

General Housekeeping Information

What to expect in our newsletters

- Any upcoming events (i.e. fire/police/community visits/mothers/father's day etc)
- Staff changes
- Exciting news (i.e births)
- Reminders/notices
- Laws & Regulations

Signing in & out

Please remember to electronically sign your child in and out each day. This is very important for two main reasons. The first is so that staff member's are aware of the number of children at the centre at any given time and who have left for the day. This becomes very important in the event of an emergency evacuation so that everyone is accounted for and for the end of the day safety checks. A staff member will sign your children in or out if families forget to do so however, you need to confirm this the next time you sign in/out your child/ren.

Labelling items

Please remember to label all your children's belongings for example bottles, dummies, jumpers, socks, shoes and especially children's bags, as items which are unlabelled tend to become lost. It also helps relief staff know exactly where things go so there are no mix ups. Please also remember if your child requires a dummy during the day to send along a cover for it (for hygiene), for when not in use. Bottles should also be clearly labelled otherwise they will not be given out as we would hate for any mix ups to occur.

Immunisation Update

It is very important for us to keep our records maintained. The national requirements have now changed. To enrol a child in any service, parents/guardians **MUST** provide a copy of a current Australian Childhood Immunisation Register (ACIR). The blue book is no longer accepted.

All families need to provide an updated immunisation register ASAP so that you don't jeopardise your child's enrolment.

If you have not supplied one of these registers for your child please see Aline immediately or alternatively you obtain a copy from the following options;

- By telephone 1800 653 809
- Online: www.medicareaustralia.gov.au/online

Centre Opening & Closing

The centre opens **STRICTLY** at **7:30am** Due to licensing; we are **unable** to open the doors **before** 7:30am. The centre closes at **6:00pm** SHARP. A late fee of \$15 will incur for every 15 minutes after 6:00pm regardless if you have signed your child out and you are still on the premises. This is to be paid directly to the late staff members on the spot in cash only!

FEES

0 – 34 months	\$101.00 per day
35 months – 6 years:	\$96.00 per day

Fees can be paid directly to Aline or alternatively you can place in an envelope with your child's name and the amount enclosed. The envelope is to be put into the fees box located in the foyer, next to the staff room.

You can also pay by internet banking here are the details

NAB—Shepherd Early Learning Centre—St Nicholas

BSB: 082278

ACCOUNT: 942844725

It is the parent's responsibility to pay fees on time. Please remember that we require parents to be at least 2 weeks ahead in their payments. A fortnightly statement will be issued on the first Tuesday of every fortnight. If unsure please ask a staff member.

**Education is
the most
powerful
weapon which
you can use to
change the
world**

Nelson Mandela

Safety

Safety around the centre is very important and as you know we like to be very proactive. Please remember to hold your child's hand when leaving the centre as the car park can be a very dangerous place. Please remember to shut all doors or gates when entering or leaving a room or the yard and if you see any WH&S concerns please feel free to approach staff so they can be rectified immediately.

Toilet Training

Toilet training is a very exciting time in a child's life. It is important to remember to pack several spare sets of clothing so if an accident occurs during the day, your child can be changed immediately so that they are comfortable. Please feel free to talk to the staff about your child's readiness to start or if you would like to check on their progress or plan strategies with one another.

Doors Buzzer & Supervision

When pressing the buzzer, please only press **once**, wait a minute (in front of the buzzer, not the door as the staff can't see you). If nobody answers you may press the buzzer again. When a staff member answers the door, please say your name & who you are dropping off or picking up. Your child is your responsibility until you hand them over to a teacher. Please escort your child to a teacher upon arrival & let them know when you are leaving. If the staff are outside you must take your child outside. (Do not leave your child in the bathroom, or the room unattended.)

Nappies

If your child wears nappies throughout the day please ensure that all nappies are clearly labelled with your child's first name & are put on the nappy bench. We ask that you bring your child to the centre in a clean nappy. If they wet/soil themselves in the car please change them using the nappy change facilities in the nappy change room. We suggest the Nursery parents bring in larger packets of nappies for their child. Staff will let you know when more are needed.

