

Cambridge Road Play & Learn Centre

Family Information Booklet

School Readiness Program



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CENTRE OWNERS
CENTRE DIRECTOR
ASSISTANT DIRECTOR
THIRD IN CHARGE
EDUCATIONAL LEADERS
CENTRE COOK
ADMINISTRATION OFFICER
MAINTENANCE

Les and Christine Fereday
Jackie Hughes
Teresa Swain
Kayla Gill
Kayla Gill and Cheynie Burns
Natalie Green
Lisa Bates
Noel White

Welcome to Cambridge Road Play & Learn Centre

Philosophy Overview

We strive to enhance each child's potential to feel confident and develop their independence and autonomy. We encourage children to communicate with others and learn to co-operate as part of a group, to share and take turns. Our programs will promote each child's natural curiosity, to observe, explore, question, reason and solve problems. Children will develop empathy and respect for others and build relationships through recognition of diversity. Above all children will learn to share ideas and opinions, participate in new experiences and develop life skills.

Assessment and Rating

Under the **National Law** each Approved Service will be assessed and rated under the **National Quality Standard** and the requirements of the **National Regulations** by the Regulatory Authority in their jurisdiction. Cambridge Road Play and Learn Centre follow the principles, practices and outcomes within the **Early Years Learning Framework** in daily practise and programming. (Source-Australian Children's Education & Care Authority-October 2011. TWO page 42; THREE page 7)

Further information can be obtained, see more-

National Quality Standard <http://acecqa.gov.au/national-quality-framework/the-national-quality-standard#sthash.JWdUSmbx.dpuf>

National Quality Standard Ratings <http://acecqa.gov.au/national-quality-framework/assessments-and-ratings#sthash.w3NbkLgR.dpuf>

National Law

<http://acecqa.gov.au/Article.aspx?pid=51&gcpid=2&acpid=372#sthash.fuDw6BY2.dpuf>

National Regulations

<http://acecqa.gov.au/Article.aspx?pid=301&acpid=372#sthash.wPyyCyWw.dpuf>

Hours of Operation

The Centre is open from **7am to 6pm Monday to Friday**. The Centre is closed on gazette Public Holidays. Notification of these holidays will be posted on the front door and room doors of the Centre.

On our last working day before Christmas, the Centre will operate from 7am to 12:30pm. A half day fee will be charged accordingly.

Bookings

Fees are charged for **all days** booked at the Centre. If your child is away for any reason you will be charged full fees.

Fees are payable for **SICK DAYS AND PUBLIC HOLIDAYS**.

A Holiday rate of 50% reduction of gap fees applies for pro rata of 2 weeks per financial year. Notice for holidays is required in writing and can be done by completing a holiday form. Termination of care requires two weeks notice in writing by completing a Cancellation of Care form.

Weekly Fee (As of 4th Jan 2016)

FEES	Daily	Approx. Gap Fee 100% CCB
Babies Room	\$96	\$45.54
Toddlers Room	\$94	\$43.54
SRP Program	\$92	\$41.54

Please contact the Family Assistance Office on **13 6150** to register your child for Child Care Benefit as a fee reduction prior to your child commencing.

Our Service Provider Number is 407 181 912K

Fee payment policy.

Policy statement

The Centre policy is for all fees to be paid using our automated Ezidebit system. Ezidebit forms must be completed before commencement of care. Due to the Child Care Management System (CCMS) our accounts are now processed **in arrears**. This means that upon completion of the enrolment there MAY still be an outstanding account that will need to be finalised. Cash payment of 2 weeks in advance is required on enrolment. Payment in full is to continue until CCB and Ezidebit are approved and established. Any remaining payment will be credited to the account. Any changes to the booking are to be paid in full until Ezidebit and CCB are implemented for the changes, i.e. an increase in days.

Procedure

If an account is more than 2 weeks in arrears, a phone call, email and/or letter to the debtor will be made by the Administration Officer. If the account is not paid in full a Final Outstanding Account Notice will be sent to the debtor. Again, if full payment is not received, the placement may be cancelled and the account forwarded to Tas Collection.

