



Parent Handbook

WELCOME TO PITT ST KINDY: We hope the following handbook will be of assistance to you during your child's time with us.

Pitt St Kindy is a privately run long day care centre, which is family operated and dedicated to Quality childcare. It offers care to a maximum of forty nine children each day, for children aged between 6 weeks and 6 years. We aim to provide a high standard of care and are continually committed to raising our standards in accordance with the Quality and improvement and accreditation system. This process is an ongoing effort that will improve our service and bring together the ideas and values of both educators and parents.

ORIENTATION: At Pitt St Kindy we believe that the orientation process and settling in period are an important part of becoming familiar with the centre. Therefore we encourage parents to spend some time with their child in the first couple of days at the centre. If time should allow then we advise you to leave your child for short days. Please be aware that most children will show a varying degree of separation anxiety and this is normal and may stop as the child becomes familiar with the environment. Please talk to the educator if you have concerns.

TOILETING: Toileting is started when the child is ready with your involvement. This is usually when the child has appropriate physical and language skills/comprehension. Children are encouraged to develop their self help skills as is developmentally appropriate. Please ensure that you dress your child in clothes they can manipulate easily (loose clothes with elastic waist) and that you provide extra spare clothing at these times.

NAPPIES: The centre requires that you provide for your child's nappies. Please bring a minimum of four (4) spare disposable nappies with name clearly written on to the centre every day your child attends. Parents can choose if they wish to use cloth or disposable nappies.

COMMUNICATION: Communication between parents and educators is of paramount importance, as we aim to compliment what you are already doing at home. Educators are happy to converse with you at morning and afternoon times or if convenient telephone and make an appointment with the Director or your child's caregiver.

In each room there is a board which displays the daily programmed activities the children will partake in during the day. We welcome parent's comments in this section which enables us to incorporate ideas into the program. We also send home observations via email as well as post experiences and interactions throughout the day on our Facebook page (closed group).

Any important messages are displayed on notice board, so we ask that you make a point of reading these. Notes and messages may also be put into your parent pocket. (Please be sure to look in there daily!).

ARRIVAL AND DEPARTURE: When arriving at the centre please let a educators know that your child has arrived. Never leave a child in the room by themselves. They must be attended by an adult at ALL times.

Please ensure that you **sign your child in/out every day**. If your child is away, it is essential that you sign your child's absence when they return to the centre. Please inform educators by filling out an absence/holiday form if you know your child will be away. Within the enrolment package there is an "Authorisation of collection of child" form. The people that you list on this form are considered the only people other than yourselves as permitted to collect your child.

In the instance where you are unable to collect your child on any particular day and the person that will be collecting them is not on the authorised to collect form, you are required to contact the educators and inform them. Educators will then add this person to the list; make a photocopy of their photo i.d. when they come in that afternoon for the records. Your signature will then be required to confirm their permission to collect for future referral.

Please also inform educators immediately if there are changes to contact person, authorised person to collect, medication details or any court orders made.

HOURS OF OPERATION: At Pitt St Kindy the hours of operation are from **7.30am to 6.00pm**.

When collecting your child, please let a educators member know that you are leaving, and don't forget to sign the departure folder please.

If you are going to be late in collecting your child, please endeavour to contact the centre. Also note that a late collection fee of \$3.00 per minute applies for every extra minute that your child remains at the centre after closing time.

HEALTH ISSUES: If your child becomes sick during the day, a educator will notify you to come and collect your child. To assist in the prevention of cross infection, all toy, linen, cushion covers are washed daily and bathrooms are cleaned and disinfected twice daily. We follow the suggested guidelines in the *Staying Healthy in Child Care* (5th edition) Manual, which is published by the National Health and Medical Research Council (NHMRC).

We ask for your assistance in the prevention of cross infection by ensuring you keep your child at home when they are unwell. (Please note you have been given a copy of our Illness policy as part of your enrolment package)

If a contagious condition is identified within the centre, parents are notified immediately. A notice is placed in the foyer stating the illness and an information sheet is attached on the symptoms and treatment of these.

Your child's immunisation records will need to be copied, kept on file and updated. If your child is not immunised please see the Nominated Supervisor as you will be required to provide additional information as set out by the changes in the Public Health Act. If you do not have this documentation we are unable to enrol your child. N.B. If an outbreak of a preventable disease occurs in the centre, you will be asked to keep your child at home until the outbreak has passed - please note fees will still be applicable..

A medical clearance from your child's doctor is required upon their return to the centre after having an infectious condition e.g. Chicken pox or measles.

MEDICATION: Our medication policy is Located in the Policy folder; (Please read through this thoroughly). Medication forms are to be filled out each day. Please see educators when medication is brought in. Parents are to complete & sign the correct forms for short/long-term medication.

