

Jellybabies Childcare Centre – Sunshine Beach Kindergarten



Service Information

Our Service caters for children aged 15 months to 5 years. We are open from 6:30am to 6.30pm Monday to Friday, (51 weeks of the year) and closed on QLD public holidays. Notice will be given in our Newsletters when these days occur. We have 4 classrooms, a Toddlers Room, A Pre-Kindy Room, a Kindergarten Room and a School Aged Care Room. We aim to nurture siblings spending time together and have allocated times for this along with other segments of the day where children will be separated to allow for more age appropriate experiences and supporting friendships, which will see them through to Big School.

Fees

Our fees range from \$98.00 before Child care subsidy has been applied. This amount can differ if your child comes 4 or more days per week. Please call us with your CCS percentage and number of eligible hours and we can work out your exact fee. If you don't have a CCS percentage please call the Family Assistance Office (FAO) on 136150. On enrolment we will need your CRN for yourself and your child so we can register attendance and ensure that you are receiving the maximum entitlement.

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 8 make up days per calendar year. To register for a make-up, you must inform the Service that your child will be absent no later than 7am on the effected day. This allows the Service to contact other families on the make-up list that there is availability that day. If you fail to ring by 7am and your child is absent, no make-up day will be earned for your child. There is a make-up day fee of \$3.00 that is charged to your account. 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. This policy is to help minimise illness in the Service. If your child is sent home sick from the Service, no make-up day is allocated.

Service Closing Time and Late Fees

Please be aware the Program closes at 6:30pm. A late fee is incurred for children collected after 6.30pm. The fee is \$15 per child for every 15 minutes or part thereof and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the program 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.

Our Team of Educators



Jenny Brooks

Educational Leader



Julz Dallinger

Nominated Supervisor



Sofina Fowler

Megan - Kindy

Kindy Teacher



Bec – Pre Kindy

Room Leader



Cassie - Toddlers

Room Leader

Emma - OSHC

Room Leader



Zoe – Trainee Assistant

Assistant Educator

Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times. In order 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

Staff members are expected to follow the Service's policies and procedures and to ensure that all stakeholders act in accordance with them. Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and unusual circumstances. We hope that you will feel comfortable enough with staff and management to approach us with comments and questions about our service, including complaints. Your involvement helps us to improve our service and may lead us to change our policies and procedures. Copies of all policies are available in each classroom or from the office.

Enrolment Information

It is essential that we have up-to-date information in case of an emergency. It is important that you notify the office staff and your child's Educator of any changes to enrolment information including:

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

Ask the educator at any time if you would like to check any details on the enrolment form. It is essential that we have copies of your child's birth certificate and immunization status. We are also required to have certified copies of any court orders relating to the child.

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 Montessori

The aim of each Educator in our Service is not to fill the child with facts and provide basic, one dimensional activities but rather to act as a vehicle providing access to materials and information that scaffolds on their ideas and create experiences that cultivate their own natural desire to learn, to give them lifelong tools to question, seek and succeed.

Along with you, we will create a list of goals for your child that we will *program to* and *observe on*. The outcomes will be *reflected on, extended and recorded*, all in consultation with you. The broader goals we have for each child are 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 the Service and home 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*.

Programming

Through our curriculum, The Early Years Learning Framework, we have a focus of Belonging, which is integral to a child's sense of self. It acknowledges belonging to a family, community and culture. It is the foundation of relationships and acceptance. Along with Belonging we have Being. Being is allowing the children to be in the present - to concentrate on the here and now. It's allowing them time to investigate, attach to people, environments and experiences. They are able to meet challenges with confidence that they have the time and support to work through and overcome any obstacles in their own time. Being sees the Educators develop and support an environment that is child focused, *not for the convenience of routine or the Educators*. Lastly, we have Becoming. Becoming acknowledges change and there is no time in one's life that has more rapid change than in the years of early childhood. Becoming recognises the skills that are necessary to thrive through change and how experiences and circumstances create skills, expectations, understandings and relationships. It allows flexibility for a child to learn and grow. On this foundation we observe each child for outcomes that we can support in the program. The 5 outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing

- Children are confident and involved learners
- Children are effective communicators.

Each day your child is observed with relevant information documented. Along with the goals that are developed for each individual child, the observation is reflected on and followed up with extended experiences to support the child in expanding their knowledge, concepts and skills related to their interest. Families are given the opportunity to also reflect on the observations and add their input which Educators will then incorporate into the program.

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

Portfolios

Every child will have a personal, confidential portfolio comprising of;

- Child profile sheet
- Goals from families and Educators
- Observations
- Objectives for further development
- Work samples
- Checklists
- Other relevant data

This portfolio is to be maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. The centre currently uses Storypark web based program to store and share this information with families on a daily basis. Upon enrolment you will be given access to this system.

How can you be involved?

The Service has an *Open Door Policy* and actively seeks and encourages families to be as involved in the Service as they wish. 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.

You can be involved in the Service's Family Committee. 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, SMS, 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 and parent library. You are welcome to take a copy home and review at your leisure.

How to prepare your child for our environment

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 three (3) 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 their assigned Educator 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.

'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 are some great books to read to your child leading up to their first day.

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 preschool day 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 gains 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 that we will ring you if your child is distressed.

What to bring to the Service

Bag or 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.

Morning Tea and Lunch

All food needed throughout the day will be supplied by the centre. Fresh fruit and vegetables will be provided for morning tea and a weekly menu will be on display to inform families of our lunch and afternoon tea foods for each week.

Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable, 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 are 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.

Spare clothes: Every now and then accidents occur and it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag...just in case!

Sunhat: A sun protective hat must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

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.

Birthdays

Birthday celebrations: It is very exciting for a child to be having a birthday. The most appropriate way to celebrate it at the Service is to bring a cake. A simple butter/chocolate cake is enough or small patty cakes. Just remember the cake has to be shared among all the children.

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 Smart

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 15+), 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.

When should I not send my child to the Service?

Preschool is a busy and demanding day for the bodies and minds of our children. Our Service is 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
- 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, that child will be kept away from other children and given the opportunity to rest or play with a quiet washable activity whilst remaining within adult supervision.

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 Neurofen within 24 hours. 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.

A Doctors certificate may be required prior to returning to the Service. If your child has been away due to illness, please check with the Service as to whether or not you will need a certificate before your child returns.

Please remember that Make-up Days are only applicable when the Service has been informed of the child being away by 7am on the day - not if they are sent home during the day.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re: 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 know if something is going around and avoid an epidemic. (Confidentiality maintained of course).

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.

NHMRC Recommended Immunisation Schedule (0-5yrs) from January 1, 2006

Age	Disease
Birth	Hepatitis B
2 months	Diphtheria, tetanus & pertussis; Polio; Hib; Hepatitis B, Pneumococcal
4 months	Diphtheria, tetanus & pertussis; Polio; Hib; Hepatitis B, Pneumococcal
6 months	Diphtheria, tetanus & pertussis; Polio; Hepatitis B, Pneumococcal
12 months	Measles, mumps & rubella; Hib; Meningococcal c
18 months	Chickenpox (Varicella)
Prior to school entry 4-5 years	Diphtheria, tetanus & pertussis; Poliomyelitis, MMR

Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless the service is provided with written authorisation by a doctor. Medication can only be administered to a child by Educators from its original packaging. (Complete with pharmacy instruction sticker).

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

Allergies or Asthma

Please submit any allergies or asthma on the Enrolment Form and also bring it to the notice of our Director on enrolment or as it is diagnosed by your 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 6 months.

Welcome to our centre and we look forward to working with you and your family.

The Jellybabies Team