

PARENT HANDBOOK

Childcare and Three Year Old Kindergarten

2012

TERM DATES

- Term 1** Wednesday 1st February - Friday 30th March (8/9 weeks)
Term 2 Monday 16th April - Friday 29th June (10/11 weeks)
Term 3 Monday 16th July - Friday 21st September (9/10 weeks)
Term 4 Monday 8th October - Wednesday 19th December (10/11 weeks)

Xmas Party Thursday 20th December



Holden Street Neighbourhood House



128 Holden Street North Fitzroy 3068
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Welcome to our sessional Childcare and 3 year old Kindergarten Program. We hope your association with The House will be a positive and enriching one for your child and your family.

OUR PHILOSOPHY

Through our service we aim to give support to families in the surrounding community. We believe:

- In providing optimum quality care.
- That the House is a place where the parents and children are made to feel welcome and parents and families are encouraged to participate wherever possible.
- That the House is a place where we respect and care for each other working cooperatively as a team.
- In providing a service that promotes and encourages a non-sexist, non-racist, non-denominational environment for all and is inclusive of children with special needs.
- In providing a service, that promotes and encourages the individual developmental needs of each child.
- Every child is an individual who brings to the house a specific cultural identity. This is the point from which learning begins.
- Every child has the right to have an environment that extends their home experiences.
- Children have a right to be cared for in an environment where the parents are welcome and respected, no matter how they look, dress, or speak.
- Learning is most effective in the child's first language. Therefore maintenance and extension of the child's first language is essential.
- Language is not learned in isolation, but is closely linked to all areas of the child's development (intellectual, physical and social).
- Learning is most effective when activities combine the child's interests and bridge former experiences.
- Children need to have a positive self-concept. Accepting the child and showing that you value that child as a person links self-concept and language.
- All people have common needs, feelings and relationships, even though they may look, dress, and speak in different ways.
- A child-centred approach that uses ongoing observational records for planning activities and learning environments is adopted
- Parents are the most important people in their child's life and should be involved as much as possible in making decisions about their child's day.
- Every family has the right to quality sessional care and kindergarten.
- All children should be recognised and valued as individuals.

EQUALITY

We believe that all children have the right to develop fully as individuals and to be treated on the basis of equality. This requires respect for the individual and individual difference. We believe that difference enriches life and culture and enables the opportunity to see and learn beyond our own experiences. We recognise that each child is unique and we welcome and encourage the existence and exploration of diversity.

By guiding children's experiences appropriately and helping them to appreciate and welcome differences we empower them to learn to make decisions on the basis of valid individual choice, without limiting their growth and restricting their aspirations and options in life.

We encourage both girls and boys to participate in a wide range of experiences, which promotes an environment for children to develop to their full potential. This includes encouraging children to develop and express a full range of emotions and behaviours.

PROGRAM

From observations of the children, staff identify developmental goals for individuals and groups of children. The program is then planned from these goals and is changed every three weeks.

The program is made up of activities and experiences designed to stimulate and challenge all children in the different areas of development. Children are free to choose at all times and are encouraged to use their creativity and imagination. Play is the domain of groups of children and individuals. The staff member's role is to supervise, assist, encourage and guide the children through the process of play and children's interactions with each other.



The program is based on the Victorian Early Years Learning Development Framework (VEYLDF). To work towards the VEYLDF outcomes we focus on 'Belonging, Being and Becoming'. We do not insist children produce end products to take home, the process is more important than the product.

Throughout the year we may have extra curricula activities on offer. For example, Kinda Dance conduct two half hour dance sessions per week, at an extra cost to parents of \$9.50 per child per session. Children enrol and participate once a week at lunchtimes on Thursday, that is, after the morning or before the afternoon kinder sessions.

BEHAVIOURAL GUIDANCE

Behavioural guidance differs according to the age and developmental level of each child. This allows the child to develop the ability to make decisions, feel respected and direct themselves where appropriate and become self directed and independent.

We use a positive approach to the guidance, of children's behaviour, recognising each child's individuality, promoting their confidence, harbouring respect for them and fostering their self-esteem. We encourage appropriate behaviour based on an understanding and appreciation of other people's needs, rights and feelings.

We encourage children to assert themselves in an appropriate way, considering their feelings and rights as well as resolving their own conflicts.

