



Parent Handbook

*Petrie Kid's Korner
Kindergarten & Childcare Centre*

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Centre Philosophy

We believe all children will achieve learning to their highest potential in a nurturing, caring and safe environment. By letting children explore & involve themselves in all aspects of their own identity, their well being and their active communication, they are able to build a knowledge of themselves, their families, their local communities and the world around them.

We stand strong in our principle practices and actively encourage this everyday by:-

- Establishing an environment where children's understandings, emotions, interests, thinking & identity are always encouraged through open ended free flowing discussions & activities.
- By honouring the right to education, play and positive communication by encouraging positive dispositions and holistic approaches towards learning.
- To support children's sense of wellbeing and secure attachments through consistent and warm nurturing relationships with educators and between family members.
- To provide appropriate learning experiences and environments that are engaging, flexible, positive and open-ended, encouraging learning through play, extension, reflection & ongoing responsive learning.
- To ensure learning is based around needs & interests of our children, their families, their culture and their beliefs.
- To build & develop respect for culturally valued family child rearing practices & approaches to learning and to include this into everyday program and practice. To show respect for diversity and acknowledge the varying approaches to community culture & their reciprocal relationships.
- To treat everyone with respect, encourage open communication and develop positive relationships and partnerships with families. Develop a sense of belonging for each child by sharing knowledge but maintaining information of a confidential nature.
- To encourage & role model positive active behaviour for children to follow & grow.
- To extend awareness of the changes in society but also have the assurance that traditional values & beliefs are maintained for the quality of children's education & care.
- Promote a sense of community by providing opportunities for children to investigate ideas, complex concepts & ethical issues that are relevant to their lives & their local communities while developing a sense of the world around them.

We do this by:-

- ⇒ Providing programs which are responsive to family and community needs and reflect sustainability and strong language skills, including phonics & literacy inclusion as part of forming school readiness, especially in the Kindergarten program.
- ⇒ Supporting the development & implementation of laws & policies that promote the well being and safety of children & their parent's best interests.
- ⇒ Engaging in critical self reflection practices as an ongoing part of our program process.
- ⇒ Providing information to extend on education about children's health & diet, dental, behaviour management, communication, rules & routine and support networks as part of ongoing growth, learning and further intentional teaching.
- ⇒ Including groups & businesses within our service and building awareness that children are tomorrow's leaders & business people.
- ⇒ Showing a duty of care to reflect upon change & outside expectations, to ask questions & ensure we monitor what works well for us, our children/families, our community & with our community.

Updated: Jan 2007; Jan 2008; Dec 2009, Dec 2010; Dec 2013

Source: ECA's Code of Ethics 2006; Convention of the Rights of the Child 1989 (retrieved Dec 13); Education and Care Services Regulations 2011 & Amendment 2013, including NQF/NQS & EYLF Review Due: Dec 2015

Learning Outcomes of Education

Petrie Kid's Korner follows an experience/interest based educational approach based on the Early Years Learning Framework and their learning outcomes. This includes identifying and selecting experiences for children's personal growth and for them to meet specific educational learning outcomes as well as following their interests. We provide a warm, caring environment where children can be happy, secure & feel good about themselves. Children are given the opportunity to explore social interaction; sharing, communication, getting on with others, cultural inclusion; experiencing different attitudes and personal awareness & personal growth, a sense of identity and a sense of the world around them. We believe in encouraging our children to learn and develop holistically, allowing for their growth in a more all round overall developmental approach.

Our Centre program journals are displayed on the locker in each classroom and are also available for in-depth detailing via our parent lounge portal.

All children have universal and/or special needs and as such we promote an equitable environment and cater for all children's development including any special needs children may have. Developmentally appropriate materials can be provided us via our professional network and used to enhance disability development.

We encourage our families to discuss cultural back grounds, disability, giftedness, special dietary needs, and medical conditions with the director at time of enrolment orientation so that we can create a smooth transition and work towards ongoing developmental outcomes. This forms a huge part of our program and we are always happy to adapt routines and experiences to fit in to family needs and requirements.

