

Cooraminta Children's Centre Inc.

Information Booklet

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Policies & Procedures

*We recommend that you take time to read our Centre policies.
These have been put into place to ensure we operate effectively
and to the best of our ability,
while at the same time we continue to learn,
grow and develop with our families, community and educators,
for the benefit of the service and those that access it.
We welcome any feedback on our policies.*

The policies are readily available on our website, www.cooramintachildrenscentre.org.au.



**Please search "Cooraminta
Childrens Centre Community"
on Facebook to join our CLOSED
group. This will give you access
to updates, events and general
information for our centre.**

Philosophy of Cooraminta Children's Centre Inc.

We believe that childhood is a precious and unique time and that children should be valued and encouraged to thrive.

We believe that home, family, community and our children's centre are all important elements in the education of the child.

We promote cultural awareness amongst the children, families, staff and the wider community.

We believe that our centre promotes respect and tolerance towards each other, the families and the children.

We ensure that all staff interactions at the service with both children and adults are respectful, honest, courteous, sensitive, tactful and considerate.

We believe in actively promoting gender, racial and cultural equity, and sustainable practices in all the activities we provide and the resources' we utilize at the centre.

We believe our program should include activities that encourage an appreciation of the arts, music and literacy. With the children we explore the concepts of science, technology, engineering, and numeracy. We advocate for the right of every child in our centre to learn through play and offer the children opportunities to develop the physical, social and emotional skills needed for the transition to school.

(In accordance with the National Early Years Learning Framework and /or the Victorian Early Years Learning and Development Framework.)

We understand that every child will take a unique path towards achieving their learning outcomes and we will provide a variety of activities and experiences that cater for their individual learning goals

We understand the importance of providing a safe and secure environment whilst also understanding that learning requires taking risks and new challenges.

Your child's time at our centre will be spent exploring freely, satisfying their curiosity and learning at the same time.

We believe our children are competent and will achieve an awareness of themselves, their community and their world.

We believe Cooraminta Children's Centre should be a fun, inviting and secure place to be!

Welcome!

We hope your child's year at Kindergarten will be an enjoyable one. This year is a very important stage of development and we hope to promote independence and a feeling of greater confidence in your child. We hope all parents and families will become involved in our Kindergarten activities and make this a very successful and memorable year for all.

Aims of our Children's Program:

For the children to:

- Feel secure in our centres environment
- Feel secure with staff, other children and centre routines
- Take an active part in their own learning
- Express thoughts, ideas and feeling through speech and creative mediums
- Realise their potential in all areas of physical and social/emotional development
- Learn socially appropriate behaviour, such as sharing
- Become more aware of the world around them.

For the parents to:

- Feel welcome and comfortable in our centres environment
- Have confidence in both the staff and the children's program
- Be actively involved in, and support their children's development
- To be actively involved with the centre and the children's program.

In relation to other people:

- To cooperate with others
- To become flexible and open to new ideas, feelings and people
- To improve perception on the emotions and feelings of others
- To develop a respect for other children and adults
- To learn to work with a group.

In relation to the world of ideas:

- To have many opportunities for experiences which arouse curiosity and enthusiasm
- To be able to experiment, test, discover and learn through adventure and discovery
- To do some planning – to think, work, follow through and make decisions
- To discuss, question, organise, classify and draw conclusions
- To gain confidence in attempting new challenges and mastering new skills.

Fees:

At the information session you will have been given a payment invoice. All installment payment amounts, due dates, customer codes and banking details are listed on this invoice. All installments are to be paid into the BENDIGO bank (Cooraminta Children's Centre Inc., BSB 633 000 acc no: 113131999) or can be paid by EFT at the centre during office hours. All credit card transactions will incur a fee. If your payment is going to be late, please notify Eileen.

Any families that require a payment plan, at any time during the year please contact Eileen on 0417362299.

Maintenance Levy:

Cooraminta Children's Centre Inc. has a Maintenance Levy charge of \$60.00 per family per year. We have a working bee at each Centre at the end of the year and if you attend any of these, your Maintenance Levy is refunded. You must stay a minimum of 3 hours for a refund. We prefer children NOT attend this working bee.

Kindergarten Money:

Any money for the Kindergarten should be placed in an envelope with your child's name, group, amount and what the payment is for, marked clearly on the outside of the envelope. Then place the envelope in the locked moneybox.

