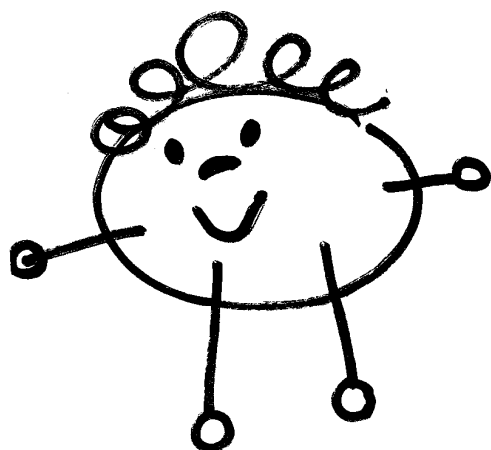


Clare Valley Children's Centre Inc.



Information Book

March 2008 Edition

Inchiquin Road, Clare SA 5453
PO BOX 716, CLARE SA 5453
Phone: 88422483 Fax: 88423284
kindy.admin@clarekgn.sa.edu.au




Contents

- 1. Our Purpose**
- 2. Services**
 - 2.1 Child Care
 - 2.2 Kindergarten
 - 2.3 Family Day Care
 - 2.4 Playgroup
 - 2.5 Toy Library
 - 2.6 Other Services
- 3. Enrolling Your Child**
- 4. Transition and Settling In**
- 5. Arrival and Departure**
- 6. Security and Collection of Children**
- 7. Communication**
- 8. Nutrition**
- 9. Curriculum-What Will My Child Do At The Centre?**
- 10. Excursions**
- 11. Children's Behaviour**
- 12. Emergency and Accident Procedures**
- 13. Health And Safety**
- 14. Sun Smart**
- 15. Staffing**
- 16. Centre Management Committee**
- 17. Mandatory Reporting**
- 18. Centre Policies**



