

Coolgardie Children's Centre

OUR PHILOSOPHY (updated September 2017)

The philosophy of Coolgardie Children's Centre is to ensure that quality childcare and a stimulating environment are provided whilst catering to the individual needs of all children. The well being of each child is our priority.

All children will be provided the opportunity to develop in relation to the learning outcomes of the Early Years Learning Framework (COAG 2009) and within the guidelines of the National Quality Framework. Our programs provide a balance of indoor, outdoor, active and passive experiences that encourage self help and a sense on achievement in daily routines.

The centre aims to extend and enrich children's experiences and learning from birth to five years and through to the transition to school. In doing so we embrace the concepts of "being", "belonging" and "becoming" as milestones in each child's development as they connect to and contribute to their world.

At Coolgardie we believe in interest based learning. Our centre programs are developmentally appropriate and play orientated. Experiences cater to the current interests and abilities of all children. This assists in empowering children to view themselves as successful, capable and competent learners.

We recognize the importance of play and the acceptance of diversity. We encourage children to develop meaningful relationships through respect and acceptance as we work towards building the self esteem and independence of all children. Educators practice sustainability as they encourage children to care for their environment

We believe that if children are to become long term, independent learners and effective communicators the environment must provide the opportunity for all children to be self thinkers and to feel valued. Children are respected for their contributions which encourage confidence and a sense of belonging to our centre community and the community in general.

Our aim is to build effective partnerships with families and the wider community. We recognize that children, families, staff and the community deserve consistency, equality, support, respect and confidentiality in all matters including culture, beliefs, values, health and security. We believe that staff and families need to collaborate to ensure the best start for each child. We encourage participation in our activities and our decision making regarding evaluation, review of policies and procedures, programs and planning, routines, activities and the sharing of details regarding the child's home life. The centre recognises the importance of early childhood education as the foundation for life long learning and embraces the concept of genuine trusting relationships between families and staff.

Early Years Learning Framework Outcomes

- Outcome 1** *Children develop a strong sense of identity*
- Outcome 2** *Children connect to and contribute to their world*
- Outcome 3** *Children develop a strong sense of well being*
- Outcome 4** *Children are confident and involved learners*
- Outcome 5** *Children are effective communicators*

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STATEMENT OF PRINCIPLES

To help us to develop according to our philosophy we have devised a variety of programs, activities and conditions based on our principles and following the guidelines of the 2009 Early Years Learning Framework and the National Quality Framework.

We offer

- structured and flexible programs following the interests of the children,
- a stimulating and productive environment with the opportunity for play based learning
- an accepting attitude and a non-biased approach to activities
- an active interest in all cultures and cultural needs,
- a balance of indoor and outdoor experiences and the opportunity for both active and passive play
- the opportunity of "being" "belonging" and "becoming"
- encouragement in developing a nutritious diet.
- Support and appreciation of the family needs.
- Interaction with the local community and community members.
- the development of a Portfolio / Learning Story of each child's preschool life.
- the opportunity for visiting groups through our annual calendar of community visitors
- the benefits of networking with local schools
- walking excursions to local schools in the preschool year
- the opportunity for all children to actively participate in caring for the environment and contributing towards a more sustainable world.

Through continual observation we monitor your child's development and all staff members work together to ensure that Coolgardie Children's Centre provides a happy, safe and rewarding experience for all children.

Suggestions and comments regarding our centre are most welcome. If you have any problems, or wish to discuss any aspect of our centre please contact any staff member.

If you would like to share a skill or some time with the children at the centre please arrange this with an educator in your child's room.

We look forward to a happy and rewarding association with you and your family and we feel confident that your child's time at Coolgardie Children's Centre will be enjoyable for all concerned.

Please feel free to visit at any time.

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About the Centre

Coolgardie Children's Centre is a long day care centre catering for 0-6 year old children and operating between 7.30am and 5.30pm.

Every attempt has been made to create a safe, home-like environment and to incorporate interesting and challenging equipment to meet the varying needs of each child.

Indoor Facilities

Coolgardie Children's Centre has been designed to provide a modern, functional centre with excellent bathroom and kitchen facilities and three purpose built rooms to provide the best possible environment for your child.

Each area contains carefully chosen equipment which will aid your child's development.

Extensive outdoor covered areas provide an excellent place for outdoor craft and games, even during wet weather.

Outdoor Facilities

Three separate outdoor play areas have been designed to provide many opportunities for creative play. These areas include a sandpit and extensive rubber soffit areas protected by several shade sails. There is also a natural garden space with native planting, gardens and natural places to explore. There is an extensive mural in this activity space.

Outdoor equipment is mainly of a mobile nature to enable regular changes to provide variety and interest.

Meals

It will not be necessary to send any food for your child. Morning and afternoon tea and a nutritious lunch will be provided each day. Food is pre prepared by Kid's Gourmet Food and is brought to the centre each morning ready to be heated..

