



# PARENT HANDBOOK

Welcome to our Service.

The Parent Handbook outlines important information you will need to be aware of while you are a part of our Centre. It is important that you read over this booklet and ask questions about matters you do not understand. You will find a form at the back of this booklet which you must sign and return to the Centre to indicate that you have read the information in this booklet and your enrolment pack.

**Our Centre has an Open Door Policy - You and your family are welcome to visit the Service at any time.**

All our policies are available in the policy folder in the office.

Please feel free to look and provide feedback on our policies at any time.

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## INTRODUCTION

Welcome to The Beach Early Learning Centre Tuggerah. Finding a new Early Childhood Service for your child can be a daunting task. At The Beach Early Learning Centre Tuggerah our aim is to provide a secure and happy environment where children can develop their intellectual, social, emotional, physical, aesthetic skills to become competent and confident individuals, and for you as a parent/guardian to feel safe knowing that your child is receiving the best possible care.

Our Contact details are:

Ph: 02 4388 4336

Email: [director.tuggerah@thebeachearlylearningcentre.com.au](mailto:director.tuggerah@thebeachearlylearningcentre.com.au)

Website: [www.thebeachearlylearningcentre.com.au](http://www.thebeachearlylearningcentre.com.au)

Opening Times: 7.00am - 6.00pm

51 weeks per year

## OUR PHILOSOPHY

Our team of educators and staff are committed to providing children and families with a coordinated approach to a warm, nurturing and engaging environment that celebrates diversity and the right of every child to have access to high quality care regardless of their individual needs.

We understand the important role the Service plays in nurturing and educating the children in our care and through our staff development of loving relationships based on trust and security.

An emphasis is placed on children and families receiving greater individual attention through goal setting, child progress records and family involvement in centre planning and events.

We will be following the Early Years Learning Framework as per our Education, Curriculum and Learning Policy.

We have an identified Educational Leader who is responsible for overseeing the curriculum at our Centre.

All Educators at our Centre are trained and experienced in areas of early education and care. Due to our high standard and commitment of our Educators, we are able to provide developmental and educational curricula for each group of children.

Information regarding our Education Team is on display in the centre foyer.

We will use the relationships children have with their families and communities to build the curriculum, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.





**Language of the virtues**  
We will use the language of the virtues to speak to children, co-workers and families promoting a positive approach to behaviour management and a respectful and positive language

**A curriculum influenced by children, families and educators**  
Childrens interests and strengths are scaffolded through intentional and spontaneous experiences extending family contributions. Predictable routines are set promoting an environment which is designed to foster childrens learning and development.

**Childrens health and safety is embedded in the curriculum**  
An environment encourages children to become responsible for their own health and wellbeing and recognising the rights of a child as paramount

**Developing a sustainability planet project**  
As educators we intentionally teach sustainable practice to allow young people to become responsible global citizens 'making a difference'

**Our Philosophy**  
Being, Belonging, Becoming

**A commitment to continuous improvement and positive practice**  
We work collaboratively to ensure best practice and maintain a strong and positive team environment

**Embracing diversity**  
Children become aware that they belong to many cultures and communities broadening their understanding and awareness of anti bias in the world in which they live



**Children, communities and Families are encouraged and welcomed**  
We enable families and the community to build a strong sense of belonging to our centre through a variety of mediums promoting strong partnerships

**Images of children are respected as competent and capable**  
Children have their own learning styles, strengths and interests. Using EYLF, learning environments encourage children to explore, imagine and interact socially through play based learning

**Valuing early childhood educators and ongoing professionalism**  
Passionate and enthusiastic educators continue to extend on skills and development valuing and learning from each others strengths and knowledge. A journey of lifelong learning.



The Beach Early Learning Centre Tuggerah Lakes Revised January 2014

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## **Early Years Learning Framework Learning (EYLF)**

### **Learning Outcomes:**

**Outcome 1: Children have a strong sense of identity**

**Outcome 2: Children are connected with and contribute to their world**

**Outcome 3: Children have a strong sense of wellbeing**

**Outcome 4: Children are confident and involved learners**

**Outcome 5: Children are effective communicators**

If your child's Educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g. speech therapist. It is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents

### **CENTRE GOALS**

**Principles and practices that best support our vision and the developmental needs of our children are:**

- valuing the child as an individual within the context of the family and the community
- supporting parents in their role as primary caregivers and sharing information of importance to benefit the development of their child
- valuing play as a medium for all aspects of development and learning
- acknowledging and supporting children's individual learning styles
- valuing the arts as symbol systems through which children discover and express meaning and make sense of themselves and their world
- providing opportunities for discovery learning through self-selected activities, and encouraging the development of children's abilities to observe, perceive, explore, investigate, imagine and problem solve
- valuing positive reinforcement of appropriate behaviour, thereby allowing the child to develop self discipline and parent-supported value systems
- valuing daily routines such as eating, toileting, dressing and resting as opportunities for learning and social development, and therefore ensuring that these times are engaging and stimulating
- respecting the needs and rights of children to make choices and decisions by empowering them to take responsibility for the functioning of parts of the daily routines
- providing opportunities for children to develop responsibility by encouraging them in taking care of their environment and materials
- valuing the cultures of the children attending the Centre through presentation of relevant cultural activities
- recognising the need for children to practice skills and consolidate their learning by providing opportunities for repetition of experiences and extension of their ideas
- designing and establishing an enriched environment that stimulates the imagination, promotes creativity and enhances aesthetic development and appreciation of nature
- valuing and supporting staff in their work with children and families and in their own professional development
- being responsive to the needs of the community and abiding by the relevant laws and

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policies that relate to the provision of quality children's services

- Underlying these principles and practices is our understanding of the need to promote children's independence and their ability to work co-operatively with peers and adults within an environment free of cultural or gender bias.

## **ABSENCES**

Child Care Benefit (CCB) is paid for up to 42 absence days for each child per financial year across all approved long day care services, family day care services, in-home care services and specialised outside school hours care services.

Each child receives a new set of 42 absence days at the beginning of the financial year.

Absence days cannot be claimed before a child has commenced care or after a child has ceased care.

Once a child has reached the 42 day limit, CCB cannot be used to reduce the fees charged in that financial year. If your child is absent due to illness and a medical certificate can be provided or you can provide a letter from your employer for a rostered day off these absences will not be included in your child's total. Refer to the Department of Education, Employment and Workplace Relations (DEEWR) for information about Allowable Absences

As is the case with most child care centres, sick days and public holidays must be paid for. You will however be entitled to a Make Up Day for any Public Holidays which can be used at a later date dependent on centre availability for that given day. Sick days do not attract a make-up day. Please note make-up days need to be used in the calendar year that they are accrued and can only be used if fees are up to date. Please ensure that all absences are signed for so as to

remain eligible for the CCB and fees are up to date to for make-up days.



## **ALLERGIES**

For your child to receive the best possible care it is important to communicate to the centre any known allergies that your child suffers from. You will be provided with the opportunity to detail all allergies by way of an Allergy Plan that will be given on commencement. It is your responsibility to ensure that the information at the centre remains up-to-date at all times.

## **BIRTHDAYS**

Birthdays are an important time in a child's life and we welcome the opportunity to be a part of such a happy day. As well as people close to the child attending the centre to celebrate the day please feel free to bring a birthday cake or individual cupcakes to the centre. Please inform the centre if you do intend to bring a cake along so we can ensure that all children are catered for, including those with allergies, special dietary requirements and cultural or religious beliefs.

## **CHILD CARE BENEFIT AND CHILD CARE REBATE**

Child Care Benefit (CCB) is a payment made to families to assist with the costs of childcare. All families (except non-residents) are eligible for some portion of CCB fee reduction. The Family Assistance Office will assess parent's' taxable income and a scale will be used to determine the

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amount of assistance each family will receive. The assistance may be claimed at a reduced Service fee or at the end of the financial year. Families are required to complete the CCB Information section on the enrolment form, full fees will apply until this information is received and confirmed by the Family Assistance Office. You will need to provide our centre with:

- your child's date of birth, your child's reference number (CRN)
- parent's date of birth, parent's reference number (CRN)

The Child Care Rebate covers 50% of out of pocket expenses up to a maximum amount each year. **The Child Care Rebate is not income tested.** If you are claiming Child Care Benefit (even if your percentage is 0%) you are eligible for the Child Care Rebate if you meet a "work study test". This can be claimed as a weekly payment made directly to the centre or a fortnightly, quarterly or lump sum payment at the end of the financial year to yourself.