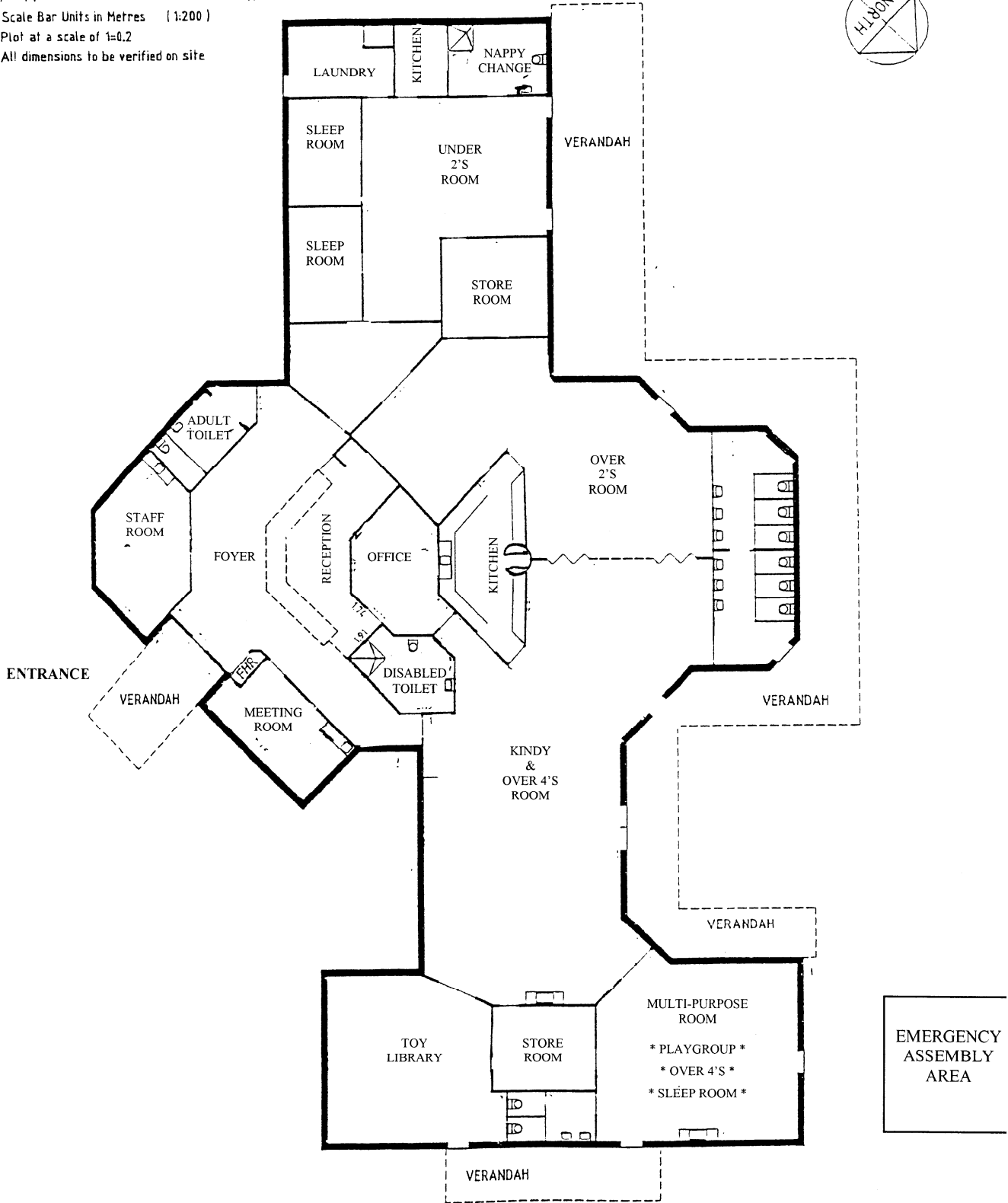
Centre Map



 Scale Bar Units in Metres (1:200)

 Plot at a scale of 1=0.2

 All dimensions to be verified on site





Welcome!!

The Management Committee and Staff welcome you to the Clare Valley Children's Centre.

We value and care for all children within our integrated service. Through Child Care, Kindergarten, Family Day Care, Play Groups and Toy Library we provide a safe and caring learning environment.

Our Management Committee, families and staff have worked together to establish core values for our centre. We are aiming for these values to be an important part of the way we operate -

Our Values

Family, Team Work, Quality, Life long Learning, Fun !

1. Our Purpose

To build an innovative children's centre where integrated services offer high quality care and lifelong learning.



CLARE VALLEY CHILDREN'S CENTRE

Centre Philosophy

- ❖ Our prime focus is on excellence in all areas of care, education and development
- ❖ To provide a safe, nurturing and educational environment using a play based approach based on the South Australian Curriculum document SACSA
- ❖ To promote learning for all – children, staff, families and the wider community. To always strive, learn and improve, developing quality innovative practises by using an inquiry approach.
- ❖ To focus on developing strong relationships and secure attachments through the use of Primary Care Giving throughout the centre.
- ❖ To focus on wellbeing and strive to develop a positive centre culture
- ❖ To provide a fulfilling, positive work environment for staff.
- ❖ We are a community based, integrated service and strive at all times to maximise links with other services for the benefit of families.
- ❖ Families are our partners in every way. They are involved in decision-making, management and in developing our policies and practises.
- ❖ We recognise, respect and support the diverse backgrounds of the children and their families.



2. Services

- Child Care
- Kindergarten
- Pre-entry
- Family Day Care
- Playgroup
- Toy Library

2.1 Child Care

The Clare Valley Children's Centre provides quality childcare at an affordable price to parents eligible to attend under the Commonwealth Government Priority of Access Guidelines. We care for babies and children from 3 months to 5 years old in full-time, part-time or occasional care. Care for babies under 3 months will be considered on an individual basis by negotiation with the Director.

Childcare provides opportunities for children to develop stable, caring relationships with staff and other children. We focus on nurturing the physical, social, emotional, intellectual, cultural and creative development of the child in a safe, caring, happy and stimulating environment.

Session Times:

Childcare is available between 7.00am and 6.00pm, Monday to Friday. For a minimum of 50 weeks a year. The Centre is closed on Public Holidays.

Full day:	7.00am – 6.00pm
Morning session:	7.00am – 12.30pm
Afternoon session:	12.30pm – 6.00pm

Fees for Childcare

Fees are determined annually or at a time deemed necessary by the Management Committee to meet budget projections.

For current fee amounts please refer to the fee schedule included in the information pack.

If you have two or more children enrolled in full time Childcare you are entitled to a 5% discount on Childcare fees.

Contact Centrelink to register for your Child Care Assistance:

Phone number: 13 61 50
Centre Provider Number: 555 011 850 S

These fees are greatly reduced if you are eligible for Commonwealth Child Care Assistance. Centrelink has information about the Commonwealth Childcare Assistance Scheme. (There is a gap between the rebate and the fee charged by the Centre).



Payment of Fees:

- All parents enrolling will be required to sign a fee agreement and pay a bond. The bond will be two weeks fees in advance.
- Fees are to be paid to the Clare Valley Children's Centre one week in arrears and can be paid by EFTPOS, Credit Card a \$1-00 fee applies (in person or by phone), BPay (Savings or Cheque Accounts only), cheque or cash. Please post correct money in the slot on the front counter.
- Regular weekly payments by credit card can also be arranged.
- A receipt will be provided for each payment.
- Details of an individual's account are confidential and are stored appropriately. Individual families may access their account records at any time. Fee details are available in writing on request.

Casual/emergency care is to be paid in full at the time of care.

Fees when absent:

Parents are requested to advise the Centre of their child's inability to attend as soon as this is known.