At the Centre's discretion, a Payment Plan may be developed with the debtor to 'pay-off' the account. Should payments become inconsistent, the Payment Plan will cease and the remainder of the account will be forwarded to Tas Collection.

Full fees are charged for any absences including sick days and public holidays. Full fees are charged in the instance of a vaccine preventable illness where a non-immunised child has to remain absent from the Centre even if they appear well.

On the last working day before Christmas, the Centre will operate from 7am-12.30pm. A half day fee will be charged accordingly.

A holiday rate of 50% applies for up to 2 weeks pro rata per financial year, with 2 weeks notice in writing being given to the Centre.

When cancelling care, 2 weeks notice in writing is required, if the cancelled child does not attend during these final two weeks then FULL FEES may be charged and no CCB is payable.

There is no reduction in fees if families choose to provide meals and/or nappies.

A late fee of \$20 is charged for each 15 minutes or part thereof in the instance that a child is collected after 6pm. Late fees do not attract CCB.

It is the families' responsibility to maintain a current income assessment for Child Care Benefit purposes. If Child Care Benefit is applied to the account, the fee charged is based on the information provided on the Family Assistance Office's assessment notice. The Centre accepts no responsibility for the accuracy of information supplied for the purpose of calculating benefits. Issues regarding Child Care Benefit should be directed to Family Assistance Offices.

Concerns or questions regarding accounts can be directed to the Administration Officer or Centre Staff.

PAYMENT OPTIONS FOR CHILD CARE REBATE

- [Direct to your Child Care Benefit approved child care service](#)
- [Direct to you - customer](#)

There are 4 ways to receive your Child Care Rebate:

- directly to your approved child care service to reduce your fees
- directly to your bank account, fortnightly
- directly to your bank account, quarterly
- by annual payment to your bank account. This payment option is only available if you receive your Child Care Benefit for approved child care as a lump sum payment.

The payment method you choose for Child Care Rebate will be applied for the entire financial year. A new payment method cannot be applied until the start of the next financial year unless exceptional circumstances apply. You may change your payment choice for the next financial year by logging on to your [Centrelink online account](#) through MyGov between April and June of the current year.

If you choose to receive your Child Care Rebate fortnightly or quarterly, you should claim Child Care Benefit as a fee reduction. If you think your income is too high to be entitled to a fee reduction you should still claim Child Care Benefit and choose a zero rate.

Modern Purpose Built Facility

Cambridge Road Child Care Centre began operation in February 2005 and is conveniently situated with off street parking. It is a purpose built, fully equipped Centre providing care for children from 6 weeks to school age, providing;

- **Happy, safe , exciting atmosphere and environments**
- **Qualified, caring Staff with a highly developed skill base**
- **Child Care Benefit (CCB)**
- **Creative Individual Programming to foster individual development of each child**
- **Opportunities for parent/family participation**
- **Quality care at an affordable cost, including meals and nappies**

Programming and Journals

Our Centre plans and implements suitable educational programs to encourage each child's development. The program provides a balance between indoor and outdoor play as well as times for activity and relaxation. Experiences include music, drama, indoor and outdoor games, storytelling, reading, dance and movement, water play and a wide range of creative arts. We provide times for exploratory play, free play and social interaction. Each child will receive a journal of their development during the year. This journal will include photos, children's artwork, developmental checklists and observations.

General Aims, Objectives and Family Inclusion

- We aim to guide your child in becoming an effective learner through creating an environment that is challenging and stimulating. Our programs are designed to help your child in developing all areas necessary for success now and in later years. Children learn through play, and our daily program includes creative experiences both indoor and outdoor.
- The wealth of experience of our staff will ensure a well-balanced program meets the individual needs of each child in our Centre but also reflects the full appreciation of Australia's multicultural society. It will enhance the children's awareness of and respect for cultural differences and similarities, encouraging pride in their cultural heritage.
- Our staff will be available to greet and chat with parents at the beginning and end of the day with the aim of creating a link between home and the Centre.
- Parents, families and the community will be included to support our work at the Centre in various ways. Parents are invited to participate in the many aspects of the program thus gaining an insight into their child's play and learning.

