

Wonder World Play Centre

Parent Handbook

Wonder World Play Centre

End of Ford St. Preston

Tel: 03 9478 4433

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Welcome to Wonder World Play Centre!

Thank you for considering our service for your family's child care and education needs. Our quality program stands on its uniqueness. We hope this handbook provides helpful information for you to make informed decision.

Wonder World Play Centre is a long-day childcare Centre for 3 to 5 years old children. The director is a dedicated early childhood teacher and has been operating the Centre since 1994. The Centre operates kindergarten program for preschool children, funded by Victoria State Government. There is no additional charge for the kindergarten program.

Wonder World Play Centre has been providing a quality program for the local community for 24 years. We currently meet the requirements of the 7 areas of the National Quality Standards (NQS).

STEINER INSPIRED PROGRAM

Steiner Early Childhood Education aims to create a nurturing environment involving natural play materials, vegetable gardens, and in some cases chickens to care for and to collect eggs for baking. Young children learn to cook, paint, sew, garden and use tools. They explore their environment, learning sharing, cooperation and social skills. Young children are given the time to play, enjoy childhood and build strong foundation skills before formal academic learning begins.

Early childhood years in Steiner philosophy are characterized by children actively learning through imitation and their own creative experiences. The child's imagination and sense of wonder is fostered through stories, songs, creative play, interaction with nature and involvement in everyday domestic activities.

Our service is a warm, nurturing environment filled with beautiful, natural play materials and outdoor spaces with natural wonders, animals and gardens to care for. Children are encouraged to participate in many domestic activities, cooking, cleaning, washing, sweeping and gardening with real tools. Children enjoy checking for eggs and feeding the chicken. Special art activities, singing verses, learning about seasons and story-telling are important Steiner learning activities.

NATURAL RICH ENVIRONMENT AND NATRAL EDUCATION

Our unique natural environment provides opportunities for children to sense natural phenomenon, e.g. birds signing on the trees, bees and butterflies being around in spring and summer, our gardens showing different colors in four seasons, fruits trees ripening in summer and autumn, and oak tree and many deciduous trees dropping leaves in winter. Children also discover many wonders in the playground, typically mini-creatures, leaves, seeds and bulbs.

Children engage in many hands-on experiences in gardening, sowing seeds, composting, pulling weeds, sweeping leaves, planting vegetable, repairing grass patch, moving tan barks, watering the plants, cleaning garden beds, growing flowers in spring, potting, sampling their harvest. Children use their senses to see, smell, hear and touch them in natural learning.

These sensory hands-on experiences cultivate a love of nature in children's hearts as well as build nature science knowledge.

EDUCATOR'S QUALITY

Educator's quality has vital impact on children's education and wellbeing. Our educators have good moral characters, caring, patient, giving, loving nature and animals, and dedicated to early childhood education. When children are with educators with good moral characters they feel loved, connected and emotionally secured and happy to explore. Our educators have many years experiences. Our service has two bachelor qualified teachers and two or three diploma qualified educators.

Our educator's qualifications are much higher than the Australian Government legislative requirement. Australian Government legislation requires 20% of early childhood teacher on duty each day for our service. But our early childhood teachers are on duty at 80% to 100% of the time of the Centre operation time each day.

Our educators are more qualified than the Australian Government legislative requirement. Australian Government required one qualified educator and an assistant educator on duty. But our service has all qualified educators on duty.

LOWER EDUCATOR-TO-CHILD RATIO

Lower educator-to-child ratio and experienced educators are significant for a quality program. Children can receive more attention and supports with lower educator-to child ratio. Our educator-to-child ratio, one to eight (1:8) rather than one to eleven (1:11) (Australian legislative standards)

ENVIRONMENTALLY FRIENDLY

Earth is the home for everyone, and every individual should take care of it. Wonder World play Centre has installed two rainwater tanks for our educational program. The children use the rainwater for gardening, putting fruits and vegetable scraps into compost bins and sorting out items for the recycling bin. Children also learn that food is precious and should not be wasted. The Centre uses a lot of recycled materials in our activities, such as glass jars, paper, cardboard. We use natural play materials in our settings and natural materials for arts activities such as sand, tree barks, wool, leaves and rocks for painting. Children develop sense of care for the natural world in our program.

