

Parents,

Please read through this information booklet and if you have any questions or concerns discuss these with either Kasey or Anne at Orientation Week/ Parent info night or by calling the Centre on 9787-6331.

#### CLEMTON PARK CHILD CARE CENTRE PHILOSOPHY

The belief of our educators is to provide a nurturing, safe, friendly, educational, hygienic environment on a daily basis. We will aim to do this by providing a balance of child and family interest/orientated activities as well as pre-planned intentional teaching group times and activities to promote development of the whole child.

There has been much research of late outlining the importance of children's play and how important for their development it is.

Through play children learn to use their creativity freely thus developing imagination. Through play in music group children develop rhythm, action following, singing and creative expression.

Through play children learn how to develop their social skills EG role-play in groups, sharing of equipment and ideas, conversation skills, leaderships skills and problem solving

Through physical play they develop self preservation, co-ordination, balance, hand eye-co-ordination and this also promotes health and fitness in a fun encouraging way.

Through play children can explore what they like and dis-like what they are good at and what areas they would like assistance in so they can build their self-esteem and achieve personal goals.

At this centre children are given time to play both assisted and un-assisted by educators.

Through out the room we have displays outlining skills that children develop through certain play activities eg playdough, home corner, block play, free-drawing please take the time to read these.

In respect to the pre-planned intentional teaching group times and activities the educators believe that it is their duty of care to engage children in these structured activities to help them develop necessary skills and understanding that will assist a smooth transition into a full time structured Kindergarten setting. The group times will be based around Handwriting, Literacy, Music and Movement, Mathematic concepts as well as Physical skills.

At the beginning of every term the educators will gather activity ideas based on children's areas of strengths and needs and then display these activity ideas for family comment before importing them into the forthcoming program. for these **Any family wishing for their child not to participate in these structured activities will have the opportunity to tell the educators and alternative activities will be made children.**

The centre will show at all possible times how the program and observations are linked to the EYLF framework outcomes.

#### OUR BELIEFS IN REGARD TO OUR CHILDREN

We believe that all children should be treated equally regardless of gender, abilities, cultural backgrounds or religion. On enrollment forms space is provided for these details and beliefs to be outlined and the centre will ensure these needs are met. Eg Food requirements. During celebrations educators will first seek permission from parents before including children in activities and discussions

We encourage children to use home language but also encourage development of English as this is a much needed skill.

We encourage families to provide use with poster like lists of home languages which we display around the room and educators will attempt to learn key communication words.

We aim to promote all children to feel safe, secure and to feel they belong in the centre.

We aim to teach the children respect for themselves as individuals as well as respect for each other and their environment.

We aim to teach children about different cultures through programmed activities and celebration weeks as well as books and displays/discussions.

We believe appreciation and respect to children's works and creations should be shown and we aim to display as much of these as possible.

#### OUR BELIEF IN REGARD TO OUR FAMILIES

We believe that open comfortable friendly communication should be in place. Warm friendly greetings from educators to family members on arrival and departure. We encourage families to share news of what is happening in their home lives/children's interests in written form in the "Family/Children Interests Book" and where possible bring in photos so that the children can share their news with the class. For example going to the airport to collect grandma from Greece, moving house or even rooms within house.

Mostly informal discussions are had however if you desire an appointment can be made to speak with any educator and Director.

Management of this centre encourages parents to speak with licensee/director and supervisors as soon as any issue arises so it can be tended to promptly.

We believe in working with parents to provide consistent care and education for all children and doing this in a positive manner.

A daily indoor and outdoor program is displayed with an allocated section for parents to make comment.

We believe in communicating in a variety of methods with our parents.

Displayed above the sign in/out desk is a digital photo frame, a monthly newsletter is issued with accounts, daily information is shared through the Pre-planned program book as well as the "Family/Children's Interests" book.

The centre has a wall size whiteboard located above the children's lockers which has a large variety of information displayed which is added to on a daily basis and parents are encouraged to constantly re-view this to keep up to date with centre happenings.

If needed the Director can email information to parents who are unable to drop off or collect their children.

The centre provides parent brochures which are located in a book case under the sign in/out desk which parents are free to look through at anytime. We will also seek to provide these in a variety of languages.

The centre aims holds a monthly parent meeting where parents are encouraged to add ideas to the agenda.

Throughout the year we will be asking for family feedback through evaluation /reflective practice surveys. Where possible changes will be made.

We ask for parent feed back on centre policies and program ideas in particular multicultural events and celebrations. Where possible suggestions are taken on board and applied.

Throughout the year we will have days such as Grand-parent day, Multicultural week where we love parent involvement.

