



PARENT HANDBOOK

Quality Area 6: Collaborative Partnership with Families

Welcome | Our Parent Handbook explains imperative information you will need to be responsive of whilst your child is in attendance at our service.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the service operates.

We have an open door policy. You and your family are welcome to visit our service at any time.



WELCOME

Welcome to Spotted Frog Kindergarten. We look forward to building a wonderful partnership with your family. We cater for children aged 2 years to 6 years.

We are a privately owned and operated family business dedicated to providing a caring and nurturing environment for your child. Our handbook contains a variety of information about our service and its operations.

We pride ourselves on providing quality care and education and delivering a service in our local community that supports all families. Our centre is licensed by the Department of Education and Communities as a 50 place centre.

Our centre is accredited by ACECQA, and is registered for childcare subsidy. We are governed by National Law and National Regulations and our learning programs are supported by *The Early Years Learning Framework -EYLF-*

Spotted Frog Kindergarten acknowledges the traditional owners of Darkinjung land on which we live, work and play.

We pay respect to elders past, present, and emerging.



Spotted Frog Kindergarten is committed to being a child safe organisation. We put children's safety and wellbeing at the centre of our practices. Child safety is a shared responsibility across the organisation. All staff at Spotted Frog Kindergarten contribute to maintaining our child safe culture and ensuring the safety and wellbeing of the children in our service and programs.

Fiona Parsons

Owner/Director

Our Philosophy

At Spotted Frog Kindergarten, we believe it is impossible to separate children's play, learning and development. We believe each child brings with them deep curiosity and potential and this curiosity drives their interest to understand their world and place within it. Our Play and Stem based curriculums provide children with inspiration for a lifelong love of learning and our programs encourage children to be capable and confident in making sense of their world, building relationships, learning conflict resolution, and regulating behaviours.

Our Centre believes rich engagements and observation is pivotal to understanding how children think and learn and these observations allow educators to continually provide stimulating environments to allow learning to be dynamic, complex, and holistic. We believe daily collaboration with families through different platforms ensures the best outcomes for children.

At Spotted Frog Kindergarten, we believe relationships with children and families are crucial to ensuring that our centre program reflects children and family interests as well the needs and expectations of society and the culture and community in which our centre is placed.

At Spotted Frog Kindergarten we place an emphasis on respect for the environment and aim to provide safe, natural and uncluttered settings where both educators and children have agency to lead learning and be active participants in matters affecting them. We encourage children to show respect for the natural environment and have a commitment to being sustainable and modelling sustainable practices with children and families as we believe natural environments provide children with endless opportunities to explore, investigate and grow.

Educators understand, respect and value that children are individuals who grow and develop at various stages therefore have a commitment to supporting each child's developmental abilities and when needed educators work together with specialists and families to support all childrens needs.

Aboriginal and Torres Strait Island culture is extremely valued at our service and we believe in guiding and educating children to show kindness and respect for diversity by learning from the land and building a connection to country while embedding the 8 ways of learning. At Spotted Frog Kindergarten we aim to increase childrens knowledge about Indigenous cultures as well as create inclusive, respectful, and nurturing environments for all diverse cultures.

The Early Childhood professionals at Spotted Frog Kindergarten are committed to always demonstrating best practice and engage in professional development to keep knowledge current, ensuring the best outcomes for themselves, the children in our care and our families.

It is our belief that when children, long term educators and families intertwine, it creates the unmistakable essence that is uniquely recognised as that of Spotted Frog Kindergarten



Service Information

Our Service caters for children aged 2 years to 6 years. We are open from 6.30am to 6pm Monday to Friday (50 weeks per year) and closed on NSW public holidays. Notice will be given via our online portal when these days occur.

We have 2 rooms:

2-4 year old room – **Sunshine Room**

4-6 year old room – **Rainbow Room**

Contact Information

Phone: 02 4392 3180

Email: info@spottedfrogkindergarten.com.au

Website: www.spottedfrogkindergarten.com.au

Service Providers: Spotted Frog Kindy Pty Ltd

Service Director/Owner: Fiona Parsons

Assistant Director: Maddy Harrison

Nominated Supervisor: Fiona Parsons

Educational Leader: Renae Lewin

Fees are direct debited fortnightly and there will be a form in your enrolment pack to fill in and return to the office to set this up.

