in the Federal Budget that this will be indexed each year and is currently capped at \$7250 per child per year. If you already receive a Child Care Benefit percentage of greater than 0% you will be refunded 35% each week until the Financial Year is acquitted and your tax return is lodged.

## **55 Hour Limit**

The 55 hour child care benefit limit only applies to families whose child/children are actually signed into the service from 6.45am till 6pm 5 days a week. If you have been granted the 55 hour limit you must meet this requirement. The centre will not apply the 55 hour limit to any family who is not using every hour that the centre is open.

## **Daily Attendance**

The centre must be notified of a child's absence. Absent days must be paid for. If a child is absent from the centre for a period of two weeks without notification to the centre the position will be terminated.

Parents need to sign the attendance book each morning and afternoon. Parents should use the comment column on the sign in page to note a different contact number for the day, or the name of a different person collecting your child.

We would appreciate it if you could have your child at the centre before 10.30am to enable him/her get the most out of the day.

Absent days will also be recorded on the computer and will appear on your receipts.

## **Access to Children**

To ensure that access to children is only provided to authorised persons, children will only be allowed to be removed from the premises by those nominated by the custodial parent/s. We ask parents wherever possible that this be in writing and in all instances the person will be asked to provide photo identification. Nominated authorised persons to collect your child must be over the age of 18. A change in authorised persons to collect a child must be done in writing. Please provide the centre with any custodial information issued by the court that pertains to your child. Staff will follow the information of the court order. Every staff member in the centre will be made aware of the court order.

## **Orientation**

We encourage all families to visit the centre and spend some time at the centre prior to commencing. Orientation is seen as a welcoming time, a time to meet and build relationships between children, teachers and parents for the year ahead. We want to make you and your child's first encounters with the Centre relaxed, welcoming and reassuring.

## **Withdrawing From days.**

Two (2) weeks notice, in writing, is required when withdrawing a child from the centre. This also applies when decreasing a child's days. The child must be in attendance at the service on the last day of the period of notice given or full fees must be charged for this period. The CCB is not allowed to be included on fees where a child has left the service.

## **Booked In and Out Times**

On enrolment you may arrange with the staff the hours of care you require - these are your booked in and out times. We request that you stay within these nominated hours so that the child: staff ratios are maintained.

## **Arrival and Departure**

To ensure that all children are arriving and departing with the person authorised by the custodial parent/s, please ensure the following:

- Y Your child is signed in and out by the adult accompanying them;
- Y Your child is greeted and received by a staff member, this time will be used to exchange information regarding your child and family;
- Y Prior to leaving the centre the person collecting your child must see a staff member. The person collecting your child must be a person authorised in writing;
- Y The staff will exchange information regarding your child's day with the person collecting your child;
- Y If the person collecting your child has not done so previously we will require you to complete a child pick up form. The forms are kept beside the sign in sheets.

## **Late Departures**

The centre closes at 6.00pm each day. If your child is not collected by 5.50pm, we will attempt to ring emergency contact numbers and ask them to make arrangements to collect the child. Please note, the staff who remain to care for children after 6.00pm have to be paid overtime. Hence a late fee of \$20 then an additional \$1.00 per minute per child is charged.

If you anticipate an unavoidable delay please ring the staff and inform them of the alternate arrangements you have made for the collection of your child. The Service's Operational Licence also does not allow for the care of children by staff outside of the hours indicated on our Service Licence in the foyer.

## **Confidentiality**

All children's developmental records will be available for you to access providing you have signed the confidentiality agreement in the information package. All information relating to other children and their families will remain confidential.

## **Supervision of Children**

All children will remain under constant supervision by staff in all areas. Staff rosters will be followed to ensure that all children are supervised while outside. Staff ratios will be maintained to ensure adequate supervision of children. Supervision practices will be reviewed regularly to ensure that supervision is appropriate at all times of the day.

## **Immunisation**

To reduce the risk of children and staff contracting infectious diseases, all immunisation records must be sighted on enrolment and date of immunisation recorded. The Director will systematically update these records. If a child's immunisation record is not up to date or a child is not immunised they will be excluded from the centre if a vaccine preventable disease is present or suspected in the centre. In accordance to the recommendations from the NSW Health Authority, Childcare benefit will not be paid from the family assistance office if a child is not immunised.