- A 50% holding fee will be charged if at least one full week's notice of cancellation is given.
- No fee is charged if a child is absent due to illness and the Centre is notified by 12:00 midday the day prior to booked care. A medical certificate must be provided. (Absences when a child is sick but no certificate is provided will be charged the full fee.)
- All other absences will be charged the full fee. Children are allowed 42 days for allowable absences. Please refer to the Child Care Benefits Booklet for more information.

Cancellation of Care:

Two week's notice in writing is required when a child is to be withdrawn from care. The bond will be refunded upon finalisation of your account.

Overdue Accounts:

Parents/guardians with overdue fees are encouraged to discuss any difficulties they may have in meeting payments with the Director and negotiate suitable arrangements to pay. If this is not done, or other arrangements are not kept, the following procedures will apply;

- After one week overdue-a reminder sticker
- After two weeks overdue-an any reason sticker
- After three weeks of non-payment, a final letter advising that the place may be cancelled if the account should become four weeks overdue
- After four weeks overdue-the childcare place may be cancelled upon the director's discretion and the bond used to meet outstanding fees. A debt collector may be engaged to recoup remaining fees.



Fees for Late Collection of Children:

The late collection fee is \$ 1:00 per minute. To maintain licensing regulations, it is essential that booked times be adhered to. The following procedure will be followed if you are late picking up or leave your child early.

1st Occurrence – Green warning note in pocket

2nd Occurrence – Orange warning note in pocket

3rd Occurrence – Red note in pocket advising of a \$1 per minute/per child, charge to your account.

Subsequent late pickups will be charged each time at the rate of \$1 per minute.

Please allow enough time to greet your child, collect bags and speak to staff. We always appreciate if you call and let us know when you are unavoidably late.

Priority of access

Priority of access guidelines apply to all families attending the Centre, and are put into place when the Centre is full on a day or session. The guidelines are as follows:

1. A child at risk of abuse or neglect
2. A child of a single parent who satisfies, or of parents who both satisfy, the work / training/ study test under Section 14 of the Family Assistance Act.
3. Any other child

Within each category the following children are to be given priority:

- Children in Aboriginal and Torres Strait Islander families
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

What do I need to bring?

- Clearly named bag
- Sufficient nappies (disposable or cloth) to last the day, plus extra for emergencies
- Sufficient plastic pants and fasteners if cloth nappies used
- A complete change of clothes (all labelled)
- Milk bottles, filled and labelled
- Drink bottle/sipper cup
- Comforters as required
- Wide brimmed / legionnaire hat all year round (labelled)
- Coat in winter (labelled)

The Centre provides:

- Morning tea, lunch and afternoon tea and late afternoon tea
- Bibs
- Face cloths
- Baby wipes
- Cups
- Utensils
- Drinking water
- Sunscreen



Water is the preferred drink and drinking water is always available. The children are offered regular drinks throughout the day. Each child needs to bring a water bottle from home, please put the bottle / trainer cup on the drinks tray or appropriate spot in your child's room on arrival. Leftover drinks will be sent home at the end of the day.

Please label all bags, clothes, shoes and any other property clearly. "Stuck on You" Labels are an annual fundraiser but order forms are always available in the foyer; we receive a percentage of your order as a fundraiser for the centre.

You can also order online anytime during the year from www.younameitlabels.com. You will receive a 5% discount for ordering online and if you quote our special code - cvccsa0203 all small letters, no spaces – when asked to name your fundraiser on the payment pages, we receive a rebate for the centre.

Primary Care Giving

Throughout the centre we use a primary care giving system, which is designed to ensure that children are linked to one special person who assumes major responsibility for their care. This person also becomes the main contact person for communication between you and the centre. We believe this system helps children settle quickly, feel safer and helps develop deeper relationships. Parents feel reassured and staff feel more rewarded. Matching a primary caregiver with a child and their parents enables genuine connections to develop. Primary caregivers actively seek to develop an intimate knowledge of routines, interests, development and temperament of the child and care-giving styles of parents. With time and purposeful communication, meaningful relationships develop between caregivers, children and families forming the basis for trusting and secure attachments. The aim is to maintain these relationships during the child's time in care, whenever possible.

2.2 Kindergarten

Kindergarten is primarily for 4-5 year olds. Children who are 4 years of age are entitled to a total of 160 half day sessions for 4 terms before starting school, usually consisting of 4 sessions per week. A full day program is offered to eligible children living 10km or further from the centre and to any other children upon request.

The Kindergarten encourages a rich and relevant play based curriculum to support the development of the whole child. Children are actively engaged in hands on experiences and activities that are relevant to their lives and builds upon their previous knowledge and interests. The focus is on fostering a positive self-esteem, interpersonal skills such as communication, cooperation, sharing and making friends. Children are encouraged to explore new concepts, skills and problems.



Session Times:

Monday to Thursday 8.45am to 11.30am

Full days are:

Monday to Thursday 8.45am to 3.00pm

Pre-entry Friday 8.45am to 10.45am
(Subject to change)

Pre-entry:

Children can attend one session of Pre-entry per week for the term before they turn 4. Parents are encouraged to stay with their child until they are confident to stay on their own.