Once the form is completed educators will sign and date. These forms are located in the first aid areas of the centre.

Medical conditions – in the situation where your child has a specific condition i.e. asthma, epilepsy, diabetes, anaphylactic – a written plan of action by the child’s practitioner will be required and updated 6 monthly. Please ask educators for relevant forms.

CLOTHING: When dressing your child for Pre School please remember the types of activities your child will be involved in during the day. Painting, group times, sitting on the carpet, playing in the sandpit, climbing, running outside, toileting etc..Please dress your child in clothing that is appropriate for all types of play. Shorts and pants that have an elastic waist are an excellent idea. Often children leave going to the toilet to the last minutes because they are too busy playing. This usually results in accidents because they cannot undo buttons and zippers in time.

Please bring a change of clothing for your child, each day they attend.

All children are **required** to wear a hat during outdoor play, so please ensure your child has one everyday. In winter your child needs to have a jacket/adequate warm clothing.

All clothing needs to be **labelled** with your child’s name. We will endeavour to return any lost property, but without a name it makes it very difficult. We cannot be responsible for any lost property.

Please do not bring: clogs, thongs, gumboots, singlet tops/dresses. If your child does wear a singlet top please make sure they have a t-shirt to put on for outside play.

TOYS / EQUIPMENT: Every month the centre allocates money to the service for new equipment purchases and organises fundraising for large equipment purchases and excursions. The centre will also borrow resources from such places as the I.C.R.U Toy/resource library and also liaise with other services to borrow and exchange equipment. This ensures that the centre has an adequate range of variety for the children at all times.

REST TIME: A rest time is available to all children as needed. 0-2 year old children are provided with their own bed and linen. All linen are washed daily, 2-5 year old children need to bring their own linen daily. The lights are dimmed, soft music is played and we encouraged the children to bring their comforters with them. Sleep times are recorded for each child on the sign-in sheets.

We understand that all children may not need a nap so to cater for this we have room dividers and quiet activities to participate in after a short rest period.

MEALS: The centre provides all meals during the day. Morning Tea, Lunch, Afternoon Tea Late Afternoon snack. The menus are developed in accordance with nutritional guideline and ensure all basic food groups are included daily.

If your child has any food allergies or special dietary needs, please ensure you write this in the enrolment form and bring this to the educators attention. We will do our best to accommodate these needs. You will need to provide written documentation of the dietary requirements/ or allergies.

A copy of the weekly menu is displayed in the kitchen door in the and on the parent notice board in the foyer. If you have any menu suggestions, maybe a copy of your child's favourite meal, please feel free to give the recipe to the cook or place it in the suggestion box.

Infant bottles need to be labelled with formula/breast milk ready make up. They need to be given to educator and notified of the times for their next bottles.

BEHAVIOUR GUIDANCE: At Pitt St Kindy we aim to manage children's behaviour in a positive way. We will discuss any problems we maybe experiencing in relation to behaviour with the child's parent. It is important to communicate to educators any changes at home, stresses or problems that maybe having an effect on the child's behaviour. We will discuss and develop strategies that can be used at the centre and home to address any inappropriate behaviour.

DAILY ROUTINE: A copy of the daily routine is up on display in each room. The routine is flexible and provides time for children and staff.

The children have the opportunity to mix with all children during the morning and also have time where they are divided into their age/stage of development. This enables activities and experiences to be planned that will meet their individual and group needs, strengths and interests.

NATIONAL QUALITY FRAMEWORK: in December 2009, all Australian Governments agreed to a new National Quality Framework for Early Childhood Education and Care. This means that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care and school age care services. The Framework will help providers improve their services in the areas that impact on a child's development and empower families to make informed choices about which service is best for their child.

The National Quality Framework includes:

- a national legislative framework that consists of the *Education and Care Services National Law* and *Education and Care Services National Regulations*
- a National Quality Standard
- an assessment and rating system
- a regulatory authority in each state and territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
- the Australian Children's Education and Care Quality Authority (ACECQA).

ACECQA, the new national body is responsible for providing oversight of the new system and ensuring consistency of approach.

CURRICULUM AND PORTFOLIO PLANNING AND PROGRAMMING: The educators of your child are required to record regular observations and formulate outcomes on your child's overall development. In doing so the educators are able to determine your child's strengths, emerging skills and interests. They are then able to plan for individual activities and incorporate these into the weekly program. If you wish to see these records they are available in the rooms for you to peruse at any time. If you have any questions about the program or you wish to add an interest please see one of the educators.