Please remember to bring in all updated immunisation information for us to record.

## **Illness**

To prevent the risk of cross infection between the children, their families and staff we must



ensure our illness policy is adhered to.

If your child has had a temperature, vomiting or diarrhoea 24 hours before attending he/she must remain at home. Please do not bring your child, you will be asked to take them home if you do. We require complete co-operation to keep sickness to a minimum.

A child who has vomiting, a temperature or diarrhoea will be sent home immediately. An unwell child record will be kept on the child until they are collected. A copy of the record will be given to the person collecting the child. The record can then be passed on to the Doctor. If a child appears unwell, the staff will supervise the child until he/she has recovered or is collected from the centre.

If your child requires urgent medical or dental treatment the Director will take immediate steps to secure the treatment. If you have nominated a preferred medical practitioner or dentist the treatment will be carried out by the nominated person wherever possible.

### **Medication**

The only medication we can administer at the Centre is Medication that has been prescribed by a medical practitioner. If the medication has been prescribed by a medical practitioner, this generally means there is clinical evidence of its safety and efficacy. Medication will only be given if it is in its original container, clearly labelled with the dosage and the child's name. It will be given according to the labelled directions. No medication will be given after the stated date of expiry.

All medication must be handed to a staff member and details of the medication, the time it is to be administered, and the amount to be given must be recorded in the medication book in your child's room. All medication will be stored in a locked medication box.

Medication will only be administered by staff with a current first aid certificate. Dosage will be checked and co-signed by a second staff member.

For children who require on going medication, suffer from Asthma, Diabetes, Epilepsy or from severe allergic reactions that require the use of an Epi-pen, a health management plan will need to be provided by the family. The plan will need to be devised by the family in consultation with the child's Doctor. An Epi-pen will also need to be provided.

### **Infectious Disease**

To ensure infectious diseases are kept to a minimum, the staff will follow the guidelines set out by the Department of Health. If the Department of Health recommends that a child with an infectious disease be excluded from the centre for a given period of time or until the child has a Doctor's clearance, this will be asked. If there is an outbreak of an infectious disease at the centre all families and the Department of Health will be notified. If an infectious disease is present at the centre a sign will be put on the front door notifying parents of its presence as well as the signs and symptoms and the exclusion period. The staff use the 'Staying Healthy in Child Care' 2006 edition, when providing information and following exclusion periods for any diagnosed illness.

### **Accidents and Emergencies**

To ensure that children receive immediate and appropriate professional care in the case of an accident or emergency ie; Doctor, Dentist, Hospital or Ambulance, we need your written consent. Provisions for this have been made in your enrolment form. This written consent allows the primary contact staff to act immediately on your behalf should an emergency situation arise. The Children's Services Regulations State consent must be given before a child can commence at a Child Care Service. Parents will be contacted as soon after an accident or illness occurs as possible. An accident/illness report will be completed by a staff member and

given to the parents. Any treatment given to the child will be recorded on the report as will the nature and circumstance of the injury or illness. All records will be kept in accordance with the Education and Care Services National Regulations. Any injuries requiring medical attention will be reported to the Department of Education and Communities.

In case of emergencies where the children have to be evacuated from the centre the fire drill evacuation plan displayed in each room, will be followed. Emergency evacuation procedure and drills will be practiced each term. In the case of a community evacuation the children will be transported from the Centre in private cars to the designated evacuation position. A sign will be placed on the door to notify parents of the evacuation position. (This is a requirement of the Education and Care Services National Regulations).

### **Safety of the Physical Environment and Equipment**

To ensure all children are provided with a safe environment within which they can interact with each other and their surroundings, staff will ensure that equipment is well maintained and any dangerous or broken equipment is removed. If you see anything you think needs repairing or removing from the centre please tell a staff member or complete the incident/ hazard form included in the enrolment package.

Equipment will be appropriate to the ages of the children and provide the children with opportunities to explore other cultures. All children will be supervised at all times. The outdoor environment will be checked before the children are allowed to enter.

All electrical points within the children's reach will be covered and all electrical appliances will be checked and safety tag by "Tag Safe" annually. Fire and First Aid Kits will be checked regularly by an approved authority. All hazardous chemicals will be stored in a locked cupboard or a high shelf out of the children's reach. These areas will be clearly labelled. The centre will be sprayed regularly by a professional pest controller.