Bonds and enrolment fees can be paid to:

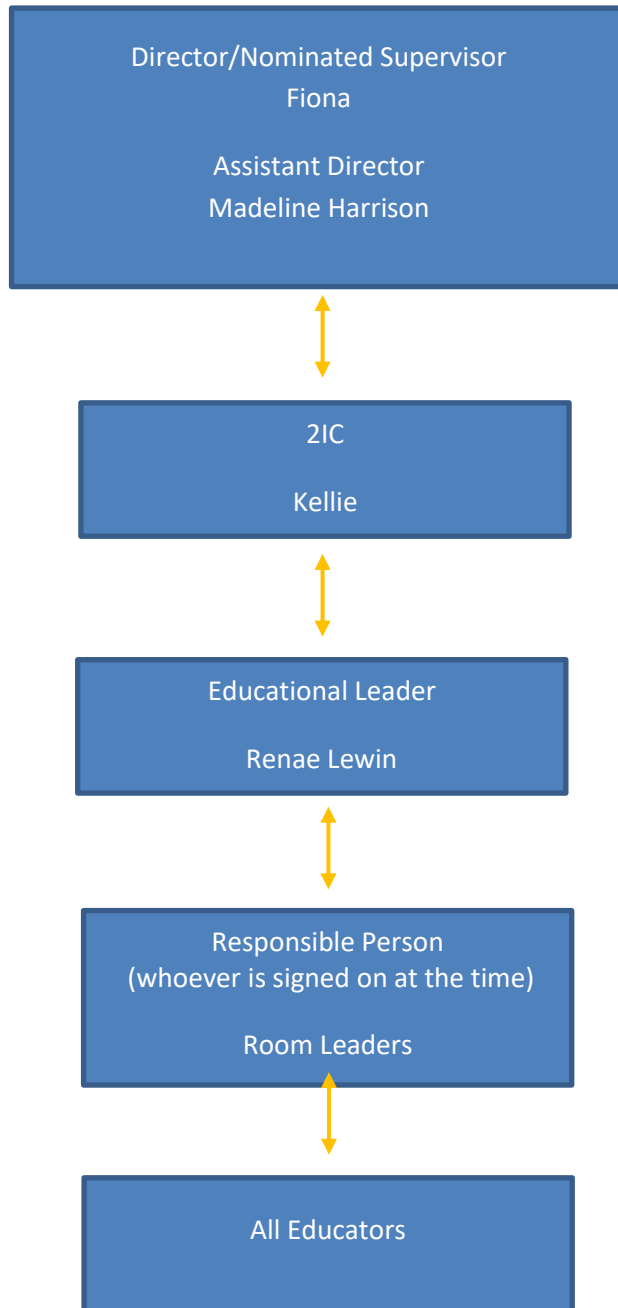
Name: Spotted Frog Kindy Pty Ltd

BSB: 062 612 ACC: 1022 9263

Please use your childs name as the reference.



Centre Governance



Child Care Subsidy (CCS)

Child Care Subsidy is a means-tested subsidy paid directly to the Service as a fee reduction.

There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

1. Combined Family Income
2. Activity Test for both parents
3. Service Type

Transitioning to Child Care Subsidy requires families to provide information and confirm current details by using your Centrelink online account through [myGov](#). Here you will be asked to provide your combined family income estimate for the financial year, hours of recognised activity including work, training, study and volunteering and the type of child care your family uses.

Families are required to complete the online Child Care Subsidy assessment via myGov website prior to starting at the service. This will determine your eligibility and level of Child Care Subsidy entitlement.

On enrolment we will need the CRN of the person linked with the child, as long with the child's CRN so we can confirm register attendance and ensure that you are receiving the appropriate subsidy.

Allowable Absences

You can be paid for any absence from approved care your child attends for up to 42 days per child per financial year. Additional absences beyond 42 days for certain reasons may be approved and paid. Please talk to us about the additional absences.

