

**SOUTH
KINGSVILLE
CHILD CARE**

**43 Paxton Street
South Kingsville 3015
Ph: 9399 3000**



Information Booklet

Parents Responsibility:

The quality of care and service standard that our centre provides is greatly enhanced through the involvement and responsibilities acknowledged by the parents.

Parent's responsibilities are as follows:

- Signing and timing children in and out of the centre
- Completing and signing medication records as required.
- Paying fees
- Immediately notifying the centre of any changes of address, phone numbers, emergency contact details or family custody orders etc.
- Notifying the centre as soon as possible if your child will be absent.
- Notifying the centre as soon as possible of any infectious diseases your child may have.
- Communicating on a daily basis with the staff about your child.
- Provide nappies and wipes.
- Apply sunscreen and provide your child a hat for terms 1 & 4
- Notify by phone or in writing if someone other than authorized persons are to collect child.
- Filling out Asthma management plan (if necessary) and advising childcare staff of any known allergies.

South Kingsville Child Care

STATEMENT OF PURPOSE

We aim to provide a safe, secure and comfortable environment where all children will be accepted equally with no discrimination of race, sex, religion or disability.

We will provide care that enhances and meets the individual developmental needs (social, emotional, physical, cognitive and language) of all children in our care.

By providing a well-balanced, developmentally appropriate program for the children attending, we will meet their needs as individuals and foster independence, confidence, responsibility, co-operative behaviour and creativity.

We also aim:

- To make children and families feel happy, relaxed and secure in the Centre's environment.
- To provide an environment that is safe, as well as open, for exploration and discovery.
- To provide a program that gives all children equal opportunities.
- To foster a sense of importance and respect of themselves and others.
- For each child to develop and progress at their individual pace, bearing in mind the general milestone range within their age group.
- For children to foster an interest in books, music and the world around them, with emphasis on language and self-expression.
- For children to seek out and explore all avenues of creativity for children to gain an appreciation of social expectations in a positive, sensitive and caring manner and to learn socially acceptable ways to behave.
- For children, families and staff to develop strong trusting bonds with open communication.

ACCESS

Childcare is available to all community members, Community Centre class participants and office volunteers. We limit access to a maximum of two sessions per family to be fair to all. Also due to extensive waiting lists, priority will be given to children who are not already attending 4-y-o kindergarten services.

***On some occasions, priority needs to be given to referrals from specialists & other agencies.**

It is also necessary, for quality assurance reasons and to comply with Child Care regulations, to limit the number of children under (3) three in each group. (5 maximum) Occasionally we will have toddler groups of no more than ten children.

NOTE: This may affect people on the waiting list.

HOURS OF OPERATION AND STAFF

Monday	9:00 AM to 12:00 PM)	
Monday	1:00 PM to 4:00 PM)	
Tuesday	9:00 AM to 12:00 PM)	Karen
Tuesday	1:00 PM to 4:00 PM)	Joanne
Wednesday	9:00 AM to 12:00 PM)	Adele
Wednesday	1:00 PM to 4:00 PM)	Rhonda
Thursday	9:00 AM to 12:00 PM)	Jemima
Thursday	1:00 PM to 4:00PM)	Cindy
Friday	9:00 AM to 12:00PM)	
Friday	1:00 PM to 4:00PM)	

Doors will open at the start of each session and will be locked approximately 15 minutes after the session commences and will remain locked until the end of the session. (If you arrive late, please ring the bell & a staff member will let you in.)

- **These sessions are only available during school terms.**
- **Should you wish to contact Childcare during the sessions please telephone 9399 3000 and follow the prompts.**

PLACES FOR NEXT TERM:

You will be asked your intentions for the next term before the end of the current term so your child's place can be retained. The service is popular and waiting lists develop quickly, so please keep us informed of your requirements.

Please note places cannot be held unless previous term fees are paid.

CURRENT FEES (at January 2008)

FULL FEE:

1 child: \$20/session 2 children: \$35/session 3 children: \$50/session

CONCESSION:

1 child: \$15/session 2 children: \$26/session 3 children: \$37/session

CLASS PARTICIPANTS & HOLDING FEE:

\$8/session/child

(All fees are subject to change, please check with office staff regarding current fees.)

FEE POLICY:

This is an extract of the SKCC Childcare Fee Policy, the full policy is available for viewing in the main office.

DETERMINING FEES:

The SKCC Committee of Management has a financial responsibility to ensure that this centre is viable and cost efficient and determines fees, after having carefully considered any Government funding/grants available. Fees are determined on a per session basis and are non-refundable.