Our Kindergarten Program follows the Queensland Kindergarten Learning guidelines and we run our program from 9am to 3pm with a minimum of three days per week. Our other two rooms run under the Early Years Learning Framework based on learning through play.

Times of Operation

Centre Opening Times: 7.00am-6.00pm

The Kindergarten educational program runs between 9.00am –3.00pm but we encourage all children to be at the Centre by 9.00am to enable them to take full advantage of all programs. It is necessary to contact the Centre if your child is ill or unable to attend.

Classrooms

Group 1.	Toddlers (2yrs-3yrs)
Group 2.	Pre - Kindy (3yrs-5yrs)
Group 3.	Kindergarten (4yrs-5yrs) Program hours 9am to 3pm - 3 day min

School Children Vacation Care (during school holidays only)

Orientation for New Families

Parents and children are encouraged to spend time at the Centre before & after enrolment to become familiar with the environment. We understand that each person is an individual with their own needs so this is the period where there is an exchange of information and a settling-in within the group. A foundation of trusting relationships and a sense of belonging for each child is based on open communication and is essential to make the transition a smooth one. Orientation times for children are:- 9.00am-10.00am,10.00am-11.00am;2.30-3.30pm under parent supervision. The Centre can be flexible on these times so please ask should you want to arrange anything outside of these hours.

Staff

Director	Mrs Lisa Taskov	Ad. Diploma of ECEC. (7yrs)
Kindergarten	Miss Gemma ECT - Teacher/2ic	Bach. FA (3yrs) Grad. Dip. Ed (primary) Dip. ECEC.
	Miss Melissa Senior Educator	Diploma & Cert 111 (9yrs)
Pre-Kindy	Miss Emma Certified Supervisor	Diploma of ECEC. (3yrs)
Toddlers	Miss Kimberly Senior Educator/2ic	Diploma of ECEC. (5yrs)
	Miss Melanie Miss Janet	Cert 111 of ECEC. (4yrs) Cert 111 of ECEC. (6yrs)
Float	Miss Sarah	Cert 111 of ECEC. Studying Diploma (2yrs)
Approved Provider	Mrs Lynette Wong	(25yrs)

Fees

Daily fees are \$74.00 for Toddlers and \$73.00 for Pre-Kindy & \$70.00 for the Kindergarten program. Any family allowable CCB % & CCR payments to the service are deducted from this amount to create the final gap fee payable to the Centre.

Please ring Centrelink (Dpt of Human Resources) for your application for CCB & CCR.

If you wish to reduce your gap fee on a weekly basis, please elect to have your CCR "pay to service".

Information you will need for Centrelink will include your gross income and your child's birth certificate & immunization documents .

Information you will need from them to bring back to our service is your CRN (Customer reference Number), your child/rens CRN'S; your percentage of CCB and either your 24hour or 50 hour allowance. You will also need to bring us birth dates of both parents & children as per our enrolment forms.

We will need to know which parent is registered for CCB with Centrelink as they will form the general account holder.

A non-refundable \$30 enrolment fee is to be paid upon enrolment, this will also hold your place for up to two weeks. Should you not turn up, your child/ren's enrolment will be removed from our rolls & you will forfeit your enrolment fee.

All fees must be paid by the end of each week & are to be kept two weeks in advance at all times. Payment can be made by Cash, Cheque or Direct Deposit.

Please see Miss Lisa to obtain bank account details if you choose to make a direct deposit.

Full gap fees are payable during absences & public holidays, but MUD (make up days) will be given for registered public holidays if it is your child's normal booked day.

If you should fall behind in your fees you will be required to go on a payment plan, if this is breached then your full arrears will be handed over to our debt collection agency and you will be responsible for payment of any fees and charges, including legal fees that the agency adds onto your arrears amount.



What to bring?

- Change of clothes In case of accident/water play etc.
- A set of sheets Rest time.
- Insect repellent Before leaving home.
- Sunscreen Before leaving home - we apply through the day.
- Hat During all outside activity time.
- Lunch All lunch to be in an airtight insulated lunch box with an ice brick & is to be well named.
- Water bottle To be available through out the day.

