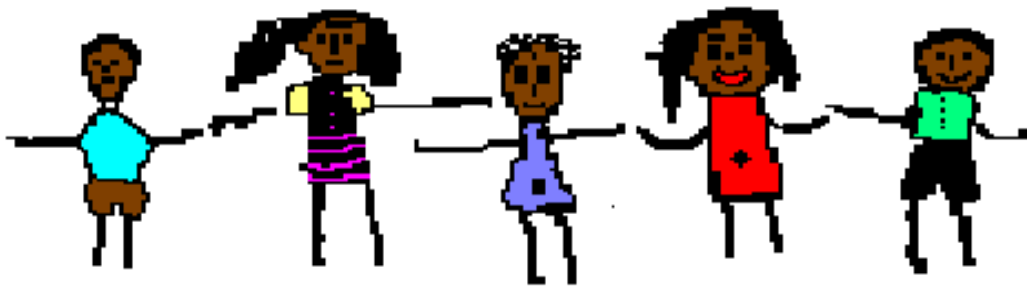
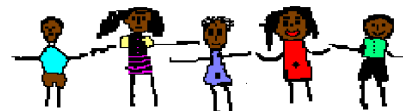


Family Information Book



Port Lincoln Children's
Centre



Philosophy Statement

Port Lincoln Children's Centre supports Aboriginal culture, lifestyles and child rearing practices by valuing parents and extended families and acknowledging and respecting the cultural heritage that children, families and staff bring to the centre.

We believe:

- Every child has the right to secure, trusting, nurturing relationships. (*article 1,2,3,19*)
- In respect for the children, families, each other and the environment. (*article 29*)
- Families are important, they are the main educators and caregivers. (*article 5,28*)
- In equality, fairness and diversity. (*article 19,23,30*)
- In being responsive to children, community, staff and parent voice. (*article 12,13,17*)
- That children have the right to positive play and rest throughout the day. (*article 31*)
- All children capable and competent learners. (*article 28,29*)
- In play based learning. (*article 13,28,29*)
- In the importance of staff developing and maintaining trusting relationships with children, families and each other. (*article 3, 4,28*)
- Healthy eating is essential for physical and mental development. (*article 24*)
- Every child has the right to be safe. (*article 190*)
- Every child has the right to challenge their capabilities. (*article 29*)

Therefore we will:

- Follow the requirements of the National Quality Framework and the principles and practices of the Early Years Learning Framework.
- Value and respect children, families, each other community and the environment.
- Develop partnerships with families by listening and supporting them in their role of nurturing children.
- Be inclusive and respectful.
- Listen and respond to children, parent, staff and community voice.
- Provide a diverse environment that includes areas for both quiet and active play that promotes individual knowledge, strengths and interest.
- Make ourselves available to build and maintain close relationships with children, families, community and each other.
- Encourage, promote and provide healthy food choices.
- Model appropriate interactions and practices with children, staff and wider community.
- Encourage and support children to explore and learn through experiences.
- Create an environment that is safe but allows children to challenge themselves.

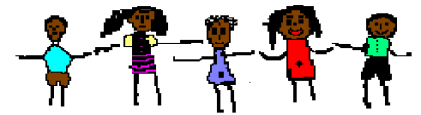
Reference: The Child Friendly UN Convention on the Rights of the Child

Reviewed: 15.4.16

Reviewed Term 2 2017

Reviewed Term 1 2019

Port Lincoln Children's Centre Incorporated



Introduction

The Port Lincoln Children's Centre is a community based, integrated centre with up to 21 childcare places and 32 kindergarten places. The Centre is funded by the Federal and State Governments.

Port Lincoln Children's Centre offers:

Childcare for children from 6 months old to 5 years

Kindy sessions for 3-4 year olds

A daily bus service for kindy students only.

Currently childcare is not assessed under National Quality System and has a Provisional rating. In 2017 Kindergarten attained an exceeding rating in all quality areas of the NQS.

The Centre has a Reconciliation area and a Road Safety area which is available for hire and can be booked by the public during school hours.

History

The Centre has a long history of providing pre-schooling (kindy) for the Aboriginal children in Port Lincoln. It was originally funded by "Save the Children Fund." Many local people will remember "Little Kindy Days" when they and their children attended. The first "Kindy" was opened in 1966 in the hall at Koonyonga Avenue. In 1970 it moved to Third Ave where it operated until the new centre was built on Saint Andrews Terrace. Our current Centre was opened in 1996 and was designed as an integrated service providing for children over 3 years old and childcare for children of working or studying parents.

The centre was initially funded as a joint initiative of the

- Commonwealth Family and Community Service.
- Commonwealth Dept of Training and Youth Affairs
- State Department of Education, Training and Employment (Building)

The Centre is managed by a Management Committee, made up of parents, and local community representatives.

Licensing and accreditation

In Dec 2009, all Australian governments through COAG agreed to establish a National Quality Framework for Early Childhood Education and Care. The framework took effect on Jan 1st 2012 and key requirements and replaced existing state and territory licensing and national quality assurance processes. All early childhood education centres will be required to meet the regulations and standards set out by the National Quality Framework.

Staff

Port Lincoln Children's Centre employs professional enthusiastic people who have a strong commitment to the caring and education of children. The team is made up of staff who are qualified and have years of experience, as well as less experienced staff who are working toward qualifications.

Childcare and Kindergarten each have qualified staff heading their teams.

All staff employed at the Centre undergo a Criminal History check and hold current Child Safe Environment Certificates. Staff regularly participate in professional training to keep skills relevant and up to date.

Consistency is important to children and if needed we try to use relief staff from our regular staff pool.

Port Lincoln Children's Centre Incorporated



Childcare Operating Times

The Port Lincoln Children's Centre is open for business 8.30am to 5.15pm Monday to Friday for 50 weeks of the year. The Centre closes for two weeks over the Christmas period and on public holidays.

Our day consists of two sessions: Morning 8.30am - 12.30pm
 Afternoon 12.30 pm - 5.15 pm

Children can be booked in for any combination of these sessions. All fees are charged by the session.

Kindergarten Operating Times

Universal access is available for 15 hours per week, for children who turn 4 before 1st May in the year prior to starting school. Monday & Tuesday 8:30am to 3:00pm and every second Wednesday 8:45am to 12:30pm

3 year old Aboriginal children and children under the Guardianship of the Minister can access up to 12 hours per week of kindergarten on a continuous enrolment cycle.

Thursday and Friday 8:30am to 2:30pm

Kindy is only available during school term time.

A bus service is available to pick-up and drop off your children. (Subject to the payment of kindy fees.)

Kindy bus service

The kindy bus can collect children for the kindy sessions and return them home. Parents who wish to visit the kindy program or who are willing to come in as parent helpers can also travel on the bus, numbers permitting. The bus is also used for excursions. The bus is not available to transport childcare children to and from home. A Bus Transportation consent form must be signed by parents prior to child using the bus service.

Please notify the centre on 86833073 between 8.15 am -9.00am if your child is not attending kindy or if you have made other travel arrangements to get them to kindy. The bus has a CB and our staff can contact the driver to let him know any changes. This ensures all children are on the bus for the minimal time each day.

Intention to enrol forms can be access from any preschool or the Port Lincoln Education Office: 3/7 Mortlock Terrace Port Lincoln

Waiting List

Parents are invited to add their children/s names to the waiting list if they have Childcare and or Kindy needs.

Parents are required to keep in contact monthly to confirm they wish to remain on the waiting list. Names will be removed if the family has not made contact with the Centre in a 2 month period or the Centre has made two unsuccessful attempts to contact them.

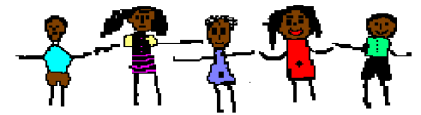
The Centre will communicate with families by phone or letter.

Enrolment procedures

All children must be correctly enrolled before being accepted into the Centre.

Parents are required to negotiate an orientation process for their child which includes at least one visit to the Centre prior to education and care starting, allowing the child to become familiar and comfortable with the environment. A staff member will spend time showing the family around the Centre, giving information about our operation and answering questions.

Immunisation records and proof of age must be provided on enrolment. Families who wish to claim the Childcare Subsidy should check their eligibility with the Dept of Human Service through their My Gov account or Centrelink.



Fees

The fees are determined by the Centre's Management Committee. As in other community based centres the fees collected are used to pay salaries and meet running costs. Therefore we request fees are paid regularly and on time.

A fee agreement outlining your responsibilities is to be signed before enrolment is accepted.

If your child has a permanent booking and is absent or sick, they will be charged full fee.

A half price holding fee can be negotiated with the Centre for long term absences if two weeks written notice is given. Fees will be charged for public holidays.

A late fee of \$3.00 per minute will be charged if a child is not picked up at the end of a session.

Childcare subsidy is available for eligible families attending the Centre. Families are required to contact the Department of Human Services and register to receive the subsidy.

Accounts and payments

Accounts are issued each week in arrears. They will be placed in your named pocket located in the front office.

Options for paying include cash, cheque, eftpos, direct debit and centapay.

Please refer to Fee Policies for more detail.

Child Collection

Please sign your child in and out each day, this is a legal requirement. It is your responsibility to inform the staff who will be collecting your child. Children will not be released to any person other than those recorded as authorized. If there is an emergency and you cannot pick up your child, please phone and inform the Centre with a name and brief description of the person collecting your child. Photo identification will be required if the person is not known to Centre staff.