Any health and safety concerns reported to Management by staff or families will be documented and a plan of action devised as stated in the Occupational Health and Safety Policy. If you have any Occupational Health and safety matters you would like addressed you can either report them to a staff member or complete the Hazard/Incident Report form in the enrolment package and put it in the fees box. Any potential dangers in the centre need to be identified in order to eliminate or minimise any risks.

We do have children who attend the centre who are highly allergic to eggs and nuts. If they come in contact with these foods it will cause a severe allergic reaction known as anaphylaxis. Anaphylaxis can be life threatening. Some of the signs and symptoms of anaphylaxis is swelling of the face/mouth/throat, difficulty breathing, stomach cramps, diarrhoea and vomiting, faintness, itchiness/rash/hives, loss of consciousness. To ensure we do not put our children at risk we ask the environment be kept free of these products. If you are sending in food with your child please do not send eggs or nuts or food that has these products as a main ingredient.

Remember to keep all medicines, cleaning products and cosmetics out of children's reach or in a cupboard with a child resistant catch. The poison information number is **131126**

### **Fire Drills and Evacuation Procedures**

Fire drills and evacuation procedures will be practiced at least four times a year. This will allow every child to participate in a fire drill and become aware of our evacuation procedures. The procedures are displayed in each room.

### **Alcohol, Drugs and Smoking**

No drugs are to be consumed on the centre's property at anytime. Alcohol consumption is only permitted when there are no children on the centre premises. Smoking is not permitted in the

building at any time. Anyone who does not abide by this policy will be asked to leave the premises.

## **Health and Nutrition**

The centre's cook is responsible for the nutritional needs of your child while at the centre. They must have completed a 'safe food handling' and 'menu planning' courses. Due to the number of children allergic to nuts and nut products the centre is nut free. Any food brought to the centre must be handed to a staff member to ensure that a child with an allergy does not come into contact with foods that they are not allowed. Egg and milk cartons will not be used in craft experiences in case they still have traces of their product on them. Children with allergies will have their Health Action Plan displayed in their lunch room. Please see the cook if your child has any special dietary requirements, allergies or specific cultural or religious requirements.

The menu is displayed outside the kitchen. Please check the day sheets to see how much your child has eaten throughout the day.

The children will wash their hands before handling food or eating meals and snacks. It is important for parents and carers to also remember to wash their own hand before preparing or serving food. The children will be encouraged not to share food or utensils. Food will be stored and served at safe temperatures at the centre. (Hot food must be kept above 60 degrees Celsius and cold food below 4 degrees Celsius. To prevent cross-contamination between raw and cooked foods they should be kept separate and separate utensils should be used for raw and cooked foods).

The centre aims to provide an eating environment that assists the implementation of family and cultural values. Please assist us by providing us with relevant information on the enrolment form.

The centre aims to teach the children about food, nutrition and hygiene by including food awareness activities in the teaching curriculum, and by encouraging children to gain practical experience in food preparation.

Information regarding children's nutrition will be put in newsletters on a regular basis. Water will be available at all times for your child.

The provision of appropriate eating utensils and a home like eating environment will assist in encouraging self help skills and independence at meal times. The staff will participate in food handling and safe food storage training courses.

Good nutrition is especially important for children as they need extra nutrients for growth and development. Good nutrition is the balanced eating of a variety of foods. The foods should provide children with the nutrients needed to stay healthy. Children should be provided with small healthy meals and frequent nutritious snacks, as they can not eat much food in one sitting as they have small stomachs. Most children have formed lifelong eating habits by school age. A panel of nutrition advisors devised the following Dietary Guidelines for Children and Adolescence.

- Encourage and support breast feeding
- Children need appropriate food and physical activity to grow and develop normally. Growth should be checked regularly.
- Enjoy a wide variety of nutritious foods
- Eat plenty of bread and cereals, vegetables, (including legumes) and fruit.
- Low fat diets are not suitable for young children.
- Encourage water as a drink.
- Eat only moderate amounts of sugar and foods containing sugar.
- Choose low salt foods.
- Eat foods containing calcium.
- Eat foods containing iron.

