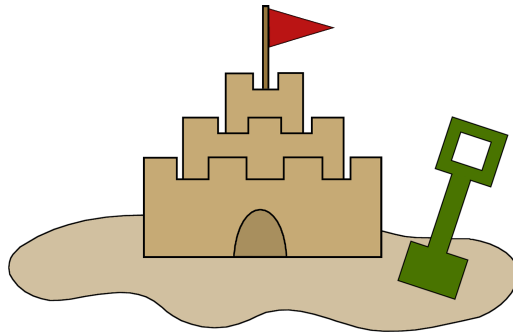


# Sue's Childcare Castlevale



## **CENTRE INFORMATION AND POLICY BOOKLET**

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Phone: 02 9958 8859

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Email: [sueschildcare@live.com.au](mailto:sueschildcare@live.com.au)

Website: [sueschildcare.com.au](http://sueschildcare.com.au)

Hours: 8am to 6pm Monday - Friday

Provider Number: 407 012 622A

Bank Details: Sue Conroy BSB 112 879 Acc No 119 263 326

# WELCOME

We welcome your family to Sue's Childcare Castlevale.

This booklet contains information about the operation of this centre.

We hope you find the booklet informative and that it helps you to feel at ease when you commence with us.

## STAFF

### **Owner / Director**

Sue Conroy

### **Nominated Supervisor/Educational Leader**

Sylvie Koeppel

### **Certified Supervisor/Educational Leader**

Sophie Sadeghi

### **Certified Supervisor/Childcare Worker**

Allison Tudor

## **Centre Philosophy**

Our philosophy is influenced by and based on the sound principles of the Early Years Learning Framework (EYLF) for Australia. Our centre shares the same vision as the United Nations (UN) Rights for the Children. Our highly qualified and experienced staff work together to provide a service that fulfils all the child's basic needs in regard to:

### **PROGRAM:**

Our program takes a holistic view of the child and incorporates this to build children's self-identity, relationships, health and wellbeing, knowledge and communication skills. Guided by the Early Years Learning Framework (EYLF).

At our Centre we believe that the foundations laid in the early childhood years are crucial to their being, belonging and becoming. We have developed educationally appropriate programs that support the Early Years Learning Framework while acknowledging the importance of learning through play. This includes the provision of the EYLF frame work which is a play based method of teaching children. We also use the "learning stories" approach, where the staff use the children`s interest to guide the lessons and programming. Our program encourages children to become involved by providing interest based activities, which enables them to develop their capabilities and at the same time build on needs and challenge their strengths.

### **CHILDREN:**

We see children as unique and capable individuals, who come to our Service with their own interests, talents, skills, and ideas. We as Educators are well trained and passionate. We value, respect and appreciate this uniqueness. We feel children have a right to be active participants in their own learning and must be empowered to express their views and ideas. A child's opinion must be valued for its validity to their perspective and their autonomy and initiative needs to be respected. We as Educators will protect and cherish the innocence of children and thus provide a safe and secure environment. As we unpack the Early Years Learning Framework (EYLF) we will work alongside your child to actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills.

### **STAFF:**

As Educators we work in collaborative ways, sharing our knowledge and expertise to determine the extent to which all children are progressing toward realising learning outcomes and if not, what might be impeding their progress. Our Educators work with children to discover ideas, provide opportunities for learning, engage in active research alongside the children and identify children who may need additional support in order to achieve particular learning outcomes, providing that support or assisting families to access specialist help and can evaluate the effectiveness of learning opportunities, environments and experiences offered and the approaches taken to enable children's learning. Educators can reflect on pedagogy that will suit this context and these children. This is why play is one of the foundations of the Early Years Learning Framework. By using this Framework our educators guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning

environments. Using the Framework we observe your child's learning to build on and plan the next steps.

Our educators believe that Children's learning is ongoing and each child will progress towards the outcomes in different, and equally meaningful, ways. Learning is not always predictable and linear. We will value and build on children's strengths, skills and knowledge to ensure their motivation and engagement in learning (EYLF). We aim to create an environment of trust and respect, where we work towards achieving a shared goal. Ongoing education and training is a critical aspect of staff's professional development. It is through accurate evaluation and assessment, which occurs when we critically reflect on our actions, that we are able to identify areas which may be considered a skill and those which may need further development.

