

KKINDY
KORNER CHILDREN SERVICES

Educating Our Future



*Family Information Booklet
Infants*

(Snugglepots)

KKINDY KORNER CHILDREN SERVICES

30 Farrell Street Balgownie
4285 6700

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We are very pleased to welcome you to our service, and hope this information will help you and your child to enjoy their time at Kindy Korner.

The philosophy of the service changes to meet the needs of all stakeholders, however, the service aims to provide a safe and caring environment, which encourages empathy and stimulates development.

Individual programming is designed to promote learning in a fun and challenging atmosphere. Learning through a variety of techniques that will enhance social skills, self-esteem and competence.

Recognition and support for the family unit, cultural diversity and the wealth of knowledge Families and family members can bring to the service are all an integral part of our program.

Advantages of Early Childhood:

"to allow your child to learn through play"

PLAY IS YOUR CHILD'S WORK AND HOW THEY LEARN.

She/he will encounter new experiences, whereby developing new skills and enjoying the social contact of her/his peers as well as identifying within a group, caring and understanding of others, their needs, their wants and their rights.

This is achieved by a program that allows for the social, emotional, physical, cognitive and language development of your child.

The activities provided in our daily, but flexible, routine encourages a positive self concept, enriching the child's self esteem, whilst allowing personal development at an individual rate.

Families including extended family are very welcome and encouraged to bring their skills along to share with the children at any time!

Pets, musical instruments, hobbies, crafts, professions e.g Police, Ambulance, Fire Brigade, or any other appropriate skills, assist with craft, cooking with the children, read a story etc, please contact Educators to make arrangements.

SERVICE PROGRAMMING

Each week the service presents a written program for you to view.

The program is written following observations of the children, in order that activities and experiences can be planned both individually and in group.

The daily routine affords the children alternate active/passive activities, and encourages child-initiated spontaneity.

Educators initiate intentional teaching experiences which also promote integrated learning in all areas of development.

The activities are targeted at your child's stage of development, as opposed to their chronological age.

Experiences are fun and programming is developed using an anti-biased, culturally diverse approach, meeting the individual needs and interests of your child.

Should you have any concerns about your child's development or progress, please feel free to talk to Educators at any time.

A personal appointment can be arranged at a mutually suitable time for you to discuss your child's development and view your child's records, alternatively a telephone conference can be arranged should that better suit your needs.

The service is pleased to work under the Early Years Learning Framework (EYLF) which is our national curriculum.

The service uses an online software program titled QKEYLM (Qikkids Early Years Learning Management) to document your child's observations and much more. You will be given a login to view all records pertaining to your child and are required to login regularly to view these. Other progress documents also use this software - please see educators for more information.

CHILD DEVELOPMENT

SOCIAL DEVELOPMENT

Socially the child learns to participate in both one on one and small group activities. Interacting with both adults and peers, learning to interact with others. Over time they will learn about sharing and taking turns as he/she grows, and develops a social conscious. Respect of each other extremely important to us and is promoted through all aspects of the day.

EMOTIONAL DEVELOPMENT

This area of development is a very individual learning experience. Each child's needs are different, and are treated so. Building self-esteem and self-confidence is paramount.

PHYSICAL DEVELOPMENT

Fine Motor Skills; grasping and reaching for objects, simple puzzles, painting, playdough, finger plays, mobiles, manipulative toys and games all enhance fine motor skills, and eye-hand co-ordination.

Gross Motor Skills; play mats, reaching for objects, sand pit, wheel toys, dancing as well as most outside activities aid the gross motor development of children.

COGNITIVE DEVELOPMENT

As very young children are learning through all activities even just looking at carers and friends is an invaluable cognitive experience; however activities such as play mats with animals and colours etc are used as well as craft experiences.

LANGUAGE DEVELOPMENT

Educators play such an important role in language development of infants. One on one time talking time is crucial and songs, nursery rhymes and lullabies also assist in encouraging and expanding the ever developing vocabulary.

