

CLEMTON PARK CHILD CARE CENTRE THE CENTRE AND STAFF PHILOSOPHY

At this centre our philosophy is that children learn through a balance of play and programmed activities.

The centre's aim is to provide an environment that offers a range of open-ended activities for children to explore and find their own outcomes. The aim of our educators is that we provide a nurturing, safe, friendly, hygienic environment on a daily basis and teach the children to be respectful to their environment peers and educators through role-modelling.

There has been much research 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.

However as stated above educators at this centre also believe that children need certain structure and guidance in all areas to ensure they are developing as a whole child.

This is why your permission is asked to observe and take jottings and photos of your child throughout the day.

The educators use this information to plan and provide activities that will either further extend existing skills or help emerging skills in all areas.

The educators at this centre also believe in setting planned group times throughout the day to encourage school readiness skills required at kindergarten. The centre has a strong affiliation with the school next door and uses "The NSW Board of Studies" Learning outcomes as a guide of what skills are expected at schools and then breaks these down so that they better suit the pre-school age group than basic activities around promoting these skills.

During the year the educators aim for our children moving onto kindergarten is to encourage name formations, number formations, shape and colour recognition, group listening skills, comprehension of stories, scissor cutting, drawing visible objects, to be confident speakers not only amongst more preferred peers but a small group, to be confident to seek educators attention/assistance, to have self-help skills like nose wiping, placing shoes on correct feet, taking jumpers/jackets on/off. Educators do this through engaging in play activities throughout the day as well as small group School Readiness time, story and music groups.

Educators aim to encourage our younger children to be creative with writing tools and scissors building their confidence before attempting tracing of letters, numbers, shapes. To develop recognition of basic shapes and colours. To help extend attention and focus during story time as well as encouraging comprehension of stories.

Samples of these school readiness activities are kept in your individual child's portfolio with educators comments. These are all kept confidential.

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 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 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 greeting from educators to family members on arrival and departure.

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

Management of this centre encourages parents to speak with Director/Co-Director 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.

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 written "Our Day" explaining the days happenings, a monthly newsletter, a Parents Information display board as well as a 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 thses in a variety of languages. We also have a weekly program on display for both indoor and outdoor.

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

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 always show respect to all families and children at this centre

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

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.

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. (as of Jan 2011 public holidays will be charged for)

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.

PROGRAMS

The centre provides a educational program each day. All staff contribute to the programming of the centre. These activities and play times promote opportunities for all children to develop their skills in all areas of development such as Language, Social/ Emotional, Physical, Cognitive, and creativity. School readiness programs are also in place for all ages.

FEES/ACCOUNTS

The daily fee is \$65.00 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 marked due date. They are to be paid by either cash or cheque payable to Clemton Park Child Care Centre. Failure to do so will result in a \$20.00 late fee. If you are further than 1 week behind with your fees your child's position at this centre will come under review.

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 centre-link.

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. Parents are welcomed to view these at anytime. During the re-view process parents are asked to comment and add ideas to these. All educators' students and visitors are asked to read these and must abide by them.

Parents are required to sign a document stating they will abide by these as well.

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 signature is required.

After your child has any absent days you will be required to initial 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 ATLEAST 3 COMPLETE CHANGES OF CLOTHES 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 then placed in your child's school bag. Educators will advise parents they are in there.

Ensure your child has a sun-hat that also fits and has their name clearly marked.

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.

Morning tea:-

Lunch:-

Afternoon tea :-

MEDICATIONS AND ILLNESS

Only prescription medications will be given at this centre. Before any medication can be given the medication 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.

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 1st 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.

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.

COMMUNICATION WITH PARENTS

Each day the educators write an overview of our daily happenings this is displayed on the sign in/out desk.

The centre has a parent information display area. Please check this regularly. Each month you will receive a newsletter attached to your account. These contain important information and dates of upcoming events so ensure these are READ. We also display posters as reminders and our parent's library can be accessed at anytime.

DOCUMENTATION OF CHILDREN'S PROGRESS

Each child will receive a portfolio that is used to collect work samples jottings progress goals photos and educator comments from throughout the year. These are confidential only educators and child's parents may view them (other child care industry professionals may view from time to time).

These portfolios are sent home at the end of each term for parents to add their comments on their child's progress and the terms activities.

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. A \$65.00 enrolment fee will need to be paid during this week to secure your child's position at the centre. This is a NON-REFUNDABLE FEE.

TOYS AND FANCY DRESS

NO toys from home are permitted at the centre. These may get broken or lost. Children are not allowed to wear "Super-Hero" or "Princess" dress-ups as these are impractical clothing for school and the super hero costumes encourage rough violent behavior.

Date of review 4/1/2010