Should a family be absent for extended periods, eg holidays, they may retain their child's position by paying the holding fee. This must be organised and paid for prior to the period of absence. An extended period is defined as more than three sessions. If a child is unable to attend the childcare service due to an exclusion illness, as defined by the Department of Human Services, they shall be charged at the holding fee rate.

Any family accessing the childcare service on a casual basis must pay for the session at the time of use. Should a child fill a vacant place part way through a term fees will be charged on a pro rata basis for the balance of the term. No refund will be due to families leaving before the end of term.

The Committee of Management has discretion in considering any "unusual" requests.

ISSUING OF FEES:

Fees are payable on a **term basis**. Invoices for fees will be issued in the first week of term. Invoices will be available in the Childcare Room for collection. Invoices not collected by the Friday of the first week will be posted to the families address as per their enrolment form.

FEE RELIEF:

Concession will be available to families with current Health Care Cards. To be entitled to the concession rate the current Health Care Card must be presented. The Committee of Management has discretion in considering any issues of "hardship". Parents should notify the SKCC Centre Manager if they are having difficulty paying fees to organise a fee payment plan, otherwise the procedure for collection of unpaid fees will be followed.

OPTIONS FOR PAYING FEES:

South Kingsville Community Centre offers two options of payment for Childcare fees. SKCC expects **prompt payment** of each fee instalment, as this is necessary to keep the Childcare budget operating efficiently.

- **Full payment** by the Friday of week four, (this date will be printed on the invoice).
- Payment in two equal instalments –
 - ♦ **First** instalment due prior to the end of week three (date will be printed on invoice).
 - ♦ **Second** instalment due prior to the end of week seven (date will be printed on invoice).

PAYMENT OF FEES:

Fees may be paid by Cash, Cheque, EFTPOS or Credit Card. Childcare staff are not responsible for dealing with money/fees under any circumstances. Fees must be sent to or paid at the office. All payments sent to the centre must contain the child's name. Cheques or credit card payments may be mailed to the office using the form provided with the invoice. Credit Card payments can also be taken over the phone. All monies and fees will be promptly receipted. Should a child cease to attend the centre, the Committee of Management requires all outstanding fees to be paid.

LATE PAYMENT OF FEES:

Any fees unpaid by the invoice due date will incur an administration charge of \$15.00, including families that request a payment plan after the due date.

NEGOTIATING UNPAID FEES:

All parents/guardians are notified that SKCC Childcare is not a free service and relies on fee collection to cover running costs. Therefore fee collection is mandatory and the Committee of Management has the discretion to withdraw service for the non-payment of fees. Parents should approach the SKCC Centre Manager if they are having difficulty with payment of fees.

WELCOME TO CHILDCARE

We hope that your contact with our Centre is most enjoyable.

REGISTRATION

The Centre is registered as a Restricted Children's Service by The Department of Human Services Office of Pre-school and Childcare, and operates in accordance with Children's Service Centres Regulation 1998 with strict adherence to numbers of children, staff/child ratios and employment of qualified staff. (A copy of the regulations is hanging on the notice board in Childcare Room)

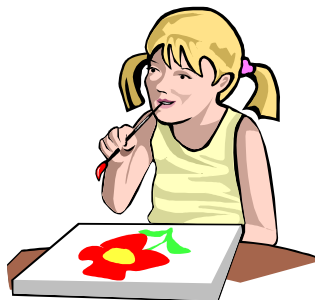
Ratios - 1:5 children under 3, 1:15 children over 3.
Room size restriction is 15 children maximum.

This service is Co-ordinated by a Level 3 DIPLOMA OF CHILDRENS SERVICES trained Children's Services Officer.

A Level 3 Childcare Worker is employed to work with the children every session (in accordance with Regulation 25). A Qualified First Aider is in attendance at every session. (Three staff members also have been trained and have a registered Bronchodilator Accreditation Number – **BAN**, for asthma emergencies).

Children's Enrolment Form

- On your first visit to the Centre you must fill out a Children's Enrolment Form. These must also be checked and updated if / when necessary.
- All questions on the enrolment form must be filled out completely and signed by parent or guardian.
- **It is most important** that we are informed of any change of address or telephone number, so that you or the emergency contacts you have listed may be contacted in case of sickness or accident.
- All children must have this form and emergency authorisation signed before they may attend a session.



ARRIVAL AND DEPARTURE

***Please note children cannot be left before session starting times, as staff need to set up the room and are not responsible for your child before these times.**

Upon arrival each day:

- You must sign your child in the attendance book recording the time of arrival and include any other information in appropriate books, (Eg. Medication book, Change of person to collect child.)
- **Please do not sneak out, as children need to develop trust in adults. Say good-bye even if the child is upset.**
- Experience has shown that children do not stay upset for long given appropriate separation procedures.