Public holidays will be counted as an absence if the child would normally have attended the Service on that week day, and fees have been charged for that day for the child. You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your [Centrelink online account](#). You can also do this using the [Express plus Families mobile app](#)



Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations). We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our service to identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement. Additional information about the NQF can be found at www.ACECQA.gov/nqf/about

Our Service is regulated by the new national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below:

NSW Early Childhood Education and Care Directorate

Department of Education and Communities www.det.nsw.edu.au 1800 619 113,
eeced@det.nsw.edu.au, Locked Bag 5107 PARRAMATTA NSW 2124

Make-up Days

We have a make-up day policy in place to support families and to help maintain a healthy care environment. All children are entitled to a make-up day if a public holiday has fallen on their usual enrolled day. All make up days last for the calendar year.

If you choose to accept a placement as a make-up and fail to arrive that day, it will use your allocated day as other families were not able to take advantage of this day.

Service Closing Time and Late Fees

Please be aware the centre closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after 6.00pm.



The fee is \$20 per child then \$2 per minute until your arrival and this will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the centre until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, then we will contact Department of Education and Communities and the Police to take responsibility of your child.

Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

To plan programs with you we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

Service Policies and Procedures

You will find a copy of our Service policies and procedures in the office. We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.



Enrolment Information

Prior to commencing at our Service, you will be required to complete all enrolment documentation and pay the bond and administration fee.

Please understand that it is essential we have up-to-date information in case of an emergency.

It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

It is essential that we have copies of your child's birth certificate and immunisation status.

We are also required to have certified copies of any court orders relating to the child.

Our Team of Educators

Our team at Spotted Frog Kindergarten are dedicated to the care and education of your children. Our educators hold a range of qualifications and come with a vast range of experience in the childcare industry. Our educators are committed to developing and supporting your child in all areas of their development.

Our team consists of our Centre Director, Assistant Director, Early Childhood Teachers, Educational Leader, Cook, Room Leaders, Room Educators and Centre Floaters. We value each and every one of them for their contribution and dedication to our centre.

You can find out more about our educators on our website

www.spottedfrogkindergarten.com.au

All our educators hold a current first aid qualification and refresher on CPR each year.

Our educators are carefully selected with their experience and qualification in the industry, and we pride ourselves on maintaining long standing employees in our service.



Goals for your child at our Service

“We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being.”

Maria Montessoris

Educators’ practices and the relationships they form with children and families have a significant effect on children’s involvement and success in learning. Children thrive when families and educators work together in partnership to support young children’s learning. Children’s early learning influences their life chances.

Wellbeing and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning. (Early Years Learning Framework p.9)

We will create a range of short and long-term goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework and include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; children’s first and most influential educators.



Educational Program

Our curriculum is child centred promoting literacy, numeracy, curiosity and a love of learning with a focus on Schema and stem based enquiry. Our planning cycle demonstrates the ongoing cycle of planning for children. Through observation, information about children and what they know is collected and this information guides educators to gain an understanding of what children are interested in and what they may be exploring, leading into further planning for children.

Educators in the Sunshine Room (2-3.5 years) are supportive and respectful of children's ques and questions and use lots of encouragement to assist children with self help skills, learning to share, and toileting. The program is Schema based allowing children to experiment with their developmental urges. Educators in our Rainbow Room (3.5 – 5 years) respond openly and positively to children through their play, modelling positive behaviours and challenging biases. The program is flexible to ensure it is child centred and changes are initiated by children and educators working together.

Educators acknowledge children's efforts and encourage children to step out of their comfort zone while offering support and provide inclusion for children with additional needs by working together with support agencies to provide children with additional support. The dignity and rights of every child are maintained and promoted by constantly providing opportunities for children to voice their feelings in both open group situation and private spaces when required.

Our curriculum vision supports our beliefs that engaging programs are a combination of childrens evolving ideas along with educators thoughts and deliberate and purposeful planning. Our program is indicative of a cohensive balance of Educators thoughts, Intentional teaching and the thoughts and interests of children.

Spotted Frog Kindergarten has participated in extensive yoga and mindfulness training. Knowledge gained from these programs has helped us to create a place of freedom, happiness, and flexibility. We strongly believe in the value of implementing daily yoga and



mindfulness sessions with children and the concept of teaching mindfulness is strongly embedded in our daily events.

We follow the Early Years Learning Framework as per our programming policy. This is Australia's first national Early Years Learning Framework for early childhood educators. The aim of this document is to extend and enrich children's learning from birth to Five years and through the transition to school.

We are committed to providing a developmental and educational program, which caters for each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement in order to gather a comprehensive and holistic view of the child.