ADMINISTRATION

SERVICE STRUCTURE

The service is licensed by the Department of Education and Communities (formerly DoCS), which is our governing body. The service also falls under ACECQA, The Australian Children's Education and Care Quality Authority.

Please see educators should you require more information.

ENROLMENT

A registration fee of \$50.00 and bond (2 weeks at full rate - no CCB or CCR entitlements) are payable on enrolment.

This cost includes the provision of a Kindy Korner sunhat which must accompany your child each day.

Please be advised your bond WILL NOT be refunded to you if fees are outstanding upon termination. Similarly the bond amount is NOT ALLOWED to 'pay out' the final weeks of placement.

HOURS AND COLLECTION OF CHILDREN

The service is open from 8.00am to 5.30pm for 48/49 weeks per year.

The service does not cater for half day sessions, but you are welcome to pick your child up at a time convenient to you.

A late fee (of \$5.00 per minute) will be charged for children not picked up by 5.30pm.

Educators reserve the right to refuse to allow a child/ren to leave the service with someone they feel is under the influence of alcohol, or any other substance.

Please be advised that the Department of Education and Communities (DEC) only license the premises from 8.00a.m. till 5.30p.m. therefore educators are **not** responsible for children prior to eight or after five thirty. Please do not arrive before opening time. In addition, no insurance cover is applicable other than the service opening times.

LATE FEE

A late fee (\$5.00 per minute) will be charged should any child be left at the service after closing time. As previously stated the service is licensed only between 8.00 a.m. and 5.30 p.m.

Educators too may have other commitments. Should you be delayed due to an emergency, please contact the service to allow Educators to comfort your child, and allay any fears.

BOND

A bond is payable prior to starting at a rate of two weeks full fee (no CCB or CCR). This amount is held as security and will be refunded at the completion of your child's enrolment after all fees owing have been paid. Failure to pay fees owing will see your bond retained by the service. Please be advised that the bond CANNOT be used to 'run out' your final weeks of fees.

FEEES

Service policy requires that all fees be paid either weekly or fortnightly.

Payment is accepted via the following options:

- EFTPOS
 - Credit Card
 - Credit via MOTO (please see Educators for more details)
 - Cash
 - Direct Deposit into our bank account
- BSB 082 566
Acc # 135 155 819
Name Kindy Korner Children Services

Plased by advised that any costs incurred to recoup outstanding monies will be borne by the payee.

GOVERNMENT BENEFITS (CCB & CCR)

The service is an approved service and therefore:

Application must be made to the appropriate government department (Family Assistance Office - FAO) for this assistance prior to enrolment.

You may be entitled to Child Care Benefit (CCB) or Child Care Rebate (CCR) - please contact the FAO for more information.

Backdating benefits is only at the discretion of The Family Assistance Office, the service does not hold any jurisdiction in this area, consequently full fee would be payable.

TERMINATION

Two weeks notice in writing is required when wishing to terminate your child's booking, this is done via a 'termination of booking form' - please contact an educator.

Each day that your child is booked during the termination period **MUST BE PAID FOR**.

Management regrets that it is unable to accept a reduction of enrolled days or termination of enrolment during the final six weeks of the enrolled year.

Failure to bring your child on at least the final day of care will necessitate full fee being charged for the entire termination period. For any further information please contact the Family Assistance office.

ABSENCES

If, for any reason, s/he is absent that day must be paid. This also includes the directive from the Department of Health that non immunised children will be excluded from the service should an outbreak of a vaccine preventable disease occur.

You must also phone the service to inform them of the reason for absence. Please phone between 8am and 9am or in advance if you are aware. Emails are always welcome also.

This includes: sick days, holidays or stay at home days.

MAKE UP DAYS

Make up days are issued for public holidays only.

The service cannot guarantee make-up days, as licence numbers must be strictly adhered to.

All public holidays are payable, including Australia Day, Good Friday, Easter Monday, Anzac Day, Queens Birthday and Labour Day.