For more information on nutrition and good eating habits contact the National Health and Medical Research Council the contact details are on page 14.

### **Dental Care**

To encourage children to develop good dental hygiene practices the curriculum will include dental hygiene. The children will be given water after their meal to help clean their teeth and mouth. In accordance to Dental Health recommendations children will not be put to bed with bottles. Information regarding dental care for children will be included in our newsletters. If your child will be having breakfast at the centre please send their toothbrush and toothpaste so they can clean their teeth. The staff will assist the children with cleaning their teeth. Staff will also attend regular information regarding children's dental care and include this in their program and policy decisions.

### **Inclusion and Reducing Bias**

The children will be provided with an environment that recognises and is supportive of the wider Australian community. All children will be given access to all learning experiences and respected as individuals. The wider community will be reflected through the environment and the children's daily experiences at the centre. The staff will help the children appreciate the importance of equality and equal opportunity through role modelling, discussions and the daily activities.

Children will realise their full potential regardless of gender. Each and every child and their family will be welcomed to the centre. The program will recognise and respect individual differences and teach children about other people and the world without receiving stereotypical information.

### **Aboriginal and Torres Strait Islander Involvement**

The centre recognises that Aboriginal and Torres Strait Islander people have a unique place in Australian society. This awareness will be reflected throughout the centre with art, instruments, books and songs. The centre will seek involvement from all families who identify themselves as Aboriginal or Torres Strait Islander people. Aboriginal groups will be invited to the centre to speak and/or perform.

### **Clothing**

Please dress your child in suitable play clothes and also pack adequate changes (children need spare clothes as they may require changing after water play, messy play, and of course the occasional "accident"). Simple clothing and footwear allow children to become involved in all activities available. Children should be able to manage their own clothes. Try to avoid sending children in clothes with belts, buckles and hard zippers that they cannot manage for toileting. Please do not send your children in bodysuits. Please do not send your child in their best clothes.

Our sun safe policy requires children and staff to wear hats that protect their faces, head ears and neck and shirts with sleeves whenever outdoors. Hats must be worn everyday.

Please ensure every piece of clothing your child wears or brings to preschool is clearly labelled with your child's name. Lost property will be placed in a basket located near the front door. The baskets will be cleared at the end of each month. We can not take responsibility for lost clothing.

## **Nappy Changing and Toileting**

The staff will follow the toilet and nappy change procedures as recommended by the National Health and Medical Research Council. The staff will follow the same toilet training procedures as recommended by each child's family. Please complete a toilet training form. Nappy changing and toileting procedures will be reviewed regularly to ensure we are meeting the standards recommended and to help prevent any cross infections from occurring.

## **Rest and Comfort**

The children will be provided with a period of rest that is appropriate to their needs. Children are encouraged to rest during the day, though no child is forced to sleep. We create an atmosphere conducive to relaxing at rest time. Quiet activities will be provided for children who choose not to sleep. Parents are requested to supply a labelled sheet for their child's rest time. The cot linen for the 0-2 room is supplied and laundered at the centre. Please send a comfort toy or blanket that may assist in your child's resting. Parents will be consulted regarding their child's individual sleeping patterns and what happens in the home environment. We ask the parents of children in the 0-2 room to up date this information regularly. As recommended by SIDS, quilts, doona, duvets, pillows, soft toys and cot bumpers will not be placed in the cots of children under the age of one.

We will provide parents with current information regarding sleep equipment safety.

## **Personal Treasures**

To prevent children becoming upset over toys and special items brought from home we ask for all home toys and special items to stay at home. A soft toy may be sent for rest time.

## **What to Bring**

On or before the day your child commences we would appreciate if you and your child could add a **plant or a cutting to our family garden**. We encourage you to do it with your child so the garden can be a place where the children can see their family is part of our environment. Please speak with the nursery about "safe" plants, we will need to know what the plant is to ensure that it is not poisonous or dangerous to children.

We also ask you to bring in a **framed family photo**. Again this helps the children see a link between their family and their preschool.

Don't forget to work with your child to complete the **family page** in our enrolment forms. The family page will be put into a family album or on the wall in your child's room.

## **0-2 years**

Your child should arrive in a nappy that is to be changed at the centre when you arrive by yourself or the person arriving with your child.

