

Warners Bay Early Learning and Care Centre Inc.

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Parent Information Handbook



Our Mission Statement

To provide high quality care and learning experiences for all children in a stimulating, safe and nurturing environment, working in partnership with families and our diverse community.



<u>PHILOSOPHY.....</u>	<u>3</u>
<u>EARLY CHILDHOOD PROFESSIONALS.....</u>	<u>3</u>
<u>CENTRE AIMS.....</u>	<u>4</u>
<u>WELCOME.....</u>	<u>6</u>
<u>PRIORITY OF ACCESS GUIDELINES.....</u>	<u>7</u>
<u>FEES.....</u>	<u>8</u>
<u>CHILD CARE BENEFIT.....</u>	<u>8</u>
<u>LATE FEE.....</u>	<u>10</u>
<u>NOTICE OF WITHDRAWAL OF A CHILD FROM OUR CENTRE.....</u>	<u>10</u>
<u>ALLOWABLE ABSENCES.....</u>	<u>10</u>
<u>ALLOWABLE ABSENCES (CONTINUED).....</u>	<u>11</u>
<u>BEHAVIOUR GUIDANCE & MANAGEMENT.....</u>	<u>11</u>
<u>CHILDREN'S CELEBRATIONS.....</u>	<u>11</u>
<u>CULTURAL CELEBRATIONS.....</u>	<u>12</u>
<u>NEWSLETTER.....</u>	<u>12</u>
<u>WHAT TO BRING FOR YOUR CHILD.....</u>	<u>13</u>
<u>CLOTHING.....</u>	<u>13</u>
<u>WHEN YOU ARRIVE AND DEPART.....</u>	<u>14</u>
<u>WORKING TOWARDS BETTER SEPARATION AT DAYCARE FOR YOU AND YOUR CHILD.....</u>	<u>15</u>
<u>WAYS TO EASE THE TRANSITION FROM HOME TO DAYCARE.....</u>	<u>16</u>
<u>WHAT HAPPENS DURING THE DAY / THE PROGRAM.....</u>	<u>16</u>
<u>SAFETY PRACTICES AND PROCEDURES.....</u>	<u>17</u>
<u>ACCIDENTS AND FIRST AID.....</u>	<u>17</u>
<u>ILLNESS AND INFECTIOUS DISEASES.....</u>	<u>18</u>
<u>IMMUNISATION.....</u>	<u>18</u>
<u>OPEN DOOR POLICY.....</u>	<u>18</u>
<u>EVALUATION.....</u>	<u>19</u>
<u>A FINAL WORD.....</u>	<u>19</u>

PHILOSOPHY

Date Reviewed: September 2005, July 2006, March 2007, February 2008, March 2009

Date Adopted: Monday 29th June 2009

Date of Next Review: March 2010

The Child

We believe play is fundamental in discovering each individual's abilities and interests; therefore we strive to foster within each child the belief that each is capable, independent, unique and intelligent.

Families

We believe all experiences which are communicated through the child are a direct result of relationships with families therefore we agree with the research that families are the most important teacher in the child's life.

We value the differences within all families, and embrace the gifts each family brings to our overall centre community.

The Environment

We believe it is essential to provide environments both indoors and outdoors which are welcoming, nurturing, and inclusive. We endeavour to create learning spaces that are exciting, beautiful, infused with natural materials that inspire spontaneity, collaboration and relationships. The environment is a tool for children to communicate their ideas, interests and experiences.

The Program

We believe the program is a powerful method of communication between children, staff and families. It is a reflection of our learning community and the individuals that are apart of it.

We believe documentation is an important part of this process, through written word, photographs, parent comment and the child's work we are able to visually represent and celebrate the knowledge children construct.

Early Childhood Professionals

As early childhood professionals we act as a link between children, families, colleagues, and the wider community. We advocate for all children, promoting the vital role that we and early childhood plays in relation to life long learning.

As professionals, we believe research, innovation, collaboration, and teamwork are the key qualities that reflect our commitment to the early childhood profession.

We see our role as a designer of environments, a facilitator of relationships that both supports and empowers all children, and inspires their quest for knowledge.

CENTRE AIMS

Date Reviewed: September 2005, July 2006, March 2007, February 2008, March 2009

Date Adopted: Monday 29th June 2009

Date of Next Review: March 2010

The Child

We aim to learn with the child and to discover their interests and skills through daily interactions.

