



Blooming Kids Early Learning & Long Day Care Centre

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"PLANTING THE SEEDS FOR FUTURE GROWTH"

This handbook is designed as a guide for families about the operation of our service. Please read it carefully and keep it in a safe place so you can refer to it whenever necessary.

Parent Handbook

Welcome

Blooming Kids Early Learning & Long Day Care Centre is governed by the Australian Children's Education & Care Quality Authority and provides extended hours care for 59 children between 0 to 12 years daily.

The Service is privately owned and licensed by the Department of Education and Care. Federal funding via Child Care Subsidy is available to all families attending the service.

Management and Educators support the inclusion of all children regardless of culture, religion or disability.

This inclusion means all children are part of and participate in their environment, it means not just **being** there, it means being with, **learning** with, **playing** with, **communicating** with and **socialising** with **their peers**, which will develop their skills to **become** confident and involved learners in an environment where they **belong**.

Hours of Operation

Monday to Friday 6.30am - 6.30pm

We operate 52 weeks a year. The Service is closed on Weekends and Public Holiday

Enrolment of Children

Please complete the enrolment form if you wish to enrol your child at our service. We will also need to sight your child's birth certificate and have a copy of immunisation record upon enrolment.

If no place is available for your requested days, your child will be placed on a waiting list.

Interview

Pre-admission tours are conducted before your child/ren commence at the service. This enables you and your child/ren to view the service, meet the staff, familiarise yourself with the new environment, fill out the general information and developmental background forms.

Priority of Access

1. A child at risk of serious abuse or neglect.
2. A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the Family Assistance Act.
3. Any other child

Information Changes

Once enrolled it is vital that you keep us informed of any changes in:

- phone numbers, place of employment, emergency contacts, study details, persons authorised to collect your child, custody or access arrangements (legal documents **MUST** be sighted by the Director)

Fees

* Fees are set by Service Management and are subject to alteration from time to time (advanced written notice will be given).

Upon enrolment a **bond of \$200 is required per child, no more than \$500 per family** as well as one week's fee must be paid in advance. Thereafter one week's fee will be payable on the first day of each week. Two week's notice is required in a formal written letter when your child is withdrawn from the Service (or two week's fee in lieu will apply); this must be given by Friday, as per government system, we cannot end an enrolment mid-week. A **\$10 administration fee will be charged for each week your account is not up to date**. There will also be a fee applied for families who collect children late (after 6.30pm)

Fees also apply for public holidays and all other days your child is enrolled but does not attend, including sick days and holidays.

Our fees include morning tea, afternoon tea, a nutritious lunch, all fruits, drinks and snacks as well as breakfast before 7:30am. Formula milk must be provided by families.

Monday to Friday

Daily: \$110.00

Weekly: \$545.00

Payment can be made by either **cash, cheque, or internet banking**. BSB and account number can be found on the front page of your statement. Receipts are emailed or printed on request.

Child Care Subsidy

Child Care Subsidy (CCS) is a payment made to families to assist with the cost of childcare. All families using our service are eligible for CCS. Families must register with the MYGOV to be eligible for CCS. (Ph. 13 6150).

CCS for approved care can be received as:

- reduced fees through an approved childcare service; or
- A lump sum payment direct to the families at the end of the financial year.

Program

All programs reflect our Service's philosophy. The daily program is carefully planned so that all children can feel secure and safe as they participate in a wide range of living and learning experiences. These include both structured and non-structured activities / children's choices that are developmentally appropriate for each group.

Family groups and familiar home based games occur before 8.30am and after 4.30pm as we aim to emulate home life as much as possible.

Extensive individual developmental portfolios are maintained for each child and are available for the child's parents to view on request. We add all individual photos and observations to a USB in June and December for you to take home, view and then return ready to be updated again. We ask for a \$5 deposit for the USB.

Nutrition

Meals are served in a separate dining area in order to provide the children with a positive eating environment where they will develop positive eating habits, acceptable behaviour/manners and enjoy eating nutritious meals.