Guidance techniques that staff use include:

- Acting as a role model with appropriate behaviour
- Arranging the environment and routines to enhance the learning of acceptable behaviours
- Recognising and encouraging children's efforts
- Planning the daily schedule to allow the children a successful mixture of choice and structure
- Anticipating and eliminating potential problems
- Outlining logical consequences and clear alternatives

When unacceptable behaviour occurs, staff use:

- Distraction (changing the focus of the activity or the behaviour)
- Redirection (substituting a positive activity for a negative activity)
- Planned ignoring (for behaviour that is attention seeking) while maintaining a safe environment for all children.
- Active listening, discussion and observation (to determine the underlying cause of the behaviour)

We believe that parents and staff must work together to deal with behavioural issues and we regularly exchange information about children's behaviour.

ENROLMENT FORMS

Enrolment forms must be completed with all details before your child can start, This must include emergency contacts, doctor's details, Medicare and immunisation records (photo copy accepted). You are also required to provide medical management plans if directed by your doctor (eg: anaphylaxis or asthma action plan). ***Please alert staff if your child has allergies.***

COMPLETED FORMS are a requirement of the Department of Education and Early Childhood Development (DEECD). If someone else is to pick up your child on any occasion, you need to provide their name, contact details, a photo of that person if possible and your written authorisation. The person will be required to show photo ID on arrival. In an emergency, phone authorisation will be accepted. Childcare has an anaphylaxis policy and all staff are trained in anaphylaxis management. Please take time to read the anaphylaxis information section at the back of this handbook. Our anaphylaxis policy requires us to provide a nut free environment, so **NO NUTS OF ANY KIND!** Foods labelled "**may contain traces of nuts**" are acceptable, but not those with nuts listed in the ingredients. Please be vigilant as nut contact may cause death for some of our children. ***Certain session may also include no egg, fish or dairy (see staff for details).***

SIGNING IN AND SIGNING OUT

It is a legal requirement for all parents to sign their child in and out on the attendance register. It is the responsibility of parents to ensure this happens at the start and end of every session.

Late pick-ups: will be incurred at \$10.00 per 10 minutes and will be charged to your account. If you are running late, please contact the childcare mobile 0413435987 or the childcare answering machine 9486 1972.

THINGS TO BRING & DO

Prepare a bag for your child, which should include:

- One complete change of clothing: children engage in many messy activities so please dress your child accordingly. Don't forget clothes for outdoors, coat and ***a hat***.
- **Sunhat** and **sunscreen** in September to April. Please apply sunscreen to your child before **arrival**; you can imagine putting sunscreen on 14 children.
- Nappies and nappy wipes if applicable.
- Favourite bottles, cups or dummy.
- Snack box with nutritional snacks and drink bottle. **No lollies, chips, nuts or chocolate biscuits please.**
- Show 'n' Tell item for 3 year old kindergarten groups.
- Please place your name on the washing roster for twice a year. It would also be appreciated if all families would donate 1 or 2 boxes of tissues per year to assist the program.
- Regularly check your child's notice and art pockets.

SUNSMART CENTRE

We take very seriously our responsibility to protect children from foreseeable harm, including exposure to ultraviolet (UV) radiation. We are therefore proud that we are fully accredited by the Cancer Council as a *SunSmart Centre*. A *SunSmart Centre* is one that has a comprehensive sun protection policy dealing with issues such as hat wearing (broad-brimmed or legionnaire), sunscreen use, learning activities in the shade and the scheduling of outdoor activities. **No outdoor play without a hat during September to April.**

CONCERNS & GRIEVANCE PROCEDURES

If you have any concerns about the service, staff or care provided for your children please consult with the Childcare Manager. If you feel it is not appropriate to do this or do not feel comfortable about consulting the Childcare Manager in the busy environment, please contact the House Manager who will ensure that your concerns are addressed.
Telephone Childcare 9486 1972 House 9489 9929

PARENT INVOLVEMENT & PARTICIPATION

We encourage families to provide input into our programs. If you have an idea, suggestion or skill you wish to share, please see the Childcare Manager. In the past we have had parents & grandparents conduct cooking sessions, music and dance, reading with the children, or assisting with mat time activities, woodwork, simple craft, animal care. It may be that you would like to help at the puzzle table in the kinder program once a term, or bring in an instrument to perform for the children, bathe a new baby for Show'n'Tell in kinder groups, or garden with the children. Occasionally we ask for support to fix, repair or maintain equipment.

