

# Starting Your Child

## KINDY BEGINS

### Before Your Child Starts Kindy

Parents and children are welcome to visit the centre before their child start day and spend time getting to know the staff, other children and our routine. As long as a parent remains, you can stay as long as you wish and come as often as you like.

Staff will welcome children and greet them on arrival at the centre and involve them in interesting activities. Please feel free to stay with your child for as long as it takes to settle them on their first day.

Parents are encouraged not to just leave the child. They must say “goodbye” to the child on departure and tell them they will return.

Parents may telephone the centre at any time during the day to reassure themselves that their child has settled in.

Staff will support and comfort children if necessary when saying goodbye to parents. The parents should not slip out unnoticed as this makes it difficult for the children to trust them the next time.

Staff will ensure that a child’s usual pattern of eating and sleeping is not changed quickly. Children are **not made to sleep** only rest. Regular periods of rest is required for a child to remain healthy.

Cross Cultural children and parents will be made to feel welcome. Information will be provided to staff for learning key phrases in the child’s home language. Notices will be placed around room in prominent places such as toilet area, outdoors & indoors with key words that “mummy will return soon”. Do you want to go to the toilet” etc. Multicultural music, songs, toys, books will be provided in the home language to assist settling in.

### Childrens Belongings Policy

Toys and items of value should remain at home. We cannot take responsibility

for items your child brings to the centre. A lost and found box is located adjacent to the front entrance. Lost articles which are not claimed will be donated to charity.

Items of clothing should be labelled with your child’s name. An Artline pen is a good waterproof marker. Comfort toys/blankets can be sent initially to help with settling in.

Please ensure your child has a clothes bag/backpack. This is to be stored in their locker. Each child should have in their bag a change of clothing at all times. When children remove their shoes we have a shoe box for storage. Please ensure all shoes have their names on. Children should be appropriately dressed. They need to wear play clothes. (not to be dressed up). As we are fostering independence, please do not send your child in overalls or belts. They are too cumbersome when in a hurry to get to the toilet. Shoes/boots need to be of the type that a child can manage to get on/off (with assistance with shoelaces). Gym boots are sometimes too difficult for a young child to manage.

During winter months they will need a parka/jacket or coat to put on when outdoors together with a hat. Do not send an umbrella to the centre these can be dangerous with other children.

### Sun Policy

Please ensure your child brings each day a “**Legionnaire**” type hat labelled & **applied sun screen**

### Sickness Policy

It is the centre’s policy that sick children do not attend the centre.

If your child is sick she/he requires the care and comfort of loving parents in their home environment

When to keep your child at home?

If your child has any of the following:-

**High Temperature, Vomiting,**

**Diarrhoea, Severe skin rashes, Productive cough, Chicken Pox, Conjunctivitis, tonsillitis, Measles, Rubella, Cold sores, Ringworm, Impetigo, Diphtheria, Infectious Hepatitis, Mumps, Whooping cough, Head lice, Scabies, Hand/foot infections and Excessive discharge from Eyes/Nose/Ears.**

When a child has been prescribed medication by a doctor, he/she should be at home according to the doctor’s instructions. The close proximity of many children, such as in the centre, increases the risk of cross infection not only between children attending, but also to visitors, including possibly newly pregnant mothers, very young babies and staff members.

### Medication

If your child requires medication we will administer a maximum of two doses per day as long as it is prescribed by a doctor. “**No over the counter**” medication will be administered unless accompanied by a note from the doctor.

Medication permission book is placed next to our sign in/out folder. Please ensure this is filled out correctly otherwise medication cannot be administered by staff. Please tell staff when your child requires medication. Staff/Witness will sign that staff has administered the correct dose.

Child’s name, dosage and times must be clearly labelled on the medication. Please also remember to collect the medication from a staff member at the end of the day. Put medication in the locked box in kitchen fridge, combination (1,2,3). Please don’t leave in bag.

### Emergency Accident Policy

In the event of an accident at the centre the parents will be notified. A member of the staff with a current First Aid Certificate is always on duty in the centre.

Math/science concept skills and aspects of our environment are encouraged and provided by block play, building, cooking experiences, water play, collecting leaves and harmless insects.

Language development is encouraged through staff modelling, interaction between staff and children, news, show and tell, language/ literature/ Storytime, songs, finger plays, games, poems, drama, child to child interaction.