Menus are displayed at the centre and they include a great variety of nutritious meals both hot and cold. Children with allergies are also catered for with meals specially prepared in the KGF commercial kitchens.

Planning of all menus follows the guidelines of the New South Wales Department of Health.

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Enrolment

Application forms for enrolment / expression of interest are available from the centre and can be downloaded from our website. When complete these will be placed in order of receipt. When a vacancy exists the waiting list will be used to identify the next eligible child.

Preference of enrolment will be given to:

- a) children presently enrolled;
- b) children of working parents;
- c) children of parents seeking work or training;
- d) children or parents with a continuing disability or incapacity;
- e) children at risk;
- f) parents at home with more than one child below school age;
- g) non working parents.

Fees

Payment may be by direct debit, eftpos, cash or cheque and must be paid in advance at all times. Fees are payable for each week of your child's enrolment including when absent for sickness, holidays, public holidays etc. All cash or cheque payments should be placed in the envelopes provided at the sign on desk and deposited in the fee box. A late fee of \$10 per week (\$25 or cancellation of your placement if more than 4 weeks late) will be applicable for late payments.

Notice of withdrawal

At least two full weeks written notice is required if your child will not be returning to the Centre. If this notice is not received then two weeks fees in lieu will be charged. A "Two week notice form" is available from the office for this purpose. Full fees apply if your child does not attend on the last day of notice as CCB is only applicable from to the last day of attendance.

Staff

Our staff has a great variety of qualifications and many years of experience. Information about each staff member (including qualifications) is displayed at the Centre. All staff are required to hold a current First Aid Certificate including CPR, Anaphylaxis and Asthma Management..It is the Centre's policy that all staff are involved in regular in-service courses so that they remain familiar with current happenings in child care and continue to add to their professional development.

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Government Child Care Benefit

Due to the nature of our service, all parents will be eligible for some degree of assistance with fees. Parents should contact the Department of Human Services Office for income assessment, as this will determine what percentage of childcare assistance you are entitled to.

The Kindy Pack

Each family is asked to purchase a "Kindy Pack" at enrolment. This pack is available at the centre and includes sheets designed especially for our beds, an apron and a hat. These will be your child's property and should be brought to the centre daily. This pack will also include a once only levy for sun cream and a contribution to our online portfolio program Educa. Costs for this pack will be kept to a minimum and should, in fact, be cheaper for parents than providing the essentials individually.

Settling In

The process of 'settling in' varies from child to child. Some children settle immediately and others find the transition more stressful.

Generally it is best to stay with your child for a short time, then tell them you are leaving and will return.

Try not to be too upset if your child is distressed when you leave (this usually lasts a very short time). The staff are used to this and are very experienced at providing comfort when needed.

Please be assured that we understand your concerns and are quite happy for you to check your child's progress by phoning the Centre at any time.

Daily Arrival and Departure

It is each parent's responsibility to sign their child into and out of the centre daily. For this purpose we have an Ipad in the foyer. Each family will be given a code to be used to enter the front door and also to use for signing in their child.

On arrival - Please let a staff member know that your child has arrived.

On Departure - Please let a staff member know that you are collecting your child.

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Sign in records are our official record of who is in the Centre at any given time and are invaluable in cases of emergency.

If an adult, other than a parent, will be collecting a child they must be either named on the enrolment form or the nominated supervisor must have been notified previously.

No child will be allowed to leave the Centre with an unauthorised person or with any person under 16 years of age.

If, for some reason, you will be late picking up your child please ring the Centre and inform the Staff as soon as you can. This enables staff to prepare both themselves and your child for your late arrival.

Court Orders

It is important that the Centre has a copy of any court orders, which apply to access of non-custodial parents. We are unable to attempt to withhold children from parents without such paper work.

Guidance and Behaviour Management

Coolgardie Children's Centre has developed a behaviour management policy, which is displayed in the policy book at the Centre.

Acceptable behaviour is encouraged by example and children are given positive guidance by clear instruction and well-defined limits. Staff therefore, ensures that children understand what is expected of them and continually praise children's efforts to behave appropriately.

Health Policy

(for full details please see policy folder)

A.) The centre requires a full immunisation record for each child. Parents can download this from the Australian Childhood Immunization Register at: www.humanservics.gov.au/onlineservices or call 1800653809 to arrange for a copy to be sent.

Please keep us up to date with new information about your child.

Any parent choosing not to immunise their child will be required to keep their child at home during an outbreak, or suspected outbreak, of the diseases involved. More details are available from the Centre's policy documents.

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- B.) Infectious Disease - for the safety of children, staff and visitors the Centre must be informed if any child is exposed to any infectious disease.

If a child has an infectious disease they must be kept away from the Centre until the required time of isolation has elapsed and a doctor's clearance is presented identifying the illness and date of return.

The Department of Health Guidelines on infectious diseases are followed strictly and exclusion times are listed in the Centre's health policy.