During the year parents will be asked to participate in a '*parent satisfaction survey*' that is a DEECD requirement. This is an opportunity for you to tell us your favourite and least favourite aspects of the program and make comments and suggestions. However, please feel free to approach the Childcare Manager (Melissa Donaldson) or the House Manager (Jacinta McManamon). You don't have to wait for the survey – your feedback and suggestions are always valued. Anonymous suggestions may be placed in the fee box. Communication is vital please keep us informed about changes to your circumstances. This will greatly assist us in understanding your child's behaviour.

If you would like feedback in regards to your child or to chat with staff please arrive 10 minutes before the end of the session. Staff finish at 12 noon and 4 pm. Thank you for your cooperation.

FUNDRAISING

Parents are active in conducting fundraising activities once a term. Funds raised go towards childcare equipment, resources, books and activities. A book drive is held once a term, through which childcare can choose books valued as a percentage of the total sales. In Term 4 we provide toy catalogues for Christmas orders. We plan on conducting a sausage sizzle at Bunning's Northland once a year; you will receive further information about this closer to the date. Please note that we do not sell lollies or chocolate. **If you have any suggestions please see Melissa.**

DONATIONS & RECYCLE

We appreciate and recycle all types of items. Feel free to bring along your unwanted treasures & goods. Eg:- wool, buttons, small empty boxes, paper, stickers, containers, material, books, toys, pens, pencils, kitchen utensils, kitchen hand me downs, towels, face washers, sheets, string, wood scraps, dolls clothes, baby blankets etc (no toilet rolls please or containers from nuts).

COMMITTEE OF MANAGEMENT

Holden Street Neighbourhood House (HSNH) is a not for profit organization managed by a voluntary Committee of Management elected by the members.

HSNH provides educational, recreational, childcare and skill based programs at low cost. It also offers information, social support and other community activities. You are invited to join the association. This is a separate process from enrolling your child in the childcare or kinder programs. Once a member, you are eligible to stand for election to the Committee of Management. If you would like to observe the Committee or find out more please direct enquiries to the House Manager or office staff, who will be happy to assist you with further information (if you are interested). In 2012, we are also looking for parents interested in joining a sub-committee which will focus on the childcare program

HOUSE HAPPENINGS

The Neighbourhood House has many programs each semester. Feel free to take a program brochure; you may like to enrol in computer classes, the walking group, morning teas, sewing, art or spanish classes to name just a few. You may like to volunteer and support one of the house programs such as, the homework groups. The House currently has a herb garden in the front of the house. If you would like some fresh herbs please see house office staff (see office hours). All herbs need a little pruning now and then.

SESSION TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday
9-12pm	Childcare	Childcare	Childcare	3 yo kinder	3 yo kinder
1-4pm	Childcare	Childcare	3 yo kinder	3 yo kinder	3 yo kinder

FEES 2012

Regular Rate per session	\$30.00
3 rd Child rate per session	\$20.00
Concession rate per session	\$20.00 (Centrelink Healthcare card holders)
ACFE Student	\$10.00

Depending on which day(s) your child attends a session, each term may vary in length and therefore term fees will vary – see table below.

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Term 3 Monday 16th July - Friday 21st September (9/10 weeks)
Term 4 Monday 8th October - Wednesday 19th December (10/11 weeks)

	8 week term	9 week term	10 week term	11 week term
Concession	\$160	\$180	\$200	\$220
Regular Fee	\$240	\$270	\$300	\$330

It is preferred for fees to be paid by the term. **Fees are due week 3 of each term.** If this is not possible regular instalments can be made.

Payment can be made by direct deposit or by cash, cheque or money order in envelopes provided next to sign in book. Please place completed and sealed envelopes in silver mailbox located in childcare room. Fees are processed once a week with invoices and receipts then placed in children's pockets.

If paying by direct deposit please include your child's name and nominate it is for childcare fees. eg: childcare fees CCJACK BROWN. Receipts for direct deposit will be issued when confirmed.

For direct deposit Bendigo Bank BSB: 633-000 Acc No: 131106577
Account name: Holden Street Neighbourhood House Inc

Child Care benefit receipts (statement of usage & receipt statement) cannot be issued until the end of each term. If you require a usage statement for claims please place your child's name on the list provided each term. Receipts cannot be issued until the childcare has been given. Please see Childcare Manager if you require further information.