- We look forward to meeting you and your child and hope you will join us in providing your child with rewarding learning experiences.

Initial Separation and Settling In

Starting child care, either for the first time or when changing care environments can be a daunting experience for some families. There are a few simple strategies that we find helps ease the tension on all of those involved.

Talk about “school”, “day care”, “child care” at home with your child in a happy and positive way. If your child overhears conversations about your insecurities or reservations it may instill those same insecurities into them.

Prepare your child for the routines and experiences involved; for example, “there will be painting, sandpit play and stories, then you will have some lunch and a rest.”

Visit the care environment with your child, even if this is only a 10-15 minute visit before your child starts care. This will give you the opportunity to meet the educators and observe other children in their play setting. Your child will feel more comfortable knowing this is a place where you also play and enjoy and you may feel more rest assured your child is safe and happy if you begin to build a positive relationship with staff. This will also give you and your child something to talk about at home.

When dropping your child off, say “Goodbye”, give them a kiss and reassure your child by reminding them you **will** be back. Sneaking out the door can shock some children and leave them feeling very insecure. Do not feel bad about leaving your child crying, attachment is a normal part of your child's development and most children settle very soon after you have left. Your Educators are aware of this and will assist you and your child to separate as smoothly as possible. A simple “Mummy is going to do a few things and I will be back after lunch” give children some security within the program timetable and they will soon anticipate your return.

Do not stay too long on arrival. This can sometimes make children feel clingy and they may sense your uneasiness about leaving them. We want our families to feel welcome within the Centre and strongly encourage you to spend time with your child in the centre but we recommend staying a little later at the end of the day instead.

We want you, your child and your family to feel welcome, comfortable and settled at our Centre. We are happy for you to phone and will put you through to your Educator to check on your child's day. This will put your mind at rest and allow you to concentrate on your work or enjoy your free time!! If there are difficulties with separation and settling that do not subside within a few weeks, we will work with you to develop some ideas on how best to approach the issues. If you have any concerns or questions, please feel free to speak with us.

Arrival and Departure

Please remember to sign your child in and out each day. If there is to be a variation in arrangements of who normally collects the child, please advise us and ensure the person is authorised to collect, as per our Parent Access to Child Policy.

Routine for Entering and Leaving the Centre

Arrival at Centre:

Sign In at the front foyer area

Staff in rooms will welcome you and your child

Put bags and belongings in your child's room

Place items needing refrigeration into fridge.

Pass over any medications that need to be secured.

Collect any receipts/accounts and information from your 'parent pocket'

Departing from Centre

Sign out on Attendance Sheets at the front foyer area

Staff will inform you of your child's day

Check daily routines with educator (eg eat, sleep record etc)

Collect your child's bag and belongings

What to Pack

- 1 complete changes of **clothes** (more if toilet training).
- **Bedding.** In babies and toddlers we ask that you pack your child some bedding for their sleep and/or rest time. A fitted cot sheet is ideal along with a light blanket. Please send these along in either a pillowcase or reusable shopping bag (not plastic) and ensure they are clearly named. Bedding will be sent home on the last day of the week that your child is in care, for laundering before the next week.
- **Please note: due to the health and safety of children and staff within the Centre, all soiled clothing and/or bedding will be sent home secured hygienically in plastic bags but un-rinsed for you to launder.**
- **Comfort items.** If your child normally has special comfort items for rest times etc. such as a teddy, special blanket or dummy, please remember to pack them!!
- **Drink bottle or sipper cup.** Please send along a water bottle for your child each day. **NO CORDIALS OR JUICES. PLAIN WATER ONLY.**
- **Milk bottles.** Please provide your children's own milk for their bottles. This can be breast milk, formula or other forms of PLAIN milk. If bringing formula it can be pre-prepared and placed in our fridges, or you may prefer to use the formula dispensers available now. If using this method please ensure you send the bottles already prepared with the correct amount of cooled boiled water that is required for your child's correct formula dosage. Please ensure children's prepared bottles are refrigerated immediately on arrival.
NO FLAVOURED MILKS. PLAIN MILK OR FORMULA ONLY
- **Weather Protection Clothing.** Please send an approved wide brimmed sun hat; a beanie; a coat or warm jacket. In Tasmania it is essential to ensure we are prepared for extreme and often quick changes in weather. By dressing children in a few layers in cooler weather we can ensure children maintain correct body temperatures.
- **Medications.** Please see our medication policy if your child requires medication during care hours.