Due to allergies & as per our "Nutrition Policy" we encourage no lollies, cake, peanut butter or peanut products, sweet biscuits, roll ups, or tinned food, chocolate & Nuttella to be included in your child's lunch container. Please remember that children are always working on their self help skills so including items easy to open can be helpful. Help children to build their self esteem and identity by providing packaging that they can succeed in opening themselves.

Annual Donations

When starting at Petrie Kid's Korner & at the start of each year, we ask parents to supply 6 rolls of toilet paper, 2 boxes of tissues, packet of crayons/felt pens & a ream of photocopy paper. Junior-Kindy families we ask that you supply wet wipes monthly. This is to help us through out the year & we thank you greatly.

Hygiene

Cleanliness is a high priority within our Service. The Centre is cleaned thoroughly twice a day. We expect parents to uphold this policy by washing sheets, lunch boxes, water bottles, cleaning out bags, etc on a regular basis. Children learn when to wash their hands throughout the day, importance of cleaning our bodies, teeth & hair as part of our regular daily routine.

Arrival & Departure

An attendance record is kept in each classroom. Children must be signed in & signed out each day of attendance. Please remember to sign for absent days when returning. The Centre must be notified of persons (other than parents/guardian) accompanying or collecting your child and identification will be requested. They must also be over 18 years of age.

Sustainability

We are part of the "little green steps" program and pride ourselves on keeping our service as sustainable as possible. We grow our own gardens, have chickens, guinea pigs and work tirelessly towards saving power by teaching our children to turn off the lights when they can. We promote nude food day, recycling week, earth hour, enviroweek, nature play day and national tree day to name a few. Our sustainability motto is "Produce but Reduce" so annually we monitor our carbon foot print and offset it by planting trees and shrubs.

Introduction

Welcome to an exciting transition time for your child!!

Be assured that it is normal for parents to feel tearful at this important time in their child's life. However, all effort must be made to ensure your child's time in our care is a happy and interesting one. It is important to discuss your child's attendance in an open, positive manner. Take an open interest and discuss daily achievements with your child, be enthusiastic about their work and follow up with positive praise.

Safety

A free-flowing driveway has been provided at the Centre for efficiency and safety. Please use the parking spaces provided and take care when children are near. Children are supervised by adults with First Aid qualifications at all times. Soft fall materials are used under climbing frames. All chemicals, first aid supplies and potentially dangerous products are kept in locked areas in the Centre away from children at all times.

Kid's Korner hold fire drills every month. This ensures that the children are well practiced and comfortable with the procedures in case of a real emergency, Evacuation notices are clearly displayed in the Centre. During an evacuation, the children are directed, via the closest safe exit to the car park or top side gate and a roll call is taken. A fire officer is invited to attend some drills to ensure correct procedures are followed.

Equipment

A full range of indoor and outdoor equipment is available for the children's use, we ask that children don't bring toys of their own into the Centre as we cannot take responsibility for these. If the toys are lost or broken it causes a great deal of distress. It is much easier to keep these toys safely at home where nothing can happen to them.

Medication

All medication and prescribed drugs must have written instructions on a label issued from a Doctor/pharmacist with your child's name on them. Instructions for the administration of medication by centre staff must be written on our medication administration sheets and signed by a parent or guardian on arrival on the day it is to be administered. The medical permission pages are in folders on lockers. The medication will be stored in a locked container in either the fridge, in the Kitchen or locked cupboards. Please ensure that medication is always given to one of our Educators and not left in your child's bag. No completed form then there will be no administration, and the same is apparent for accurate labels on all medication, including across the counter. Immunisation records need to be kept up to date & a copy supplied to the Centre every time immunisation is updated. If children are on medication, they are unable to attend the Centre until they have been on them for 48hrs or more. This is a safety of the children in relation to allergies some children can get.