We aim to portray an image of the child that views the child as capable, independent, unique, intelligent and that each child is an individual with their own diverse socio/cultural life experiences.

Families

We aim to reflect the practices of all families, regardless of ability, cultural, socio economic and diverse backgrounds.

We aim to collect feedback from families regularly and to work in partnerships with families and the community.

We aim to communicate effectively with families through a variety of mediums.

We aim to establish a Parent Management Committee every year.

We aim to provide social events throughout the year where families can interact and support each other.

We aim to empower families to be actively involved in the centre's program.

The Environment

We aim to provide an optimum learning environment, which encourages children's thinking and exploration.

We aim to provide an environment fused with natural materials that represent the natural world we live in.

We aim to provide an environment which is well maintained, secure and safe.

We aim to provide a home like environment where children feel comfortable and relaxed.

We aim to create an environment that embraces the changing needs of the children.

We aim to create an environment that embraces spontaneous learning, collaboration, co-operation and teamwork.

We aim to provide an environment that encourages healthy eating habits and an active lifestyle.



The Program

We aim to use the program and our practices as an extension of learning, which encourages the children to be leaders of it and their parents and families to be apart of it.

We aim to provide a program that embraces spontaneous learning and supports children's interests, thus extending children's self confidence and independence.

We aim to provide a program that is continually evolving and changing as the needs of children change.

We aim to regularly evaluate the centre's program and gain feedback from families.

We aim to provide detailed portfolios which reflect the uniqueness of children as individuals and their strengths and interests.

We aim to provide a program that reflects the cultural beliefs of the families attending the centre.

Early Childhood Professionals

We aim as teachers to be a co-constructor of knowledge working in conjunction with everyone who is apart of the child's life.

We aim to provide career path opportunities for staff within the Early Childhood Field.

We aim to provide regularly professional training development opportunities for staff, supporting their interests and encouraging further development of their skills.

We aim to provide traineeship opportunities for staff within the centre environment.

We aim to subscribe to many early childhood journals and magazines to ensure staff stay update with current practices.

We aim to work in partnerships with families and other associated professionals to provide environments, programs and learning experiences which are inclusive of the child's strengths, interests, abilities and needs.

We aim to work as a cohesive team communicating effectively and supporting one another.

We aim to embrace healthy eating habits and active lifestyles, providing positive role models for children and their families.



WELCOME

Welcome to Warners Bay Early Learning and Care Centre. We hope you enjoy your time with us at the centre.

Warners Bay Early Learning and Care Centre Inc is a non-profit Community Based Centre established in 1990 providing over 19 years of high quality care and education.

The centre is managed by the Director and a Parent Management Committee that is elected by the parent members of the Warners Bay Early Learning and Care Centre Inc. Association. The Management Committee and interested parents meet monthly on the last Monday of the month. Everyone is welcome to attend to give their own opinions or suggestions to assist in maintaining a high quality service.

We are a 51 place Child Care Centre, catering for children aged 6 weeks old to 5 years. The centre has three rooms:

- The Nursery Room 0-2 years – 10 children.
- The Dreamtime Room (Toddler Room 2-3 years) – 16 children.
- The Preschool Room 3-5 years – 25 children.

We care and educate the children in a relaxed, homelike, safe and secure setting with many qualified and experienced teachers.

Hours of operation: 7.30 - 6.00pm Monday to Friday. The Centre is closed on Public Holidays and for two weeks over the Christmas period - no fees are charged during these periods.

The Centre employs the following qualified and experienced staff:

3	X	University Trained Teachers
5	X	TAFE Trained Teachers – Diploma in Children’s Services
3	X	Childcare Assistants – Certificate 111 in Children’s Services
3	X	Trainees
1	X	Cook
1	X	Cleaner
1	X	Administrative Assistant

The Centre also provides training and work experience for students from the local University, T.A.F.E Colleges, work for the dole programs and High Schools.

ACCREDITATION

Our Centre currently participates in the "Quality Improvement and Accreditation System" which was introduced by the Federal Government and is currently administered by the National Childcare Accreditation Council.

This system is a process in which Long Day Care Centres can continually evaluate their service in order to improve the quality of the service. There are seven quality areas. These are:

1. Staff Relationships with Children and Peers
2. Partnerships with Families
3. Programming and Evaluation
4. Children's Experiences and Learning
5. Protective care and Safety
6. Health, Nutrition and Wellbeing
7. Managing to Support Quality

This system ensures you of the highest quality care for your children.