Toys from home.

We do not recommend that children bring along toys from home, other than comfort items. Whilst all care is taken, staff accept no responsibility for toys that are lost or damaged. All toys need to comply with our strict safety standards, such as hazards from small parts being ingested, batteries, sharp edges etc.

Rest and Relaxation

Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.

Procedures for dealing with Complaints and Grievances

If you have any concerns regarding the care of your child please talk to the Director, Assistant Director or Primary Care Educator. Please consult our Policy and Procedure Manual in regards to airing any complaints and/or grievances you may have. The Centre Director and Centre Staff are committed to supporting you and your family in this Centre. Any complaints and grievances received are treated with the utmost seriousness and confidentiality.

Non Discrimination Access

This Centre welcomes and includes children with special needs, children of all races, religions and cultures, treating all children with equality and respect. All children have an equal right to use the Centre within our non-discriminatory access policy.


Safety, Emergency and Evacuation Procedures

Emergency evacuation procedures are displayed on the wall in each room and these will be practiced quarterly.

Immunisation, Health, Sickness and Infectious Diseases

Please ensure that your child's immunisations are kept up to date. Children with infectious illnesses or children not well enough to undertake normal routine will not be permitted to attend the Centre. Parents will be notified if their child becomes sick and may be asked to collect their child.

If unable to contact parents, the emergency contact phone number will be utilised.

 Australian Government Department of Health	
National Immunisation Program Schedule From 1 July 2013	
Child programs	
Age	Vaccine
Birth	• Hepatitis B (hepB) ^a
2 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
4 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
6 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus ^b
12 months	• <i>Haemophilus influenzae</i> type b and Meningococcal C (Hib-MenC) • Measles, mumps and rubella (MMR)
18 months	• Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	• Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV) • Measles, mumps and rubella (MMR) (to be given only if MMRV vaccine was not given at 18 months)
School programs	
10–15 years (contact your State or Territory Health Department for details)	• Hepatitis B (hepB) ^c • Varicella (chickenpox) ^c • Human papillomavirus (HPV) ^d • Diphtheria, tetanus and acellular pertussis (whooping cough) (dTpa)
At-risk groups	
6 months and over	• Influenza (flu) (people with medical conditions placing them at risk of serious complications of influenza)
12 months	• Pneumococcal conjugate (13vPCV) ^e (medically at risk)
12–18 months	• Pneumococcal conjugate (13vPCV) (Aboriginal and Torres Strait Islander children in high risk areas) ^e
12–24 months	• Hepatitis A (Aboriginal and Torres Strait Islander children in high risk areas) ^f
4 years	• Pneumococcal polysaccharide (23vPPV) ^e (medically at risk)
15 years and over	• Influenza (flu) (Aboriginal and Torres Strait Islander people) • Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander people medically at risk)
50 years and over	• Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander people)
Pregnant women	• Influenza (flu)
65 years and over	• Influenza (flu) • Pneumococcal polysaccharide (23vPPV)

* Please refer to reverse for footnotes

Hygiene

The Centre aims to achieve a high standard of hygiene and therefore strict hand washing and drying practices are followed, especially before and after meals, after using the bathrooms and after messy activities. The child's hat and bed sheets must be taken home and laundered weekly. Parents are required to adhere to the relevant health and hygiene policies of the Centre.