Parent Involvement:

Just what does helping mean? What does it involve and why is it such an essential part of the program? Why do our educators ask parents to co-operate with them in so many ways? Perhaps the best answer is that Kindergarten is not a separate unit where the child has a life apart from the one he/she lives at home. Parents create the home, and they make the environment in which the children grow and develop. They must also be part of this extension of home, the Kindergarten. So there will be a subtle merging of the two units.

HOWEVER, do not expect your child to give a detailed account of their doings. If you ask them what they have done they will probably say "nothing" and you will wonder why you are sending your child to Kinder. Try prompting them with more specific queries, like "did you have a story today"? – "did you do any paintings"? etc. The program is on display and will also give you a lot of information about the children's interests and activities. If you have any queries on the program or any part of the kinder, please come and see a staff member.

Parent Committee:

The Parent Committee of Management is a volunteer committee and the AGM for the Centre will be held in November. You must be a member of the Centre to join the Committee of Management. Please ask a committee member or staff for a membership form.

Regulations:

Children's services are regulated under the Education and Care Services National Regulation 2011, it is compulsory to comply with these at all times.

Enrolments:

A child must not be enrolled at the children's service unless the child's parent/guardian has authorized the centre to seek emergency medical, hospital or ambulance services. This is for the child's protection.

The first days:

Kindergarten may be a new experience for most children and therefore they will possibly be a little shy, unsure or even frightened, especially about being left without a parent.

Re-assure your child and comfort them if they are upset. Encourage him/her to start an activity and join in. When you feel he/she has settled, say goodbye and let them know you will return.

It is very important that you never go without saying goodbye.

Sneaking out results in a feeling that trust has been broken and your child will have more trouble settling in the next time you bring them. If your child is having trouble settling in, it is a good idea to talk to the teacher about it.

Concerns:

If you have any concerns about your child at our service, please come and speak to the lead teacher and she will arrange a mutually convenient time to discuss these with you. Arrival and departure times are often very busy, so if you wish to have a word with your child's teacher, please wait until the main rush is over. At the end of the session we are unable to talk to parents until all of the children have been collected. Also if you have any major events happen at home that could affect your child at our service, we would appreciate being told about it so that we can do the best we can for your child. This could be such thing as a death or serious illness in the family, family breakup or separation, moving house, a new addition to the family or any disruption to your usual routines.

Preparation time:

During the week the teachers have preparation time. These are sessions set aside for administration, activity preparation, programming, in-services, teacher meetings and parent discussions. Please make an appointment with your teachers during this time.

Facebook Community group:

Cooraminta has a closed community group on Facebook, this group will have updated information on centre programs, events, news and links to relevant children's services sites. So please check in.

Arrival & Departure:

Please wait with your child until the door is opened and then bring him/her into the room. It is now a government regulation that your child be signed IN AND OUT each day. The sign in/out book is located beside the room door.

Children will NOT be released to anyone other than those authorized by the parents, unless notification is received in writing. Consent forms are at the back of this information book.



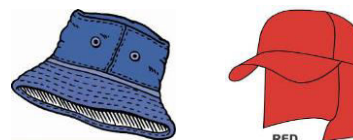
Kinder Bags:

Could you please send a bag with your child every day. Some of the new trendy backpacks are too small to fit all of the artwork and snack boxes in; if the bag is too small it makes it difficult for your child to get his/her snack out. Part of the program tries to encourage independence. This includes being responsible for their belongings, e.g. getting and putting back their lunchbox & water bottle. Packing away all their belongings at the end of the day

Being sun smart – As per our Sun Protection Policy

Cooraminta Children's Centre Inc. is a registered Sun Smart Early Childhood Program member and follows Sun Smart and Cancer Council Victoria recommendations to use a combination of sun protection measures (clothing, sunscreen, a hat, shade, and if practical, sunglasses) during the daily local sun protection times (whenever UV levels reach 3 or higher), typically from mid-August to the end of April in Victoria. All children must wear a hat, suitable clothing and sunscreen (30+) for protection against the harsh sun. Baseball caps and singlets do not provide adequate protection, if children wear these they will be required to play in the shade.

Please apply sunscreen to your child before kindergarten, this saves time and means a longer time outside. The children will require their own hat to wear outside.



Cold weather:

In cold weather coats, hats and gloves are a good idea for outdoor play

PLEASE LABEL ALL HATS, COATS and BAGS CLEARLY WITH YOUR CHILD'S NAME.

