

Parent Information Handbook



Noarlunga
**Community
Children's Centre**
LEARNING TOGETHER, EVERY DAY.

5 Windsong Court
MORPHETT VALE
PH 8382 8053
Fax 8382 8846
Provider No. 555 001 437X

Alexander Kelly Drive
NOARLUNGA CENTRE
PH 8384 8177
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Provider No. 555 012 009C

Centrelink Family Assistance Office PH..13 61 50
(to organise Child Care Benefit)

Postal Address P.O. Box 611 NOARLUNGA CENTRE

Email ncccmv@internode.on.net

Web address www.childrenscentre.com.au

DIRECTOR Myra Mawhinney 0417 863 643

Office Manager Lyn Williams

Assistant Director (Morphett Vale) Debbie Ironside

(Noarlunga Centre) Julianne Warman

PHILOSOPHY.

THE CHILD.

We believe each child is an individual with a huge desire to explore and learn. The program will revolve around the strengths, needs and interests of the child and support the child to reach their full potential.

THE ENVIRONMENT.

We believe a nurturing environment will sustain the whole child's physical, emotional, cognitive and creative development.

We will ensure that the environment provides for stimulation, safe exploration and challenges within the children's capabilities.

The centre will cater for the nutritional needs of children and assist in the development of healthy eating and dental habits for life.

The environment should be caring, positive, loving, safe and hygienic. A place where children have fun, feel comfortable and are respected for who they are.

All staff will ensure these beliefs are demonstrated through both the physical set up of the environment and their interactions with children.

INTERACTIONS.

We believe the role of all involved in the centre is to develop and encourage appropriate interactions between peers, parents, staff and community.

Staff will role model positive behaviour and interactions, encouraging and supporting children to build trusting secure relationships with primary caregivers.

PARTNERSHIP

We believe that a child's well being is a shared responsibility between centre and staff. Staff will encourage and support a good working relationship between families and the centre. This is essential to creating a smooth link between home and care.

Children and families contribute to and are part of the broader community.

The diversity of our community is valued and respected and this will be projected within our programs, staff and management strategies.

We care for your child

Child care is more than taking care of children....much more than meeting their physical needs and keeping them busy. Noarlunga Community Childrens Centres care about your child's emotional well being, providing a warm, welcoming, safe place where your child can relax and feel secure. We also provide a stimulating environment, catering for educational needs of young children so that they reach their full potential.

What makes our centres special?

We are community-based centres, where staff and management work in partnership with parents to provide quality care and education. We communicate with parents as much as possible, and parental participation and input is valued in all facets of our service.

In 1998, we entered an exciting era in child care by the amalgamation of two centres, Morphett Vale and Noarlunga Centre. We now run two centres under one umbrella. This allows us to use the extended resources and experience of both centres, offering the best possible care for your child.

Our centres are accredited at the highest level, and staffed by people with various qualifications approved by the Department of Education Training and Employment. All staff are highly motivated people with many years of experience. We are an incorporated, non-profit service and available to meet the needs of the community.

Our Morphett Vale Centre shares a campus with Calvary Lutheran School and Calvary Kindergarten, and half day care for children who attend the kindergarten.

Our Noarlunga Centre is open from 7.30 am to 6pm and is at the centre of community shopping, business and transport.

Your Child's Day

Breakfast is available for children who are booked in before 8am.

Our Morphett Vale campus has four main groups: Babies (0 –2 yrs)
Toddlers (2 –3yrs) Tackers (3 –4 yrs) and Kindy (4 –5 yrs).

Our Noarlunga Centre campus has 3 groups: Infants (0 – 2 yrs) and Toddlers (2- 3 yrs) and Kindy (3 – 5 yrs).

Age is only a guideline, as we cater for children's individual development. Therefore a child may stay or move according to their developmental or social needs. Groups may also change as the centre's utilization fluctuates.

Each day a developmental program is planned and implemented, based on the Early Years Learning Framework. In each section the staff team plan programs according to the developmental needs of individual children and on a group basis. The program is designed to allow for individual progression and provide a balanced range of learning activities, to encourage curiosity, to promote self-esteem, develop initiative, independence and respect for others.