For further details on CCB or CCR please speak to our Nominated Supervisor or contact FAO on 13 6150.

## **CHILD PROTECTION INFORMATION**

The centre's aim is to promote safety and well being of all the children within care, which is each child's "Human Right". The centre's staff will help children learn about self protection and to ask someone they trust for help if they feel unsafe, by carrying out protective behaviour programs. For more detailed information relating to child protection please refer to the centre's policy, 'Child Protection and Protective Behaviours Policy and Procedure' or the parent information section.

## **COMMUNICATING WITH STAFF**

The centre has developed a communication plan which outlines the opportunities for you to share information about your child's health and development with educators and also outlines opportunity for input and feedback on centre activities. Through a partnership between families and the childcare centre we can all assist the children to receive the care and opportunities they require throughout their early years of development. The following outlines the way we communicate news and events at the centre:

Verbally at arrival and departure times.

- Regular newsletters which will be sent home via the children's individual pockets once a month or by email
- A message section on the day book, where brief notes can be left between Educators and parents.
- A notice board where various messages and notices are displayed advertising current issues and upcoming events.
- A suggestion/communication box allows parents to leave more detailed written messages if they have concerns or want to provide positive or negative feedback. These can be anonymous if desired.
- Occasionally Educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics.
- Each family will be allocated an individual 'file/pocket' in which newsletters, accounts and other written communication will be placed.

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***It is the parent's responsibility to read these notices and ensure they are aware of current issues and events in the Centre.***

- Policies will be regularly reviewed in a variety of ways (displayed in foyer, newsletters to enable parent comment on Service practices).

## **Communication and Educators - What can you expect from Educators?**

Educators will :

- inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- share with children's families some of the specific interactions they had with the children during the day.
- provide information on children's eating and sleeping patterns through verbal communication and through the room sign in sheet.
- keep an appropriate record of joint decisions made with families affecting children's progress, interests and experiences. (These may include new events like toilet training.)

**Please feel free at any time in person, by phone or email to discuss your child's progress, relationship, interest and experiences.**

### **COMMUNITY LINKS** *(see back page for contact information)*

The centre works closely with a number of organisations within the community. These include organisations that are set up to assist children and families such as Early Intervention, Speech Therapists and Community Health. In addition to this we also have contact with a number of service organisations which include some of the following; NSW Fire Brigade, Police, Ambulance and our local Hospital. These organisations provide valuable verbal and written information as well as guest speakers attending the centre to give specialised talks.



### **COURT ORDERS**

The centre must be notified if there are any court orders in place in relation to your child and the denial of access by a person or persons and/or the collection of your child, please provide the centre with a copy of documentation to allow for this to be implemented - Without a Court Order we cannot stop a parent collecting a child.. The centre's privacy policy will be enforced in relation to all child information.

### **DELIVERY AND COLLECTION OF CHILDREN**

This is an important and emotional time for all children. Handled correctly this can become a positive experience for both parent and child. We encourage families to stay for a period of time to settle your child into the centre and to stay at departure time so that staff can discuss with

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you any issues of your child's day. There are strict guidelines relating to the signing in and out of children for parents and relatives and must be adhered to so that an accurate record of attendance is maintained. Authorised collectors need to be specified on your enrolment form and must be over the age of 18yrs.

## **BEHAVIOUR MANAGEMENT AND PRACTICE**

Positive guidance of behaviour is the teaching of what is a good thing to do and what is not, what is safe, what pleases other people and what angers and hurts other people. Positive guidance of behaviour helps children understand the difference between what acceptable behaviour is and what is not. When children are re-directed, stopped or reprimanded the reason is explained to the child which will assist them to make judgements about what he/she can and cannot do. All educators will utilise a number of guidance strategies to promote positive behaviour including indirect, direct, verbal, emotional. Each of these strategies are detailed in the Positive Guidance of Behaviour Policy in the centres policy folder.