Often other children will have similar or identical things to your child, and often the children won't remember who owns an item, even if others don't have one that is similar.

Clothing and footwear:

Children's activities can be messy at times, although we take precautions to protect clothing with smocks/aprons sometimes children get dirty anyway. We suggest children wear sensible clothes that are easily washable, so they don't have to worry about getting dirty! Concern about getting dirty can stop children playing with messy activities and seriously interfere with their learning at our centre. If they need to do something immediately after session, I suggest you change them into fresh clothes just before you leave.

One of our centre rules is: - "You are allowed to get dirty at Cooraminta."

Please send your child to our centre in sensible footwear, which allows for safe climbing, running etc. Thongs or crocs are not to be worn at any time, as they are extremely dangerous when climbing. Girls "party shoes" are also very dangerous as they have very little grip and also tend to move about on the foot too much during active play.

The best shoes are runners, boots, 'school' shoes or sandals, which cover the foot well and don't slip about too much.

Remember to dress your child in clothes they can manage themselves. It is very important that they are able to get their own trousers off for going to the toilet!

Please send your child with a complete change of clothes in their bags. This is in case of getting very wet or muddy during play, or in case of a toilet accident. Please note: If your child has not got a change of clothes in their bag and needs to be changed for any reason we may need to call you to come and change them. **PLEASE LABEL ALL CLOTHING.**

Uniform:

Cooraminta does have uniforms for sale, IT IS NOT COMPULSORY. We have Windcheaters, Hoodies, T shirts and hats, please ask if you would like to see any of our stock.

Birthdays:

If you wish your child to celebrate with a treat at our centre we allow you to bring either a small bag confectionary / lollies or a small bag of plain potato chips for each child. All birthday treats will be sent home with the children, they will NOT be permitted to consume them at the centre. Treats MUST NOT contain nuts or eggs. Please see staff in regards to our “Food Allergy Policy”; also see our webpage for all policy information.

Parent Stay & Play:

Please don't see this as a chore, this is an opportunity to see how our programs runs and for you to have input into the programs here at the centre. We value and appreciate all parents' involvement at our centre. Your interest is most beneficial to your child feeling good about themselves and recognising the importance of what they are doing. A term calendar is displayed near the sign in book, please write your name on a suitable day. The term calendar will then be displayed on the parent notice board. Younger siblings are welcome to attend. Any family member or friend (*please note, (for “friend only”) if the person isn't a family member, they must have a “Working with Children Check) and over the age of 18 is welcome to attend.

Toys:

Please do not send toys along to sessions with your child, as they may become either lost or broken. There may be a chance for children to bring along “their special things” BUT staff will let you know more about this during the year

Art Box:

All artwork is stored in the art box; on the table at the front door. Each child has a divider with their name on it; all artwork will be placed in front of the divider. Please help your child check the art box at the start or end of each session.



Health & Absence:

For your child to work successfully in session, he/she must be feeling well. If he/she is unwell please keep him/her at home. If your child has an infectious disease, please check with the teacher about the amount of time he/she has to be absent. It is hard sometimes being a responsible parent, with a child telling you “I feel better now, can't I go to kinder?” but, we have a duty of care to all children in the group.

Some examples for you to note:

Conjunctivitis - when the discharge has been gone for 24 hours.

Vomiting or Diarrhoea - when the child has ceased vomiting or had no bowel movements for 24 hours prior to the next kinder session.

**If the staff feel that your child is not well enough to be at the centre,
they will ring you to pick up your child.**

Before session handwashing:

The centre's hygiene and anaphylaxis policies require all children to wash their hands at the beginning of the session as part of your daily routine please escort your child to the bathroom and ensure that they wash their hands before they settle in.

Medication:

If your child requires medication of any sort, please give this to the staff member at the beginning of each session. Medication **SHOULD NOT** be sent to centre in your child's bag, as this is unsafe. It is also important that you sign and fill the necessary details in the medication book. All medicines must be taken home at the end of each session. (Unless "long term" permission has been completed)

Accident / Incident:

If your child had an accident at the centre, your child's teacher will fill out a report. You will be asked to read the report and sign it.