Please bring any bottles, soothers or training cups. As recommended by SIDS, if your child is under the age of 12months we will not put him/her to bed with quilts, pillows, duvets, soft toys, cot bumpers or doonas. If your child is 12 months or over and they do sleep with any of the mentioned items you must sign a letter stating you give us permission to put the item/s in you child's cot.

**A sun hat and a piece of fruit or a vegetable should be provided everyday.**

Please label all items brought to the centre.

Please remember to fill out your child's daily routine record and update immunisation when necessary.

### **2-3 years**

If your child is still toilet training they should be provided with nappies. Please change your child's nappy when you arrive at the centre of a morning.

You should also bring spare clothes, a piece of fruit or a vegetable, a sheet and a sun hat everyday. Please complete a toilet training form as soon as your child commences toilet training.

### **3-4 years**

If your child is still toilet training they should be provided with nappies. Please change your child's nappy when you arrive at the centre of a morning.

You should also bring spare clothes, a piece of fruit or a vegetable, a sheet and a sun hat everyday.

### **4-5 years**

Should bring spare clothes, a piece of fruit or a vegetable, a sheet and a sun hat everyday.

**Please label all of your child's belongings.**

### **Excursions**

The Nominated Supervisor will ensure all excursions are conducted in a safe manner.

Excursions shall be of an interesting and educational variety. Prior to the excursions you will receive notice in writing outlining the venue, date, cost, method of transport, and any other relevant information pertaining to the excursion, such as child staff ratio's and First Aid Certificate holder attending. Wherever possible a staff member will visit the excursion site before the excursion is conducted. Children will not attend the excursion unless their parent has given written permission to do so.

The minimum adult to child ratio for such excursions will be determined following the completion of an Excursion Risk Assessment. Excursions will be planned in such a way as to maximise both the children's developmental experience and their safety, reflect the age, capability and interest of the children.

A first aid kit will be taken on all excursions. Please see our policy for more information on excursions.

As an alternative to travelling to various venues the centre will bring a variety of performances and displays to the centre through out the year.

### **The Programs**

The children will be provided with flexible programs that reflect their individual interests as well as support their changing developmental needs. They will stimulate and develop each child's social, physical, emotional, cognitive, language and creative potential and extend on every child's strengths. Programs will be developed to reflect the staffs' familiarity to the Early Years Learning Framework for Australia. Each rooms program will reflect its goals and objectives that will be formed using the information provided by the parents. The programs will understand the cultural, gender and socio-economic diversity of Australia as a diverse nation. Children will be encouraged to respect and honour their own work as well as that of their peers. This will be done by presenting the program as it happens, within their environment where they can reflect on it.

The program will look at the children's abilities and extend on their strengths. It has a balance of indoor and outdoor experiences which will stimulate and develop each child's social, physical, emotional, cognitive, language and creative potential.

The children will be assisted in their transition to school by writing letters to their schools, seeing photos of their schools, inviting the teachers from their schools to visit them at

preschool. The staff at the centre will maintain close links with the local schools and other early childhood programs.

Parents are encouraged to have input into the program. The enrolment form asks you to state long term and short-term goals for your child. These goals will be evaluated and reassessed regularly. We also ask you to share with us your hopes and dreams for your child. All parents have hopes and dreams for their children, they might be something you would like your child to achieve or experience or they might be dreams for the type of life they will lead as they get older. To help provide the care and experiences that will help to fulfil these dreams we ask parents to share them with us. On enrolment or at the commencement of each year you will be asked to fill in a "Hopes and Dreams" letter for your child. Please remember to tell us what you would like your child to experience at preschool and in what ways your child will benefit by being in the preschool program. Parents will also be asked to provide feedback through the project feedback sheets, parent nights and newsletters.

### **Records about Programs for Children and Inspection of Records**

Comprehensive records regarding the children, their interests, their development and their routines will be kept and accessible to staff and parents. The developmental records for each child indicate the experiences the child has participated in, the outcomes of these experiences and the ongoing goals that follow this. Records of experiences are ongoing and continuous. Staff and parents have access to their child's development records so that they may view the ongoing progress that has been planned for them. These records can be borrowed as long as they are returned the next day your child attends. We encourage parents to add feedback or comments to the records regarding the information that is contained in your child's development file. The feedback or comments could be regard to something you feel the staff could be doing to encourage your child in an area of their development or just a comment about what you have read. Your input will be included in your child's program whenever possible.