NUTRITIONALLY BALANCED VEGETARIAN FOOD

Our service provides nutritionally balanced vegetarian food to children as we are aware of many families who are vegetarian in our local community. Our service is embedded in sustainable education, and meat consumption has negative impact on our environment. We support families who are vegetarian and some families from Hinduism, Jainism and Buddhism background. Vegetarian food can be a choice for Muslim families as we do not cook meat.

We use eggs, dairy products, lentils, soya products as protein, calcium and B12 source. We also provide complete vegetarian food to children who do not eat eggs and dairy products.

Our service uses some organic products in our cooking. Our vegetarian food meets Australian standards.

OPENING HOURS

The Centre operates Monday to Friday from 7:00am to 6:00pm, 50 weeks a year and closes for two weeks over the Christmas period as well as on Public Holidays. Parents will be informed of Christmas break in advance.

MANAGEMENT

The Centre is privately owned by wonder World Pty Ltd, funded for Childcare Subsidy by the Federal Government, operates under the National Quality Framework, Education and Care Services National Regulations and Education and Care Services National Law Act 2010. Jasmine Wang is the provider of the Centre. The Centre operates 50 hours a year and close during Christmas break for 2 weeks, as well as on Public Holidays.

NOMINATED OR CERTIFIED SUPERVISORS

The Nominated supervisor or a certified supervisor is on duty to be responsible when the Provider is absent from the Centre.

REGULATIONS AND QUALITY IMPROVEMENT PLAN

The Education and Care Services National Law Act 2012 and Regulations state the National Quality Standards for operation of children services in Australia. All children services must apply those standards and requirements. A copy of the Education and Care Services National Regulations is always available for parents to read. Please ask staff if you would like to read.

Quality Improvement Plan is a requirement for all children service to continue to improve the quality of the program, e.g. environment, communication with parents, relationship with children, educator professional development. QIP is a living document and updated and reviewed regularly. Parents are encouraged to participate in our quality improvement. We appreciate parents feed-backs, ideas and concerns of the service we provided at any time.

CCS REGISTRATION-Childcare Subsidy Assessment

Parents may be entitled to receive Childcare Subsidy if you are Australian citizens or Permanent Residents according to your family income levels. Parents need to go to MyGov to complete Childcare Subsidy Assessment for registration of Childcare Subsidy. For

Childcare Subsidy information, please visit www.education.gov.au/child-care-subsidy

PHILOSOPHY

Children need a loving and caring environment to grow and learn. They need to feel safe, secure, loved, respected and supported.

Children need to be provided with healthy food and enough sleep/rest every day to meet their energy requirement and needs of fast- growing bodies.

Children need to develop a sense of belonging to their community, helping each other and contributing to their learning community. They understand the reciprocal rights and responsibilities for their active participation.

Children need to develop a trusting relationship with caring educators, and friendship with peers in their community.

Children need to develop a relationship with nature, i.e. the earth, sun, wind, rain, plants, animals, mini-creatures, the flora and fauna.

Children need time to grow at their own pace and develop self-mastery, to transform themselves and bring forth their highest potential. They need protective boundaries and freedom for creativity.

Children need to have experiences in arts and craft, music, singing and stories to develop their creative ability, language skill and imagination.

Children learn best when the learning experience is meaningful, playful and self-directed. Learning environment needs to facilitate self-discovery, creativity, concentration and collaborative exploration.

Children need to develop moral senses, to be kind, patient, tolerant and respectful to others and their environment.

Early childhood professionals need to work with parents collaboratively to foster children's learning and development.

OUR PROGRAM

Daily rhythm focuses on the needs of children. They have time to breathe in and breathe out. Each day, the children have the same routine, time for play, for circle, for meals, and have a small rest.

Children engage in self-directed play to explore their environment throughout the day as play is an important way for children to learn. Children participate in a range of domestic activities; washing, cooking, sweeping, gardening during the day.

Our outdoor nature environment provides children unlimited opportunities to explore and discover the beauty of nature, birds, mini-creatures, plants, trees, shrubs, sandpit play, digging patch, mud play, sticks, fire wood, gardening, creative play with fabrics, ball games, sliding and stretching.

Our indoor environment provides children three play areas; doll corner with fabrics, home corner and natural materials corner. Children feel both the pleasure of solitary play and being in small group in the play areas. Children also enjoy creative activities, drawing, painting, reading, playdough, clay, interacting with natural materials, pasting and cutting and other arts and craft activities.

Our morning circle time brings all children in a circle to sing songs and recite verses with physical movements.

Our garden program provides children learning experiences in caring for trees and plants, and children sense the changes of their natural environment throughout the seasons.

Our caring for the chicken program encourages children to take responsibility for their learning environment. They enjoy cutting food and feeding the chicken. They enjoy checking for laid eggs.

Routine transition time encourages children to develop awareness of hygiene and independence. Children are supported in transition time.

Sustainability is embedded in our program; children learn to save water, use recycled paper and recycled materials.

We celebrate different cultural festivals throughout the year and invite parents to participate. Children learn to appreciate diversity and parents can spend time together in those events.

Park Excursions are arranged at the end of each term, and parents and siblings are welcomed to join.

KINDERGARTEN PROGRAM

Our early childhood teacher programs for preschool children according to Early Year Learning Frame Work (EYLF) and Victorian Early Year Learning Frame Work (VEYLF). 4 years old preschool children develop their literacy and literacy skills from stories, singing, creative play, arts activity, hands on experiences and interacting with peers and educators. Our teachers and educators support children to achieve 5 learning outcomes and literacy and numeracy skills for school readiness.

In the year before your child's primary school journey begins, our educators, in their daily interactions, will encourage your child to develop a passion for learning and support them to begin this exciting journey to "big school".

CURRICULUM AND ASSESSMENT

The curriculum is developed by a teacher in consultation with educators and parents.

It reflects the individual needs of each child, as well as the needs of the group. Our programs are guided by our unique philosophy, the EYLF and VEYLF. Five learning outcomes are stated in the EYLF and they are:

- Children have a strong sense of identity
- Children relate to and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

PROGRAM DISPLAY

Parents are informed about program fortnightly and program sheets are displayed on the window near the sign-in table. Our fortnightly program evaluation reflection is kept in the reflection book with activity photos. There is a daily information book to record children's activities which is placed next to the attendance book. We appreciate parents to take time to read the information and give us feedback accordingly.

CHILDREN'S POTOFOLIO

Children's portfolio is a record book for teachers and educators to keep children's learning information including some arts work, activity photos and observation of your child's learning which educators take for each child monthly. Educators take time to share those documentation with children and we encourage parents to take time to look at your child's portfolio once a month.

PARENTS COMMUNICATION

We issue newsletters each term. Our program, evaluation and reflection book are available for parents to view. Program sheet is displayed on the window glass. We take parents survey annually. Children's individual learning and planning are shared and consulted with each child's family. We communicate with parents regularly on the child's progress and their days at arrival and departure. We issue 4 times newsletters annually.

PARENTS AND FAMILY PARTICIPATION

We believe that developing a sense of community is integral to enhancing our children's social development. We create opportunities for our families to become involved with the Centre's community, such as special celebrations, park excursions and classroom activities.

CONFIDENTIALITY

Confidentiality is of paramount importance in our Centre. All the information provided to us by you, such as addresses, phone numbers, and custody information, is seen and recorded only by the administration educators and the educators directly responsible for the care of your child.

CENTRE POLICIES AND PROCEDURES

Policies and procedures are available for parents to view on enrolment on request. The Centre policies will be reviewed every 12 months and parents will be notified for participation. Parents will be informed of any changes two weeks prior to implementation.

PARENTS CONTACT NUMBER AND CONTACT CHANGES

Parents will need to have contact number when you leave your child at the Centre.