School readiness, social/ emotional and independence skills are strengthened through a wide range of activities designed to enhance a child's auditory, visual and tactile senses.

Our programmes are provided for differing age groups and transitions from one stage to the next is individually structured.

Children's home language, culture and religious differences will be accepted and provision for same will be included within the programme.

Music and movement activities encourage physical, social/ intellectual and fun areas of the child's development.

Planning the programme will be developmentally and individually appropriate.

We will start with the child and look at his/ her needs and plan objectives to meet these needs, provide activities and experience in accordance with the needs of the child and the objectives of the teacher. We will evaluate the programme daily and this will provide us with ongoing observations for the following week.

All children need to feel they are valued as individuals and capable of achieving their full potential. Staff allow frequent opportunities to have friendly interaction with all children individually and respond to them warmly.

Staff will be allocated half an hour each week for programme planning. Staff work in a team approach with the trained staff in charge, guiding and leading with ideas for the rest of the team. Each playroom programme away from the children and then the programme is submitted to the Director for comment/ additions etc. These programmes remain the property of the centre.

### **Gender Bias Policy & Multiculturalism**

Staff will regard all children equally and will provide equal opportunities for all children to develop their full potential.

Staff will show sensitivity for different culture child rearing practices and discuss the value of various learning experiences with parents.

Stereotyping will be avoided.

Boys and girls will be treated equally.

Staff will use picture books and short stories to comment on roles and will avoid books which are stereotyped in relation to current everyday life.

Staff will provide equal opportunities for boys and girls to participate in all centre activities ie: to play with all materials provided, to play vigorously, express emotions and to participate in discussions.

Where possible, staff employed should reflect both sexes.



It is a requirement when completing your child's enrolment form that you sign the permission release by parent/guardian allowing staff to seek appropriate medical attention in the event of a serious accident when parent/guardian cannot be contacted in time.

If parent/guardian cannot be contacted and a staff person needs to take a child to the hospital, they should take the release permission signed by the parent/guardian with them.

Remaining staff at the centre will continue to try to contact parent/guardian and arrange for them to meet staff with child at hospital/doctors office. The centre will obtain a relief worker whilst staff member is absent from the premises.

IT IS YOUR RESPONSIBILITY TO ENSURE YOUR CHILD'S ENROLMENT FORM HAS CURRENT INFORMATION AND HAS BEEN FULLY COMPLETED.

This information must be updated regularly by parents, when moving house or changing employment etc.

All accidents are recorded by staff in our "accident book" which contains:-

- \*Child's name and age,
- \*Date and time of accident,
- \*Circumstances of accident,
- \*Parents contacted,
- \*Treatment,
- \*Other relevant information,

Signed by supervisor on duty at time of accident & witnessed by another staff member.

In case of a serious accident it is important to keep a diagram and written report of the accident and send to our Children's Service Adviser.

It is important that documentation is clear and thorough.

### **Payment of Fee Policy**

An Enrolment Fee of **\$50.00** Is required when lodging an enrolment form.

Fees must be paid **A.M.** on first day of your child's attendance for the week.

Child Care Benefit is available. A form must be completed and lodged with The Department of Social Security prior to child's commencement date at the Centre. Otherwise full fees must be paid and when your assessment has been received from The Department of Social Security then fee will be adjusted accordingly.

If you are late collecting your child, overtime fee of \$15.00 per 15 mins or part there of, to be paid **per staff directly**

### **Fees & Holidays**

Fees may be paid weekly or monthly, **FULL FEES** are payable in advance for every day of your child's enrolment including **PUBLIC HOLIDAYS, SICK DAYS** and **PARENT HOLIDAYS** but excluding the two weeks our centre is closed over the Christmas/New Year period.

**Our Centre is open for 50 weeks a year.**

**We do not close for School Holidays.**

Our termination policy is two weeks written notice otherwise, **2 Weeks Fees** will be accounted to you.

### **Overdue Fees**

Any person who is one week or more in arrears and has not reached an agreement with the Director to make good such arrears, must make an appointment with the Director to discuss the situation immediately or the child's place will be jeopardised.

A budget based on the number of children expected to attend the Centre will be used as the basis for setting of fees.

Fee increases are planned in conjunction with the government increase in child care assistance percentage.

### **Dishonoured Cheques**

Should this unfortunate incident occur we regret that a charge of **\$15.00** per cheque will be payable and parents will be charged accordingly.