We know that children learn effectively through play and Educators who are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment that challenges, supports and nurtures a child's development.

If we as Educators have any areas of concern, we will inform you and advise where help may be pursued, e.g. speech therapist. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.



Early Years Learning Framework

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.



Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

Portfolios

Every child will have a personal, confidential, digital portfolio comprising of:

- Child's Profile
- Goals from families and Educators
- Observations
- Objectives for further development
- Work samples
- Checklists

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the centres program. This makes the program reflect the value of individuality and is not used as a means of comparison between peers or stereotypes. You will be given your child's portfolio at the end of the school year or as they finish at the centre.

The portfolio will be used in parent/Educator meetings throughout the year and is always available for you to review at your convenience.

Parent Participation

The Service has an Open Door Policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding input to your child's program and observations, volunteering within the Service and sharing skills & experiences that the children and the program will benefit from.

Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We can arrange meetings with your child's Educator at a time that suits you throughout the year and offer email, Facebook, Newsletters, Day Book Journals and pride ourselves on strong verbal communication on a daily basis. We seek input from families on all aspects of the Service but in particular, your child's goals, observations and program.



If, for any reason you question or do not understand any aspect of the Service or your child's experience we have a Grievance Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available in the office. You are welcome to take a copy home and review at your leisure.

Family skills, interests and talents

We welcome and encourage the involvement of all parents/families at our Service. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

Special Events

Our Service organises special events throughout the year. The Yearly Agenda comes out in January each year so keep an eye out, and add these exciting events to your diary!

Suggestions

Parents are welcome to visit or call the Service at any time. If you have any suggestions or ideas on how we best can work together in the Service please let us know.

If you have any concerns, please see your child's educator or the Nominated Supervisor. We have a grievance procedure if you would like to formally raise any concerns

Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child's day.

We have many types of communication we use for families, which include:

- ✓ Newsletters
- ✓ Phone calls
- ✓ Emails



- ✓ Daily updates via OWNA
- ✓ Face to face
- ✓ Mid-year and End of year interviews (when requested)
- ✓ Formal meetings (when requested)

Court Orders

Parents must notify the Service if there are any Court Orders affecting residency of their children and a copy is required for the Service. *Without a Court Order we cannot stop a parent collecting a child.*

Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. The times must be noted.

No child will be allowed to leave our Service with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor.

Preparing your child for pre-school

Orientation is an important start for your child and family to connect to our Service. We encourage each child to attend the Service in the company of a family member two times before they start the day with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with Educators so that they can develop strategies with you to support the transition from home to the Service. You are welcome to take photos of your child in our environment to show and discuss at home. Some children like to take a book from our library to read at home and return on the next visit.



We suggest purchasing the following books you can read to your child prior to starting. 'Preschool Day Hooray' By Linda Leopold Strauss, 'Maisy goes to Preschool' by Lucy Cousins, 'What to expect at Preschool' by Heidi Murkoff and 'I love you all day long' by Francesca Rusackas.

Communication between home and the Service must be open and happen often to best support your child during this time. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and offer support through phone calls during the day, photos and open communication.

Saying Goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine so try to establish the care routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This will gain trust from the child, not only in you but in the Educator who is reassuring your child about their day and when you will return. Rest assured, we'll contact you if your child becomes distressed.

What to bring to the Service

- **BACKPACK** - For independence, we work towards all children being able to recognise and open their own bag. Let them be involved in selecting the bag and taking ownership of it. Please ensure it is large enough to hold all their belongings and is clearly labelled.
- **DRINK BOTTLE** (filled with water only)
- **SPARE CLOTHES**
- **REST TIME COMFORTERS** (DUMMY, MILK BOTTLE ETC)
- **TOP BLANKET/SHEET** (used during rest time in Sunshine Room 2-4yrs, bottom sheet is supplied by us)

Please note: Nappies, Wipes and Nappy Rash cream are supplied by
the centre



Health and Nutrition



Spotted Frog provides a healthy nutritious four week rotating menu that caters for all children including children with allergies and dietary requirements.

Our menu meets the daily nutrition requirements and also promotes and supports children’s cultural requirements. Our seasonal menu provides children with a wide variety of nutritious meals and is reviewed and updated regularly in consultation with centre staff, families, children and munch and move.