We are proud to inform you that the centre was accredited in 2007 and received a **High Quality** rating in all areas under this System. This is the highest rating available.

PRIORITY OF ACCESS GUIDELINES

The Federal Government has set priority of access guidelines, which the Centre must abide by to receive funding.

Places at our Centre are filled, from the Waiting List in the following order, according to the Priority of Access Guidelines:

1. Child at risk
2. Working Parents, Parents Seeking employment or Students
3. Non-working parents. If you are a non-working parent and a working parent requests care then you may be asked to give up your child's place or swap a day. The centre is required to notify families 14 days in advance if this is to occur.

EMERGENCY CARE

Sometimes a family may need emergency care in addition to their child's regular day care attendance. This can be arranged with the Administrative Assistant or Director providing a vacancy exists at the time of need.

Please notify the centre if your child will be absent or please give the centre as much notice as possible if an extra day is needed and we will do our best to accommodate your needs.



FEES

The daily fees from July 2010 are:

Nursery Room \$71.00

Toddler Room \$71.00

Preschool Room \$71.00

The fees are subject to change after consultation with the Management Committee.

CHILD CARE BENEFIT

Child Care Benefit is available at the centre to assist families with fee payments.

Forms are distributed on enrolment and must be filled out by families and taken to your nearest Centrelink Office for processing or you can phone the Family Assistance Office on 13 6150.

AS FEES & SUBSIDIES ARE SUBJECT TO INCOME LEVELS WE MAY NOT BE ABLE TO CALCULATE YOUR EXACT FEE UNTIL WE RECEIVE NOTIFICATION FROM the FAO.

The Family Assistance Office operates through Centrelink and is responsible for payment of Child Care Benefit. You can choose two options:

1. To pay reduced fees. The Child Care Benefit gap will be paid to the centre directly or
2. To claim the Child Care Benefit as a lump sum payment at the end of the financial year. This means you will be charged full fees at the centre.

Payment of new claim forms will only be granted for children with up to date immunisation records. If you have any questions about Child Care Benefit please speak to the Director at your enrolment meeting.

The centre now claims family's child care benefit rebates through the online **Child Care Management System (CCMS)**. Families must be registered with the CCMS before the child start their care at the centre. If your child/ren are not registered you will be required to pay full fees until registration occurs. Families are responsible for providing the correct information on the child/ren's enrolment form.

The centre's Customer Reference Number (CRN) is: **555 002 344J**

CCB Approval ID is: **1- 631- 3480**

Organisation ID is: **1- 61G - 37**

PAYMENT OF FEES

Fees must be paid a week in advance of care at all times.

On enrolment at the centre a Security Deposit for your child must be paid. The fee is \$50 per day with a minimum payment of \$100 due by the child's enrolment meeting. For example 5 days = \$250. However should a family change their mind about accepting the offered placement the holding deposit is non-refundable.

No offer of placement will be deemed accepted by the centre management until the holding deposit has been paid.

This Security Deposit is refundable upon your child withdrawing from the Centre or it can be transferred into the next year of care or to siblings attending the centre.

If a family's fees falls behind by 2 weeks or more the family will be asked to pay these outstanding fees immediately or their child's position may be withdrawn and an account sent for any fees outstanding. If fees remain outstanding by more then one month this matter will be placed into the hands of our debt collector.

PLEASE BE SURE TO KEEP YOUR FEES UP TO DATE TO AVOID LOSING YOUR CHILD'S PLACE.

Families experiencing difficulty in paying fees should contact the Director immediately. Please do not wait for your child's place to be reviewed.

Please pay your fees weekly. A receipt will be issued each time a payment is made and a statement of account is issued monthly.

We apologise for our inability to give cash change. If you do not have the correct money when paying your fees, any extra money you pay will be automatically credited to your account. We also accept cheques and EFTPOS is available.

Fees are charged for any days that your child is absent. For example holidays or sick days. Fees are not charged for Public Holidays or closure periods.

Feel free to contact the Administrative Assistant between 7:30am – 3:30pm Monday to Friday to inquire about your family's account.

LATE FEE

Opening and closing times for the Centre are very strict due to licensing and staffing regulations.

- On the first occasion a child/ren is picked up after 6:00pm a written warning will be given to the family in question.
- On subsequent occasions a late fee will be charged: **\$10.00** within the first five minutes, **\$20.00** within the next five minutes and **\$20.00** for each five minute block after. For example two minutes late will cost \$10.00 or seven minutes late will cost \$30.00.
- This fee will be charged each time your child is left at the centre after 6:00pm.
- This fee is not included in Child Care Benefit Scheme.

It is the responsibility of the parent to notify the Centre if he/she will be late and to organise alternative arrangements to have their child/ren collected by 6.00pm.

NOTICE OF WITHDRAWAL OF A CHILD FROM OUR CENTRE

Four weeks notice must be given in writing if you are withdrawing your child from the centre or reducing your child's days of enrolment.

The centre has a form to be completed for this purpose. Please discuss this matter with either the Director or the Administrative Assistant to arrange for this procedure to occur and finalise payment of fees.

ALLOWABLE ABSENCES

Child Care Benefit is paid for up to 42 *Allowable Absence Days* per financial year across all approved long day care services, family day care, in-home care services and specialised outside school hours care services. Each child receives a new set of 42 Allowable Absences at the beginning of each financial year. Allowable Absence days can be taken for any reason (provided the day being claimed as an absence is a day on which care would have otherwise been provided). If a family is using another approved service, it is your responsibility to inform the other service of any allowable absence taken. A statement will be sent out quarterly showing the number of absences, dates and tallies and the total of Allowable Absences for the year is also shown on the account statements sent out to parents.

Child Care Benefit is also payable to absences taken for the following reasons: illness (with a medical certificate), non-immunisation, rostered days off, rotating shifts, temporary closure of a school or pupil-free day, public holidays, periods of local emergency, shared care arrangements due to a court order, consent order or parenting order and attendance at preschool.



ALLOWABLE ABSENCES (CONTINUED)

Absence days taken for the above reasons are called *approved absence days*. There is no limit on the number of approved absence days a child's family may claim providing they are taken for those specified reason stated above. If families are taking an Approved Absence day, then supporting evidence, for example a doctor's certificate or court order must be provided to the centre.

BEHAVIOUR GUIDANCE & MANAGEMENT

Staff will ensure all children are well settled and safe at the centre at all times. Staff will encourage and guide positive behaviours in children by role modelling, providing positive feedback and redirecting unsuitable behaviours.

Our Behaviour Guidance & Management Policy outlines the strategies and techniques used to deal with children's behaviours.

Our expectations, limits and behaviour guidance strategies are designed to instil life long learning for children to reach their fullest potential. Children will be involved in developing rules of acceptable behaviours where appropriate.

At this centre we always strive for positive behaviour guidance which:

- Does not damage a child's self esteem
- Praises and acknowledges desirable behaviour
- Is expressed positively
- Gives simple explanations
- Is consistent
- Demonstrates that all children are respected, treated equally and accepted as individuals
- Leads to self discipline

(See the centre's Behaviour Guidance & Management Policy for more details.)

CHILDREN'S CELEBRATIONS

Birthdays are special to everyone and even more so for young children. The teachers and children want to share the joy of this special day so you are welcome to send along some lollies (The Natural Confectionary Co. brand only) to the centre. The centre has a special birthday box where the children are able to blow out the candles and the lollies are shared amongst all the children.

CULTURAL CELEBRATIONS

Our centre fosters an awareness and acceptance of cultural practises in our daily program. The centre strives to embrace all cultures of children attending the centre. Families attending the centre from diverse cultural backgrounds are encouraged to share their traditional celebrations and culture through participation, communication and providing the centre with resources.

For example Easter, Christmas, Divali, Hanukah and Ramadan are directed at the children's level of development and are included in the program where appropriate

(See the centre's Inclusion Policy for more details.)

WORKING WITH CHILDREN WITH ADDITIONAL NEEDS

All children have some special / additional needs at some point of time in their development. These needs will be addressed and planned for through the child's individual programs. If a child is presenting behaviours or developmental delays that is of concern to both parents and staff than professional advice will be obtained from the appropriate support agencies after obtaining written permission from the child's family.

If a child has a diagnosis or is undergoing assessment procedures than funding will be applied for through "Special Needs Subsidy Scheme" and or "Young Children with Disabilities Intervention Support Program" or from other relevant funding bodies. When the funding is approved a temporary staff member will be employed as described in the funding agreement for a set amount of hours per day. The staff member assigned to this room is there to help with all daily duties, procedures and responsibilities. The temporary staff member is there to provide the permanent staff with support and up to one hour per week relief time for planning purposes, writing reports or attending any meetings.