The aim of the Pre-Entry program is to settle children into the routines of Kindy. For children this means learning new names and making new friends as well as learning the rules and routines in the centre. One of the main aims of our Kindy program is to encourage children to play co-operatively with others as this helps them to establish friendships. Satisfying relationships with other children are essential for children's social and emotional welfare. This well-being influences all other areas of their development.

Staff invite you to talk to them at any time about your child's development and to share any information that you feel is important for us to know about your child or the family. In the fifth week of each term an information session is held for families to learn more about how the centre operates.

Fees for Kindergarten:

Fees are to be paid to Clare Valley Children's Centre by a time determined by the Director each term, or arrangements can be made to pay by instalments. Fees are determined by the number of sessions per week a child is enrolled. You can pay by EFTPOS, Credit Card a \$1-00 fee applies (in person or by phone), cheque or cash. Please post correct money in the slot on the front counter. Fees are reviewed annually.

For current fee amounts please refer to the fee schedule included in the information pack.

Kindergarten is funded by the Department of Education and Children's Services. Funds are also raised through fundraising events and the collection of fees. Fees contribute to equipment and consumable items such as art supplies.



What do I need to bring?

- Named bag
- Wide Brimmed / legionnaire hat all year round
- Coat in winter
- Set of spare clothes (labelled)
- Fresh fruit (not raw apple, carrot or celery) and other healthy snacks, dried fruit, cheese...
- Lunch if attending all day unless you opt for the centre's meals
- Drink bottle

Please label all bags, clothes, shoes and any other property clearly. "Stuck on You" Labels are an annual fundraiser but order forms are always available in the foyer; we receive a percentage of your order as a fundraiser for the centre.

You can also order online anytime during the year from www.younameitlabels.com. You will receive a 5% discount for ordering online and if you quote our special code - cvccsa0203 all small letters, no spaces – when asked to name your fundraiser on the payment pages, we receive a rebate for the Kindy during the year.

Kindergarten children have the choice at the start of each term to nominate for a centre cooked lunch if they are going to attend all day. This fee is \$3 a day and only includes lunch. These children still need to bring their own fruit snacks.

2.3 Family Day Care

Family Day care provides quality care for children up to 12 years of age in the homes of Family Day Carers. A Family Day Care service provides care through a network of approved Family Day Carers who are organised and supported by a professional coordinating team.

Family Day Care provides a safe, secure and stimulating home environment for your children, with care provided for small groups of children in the carer's home.

Family Day Care provides hours for your children that are flexible and suit your needs. Types of care provided may include:

- Full time care
- Part time care
- Casual care
- Care for shift workers
- Before and after school care
- Vacation care
- Overnight and weekend care



In Family Day Care, your children will learn through play and exploration while interacting with small groups of children. They will participate in activities that have been planned to suit each child's individual needs, such as story telling, singing, games, visiting the park or library, playgroup, Kindergym, cooking, pretend play and many other activities.

Family Day Care also has a Respite Program, which enables children with additional needs to be cared for in a home environment by a trained Care provider who is supported by the Department of Education and Children's services staff. Depending on the needs of each child, care may take place in a child's home if necessary. Care may take place on a regular or casual basis for a few hours a weekend or longer if required. For the Respite Program, children with additional needs should be eligible for the Disability Allowance.

The office is situated in the foyer of CVCC and is open from 9am – 5pm Monday to Friday, phone 88423551. We are available for any enquiries at these times. If we are out of the office, there is an answering machine to take your calls. Please leave a number so we can return your call.

2.4 Play Group

Playgroup is an informal session where parents, carers, babies and young children up to school age can come together in a relaxed environment and socialise. Both adults and children can gain from a regular Playgroup session – it is a time to talk, make friends and share experiences. Free play is the essence of the playgroup session. Different activities are set out to allow children to choose, experience and learn at their own pace with you present to lend a helping hand.

Our Playgroup is an affiliated member of the Playgroup Association of South Australia Inc. As such, **all families attending must become members of the association.** There are many benefits to being a member, including insurance cover, member discounts, newspapers and newsletters, professional support and events.

All sessions are in the Multipurpose room. Please park in the Centre car park and follow the signs around to Play Group.

Play Group Times:

Friday 9.30am to 11.30pm

Playgroup Fees:

\$2.00 for 1-2 children
\$3.00 for 3 or more children, per session of playgroup.

An annual membership of \$29.00 is payable to the Playgroup Association of SA. Half-year & term memberships and are also available if you join during the year.

Tea and Coffee is available at \$1 per cup.



What do I need to bring?