Kay our qualified centre cook is on site using fresh fruit and vegetables and meats from our local butcher. Kay has many years experience creating nutritionally balanced meals for children.

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Tea	Fresh Fruit and sultanas + Yoghurt Cones	Fresh Fruit and sultanas + Raisin Toast	Fresh Fruit and sultanas + Weet Bix Cornflakes	Fresh Fruit and sultanas + Hummus Dip with Toasted Lebanese bread	Fresh Fruit and Sultanas + Rice Cakes and Crème Cheese
Lunch	Vegetarian Chickpea Noodles with a side of buttered bread Dental Hygiene: Apple Slices	Beef Burritos with lettuce, tomato, guacamole, and cheese Dental Hygiene: Apple Slices	Chicken and Cauliflower Pasta Bake Dental Hygiene: Apple Slices	Massaman Beef Curry and Rice Dental Hygiene: Apple Slices	Beef and Vegetable Subs Dental Hygiene: Apple Slices
Afternoon Tea	Mixed Wholemeal Sandwiches & Veggie Sticks	Weetbix Slice & Veggie Sticks	Banana and Cinnamon Muffins & Veggie Sticks	Sultana Scones & Veggie Sticks	Cheese and Biscuits & Veggie Sticks

- Milk served at Morning Tea and lunch and water offered at every meal + all throughout the day
- Late afternoon snack served at 5.30pm (Arrowroots and Milo)



WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Tea	Fresh Fruit and sultanas + Homemade French Onion dip and Crackers	Fresh Fruit and sultanas + Yoghurt Cones	Fresh Fruit and sultanas + Rice cakes with vegemite/cheese	Fresh Fruit and sultanas + Weet-Bix and Cornflakes	Fresh Fruit and Sultanas + Raisin Toast
Lunch	Crumbed fish and salad wraps Dental Hygiene: Apple Slices	Vegetable and Beef Chow Mein with Noodles Dental Hygiene: Apple Slices	Home Made Beef Cottage Pies with Seasonal Vegetables and mash potato. Dental Hygiene: Apple Slices	Thai Chicken Curry Dental Hygiene: Apple Slices	Beef Stroganoff and Wholemeal Pasta Dental Hygiene: Apple Slices
Afternoon Tea	Cheese and Biscuits Veggie Sticks	Wholemeal Vegemite and Cheese scrolls Veggie Sticks	Wholemeal Apple Muffins Veggie Sticks	Wholemeal Carrot and Banana Muffins Veggie Sticks	Cornflake Slice Veggie Sticks

- Milk served at Morning Tea and lunch and water offered at every meal + all throughout the day
- Late afternoon snack served at 5.30pm (Arrowroots and Milo)



WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Tea	Fresh Fruit and Sultanas + Cereals WeetBix/Cornflakes	Fresh Fruit and sultanas + Rice Cake with vegemite/crème cheese spread	Fresh Fruit and sultanas + Yogurt Cones	Fresh Fruit and sultanas + Toasted Lebanese Bread with hummus dip	Fresh Fruit and Sultanas + Raisin Toast
Lunch	Chicken Chipolatas and corn salad and cheese served with wholemeal bread Dental Hygiene: Apple Slices	Beef and Vegetable Lasagna and Garlic Bread Dental Hygiene: Apple Slices	Beef and Vegetable Sausage Rolls Dental Hygiene: Apple Slices	Mexican Mince with kidney beans, tomato, avocado, sour cream and cheese with wholemeal pasta Dental Hygiene: Apple Slices	Tuna Pasta Bake with seasonal Vegetables Dental Hygiene: Apple Slices
Afternoon Tea	Weet-Bix Slice Veggie Sticks	Cheese and Biscuits Veggie Sticks	Cheese and Vegemite Wraps Veggie Sticks	Wholemeal Mixed Berry Muffins Veggie Sticks	Vegemite and Cheese Scrolls Veggie Sticks

- Milk served at Morning Tea and lunch and water offered at every meal + all throughout the day
- Late afternoon snack served at 5.30pm (Arrowroots and Milo)