We also program People In the Community and invite parents to come and discuss their roles in the community or demonstrate their trade eg carpenters build small project with the kids.

#### OUR BELIEF IN REGARDS TO EDUCATORS

Educator will have warm, friendly, positive interactions with all children.

Educators will aim to include all EYLF learning outcomes in the program and interactions with the children.

Educators will follow the centre's policies and procedures throughly

Educators will aim to make all families feel welcome and supported whilst they are using the centre facilities. Educators will when necessary offer extended professional advice and guidance to parents regarding their children's development.

Educators will ensure they maintain confidentiality at all times.

Educators will always interact with each other in a warm friendly yet professional manner. We will work together as a team at all times as it our belief that by doing so the best possible care and education can then be provided for the children in our care.

Educators will be encouraged to maintain their professional development by attending courses and work shops throughout the year.

Educators will reflect individually at the end of each week in a written form. All issues will be address and a solution sought to improve each educators skills when delivering the program

Educators will undertake a professional reflection of their practices every 6months.

Educators will have regular meeting to discuss how the programmed and play activities are progressing and make changes where necessary to ensure that children's abilities skills and knowledge are progressing in a positive environment.

## GENERAL INFORMATION

Clemton park child care centre is a private owned centre which is licensed for 29 children per day.

We have 4 educators who work various shifts to meet regulation requirements.

We are fully DOCS licensed and Accredited by the NCAC and are members of child care NSW.

In order to completely secure your child's position you will be required to pay a \$100.00 security/enrollment fee. If this fee is not paid at the time of application your form being returned you will remain on wait list however your child cannot be guaranteed a position. This is a NON-REFUNDABLE FEE

We operate Monday to Friday 8am-6pm 48 weeks of the year closing just before Christmas and re-open mid January.

We are closed public holidays

We have 1 large room and a beautiful spacious outdoor area with natural and artificial structures, shades fixed climbing equipment and sand-pit. The grounds are kept tidy at all times.

All children who attend this centre must be fully toilet trained.

### SAFETY AT THE CENTRE

PLEASE ensure that the safety gate at the entrance is CLOSED AT ALL TIMES. ACTUALLY TURN YOUR BACK AND CHECK THIS. THIS ENSURES NOT JUST YOUR CHILD BUT ALL CHILDREN ARE SAFE.

DO NOT ENCOURAGE YOUR OLDER CHILDREN TO OPEN THE GATE

ALL OLDER CHILDREN ARE REQUIRED TO WAIT OUTSIDE THE MAIN ROOM AND PLAY GROUND. THERE IS A SEAT JUST INSIDE THE GATE.

The centre performs spontaneous and planned fire evacuations and lock downs. A fire escape route is displayed in main room. We also participate in CPPS emergency drills.

### THE PROGRAMME and GROUP TIMES

The centre programs both large and small group activities as well as individual activities. We believe that the younger children can learn a lot by experiencing activities with their older peers so children are not segregated by age.

The centre program provides opportunities for children to participate in both interest based free play and pre-planned activities and group times. Pre-Planned activity groups will be based upon areas such as Handwriting, Music and Movement, Literacy, Mathematics and Physical skills. Children will be encouraged and engaged positively in these activities and all efforts and attempts praised. These experiences are documented in both the centre program and individual children interest charts. Where possible the EYLF framework outcomes will be incorporated in these activities and play

### FEES/ACCOUNTS

The daily fee is \$73.00 for all ages. (fees are subject to change you will be notified of any changes through newsletters and 3 months in advance)

You will receive a monthly account and fees are to be paid in full by 10am on the outlined due date. They are to be paid by either cash or cheque payable to Clemton Park Child Care Centre.

If you are further than 1 week behind with your fees your child's position at this centre will come under re-view.

For any fee inquiries please see Kasey or Anne.

Cash is to be counted with a staff member then placed in an envelope with your child's name and the amount clearly marked on the outside. Then please hand it to a staff member.

Fees are required to be paid for any days your child does not attend due to either illness or holidays.

**THE CENTRE REQUIRES 2 WEEKS NOTICE BEFORE TERMINATING YOUR POSITION AND ALL FEES NEED TO BE FINALIZED BY THIS DATE.**

Please arrange your childcare benefit with Family Assistance Office

#### **LATE FEES**

If you collect your child after 6pm you will be charged a late fee of \$1.00 per minute. This will be required to be paid on your child's next allocated day. If your child is picked up late more than 3 times the charge will then increase to \$2.00 per minute. The educators have their own families and commitments outside the centre.