Parents are required to notify the Centre if you or your emergency contact details changes.

ENROLMENT

Parents are encouraged to visit the Centre. We introduce our program, indoor and outdoor environment. If parents are happy with our Service, parents are encouraged to leave contact details on waiting list. Children can be enrolled if our service has vacancies at the time. Parents can enroll online or return Enrolment to the Centre.

If parents are not sure about our service after the first visit, we encourage parents to visit our services again.

A copy of immunization certificate issued by Australian Immunization Register (AIR) is required. Family CRN and child's CRN also are required at the enrolment if you entitle to apply Childcare Subsidy.

ORIENTATION

Changing or commencing childcare can be overwhelming for parents and a child. Your child may have a period of distress, even after being at the Centre for a while and this is natural. Before your child officially commences, parents are encouraged to attend orientation sessions twice. We request parents to remain with your child during orientation sessions. Some children may require more than two orientation sessions.

THE CHILD'S FIRST DAY

We encourage the new child to attend a half- day session on the first day as this will help him/her to adapt to the changes and make the transition smooth. You are welcome to bring a soft toy for rest time at beginning if you think that may help her or him to feel comfortable.

OUR DAILY ROUTINE

Routine helps children feel secure and comfortable. They help children understand the expectations of the environment. Our consistent routine helps to make settings predictable for both children and educators. Our daily rhythm focuses on the needs of children. They have time to breathe in and breathe out. Children have the same routine each day. Children have, morning tea time, morning circle time, cooking time, resting time, lunch time, afternoon tea time, afternoon story time and free indoor and outdoor play time throughout the day.

REST/SLEEP TIME

Rest/nap time is necessary for young children although children can cope with their days without a rest/ nap time. However, rest/nap time gives children a chance to re-energize and meet their body's needs. Children's body is fast growing which requires a lot of energy.

Children aged 3-5 years need around 11-13 hours of sleep a night in general. Enough sleep is important for all children's health, growth and cognitive development. When children sleep well, they show good mood and are happy to play and participate during the day. Getting the right amount of sleep also strengthens children's immune system and reduces the risk of infection and illness.

Our service strongly encourages all children have a rest/nap time during the day as a practice. We also encourage all parents to make efforts to ensure your child have enough sleep at night. Please discuss with the provider, Jasmine if you have any concern about this practice. For more information about rest/sleep time parents can visit the Australian Parents Website, www.raisingchildren.net.au.

MORNING AND AFTERNOON TEAS

We provide healthy snack for children in the morning and afternoon and information is recorded on daily information sheets for parents.

DRINKS

Children drink milk in the afternoon and drink water through the day. Children are encouraged to drink plenty of water during the day, especially hot summer. They are reminded to rinse their mouths with water after food for oral care. Children are encouraged to bring a water bottle each day.

SPECIAL DIET

Should your child require a special diet for reasons of allergy or others please discuss this with Director at enrolment. We will incorporate any special dietary requirement into the daily menus.

NO-NUT PRODUCTS

Peanut and tree nuts can cause allergy reaction in social environment Our service does not use any nut products in cooking, morning and afternoon tea snacks and we appreciate parents remember to not bring any nut products such as breakfast into the Centre or place any food in children's bag which contains nuts.

ARRIVALS AND DEPARTURES

Our service ensures educators greet with each child and their parents on arrival and at departure. Children and parents need to feel welcomed at arrival time. Educators have a brief with parents and to farewell each child and their parents at departure. Regarding arrival and departure times we ask you or your representative:

- ensure that you are signing in and out daily
- leave your child in the direct care of an educator
- let educators know that you are taking your child home
- feel welcome to spend time with your child both upon arrival and departure from the Centre
- notify educators if your child's arrival and departure times are going to be varied dramatically at any time.
- children only can be picked up by an authorized person who is listed on enrolment form.
- both parents, unless a Magistrates Court or Family Law Court make different orders, have lawful authority of their children, and are consequently permitted access to their child.
- Parents can ask someone to collect your child if you write down their names in the morning, or the person comes with your written permission. In an emergency you can send an email to the Centre to give permission for someone to pick up your child.

CONFIDENTIALITY

Confidentiality is of paramount importance in our Centre. All the information provided to us by you, such as addresses, phone numbers, and custody information, is seen and recorded only by the administration educators and the educators directly responsible for the care of your child.

At no time will information be given out without your consent, and any individual meetings that take place between you and our educators will be undertaken with the highest degree of professionalism.

PARENTS PERMISSION FOR USING CHILDREN PHOTOS

Our service takes activity photos for children and special events. Photos will be used for our newsletters, children's portfolios and our website. We appreciate all parents to give the Centre permission to use the photos that your child may be in. If you have any concern about photo usage permission. Please let director informed at enrolment.

ENROLMENT FORMS, LAWFUL AUTHORITY AND CONTACT

The National Law requires all services to keep records of lawful authority, contact and residence arrangements for children. During enrolment you will be asked to fill in an authorization statement regarding lawful authority and contact relating to your child. All sections of the enrolment form must be completed prior to enrolment, as educators will not permit a child to leave the service without the appropriate written authorization from you.

Persons unknown to educators will be questioned on their arrival and lawful authority forms checked. If the person collecting your child is not listed, he or she will be unable to leave the Centre with your child, and we will notify you by phone.

A copy of immunization is required and please write down your CRN number, birthday, child's CRN number on Enrolment Form.

IMMUNISATION

A current Immunization History Statement from the Australian Immunization Register (AIR); and the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive. This legislation came into effect on 1 January 2016. On 28 February 2018, the 'No Jab, No Play' legislation was amended to make it that an Immunization History Statement from the Australian Immunization Register (AIR) is now the only form of documentation accepted for enrolling in an early childhood education and care service.

Parents/ careers who think their child may require a medical exemption to one or more vaccines should consult their GP.

If a child has a valid medical reason they cannot be vaccinated, a GP needs to complete and sign a Medicare Immunization Exemption Medical Contraindication Form, and send it to the AIR. The parent/career then needs to obtain an updated Immunization History Statement from the AIR that indicates the child is up-to-date with all the vaccines that they can have and listed the vaccines that they cannot have due to a medical contraindication. This statement needs to be provided by the parent/career to the early childhood service to confirm enrolment.

Children who were vaccinated overseas must have their vaccine records assessed by a GP or local council and be offered catch-up vaccinations as required. The GP or local council will then record overseas vaccines to AIR by submitting the AIR Immunization History form.

The AIR updates the child's records and the parents/careers can request an Immunization History Statement from the AIR and provide the statement to the early childhood service to confirm enrolment.

Families who have trouble accessing vaccinations or the required documents can seek support and guidance from the early childhood service. They may be eligible to enroll under the Grace Period provision.

In some circumstance children can attend childcare for 16 weeks without Immunization Certificate. Please read who is eligible on www.health.vic.gov.au

RECORD KEEPING

The Centre is required to maintain accurate information of each family. We would ask parents to inform the Centre if your information has any changes; such as contact, address, child's allergies, emergency contact, authorized person to pick up child.

SAFETY ENVIRONMENT

Our environment is a safe place for children to play and explore. Our educators are alert to safety issues in the playground, play materials and equipment are carefully positioned. We do safety check each morning. Children are supervised at all the time. We encourage all children to understand safety issues in the playground and have regular discussion with children when any unsafe play occurs.

We would ask parents to close the gate safely and gently behind you on arrival and departure. This is to avoid children go out accidentally.

DAILY COMMUNICATION

We would ask parents to draw special attention to educators if your child has any needs for the day on arrival, such as your child went to bed late, did not have breakfast, or need medication. Parents is informed by educators about your child's day, such as eating, rest, play and interaction at pick up time.

Daily communication between you and your child's educator is an essential element of a quality early childhood program. We look forward to having many conversations and opportunities for exchanging information and getting to know you and your child personally during your time at our service.

FIRE EVACUATION

Our service conducts fire evacuations four times every year. Fire danger issues will be discussed with the children each time before the drill. Emergency procedure on fire evacuation is displayed on the window and in the room.

SIGNING IN AND SIGNING OUT

It is a National Law requirement that upon arrival and departure each day, your child/children must be signed in and out. In the event of an emergency such as a fire, this information will be relied upon as a checklist of all children in attendance. Correct details recorded daily are therefore crucial to your child's safety.

APPROVED ABSENCE DAYS

The Centre has a legal obligation to record all absences of children who are in receipt of the Childcare Subsidy. You have a legal requirement to notify the Centre for approved absence days. Childcare subsidy allows each child to have 30 approved absence days and 12 days public holidays each year.

Reasons for 30 days approved absence days include:

- illness (medical certificate required)
- non-immunization
- rostered days off
- rotating shift work
- public holidays
- court ordered shared custody
- temporary closure of a school or pupil-free days
- periods of local emergency

For further information on absences please speak to educators.

FEES AND PAYMENT

Parents will be informed about our fee structure at enrolment. Fee will be increased each financial year in the first week of July. Parents will be required to pay the childcare fee a week in advance by cash or Electronic Funds Transfer. Normal fee applies when the child is absent from the Centre. If a child needs 4 or over 4 weeks holiday, please discuss with Director for 50% discount rate.

Our service reserves the right to cancel a child's vacancy when a child's fee falls behind often. If you had special difficulty to pay on time please inform the director in advance.

A late fee will apply for children who are not collected by 6.00pm. This will be billed at \$1.00 per minute for each minute after 6.00pm.

TERMINATION OF THE CARE

When parents need to terminate the care, we require two weeks notification. Parents who receive CCS will be charged for two weeks full fee if you cannot attend the childcare service in the last two weeks. We appreciate you follow our policy.

VARIATION OF THE BOOKINGS

We facilitate parents needs for changing days, extending days when our service has vacancies. We would ask parents to give use two week notice for reducing attendance days.

PARENTS COMPLAINT

Where possible complaints will be dealt with on the spot by your child's educator as this is usually the person with the closest relationship with your family. If the complaint is about an issue that the educator considers to be outside their control, or you do not feel comfortable sharing your complaint with the educator, please go directly to the Director. It may be necessary to make an appointment to discuss your complaint. The director will listen to parents' complaint and strives to resolve the concern in a positive and constructive manner. In some circumstance we may need to report the complaint to Quality Assessment and Regulation Division.

Director email: gwa20094@optusnet.com.au

Director mobile: 0474227049

Complain to Victorian State Government Education and Training:

Quality Assessment and Regulation Division

GPO Box 4367

Melbourne, Vic 3001

1300 307 415

email: licensed.childrens.services@edumail.vic.gov.au

BEHAVIOUR MANAGEMENT

The educators place great emphasizes on positive reinforcement of good behavior. When a child displays un-cooperative / interruptive behavior repeatedly they may then experience a short time from the group, activity, or be directed to another activity where it is quiet.

SIBLINGS AT THE CENTRE

Our educators strive to keep the environment calm, safe and relax for all children. To ensure children can stay focused on their play, we kindly request all parents and siblings to maintain quiet demeanor at arrival and departure. This is to avoid creating noise and interrupting children's play. We also encourage children to consider the needs of others in any environment. We hope parents will remind siblings to show quiet demeanor. Should any siblings want to play, please ask educators for permission.

ACCIDENT

We inform parents of any accidents at departure and require parents to sign the accident record sheets if your child has an accident. Please inform the educators if your child told you that she or he had an accident and educators were not aware of it.

MEDICATION

When a child is diagnosed with an infection and administrated antibiotics, he or she allows to attend the care after 24 hours. Please ensure to give the medication to educators and complete the Medication Record if your child needs the medication for the day.

MEDICAL EXPENSES

Children may have a medical emergency when attending the Centre. Parents are responsible for medical and ambulance expenses if a medical emergency occurs.