Injuries, Accidents and allergies

Minor injuries and accidents which occur at the Centre are reported to the Senior Educator who will inform parents either immediately or when the child is collected, depending on the extent of the injury/incident. All injuries & accidents are recorded on an incident form. For more serious accidents parents will be contacted to collect their child and administer appropriate treatment. The Centre reserves the right to use any measure possible in an event of an emergency. For example Doctor, Ambulance and/or Hospital. This decision will be made by the Director or the Certified Supervisor in Charge of the Centre at the time. All children with allergies must have a Anaphylactic Action Plan completed by a doctor before attending our Centre. All epi pens will be kept locked away for when required.

As our Centre is a "**Nut Free Centre**" we ask that you do not bring any nut products via your children's lunch box. This will include peanut butter, nutella, any form of loose nuts, muesli bars with nuts or nappy rash cream with nut oil to name a few.

Illnesses

In case of illness at the Centre, parents/contact person will be phoned. Your child must be picked up within one (1) hour of the Centre making contact. Children are not permitted to attend while they are suffering from a cold or other infectious or contagious illnesses. In general, if your child has a significant fever (38 degrees or above), diarrhea (defined as two abnormal stools in one day), contagious diseases, (mumps, chickenpox, measles, school sores, etc.) or (head lice, etc) please keep them at home. All sick days are to be paid for as normal. All other decisions to send children home will be at the discretion of the Director's decision, based on the latest time out schedule, the above mentioned and the latest Staying Healthy.

Parental Involvement

Changes in a child's physical or emotional state will need to be reported by both staff & parents. Parents are informed about the Centre's activities through newsletters, notice board displays, meetings, etc. Christmas celebrations & Grandparent concert have new guidelines. Seating is limited at Christmas to parents & younger siblings only. Grandparents Concert is only for grandparents & great grandparents. Parents get to also attend our Mother's Day & Fathers Day morning Teas during the course of the year.

Parents are encouraged to take an active part in developing our Quality Improvement Plan (for self assessment), Centre Policies, Centre Philosophy, and have input into our Daily Programs. Your help is also encouraged in the evaluation & change of the above in all areas.

Active input into the children's activities and Centre program is always welcomed at Kid's Korner and forms a part of our EYLF based program. Please see information displays next to sign-in sheets in your child's room for a brief outline of the current interests that is being followed and feel free to offer your input.

Private interview appointment times are available throughout the year for all parents to take advantage of if they wish to do so. Parent/Teacher interviews are held once a year to coincide with the end of year reporting system. This includes the transition from Kindergarten to school and written transition statements. Children Profiles are displayed in each room for you to browse at during the course of the year, these will be offered to you at the end of the current year. Of course there is also our QKeYLM on line e-program via our very special parent lounge portal.

Communication between Senior Educators & parents is encouraged, to minimize potential conflicts & confusion for children. Both parent & Educator possess valuable information about the child's abilities, interests, likes, dislikes & needs. Casual verbal communication helps share day-to-day happenings that may affect your child.

Excursions

In general, it is not the policy of this Centre to take the children on an excursion. A flexible assessment will be taken if an educational excursion is possible with the support of parents in attendance. A variety of shows are invited to visit us during the course of the year so that children are exposed to some different learning experiences in a familiar environment. If an excursion is planned, parents would be notified in writing and required to sign permission slips. (i.e. picnic in the park next door).

Saying Goodbye Firmly

It is suggested for the emotional wellbeing of your child that you don't prolong your farewell. Say "I'm going now, or Mummies going to work not, I'll be back later." Give your child a kiss and a cuddle and then leave. Don't be insecure by a child's tears. Show faith in the Educators and leave quickly as your child will sense your hesitation and play on it if there is a delay in your departure. We always encourage you to phone as many times through out the day if you are concerned. We will contact you if your child does not settle and becomes truly distressed. We will need to be notified if someone other than yourself will be picking up your child.

Program

Our program has been developed based on the EYLF, this is a play & interest based structure which is to encourage children to:-

- Be actively involved in their own process of learning
- Experience a variety of age appropriate, inclusive activities and natural materials
- To follow their own interests in the context of life within their community, at home and the wider world.
- A daily flexible routine that has been planned in association with the children to provide a balance of routines and experiences along the following dimensions:-
 1. Indoor/Outdoor — rest/quiet/active - individual/small group/large group.
 2. Large muscle/small muscle/physical health and all other areas of self identity
 3. Child-initiated/teacher-initiated experiences to encourage growth and holistic development.