WEEK 4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Tea	Fresh Fruit and Sultanas + Rice Cakes with vegemite/crème cheese	Fresh Fruit and sultanas + Wholemeal Toast with Crème Cheese spread	Fresh Fruit and sultanas + Weetbix/Cornflakes	Fresh Fruit and sultanas + Cheese, Crackers and Veggie Sticks	Fresh Fruit and Sultanas + Yogurt Cones
Lunch	Spaghetti Bolognese with Garlic Bread Dental Hygiene: Apple Slices	Beef San Choy Bao Dental Hygiene: Apple Slices	Tomato Vegetarian Pasta Dental Hygiene: Apple Slices	Marinated Chicken and Savoury Rice Dental Hygiene: Apple Slices	Beef, Ham and mixed salad wraps Dental Hygiene: Apple Slices
Afternoon Tea	Wholemeal Cheese and Vegemite Scrolls & Veggie Sticks	Carrot and Apple Wholemeal Muffins & Veggie Sticks	Mixed Wholemeal Sandwiches & Veggie Sticks	Wholemeal Banana and Cinnamon Muffins & Veggie Sticks	Wholemeal Mixed Berry Muffins & Veggie Sticks

- Milk served at Morning Tea and lunch and water offered at every meal + all throughout the day
- Late afternoon snack served at 5.30pm (Arrowroots and Milo)



Breastfeeding

This Service supports breastfeeding. Families that are breastfeeding should speak to the Nominated Supervisor or Responsible Person to be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult our Nominated Supervisor or Responsible Person to be aware on how we need the formula prepared and stored.

Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable, and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes also, need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her.

Unsuitable shoes are thongs and gumboots and we prefer that these be NOT worn to the Service. Lace up joggers or sandals are appropriate. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no mid-drift tops) and hats that are broad brimmed are essential for effective sun safety.

Toys

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

Behaviour Guidance

Educators follow a Behaviour Management Policy that extends across the whole Service giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy please ask Educators and refer to the Policy manual.



Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles,
- Improve strength and balance
- Develop Flexibility and coordination
- Develop Fundamental Movement Skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development

Sustainability

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure and teaching.

In order to empower our sustainability program we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in a recycling program, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible.

Rest and Sleep

Rest and sleep routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide beds (Sunshine Room only) and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with Educators.

Birthdays

It is very exciting for a child to be having a birthday. If a cake is required for a child's birthday it is recommended that an ice cream cake or cupcakes be provided as this reduces the major allergy risks associated with most other cakes. Families are required to discuss cake options with educators prior to the celebration..

Family Photo

We have in all rooms a Family Wall. This is a strong and valuable tool in our environment for your child to connect to, feel that they and their family are valued and that their family is as much a part of the Service, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our wall.

Sun Safety

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 50+), which is reapplied according to the manufacturers recommendations.

We ask that children come to the Service with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application.

A sun protective hat must be worn every day when playing outside for protection against the sun. A green broad brim hat will be provided upon enrolment.

Please make sure to include it in your child's bag every day regardless of the weather conditions.



When should I not send my child to the Service?

Our Service is a busy and demanding day for the bodies and minds of our children, we are not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst in our care.

To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature (38 degrees or above)
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to the service if they display any of the above symptoms. If a child becomes ill whilst at the Service the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend the Service if they have had Panadol or Nurofen within 24 hours for a temperature. It is extremely important that staff members are aware if a child has had either medication so we do not re-administer and potentially overdose.

The other consideration is that medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with the Service as to whether you will need a medical certificate before your child returns.



Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.
SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.

If your child is unimmunised according to our records, then they will be excluded until the threat has passed.

Immunisation

From 1 January 2018, children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in child care. The Public Health Act 2010 prevents NSW child care centres from enrolling children unless approved documentation is provided that indicates that the child:

- Is fully immunised for their age
- Has a medical reason not be vaccinated
- Is on a recognised catch up schedule

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

Families eligible to receive Child Care Subsidy (CCS) and have children less than 20 years of age, who may not meet the new immunisation requirements, will be notified by Centrelink.

Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless a doctor provides the Service with written authorisation.

Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.

On arrival at the Service families must give medication to Educators for safe storage and complete a medication authorisation form via the online portal OWNA. Under no circumstances should medication be left in children's bags.



Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. The Service has a procedure the staff follow to minimise allergic reactions.

The Service requires an Action Plan filled in by your Doctor to assist in managing your child's needs. The Action Plan is to be updated every 12 months.