The program supports the philosophy of the centres. The program is displayed in each section. Please familiarise yourself with the program. Staff will explain how the program is developed, planned and implemented to assist your individual child to reach his/ her full potential. We welcome input into our program and feedback from parents is valuable. The

program is designed to be flexible and to meet the needs of children and centre routines. From time to time excursions are planned into the local community. Parental permission will be obtained prior to the excursion, and parents and family are welcome to join in. We also have visits from our local community (e.g. fire department, library etc.), parents with special skills or from other cultures share with us, and performing artists visit to bring the arts to us.

All meals and snacks are provided, and lunch is prepared daily. Children are encouraged to try new foods. Morning and afternoon tea are also provided. Our meals and snacks provide a varied and nutritious diet, with an emphasis on fresh fruit and vegetables, with no added sugar or preservatives. A menu is displayed in the hallway each week. Any special or cultural diets are catered for. We welcome parent ideas and recipes. We have met all the requirements of the “Start Right, Eat Right” program.

“overall the menu at Noarlunga Community Childrens Centres is healthy and nutritious, with foods that ensure a child’s growth and development, prevent disease and expose children to a wide variety of foods and tastes, crucial for establishing healthy eating habits for life.”

Louisa Matwiejczyk
Chief Nutritionalist, Noarlunga Health Services.

OUR CENTRE IS NUT FREE, DUE TO THE HIGH NUMBER OF CHILDREN WITH SEVERE NUT ALLERGIES. Please do not bring in foods that contain traces of nuts.

All areas have a sleep/rest time after lunch. This ensures a quiet time for all children, and a sleep for those who need one.

Hours and Sessions

Our Morphett Vale campus is open 6.30am–6.00pm.

Our Noarlunga Centre campus is open 7.30am – 6.00pm.

Both centres are open Monday to Friday, and closed public holidays and one or two weeks at Christmas / New Year. Child care is available full time or on a sessional basis. There are two sessions each day (morning and afternoon), emergency sessions may be booked if spaces are available.

Our fee policy is attached to the enrolment form. Please read and retain this policy. If you have any issues or concerns with the fee policy or payment of fees please discuss these with the Director or Office Manager. Fees are requested to be paid weekly, on receipt of account.

Please place cash or cheque in a clearly named envelope in fee box. Receipts will appear on the next week’s account.

Other methods of payment include...

- EFTPOS available at Windsong Court.
- Centerlink direct payment can be organised.
- Phone payment by credit card, 8382 8053.

What to Bring

Dress: comfortable, easily washed clothing (for messy play). Thongs are not appropriate, due to the safety of children when running and climbing.

Please label all clothing. A named bag: with a complete change of clothing with lots of spare underwear and pants if toilet training. Any comfort toys (e.g. blankets or teddies) they need to be named. WE DO OUR BEST TO MAKE SURE THAT THEY DO NOT GET LOST.

For babies: babies bottles with formula or milk already made up, and clearly named. Ample supply of spare clothing. One clean disposable nappy for going home in. We also request that infants arrive in a clean nappy, if they soil their nappy on the way to the centre, you may use our facilities for changing.

Sun Policy

The centre sun policy has been developed to promote good skin care practices that will reduce the incidence of Skin Cancer. Throughout the whole year sunscreen will be applied, children will wear a hat at all times when outdoors, and parents will need to dress their children in appropriate clothing e.g. Shirts with collars and sleeves. When each child commences, they will be required to provide a broad brimmed or legionnaire style sun hat or purchase a centre hat.

Enrolment

Before your child starts

- Complete enrolment form, available from the office.
(Please notify office of any detail changes.)
- Advise Centrelink that your child is commencing care, (ring 13 6150 and quote provider number on front cover of this book)
- Other forms that may need to be completed, depending on circumstances.

Preparing Your Child and Family

We understand that separation from your child is an emotional experience for all concerned. Prior to commencing child care, we encourage families to make visits. This is a time to get to know staff, children and other parents. It is also a time to observe, interact and know how your child will spend their day in our care.

This is also a time to share information about your child and family's individual needs, and for a partnership between family and centre to develop. The centre has an open door policy in which you can visit at any time. Also, do not hesitate to phone during the day. Your child's carer will tell you exactly how your child is coping with their new experience.

Delivery and Collection

Our priority is the welfare and security of your child. Children will be released only to their parents/guardians. If you are unable to collect your child for some unforeseen reason, please advise us as to whom you have authorized to collect your child. Please inform the centre as soon as possible if you are unable to collect your child prior to centre closing time, as this will assist staff and yourself to arrange for the safety of your child. If there are any changes to family circumstances of custody restraint, please advise centre immediately.