- Water bottle
- Healthy snack or a piece of fruit
- Hats for adults and children to wear outside all year
- Ideas for activities

2.5 Toy Library

Toy Library offers a borrowing service of toys and equipment suitable for young Children aged 0-6 years old. Parents and children can choose from a wide range of quality educational equipment at a minimal cost. Choose from:

Puzzles	Cassettes
Books	Costumes
Baby toys	Threading sets
Games	Musical instruments
Construction sets	Large wooden toys
Toys for dramatic play	Outdoor equipment
Water play toys	Vehicles

Children have fun while learning new skills!

Four items / child, or six items / family with two or more children can be borrowed for a loan period of 2 weeks. This time period can be negotiated with Toy Library staff if distance and opening times are obstacles.

Opening Hours:

Tuesday	10.00am – 1.00pm
Thursday	10.00am – 1.00pm
Friday	10.00am – 1.00pm

Out of hours access is available. Please speak to Toy Library Staff or the centre's reception staff if unable to access the service during open hours.

Toy Library staff will help children who are attending Kindy or Childcare to choose their own toys. They will collect your child and take them into the Toy Library to choose toys. This is a very easy way to access this wonderful service. Ring Vicky Kelly on 8842 3052 for more information.

Toy Library Fees:

\$14.00 /Term per family
\$40.00/Year per family

The fees are used to purchase new equipment and to maintain existing equipment. In special circumstances fees may be negotiated. Please speak to the Toy Library staff.

Toy Library is DECS funded and community managed by Clare Kindergym Inc. to cover basic running costs.



2.6 Other Services

- Access to “**Support Services**” is available through the Centre.

These include:

Speech Pathology

Bilingual Support

Psychologists

Occupational Therapy

Behaviour Management

Social Worker

Aboriginal Community Worker

Other services in response to individual needs

- A “**Learning Through Play**” Play Group for children with special needs who are under 4 years old is organised on demand.
- The **Dental Service** works with the Pre-school and Child Care families to promote the best possible dental care for young children.
The South Australian Dental Service provides a range of dental services for children at clinics throughout Adelaide and all major country regional centres. Care is provided by dental teams comprising of Dentists, Dental Therapists and Dental Assistants.
All children from birth up to 18 years of age are eligible for care with the School Dental Service. Fees may apply. For more information about enrolments, fees and treatments contact the local Clare School Clinic on 8842 2288. Enrolment forms are no longer available at the Centre.
-
- **Child and Youth Health (CYH)** conduct regular developmental screenings at the Centre for 4 year old children. CYH also use the Centre for consultations with parents and children, toddler programs and parenting programs.

3. Enrolling your child

We encourage all families wishing to enrol their child to visit the Centre. A staff member will show you around and explain all functions, routines and policies. You will have the opportunity to ask any questions and you are invited to spend time with your child in the Centre and meet the staff before your child starts Child Care or Kindy. Please ring to make an appointment.



4. Transitions and Settling In

Home to Centre

It will help your child and the staff if you share your child's special routines, comforters, food preferences etc. when enrolling. It is appreciated if this is given to the staff on the forms in your pack. For your child's safety it is important to inform the staff at enrolment about any allergies, asthma or medical conditions and the appropriate management strategies. Serious medical conditions require a health care plan.

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well, your child may feel uncertain for the first few days or weeks at the Centre and may be very tired. It may help your child to settle in if you can stay for a while although we understand this may not always be possible. We encourage you to ring the centre during the day to check on your child if you would like to.

Room to Room

Transition visits occur to help children settle as confidently as possible as they move into each new room. Visits include time to learn new routines and to meet staff members and new friends. Staff meet to pass on relevant information ensuring all are aware of each child's individual needs and to foster continuous learning.

Every effort will be made to keep track of whether your child has a place in the over two's before their transitions start. If your child is not going to be continuing care in the over two's please speak to your primary care giver or team leader to help decide if your child carries out the transition process.

If your child is going into care in the over two's a transition meeting with the Over Two's team leader will be arranged in the third stage of their transition visits.

Centre to School

When children are in their last term of Kindy they become 'School Starters'. 'School Starters' spend special time working together as a group to focus on skills that help them prepare for going to school. They do activities like sorting, counting, designing, making, listening to stories, painting and practicing writing their own name. They have photos taken with friends, of their constructions or to show their sports abilities as we practise ball skills, skipping etc. These experiences will be collated into a folder to share with your child and your child's teacher at school.

To assist you and your child to settle into school, we begin with an informal visit to school with a Kindy teacher travelling in a small bus or private car. Then we have three formal visits, where parents / caregivers take their children to their new school. Often the teacher will visit the child at kindy.

5. Arrivals and Departure

On arrival please bring your child to their primary care giver or another staff member in your child's section so that we can greet you. Please say "Goodbye" to your child even if this is difficult for you. It is important that your child knows you are leaving and that you will return.



We are here to assist you should you need help at separation time.

Please:

- Help your child to place their belongings in their locker
- Leave a change of clothes in their bag and label all belongings
- Make sure that all doors and gates are closed securely when entering or leaving.