Soiled Clothing

Please be aware that we now have a soiled clothing bucket in the bathrooms. If your child has an accident the staff will place the dirty clothes in a plastic bag with your child's name on, it in this basket. Please see if there is a slip on your locker to collect your child's clothes. This is done for hygiene reasons.

Medication

Please fill out the medication form and hand it over to the staff. Place it in the fridge medication box or cupboard

Customer Reference Number

Have you provided us with your family & child's CRN? If not, please see Aline ASAP. In order for you to be eligible for

* Child Care Subsidy (CCS) the centre must have your CRN & DOB & your child's CRN & DOB. Alternatively, you can email these details to us.

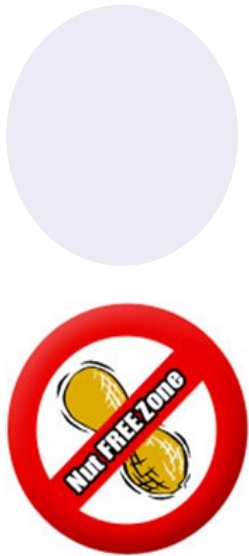
Hats

We also ask that parents put sunscreen on their child/ren as they bring them in if the UV is over 3. There is a chart in the rooms & in the corridor for guidance. Sunscreen can be found in each room & in the corridor next to the whiteboard. If you use the last of the sunscreen please let staff know & it will be replaced immediately. All children **must** have their own hat provided.



Policies

We will be reviewing the policies throughout the year. This will be communicated through our newsletters in the future. Please give suggestions on the communication whiteboard. Thank You!



Parents can participate in the following ways

- Presentation or talk about your occupation, culture, or home language), cooking experience, art experience etc.
- Providing us with ideas on activities, menu, programming, policies.
- Communicating in your child's communication portfolio. It would be greatly appreciated for the parent's to take time to look at the work
- Loose Parts- Donating paper, plastic bottles, buttons, corks, cardboard, and other items that may be useful to us. (please see Loose Parts folder in the front foyer for more ideas)

We believe in working together in partnership and sharing information is most ideal for you and your child/ren. Please always take the time to read the notices that are distributed and/or on our notice boards or emails.

Nut Free Centre

We are **strictly** a nut free centre. This means that **NO** food with nuts are served to the children. We ask all parents to leave food at home. The centre provides regular, healthy meals to all children. We also strictly adhere to any dietary requirements for individual children.

Please notify teachers of any allergies your child may have, as it is **very important!!**

Quality Improvement Plan (QIP)

Our centre is working toward reviewing our 2019 QIP. Parents can find the QIP displayed in the foyer. Please take the time to read the improvements we are making in the centre and review the QIP to gain more knowledge about the centre. Please feel free to ask staff any questions.

Daily Journals

Please take the time to log in and read the journal as it gives you an insight of your child's day. via Kindyhub. If you have any technical issues please see Ms Aline immediately.

Children's Developmental Observations

Educators will be write a developmental observation once a month for each child. The observations will reflect the spirit of the children and support their learning needs. We will prepare the environment so that it offers interesting and challenging activities. Every day we will work to make learning inclusive and stimulating to meet the needs of the child/ren. Each month starting in February families will continue to receive a monthly observation report outlining your child/ren's developmental achievements.

We encourage collaborative partnerships with our parents to ensure mutual understanding and always welcome your valuable participation. Our educators are dedicated to providing the most comfortable and happy environment for your child/ren. Our program provides pedagogical practices that ensures personal growth, love, acceptance and safety of all the children. We encourage all parents to regularly login and read their child's communication portfolio,

Complying Written Arrangement (CWA's)

Please find in your parent pockets CWA's. All families must read and sign this form immediately as it is a requirement under the Laws & Regulations. If you don't sign & return this form your child/ren may jeopardise your child's position. Thank you for your understanding.

If you have any questions about any of this information please do not hesitate to ask Ms Aline.