The centre encourages acceptance of all children and families

(See the centre's Staff Working with Children with Additional Needs Policy for more details.)

NEWSLETTER

A bi-monthly newsletter is produced to keep parents up to date with what is happening at our Centre. The newsletter is distributed at the end of the month. If any families would like to add anything to the newsletter please see the Director. It is important to read all newsletters so you don't miss out on any special activities.



WHAT TO BRING FOR YOUR CHILD

All families are required to bring to the centre each day:

- Spare Clothing - all to be labelled with child's name
- A set of single bed sheets and pillow (except Nursery Room)
- A cot blanket (in winter only)

For toddlers and babies only:

- A bottle if the child has a special one or you can use the centre's bottles
- A comforter - cuddle toy or dummy

The bed measurements are 56cms wide and 140cms long. If your child is toilet training, please pack lots of spare clothes and underwear as many accidents occur.

Please do not bring in toys from home especially aggressive toys like guns and swords. The centre holds no responsibility for lost property.

CLOTHING

Please do not send your children to the centre in their good clothes. Please dress your child in comfortable clothes which are easily removed.

The children are invited to participate in many play activities, and some of them are very messy which often leads to the children's clothes becoming soiled. Therefore, it would be practical to dress your child in old or play clothes for day-care so they can join in all the fun without hesitation.

Please ensure that you pack a spare set of clothing as your child may have an accident while they are busy at play. Please ensure that this clothing is suitable for current weather conditions.

The centre provides hats and sunscreen for all children to wear outside for sun protection. Children are required to wear t-shirts instead of singlet tops and comfortable shoes. Thongs are not suitable foot wear for children when they climb regularly throughout the day.

(See the centre's Clothing Policy & Sun Smart Policy for more details.)

LOCKERS



Each child will have a locker that could be shared with other children over the week. Please place bags and all your child's belongings in this locker. Please ensure you take your child's bag and all their belongings home each night.

Please bring your child's belongings in a back pack or other suitable bags. Plastic bags are not suitable and are a hazard to children.

Soiled clothing will be rinsed and placed in a plastic bag, then tied in a knot and put back in your child's bag or locker. When your child is toilet training there may be many of these bags. Please check you have all your child's belongings.

WHEN YOU ARRIVE AND DEPART

On arrival at the centre a staff member will greet you. Please tell the staff about your child and how your child was the previous night and morning so that staff are aware of any changes in the child's routine.

Assist your child to find a locker for their bag. Please place your child's name or photo on the locker.

Any medications for children are to be handed to a staff member. It is hazardous to leave them in your child's bag.

A Medication Authorisation Form is to be filled out by parents or guardians before medication will be administered by staff.

(See the centre's Medication Policy for more details.)

It is important that you sign (with your signature) on the Attendance Sheets each morning and afternoon when delivering and collecting your child to and from the Centre. Attendance Sheets can be found on the bench in each child's room. The attendance sheets are legal documents and must not be tampered with.

Always be sure to give your child to a staff member before leaving and say "Goodbye". Never sneak out as this can distress a child. Please tell a staff member when you are taking your child home and always remember to sign out your child each night.

It is also very important to write down the person who will be collecting your child in the afternoon. We cannot allow your child to be collected by anyone other than those people listed on your child's enrolment form.

If a different person is required to pick up your child notification is required in writing. Phone calls will not be accepted. This information is necessary for the security of the centre. Children must be collected before 6:00pm. The centre is only licensed from 7:30am to 6:00pm.

MEDICATIONS

Any medications are to be handed to a staff member. It is hazardous to leave them in your child's bag.

Medication will only be administered to a child by staff if a doctor prescribes it. The medication must have the child's name, the dosage and when the medication is to be administered on the label. Medications for siblings or medications that have expired will not be administered. A medication Authorisation Form is to be filled out by parents before medication will be administered by staff.

Children on long-term medication will need an updated letter from their doctor every four months stating the name of the child, dosage and the time the medication is to be administered.

Panadol will only be given for temporary relief of pain and temperature that has occurred while the child has been attending the centre and the staff are waiting for the child to be collected. Panadol will also be administered when the centre has received written instruction from the child's doctor.

(See the centre's Medication Policy for more details.)

WORKING TOWARDS BETTER SEPARATION AT DAYCARE FOR YOU AND YOUR CHILD

We realise and understand that separating can be difficult for you and your child. Please feel free to come and talk to the staff if you have any problems at all. We are happy to help you and provide advice on settling into the centre.

