



# Parent Handbook

**Kadina Child Care Centre**

*"A not for profit community based early childhood centre"*

19 Doswell Terrace Kadina

Phone: 8821 3709



## Centre Philosophy

At Kadina Child Care Centre we endeavour to lay the foundations of a child's education and encourage them to embrace the traits of resilience, respect, confidence, nurturing and empathy. We do this by working collaboratively with both families and community, providing a rich and holistic environment where the children's uniqueness is promoted and drives our curriculum.

We provide a safe, home-like environment where children and their families are confident they will always feel welcome.

As a team we embrace the Reggio-Emilia approach where the Educators provide the children with an opportunity to explore their interests and the environment inspires curiosity, exploration and discovery.

This environment is free from bias and judgement. Diversity is celebrated and the Educators uphold the Early Childhood Code of Ethics.

It is always our intention to educate the children in the benefits of living a "green" and sustainable lifestyle as these children are our future. We want to leave our world in safe hands.

## Our Program

The Centre follows the Early Years Learning Framework. Educators program for each child's learning and development. Information is gathered through daily observations, interactions and feedback, which is recorded through learning stories and profiles. This information is collated to ensure your child's learning is reflective of their, strengths, interests and needs. Each child's profile is available anytime for you to talk about with your child's educators.

## Our Policies

Policies are written to ensure consistent quality practice. The Parent Management Committee, staff and parent community are invited to review the policies on a regular basis. The policies and procedures are sourced and written in consultation with and within the Australian Children's Education and Care Quality Authority, Early Years Learning Framework and Staying Healthy in Child Care. The policy folder can be viewed next to the sign in sheets.



## Governance of the Centre

The Centre is an Incorporated Body run by a Parent Management Committee consisting of the Director, Staff representatives and Parent representatives. The Centre is managed on a day to day basis by the Director, and overseen by the Parent Management Committee, which is elected at the Annual General Meeting each year. The committee is responsible for the decisions concerning the Centre's operation. The committee meets monthly and all interested parents wishing to join are most welcome. A summary of the minutes of the meetings are available to read on the Parent Information wall. The committee consists of the following representation: Chairperson, Vice-Chairperson, Secretary, Treasurer, Staff Representative and general members. Parents are encouraged to join in when possible.

## Fee Structure

Full Day	7.30am - 6.00pm	\$99.00
AM Session	7.30am - 1.00pm	\$58.00
PM Session	1.00pm - 6.00pm	\$52.00
Kindy Pick Up	3.00pm - 6.00pm	\$35.00
Kindy Drop Off	7.30am - 9.00am	\$25.00
Combined Kindy Drop Off & Pick Up		\$55.00

Casual bookings are welcome (\$3 booking fee will apply)

Child Care Benefit and Child Care Rebates are available, please contact the Family Assistance Office for further information on 136 150.

## Bookings

Changes to bookings will depend on availability. If you reduce sessions or wish to withdraw your child from the Centre, notification is required at least two weeks in advance. Changes of care and cancellation forms are located next to the sign in sheets. You are able to book casual sessions in addition to permanent bookings. This is also subject to availability. Please refer to the Fee Policy for further information.



## Medication Policy

Medication provided by the child's parents must include the following:

- Original container. Medication will only be administered from the original container.
- Original label that is clearly readable
- Child's name clearly on the label
- Any instructions attached to the medication or related to the use of the medication
- Any verbal or written instructions provided by the child's registered medical practitioner.
- Any person delivering a child to the Centre must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.

The service will ensure that the administration of authorised medication record is completed for each child using the service who requires medication. A separate form must be completed for each medication if more than one is required.

In an event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent or emergency person of the child named in the child's enrolment forms.

## Sun Protection Policy

Children, staff and parents will be expected to wear a broad brimmed hat, legionnaire style hat, or a bucket hat (bucket hat must have a deep crown and minimum 5 cm brim for children under 5 years of age and 6cms for older children and adults) whenever they are involved in outside activities. Children not wearing an appropriate hat will be expected to play in the shade. Children will be encouraged to wear shirts and dresses that cover their shoulders.

Apply broad-spectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, 15-20 minutes before going outdoors for lunch or activities. Sunscreen should be reapplied every two hours if outdoors for a prolonged period of time or more frequently if involved in water activities or perspiring. We ask that parents sunscreen their child before arrival to ensure their smooth transition into play and not having to wait the 20 mins for the sunscreen to soak in. Sunscreen is provided at the Centre. Parents are more than welcome to send their own labelled sunscreen if preferred.



## Grievance Policy

We encourage parents to build strong relationships and maintain good communication with the staff who care for their children. If parents have a concern in relation to their experiences at the Centre, they should raise their concerns initially with the staff member involved or the Team Leader. If this is not possible or the matter is not resolved satisfactorily, the concern should be taken up with the Director or with a Parent Management Committee Member. Reference should also be made to the Grievance Policy in the Policy Folder (located next to the sign in sheets).

## Enrolment

New parents are shown through the Centre and introduced to the educators. For families from non-English speaking backgrounds an interpreter may be arranged (where possible) to assist with the enrolment process and to help the family and children settle in to our Service. Parents are encouraged to come for visits into the Centre to familiarize themselves and the children with staff, other children, and where to go on arrival. Some children and families may need more transition visits than others and this can always be accommodated to ensure a smooth start into child care. We have additional information on separation anxiety at the Centre if required.

## What You Will Need To Bring

Children that attend the Centre will need to bring the following **labelled** items:

- Bucket hat
- Change of clothes
- Water bottle (optional)
- Formula (if required)
- Milk bottle (if required)
- Dummy/ other comfort toys
- Personal sunscreen (optional) we do provide sunscreen at the Centre
- Any medications if required (please ensure all medication have a chemist label on it, with written instructions from the doctor and is given to an Educator upon arrival)
- Nappies
- No food is needed as children's meals and snacks are prepared on site using local and organic produce when available. The Centre's menus are developed following the Nutrition Australia guidelines to ensure your child receives the best nutritional start in life.



## On Arrival

- Please sign your child in each time.
- Take your child to greet a staff member.
- Help your child to place belongings in his/her locker.
- Notify staff of any information they may need for the day. I.e.: Who is collecting your child?
- NB: Authority is required if another person is to collect your child. We will not allow them to leave the Centre with another person without your authority. This authority can be over the phone or written. Authorised persons must be aged 18 years or over.

## On Leaving

- Help your child to collect their belongings, paintings etc.
- Take your child to farewell a staff member.
- Remember to sign your child out. Please remember to ensure that the front door and gate are closed.