On leaving we ask you to:

- Help your child collect their day's work and their belongings
- Take your child to farewell a staff member
- **FOR CHILD CARE – PLEASE SIGN THE ATTENDANCE SHEET including time of arrival and again on departure. This is a requirement of the Commonwealth Department of Family and Community Services and failure to sign in and out will result in the withdrawal of Child Care Assistance.**
- **FOR KINDY - PLEASE SIGN THE ATTENDANCE SHEET as you drop off your children. It is necessary for staffing and emergency situations that all children attending are accounted for.**

If you are going to be late collecting your child **PLEASE TELEPHONE THE CENTRE.** A late collection fee applies in the Child Care Section. For more information please see the fee agreement. It is really important to keep to your booked times as this is what we base our staffing on, and children tend to become upset when they are picked up late.

If children are not collected from kindy when the session is finished and staff are unable to contact parents or emergency contacts they will be booked into child care (if there is room) and parents will be charged accordingly.

6. Securities and Collection of Children

The safety of children in our Centre is of paramount importance to parents and staff. Only parents and authorised people nominated by the parents may collect your child unless you have advised the staff beforehand, preferably in writing. If staff are unclear about an unfamiliar person collecting a child, identification such as a driver's licence may be requested.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE

If at any time a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

No information will be given to persons over the telephone if our staff cannot establish their identity.

Please take special care of your child's safety coming to and from the Centre, especially in the car park.

PLEASE NOTE: A 10KM/PH SPEED LIMIT APPLIES.



7. Communication

The notice board in the Entry Foyer is used for general information and a regular newsletter is distributed to all families using the Centre. Other information is placed in the children's individual "pockets" in the Entrance Foyer. Please check your child's pocket at the end of every day.

Child Care also provides a daily communications sheet in all rooms, with information from and to parents about their child/ren.

Please make an appointment if you have any queries or concerns about your child or the Centre. If you have a concern in relation to your experiences at the centre, opportunities exist for you to have your concerns addressed by the Director or the Management Committee.

In the first instance you are encouraged to address your concerns to the person involved. If your concern is not resolved you are welcome to discuss it with the Director, who will notify the Management Committee if appropriate. You are also able to write to the Management Committee or use the Suggestion Box in the Entrance Foyer.

If you feel that the Management Committee does not resolve your concerns, you have the right to take the matter to the relevant government department. (The Department of Education and Children's Services for Kindergarten and the Department of Human Services and Health Children's Services Program for Childcare.)

We also like to hear about things that we do well!!

We treat all information regarding children and their families with the utmost confidentiality. Personal information of staff and families is not given out to anyone without prior consent. (See Confidentiality Policy).

8. Nutrition

We believe that good nutrition is vital for the well being of children and they will be offered food according to their individual needs and timetable. We encourage nutritious, safe eating habits for all children attending the Centre.

The centre cook will provide child care children **all** food including morning and afternoon snacks, and lunch. The food supplied is nutritionally balanced, appropriate to the age of the children, and of sufficient quantity to meet the child's needs. Parents are invited to discuss with the staff what their child has eaten/drunk throughout the day, including information such as likes and dislikes. Meals eaten are recorded on your child's Primary Care Giver sheets daily.

Kindergarten children have the choice when they start Kindy to nominate for a centre cooked lunch if they are going to attend all day. This fee is \$3-00, a day and only includes lunch. These children still need to bring their own fruit snacks.

For kindergarten you need:

- A healthy, nutritious lunch in a named container that does not need heating as there is no access to the kitchen
- Snacks such as fruit, vegetables or cheese
- A piece of fruit, or two if staying all day
- Clearly named drink bottles



Due to the high risk of choking do not send nuts, raw carrot, raw apple, raw celery, popcorn or corn chips. Do not send nuts & products containing nuts including Peanut Paste/Butter and Nutella. This includes children 0-6 years. It is a rule that children sit to eat.

Water is the preferred drink and drinking water is always available. The children are offered or reminded to have regular drinks throughout the day.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat, such as: chocolates, lollies, sweet biscuits, chips, chocolate coated fruit bars, roll ups, and soft drinks.

Please send food with minimal packaging – to assist staff in food preparation and support our environmental education program.

Food considered dangerous will not be served to the child, but will be sent home again. In such a situation, staff will have an informal discussion with the parents concerned, and explain why the food was considered unsuitable.

The Director or Team Leaders need to be notified in writing of any special dietary restrictions, requests and/or allergies at the time of enrolment or as relevant. Children with allergies will be photographed and information displayed for staff. (See Health Policy- allergies)

For further information please speak to staff or read the Nutrition Policy.

Super Snack Suggestions

Snacks are an important part of daily food intake, especially for children. They need to be nutritious, tasty, quick and easy to prepare.