TRANSITION TO SCHOOL: The educators at Pitt St Kindy aim to work with parents in preparing the children for school. This will begin when they first start at the centre and join the 3-5's room. The centre has a transition to school program that is implemented into daily experiences. Specific skills that are desirable upon entrance to kindergarten are focused upon during individual activities, small groups, routine tasks and structured

experiences. The children have the opportunity to develop an understanding of concepts as they engage in both concrete and abstract experiences.

INVOLVEMENT AND PARTICIPATION: Parents and the family are welcome at the centre at all times. They are invited to share their skills/interests with the children and educators or just experience a day at the centre. Pitt St Kindy work as a team and parents are part of this team. For any team to work effectively and efficiently there needs to be open lines of communication.

PARENT LIBRARY: The centre has a parent library that is available to all parents which is located in the pre-school room. It contains a variety of resources covering nutrition, child development, accreditation, health and safety, centre policies, immunisation just to name a few. This information takes the form of videos, books, fact sheets, pamphlets and general information. You are welcome to look through the library and take any pamphlets of interest or if you require a copy please see staff.

FEES: The centre's full daily fee for providing the service is:

- 0-3 yrs \$97.00
- 3-6 yrs \$93.00
- \$75.00 enrolment fee - including a centre hat and shirt. ***(Childcare Assistance is available)***

Fees are to be paid fortnightly or weekly or monthly. All fee payments are through Ezi-Debit.

We accept fees paid on the first day of attendance for care two week in advance. This will be kept as a bond. Any parent who is one week or more in arrears will be jeopardising their child's place at the centre.

MAKE UP DAYS: Make up days are offered for Public Holidays only. As we are required to maintain ratios at all times, make up days can only occur if there is a position available within the centre. To request a make up day we are required to have at least 48 hours notice. Staff will endeavor to meet the request for make up days but cannot guarantee that a day will be available. Make up days must be used within the current year and are not carried forward to the next year. If a make up day has been booked and the child does not attend the centre on that day then the parents forfeit the make up day. Please note that and all fees must be up to date before you can utilise make up days.

NOTICE OF WITHDRAWAL: A minimum of two weeks written notice is required before your child is withdrawn from the centre. Notice **MUST** be given in writing (either fax, email, or by filling out the centres form) and signed by the parent and a staff member. Notice for withdrawal cannot be given over the phone. Should notice not be given, and then the equivalent of two weeks fees will be charged to the parent. **N.B. During the months of December and January one months notice is required for withdrawals. If notice is not given then one months fees will be charged.**

Please note that you will be required to sign your child in and out for the last day of their attendance at Pitt St Kindy. If this is not done you will be charged full fee for their last two weeks attendance. PLEASE NOTE THIS IS A REQUIRMENT OF DEEWER, NOT THE CENTRE.

N.B. DURING THE MONTHS OF DECEMBER AND JANUARY THE CENTRE REQUIES ONES MONTHS NOTICE TO WITHDRAW OR REDUCE DAYS.

CHILD CARE ASSISTANCE: This centre is registered with the Government child care benefit scheme and will be providing this facility to the parents of the service. Please contact Centrelink on **Ph: 136 150** and notify them of the exact date that your child will be enrolling so that you will be registered for your percentage.

POLICY FOLDER: Our Policy folder is located in the parent library in the preschool room. Please read through the folder or you can borrow a copy to take home and read. This policy folder covers all areas relating to all aspects of childcare and how we feel is the best and safest way to cover them in our daily practice.

We hope that this booklet has assisted and informed you of our daily running and policies. Please feel free to talk with the educators about any queries.

We look forward to building an ongoing relationship with you and your child at our service. This will enable us to provide the best possible care for your child.

The centre also extends their wishes hoping that your child's time here in our service is a great and valuable learning experience that will foster their growth and development for the years to come.

GENERAL INFORMATION/THINGS TO REMEMBER:

Updating your child's immunisation records and contact information is extremely important. Please ensure you present this information to the Director. The following is a list of what to bring:

0-2 years

- 1 piece of fruit – every day
- If using milk formula, required bottles for the day either made up or with correct formula in sterilised bottles
- 2 sets of play clothes including a jumper
- All nappies (minimum of 4)
- Pull ups for children who are toileting
- A dummy if required
- A Drink bottle, clearly labelled with child's name
- A wide brim hat, clearly labelled

2-5 years

- 1 piece of fruit every day
- A change of clothes
- A sun hat (legionnaires), clearly labelled with child's name
- Pull ups for sleep time if applicable to your child.
- Sheets for rest time
- Wide Brim Hat, clearly labelled

As always if you have any questions or comments please talk to a educator.

Thank you,

Kylie Jorgensen
Nominated Supervisor.