Custody and Access

The Centre requires parents to supply a copy of any current custody or access agreement/order from the family courts. This needs to be justice of the peace certified on every page please and handed into the Centre on enrolment before it can be enforced.

Anti-Bias Policy

Our Centre recognizes the diversity of all cultures in Australia and around the world and provides opportunities for our children to learn and respect different cultures and beliefs. This is implemented through the use of books, music, cooking, crafts, clothing, singing, play equipment and parent involvement. Recognition of similarities and differences, valuing and respecting the positive attitudes, uniqueness and potential of each child as a person in their own right. Staff value the contribution of each child and their family. To assist in the exchange of information (which is voluntary) we ask parents to complete a child profile at the time of enrolment.

Things to Remember

- The Centre is a smoke free zone, including the car park area.
- In the case of illness, children must be picked up within one hour of contact with parent.
- Safety gates have been provided at the Centre. It is the responsibility of parents to shut them when arriving/departing at the Centre. Siblings are not to use gates
- Medication and/or prescribed drugs must have written instructions on a label from the Doctor &/or Pharmacist and must contain your child's name only.
- Children are not to attend when on medication until after being on it for 48hrs.
- Infectious diseases - children are not permitted to attend during illness.
- A letter of authority of the person who may be collecting your child must be received by the Centre if different from your normal authorized person on forms.
- The Centre reserves the right to use any measures possible in an emergency.
- Fees must be paid by the Friday of each week. Public holidays, illnesses & absences will be charged in full. MUD days will apply for public holidays only.
- Centre opens 50 weeks per year. While the Centre is closed for 2 weeks, parents do not pay, but all other absences will be charged for.
- **Notice is required in writing two weeks prior to leaving the Centre.**

NUTRITION

Healthy Eating is important for all of us, but none more so than our children. The best way to have a happy and healthy child is to ensure that you supply them the right fuel to grow, learn and play. This is where Nutrition Australia's "Healthy Eating Pyramid" comes into play.

Ensure that your children are getting the correct amount of foods from all of the five food groups.

HEALTHY EATING PYRAMID

HEALTHY FATS

MILK, YOGHURT, CHEESE & ALTERNATIVES

LEAN MEAT, POULTRY, FISH, EGGS, NUTS, SEEDS, LEGUMES

GRAINS

VEGETABLES & LEGUMES

FRUIT

ENJOY HERBS & SPICES

CHOOSE WATER

LIMIT SALT & ADDED SUGAR

Enjoy a variety of food and be active every day!

Nutrition Australia

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Some Fantastic Healthy Eating Ideas for your Children's Lunch Box!

Put together a scrumptious sandwich or wrap:

- Egg and shredded lettuce
- Lean roast meat, avocado & tomato
- Hummus and salad
- Baked beans
- Cheese, shredded lettuce and vegemite
- Mashed sardines, salmon or tuna mixed with chutney, avocado or ricotta cheese
- Chicken, chopped tomato and capsicum
- Cream cheese, turkey or chicken and cranberry sauce
- Cottage cheese, tuna and sprouts
- Cheese, chicken and avocado
- Cheese, ham and tomato
- Mashed banana and ricotta cheese

Make a marvellous mini pizza with a base of English muffin, pita bread, lavas bread or focaccia, topped with:

- Ham, cheese and pineapple
- Chicken, capsicum and cheese
- Mushroom, onion, capsicum and cheese
- Chicken, avocado, tomato and cheese

Morning & Afternoon Tea Snacks

- ◇ Yogurt
- ◇ Cheese cubes
- ◇ Celery, carrot and cucumber sticks with cheese dip
- ◇ Fruit scones
- ◇ Vegemite toast sticks
- ◇ Savoury muffins
- ◇ Fruit - banana, apple, grapes, orange segments, melon balls
- ◇ Sultanas
- ◇ Muesli bars (Nut Free Please!)
- ◇ Rice cakes or crackers
- ◇ Picklets and jam
- ◇ Mini quiche (vegetable)
- ◇ Popcorn

Centre Management

Petrie kids Korner Kindergarten & Childcare Centre is a privately owned long day care centre and has been for over twenty-five years. The Approved Provider is Lynette Wong who has limited involvement in the overall running of the service.