- Slice of fruit loaf / bun
- Fruit bread, made into jaffles with ricotta cheese, dried fruit
- Pikelets, add mashed bananas to the mixture for a change
- Fruit / date / pumpkin or plain scones
- Sandwiches, cut into strips or shapes
- Small pita bread, spread with cream cheese, grated carrot, sprouts and roll up
- Small handful of rice crackers
- Wholemeal crackers with cheese
- Rice cakes with a thin scrape of reduced fat cream cheese and vegemite
- Breakfast cereals served dry, fruitybix, mini wheats, WeetBix, Wheat Bites To Go
- WeetBix spread with vegemite, butter etc
- Handful of home made pita chips (pita bread cut into triangles, sprinkle with a little parmesan cheese and bake 180C for 15 mins until crisp)
- Rice cakes spread with ricotta or cream cheese and vegemite and fruit spreads
- Crispbreads with vegemite, promite, fruit spreads
- English muffin with margarine and cheese, or vegemite
- Plain biscuits (Wheatmeal, arrowroot)
- Small can baked beans or spaghetti
- Tub of yoghurt or Fruche
- Cheese stick or triangle and sultanas
- Piece of fresh fruit or fruit salad in a small container or canned fruit snack pack
- Small handful of dried fruit (can serve in an ice cream cone)
- Homemade fruit muffins (aim for recipes with less than ¼ cup oil)
- Small container or assorted salads (eg.tabouli, pasta, rice)



Here are some ideas of balanced lunch boxes, which include foods from all groups.

- Sandwich, roll or flat bread with favourite filling
Ice cream cone filled with dried fruit, 2-3 fruit biscuits or 2 slices of fruit loaf
Tub of yoghurt, custard or frozen yoghurt tube
1-2 pieces of fresh fruit - kiwi fruit, pear, rockmelon, watermelon, mandarin
Corn or rice thins or cruskits with vegemite, cream cheese or cheese spread
- 2-3 savoury pikelets or vegetable/pizza muffin
Fruitybix bar or container of fruitybix / Nutrigrain or Apple & cinnamon muffin
1-2 cheese sticks or pieces, grated cheese or flavoured milk
1-2 pieces fresh fruit – apricot, nectarine, banana, grapes, orange
Savoury rice crackers or multigrain Saladas with vegemite

For more ideas and recipes look in the parent library in the foyer

9. Curriculum – What Will My Child Do At The Centre?

Our curriculum is based on the DECS, South Australian Curriculum, Standards and Accountability (SACSA) Framework and promotes the development of knowledge, life skills and competencies through play. The 'curriculum' includes everything that happens during the day - all the experiences, routines and interactions. The staff are regularly planning, implementing and evaluating programs to meet the needs of the children.

A healthy self-concept provides the basis for learning in the areas of: -

- Health and Physical Development
- Understanding our World
- Diversity
- Self and Social Development
- Communication
- Arts and Creativity
- Design and Technology

Children grow and learn best in a safe and caring environment. Staff use the routines, planned experiences and child initiated play as learning opportunities. They meet regularly to discuss and plan for each individual child and for the group as a whole. Developmental records are regularly updated for each child and we welcome the opportunity to share these with the child's parents/caregivers.

Routines include times for group play, individual play, eating, sleeping, toileting, and cleaning up.

Planned activities will include times for problem solving, creative and imaginative play, music, stories and physical activities.

We believe that children learn and develop skills best through play and staff will continually support and challenge children through interactions of the highest quality.

The Quality Improvement and Accreditation System (QIAS) and accreditation processes ensure a culture of continuous improvement.



10. Excursions

Excursions and neighbourhood walks are an important way to extend children's experiences. They provide variety, fun and interesting opportunities for learning and are planned as part of the developmental program.

There are prescribed guidelines for excursions to ensure excellent supervision for your children.

You will be asked to sign a general consent form for us to take your child on spontaneous local walks as part of the Centre's program. If you do not want your child to participate in these trips you must indicate this on the enrolment form.

You will be given details of any other excursions and your written consent must be given for each excursion.

11. Children's Behaviour

We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and realise the consequences of their actions.

Children are encouraged to "use their words" to convey their needs and feelings. We teach children to use words like 'stop it I don't like it' if someone hurts them in some way and then to seek adult help if that doesn't work.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits.

Please see staff for more information or read our Guiding Children's Behaviour policy.

12. Emergency and Accident Procedures

Our Centre has a detailed Policy, which sets out procedures in the event of an accident or emergency.

In the event of any emergency/evacuation you will hear 3 continuous siren blasts. Please follow staff to the Emergency Assembly Area in the multipurpose yard. If this is unsafe we will go to the high school oval. For an invacuation there will be 1 siren blast.

Emergency procedures are displayed in prominent places throughout the Centre.

Emergency drills are practised at least once a term so that children and staff are familiar with the procedure. Children will be kept together in a designated, protected area in the multipurpose yard. This is our Emergency Assembly Area.

It is important that telephone numbers of parents and emergency contacts are kept up to date. The enrolment form will be completed on an annual basis to assist us in maintaining accurate records.

If you are visiting the centre for an extended period please sign in at the front desk.