Please allow plenty of time for drop off and collection, as this is an important time to settle your child, communicate with staff, have valuable input into your child's day and observe your child's environment.

Our Morphett Vale Campus has a restricted entrance and limited car parks. Please park only in designated areas and observe the walking pace speed limit, throughout all car park areas across the campus. Please ensure that your child is safe while in the car park. We encourage you to hold their hand until you enter the centre.

Sick Children

If your child is ill, please do not bring them to the centre. We do not have the facilities to care for sick children, and any infectious diseases, even the common cold, is a risk to all other children. If your child becomes ill while at the centre, you will be contacted and requested to collect them as soon as possible to avoid infecting others. Children in need of urgent medical attention will be taken to Noarlunga Hospital or by ambulance to Flinders Medical Centre. Parents will be responsible for any medical fees, which arise due to an emergency.

The centre will inform parents of any infectious diseases reported to the centre. Relevant written health information will be displayed for parents to read.

Please ring the centre if your child is sick. We appreciate the centre being notified, as it will assist with infection control, and staffing. A doctor's certificate is advisable to ensure there is no loss to allowable absences, which is limited to 30 days per year, for the purposes of child care benefit, as per government legislation.

Medication

The centres will administer prescription medications. Non-prescription medications will only be administered on notification and signature from the family doctor. A form for this purpose is available from the office. All medications are to be left with the staff. Do not leave medication in the children's bags. If your child is to be given medication, the following information must be entered into our medication sheets each day.

- Child's name
- Medication name and dosage
- Time to be administered
- Reason for medication

Management

A committee consisting of parents (elected at the Annual General Meeting), the Director, staff and community Representatives governing the centres. The names of committee members are displayed in the foyer. A copy of the constitution is available on request.

The Annual General Meeting is held in March each year. Management Committee Meetings are held monthly and agenda and previous minutes are displayed for your perusal. If you wish to include any agenda items, please advise the Director. All parents and interested members of the community are welcome to attend meetings.

Parent involvement is valued and we encourage parent's interest. We would welcome comments and an indication of your special skills.

The governing committee is also responsible for development and implementation of policies. All policies are available for your perusal in the centre foyer. Policies are reviewed annually by committee. New policies are displayed in draft and the committee requests parents and staff input prior to acceptance.

Any Other Questions?

We would be happy to answer any questions you may have. Please speak to our Director or any staff person during open hours.

If you require translation or have special needs with reference to written information, please inform the Director or staff, who can arrange assistance.

We thank you for choosing our service. We look forward to caring for your child.

Mission Statement

To provide a warm and welcoming, safe and stimulating environment, where children receive high quality care and education.

To be a place where parents input, thoughts and culture are valued.

For Centre staff and management to be responsive to the needs of the children, their families and the community.

INDUCTION POLICY / PROCEDURE.

Aim of Policy-

To support children, parents and staff, in settling new children to ensure a smooth transition from home to centre care.

All parents are required to visit the centre prior to enrolment. We recommend that parents make an appointment to ensure senior staff can provide them with information, a look around the centres and to be introduced to staff with an opportunity to have any questions answered.

The Centre recommends that child and parents attend a minimum of three visits prior to commencing care. There is no charge during this settling period.

We will support families to tailor your child's induction to meet the needs of child and family situation. During this time children and parents are able to get to know staff, and the other children. It is also a time to observe, interact and know how your child will spend their day.

Parents can also take this opportunity to familiarize yourself with our Policies and Procedures, over a cup of coffee. Policies can be photocopied, emailed or discussed with centre management staff.

CHILDREN : It is a policy of Noarlunga Community Childrens Centres, to encourage families to begin child care with a minimum of 2 - 3 short / half day sessions.

If parents are unable to organise this time due to commitments, we ask that parents arrive half an hour earlier than their booked time, so that they can settle their child, for their initial visits.

STAFF : When permanent and relief staff or students begin at the centre an induction process will be carried out. This process will include new staff being introduced to the

- * centre policies and procedures
- * job descriptions and conditions of employment.
- * introduction to existing staff
- * working arrangements e.g. roster, break times etc.
- * management structure

The induction process can be conducted by more than one person, the directors might give an overview of the whole workplace, then team leaders can induct the new staff member into section procedures.

The extent of induction will depend on the level of the position.

Adopted by committee June 2005

(Next review Nov 2008)