The Service provides children with at least 50% of their recommended daily dietary intake. A qualified Cook with knowledge of health and safety procedures (ie. preparation, handling, storage and serving of foods) is contracted by the Service to provide all meals.

Children on special diets will be catered for – a letter from a Doctor and/or Dietician stating known allergies/special diets must be forwarded to the Approved Provider.

Arrival and Departure

As a matter of safety children must be brought to the Service by an adult and collected from the Service by an authorised adult. The adult must sign the child 'in' or 'out' and notify the staff that the child has arrived or is departing. Also, you need to sign when your child has been absent from the service. The 'sign in/out' tablet is located on the front desk.

This is classified as a legal document, therefore needs to be done each day. In case of absences or missed sign in/out, you will need to confirm this on the tablet.

Children may only be taken from the Service by those people nominated on their enrolment form or by prior arrangement in writing between yourself and Management.

PLEASE KEEP YOUR LIST OF PEOPLE AUTHORISED TO COLLECT YOUR CHILD UP TO DATE.

Settling In

Establishing a good relationship with Service Educators – especially your child's primary caregivers- is essential to 'settling in'. Discuss everyday things your child does/does not like, his/her behaviour and sleeping patterns and your child's day at the Service. We encourage parents to stay and watch their child at play and if possible begin by leaving your child for short days. Often a child's way of protesting leaves you emotional and concerned. In most instances your child settles quickly after you leave. We encourage parents to ring during the day to check on their child's well-being and put their mind at ease.

Rest Time

Rest time is an essential part of the daily program and allows children a quiet time to recoup after a busy morning. Children who do not sleep will be encouraged to rest quietly for a short time and then allowed to do quiet activities such as reading books and completing puzzles.

Babies and younger children's sleep requirements are approached with flexibility and catered to on an individual basis.

What to Bring

All children require a named bag that their clothing and belongings can be kept in, and a drink bottle with water only

PLEASE HAVE YOUR CHILD'S NAME MARKED CLEARLY ON ALL BELONGINGS.

Babies require : Two sets of named clothes
: Bottles / formula (labelled with name and date of preparation) for the time in care
: Security items for sleeping eg. teddy, dummy etc
: Cloth nappies – at least 6 per day
: Hat (wide brim is best)

Toddlers require : Change of clothes (clearly labeled)
: Security item if necessary
: Nappies – at least 6 per day
: Sheet/blanket for rest time (Laundry fee applies if not supplied)
: Hat (wide brim is best)
: Underwear when starting to toilet training

Kindy require : Change of Clothes
: Nappies – at least 6 per day (if not toilet trained)
: Underpants / sleep nappy (if toilet trained / training)
: Sheet/blanket for rest time (Laundry fee applies if not supplied)
: Hat (wide brim is best)

Pre-School require : Change of clothes
: Sheet/blanket for rest time (Laundry fee applies if not supplied)
: Hat (wide brim is best)

Cloth Nappies

We provide cloth nappies for our Nursery group of children at a fee of \$1 per day. If you would like to provide cloth nappies for your child you are more than welcome. We ask that you provide a wet bag for them to go home in. We have wet bags available to purchase at the office for a small fee.

Laundry Fee/Nappy Fee

A laundry fee of \$2 per item applies to families that consistently forget to bring sheets or hats (see our fee payment policy)

A nappy fee of \$1 per nappy applies if nappies are not supplied (see our fee payment policy)

Health / Immunisation

When you enrol your child we will ask for information about your child's well-being eg. asthma, allergies. This information will be confidential. During your child's stay we ask you keep this information up to date. It is important you tell us of any changes to your child's health.

All children attending the Service must have some form of immunisation and provide records of these. Each time your child has an immunisation update please bring in any relevant documentation so our records can be updated.

Government CCS will not be paid to parents who have not had their children immunised.