Accidents

The Nominated Supervisor will contact parents immediately if a child is involved in a serious accident at the Service. As a matter of extreme importance parents must ensure that the Service has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator, the Nominated Supervisor and by the parent.

Emergency Drills

Throughout the year the Service will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Educators will be trained in using the fire extinguishers that are in the Service. An emergency evacuation plan will be displayed in every room at the sliding entrance door and via the rear exit doors in each room.

Children's Safety

- Never leave children unattended in cars while collecting children from the Service.
- Always hold children's hands when arriving and leaving the Service.
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen and laundry areas.

Workplace Health and Safety

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Nominated Supervisor immediately.

Educator Ratio and Qualifications

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators will hold First Aid qualifications and have current Working with Children Checks.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

Local School Contact Details

Gorokan Primary School

Address: 23 Dudley Street, Gorokan

Phone: 02 4392 4200

Email: Gorokan-p.school@det.nsw.edu.au

MacKillop Catholic College

Address: 91 Sparks Road, Warnervale

Phone: 02 4392 9399

Email: smccw@dbb.catholic.edu.au

Kanwal Primary School

Address: Craigie Avenue, Kanwal

Phone: 02 4392 3477

Email: Kanwal-p.school@det.nsw.edu.au

Lakes Grammar

Address: Cnr Sparks Road & Albert Warner Drive

Phone: 02 4393 4111

Email: admin@lakes.nsw.edu.au

St Marys Catholic Primary School

Address: 258 Main Road, Noraville

Phone: 02 4396 5100

Email: smt@dbb.catholic.edu.au

For more information visit

www.myschool.edu.au

www.education.nsw.gov.au



Support Services

Uniting Burnside Brighter futures Central Coast Parent Support

15 Watt Street, Gosford

1800 864 846

Email: ask@uniting.org

Website: www.uniting.org

Kids point Mingara

Paediatrician, Occupational Therapy, Phycologist/Parent Support, Speech Therapy. Dietitian

3/14 Mingara Drive Tumbi Umbi

Phone: 02 4335 4000

Email: admin@kidspointmingara.com.au

Website: www.kidspointmingara.com.au

Early Childhood Community Centres

Lakehaven

Stratford Avenue, Lakehaven

Phone: (02) 4393 7777

Wyong

Kanwal, Block D, Wyong Hospital

Phone: (02) 4394 8229



Other Useful sites

General Childhood Illness

<http://www.cclhd.health.nsw.gov.au/services/children-services/child-and-family-health/counselling-facets/>

<http://www.schn.health.nsw.gov.au/fact-sheets>

<https://www.healthykids.nsw.gov.au/home/fact-sheets.aspx>

<https://www.rch.org.au/kidsinfo/>

Helplines:

<https://kidshelpline.com.au/>

Infections:

<http://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx>

Parenting:

<http://raisingchildren.net.au/>

<http://www.cclhd.health.nsw.gov.au/services/children-services/child-and-family-health/counselling-facets/>

<http://ccfss.org.au/>

Immunisations:

<http://www.immunisation.health.nsw.gov.au/#why>

<https://beta.health.gov.au/topics/immunisation>

<https://beta.health.gov.au/resources/publications/how-are-vaccines-shown-to-be-safe>

Asthma:

<http://asthmakids.org.au/> (games for kids about asthma)

<https://www.asthmaaustralia.org.au/nsw/education-and-training/i-have-asthma-or-my-child-does><https://www.nationalasthma.org.au/> (useful videos on inhaler use)



Allergies/Anaphylaxis/Eczema:

<https://www.allergy.org.au/patients/information> (anaphylaxis plans,& e-learning, eczema plans: a great resource)

Sleep:

<https://www.sleephealthfoundation.org.au/public-information/fact-sheets-a-z.html>

<https://www.sleephealthfoundation.org.au/public-information/childrens/sleep-story-book-apps.html>

NDIS:

<http://www.everyaustraliancounts.com.au/>

<http://ndis.nsw.gov.au/>

<https://www.ndis.gov.au/people-disability/access-requirements.html>

<https://www.ndis.gov.au/ecei.html>

<http://www.lifestart.org.au/news/lifestart-news/394-early-childhood-early-intervention-ecei-announcement>