### **Guidance**

Children will be encouraged to develop respect for themselves and the rights of others. They will be guided to develop an understanding of what behaviour is acceptable and appropriate. The children will learn to respect and take care of themselves, the World around them and other people.

The staff will model and encourage appropriate behaviours.

The children will be encouraged to be responsible for their own actions as well as supportive of the actions of their peers. The staff recognise and respect the cultural differences of guidance within families and is supportive of this.

If conflict arises children will be offered an alternative activity, provided with explanations and guidance to make the situation easier and offered encouragement to assist them in learning appropriate behaviours. The environment is arranged to promote positive behaviours between children and resources are provided to limit conflict and encourage meaningful interactions.

Staff have reasonable and realistic expectations of children's behaviours that are appropriate to their level of development.

### **Child Protection**

It is the responsibility of all professionals and agencies to take action to stop child abuse and neglect, and to ensure that children receive proper care, support and nurturing. The staff at the centre will participate in training in the recognition of suspected child abuse and neglect, and the implementation of the child protection curriculum. The staff will work with other agencies and if appropriate, the family, to plan and provide protective services for the child, including

ongoing assistance for the child.

It is mandatory for childcare workers, medical practitioners, department of health employees, welfare workers, parole officers and police officers to report any cases of suspected child abuse or neglect.

If you wish to report suspected child abuse or neglect you can call the DOCS Help line on 132111

### **Don't Throw Out Your Junk**

We always need junk collage - materials such as material scraps, boxes, wool, cards, margarine containers, anything you can think of - we could probably use it!

We also love computer paper or any other type of paper dress-up clothes, shoes, hats, bags, mirrors, baskets, frames, working computers, kitchen utensils, lattice, plants, things the children can pull apart and investigate eg old clock radios, video players.

Things we can not use – Toilet rolls, egg cartons and anything that contained nuts or nut products.

### **Soiled Sheets and Clothing**

To ensure that the centre is meeting health standards and regulations without placing the staff and children's health at risk when dealing with soiled sheets and clothing the staff will follow the centre's policy. The staff are not permitted to wash or rinse soiled sheets or clothing. Loose faeces will be tipped out of the item into the toilet. The items will then be put into two plastic bags and hung in the laundry. Parents will be notified on the sign in sheets if they have clothes or sheets to collect from the laundry.

### **Sun Protection**

To help protect the children from future health problems related to the sun and to minimise the risk of excessive sun exposure as well as using as much natural protection as possible the children will not play outside between 11am and 3pm (Daylight savings time) and 11am to 2pm Eastern Standard time to avoid peak UV. Sun protection factor (SPF) of at least 30 will be used on the children and staff. Sunscreen will be applied whenever possible 20minutes before the children go outside. Sunscreen will be applied every before morning and afternoon play. Children under 12 months of age will be kept covered up and out of the direct sun, sunscreen will be applied to exposed skin. Children and staff will wear hats that protect their eyes, ears, face, back of the neck and the crown of their head. Children and staff will be encouraged to wear sunglasses to protect their eyes and protective clothing such as shirts or dresses with sleeves, longer style shorts, trousers and skirts whenever outdoors. The children will be taught about sun protection in the program. We will provide updated information from the Cancer Council on sun protection. The sun protection policy will also apply when on excursions. When parents are involved in activities at the centre they will be asked to wear sun protective clothing and hats as staff and children are asked. The centre will include shade provision in the budget each year to ensure our shade area is increased each year.

### **Language Learning**

Children begin observing and communicating at a very early age. By two weeks of age babies can identify their parents voices. This is the first stage in listening and understanding, a crucial skill for speech and language development.

By four to six months babies recognise and respond to change in vocal tones. They notice new sounds and listen to music. At this age they also start to make sounds to convey excitement or



displeasure.

Between seven and 12 months babies become increasingly interactive. They learn to take turns playing games such as 'peek a boo'. They stop and listen to speech and recognise simple commonly used words. They also understand some simple commands such as "all gone". They use speech type sounds and start to copy sounds.