Storage and Administration of Medication including Asthma Action

All medication brought to the Centre must be handed over to a staff member who will place it in an appropriate cabinet which is not accessible to children. At Cambridge Road Play & Learn we will only administer essential **prescription medications**. Medication can only be administered with your written approval. Please ensure the Individual Medication Form is filled in completely before leaving your child. Prescriptions will only be administered if the medication is in date and in the child's own name (i.e. not siblings). We can **ONLY** administer according to the label per dosage, times, instruction on consumption, ie with food etc. At the end of the day you will be

asked to sign the Medication Form again to acknowledge that the medication has been administered.

If your child has ever suffered from asthma, we will need asthma action form completed before commencing and it is imperative that we have the child's in-date puffer/medication available at all times. We are happy to store a spare in our cabinet if you do not wish to send one along each time you child is in care. It is impossible to tell when an attack may happen and it is important to be prepared.

Record Keeping

If an incident occurs as the result of administration of medication, then those records must be kept until that child turns 25, consistent with the requirements of the National Regulations. Other than this occurring, records of authorisation and administration of medication should be kept until the end of three years after the child's last attendance.

Sun Safety

Cambridge Road Play & Learn Centre is a SUN SMART CENTRE.

We provide a 30+ SPF sunscreen for children and staff that is applied at least 20 minutes before going outside (during daylight savings hours only). As recommended, we do not use sunscreen for infants aged less than 6 months, but will ensure they remain clothed in long loose clothing and stay in shaded areas only. If your child has allergies and/or sensitive skin, please discuss this with your child's caregivers on enrolment.



ALL children and staff must wear an approved wide brimmed sun hat at all times whilst outdoors in warmer months or they will be provided with play experiences in the shaded areas only. Children also need to wear a beanie or other form of warm hat during cooler, non-daylight savings months. We recommend that families provide both a sun hat and beanie and we will use our professional judgment as to the most appropriate hat/clothing for weather conditions.

Clothing

Please dress your child in suitable and comfortable clothing.

Whilst all care is taken to protect clothing from creative/messy play activities, from time to time clothing will inevitably become soiled or dirty. We do not recommend children wear their "best" clothes whilst in care. Fully enclosed and comfortable shoes are recommended; slip-ons, thongs etc. can be both dangerous when running and climbing and will not protect feet from the sun's harsh UV rays.

Please name all items bought into the Centre.

This includes jackets/jumpers, hats, comfort items, bottles, dummies, drink bottles etc.

Staffing

Staffing ratios and qualifications are governed by Statutory Requirements. Staff are encouraged to attend professional in-service training for continued and current learning and development.

Students and Visitors

To support the training and development of those entering the Early Childhood sector in Educator capacity, we accept students on prac placements, so that they learn the skills and knowledge required to become employable in our industry. Students and visitors will be present in the Centre for short periods under the constant supervision of staff members.

Procedure for bottles

Parents are to provide the service with clearly named, sterilized bottles, teats and the correct amount of cooled, boiled water in each bottle. It is recommended that pre-measured formula arrives at the Centre in a formula container rather than dissolving it into water earlier than the intended feeding time. Breast milk should be brought to the service in sterilized bottles and transported in an insulated bag with an ice brick.

Bottles as per nutrition and dental policies

Bottles containing formula, milk or breast milk are acceptable for children to have throughout the day. Bottles containing cordial and flavoured milk will not be given to the children but instead will be given back to parents/guardians with an explanation on WHY we cannot give children fluids that can endanger their dental health.

Children are not permitted to walk around or play in/outdoors with bottles. Holding a bottle in their mouth for prolonged periods encourages saliva production to sit in mouth and cause tooth decay.

Bottle safety

Children can have bottles in bed whilst an Educator is present. Children are NEVER to be left unattended with a bottle. Educators to remove the bottle from the child as soon as the child has had sufficient, especially if the bottle is empty.

Bottles and teats will be inspected for wear and tear, damage and hygiene; and unsuitable bottles and teats will not be used. Teats with damage (chewed, cut etc.) can pose a serious choking risk and will not be used.