We hope the following information will be of some help to you and your family.

Ways to Help your Child:

1. Visit the centre with your child to help them become more familiar with the centre environment. Allow your child to take part in the program, familiarising them with our routines with you there for reassurance.
2. You can leave a possession of yours for your child's security. One soft toy is fine, maybe one of your bags or wallets or a photo of yourself.
3. Try to get up early enough in order to have a few minutes of cuddling and play with your baby or child before you leave the centre.
4. As soon as your child is old enough, develop a routine of talking to them about leaving, but always add, "I'll be back". This is for you as much as it is for them.
5. At the centre, work with the teachers to develop a "goodbye" routine/ritual. For example – sign in, allow your child to help you put their bag in their locker, give them a hug, take your child to the teacher



and say something like "Goodbye, I'll see you at afternoon tea time" and then leave confidently.

6. Please feel free to ring at anytime and as many times, as you need to check on your child. It is important to remember to leave the centre a reliable contact number so we can ring you if the need arises.

WAYS TO EASE THE TRANSITION FROM HOME TO DAYCARE

Prepare yourself first so that you can deal with your child's feelings. They will cry at first, it is only natural, but just reassure them that you still love them.

Talk to your child about separation and about the pleasure of going to the centre. For example "It'll be fun, there's lots of children to play with, you can paint". Help your child to get to know the teachers beforehand. Make at least 2 visits to the centre so your child can participate in activities while you are there.

When leaving the centre in the morning, handover your child to a staff member and say "John (or the staff members name), is going to look after you today and keep you safe."

Your child may regress a little, for example wanting you to feed them or bedwetting. This is just your child's way of adjusting to the new situation. This should improve as the child settles into the centre.

Allow them to bring a comforter of some kind. For example a teddy bear or perhaps a picture of their family. This helps children feel secure in their environment.

Always say "Goodbye". This is very important as it helps to develop trust and independence

These points are from "Touch points" by Dr T Berry-Brazelton, a good reference for your child's emotional and behavioural development. This is just one of the many books available for your loan in our Parents Library.

WHAT HAPPENS DURING THE DAY / THE PROGRAM

Each child is seen as an individual, with a social and cultural background and will be catered for according to their interests to realise their full potential.

Each child has a planned written program recording learning experiences. Parents are encouraged to view their child/ren's individual developmental profiles and are encouraged to make input. As we believe communication with families is essential in the provision of quality care, we endeavour to foster open communication and trusting relationships.

Although in many ways we are the same we also have differences. We consider every person to be a valued member of our diverse community.

MEAL TIMES

We provide three nutritional meals daily. These are: morning tea, lunch and afternoon tea. A late snack is provided to those children still at the centre at 5:30pm.

The menu is varied and interesting and provides food from various cultures. The menu provides 50% of the child's recommended daily intake for all nutrients. Parents are encouraged to make contributions to the menu planning process. This can be done by bringing in recipes or filling out surveys about the menus at the centre. Menus for two weeks are displayed in the foyer on the notice board near the kitchen. Please feel to take a copy of the menus.

It is vital that families inform the centre of any allergies, dietary restrictions or any special diets so that we can adjust the menu accordingly and inform staff.

(See the centre's Anaphylaxis Policy for more details.)

The centre supplies the SMA formula which is the generic brand of S26. Families will need to supply any other formulas. Please ensure you supply a fresh unopened tin each time with clear instructions written on the tin.

(See the centre's Nutrition Policy for more details.)

SAFETY PRACTICES AND PROCEDURES

The physical environment meets regulatory standards by the Department of Community Services in respect of health, safety and hygiene.

The centre has an OH&S Committee made up of staff and parents to ensure these standards are maintained to a high standard.

The staff and children are kept up to date with emergency procedures through training and emergency evacuation fire drills. These are practised quarterly. Procedures are posted on the walls in the children's rooms.

(See the centre's Occupation Health and Safety Policy for more details.)

ACCIDENTS AND FIRST AID

All primary contact staff members have a current First Aid Certificate, and will administer minor first aid in the event of an accident. If, as a result of an accident, the staff feel medical attention is necessary, parents will be contacted immediately. If the parent or the emergency contact cannot be reached, the child's doctor or ambulance will be telephoned. Agreement for emergency procedures must be given on the enrolment form.

(See the centre's Children's Accident and Illness Whilst in Care Policy for more details.)