Upon departure each day:

- You must record the time of leaving in the attendance book and sign your child out.
- When you arrive to collect your child, you must assume responsibility and are expected to reinforce the rules of the room.
- **Please do not hold the door open, or allow older children to open the door.**
- Children will only be placed in the care of people listed on the **AUTHORISATION TO COLLECT** part of enrolment form (**please keep this up to date**) or with prior notification to staff.
- Please take the time to collect any artwork as much time and effort is spent on this by the children.
- If you are unavoidably delayed, please ring the Centre to notify staff or arrange to have your emergency contact pick up your child.

***NOTE-** A Doorbell is installed to provide added security for all. The door will be locked approx ½ hour after session begins & will be unlocked by staff at the end of the session.

Medication

Staff must be notified if your child requires medication while at the Centre and you must fill in the '**Medication Book**' providing all Information requested on the pro-forma.

Sign the instructions

This must be done every time medication is needed. All medicine must be clearly labelled and left with appropriate staff.

Only medication prescribed by a doctor will be given.

No medication will be given if the medication book is not filled in.

DO NOT LEAVE ANY MEDICATIONS IN CHILD'S BAG!!!!

ASTHMA & THE CHILD IN CARE

- **Please note:** If your child has **asthma** you are required to fill out an emergency asthma plan with your doctor & return it to the Centre where it will be placed on file in our **Asthma Management Folder**.

Staff will:

- Ensure that they maintain current accreditation in asthma management.
- Ensure that they are aware of children with asthma in their care.
- Ensure, in consultation with the parent/carer, the health & safety of each child through supervised management of the child's asthma.
- Identify and, where practicable, minimise asthma trigger/s
- Where necessary, modify activities in accordance with a child's needs.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the child's Asthma Record Card.
- Administer emergency medications if required according to the child's Asthma Record Card. If no Asthma Record card is available the steps are outlined in the emergency asthma management plan.
- Promptly communicate to management or parents/guardians, any concerns, should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities.
- Ensure that children with asthma are treated the same as all other children.

Parents/guardians will:

- Inform staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma.
- Provide all relevant information regarding the child's asthma via the Asthma Record Card.
- Notify staff, in writing, of any changes to the Asthma Record Card during the year.
- Ensure that their child has an adequate supply of appropriate medication (e.g. reliever) at all times.
- Ensure that they comply with all requirements and procedures in relation to the Medications Book.
- Communicate all relevant information and concerns with staff as the need arises, eg if asthma symptoms were present last night.
- Ensure in consultation with staff, the health and safety of their child through supervised management of their child's asthma.

WHAT YOU WILL NEED TO BRING

Each child needs to bring a bag containing a **change of clothes** (in case of accidents)

- All items are to be clearly labelled.

Please see sunsmart policy on the following page

- All children **must bring a hat** for hot/summer days In Terms 1& 4.
Please apply **sunscreen** before the session for maximum protection.
Please let staff know if you **do not** wish our sun cream to be applied to your child.

- Child Care does provide sunscreen but as our budget is limited we prefer to only use our supplies for top up protection as necessary.

- All children should bring a **coat/parka and hat** for cold days in Terms 2 & 3

- If your child is in nappies, please supply **two extra nappies and wipes.**

Each child is to bring a piece of fruit or other healthy snack, eg cheese, sultanas, biscuits for sharing. Please refer to the recommended items list in the childcare room.

Water is provided by the Centre.



TOILET TRAINING

Please let carers know of routine if child being toilet trained & please consider your child's needs when dressing them to attend the Centre.

Jeans, belts and braces do not assist a child to gain independence in toilet training.

Clothing should be suitable for children to be involved in all activities.

Wet or dirty clothes will be put into a plastic bag and placed in your child's bag to be taken home.

SUNSMART POLICY

Our centre's sun protection policy has been developed to ensure that all children attending this centre are protected from potential skin damage caused by the sun's harmful ultraviolet (UV) radiation. This policy will be implemented from the start of September through to the end of April.