## **EMERGENCY / ACCIDENTS**

Whilst every effort is made to provide children with a safe environment accidents do occur. If this is the case and your child hurts themselves during the day an Incident Report will be need to be signed by you. If the child needs to be collected the parents will be contacted. If you cannot be contacted and medical attention is necessary staff will take the required steps. Any medical expenses incurred will be the parent's responsibility. As a matter of extreme importance parents must ensure that the Centre has up to date emergency contact numbers. An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed an educator, the Nominated Supervisor and by the parent.

## **ENROLMENT PROCEDURE**

The Centre Owners will strive to ensure that the enrolment process is an easy an effective one for you and your child. On arrival at the centre the Owner / Director will orientate you and your child through the centre and provide you with an enrolment package which includes all relevant information on the Centre's operations. We encourage you to complete the application form as soon as possible so that every effort can be made to satisfy requests for individual days. Your child's enrolment is confirmed after the centre receives the completed enrolment form and method of payment is determined.

On enrolment we will require a non refundable enrolment Fee of **\$40.00** and a bond of **\$100.00** per child to be paid before your child commences at the Service. This bond is refundable when your child ceases care or may be used to pay outstanding fees. Your child will be given a centre hat on payment of enrolment fee and bond.

Refunds can take up to eight weeks to ensure your Child Care Benefit entitlements with the Service can be finalised. All refunds are paid by direct deposit.

## **EQUITY & SOCIAL JUSTICE POLICY**

The Owners and staff of this centre endorse the concept of a cross-cultural and non-discriminatory curriculum, and believe that this perspective should be implemented throughout all centre programmes. They believe that educational programmes must support the

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child's self esteem and pride in family, community, ethnic and linguistic origins. For more information refer to the Inclusion Anti Bias and Promoting Equity Policy and Procedure.

## **EVACUATION PROCEDURE**

Due to the age group of the children the importance of routine is essential in managing serious issues such as an evacuation. With this in mind quarterly evacuation and fire drills take place in the centre with an evaluation process identifying areas of improvement. Located throughout the centre at all exits is an evacuation procedure that is strictly followed by educators at all times.

## **EXCURSIONS**

The aim of excursions is to extend the children's experiences beyond that are able to be offered at the centre. The objective is to offer children an extended experience in an enjoyable manner that is safe and as anxiety free for the children, adults and staff as possible. All excursions will be appropriate to children's age and stage of development and permission will be sought from all parents / guardians prior to the commencement date.

## **FEES**

- **0-2 - \$106.00 per day**
- **2-5 - \$ 93.00 per day**

It is our policy that all accounts are to be at a nil balance each week, ie: there should be no fees outstanding.

**Accounts in arrears will be subject to care being cancelled.**

On your first week at our Service you will be required to pay your bond and you will receive a statement on the next billing cycle.

Any change of financial income will alter your fee structure. Please advise the Service and Family Assistance Office (13 6150) if this occurs. Payments can be made via direct debit only using NumeroPro.

Our childcare fees include all services including nappies, morning and afternoon tea. If you are eligible for the government's Child Care Benefit your fees will be reduced dependent on the percentage assigned to you by the Family Assistance Office which can be accessed through the local Centrelink office. Once you have been given a percentage please contact the centre for your approximate daily fee amount.

## **OVERDUE FEES**

If there has been no request for an extension for the payment of fees and fees are overdue, the following procedure will be implemented:



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**2 Weeks Overdue-** A reminder letter issued requesting fees paid within 7 days.

**4 Weeks Overdue-** A final notice posted to your home address requesting fees paid in full within 7 days or your child's position will be made vacant.

**Fees not received-** Legal action will be sought and all costs incurred will be added to the original fee account

## **GRIEVANCE WITH THE CENTRE**

Our child care centre fosters positive relations between all management, parents and staff. Every parent has the right to a positive and sympathetic response to their concerns. Solutions are sought to resolve all disputes, issues or concerns that impact or affect the day-to-day well-being of the centre in a fair, prompt and positive manner. If for any reason you are not happy with our level of education and care or our environment we want to know immediately. You can discuss this with Educators or write a formal letter. When any matter is raised the Service will be following our Grievance Procedure. All Service policies/procedures are available to parents. Positive feedback is most welcome too.