Please note, Holden Street Neighbourhood House is listed with the Commonwealth Government as Registered Carer (as opposed to an Approved Carer) under the Childcare Benefit initiative. Our experience has shown that some Centrelink offices do not always know this, so it will help if you do! Childcare Reference Number 555016087V. Childcare benefits can be claimed through Centrelink or Medicare.

BOOKINGS AND ILLNESS

Check the Exclusion Table displayed for information regarding what diseases require you to keep your child away from the centre and for how long. Please contact staff if your child is diagnosed with an infectious disease listed in the exclusion table. It is centre policy to notify other parents of infectious diseases. A minor cold need not keep your child away as long as s/he is free of temperature and is able to cope in a group situation. Parents are responsible to pay for sessions regardless of illness and family holidays. From 2012 families will **NOT** be charged for public holidays. ***Two weeks' notice is required to cancel term bookings.***

ENVIRONMENTAL ISSUES

The House has been retrofitted with a range of measures to minimise our energy and water use. These are outlined in the Environmental Features brochure.

We also encourage practices within the program such as

- Teaching children to use the lever taps so they are able to control water flow and help prevent water wastage.
- Using face washers in the kinder programs reducing the use of paper hand towels
- Teaching and role modelling recycling using a worm farm, compost bin, rubbish bin and recycle bin
- Using heating and cooling devices in line with recommended temperature ranges cooling 24-26 degrees in summer, heating 20-22 degrees in winter.
- Increasing ventilation by use of windows and HRV system
- Using shading and blinds,
- Using outdoor water tank for children's education during play
- Respecting nature and our natural environment.
- Purchases from opportunity shops.
- Using recycled paper for art and craft.
- Using recycled materials donated by parents eg: kitchen utensils, cardboard boxes.
- Recycled props and equipments.
- Teaching children to respect and care for their environment.



Information for Parents - Anaphylaxis Management in Childcare

In line with the *Children's Services and Education and Training Reform (Anaphylaxis Management) Amendment Act 2008*, Holden Street Neighbourhood House has an Anaphylaxis Management Policy in place for children enrolled who have been diagnosed at risk of anaphylaxis. This requires that the following are in place

- individual management plans for each child diagnosed at risk
- a communication plan to inform staff, students on placement, relievers, volunteers and parents about anaphylaxis and the childcare policy
- procedures to ensure that appropriate staff are trained

What is anaphylaxis?

Anaphylaxis is a severe allergic reaction to a substance, most commonly nuts, egg, milk, wheat, soy, seafood, some insect stings and medications. Anaphylaxis can be life threatening, but with proper management and prevention strategies in place the risks can be substantially reduced. Some symptoms of anaphylaxis include swelling of the lips, face and eyes, difficulty breathing, abdominal pain and/or vomiting and loss of consciousness.

What is the responsibility of the parent/guardian of a child who has been diagnosed at risk of anaphylaxis?

The parent/guardian must:

- inform the childcare staff of the diagnosis and its causes
- discuss strategies with the centre staff
- work with the childcare centre to develop an individual Anaphylaxis Management Plan for their child (in consultation with your child's doctor)
- provide copies of an Australasian Society of Clinical Immunology & Allergy Inc (ASCIA) action plan for the child, with up to date photograph/s
- supply the childcare centre with the child's Epipen®, ensure it has not expired, and provide labelled cooler bag for storage
- inform the childcare centre if your child's medical condition changes

What is the childcare centre's responsibility to a child who is at risk of Anaphylaxis?

The childcare centre must:

- have in place an anaphylaxis management policy
- work with parents to develop individual Anaphylaxis Management Plans for children diagnosed at risk of anaphylaxis
- have in place a communication plan to provide information to staff, relievers, volunteers, placement students and parents about anaphylaxis and the childcare's anaphylaxis management policy
- know the children who are at risk of anaphylaxis
- liaise regularly with parents
- follow information contained in the child's Anaphylaxis Management Plan
- be trained in how to recognise and respond to an anaphylaxis reaction
- in the event of a reaction follow the procedures in the child's ASCIA Action plan

Where can I get more information on Anaphylaxis?

For further information on anaphylaxis management in childcare please contact your childcare or your local Department of Education and Early Childhood Development Regional Office, Catholic Education Office or Association of Independent Schools in Victoria.

You can also visit <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm>