



Kids On
Early Learning Centre
&
Kindergarten
Family Handbook



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WELCOME TO KIDS ON!

The team welcome you and your family to our centre. We are sure that the time your child spends at our centre will be a happy and rewarding experience.

We look forward to working with you to ensure that together we create the best opportunities for your child to grow, learn, have fun and make new friends.

The team share a passion for providing high quality care and education and meeting the needs of all the families at our Kids On services.

Operating Hours

6.30am to 6.30pm

Closed for public holidays.

"Childhood is not preparation for anything. Childhood just is, and they only get one. It is up to us to protect it." Lester Laminack

Mission Statement

Support our families in a welcoming environment through quality relationships.

Core Values

Care for every Child

Support our Families

Be part of the Community



Our Philosophy

At Kids On our philosophy is based on the belief that children learn best in a caring and nurturing environment which provides the opportunity for exploration, experimentation, problem solving and play in a safe and supportive space. Our philosophy views all children as capable, confident, creative, and active learners. We believe that purposeful play based programs provide the best opportunity for children to develop and further enhance their intellectual, social, emotional and physical wellbeing.

We believe:

- In an environment which is homely, friendly, nurturing, secure, safe, stimulating and aesthetically rich, preparing our children to become global citizens.
- In the value of celebrations. Instilling values of multiculturalism, differences and tolerance. Promoting cultural identity, discussion, and participation.
- In an educational and recreational program and environment, which is sensory-rich and provides for the use of technology to support their learning.
- Visual language is an important form of expression and a creative way for children to understand the world around them.
- In promoting and demonstrating a healthy nutritional diet, which will promote positive life-long eating patterns.
- In environmentally-friendly practices.
- Children develop knowledge, curiosity, imagination, and independent thinking through exploration of their interests and ideas through involvement in individual, small and

large group learning.

- That all children should be respected and valued as individuals
- That all children deserve the right to a happy childhood.
- In empowering all children to have a voice and play an active role in their education and development.
- That all children learn through play, imitation, and positive guidance.
- That all children should feel safe and secure in an environment free of bullying, harassment, and discrimination
- We acknowledge that we are on the traditional land of the Bunurong people and pay respect to all elders past and present. We recognise that the principles of equity, inclusion and diversity underpin work with our children.

We believe:

- And respect that parents are their child's first teacher.
- That all families, grandparents, and extended family members should feel welcomed and valued.
- That all families have a voice and will play an active role within our centre.
- In respecting all families' nutritional, cultural, spiritual, and religious beliefs.
- That families should contribute and be regularly updated of their child's progress and development.
- That important aspects of family life should be shared and incorporated into the centre and its programs.

We believe:

- All teachers should be mentored and supported by a highly qualified Educational Leader.
- All teachers should be treated equitably and respectfully.
- That all teachers have a voice and will play an active role within the centre.
- That all teachers should be happy in their working environment.
- That all teachers should feel safe and secure in an environment free of bullying, harassment and discrimination.
- In respecting all teachers' nutritional, cultural, spiritual and religious beliefs.
- It is important to nurture all teachers' growth as individuals through professional development.
- That all teachers should work together as a unified team.
- That all teachers should have positive relationships with children, their families, colleagues and management.

Our Centre Policies

Fees

All families are required to pay their fees one week in advance upon enrolment (this includes current week plus one) in order to maintain a consistent credit balance.

All fees are paid via Direct Debit for both ease and convenience.

We will be happy to explain the payment method to you and assist in helping you activate your account on enrolment. There is a \$50.00 enrolment fee that applies, and this covers a SunSmart hat, t-shirt and 2 orientation visits. Orientation is from 9.30-11.30 am

Child Care Subsidy

Child Care Subsidy (CCS) is a payment made by the Commonwealth Government to help families with the cost of quality childcare.

It is the responsibility of the parent to register for Child Care Subsidy. Information can be accessed from through MyGov. For more information on this process visit education.gov.au/childcare

With the introduction of the Child Care Subsidy, families will receive a combined payment which will be applied to the fees and families will be responsible for the gap fee. When registering this families need to allocate their chosen Kids On service as their child's service and allocate routine sessions and casual sessions if you think you may use the service for extra days. If this is not done families will be responsible for full fees.