Our staff at Kids Korner comprise of approximately ten staff members plus relief float staff and a gardener and Maintenance people.

Each room consists of a senior educator and educator, as well as senior educator float staff. All our Senior Educators who open and close our service are Certified Supervisors and have full responsibility of the service in the Director's absence.

The Director is Mrs. Lisa Taskov, Ad. Dip. EC and office hours are 8.30am to 5.00pm. Our Assistant Director is Miss Michelle and our third in charge is Miss Gemma.

The Centre has an open door policy which always includes huge amounts of parent/family input. All parents, families and interested parties are invited to participate in our daily program and routines. We encourage this by asking that you pass on relevant feedback/input forms to the office. We are always grateful for your input so please come in and see us should you require a feedback form. No input is too small.

All information gained from our feedback/input forms are presented in our weekly Senior Educator meetings & monthly staff meetings and are incorporated where ever possible into our planning. All meetings have a purpose constructed agenda and it is displayed for our staff. Parents are encouraged to actively participate in the management of the Centre so please feel free to pass on any information you may wish entered on the agenda to our staff or via our feedback forms.

To maintain open communication between staff, management and parents, all information concerning the Centre and the children, will be translated to parents via our monthly newsletters, on our foyer parent notice board, our yard easel our room communication books or individual notes into your child/ren's pockets or via email. To continue to encourage strong links in our communication and our open door policy, we ask for any contributions, especially to our newsletters.

Thank you for your time and interest in our Centre and we look forward to welcoming you and your child/ren into our family in the very near future. If you have any questions or concerns, please do not hesitate to contact myself or any member of our team.

With Thanks

Lisa Taskov
Centre Director
Nominated Supervisor

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So we have decided to enroll our child at Petrie Kids Korner, what do we do next?

- Complete the enclosed enrolment form, ensuring that all details are inserted. (including child & parent CRNs & date of births - this is important to ensure that we are able to complete our link with CCMS so that all your CCB & CCR details are ready when you start - please see below)
- Bring your completed enrolment form down to the Centre, along with your \$30 enrolment fee and your child's birth certificate and immunisation book ready for copying to be attached to your child's file. We are a cash, cheque and/or direct deposit only Centre. Our Centre bank account details can be obtained from the director when you drop off your enrolment form.
- Organise at least two orientation sessions for your child a week or so before their starting date so as to ensure a smooth transition and separation. This can also be done when you drop off your completed enrolment forms.
- Ring the Department of Human Resources (Centre Link) and ensure that you and your child have a CRN and that they have been accessed for ccb (childcare benefit - weekly) and CCR (childcare rebate - wkly/quarterly or annually at your choice). You will be given a percentage and weekly hour allocation and this can be passed onto the centre to allow us to calculate your weekly fee. If you are not entitled to any of these rebates then you will pay our center's full fee as detailed on page three.
- Ensure that you have the required items to send with your child on their first day of Kindy. (This will include a bag; airtight insulated lunch box and ice brick; drink bottle for water; sheets & any other sleep items required; hat; change of clothes; nappies if age appropriate and the donation items as mentioned on page five)
- Ensure you make the payment of 2 weeks fees in advance on the first day your child starts, if not before. Fees are required to be paid weekly and kept two weeks in advance at all times.
- Should you have any further questions, always feel free to contact us whenever you want and we will be only to happy to help you.



The Australian Children's Education & Care Quality Authority

**Petrie Kids Korner Kindergarten & Childcare Centre is Approved by the Australian Children's Education & Care Quality Authority and as such we comply with the Education & Care Services National Regulations 2011 and the Education & Care Services National Law Act 2010
The contact phone number for the Authority is: 1800 181 088 or (07) 5420-1404.**

Notes & Questions: