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**Kindy Fun Childcare**

**Centre**

29 Alexander Ave

Taren Point 2229

95427463

 **Parent Information**

 **Handbook**

 **2019**

Child’s name:

Days:

Commencement date:

***Welcome to Kindy Fun***

Kindy Fun Childcare Centre is a privately owned and managed centre providing care for 38

children aged birth to five years each day.

Our centre and program is based on the Early Years Learning Framework Curriculum to encourage your child/ren to be an active and independent learner in a warm, friendly and positive environment. We break our children’s group up by age. The 0-2 years which are called the **STARFISH**, 2-3 years which are the **SEA TURTLES** and the 3-5 years which are the **DOLPHINS**. The small group size allows each child to be a part of the day by turn taking and becoming involved in group language and music times. Each teacher becomes involved with the children throughout the day in a variety of aspects and the children are encouraged to be helpers towards their peers and teachers. Our teachers are approachable in regards to any queries or concerns you may have so please do not hesitate to ask. Parents and family members are free to visit the centre at any time.

***Hours***

We are open 7.00am to 6.00pm Monday to Friday

Kindy Fun operates for 50 weeks in the year with a 2 week break over the Christmas and New Year period.

Kindy Fun is closed during Public Holidays and fees will still be charged as normal. Fees must be paid for the days your child is enrolled at the centre, including public

holidays, illness or family holidays. **NO** fees are paid during the 2 week break over the

Christmas/ New Year’s period.

***Fees***

**STARFISH (0-2 years):** $120.00 per day

**SEA TURTLE (2-3 years):** $110.00 per day

**DOLPHINS (3-5 years):** $100.00 per day

Kindy Fun is approved for the Childcare Assistance Scheme and Childcare Rebate Scheme from Family Assistance Office. Please register your child and family details before your child commences. You will then be entitled to a reduced fee depending on your personal income.

***Our CCB approval ID is: 1-8IZG0R****.*

Families must bring in documentation from FAO for staff to confirm and work out the payable fee required based on the benefits received. If your entitlements change throughout the year you must also let us know.

**Late fees apply if you arrive after 6.00pm. This rate is calculated at $2.00 per minute**.

***Payment***

Child Care Easy Pay is the only way Kindy Fun receives payment. With Child Care Easy Pay Direct Debit, your child care fees are automatically deducted from your nominated bank account, credit or debit card when they are due. Any extra payments can all be paid through Child Care Easy Pay as well. A direct debit form needs to be filled at enrolment.

***Withdrawing your child***

Two weeks’ notice must be given when withdrawing a child from Kindy Fun and two weeks fees must be paid in advance in this situation. If you do not give two weeks’ notice Kindy Fun will charge you two weeks full fees without CCB and CCR deductions.

***Educators***

The centre educators consists of a team of professional, experienced, dedicated people who welcome opportunities to talk with parents about their day, experiences and achievements. Each day there are six to seven trained staff members on the premises. Trained educators consists of Early Childhood teacher, Diploma and Certificate III educators.

If a regular staff member is absent due to illness one of our experienced casual teachers will replace that staff member. Where possible casuals are given opportunities to continue to get to know children and maintain contact with centre tasks and staff.

***New children***

An ORIENTATION day is offered to all new families. This is organised in preparation for children and their families to help the transition into Childcare.

Parents are encouraged to bring their child for the orientation visit before their commencement date. Parents may ask any questions at this time that they may have.

***Settling in***

Your child may experience some distress during this period but this can be quite normal.

Please speak to a staff member if you are unsure what to do. Never leave your child without saying goodbye and telling him/her when you will be returning.

A quick goodbye is always recommended and staff will assist your child if anxious or upset. This may be difficult for the parent but it will allow staff to assist the child to find an activity and settle into a normal routine quickly.

***Programming***

***Indoor***

Our teacher’s plan on a daily basis using a curriculum called the Early Years Learning Framework (EYLF). Developmental, School Readiness, Child and Family Interests are part of the learning environment. Cognitive, Fine motor, Social / Emotional, Language, Literacy, Art and Craft Construction, Project work, Family holidays or places of interest as well as child chosen activities is what the educators use to program the daily activities. Each week themes may emerge and a variety of activities from the child and family interest may be further developed. From this, projects are developed and these could continue for a number of weeks. The children are also involved in an active music and group discussion time each day.

Families are invited to join our personal Kindyhub app. The invite is set to your email address and the families download the free app. Throughout the day you can receive photos and the daily journal is delivered through this method. Communications between educators and families are also done through the app. Important information and invitations to special days are also sent through Kindyhub.