#### **FAMILIES:**

We are working with the Early Years Learning Framework (EYLF) where community is valued and families are encouraged to become involved with the Centre and we encourage a positive and strong link between home and Sue's Childcare Castlevale. The main theme of the EYLF is Belonging Being and Becoming. It is also our philosophy to constantly improve our service and standards. This is where we rely heavily on our parents to provide suggestions and feedbacks. We believe that families have rights to access their child's confidential individual records through our privacy policy procedures and be aware of their child's progress and access services and be a part of the ongoing programs. We will keep in touch with you regularly to discuss your child's progress and use photos and other documentation to show what your child is learning, how they are developing and what particular learning interests them

#### **COMMUNITY INVOLVEMENT:**

We believe that Community building is also critical to the teaching and learning experiences within our centre. Children of all age groups are given the opportunity to be aware of the community within and outside the centre. The centre plays the role of a family support service linking the families to local community services when in need of support.

#### **ENVIRONMENT:**

Children inherit connection to the natural world and, as educators we understand that children often develop their ideas and understandings of the world around them from the information presented to them by the significant adults in their lives. As we are one of these significant adults, we have a responsibility to present a positive approach to the environment. We also embrace diversity within our Service and the wider community, so that children view this diversity with a sense of appreciation and wonder rather than misunderstanding and fear. Through respect, acknowledgement, appreciation and acceptance of diversity within our Community, our Service will embrace, celebrate and share traditions and cultures throughout our program. Learning environments are welcoming spaces when they reflect and enrich the lives and identities of children and families participating in the setting and respond to their interests and needs. Our Service will cater for different capacities and learning styles and invite children and families to contribute ideas, interests and questions (EYLF). We believe that

Indigenous culture is important. We respect and value Aboriginal culture and promote it in our program.

### **Curriculum**

We are excited to advise all families that our Centre is running the new education format... 'Belonging, Being and Becoming - the Early Years Learning Framework for Australia'. This is a much more comprehensive education program which encourages children of all ages to explore, wonder and express themselves in a socially and emotionally stable environment. Our Centre is based on the core principles and beliefs that early childhood is a unique stage in life. The way we introduce the children to Early Learning is important as it is the foundation on which children will begin to build the rest of their lives.

Curriculum planning is individualised and children are supported and guided in decision-making about the experiences they wish to explore both indoors and out. The staff work with the children in small groups and on a one-to-one basis. A key focus throughout the day is on guiding children to represent their ideas through various symbolic means such as drawing, painting, claywork, verbal description, physical movement, storytelling, writing and socio-dramatic play.

By providing numerous opportunities to learn, through varied experiences and activities, children are equipping themselves with those essential skills preparing them for the transition to school.

Curriculum areas such as art, music, science, maths, language development, literature, drama and movement, independence and pre-academic skills are provided for on a daily basis.

### **Developmental Records**

Development records are maintained for each child at the kindergarten to record his/her progress and interests as well as highlights your child's time at the centre. These records are kept in a file in the office. Parents are more than welcome to look at their child's folder at any time. You are also welcome to add to your child's development records at any time

### **Parent and Staff Meeting**

Parent and staff meetings are held approximately twice a year after 6pm. All parents are welcome to attend. Parents will be notified two weeks prior to the meeting. We conduct these meetings to allow parents to meet and offer suggestions and ideas. These meetings will also explain the curriculum that has been planned, functions and events and allows parents to communicate with the staff regarding their child. We will also discuss Accreditation when necessary.

## **Fees**

As the kindergarten is privately owned, it is financed by payment of fees from parents. Fees cover staff wages, rent of the kindergarten, the running of the kindergarten and administration expenses. They are therefore unpredictable from year to year. The current fees are \$130 per day for all children. It is necessary for fees to be paid regardless of your child's absences.

Invoices are placed in your child's pocket, which hangs on the back of the front door. Fees are to be paid in the second week of every month preferably into Sue's bank account, but we do accept cheque. Please print off your deposit slip and hand this or cheque to staff. If the fees are not received by the end of the second week of the month, you will incur a 10% late fee, which will be added to your account. Any parents who have difficulty paying each month should discuss this with the Director so that a more suitable arrangement can be determined.

## **Childcare Benefit**

Families may be eligible for Childcare Benefit. You need to be assessed by Centrelink to receive a discount. Our centre's Childcare Benefit number is: 407 012 622 A

## **Bond and Notice of Withdrawal**

When you start we take a 4 week refundable deposit of the days you will be doing. So if you are doing 2 days we take \$130 x 2 days x 4 weeks. Once a child has commenced, a minimum of 4 weeks notice is required should the child be withdrawn for any reason and you will receive the deposit back or it will be taken from your final account

## **Collection of your child**

A parent or an authorised adult, known by staff, must pick up children from the kindergarten. Any changes must be notified in writing on the Authorisation to collect form and told to staff prior to children being collected. If a child is not collected by 6pm, the emergency contact person on the enrolment form will be phoned. If this is unsuccessful, the NSW early childhood education and care or the police will be contacted.