A As part of general sunsmart strategies:

1. The Centre requires children to wear hats that protect their face, neck, and ears, eg: legionnaire or broad-brimmed hats and protective clothing whenever they are outside.
2. Children who do not have their hats with them will be asked to play in an area protected from the sun. (Or given one of our spare hats to wear.)
3. Children will be encouraged to use available areas of shade for outdoor play activity.
4. The community centre will ensure there is a sufficient number of shelters and trees providing shade in the centre grounds.
5. Staff will act as role models by:
 - wearing sun protective hats and clothing outdoors
 - using SPF 30+ sunscreen
 - seeking shade where ever possible
6. SPF 30+, broad-spectrum, water-resistant sunscreen will be provided for staff and children's use.
7. Learning about skin and ways to protect skin from the sun will be incorporated into planned experiences.
8. The sun protection policy will be reinforced in a positive way.
9. Management and staff will monitor and evaluate the effectiveness of the sun protection policy each year and revise the policy as required.
10. Wherever possible, staff will schedule all outdoor activities before 11am and after 3pm daylight savings time (10am and 2pm at other times). The availability of shade will be considered when planning outdoor experiences.

Exposure to UV radiation from the sun causes sunburn, long-term skin damage and increase the risk of skin cancer. UV radiation levels begin to rise early in September and stay high until the end of april, so skin should be protected throughout this period, not just summer. Sunburn can occur on bright sunny days as well as cool or cloudy days.

Even when protected by shade, UV radiation can be reflected off surrounding surfaces, such as sand, concrete or walls. This means that even in the shade additional protection is needed eg hat, sunscreen.

Parents should understand the centre's sun protection policy and be fully aware of their responsibilities, particularly in relation to provision of appropriate clothing and hats.

ESTABLISHING A POSITIVE /SAFE ENVIRONMENT FOR ALL CHILDREN WITHIN THE GROUP.

There are some limitations on children's behaviour at this Centre. Staff members and parents need to be familiar with these and remind the children of them regularly.

- **We do our climbing outside.**
- **We walk inside and we can run outside.**
- **We use our quiet voices inside and we can use loud voices outside.**
- **We sit down while eating and drinking.**
- **We respect each other's rights.**
- **We look after equipment and use it properly.**

CULTURAL RELEVANCE

We aim to provide an environment and program that reflects, incorporates and respects the diverse multicultural make-up of our community.

This centre also recognises that child-rearing values and practices may differ from family to family and between different cultures and respects and considers these differences, encouraging all children to have pride and confidence in their cultural background.



ILLNESS AND ACCIDENT

Illness

The well being of your child is of the highest priority in the Centre and children must be kept at home if they are unwell.

If the child has a communicable disease (eg. cold sores, thrush, conjunctivitis, gastro-enteritis) they will not be allowed to attend.

An Infectious Diseases list as set out by the **Health department of Victoria** is on display on the window next to entrance door. This list outlines all necessary exclusions.

Parents will be asked to take their child home if they become unwell while attending the Centre.

The period of exclusion will be at the discretion of the Coordinator and staff, Doctor's Certificate notwithstanding.

Accidents

Minor accidents will be noted in the '**Accident Book**' including all relevant details by staff.

You will be notified and **required to sign** this at the end of the session.

If a child becomes or remains distressed, as the result of an accident, parent/carer will be phoned and asked to take the child home, or seek further medical advice.

If it is considered necessary to seek immediate medical attention, the Centre staff will call an ambulance and endeavour to contact the parents immediately.

If contact with parents cannot be made, the emergency contact or nominated Doctor will be called.

Parents/guardians are to meet all ambulance and medical costs and are encouraged to subscribe to an Ambulance Fund.

**** Please ensure your contact number and other nominated numbers are current at all times and notify staff of any changes.**

GENERAL INFORMATION

PROVISION FOR DEALING WITH COMPLAINTS

To whom do I talk, if I have a concern or problem that may affect my child?

Parents are encouraged to discuss any concerns they may have in regard to the program, children's development, behaviour, progress, care, safety, or any other aspect related to the Centre's operation.

Please see **Karen Nolan** (Childcare Coordinator / Primary Nominee), Childcare Staff or **Cheryl Neenan (Centre Manager / Responsible Person)**.

If you have further concerns or complaints, you can contact the **Preschool Adviser** at Children's Services, **Human Services** office at 71 Moreland Street, Footscray or phone on 9275 7000 / 9275 7266.

POSITIVE GUIDANCE

- This Centre is committed to using a positive approach in guidance and discipline.
- This means recognising why a child might behave in certain way and encouraging more acceptable forms of behaviour.
- Adults influence behaviour through their actions and their comments.
- Guidance and discipline must always encourage the individuality and confidence of children and aim to develop their self-esteem.
- As positive role models, the staff will promote an environment amongst the children which is caring, reflects empathy and co-operation.
- At all times the staff will take care to ensure that their expectations of individual children are reasonable given the child's age and individual abilities.

This Centre recognises that behaviour guidance practices and policy are an ongoing process and these will be reviewed when necessary.

*If you require further information/details regarding approaches to specific types of behaviour please ask staff for copy of the Centre's behaviour management policy. (This is on display on the notice board in the room.)