#### **POLICIES AND PROCEDURES**

We have a thorough but easy to read policy and procedure file. These are located upon the children's lockers. The centre has 5 copies that families are able to take home and view at anytime. If any family has any query about any policy or procedure please see the Director/ Co-Director for clarification. Each year we re-view these policies and ask for parent comments.

#### **SIGNING IN/OUT OF CHILDREN**

All children are required to be signed in and out each day. The centre has a policy that no child can be signed in or out by a person under the age of 18 unless this person is the child's legal guardian.

A sign in/out paper is located in the main room. A time and full signature is required. After your child has any absent days you will be required to sign in full signature these days in this book.

These papers are legal documents that must be filled in correctly.

#### **DROPPING OFF/COLLECTION OF CHILDREN**

Only authorized persons on your child's enrolment form are able to collect your child. Again they must be 18 years or over.

A parent will either need to accompany them on their first time or notify the centre they are coming and they will need to show their current driver's license or another form of current photo identification.

There are 4 visitor car spaces in the car these are to be used for no longer than 10 minutes at a time. These have been specially allocated for pre-school parents.

You CANNOT park in these spaces while you're dropping off older children at the school. If these spaces are full you will need to park in the side streets near the centre.

#### **WHAT TO BRING WHEN STARTING YOUR CHILD**

Please ensure your child has AT LEAST 3 COMPLETE CHANGES OF CLOTHES AND SPARE SHOES IN THEIR BAG EACH DAY in case for any reason they need to be changed.

Ensure that you regularly check these clothes still fit your child and are appropriate for the current weather. Any soiled clothes will be rinsed and wrapped in a bag upon collection of your child educators will give you this bag.

Ensure your child has a sun-hat that also fits and has their name clearly marked. Cancer Council recommends a full brim or legionnaires style is best protection.

Ensure that the centre has all your relevant documentation such as Birth Certificate, immunisation records, centre-link details.

**\*\*\*PLEASE REMEMBER TO NOTIFY STAFF OF ANY CHANGES TO YOUR DETAILS EG ADDRESS PHONE NUMBERS UP-DATING COLLECT PEOPLE PROOF OF 4YR OLD IMMUNISATIONS.**

#### **MEAL TIMES**

We ask that parents provide a nutritious lunch in a lunch box clearly marked with child's name. These will be stored in the fridge until lunch-time. No lunches will be heated. No drinks required centre will provide water.

The centre provides a balanced nutritious morning and afternoon tea. These menus are displayed above the centre sign in/out.

All allergies and dietary requirements are taken into consideration when planning these menus.

#### MEDICATIONS AND ILLNESS

Prescription medications will be given at this centre. Before any medication can be given the medication authorization permission form must be filled in. Medications must be in their original containers with the chemist label attached outlining the child's name, name of medication and dosage to be given. Only 1 emergency dose of panadol will be administered by staff whilst child is waiting to be collected. This will only occur if Panadol permission note has been filled in. On collection of your child a Paracetamol administration form will need signing.

Creams can only be applied if prescription also.

If your child does require a dose of panadol before school they should really be kept at home in case more symptoms arise as medication wears off.

This centre has a policy that states we follow the NSW Health recommended exclusion time of illness.

For example a child cannot attend the centre for 24hrs after 1<sup>st</sup> dose of antibiotics, no child is allowed to attend the centre whilst vomiting or suffering diarrhea. The child may not return until a full 24hrs has passed without any of these symptoms.

Any child who has just had their immunizations must not attend for a full 24hrs to safeguard against any possible reaction.

Please notify the centre when your child will not be attending due to illness.

By law the centre needs to keep a confidential record of contagious illness so again your honesty in notifying the centre is essential.

Although even with the most hygienic of environments children are inevitably going to get sick however the best prevention is keeping your children home for the appropriate time during illness.

For further exclusion time frames on other illness speak with centre staff.

#### PORTFOLIO'S

Each child will have an individual portfolio which will map out their yearly adventures.

It will include art/craft pieces, photos of your child and observations. From the evaluation of these observations further programming is implemented. The evaluations also show how the educators have implemented the EYLF Outcomes.

Parents can view their child's portfolio at anytime and if there are any concerns can make an appointment to discuss these. Furthermore every 10-12weeks you will receive your child's portfolio for a week where you will have the opportunity to make comments on your child's progress.

#### ORIENTATION FOR NEW CHILDREN

The centre holds a Orientation week every year during October. During this week children who have been allocated a place for the following year are invited to come along and participate in activities at the centre during 10am-12pm. The centre then holds a Parent Information night which goes into detail about the running of the centre and gives parents opportunity to ask any further questions they may have.

Any further information you require or any questions you wish to address please do not hesitate to call or email the centre

Regards

Kasey Bass (Owner/Director) and Staff