Child care centres are obliged to comply with current court orders. Please provide the Centre of any existing court orders, any changes to access/custody and to persons authorized to collect children must be made in writing.

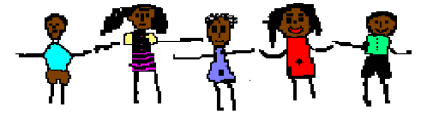
Late Collection

A fee of \$3.00 per minute will be charged if a child is not picked at the end of a session.

If a child remains after the Centre closes, staff will try to contact parents, then other adults on the enrolment form. If no-one can be contacted staff will ring Department of (see Late Pick Up Policy for more detail)

Absence Days (Childcare)

Your child's place is reserved when they are away so the day still needs to be paid for. Each financial year Childcare Subsidy entitlements are paid for the first 42 absence day. These absences include public holidays and for any other reason e.g., holidays, sickness. Childcare Subsidy is available for Additional Absence days under permitted circumstances. (Please ask a staff member for further information)



Meals and Nutrition

Port Lincoln Centre's Centre can provide children with appetizing meals consistent with dietary guidelines at the cost of \$1.00. If you choose to supply your child's lunch please follow the guidelines for allowable food and snacks (available from staff). Parents need to supply a piece of fruit to share at morning tea and a healthy snack for the afternoon. Please ask if you have any questions.

Milk is supplied with morning fruit and drinking water is freely available and children are actively encouraged to drink throughout the day.

To assist staff please:

- Inform us if your child has a food allergy
- Name children's lunch boxes and drinking bottles
- Supply a piece of fruit to share at morning tea
- Provide sterilized bottles and formula or breast milk

Port Lincoln Children's Centre is a nut free centre

For more information a Food and Nutrition policy is available.

Medication

If at all possible families should administer medication at home e.g. x3 per day medication given before coming to the Centre on arrival at home and before bed eliminating the need for administration at the Centre.

Medication cannot be administered without written advice on a Medication Agreement completed by a treating health professional.

Medication must be in its original container with the prescription label containing the name of the child, name of medication name and dose to be administered.

Parents must fill out the details on medication forms stating the name of the medicine, the time it is to be administered and the dosage and any other instructions required by the doctor.

Please hand medication to a staff member so that it can be stored correctly **do not** leave it in your child's bag.

Long term medication requires a letter from the doctor stating its use and the period it will be needed. Health Action Plans are required for long term medication such as Ventolin.

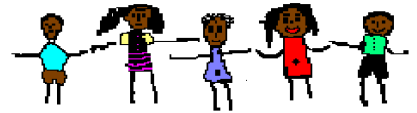
Medicine will be administered by a qualified staff member and the dose given will be checked by a second staff member.

Accidents

At Port Lincoln Children's Centre we make every effort to avoid accidents. In the circumstance of an accident occurring staff take the appropriate action according to the Centre's Policy and Procedures.

Accident report forms are to be filled out showing details of accident, time, first aid administered and persons present. These forms are to be read and signed by the person collecting the child.

If a child is in need of urgent medical care an ambulance will be called and parent/care or nominated emergency contact person will be called immediately. The Centre will not be responsible or liable for any fees that may occur from the medical treatment.



Illness

If your child is sick please keep them home from childcare or kindy, other children and staff are at risk of infection if sick children are present.

A child who falls ill while attending the centre will be monitored, parents or emergency contact person will be notified and asked to pick up the child as soon as possible. In an emergency an ambulance will be called and the parents/emergency contacts notified.

In the event of your child being sent home sick, a 36 hour exclusion period applies to ensure your child is well enough to attend. A child with diarrhoea will be excluded until there has not been a loose bowel motion for 24 hours

A child who displays the following symptoms will be required to be picked up from the centre

- Diarrhoea (2 consecutive loose motions)
- Vomiting
- Head lice
- Inflamed or discharging eyes
- A temperature over 38°

Please inform us if your child has an infectious disease, minimum exclusion periods for infectious diseases will apply as recommended by National Health and Medical Research Council (Staying Healthy in Child care 5th edn). See Exclusion of sick children policy for more detail.

In the event of an infectious disease the Centre will inform families and provide written information.

The Centre reserves the right to continue to exclude children if it is believed the child poses a health threat to others. A doctor's letter may be required before the return of your child.

Sun protection

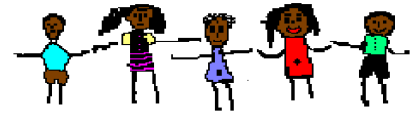
We are a Sun Smart centre and our policy follows guidelines from the Cancer Council of SA about sun exposure. All staff and children are required to wear sunsmart clothing including hats. Children's hats are provided, a one off fee of \$5.00 is charged at enrolment. See Sun smart policy for more details.