- C.) Medicine - The Centre is unable to administer medicine unless prescribed by a doctor. Any such medication should be given to a staff member in its original container stating the doctor and child's name, dosage and frequency. Parents must complete a medication form each day that medication is required. All medication will be stored in the kitchen (if refrigerated, in a locked container) and it is the parent's responsibility to collect it at the end of each day.

- D.) Sickness - In consideration of all children and staff at the Centre sick children should not attend until they have recovered sufficiently to take part in all normal activities. Parents will be notified if the staff consider that a child is not well enough to be at the Centre and such children must be collected promptly by a parent or authorised person. Our health policy will be discussed with parents on enrolment of children and a copy is displayed in our policy folder. Please request a copy if you would like one.

- E.) Exclusion- For the wellbeing of all we have a 24hour exclusion policy. Details are provided in our policy documents.

Volunteers and Students

We have regular visits to the Centre from volunteer workers and High School Work Experience students as well as students doing courses in Early Childhood at University and TAFE. We welcome these visits and they are greatly enjoyed by the children. All who apply to enter the Kindy in this capacity are interviewed to assess their suitability.

Excursions and Visitors

Our centre has an excursion policy and, as part of our Educational program the older children enjoy visits to our local schools throughout the later part of the year. We also arrange for a variety of visitors to the Centre. We have regular visits from local community groups as well as performances and displays about a variety of things (please see our annual calendar of events). Parents will always be notified about these visits and any interested parents are welcome to share these occasions with their child.

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Safety and Emergency Procedures

The Centre has policies in place to cater for these. Our safety checklists are completed regularly by a nominated staff member and children are regularly 'reminded' about safety and emergency procedures. Evacuation procedures, fire and anaphylaxis and lock down drills are practiced regularly so that children and staff are familiar with their role.

Parent Involvement

Coolgardie Children's Centre welcomes parents participation in the care and education of their children.

Any parent who would like to be involved can meet at the Centre on the mornings listed on our annual events calendar and on the notice board. These parents are able to help the staff greatly by covering books, discussing policy documents, arranging activities or simply spending time with the children.

During the year there are many occasions when family members are invited to join the children e.g. grandparents day, Easter and Christmas celebrations, farm visits etc. etc.

The Centre operates on "Open Door" policy and you are welcome to visit at any time.

Please let the staff know if you have any skills that you would like to share with the Centre e.g. cooking, singing, music, dance, language etc.

The Centre's Programs

The centre has an Educational Leader who, with the Nominated Supervisor, is responsible for ensuring that our programs meet the needs of each child.

Programs are planned after careful observation of each individual child and with the Centre's general philosophy and Statement of Principles in mind. Activities follow the interest of the children.

The children are provided with a variety of activities and experiences which encourage their development in all areas. The centre activities and programs support the Early Years Learning Framework which aims to achieve all aspects of "being, becoming and belonging" for each child.

Developmental records are kept on each child and these allow staff to program for each child's individual needs.

Please feel free to discuss your child's development or the Centre's program at any time. Staff will develop a "Learning Story" for your child whilst at the centre and this will be available for you to access online at any time. You are also able to give feedback via this program and this is of great value to all.

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Communication

Each family enrolled at Coolgardie is assigned a "parent pocket" for this purpose. Please empty this daily and read all information supplied. The notice boards also contain relevant information as do the regular newsletters, our online Educa program and our centre's Facebook page. We also provide an annual calendar which includes all special events.

Please be sure to read these as it is our main way of keeping you up to date with what's happening in the Centre.

Each room also has a parent diary for communicating with staff as well as the main diary in the foyer. Please use these to record anything about your child that you think may be helpful to staff.

If you have any concerns or queries please don't hesitate to contact the licensee or Nominated Supervisor.

Your suggestions and comments regarding our centre are most welcome. If you have any problems, or wish to discuss any aspect of our centre please contact any staff member.

We look forward to a happy and rewarding association with you and your family and we feel confident that your child's time at Coolgardie Children's Centre will be enjoyable for all concerned.

Management & Staff Coolgardie Children's Centre, Corrimal

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Our Philosophy of Learning at Coolgardie Children's Centre

In a caring and positive atmosphere, we create a warm and happy place for children to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a warm, friendly and homelike setting.

Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasises *the process rather than the product*, fostering a sense of accomplishment and pride.

Based on the theory that *children learn through play*, our routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Recognising that *children grow in predictable stages*, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a *love of learning* by allowing children to experience their own stage of development and helping them to feel success *without pressure*.

We value the active involvement of parents in our program. Parents are encouraged to participate in centre activities whenever possible, as these times enable the children to see their parents as important and concerned members of their new school environment, while providing parents with opportunities to view the child with teachers and other children.

Parents may gain valuable insights and techniques from the expertise of the staff; and, at the same time, share their own talents and interests to maintain the excellent quality here at Coolgardie Children's Centre. Learning then becomes a shared experience, which hopefully will continue throughout each child's educational journey.