CHANGE OF DETAILS

Should any of the information supplied to the service on the enrolment form change, would you please notify the Educators as soon as possible.

It is not the responsibility of the service to ask if your details have changed.

Not having up to date records may cause great difficulty in a case of emergency or sickness.

NON-CUSTODIAL PARENTS

The service must be made aware, through a Court Order, who has custody of the child.

A short summary of the child's 'family situation' may prove beneficial in assisting Educators to understand where you and you child are coming from.

Should a non-custodial parent wish to visit the centre, or pick up any child, verification in writing must be provided.

Under no circumstances will a child be allowed to leave the service with anyone that would contravene a Custody or Court Order held at the service.

However, where no such order is present, the service does not have any authority to hold a child, if both Families are listed on the enrolment form.

Please see Educators if you are unsure or have any concerns in this area.

Educators must abide by the legal documents tendered and cannot tolerate any suggestions that may contravene the orders.

EDUCATORS

Management hold Bachelor of Education, Early Childhood.

All Early Childhood Educators are qualified, holding Diplomas or working towards at least a Certificate III in Early Education and Care.

A roster displays names and times of personnel caring for your child.

Relief Educators when necessary e.g. R.D.O's, sick days, holidays etc., will be under the supervision of a permanent team member.

All Educators participate in workshops and seminars to enhance their personal and professional performance. These in-services cover a range of topics, including music to language to behaviour guidance. Educators also undertake learning through periodicals and journals as well as networking with other professionals in the industry.

Team meetings are held on a regular basis, both formal and informal.

VISITORS

Visitors to the service are very welcome.

The service invites health care professionals, essential service personnel, artists, musicians to visit to both entertain and educate the children.

The service has an Open Door Policy.

Please be advised that the service is a no smoking/no substance environment.

CONFIDENTIALITY

All persons working at the services, either paid or unpaid, are required to complete a 'Confidentially Declaration'. This declaration ensures that each family's privacy is respected.

DAILY INFORMATION

PIGEONHOLES

All families are allocated a compartment or pigeonhole in which Educators place uncollected craft, book club catalogues and other pieces information.

These are located in the foyer and have your family name on them - ensure that you check regularly.

LOCKERS

Children are provided with a locker for their belongings. Your child's symbol will be communicated to you via the orientation booklet, otherwise please ask an educator.

LABELLING

Please label all items; clothing, bags, lunch boxes, bottles, food containers, dummies etc.

ITEMS FROM HOME

Responsibility cannot be accepted for toys and other items from home, especially if they are broken or misplaced.

LOST PROPERTY

Any lost items will be placed in the 'lost property' box. Please see Educators for further details.

Please check the box or with Educators if your child has misplaced any belongings.

Unclaimed items are donated to charity or recycled from time to time.

LIBRARY

The service has a text and DVD library of both story and child development literature.

Other titles include pregnancy and parental information, and many more.

Please talk to Educators if interested to discuss common date for return.

WHAT TO BRING TO THE SERVICE EACH DAY

Nutritional food (if applicable), clearly marked.

A drink (if applicable), again clearly marked.

Milk (formula or breast), clearly marked.

Spare sets of clothes - clearly marked.

Your child's service sun hat, clearly marked.

Nappies, clearly marked.

Linen, clearly marked.

FOOD

Meals times are an important social and learning time for your child.

Please provide nutritious meals, relative to your child's stage of development (refer nutrition posters at the service or in your kit). If your child is receiving formula, please bring a tin clearly marked and Educators will keep it at the service. Similarly multiple bottles are needed. If you prefer to have your bottles made ready this is also fine. Breast fed babies are also catered for, please store your expressed breast milk in accordance with recommendations.

Water is the preferred drink of the service.

For older infants:

All munch boxes are to be placed in the fridge upon arrival.

Please refer to posters near the lunch cupboard or in your kit for more specific information regarding permitted foods. However items with sugar (or another name for sugar) listed in the first three ingredients is not permitted, nor are items that have 15g or fat in the per 100g column.