For a full explanation of our Grievance Policy please refer to the centre policy folder located in the office foyer.

## **GUIDELINES FOR VISITORS**

All visitors to the centre are required to report to the office for identification by the Nominated Supervisor/Admin Officer. Once identification has occurred the visitor's details and reason for the visit is logged into the visitor's book. Once completion of the visit has occurred they must be signed out and assisted off the premises by a member of staff. On occasions where the visitor will be interacting or observing the children they will be introduced to the children where opportunity will be given for any questions and discussion. These procedures are in place to ensure the utmost privacy and protection of the children.

## **HOURS OF OPERATION**

The Service is opened for **11** hours per day, **51 weeks** per year and caters for children 0-6 years.

The Centre's licensed hours are 7.00am to 6.00pm. All children in the care of the centre are to be picked up and dropped off between these times.

## **HYGIENE**

The Centre ensures that the highest levels of hygiene practices occur within the centre at all times. Food safety, storage practices, cleaning, hand washing and toileting procedures are just some of the concerns for staff and procedures are in place and enforced daily. In addition to this educators sit with children and ask questions and prompt discussions relating to good self hygiene practices and also undergo in-service training in these areas to stay abreast of current information and trends.



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## ILLNESS - SYMPTOMS

Sometimes, children and adults need to be away from the centre for the safety of others. Excluding sick children and adults is an important way of preventing the introduction of infection into the centre. In general if a child is so sick that he/she:

- Sleeps at unusual times
- Has a fever of 38C or higher
- Is crying constantly as a result of discomfort due to illness
- Is reacting badly to medications
- Is in need of constant one to one care
- Is unable to actively participate in the centres program

Parents will be contacted and asked to collect their child, as this child care centre does not have the staff resources to adequately care for the children in these conditions.

**NO CHILD will be admitted with obvious signs of any contagious infection or illness. Our policy states the incubation period, symptoms and exclusion periods of such diseases. Staff reserve the right to request a doctor's certificate before allowing a child to be signed in if they feel other children and staff could be at risk of being exposed to an infection.**

## IMMUNISATION

Immunisation is the safest and most effective way of providing protection against early child diseases. Upon enrolment all children will be required to provide a copy of their child's immunisation details to centre management. Any child who is not up to date with their immunisation will be considered not immunised. Non-immunised children will be excluded from the centre if an incidence of any communicable disease occurs for the period of time as recommended by the health department.

Families who do not have their child immunised, or have out-of-date immunisation records, or don't have a conscientious objector letter from their Doctor may not be entitled to Child Care Benefit, or may have their benefit cancelled by Centrelink.

## LATE POLICY

Collection of all children is to be completed by 6.00pm on any given day. If an approved collector of the child has not arrived by this time a phone call will be placed to the parents and if unsuccessful the emergency contacts will be phoned. Late fees will apply at a rate of \$15 for the first 15 minutes or part thereof and then \$1.00 per minute to recover additional staff costs. If either the parents or emergency contacts cannot be reached the Department of Community Services and Police will be contacted 1 hour after closing time.

**Failure to collect your child is classified as a Critical Incident by the Department Of Community Services and will be treated as such.**

## MEALS AND NUTRITION

Childhood is a time of growth and activity, which results in increased nutritional needs. It is also

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a time to form lifelong habits of good nutrition and healthy eating. The amount of food required each day varies with age, size and activity level of the child and a good diet is important for the normal growth and development of the child. It is important for staff and families to work co-operatively to ensure the centre plays a part in meeting each child's nutritional needs.

The centre provides both morning and afternoon tea which normally consists of fruit and vegetable platters.

A menu is posted detailing meals for that week, the menu is varied and includes morning tea and afternoon tea and reflects the cultural diversity of Australia and its seasonal variations.

We are happy to cater for special diets, eg wheat free, dairy free, etc. If your child does have special dietary requirements, please provide a detailed health management report from your child's doctor or nutritionist prior to commencing care. Please remember that parents must take the responsibility of informing us of any changes to these requirements.