Procedure for Complaints:

If you have any concerns on the programming or operations of your child's sessions please speak to the teacher (note: the teachers have preparation sessions each week so it would be helpful if you have any concerns to speak to the teachers at this time). Where a parent has a specific complaint you can put your complaint in writing or verbally to the Committee of Management

The Co-ordinator Eileen Gardner: Postal Address: 2 Skehan Blvd. Altona Meadows. 3028

In answering your complaint we will return to you in the way it was received. E.G. Verbally if verbal, writing if written

You can also contact Department of Education & Training.

Childrens Service Advisor: 1/900 McNab Ave Footscray 3011, PH: 83970346

Questions

If you are wondering about the program or anything specifically to do with YOUR child, please speak to your child's TEACHER. Your teacher will be happy to answer any questions or clarify any points to help you to understand any aspect of the centre's programs. I hope you and your child have an enjoyable year at Cooraminta Children's Centre.

If you have an administrative, financial or general question, please see Eileen in the office or ring on 0417362299.

Late Collection Of Children:

Kindergartens have a specific starting and finishing time for the sessions. Government regulations for Kindergartens state that two staff members must be present at all times while children are in the centre. Kindergarten staff will be flexible in accommodating parents who collect their children late because of unavoidable delays. If children are collected late the staff must be paid overtime, or other staff employed.

**Parents must cover the costs due to budget restraints.
The late fee is \$15.00 for every 10 minutes or part thereof.**

LATE PICK UP POLICY FOR THE COORAMINTA CHILDREN'S CENTRE INC.

Children are delivered into the care of the Teaching Staff at the Centre at the beginning of each session they are enrolled for.

Parents, legal guardians or authorized persons sign in their child with the name, arrival and their own signature at the end of each session, the parent, legal guardian or authorized person signs their name and the time of collection of the child.

If there is to be a different person collecting the child, other than the person that signed in the sign-in/out book, the Teaching Staff need to be contacted before the end of the session. **No child** will be given to any person other than those authorized by the parents, legal guardians or authorized person.

This is a Government regulation that Pre-school Centres must adhere too.

Written authorization is required to be presented to the Teaching Staff if the persons listed on the enrolment form to collect the child are different. These slips are available from staff and there is also a sheet of four in the back of all parent information handbooks.

The Management Committee and the Teaching Staff of each Centre encourage parents, legal guardians or authorized persons to collect children on time.

When the parent, legal guardian or authorized person has not arrived within ten (10) minutes after the scheduled finishing time of the session, the Teaching Staff will attempt to contact the parent, guardian or authorized person. If unsuccessful the Teaching Staff will attempt to contact the nominated emergency number(s) listed on the enrolment form to arrange collection of the child. It is advisable that parents provide two (2) emergency contact numbers of their child's enrolment form. Emergency contact persons need to be within fifteen (15) minutes travelling time from the centre (if possible).

If the child is still at the centre one (1) hour after the session's scheduled finishing time the centre will have no choice but to contact the relevant authorities.

Parents need to understand that a minimum of two (2) staff members must be on duty at the Centre when any enrolled child is present and has not been signed out by their parent, legal guardian or authorized person.

Parents, guardians or authorized persons are responsible for notifying the Teaching Staff of any change of family address, telephone numbers and emergency contacts.

Parents who repeatedly pick up their children late will be warned and the Management Committee will take appropriate action (please see late fee collection policy in parent handbook). This may be in the form of verbal and written warnings, fines and fines per minute. The Teaching Staff will record the name of when children are picked up late and will pass this information onto the Management Committee for appropriate action.

Should a parent, guardian or authorized person be unavoidably delayed in picking up the child, urgent contact should be made with the centre. This informs the Teaching Staff of the situation and allows them to reassure the child.

Parents need to be aware that they may be required to meet the costs of the staff remaining with their child at the Centre until collection. A late fee may also be charged.

With regards to custody of children, children will be permitted to leave the Centre with their parents, Legal guardians or authorized persons. If parents are living apart, but have joint custody, staff are unable to prevent either parent collecting the child. If a Restraining Order is in place staff should be advised and will comply with that order.

If one parent has sole custody the staff are not permitted to let the child leave the Kindergarten with the other parent unless given written authorization by the custodial parent. Custody Order – Now Access Days.

Please note: that should any situation occur that may potentially endanger the lives and safety of persons on the Centre premises, staff will release the child and then contact the police and other relevant authorities immediately. It is most important that staff have a written notice of any custody or restraining orders and that they are kept informed of any changes to these orders. The Management Committee should also be aware of any custody or restraining orders as Manager and Proprietor of the Preschool service but this information will be kept in the confidence by all parties.