Public Holidays

If your child's pre-booked day falls on a public holiday, the full fees still apply and must be paid in order to retain your booking.



Holiday Notification

Holiday application forms can be obtained from the office. If you are planning a holiday we highly recommend that you submit this form to the Centre Director as soon as possible.

Kids On offer a discounted rate for holiday absences, with a percentage off full fees available for two weeks per calendar year.

A minimum of two weeks' written notice must be received in order to comply with the terms of this discount, plus your family's account is required to be one week in credit and all families must be paying via direct debit.

Withdrawal from the centre

Two weeks' written notice is required if you wish to cancel or make an amendment to your child's regular booking.

Failure to provide the centre with this two weeks' notice will result in an additional charge of two weeks full fees to your final account. All accounts must be finalised by your child's last day at the centre, as any outstanding accounts will be forwarded to debt collection agencies. On your child's last day of attendance you must attend and be signed in and out on the iPad, otherwise the family assistance office will not pay CCS on the day and for any previous absences.

Withdrawal from the Kindergarten Program

If you accept a place in one of our funded kindergarten program, and then withdraw from the service, you will be required to give 4 weeks written notice and be charged an administration withdrawal cost of \$100.00

Signing in and out of the centre

Each child must be signed in and out of the centre every day they attend. This is a legal requirement that we must follow. These records are used in case of emergencies and for the calculation of Child Care Subsidy (CCS). If a child is away, ill or on holidays corresponding days must be signed by parents/guardians.

Failure to sign for any booked day/absences will result in a full fees being charged on that day.

Arrival at the centre you are asked to do the following:

Sign in on the iPad

Present your child to the Educator in charge

Before leaving the centre you are asked to do the following:

Come into the room and greet your child

Collect your child's belongings

Say goodbye to the Educator in charge of the room

Document the time, sign out via the iPad.

Collection of children

No child will be released into the care of any persons not known to the Educators. If Educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove they are authorised to collect the child on the enrolment form.

In the event that a child has not been collected 15 minutes after closing time the parents/guardians will be contacted on the emergency telephone numbers. If the child has still not been collected 30 minutes after closing time then staff will follow the Department of Communities Abandoned Child Procedures including contacting Child Protection and Crisis Centre 24 hour service,

Additional fees will be charged for a child that remains at the centre after the centre closing time.

Absences

Parents are requested to phone the centre if their child is unable to attend their session for any reason. Notice is also required in the incidence of infectious or contagious diseases in the family.

Families receiving Child Care Subsidy are allocated 42 absent days for each child per financial year. These absences can be taken for any reason and also include Public Holidays. Once the child has reached 42 absent days, CCS is not paid for any further absences, unless the absences are taken for an additional absence reason such as:

Illness (with a medical certificate)

Non immunisation

Parent with rostered day off (Statutory Declaration signed by a J.P required)

Parent with rotating shift (Statutory Declaration sign by a J.P required)

Temporary closure of a school or pupil free days

Periods of local emergency

Court ordered shared custody

Attendance at pre-school

There is no limit on the number of additional absence days a child's family may claim providing they are taken for the above reasons and have documentation/evidence.

Immunisation

In accordance with the Commonwealth Government 2016 'No Jab No Play' policy all children attending the centre must be fully up to date with their immunisation. Parents must supply an up to date copy of their child's immunisation before attendance can commence. A copy of the immunization certificate can be downloaded from the Medicare website, this must be updated and provided prior to care. From November 2018 a copy of your child's immunisation must be produced every 6 months.

Medication

If your child requires medication whilst at care, a medication form must be filled in by a parent. The medication must be accompanied by a prescription label or doctor's letter which states who the medication is for and the dosage. Medication must be handed to a staff member and will be stored in a cupboard. Under no circumstances is any medication to be left in children's bags.

Accidents and incidents

Our educators organise both the indoor and the outdoor environment to promote safety and to allow for maximum supervision, in order to prevent any accidents to children and staff.

In the case of an accident involving your child whilst at the centre, staff will immediately administer First Aid. In the injury requires further medical attention, you will be contacted, and a plan of action organised.

If a parent or emergency contact cannot be reached the Director/person in charge will act on behalf of the parent and proceed with whatever medical treatment is required. An educator know to the child will accompany the child to the Doctor/Hospital and stay with them until the parent arrives. Documentation of the accident will be detailed in an Incident Report Form.