## **Medication**

If it is necessary for your child to take prescription medication whilst at kindergarten, please give the medication to the staff and complete the "Medication Authority" form, which is on the sign in/out table. Staff are only permitted to administer medication to a child if it has been specifically prescribed to them in the original bottle. We are unable to administer any over-the-counter (ie non prescription) medicine, such as cough medicine. We can only give your child the medicine with the pharmacy's label, your child's name and expiry date on the medicine. For any child who suffers from epilepsy, asthma or other specified medical condition, a treatment case plan developed by the child's doctor must be supplied to cover treatment in the event of an attack. Please note: If your child has a temperature 24 hours prior to attending kindergarten, please keep them at home to minimise the spread of infectious disease. If your child is on medication, but well enough to attend kindy, please:

1. On arrival at the centre, remove the medicine from your child's bag. Fill out the medication form, which is on the sign in/out table and give medicine to a staff member, which will then be locked in the medicine box. The form provides details on the dosage, time and reason for medication
2. When the medicine is administered, the two staff members who witnessed the dosage will sign the medication form. The medicine will be placed in the fridge in a locked box. Parents are to ask staff for their child's medicine when they collect their child.

### **Excursions**

We prefer to invite entertainment into the centre rather than external excursions and parents will be notified through our newsletter and a permission form will be sent out.

### **Channel 9**

As our centre is down the road from Channel 9, they sometimes ask to film the children for "A Current Affair" and "60 Minutes". In the enrolment form is a permission slip for your child to be filmed by Channel 9. If you would not like your child to be filmed, please tick the "no" box on the form and the staff will ensure that your child is not filmed.

### **Staff Training**

To keep up date with current research in the early childhood field, the Children's Services provides an on-going in-service program for staff. Funds are allocated to staff in-services through our budget.

### **Policies and Procedures**

Policies provide a sound framework for parent/staff/child interactions as well as guiding all practices within the centre. Policies are kept in a labelled folder on a mounted shelf in the parent library along with the accreditation folders. You are encouraged to read these at any time and we will rotate policies on the policy review board and ask for your feedback.

### **Parent Grievance and Complaints Policy**

If you have any concerns regarding the centre, please discuss these with the relevant staff member or Director, as many concerns can be resolved at this level.

There is also a "Suggestions and Complaints" folder on the sign in/out table, if you would like to put it in writing and stay anonymous. We will then forward this complaint to Community Services.

### **Fire Drill Procedure (Health and Safety Policy)**

We are required to carry out an emergency evacuation drill for each term. The children are told it is a "practice to get out of the building quickly" to keep stress to a minimum. Full details of the evacuation procedure are posted in several positions throughout the kindergarten.

### **Child Protection Policy**

The following is a summary of our child protection policy. Please see the full policy in the policy folder.

Staff will protect children from any abuse by any person attending the centre or who has care of the child, whether it be another child, older child, parent, other adult etc. Staff will ask the other person to stop immediately and remove the child/ren from any risk of harm. Staff and the licensee Sue Conroy are mandatory reporters and parents are public reporters. Staff **MUST BY LAW** contact the helpline if they feel there is a child at risk of harm. The most important question to ask is “Is the child at risk of harm?” if so – Report it!

### **Helpline 132 111**

### **NSW early childhood education and care**

1800619113

### **Health and Safety Policy**

At Sue’s Childcare Castlevale, all staff are required to hold a valid First Aid Certificate. One staff member holding a Senior First Aid Certificate will be on the premises at all times.

### **First Aid Kit**

The First Aid Kit is located in the locked staff bathroom cupboard with a First Aid Box notice posted on the front of the door. The cupboard has a child proof lock. A contents list is fixed to the inside lid of the box and staff ensure that adequate supplies are available at ALL TIMES and that no expiry dates are exceeded.

### **Immunisation**

It is recommended by the health authorities that all children be immunised against infectious diseases. On enrolment, we require that the parent state the child’s immunisation history and a photocopy of their immunisation form will be taken and filed with your child’s enrolment form. If your child is not immunised against a specific disease, your child will be excluded from attending kindy until the outbreak is over. The policy is in line with The Department of Health regulations governing child care centres. Fees are still payable during this time. Please keep your child at home if they are suffering from a heavy cold or anything infectious and observe the prescribed quarantine periods, which are set by Department of Health. NSW Health publishes information on some infectious diseases of children and their symptoms and exclusion times.