The information board in each classroom also displays the day journal and photo’s, artwork and the documentation that has been put on the Kindyhub app. Feel free to look at this at anytime and comment or ask the educators any questions.

***Outdoor***

A wide variety of gross motor equipment is rotated and children are encouraged to select activities of choice. These include items such as, chalk drawing, dress ups, babies, strollers, cubby house, sandpit, dinosaurs, blocks, ball games, bikes, slide, tea set, books, tennis bats, beanbag toss just to name a few. Children are also encouraged to set up the outdoor environment to cater for their interests.

***Observations***

Each child is observed regularly to assess their learning and their readiness for school.

Trained teachers collect samples of their writing, drawing and take photographs to document their progress. This information is kept confidential and is presented to the family at the end of the year in a collective portfolio / scrapbook. Areas include, name writing, number and letter recognition, colour awareness, fine motor abilities, social groups, special events at school, craft and activities of interest. At any time families are allowed to assess their own child’s portfolio. Please make time with your child’s primary educator to show you their progress and explain how the portfolio is set out.

***Rest time***

Sleep time at the centre is usually between 12 noon to 2:00 pm. The children in the Starfish Room (0-2 years) follow their own personal routine to settle with their home routine. The children in the Sea Turtles Room (2-3 years) are allowed to sleep or rest during the above times. The Dolphins room (3-5 years) once again are encouraged to rest during the rest time period. All children at Kindy Fun are encouraged to have a rest; the children are never forced against their will to sleep. The older children that do not wish to rest are given the opportunity to do some quiet activities at this time. These activities are usually school readiness, puzzles and free drawing to name a few.

Each child in the Sea Turtles Room (2-3 years) and Dolphins Room (3-5 years) are required to bring cot sheets and a pillowcase to place on the beds. The pillow case can also be used to store their sheets in. Children that will be attending Kindergarten the following year will be woken up before 3pm. Please let a staff member know if you do not wish for your child to be woken up at 3:00 pm.

***Parent involvement***

Parents are encouraged to be a part of our centre through volunteering a small amount of your time to share with the children. The children love having visitors and you may wish to share a story or do some cooking or share your job with us. There are many opportunities to be a volunteer when the children go on short walks to the library or teddy bears picnic. Volunteers are required to adequately supervise the children and assist with holding hands. Please offer any suggestions you may have in the suggestion sheet near the sign in book. Please keep an eye out on the board for messages and information which is recorded each day.

***Excursions***

Parental permission is required before any child is taken from the centre and a signed permission note will be required by the parent. Parents are asked to assist staff if an excursion away is organised.

***Arrival and departure***

Children must be signed in and out each day on the attendance list located in every room.

This is the responsibility of the person bringing and collecting the child and is important for security and emergency reasons. Parents must inform a staff member if their child is to be picked up by anyone other than themselves or those adults authorised on their enrolment forms.

On arrival ensure that your child does their jobs, example: places bag in their locker, puts show and tell on the table and takes drink bottle and hat outside before playing. This encourages the child to become independent and have a sense of knowledge of their own belongings. In the afternoon all of the children’s belongings should be back in their bags, please check before leaving.

***Medication***

Medications must be in their original packaging from the chemist with the child’s name and administration requirements clearly labelled. Otherwise the medication will not be given. A parent must fill out the medication register on arrival and hand the medication to a staff member for appropriate storage. Unprescribed medications will not be administered unless a letter from the child’s doctor is given.

Nappy rash creams can be used if the parent fills in a long-term medication form. These forms are available on request and are kept for two weeks. If your child continues to need any cream after the two-week period you will need to complete this form again.

If a child is suffering from a contagious illness or high temperature above 38 degrees, the parent will be contacted immediately, and the child will need to be collected from the centre. Your child can return to the service after 24 hours or if your Doctor provides a clearance note.

If an accident occurs, details will be documented on the “accident/incident report ” and parents will be informed and signature required when the child is collected. A copy of the report is then given to the parent on request.

***Head lice policy***

If a child appears to have head lice they will require treatment before returning to preschool. All children will be checked through the week to check for additional cases. Please speak to your chemist to find what suitable and appropriate steps you will need to take. We suggest that you regularly use a head lice shampoo and keep an eye out to ensure that your child does not develop this problem. Head lice is a commonly transferred from child to child mostly in schools. It is important that you bring your own child’s hat and educate your child not to share their hat. Long hair should be tied back whilst at Kindy Fun and brushes should not be brought to preschool.