We encourage all parents to follow the centre policy and information provided at the parent library when providing lunch for your child. The staff are always available to assist with ideas for healthy nutritious lunches.

## **MEDICATION**

Educators will be able to administer medication to children who are recovering from illness if a medication form has been completed and signed by parents before the medication is given. The nominated supervisor or an educator can assist you to complete the form.

Medication must be in date, in it's original container with the original label, have the child's name on the label, and have any instructions about the medication (including those from a GP) attached to the medication.

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the doctor explaining the purpose of the medication. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

Medication must be handed to an Educator for appropriate storage. **Please DO NOT leave medication in your child's bag.**

Any child who has commenced an antibiotic must not attend the Service for 24 hours from commencement.

Parents must inform staff if a child has been given paracetamol within 24 hours of arrival.

## **WHS ISSUES**

This child care centre protects the health and safety of children, staff, parents and visitors to the Centre by keeping informed about the Workplace Health and Safety Act and ensuring appropriate codes of practices are followed at the Centre. We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Workplace Health and Safety, please contact the Nominated Supervisor immediately.



## **ORIENTATION**

All families are encouraged to use the orientation period before commencing at the Centre, which consists of visiting the centre for short periods of time and helping to familiarise you and your child with the centre's surroundings (parents are to remain with their child at the centre) . On arrival at the centre the Nominated Supervisor and educators will explain the importance of this time and the benefit it will give to you and your child. Every effort will be made to show parents every aspect of the centre's operations and answer all your questions. You will also be asked to complete a survey which will be used to provide us with things such as additional information about your child and the effectiveness of our orientation system.

## **PARTNERSHIP WITH PARENTS**

In Australia today, infants and young children are spending more time than ever before in non-parental care. We believe the best way to work

with you and your child is by building a partnership of care. This centre aims to communicate regularly with families to share information about each child's health and development; strengthen the partnership between staff and families; increase the opportunities where staff and families can communicate and share information. All parents are encouraged to contact the centre in person or over the phone at anytime to speak with your child's educators.

## **PERSONAL BELONGINGS / TOYS**

Families are encouraged to leave children's toys and valuable belongings at home unless they are being used for news or special events. With children wanting to show friends, toys can become broken or lost which inevitably results in your child becoming upset. Although comfort toys are more than welcome we ultimately want children to understand that there are home toys and centre toys. Staff will be asking that all toys brought to the centre will be given back to Mum or Dad on departing. We seek your assistance with this matter. Please ensure all belongings are clearly labelled including dummies, clothes etc. Lost property will be displayed for parent collection in your child's room. Parent co-operation in labelling assists the Centre in keeping your child's belongings together.

## **PRIORITY OF ACCESS**

The Government Child Care Benefit Scheme has strict guidelines in relation to Priority of Access for children attending all childcare centres. Please refer to our Enrolment Policy for more information about the Department of Education, Employment and Workplace Relations' (DEEWR) requirements for Priority of Access.

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## **PROFESSIONAL DEVELOPMENT OF STAFF**

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators will hold First Aid qualifications, have Working with Children Checks completed and attend monthly Educators' meetings. Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

## **PROGRAMMING**

We provide an environment where the children feel comfortable and secure at all times, and all our rooms have daily routines that reflect this. Our routines are designed to maximise each child's opportunities to learn and develop. Throughout the day the children will experience a number of different activities which are part of the educational and developmental curriculum operated by all of our Educators. These will be based on the interests, skills and knowledge of the children and include aspects of their culture, family and community. Each room will display their routine which parents may read, and educators will be happy to answer any questions. There are summer and winter routines which are adapted to the weather conditions.

Your child's development is directly linked to the effectiveness of the centre's program. Staff are continually evaluating and observing the effectiveness of the program and linking these findings to each child in the centre. All activities and experiences are linked to centre goals, group goals, individual goals, philosophy, group and individual evaluations. Parents are encouraged to comment on and provide ideas to enhance the program based on their child's current interests.