### **Panadol Policy (Health and Safety Policy)**

Panadol is to reduce fever and for pain relief. Raised temperatures generally mean illness/sickness. No child is to be at kindy with a temperature above normal. Parents are asked to fill the Authorisation of Panadol section in the enrolment form.



## **Implementation**

1. If a child's temperature raises at kindy and reaches 38 degrees Celsius, the parent/emergency contact will be advised to pick up the child immediately. Panadol will be given according to the directions on the bottle for the child's age. This will be witnessed and signed by 2 staff members.
2. Staff member cools the child by removing excess clothing and/or placing a wet washer on the child's forehead if necessary, until parent arrives.
3. Panadol will only be administered after a 4 hour period to ensure there is no associated high temperature.

A sick child is a parent's responsibility, not the Centre's

## **Procedures Regarding Sick Children (Health and Safety Policy)**

When should my child not be at kindy?

1. They have had a temperature in the last 24 hours
2. They have had vomiting/diarrhoea in the last 24 hours
3. They have any communicable diseases e.g. measles, chicken pox, head lice, impetigo
4. They have a green runny nose
5. They have a harsh cough

## **Procedures regarding sick children at the Centre**

Children who are sick generally need to be at home in bed, not at the Centre, yet children who have coughs and colds may not be considered ill enough for their parents to take leave from work to keep them at home. However, children who are suffering from vomiting, diarrhoea (which is defined as two abnormal stools in one day), significant fever (38°C or above), contagious illness (such as measles, mumps, chicken pox, conjunctivitis) must be excluded from the Centre in order to protect the other children and staff.

Parents are expected to read and abide by the kindergarten information sheets entitled "Staying Healthy in Child Care - Recommended Minimum Exclusion Periods" (see attached), which clearly define situations under which a child cannot be in attendance at the kindergarten, and situations which are considered acceptable for attendance.

It is at the Director's discretion as to when a child is considered too ill (or infectious) to remain in care and when a child should be sent home. Decisions are made based on our policy book, with consideration to the child's symptoms, temperature and general well-being, as well as the risk of infection to others.

## REQUIREMENTS FOR EACH DAY AT SUE'S CHILDCARE CASTLEVALE

- Kindergarten Bag – easily handled by the child. Bags are placed in the child's labelled locker
- Spare clothes – please make sure you send the following labelled clothes to kindergarten each day and leave them in your child's bag:
  - 1 pair of underpants
  - 1 pair of shorts/skirt/tracksuit pants
  - 1 jumper
  - 1 pair of socks

(Please change your child's spare clothes with the change in seasons)

- Nappies – must be marked with your child's name on the fold and placed on red shelf in children's bathroom (please bring a minimum of 4 per day)
- A wide brimmed hat – that is able to stay at kindy
- A piece a fruit – That is cut up into a fruit salad for the children for morning tea
- Lunch box – We ask you pack your child a healthy lunch. **Please don't pack lollies, chocolate, chips, junk food. ALSO NO NUTS OR PEANUT BUTTER.** They will be placed back in your lunch box
- Afternoon tea – We ask that you put a small snack in a clearly labelled box or plastic bag, separate to the lunch box
- Drink bottle – One that can be left at kindy for your child. The staff will wash the bottles at the end of the day and refill with cold water on your child's next day

### What to Wear

Children should wear suitable clothing for kindergarten. Paint, mud, sand, play dough and glue are part of the kindergarten life. Hats are to be worn for outdoor play. If a child does not have a hat, they are not allowed to play outside.

### Belongings and Clothes

Personal items and clothes are to be clearly labelled with the child's name to assist with the problem of lost property. The lost property baskets are under the sign in table and we would appreciate if you check it regularly

### Bedding

Each child needs to bring a sleep bag with a fitted and flat cot sheet to cover the vinyl covered mattresses. A blanket is needed during the colder months. Please make sure all sheets are labelled with your child's name and place in a sleep bag with their name on the front. Children may bring a cuddly toy, bottle or dummy for rest time

### Toys

We ask that toys are not brought to kindergarten. Toys tend to get buried, hidden, thrown and broken. If toys are brought by the children, the staff will not be held responsible for them.

# Daily Routine

- 8:00am** Centre opens
- 10:00am** Grouptime and transition to morning tea
- 10:30am** Craft
- 11:00am** Pre-School group
- 11:45am** Grouptime and transition to lunch
- 12:00pm** Lunch
- 12:30pm** Quiet reading on beds
- 1:00pm** Quiet movie on beds
- 1:30pm** Sleep/Rest time
- 2:00pm** Quiet activities for non-sleepers
- 2:30pm** Children start getting up
- 3:30pm** Afternoon tea
- 4:30pm** Afternoon group
- 6:00pm** Centre closes