Health

To minimise the spread of infection in our centre, children suffering from certain infections are excluded from attending childcare depending on the infection. The exclusion periods are displayed in the Parent Information area of the foyer. If a child in care has a suspected infectious condition the parents will be contacted and asked to collect the child as soon as

possible. Parents are encouraged to seek medical advice and contact the centre to inform us of the outcome.

Children with suspected infectious conditions must produce a medical certificate before the child returns to care. The centre will inform families of any infectious outbreaks and post signs which will include symptoms and exclusions time for the centre.

Management and/or the Director will not accept a child into care if they are not well enough to participate in normal activities or require special attention because of ill health.

In the case where a child has a high fever, staff are only allowed to administer Children's Panadol where parent permission has been obtained on the enrolment form. Parents will be informed of this and documentation will be kept on file.



Nutrition

Children attending long day care may receive 50% to 70% of their daily food intake whilst in care.

At our Kids Our services we have developed nutritious seasonal menus in consultation with Nutrition Australia and the Oscar Care group to ensure that each individual child receives their daily nutritional requirements.

We provide your child with opportunities to enjoy healthy foods that promote growth and allow them to develop healthy eating habits that promote development and learning.

All meals are prepared fresh daily on site using only fresh ingredients. We devote significant resources to allergy requirements and in addition we can provide Vegetarian and Halal meals if required. Families are encouraged to read our policies on Educa and see management for further clarification.

Sun Protection

Our centre takes care to protect the children and Educators from direct sun exposure. Our programs promote Sun Smart behaviour, and we encourage parents to dress their children in clothing that will protect them from the sun. We recommend broad brimmed or legionnaire style hats, tops that cover shoulders and loose-fitting clothes that cover the body – no midriffs or bare backs). Educators role model appropriate sun smart practices.

Programs

Kids On believe in the value of play and all of our programs are play based. Play is of utmost importance to children as it is their way of learning about their world. When children play, they are able to express their creativity, learn to negotiate, problem solve and express their ideas. We aim to guide and scaffold your child in their learning journey through providing both indoor and outdoor environments that are stimulating and challenging. The overall aim is for our programs to assist your child to develop a lifelong love of learning. Our qualified educators plan learning experiences based on the children's interests and needs. Learning experiences are planned to engage all children in play that will enhance and develop all five learning areas as outlined in The National Quality Frameworks. Individual and group observations for all children are documented and kept in your child's folder to assist in extending their skills and abilities. These are sent home on a regular basis so that parents are able to give feedback and offer input into their child's learning.

3 and 4 Year Old Funded Kindergarten

At Kids On we offer both 3 and 4 year old kindergarten programs run by qualified Early Childhood Teachers. It is a recommendation that children attend a minimum of 15 hours per week of kindergarten for both the 3 and 4 year old programs. Families of children that attend our funded kindergarten program are eligible for a government fee subsidy of up to \$1000 if a child attends for 7.5 hours a week or \$2050 if a child attends a minimum of 15 hours. This is applied to the families account at the end of the month once the funds have been paid to the service from the Department of Education. If a child attends kindergarten at another service this will not apply.

Parent Participation

We acknowledge that as parents you are your child's first teacher and therefore understand the importance of parent and family participation in your child's time at our Kids On services. We invite all parents to be involved in the care and decision making with regards to their child's care and education.

Parents are welcome to attend special events at the service across the year.

Parent Grievances

Our staff are here to ensure that your child is happy and healthy in their care. If there is a problem that arises that you feel you need to resolve with our staff, please let them know.

Our grievance policy is displayed in the foyer, however if you have a grievance or concern your first point of call should be the Educator in charge of your child's room. They will work with you to resolve any problems.

If you feel that further resolution is required, then speak to either the Centre Director or the Proprietors who will work with you to reach a resolution

All grievances will be taken seriously, and our best efforts will always be forthcoming.

Behavior Management

All children are encouraged to develop social skills that will enable them to resolve conflicts and meet their needs in a calm way. We encourage children to respect themselves and others. When educators guide a child's behaviour, they aim to provide the child with clear guidelines as to why a particular behaviour is not acceptable. Children are given realistic limits to follow whilst they are in care.

"Every child is gifted. They just unwrap their packages at different times." Anon