***Clothing***

When attending the centre children should wear clothing they can manage themselves and is easily cleaned. Although aprons are worn during painting and messy activities, some marking on clothes may occur. Your child also needs a change of clothes if they have an accident. We suggest that you bring spare clothes for your child just in case. Please make sure all your child’s clothes and belongings are labelled clearly.

Educators will use their discretion to ensure that children are appropriately clothed according to weather conditions. In general, children only require the same level of clothing as adults although some may have particular needs. Thongs are not permitted for school. Sandal style shoes with straps are preferable during the summer months.

***Sun protection***

Outdoor activities are an important part of the centre program. To ensure that children are protected adequately from the sun, parents are requested to provide their child with a suitable sun hat clearly labelled with their child’s name. The centre has sun cream available which will be applied to your child prior to outdoor play. However it is the parents responsibility to apply sun cream for your child in the mornings before the child goes outdoors to play. The sun cream is by the sign in book. Please ask a staff member if you cannot find it. Alternatively you may provide your own at home before arrival if you wish.

***Food and nutrition***

When it comes to nutrition, our standards are as high as yours. Our centres provide delicious and nutritionally-balanced meals (breakfast, morning tea, lunch, afternoon tea and late afternoon snack) with 50 per cent of the recommended dietary intake of all nutrients consistent with Australian Dietary Guidelines.

KIDS GOURMENT FOOD will provide the meal service to Kindy Fun. They are the leading food provider in the Early Education sector with all the relevant food, health and safety qualifications required to cook and provide food.

The centre’s long term objectives include educating children and developing an awareness of good nutrition and an enjoyment of meal times as social occasions.

**Breakfast**

Kindy Fun provides children breakfast from 7:00 am to 8:00 am. This usually is Weetbix with milk or child’s formula or alternate toast with either butter, vegemite, jam or honey.

**Morning tea**

Morning tea is provided at 9:30 am. Children are usually provided with fresh fruit, fresh vegetables and other exciting food that is on the menu.

**Lunch**

This is a rotating six-week menu. It is on display in front of the kitchen. All children with allergies and\or dietary requirements will have their own personal meal provided which is labelled and sealed with their name and particular requirement. Lunch time is from 11.30am -12.00 midday.

**Afternoon Tea**

Afternoon tea is provided by Kindy Fun. Afternoon tea is at 2:30 pm. Children are usually provided with fresh fruit, fresh vegetables and other exciting food that is on the menu.

**Late afternoon tea**

Late afternoon tea is provided by Kindy Fun. Afternoon tea is at 4:30 pm. Children are usually provided with fresh fruit, vegetables, sandwiches and biscuits.

***Immunisation***

All children are required to have a copy of their current immunisations on file whilst enrolled at the centre. Please bring in your child’s Immunisation history statement for us to copy and attach to enrolment form. This outlines the type of immunisations your child has had and the date which they were administered by the doctor. If your child is unimmunised you will need to have a letter from your doctor or a health professional stating why your child is not immunised. An unimmunised child is not allowed to attend childcare without written permission from a health professional. The Australian Government has confirmed that all Australian children will need to be immunised. If not your child will not be authorised to attend an educational service and will not be eligible for the CCB and CCR through Centrelink.

***Safety zones***

Kindy Fun has two designated safety zones in case of an evacuation.

*These are:*

- **The front safety zone**: If evacuated through the front doors or side door from the Dolphin Room, the safety zone is at the front car park next to the mail box.

- **The back safety zone**: If evacuated through the back door, the safety zone is through the side of Tarook Ave Taren Point and we will walk around to the front mail box.

Please check the evacuation procedures displayed near the front and the back doors to familiarise yourself with the procedure. The children will be involved in practise emergency evacuations on a regular basis. In the event of an emergency you will hear the whistle blow.

***Behaviour management***

For our teaching to be effective we have implemented a positive discipline policy which enhances children’s self - esteem and caters for a range of developmental levels and individual needs. Educators will positively guide each child depending on their age and level of maturity regarding the situation. We aim to assist children to make their own judgements about the behaviour and educating them on why the behaviour is unacceptable.

Educators constantly emphasise good behaviour throughout the day and opportunities for the child to be a helper at routine times of the day is offered. Any dangerous behaviour must be stopped immediately and staff will consult with parents for any specifically challenging behaviours.

***What to bring to Kindy Fun***

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Immunisation history statement

Letter from Family Assistance Office (if applicable)

Drink Bottle filled with water labelled

Show and Tell - one day a week only, to be placed onto the table for show and tell time only. Speak to the teacher about a suitable day.

Sheets in a pillowcase for rest time labelled

Spare clothes in school bag labelled

Hat (Summer and Winter)