ILLNESS AND INFECTIOUS DISEASES

The centre will not permit entry to a child who has a contagious illness or infectious disease.

The centre follows The Department of Health's *Staying Healthy in Child Care Guidelines* as guidance for exclusion practises.

While Doctors certificates may be helpful, the Director in consultation with staff, determine the length of exclusion from the centre where infectious diseases have been a problem.

(See the centre's Exclusion & Health Policy for more details.)

IMMUNISATION

In accordance with the Department of Health regulations you will be required to provide a copy of your child's immunisation record book, which has been signed by a health professional.

If your child is not age appropriately immunised against an immunisable disease they will be excluded if there is a case of that immunisable disease at the centre.

OPEN DOOR POLICY

Our centre is open at all times for inspection.

Please come and see how we help your child's development anytime.

Entry by you anytime is the greatest protection against fear.

Never let it be said that we have anything to hide.

Don't hesitate to visit us.

Our centre is proud of the quality and the care we provide.

Feel free to join in and be apart of the centre's program.

Our staff are qualified, trained, experienced and talented.

Our staff are happy to answer any questions you may have.

The Director's office door is always open, feel free to pop in for a chat.

Rather than take our word for this. See it you self!

EVALUATION

Our centre welcomes your comments, compliments, complaints and suggestions about our services, as we are always endeavouring to provide the very best quality care.

(See the centre's Grievance & Complaint Handling Policy for more details.)

Complaint Forms, Feedback Forms and the Children's Services Regulations 2004 are all available in the centre's foyer on the bench. Please place all completed forms in the fees box in the foyer. Any feedback is appreciated and provides a valuable resource to the staff and centre.

If you have any questions, concerns or praise that you would like to pass on then the following contact may be helpful.

Childcare Services are governed by the Children's Services Regulations 2004 set by the Department of Community Services who are responsible for licensing our centre.

The Department of Community Services
Contact: Heather Letham (Children's Services Advisor)
P.O. Box 585
Charlestown NSW 2290
Ph: 02 4985 1400

A FINAL WORD

We realise at Warners Bay Early Learning and Care Centre Inc. that you are entrusting us with someone who is very precious to you. We are sure that your family's stay at our service will be a happy and rewarding one. We are honoured and proud that you have given us this responsibility and we will provide your child with a safe, quality care and educational environment.

All the staff at Warners Bay Early Learning and Care Centre are eager to get to know you and your child better and look forward to seeing them grow over the years. Staff adhere to the Early Childhood Australia's Code of Ethics which helps clarify and define the values that are important to your family and the staff.

Please remember if you have any questions or concerns, no matter how big or small, please do not hesitate to come and talk to us. If you need further explanation to anything written in this booklet, please see the Director or refer to the centre's policy manual which you will find on CD in the back of this booklet. The policies detail the correct procedures for families and staff.



We look forward to working with you in the future.



NURSERY ROOM (0-2YEARS) OUR DAY

Indoor Experiences

From when the children arrive we begin to provide a variety of learning experiences which encourage independence and autonomy through allowing choice and accessibility. These experiences range from indoor activities such as, **creative art, drama, construction and building, literature and reading, science and the beginnings of mathematical concepts such as estimation and comparison.** These experiences are presented in ways which encourage both social and solitary participation. This allows your child to place themselves in situations with others which they feel most comfortable, whilst also being exposed to the ideas and personalities of other peers the same age.

Outdoor Experiences

Depending on the season either summer or winter the children also have the opportunity to participate in outdoor experiences which encourage an appreciation and respect for nature such as, **caring for plants and gardens, establishing gardens and other natural areas to explore, observing and learning of strategies when caring for animals ranging from birds, fish etc and while doing this exposing their senses to a variety of new sights, smells, tastes and sounds.** Within our outdoor area there is also the opportunity to **explore the sandpit, climb, explore with their bodies through obstacle equipment** which **challenges physical skills whilst encouraging problem solving and self confidence.**

Daily Experiences

Each day **Morning Tea** is served around 9:15am. During the middle of the day from 11:00am until around 3:00pm the children are provided with **Lunch, Afternoon Tea** and the opportunity to sleep either in a cot or on a mattress on the floor (depending if your child is in a “big” bed at home). After lunch the children are encouraged and provided with the opportunity to participate in a language and music group experience of interest or related to the current program. The room’s program is reflected through your child’s individual portfolios as well as the room curriculum. The children are offered a **Late Afternoon Snack** around 5:00pm and are given the opportunity to interact with their older siblings or peers in the Dreamtime (Toddler) Room or Preschool Room or Large Playground. At 6:00pm the centre closes and everyone goes home.