STUDENTS AND VOLUNTEERS

On some occasions, we may have a student or volunteer who is wanting childcare experience.

Students are not left alone in charge of any groups of children.

If you have any concerns regarding students or volunteers, please speak to a regular staff member.

BIRTHDAYS

Staff encourage the celebration of children's birthdays. If you want your child's birthday to be celebrated, please discuss with staff. Lavish catering is not necessary as the children find the provision of a birthday cake and candles quite exciting enough as a variation to their day. The easiest birthday cake for staff and children is a small tub of ice cream, sorbet or frozen yoghurt which can be tipped upside down on a plate and decorated with sprinkles/and or lollies of your choice.



LIFE EVENTS

Please discuss with staff any occurrences in your child's life (family) that we should know about so that staff can better understand children's behaviour & meet their needs.

WAR TOY FREE ZONE

This centre is a "War Toy Free Zone" because:

- War Toys teach children to accept war and violence as a normal part of life.
- War Toys increase the aggression that children show towards each other.
- War toys make children think that destructive activities are fun.

We hope you can support us.

RECYCLING WASTE MATERIALS

We welcome some materials that you would probably throw away. Please ask the Child Care staff what would be useful to assist in our programs

Eg. Bags, shoes, clothes for dress-ups, old kitchen utensils, cards, cardboard etc.

DAILY PROGRAMS AND ROUTINES

INSIDE

Sessions begin with quiet settling activities.

These include: play dough / puzzles / books / home corner / drawing / blocks / painting / construction set / manipulative floor toys and relaxing background music.

Children work & play inside at these activities for the first hour of each session, before accessing the deck area in addition to indoors.

OUTSIDE

Children play outside for approximately one hour (some days this time is shorter depending on the Kindergarten sessions.)

During this time nappies are changed, toilet training children reminded and assisted in toilet and morning/afternoon tea is prepared.

INDOOR/OUTDOOR

Free choice access to both areas is provided by use of the deck, which is set up with sand/water/playhouse etc. during the first hour and remains available at all times.

ROUTINE

Morning tea/afternoon tea is served towards the end of the session.

Children come inside to pack away activities, help to clean tables and then rest for a few minutes on cushions whilst listening to relaxing music.

We then sit on our cushions and listen to a story before washing our hands and moving to the tables for singing and fruit.

Each child has an individual bowl and cup for snacks.

Group time – Story / discussion / singing / music / skills based games.

These are varied depending on the planned program, the childrens interest, age and attention span.

Indoor specific planned activities- are planned activities which relate to themes / skill development / experience enhancement / creative growth and specific developmental needs of individuals within the group.

They are also interest and event-based and displayed on the notice board.

The PROGRAM is reviewed and activities changed fortnightly.

You may also like to look at our Term book to see the children enjoying and engaging in these activities. (You may be surprised at how much the children learn through this active exploration of their environment.)

These are the areas of development the children's program is based on:

Social skills:

Bringing children together in a group gathering, children are encouraged to play and work with others. Working and playing with others gives opportunities for children to meet and choose friends; develop and share ideas with others; talk and act out thoughts, feelings etc. As well as developing problem solving skills, which will help them in interpersonal relationships.

Emotional skills:

In order for children to want to learn they must feel emotionally happy and secure. Encouraging children to be independent at times gives them the chance to leave their parents and home for periods in their day. Children learn to feel what it is like to be part of a group and learn to feel confident and good about themselves in another world, away from home.

Physical skills:

Providing children with activities inside and outside encourages the development and refinement of gross and fine motor skills such as those required for drawing, cutting, construction, painting, pasting, running, jumping, sliding, swinging, etc all of these require coordination and much practice.

Cognitive skills:

Children at Childcare are given materials activities and experiences, which encourage them to think, solve problems, and explore their environment using all of their senses listening, looking, smelling, remembering, etc. Providing these opportunities help to develop intellect.

Language skills:

By providing an environment that is rich in language and where books are valued, we hope to instil in the children a love of language and an enthusiasm to learn to read and write. We encourage language development in age appropriate ways, and in such a manner that all children feel their opinions are valued, and that they are able to express themselves and their feelings clearly to others.

Life skills:

By involving the children in the preparation and serving of morning/afternoon tea cooking regularly, clearing the tables and tidying the room after activities, and encouraging proper hygiene practices, children are learning positive and healthy life skills.

Additional Needs:

On some occasions our individualised program assessment method may suggest a child may need some extra assistance in a particular area of development e.g. speech, motor development etc. If staff feel that your child may need additional help it is policy to always discuss this with the parents to ensure appropriate strategies within the program.