Medication

We are willing to administer medication once per day provided that:

- all medicine is in its original container with your child's name, the dose, when to administer and the prescribing Doctor's name on the container
- the medication has not exceeded the expiry date
- you have filled out the medication form accurately and it bears your signature
- Nappy change creams and bonjela also need to have a doctor's label

Please put the medication in the refrigerator – do not leave it in your child's bag.

Consent obtained at enrolment is required for staff to administer one dose of Panadol in cases of high fever. (see Medication Policy)

Sick Children

Our Centre is not equipped to care for sick children, however we will do everything we can for the comfort of a child who has suddenly become ill, until you arrive. Children will be excluded from the Service according to the exclusion list from "Staying Healthy In Childcare". It must be 24 hours from the last vomit and/or loose bowel motion.

We ask you not to bring your child to the Centre if they are sick.

Sun Protection

Your child must be wearing shirts/ dresses with sleeves at all times when attending care. They must also have an appropriate sun protective hat for outdoor play. Staff will apply sunscreen prior to any outdoor play.

Shoes

We ask that your child wears appropriate footwear to school, this being a closed in shoe.

Closed in sandals, joggers, crocs are acceptable however thongs are not.

Parent Involvement

We encourage families to become involved and be part of the Parent Committee to assist in policy modification and input into the programs. Committee meetings are held regularly and minutes of the meeting displayed on our notice board for those families whose busy lives prevent them from attending each meeting. Families are welcome at all times to visit and participate in the program thus making our program richer. If you have any special talents you are welcome to share these with the children. ie. musical instruments, sharing cultural heritage, art/craft skills, etc.

A newsletter will be sent home bi-monthly to keep families informed of current happenings within the Service.

Birthdays and Other Special Occasions

Children are welcome to celebrate these special occasions at the Service. You may wish to bring a cake to share and we will have a small party for your child.

Ensure that all cakes brought to the Service have a full list of ingredients stated so as children with allergies can be catered for. Commercially bought cakes are generally best suited for this situation.

Toys

Please leave your child's toys at home. We take no responsibility for loss or breakage. A security toy or soft toy for rest time is acceptable and may be left in the child's locker.

Photographs

During the year we will be taking photos of the children doing various activities and on special occasions. Please notify management if you **do not** wish your child's photo to be taken.

Notice Boards and Wall Pockets

Notice boards are placed at convenient locations throughout the Centre. Please take the time to look at and read the notices to keep up to date with what is happening – there is sure to be something of interest to you.

Each family has a wall pocket where notes and other important notices are placed. Please check them each day.

Service Educators

Our Service is staffed by Early Childhood professionals with a variety of qualifications and experience. Photographs of all educators are located in the foyer.

Communication Channels

Home/school partnerships are important to provide you and your child with quality education and care. Communication is a key aspect to ensure that there is an efficient link between home and school. At Blooming Kids we provide numerous opportunities to enhance communication between families and the Service. Your child will be placed in a group with two main educators with whom you should develop a good relationship. We have bi-monthly newsletters, various information boards, wall pockets and we have a Facebook page that will give you regular updates on happenings within our service.

Quality Improvement Plan/ Assessment and Rating:

As part of the National Quality Framework, all services must prepare a Quality Improvement Plan (QIP). This is a way of assessing practice, recognising strengths and identifying areas that can be improved. All staff are involved in a self assessment process to determine where quality improvements can be made, with the next step being the development of a plan to implement these improvements effectively.

Our QIP is kept at the service and is available to you upon request. Please note that any surveys we send out to you may be a way of gaining information from our families that we are able to use for our QIP, so we thank you for any feedback you can provide.

Governance Structure / Responsibility Tree

Management:

Fiona Turner
Owner/ Manager
Approved Provider

Nominated Supervisor:

Tanya Rigney, Amy Poole

Educational Leader and QIP Supervisor:

Tanya Rigney, Amy Poole

Responsible Persons:

Brooke Mooney, Mackinley Taylor, Zoe Gaddes, Hannah Trotter.