## **REST AND SLEEP PROCEDURE**

Time to rest is extremely important to young children who are exposed to a very full and busy day. Sleep and rest periods are adapted to meet the individual needs of the children and their families and are put in place in consultation with parents. Staff are sensitive to children's needs and identify when children are tired. For children who do not sleep quiet activities such as reading a book, puzzles or drawing are made available. Children are fully supervised when resting or doing quiet activities.

## **SUN PROTECTION**

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. The damage occurs during childhood and adolescence, research suggests that sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sun spots,



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blemishes, and premature aging. Most skin damage and skin cancer is, therefore, preventable. The aims of the Sun Protection Policy are to promote among children, staff and parents:

- Positive attitudes towards skin protection
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision-making about skin protection.
- Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.
- General protection strategies include protective clothing, 30+ sunscreen, play in shaded areas and play in cooler parts of the day.

### **TERMINATION OF CARE**

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

### **TRANSITIONS**

When children are due to progress into the next age group, this will be carried out with minimal stress to the child, family and staff. Discussion will take place between families and the centre in relation to the readiness of the child and their age. Each day the child will spend a small amount of time in the next room, with this time frame being gradually increased depending on the child's mood and reaction to the new room. By the end of the orientation the child should have completed activities, eaten lunch and rested in their new room.

### **WAITING LISTS**

A waiting list for positions will occur when licensed places are filled for each given day. Upon availability arising the position will be offered based on the Priority of Access Guidelines and this process will occur until the position is filled.

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## WHAT TO BRING

To assist with your child's first day there are a number of items your child will need. Please include the following:

- **School Bag** - a backpack that will be big enough to hold the following items
- **Spare set of clothes** - in the case of an accident or if they get wet during play
- **Lunch box** - something that they can open and that includes a healthy lunch. Suggestions include; sandwich, fruit, yoghurt, cheese, vegetable sticks, dried fruit. Please refer to the nutritional policy at the centre for further information
- **Drink bottle** - water
- **Hat** - will be required for children all year round. Those children who do not have a hat will not be allowed to play in unshaded areas (sunscreen is provided)
- **Shoes** - are to be comfortable and supportive suitable for running and climbing.
- **Bedding** - if your child requires a sleep during the day please supply cot size sheets, blankets for the cooler months, pillow, comforter (if required). We suggest placing all items into a draw string bag.
- **Bottles of baby formula if required**

## CLOTHING

Parents are advised to send their children to the Centre in comfortable, inexpensive clothing. The children need to be able to move around during play and should be unimpaired by clothing. While paints etc will come out in the wash, accidents do happen so please don't send your child in expensive or designer clothing. Young children enjoy and need "messy" play with paint, clay, sand, water and mud.

The Service only has a limited supply of spare clothing. Please supply at least one change of clothing and underwear (for those children out of nappies) in case of accidents. Toddlers should have about three complete changes of clothing and plenty of training pants.

**Please label your child's clothing and replace name tags if they fade in the wash. Ensure clothing is suitable for the weather.**

### Clothing safety

**Please do not dress your child in clothing with cords e.g. shorts, hats, as these have the potential to become caught on equipment and may cause serious harm to your child.**



AGE APPROPRIATE TABLE

Milestones Age	Motor	Speech	Vision and hearing	Social / Emotional
4-6 weeks				Smiles at parent
6-8 weeks		Vocalises		
3 months	Prone:head held up for prolonged periods. No grasp reflex.	Makes vowel noises	Follows dangling toy from side to side. Turns head round to sound.	Squeals with pleasure appropriately. Discriminates smile
5 months	Holds head steady. Goes for objects and gets them. Objects taken to mouth	Enjoys vocal play		
6 months	Transfers objects from one hand to the other. Pulls self up to sit and sits erect with supports. Rolls over prone to supine. Palmar grasp of cube.	Double syllable sounds such as 'mumum' and 'dada'	Localises sound 45cm lateral to either ear	May show 'stranger shyness'
9-10 months	Wiggles and crawls. Sits unsupported. Picks up objects with pincer grip.	Babbles tunefully	Looks for toys dropped	Apprehensive about strangers
1 year	Stands holding furniture. Stands alone for a second or two, then collapses with a bump	Babbles 2 or 3 words repeatedly	Drops toys, and watches where they go	Cooperates with dressing, waves goodbye, understands simple commands
18 months	Can walk alone. Picks up toy without falling over. Gets up/down stairs holding onto rail. Begins to jump with both feet. Can build a tower of 3 or 4 cubes and throw a ball.	'Jargon'. Many intelligible words		Demands constant mothering. Drinks from a cup with both hands. Feeds self with a spoon
2 years	Able to run. Walks up and down stairs 2 feet per step. Builds tower of 6 cubes	Joins 2-3 words in sentences.		Parallel play. Dry by day
3 years	Goes up stairs 1 foot per step and downstairs 2 feet per step. Copies circle, imitates cross and draws man on request. Builds tower of 9 cubes.	Constantly asks questions. Speaks in sentences		Cooperative play. Undresses with assistance. Imaginary companions