SICK CHILDREN

When a child become sick, educators will contact parents to pick up the child. Sickness can be fever, runny nose, rash or any other infectious symptoms. A child should not attend the Centre if he/she is sick by Children Service Regulation.

NOTIFICATION OF ABSENCE

Please call the Centre when your child is absent.

NOTIFICATION FOR INFECTIOUS ILLNESS AND HEADLICE

Parents are required to notify the Centre immediately when your child is diagnosed with an infectious disease. This is required by Australian Children Service Regulation.

MEDICAL EMERGENCY

If any child needs an emergent medical attention we will contact ambulance to take the child to Royal Children's Hospital and parents will be informed straight way.

TOYS FROM HOME

Toys can be lost or broken when a child brings a toy to the Centre, this will cause distress for the child who brings the toy. Toys from home can also cause problem as normally children do not want to share with other children. Leaving personal toys or books at home can help children understand the rules and improve their listening skills. So, toys are not permitted to be brought to the Centre except during the orientation period. Children can bring a soft toy to the Centre for rest time if your child is new and needs support to settle in.

CAKE AND SWEET

For the children's health and wellbeing, our service does not provide any sweets and cakes to children unless it is a child's birthday celebration or any special events.

We encourage parents to make efforts at home too. Eating healthy and nutrition balanced, freshly cooked food is good for your child's short and long-term wellbeing.

CHILD PROTECTION POLICY

The provider & teachers are mandatory to report Child Abuse to Child Protection authority if the service has reasonable concerns of a child being abused.

ENROLMENT PRIORITY

Children who are at risk have priority to enroll.

CHILDREN HAVE AGGRESSIVE OR CHALLENGE BEHAVIOUR

Our service provides an inclusion program. If a child enrolled shows aggressive behavior, is hard to manage, and jeopardize other children's wellbeing. We will encourage the child's parents to find a service with a specialist. If parents cannot find a specialized service, we will work with families and the child for three months with specialist support. We reserve the right to terminate the care if the child's situation does not improve at the end of three months and affect other children's safety and wellbeing. Our service needs to protect all children's wellbeing which is required by the Australian Children Service Regulation and maintain the quality program and a safe environment for all children.

DISCIPLINE SOMEONE'S CHILD

When parents present at the Centre and saw one child hurt another, or your child, please remain calm and draw educator's attention immediately. Please ensure parents do not yell or discipline your child or other children at the Centre.

WHAT CHILDREN BRING IN THE BAG

A set of spare clothes, a water bottle and a sun hat in a proper child's bag are required when your child attends the Centre. Please always bring proper clothes according to the weather, hot and cold and appropriate footwear that is suitable for jumping and running.

Children need to feel free to explore, playing with sand, dirt, mud, climbing on trees, rolling on grass, and clothes need to facilitate children's needs for exploration. Old clothes made from soft fabrics are encouraged to wear when attending the Centre. Clothes need to be flexible, allowing children to bend, squat down, lift their limbs freely during play.

New clothes, clothes with bright cartoon pictures, very expensive clothes are not encouraged to be worn at the Centre.

Old clothes are best in a natural learning environment.

MEDICAL CONDITION PLAN

Australian government children service regulation requires Children services to inform Medical Condition Policy of the Centre to all families. We will email you a copy of our policy on new child's enrolment and we will provide a hard copy for families who do not use emails. Please communicate with educators if your child has any medical conditions at any time. Parents are required to complete medical condition plan if your child needs medication attention or ongoing support for medication.

ENCOURAGE CHILDREN TO BE INDEPENDENT

Children are encouraged to carry their bags on arrival, change their shoes, put their bags into the lockers, put their bedding into the basket, put their water bottles on the trolley. Every small effort we make are important learning experiences for children.

SHOES OFF CLASS ROOM ENVIRONMENT

To keep our classroom clean we ask children to take shoes off before entering the room.

We hope parents to support our practice and please sign the attendance sheet at the doorway if it is inconvenient to remove your shoes. Our educators can guide your child to put his/her bag and water bottles away.

We appreciate your time in reading through our parent information and please discuss with the director if you have any concerns about the information.