Between 9 and 12 months many acquire their first words. In the second year there is an acceleration in speech and language development. The child points to things when asked and enjoys listening to short stories and songs. Remember children reach milestones at different times.

Some tips for encouraging your child's speech and language development.

- Talk directly to your child about what you are doing and what is happening around them.
- Read books, recite rhymes and sing songs to your child.
- Make talking fun.
- Listen to your child

Source: Sheena Reilly, Professor of Paediatric Speech Pathology, Royal Children's Hospital and La Trobe University, Melbourne.

For more information check the following web sites.

[www.rch.org.au/speech](http://www.rch.org.au/speech)

[www.speechpathologyaustralia.org.au](http://www.speechpathologyaustralia.org.au)

or contact Speech Pathology Australia (03) 96424899.

### **Some other websites and phone numbers you might find helpful**

[www.community.nsw.gov.au](http://www.community.nsw.gov.au) NSW department of community Services

<http://www.nhmrc.gov.au> Phone (02) 62897646. Fax (02) 62898776. **The National Health and Medical Research Council.** The Council publishes extensively in the following areas; Child Health. Clinical practice. Communicable disease. Dentistry. Drugs and poisons. Drug and substance abuse. Environmental health. Health ethics. Infection control. Mental health. Nutrition. Public Health. Women's health.

<http://immunise.health.gov.au>. Phone 1800671811. For all the latest immunisation information.

[www.breastfeeding.asn.au](http://www.breastfeeding.asn.au). Information about breast-feeding.

[www.cyh.com.au](http://www.cyh.com.au) Information on sleep in Early Childhood.

[www.nswcc.org.au](http://www.nswcc.org.au) Phone (02) 93341900 Fax (02) 93269328. **Cancer Council.** Information on sun protection.

[www.sidsandkids.org](http://www.sidsandkids.org) Phone 1300 308307. **SIDS and Kids.** Information on safe sleeping and sleeping equipment.

<http://acecqa.gov.au/> Phone 1300 4 ACECQA (1300 422 327) or Email enquiries@acecqa.gov.au. **Australian Children's Education and Care Quality Authority.**

[www.kidsafe.org.au](http://www.kidsafe.org.au). Phone (02) 98450890 Fax (02) 98450895. **Kidsafe. Child Accident Prevention Foundation of Australia.** Information on installation and maintenance of play equipment.

[www.zerotothree.org](http://www.zerotothree.org) **National Centre for infants, toddlers and families.**

[www.nswfamilyservices.asn.au](http://www.nswfamilyservices.asn.au) Phone (02) 97436565 Fax (02) 97435841. **Family Support Services Association of NSW.** Find out information about community resources, encourages positive behaviour in children, build confidence in relationships with children and other family members, ensure the well being and safety of children.

[www.familyassist.gov.au](http://www.familyassist.gov.au) Phone 136150. **The Family Assistance Office.** Child Care Benefit and Family Tax Benefit.

[www.chw.edu.au](http://www.chw.edu.au) **The Children's Hospital Westmead.** Health and safety for children.

[www.sch.edu.au](http://www.sch.edu.au) Sydney Children's Hospital Randwick.  
[www.austparents.edu.au](http://www.austparents.edu.au) Australian Parents Council.  
[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) Department of fair trading. Reports on safe toys and Australian Standards.

### **Policies:**

This information book has provided you with a brief outline of the policies of the service as well as general procedures for the centres daily operations. You are welcome to access or read, the full policy document, there is a folder located in each room as well as the parent library. All policies are reviewed annually or as new information becomes available. If any policies are altered we will place them out to be reviewed with your input, this may be done through the newsletter or by display in the foyer or your child's room. We do appreciate any parent involvement in policy review and would gladly look at any information or opinions you can provide.

**Your child's well being and happiness is our main concern. If you require any information or assistance with a problem or have any complaints or concerns please do not hesitate to discuss this with Kylie or the relevant staff member in your child's room. All complaints and concerns regarding the running of the centre or staff will be documented and addressed.**

**We share with parents the responsibility for promoting sound growth and learning in a period of a child's life when growth is rapid and significant. We regard our parents as partners and friends in the care and education of their child, and we are certain your association with the centre will be a happy and beneficial one.**