Feeding

Teats may be tightened or loosened to determine milk flow. Children will be given bottles according to parental requests. Educators will monitor teats for age appropriateness ensuring the flow is neither too fast nor too slow.

Cleaning

Used bottles are to be rinsed out with cold water, ensuring that bottle, teats, discs are all clean. Shake dry, replace all parts and put immediately into child's bag.

Recording

A record of the intake of milk that each baby/child has is recorded on the daily information chart.

Primary care giving

A Primary Care Giving system ensures that every child has a particular carer and each parent has a primary contact within the room.

Primary care giving is;

- A way of working to ensure all children develop and maintain secure attachments
- Planning for the one person to spend as much time as possible with an individual child, particularly during intimate routine times
- Enabling for responses to a child's individual temperament, play interests and daily care experiences
- A pathway to building stronger partnerships and professional relationships with children and families
- Inclusive - It involves all the staff team working in collaboration with all the children in the group

What are the benefits?

- Young children feel more confident to explore their environment
- Interactions become more based upon intimate knowledge of individual children
- Routine times are valued and not hurried, as they are seen as intentional teaching moments
- Parents place their trust in staff and are more confident. Home/care knowledge gaps are reduced and relationships flourish
- Staff contribute as a team equally to the program.

Programs which support successful primary care giving:

- Focus on relationships
- Involve ALL staff in observing and planning for children
- Match staffing and children's bookings to maximize time spent together with a primary care giver.
- Build on caregiver skills, qualities and knowledge, using resources relating to attachment, brain research and primary care giving.
- Value and involve family input in implementing primary care giving and incorporate parent requests.
- Staff communicate well, respect and like each other, have mechanisms to communicate effectively, have fun and enjoy their work.
- Managers consult and work cohesively with staff both as administrators and as a resource support role.
- Staff seek information from parents regarding interests, routines development and temperament. They take note of the caregiving styles of parents.
- Have a staff member who co-ordinates, monitors and supports the whole team, ensuring the system they develop meets the needs of children, staff, parents and the program.

Organising and implementing primary care giving requires:

- Perseverance
- Enthusiasm
- Commitment

‘School Readiness Program’ Room Timetable

7:00am: CENTRE OPENS

All staff and children group in the Babies room on arrival, a selection of stage/age appropriate morning activities are provided.

8am ROOM DIVIDES/EARLY MORNING PROGRAM

Children go into their respective age rooms. SRPs experience child led activities eg: blocks, puzzles, puppets

8:50am: TRANSITION

Children pack up in preparation for morning tea.

9:15am: MORNING GROUPTIME/TRANSITION TO MORNING TEA

9.30am MORNING TEA

Children sit together at tables for self-selection of toast and fruit and water or milk to drink.

9:30-11:45am: MORNING INDOOR/OUTDOOR PROGRAM PLAY EXPERIENCES

Refer to displayed ‘monthly plan’ of individual & whole group activities that are child-led and/or spontaneous

11.30am: TRANSITION AND GROUPTIME

Children gather for group-time of stories and/or singing songs before washing hands in preparation for lunch. Literacy, numeracy and language are promoted throughout group times.

12pm: LUNCH

Children sit together at tables, self-selection of lunch menu, social opportunities.

12:30pm-1pm: REST/RELAXTION

Children wash their faces and hand. Quiet rest music is played to enable children to wind down

1pm-2.40pm EARLY AFTERNOON EXPERIENCES.

2:40-3pm TRANSITION AND GROUPTIME

Group time literacy, numeracy, dance and movement experiences before afternoon tea.

3pm: AFTERNOON TEA

Children sit at tables together OR picnic style for afternoon tea with their drink bottles filled with water

3:30- 4:30pm: LATE AFTERNOON PROGRAM

Indoor/outdoor experiences are provided in the afternoon program.

These activities are a follow on from the morning program based around the children’s interests.

Cognitive and fine motor development experiences.

5PM ROOMS JOIN

Children come together at the end of the day ready for home time and engage in quiet play.

6PM CENTRE CLOSES