Lollies, chips, chocolates, muesli bars, health food bars, fruit sticks etc will not be permitted and if necessary will be returned with the child.

HEALTH

Please do not send your child if s/he has a temperature, heavy cold, contagious disease, or generally unwell, your child will not enjoy their day and these infections can spread to other children.

We understand that work commitments could be an issue when your child is unwell, however, please be advised that the service cannot accept a child who is displaying signs of illness.

Early Childhood Educators are required to hold a First Aid Certificate, Asthma and Anaphylaxis training and all Educators are aware of safety, accident and emergency procedures. All Educators is instructed to comply with sound hygiene standards and infection control. Gloves are worn when dealing with waste and body fluids.

CLOTHING

Multiple sets of clothing, **clearly labelled** are essential.

Please ensure you provide an array of clothing as weather conditions can change unexpectedly.

If your child is to be wrapped for sleep, this also needs to be supplied and labelled.

For older infants:

Children may be inhibited if they are anxious about "getting dirty".

Old clothes that are easily removed, and allow your child to be comfortable are best. Braces, belts and overalls are not suitable.

A spare "set" of clothing, **clearly labelled** is essential - just in case of "accidents" or getting wet in waterplay.

SOILED ITEMS

Any soiled item will be placed in a plastic bag and stored away from the children.

Educators will place a "Please see Educators' notice on the attendance register and child's bag to alert families that there is soiled clothing.

NAPPIES

Nappies are to be provided by families, these too must be clearly labelled. Minimum 4 per day please (surplus nappies will be sent home with your child).

LINEN

Please bring linen (clearly marked) for your child's rest/sleep we ask that these be taken and laundered at the end of the week unless soiled.

MEDICATION

Medication **Must Not** be left in your child's bag.

Only medicines prescribed for your child, and/or in the original container in which it was dispensed, will be administered.

ALL MEDICATION MUST BE GIVEN TO EDUCATORS AND THE MEDICATION AUTHORITY FORM COMPLETED BY FAMILY DAILY.

No medicine can be given unless this procedure is followed.

Two educators will be present when medication is administered; one to measure dosage and the other to witness the process.

Both Educators will sign off on the procedure.

ASTHMA

Should your child be Asthmatic, the service requires an 'Action Plan' as dictated by your doctor.

Any medication, i.e. Ventolin or similar must be handed to educators on arrival.

NO MEDICATION IS TO BE KEPT IN YOUR CHILD'S LOCKER

ANAPHYLAXIS

Should your child be diagnosed as Anaphylactic, would you please ensure that your doctor has completed an "Action Plan".

Any medication, i.e. EpiPen or anti-histamine must be handed to Educators on arrival.

NO MEDICATION IS TO BE KEPT IN YOUR CHILD'S LOCKER.

SUN PROTECTION

The service has been granted the honour of being a "SUN SMART CENTRE" by the NSW Cancer Council.

The code required to retain this award will be strictly adhered to.

The service houses spare clothes in the event that your child's be left at home.

PLEASE ENSURE YOUR CHILD'S SERVICE HAT IS CLEARLY LABELLED AND INCLUDED IN THE BAG EACH DAY.

The preferred clothing for summer:

Girls: Service hat
 Shirt, blouse or tee shirt with sleeves and collar
 Dress with sleeves and collar
 Three quarter trousers or 'long' shorts

Boys: Service hat
 Shirt or tee shirt with sleeves and collar
 Three quarter trousers or 'long' shorts

PLEASE NOTE: 'SINGLET TOPS' AND MIDRIFF TOPS ARE NOT PERMITTED.

Sun cream is available, however service policy stipulates that sun cream must be applied 20 mins prior to outdoor activity so please apply to your child prior to arriving.

Should you wish your child to use a particular brand, would you please provide the service with same.

The program ensures that children are monitored throughout the day for signs of heat exhaustion, and the Cancer Council guidelines are followed in terms of outside play.