Mandated notification

The Centre and its staff are required by legislation to report suspected cases of child abuse or neglect. Staff are required to attend relevant training in mandatory notification and keep it up to date. This training involves:

- What child abuse is
- How to identify child abuse
- Why, when and how to make a report
- The social and political factors involved in child abuse.

Staff will report suspected cases on the Child Abuse Report Line 131478



Curriculum

Port Lincoln Children's Centre caters for the educational needs of all the children attending, by planning and providing appropriate programs. The program is based on the Early Years Learning Framework and recognizes children learn through play. Information about the children's interests, strengths and developmental levels are gained from observations of the children, interviewing the child and information from parents.

The programs are on display within each room for parents to view and comment on. At the childcare and kindy sign in desks there are 'Weekly Reflection' books highlighting some of the activities and learning that has occurred. Please take the time to read, comment or add suggestions. Your input is valued.

Children's learning journeys are documented and available to parents. Learning stories and photographs are two ways used to record children's learning progress and skills. Each child has a profile book which they will take home when they leave the centre. If you would like to discuss your child's progress at any time, please contact staff.

Children's Clothing

It is recommended that children wear comfortable, practical play clothes. Easy to manage buttons, zippers and pants with elastic waists will help increase your child's independence and confidence. Outdoor play is an important part of the curriculum so please ensure clothing offers protection from the weather, jumpers and jackets in winter and loose light clothing which cover shoulders in summer.

All clothing and shoes should be named. This alleviates the problem of misunderstandings when children wear the similar clothes.

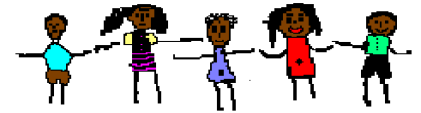
All children are encouraged to wear smocks when using paint, glue or other messy activities but these do occasionally get on clothing, outdoor play can also be messy. For this reason do not send children in "best" clothes.

Sleep/Rest times

The opportunity to sleep and rest is given to all children. If children do not need a sleep they are encouraged to rest quietly.

Behaviour guidance

As early childhood educators we focus on positive aspects of a child's behaviour. We take into account the age, developmental stage and cultural needs of the child when guiding behaviour. Staff use positive encouragement and role modeling to guide children's behaviour. Alternatives or re-direction is used when conflict or unacceptable behaviour occurs. Children are guided toward more acceptable behaviour by being given choices. Staff encourage children to respect themselves, other people, property and the environment at all times.



Parental Involvement

We attempt to provide an environment which is both welcoming and supportive to parents. We encourage parents to become involved in the Centre's activities and welcome parents to visit and join in at any time. The Centre regularly organizes celebrations and invites parents to participate. When working bees and fundraising occur parental support is appreciated. If you have any skills or talents which could be shared with us, please let us know.

Grievance procedure

If you have a concern in relation to your experiences at the Centre, opportunities exist for you to have your concerns addressed by the Director or Management committee. In the first instance, if possible you are encouraged to address your concerns with the person involved. If your issue is not resolved or you feel uncomfortable you should discuss it with the Director, who may need to refer it to the Management committee. All steps will be taken to resolve the issue to the satisfactory conclusion of all parties. If you feel your concerns are not resolved by the Management committee you have the right to take the matter to the Department of Education and Child Development.

Confidentiality will be respected at all times

Centre Policies

Our policies are available for parents to read at any time, please ask a staff member if you would like to read any.

Emergency Plans

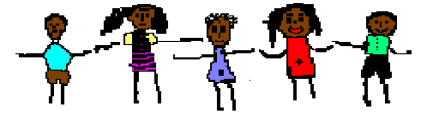
Port Lincoln Children's Centre has procedures for emergencies including a Bushfire Action Plan. A copy of the Bushfire Action Plan is given to each family on enrolment .

The staff and children practice regular emergency drills.

Emergency contacts

On the enrolment forms parents are required to nominate two people who are not the child's parents, who have the authority to be contacted in an emergency if staff are unable to contact parents. Please let staff know if there is a one-off change so that it can be recorded in the Attendance book.

Permanent changes of emergency contacts should be given in writing. Please ensure the persons named understand their responsibility.



What to bring to childcare

- Named bag
- Sufficient nappies to last the day (if required)
- Nappy cream
- Milk and water bottles
- Formula or Breast milk
- Dummy if needed
- Dress children in appropriate practical clothes and 1 or 2 changes
- Several pairs of underwear if your child is toilet training
- Supportive shoes
- Please name all possessions including clothes and shoes

We recommend that following items be for home use:

- Food items that are considered a choking hazard for young children
- Food items with traces of tree nuts
- Toys
- Lollies, soft drinks, chewing gum
- "Best" clothes
- Valuables/belongings
- Money