4 years	Goes down stairs one foot per step, skips on one foot. Imitates gate with cubes, copies a cross	Questioning at its height. Many infantile substitutions in speech		Dresses and undresses with assistance. Attends to own toilet needs
5 years	Skips on both feet and hops. Draws a man and copies a triangle. Gives age	Fluent speech with few infantile substitutions in speech		Dresses and undresses alone
6 years	Copies a diamond. Knows right from left and number of fingers	Fluent speech		

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## TIPS FOR PARENTS FIRST DAYS

It is not unusual for children to cry when their parents leave them at preschool for the first few weeks. Settling in time is different for all children. Below are some vital tips to help your child settle into pre-school life.....

- Take your child to staff in the morning and say hello
- Have your child put their bag and belongings in the locker
- Take a few minutes to show your child around and for them to choose an activity to play at either indoors or outdoors
- When your child is playing well, tell them you must leave but you will be back in the afternoon to pick them up
- Smile (even though you may feel like crying yourself) and confidently give your child a hug and a kiss, say goodbye and leave.
- If your child becomes upset, take them to a staff member to say goodbye.

**We will cheer your child up! We will not let them cry all day.**

**Telephone the Centre at anytime to check how your child is doing. Staff will call you if we are unable to settle your child.**



**NEVER LEAVE WITHOUT SAYING GOODBYE**

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## Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the new national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below –

### New South Wales

NSW Early Childhood Education and Care Directorate  
Department of Education and Communities [www.det.nsw.edu.au](http://www.det.nsw.edu.au)  
1800 619 113, [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au), Locked Bag 5107 PARRAMATTA NSW 2124

## Important Contacts and Information for Families

The Service provides families with current information on child and family resources and services accessible in the local community.

Our Service has a parent library with resources you may find helpful.

### ACECQA is the new national body ensuring early childhood education and care across Australia is high quality

<b>Address:</b>	<b>Level 15, 255 Elizabeth Street, Sydney, NSW, 2000</b>
<b>Postal Address:</b>	<b>PO Box A292, Sydney, NSW 2000</b>
<b>Email:</b>	<a href="mailto:enquiries@acecqa.gov.au">enquiries@acecqa.gov.au</a>
<b>Phone:</b>	<b>1800 181 088</b>

### Family Assistance Office

Phone: 13 6150

### Australian Childhood Immunisation Register

Phone: 1800 653 809

### Poisons Information Centre - 24 Hour

Phone: 131126

## Local Contacts

**Community Health  
and Resource Service  
(Speech/OT/ Immunisation)**  
02 4393 8229

**Royal Institute for Deaf and Blind Children  
Melinda Lloyd**  
02 9872 0826

**Emergency Services  
Police, Fire, Ambulance**  
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**Hospital**  
02 4394 8000 - Wyong  
02 4320 2111 - Gosford

## Informative Websites For Parents

**We have a list of useful websites for parents. Please ask educators for a copy.**

### Raising Children Network

The Australian parenting website: comprehensive, practical, expert child health and parenting information and activities covering **children** aged 0-8 years.

[raisingchildren.net.au/](http://raisingchildren.net.au/)

**Better Health Channel** - quality consumer health information quality-assured, regularly reviewed, health and wellbeing information and services. This site is sponsored by the State Government of Victoria  
[www.betterhealth.vic.gov.au/](http://www.betterhealth.vic.gov.au/)