EMERGENCY EVACUATION

An emergency evacuation is carried out in accordance with departmental regulations.

These are conducted weekly on rotating days.

Children are encouraged not to be alarmed in order that a potentially stressful situation may be a fun experience for the group.

Emergency evacuation plans are displayed throughout the centre.

BEHAVIOUR GUIDANCE

Respect for each individual, and a reinforcement of self-concept and dignity of your child is paramount, and our behaviour guidance strategies reflect these ideals.

The service Educators actively promotes positive techniques of redirection, and guidance, and in accordance with our Policy and Departmental Regulations no form of physical, emotional or verbal punishment will be used.

END OF YEAR

At the end of each year you will be requested to complete a "Booking Request" form.

Educators will endeavour to meet the needs of all families by placing your child in the days you have selective. Please be advised that days do not automatically transfer from one year to another nor do siblings automatically get days of other siblings.

Please return this form promptly to avoid disappointment.

Due to demand for days, please be advised that we cannot always guarantee your request, and if so you may be placed on a waiting list for any additional days requested.

The service is bound by Family Assistance law in terms of priority of access. Please see Educators for further information.

TRANSITIONING FROM FARRELL STREET TO JOHN STREET

Families please be advised that all children are transitioned in terms of their development and not their chronological age. Please discuss with educators when filling out your 'needs' form as to your child's suitability for the John St service.

If your child has an older sibling at the John St service and they are vacating a position to go to school, a younger sibling is not guaranteed their position.

Please Refer Policy for further clarification

FAMILIES - HOW YOU CAN HELP YOUR CHILD

ORIENTATION

The service offers an orientation period for all new families, however for younger infants it is understandable if you wish not to take part.

This involves bringing your child to the service for a short period of time, perhaps just half an hour, one day a week for 4 - 6 weeks prior to formal enrolment. However this is a flexible service.

During this time, Families are requested to stay with the child, reinforcing that this is a safe, enjoyable place to be, where friends are to be made and fun to be had painting, playing in the sand and other equipment and participating in activities.

Please see Educators for further information on this area.

ON ARRIVAL

Make your child's day very happy - have a positive attitude, your child will be aware of any uncertainties or doubts you may be feeling. Stay and participate with your child till they are settled or you feel comfortable about leaving them with an educator.

Do not "**SLIP AWAY**", your child will learn to distrust both you and the centre.

Tell her/him you are leaving, but will be returning.

Families you are very welcome to contact the service throughout the day.

All children must be signed in on arrival.

ON DEPARTURE

Ensure you say goodbye to Educators, this enables us, to both be aware of your child leaving the centre, and allows us to happily farewell you and your child.

NO CHILD WILL BE ALLOWED TO LEAVE THE SERVICE WITH ANYONE OTHER THAN FAMILIES OR AUTHORISED PERSONS LISTED ON THE ENROLMENT FORM.

IT IS IMPORTANT FOR EDUCATORS TO HAVE MET THE "AUTHORISED PERSON", TO ALLOW THEM TO BE RECOGNISED OR A SUITABLE PHOTO I.D. WILL BE NECESSARY.

THE AUTHORISED PERSON MUST BE A RESPONSIBLE ADULT, MINIMUM - 16 YEARS OLD.

Please sign out your child in the attendance record.

WHO OWNS KINDY KORNER

Louisa Beaver is the owner and Approved Provider of Kindy Korner Children Services



Qualifications:

- Certificate III in Children Services
- Diploma of Children Services
- Bachelor of Education (Early Childhood)
- Certificate IV in Workplace Training and Assessing
- Diploma of Management
- Certificate IV in Frontline Management
- Senior First Aid
- Asthma and Anaphylaxis management
- Child Protection training

Educating Since: 1996

Her personal philosophy:

"Every child is gifted, they just unwrap their packages at different times "

Should you have any queries and or complaints please speak with an educator, if you feel more comfortable or you're are not satisfied, please discuss any issues with Louisa