DREAMTIME (TODDLER) ROOM (2-3 YEARS) DAILY ROUTINE

- 7.30am - Children arrive and say goodbye to love ones.
- Individual Routines used, for example wave at the fence.
- All children are grouped together for free play
- 8.00am - Dreamtime and Pre-school prepare to go outside.
- Sunscreen is applied and hats on.
- Outdoor Learning Experiences is set up based on the children's interests, skills and projects.
- 9.30am - Wash hands, have morning tea outside on the picnic tables.
- As the children finish, they wash their hands and return to their investigations/play, for example climbing, sandpit and painting.
- 9.50am - Nappy changes and toilet training.
- 10.30am - Indoor learning experiences based on past experiences, ongoing interests extension of projects and forward planning.
- 11.05am - Children are reminded 5 minutes to pack away time.
- 11.10am - Pack Away Time - The children are a part of this important routine, it teaches them to care for their learning environment.
- 11.20am - Make beds – the children are actively encouraged to be involved in choosing their beds and making them, fostering self help skills and confidence.
- Large Group Time – Language and Literature / Music.
- 11.30am - Lunchtime – children sit in small groups to encourage relationships and staff role model good eating habits.
- 12.00pm - Wash hands, face, toilet, rest nappies, and prepare for rest time.
- 12.10pm - Rest time - Each child is supported in their sleep routines, for example bottles, patted, dummy, rest. We encourage each child to have books on their beds as an alternative to a sleep.
- 12.40pm - Quiet Activities for non-sleepers.
- 1.00pm - The children wake, nappies changed, toilet training, pack away sheets, wash beds.
- Indoor Learning Experiences
- 2.30pm - Wash hands for Afternoon tea
- Afternoon Tea Time



- 2.50pm - Music Large Group Time – dance, musical instruments, drama, listening games.
- 3.10pm - Transition to outdoors, sunscreen applied and hats on.
- Outdoor Learning Experiences
- 3.30pm - Parents begin to arrive and greet the children, hugs and smiles exchange, stories about their day.
- 4.30pm - Begin to pack away outdoor area, sweep sandpit, decks, clean verandah.
- Prepare the children for home, change nappies, toilet, clean faces and shoes on.
- 5.00pm - Pack away. Nursery, Dreamtime and Pre-school all group together.
- Indoor / Outdoor Learning Experiences
- 5.20pm -Late afternoon tea or a small snack.
- Group games, stories etc. Greet parents talking about child's day, interest and events of the day.
- 5.40pm - Staff finish house keeping tasks, for example washing and folding, washing toys, clean and launder hats, dishwasher (drain and put away dishes).
- Sign all the children have left the building. Prepare for the following day's program.
- 6.00pm - Centre Closes

PRESCHOOL ROOM (3-5YEARS) DAILY ROUTINE

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| 7:30 am | - Centre Opens and Children Arrive
- Free play in the Dreamtime (Toddler) Room (All Children) |
| 8:00 am | - Transition and Free Play Outdoor Activities
- Hats and Apply Sunscreen |
| 9:30 – 10:00 am | - Wash Hands / Toileting
- Morning Tea |
| 10:00 am | - Transition Indoors
- Large Group Time / Morning Meeting
- Discussion of relevant issues and events |
| 10:20 am | - Free Play Indoor Activities |
| 11:35 am | - Pack Away / Tidy up activities |
| 11:45 am | - Large Group Time / Language and Literature |
| 12:00 pm | - Wash Hands / Toileting
- Lunch |
| 12:45 pm | - Quiet Reading on the Mat |
| 1:00 – 2:00pm | - Rest / Sleep Time
- Quiet Activities for non-resters |
| 2:00 pm | - Free Play Indoor Activities |
| 2:20pm | - Pack Away / Tidy Room
- Large Group Time / Music and Movement |
| 2:30 – 3:00pm | - Wash Hands / Toileting
- Afternoon Tea |
| 3:00 pm | - Transition and Free Play Outdoor Activities
- Hats and Apply Sunscreen |
| 5:00 pm | - Late Afternoon Snack |
| 5:15 pm | - Quiet Indoor Activities
- Free play in the Dreamtime (Toddler) Room or Preschool Room (All Children) |
| 6:00 pm | - Centre Closes |