13. Health & Safety

If children are unwell they should not attend Kindergarten or Child Care. Not only will the child be unable to participate happily, it is unfair to the other children and adults to be exposed unnecessarily to viral and bacterial infections.

If a child is sick and unable to attend parents are asked to telephone the Centre and inform them about their child's illness. The Centre does not have facilities to look after sick children; if your child becomes unwell we will call you or your emergency contact. Please arrange to have your child collected as soon as possible if you are notified that they are sick. Please ensure your emergency contact details are up to date.

Where a child has an infectious disease such as chickenpox, German measles or whooping cough, the Department of Human Services, Communicable Disease Control section can advise of the minimum exclusion time from Kindergarten, Childcare, and Playgroup. Telephone 82267177. A current copy is at the end of this section, or you can visit www.dhs.sa.gov.au/pens/youve-got-what

We realise from time to time that it will be necessary to give your child medication. **Medicine must be brought in the original package** and handed directly to a staff member who will:

- Check the expiry date is current
- Ensure that the child's name and correct dosage is clearly marked on the label
- Place the medicine in the fridge or medicine cupboard

In each room there is an accident and medication folder. Details of all medications to be administered must be entered into the folder and signed by the parent/guardian/caregiver. A staff member will check to make sure all details are clear

This procedure MUST be repeated on each and every day that medication is to be administered.

Medicine will only be administered by a qualified staff member and will be checked by a second staff member prior to administration. If your child requires Panadol staff will ring parents for permission.

Minor accidents are recorded on a report sheet, which parents must sign.

Parents are encouraged to keep their child's immunisation up to date. A record of the child's current immunisation status will be kept at the Centre. **No Government rebate is provided for children who are not immunised.** Children who are not immunised will be excluded from the Centre during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines, even if a child is well. These guidelines are as follows:



INFECTIONS AND DISEASE

Disease	Incubation Period	Period of Exclusion from Centre
Chicken Pox (Varicella)	14-21 days	Excluded until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.
Diarrhoea		It can be contagious. The Centre reserves the right to ask that a child can be removed immediately after 2 consecutive diarrhoea motions. Exclude for 24 hours after return of normal bowel motion.
Hand, Foot and Mouth Disease		Excluded until all blisters have dried.
Head Lice		Excluded until effective treatment has been given and hair is free of nits.
High Temperature		The Centre will not accept children with a high temperature – it is usually an indication that something is wrong. A child may convulse when the temperature is above 39°C.
Impetigo (School Sores)		Excluded until sores are healed, unless they can be kept covered with a watertight dressing or until a Medical Certificate of recovery is produced.
Infectious Hepatitis	14-60 days	Excluded until Medical Certificate is produced.
Measles	10-14 days	Excluded at least 4 days from appearance of rash.
Meningococcus		Excluded until Medical Certificate of recovery is produced.
Mumps	14-21 days	Excluded at least 9 days from the appearance of rash or until swelling goes down (whichever is sooner)
Rotavirus infection		Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.
Rubella (German Measles)		Excluded until fully recovered or for at least 4 days from the onset of the rash.
Scabies		Excluded until Medical Certificate of recovery produced.
Vomiting		The Centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return if vomit-free for 24 hours.
Whooping Cough		Excluded 4 weeks, or until Medical Certificate of recovery produced.

If any child in the Centre contracts such a disease specific details are displayed on the notice board in the foyer, see staff for further information. The Centre uses recommended guidelines from Staying Healthy In Childcare.

14. Sun Smart

As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat (eg. wide brim or legionnaire) and sun screen whilst outside throughout the year. We also ask that your child wear clothing that protects their shoulders.

We supply sunscreen, but you may provide your own if preferred. Please give it to staff in its original container labelled with your child's name.

We encourage play in shady areas, especially between the hours of 11.00am and 3.00pm. Children who forget their hats will only play inside or use a spare hat.



15. Staffing

The Centre's most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They love and respect children, and our warm and caring environment enable them to identify and respond to individual children's developmental and learning needs.

There is a staff photo board in the main foyer to help you identify our dedicated team.

The required child: staff ratio will always be maintained.

Under 2's

Licensing requires

1-5 children	1 Qualified
6-10 children	1 Qualified + 1 Unqualified
11-15 children	1 Qualified + 2 Unqualified
16-20 children	1 Qualified + 3 Unqualified

We provide (where possible)

1-4 children	1 Qualified
4-8 children	1 Qualified + 1 Unqualified
8-12 children	1 Qualified + 2 Unqualified
13-16 children	1 Qualified + 3 Unqualified

Over 2's

Licensing requires

1-8 children	1 Qualified
9-20 children	1 Qualified + 1 Unqualified
21-30 children	1 Qualified + 2 Unqualified
31-35 children	1 Qualified + 3 Unqualified

We provide (where possible)

1-8 children	1 Qualified
9-16 children	2 Qualified
17-24 children	2 Qualified + 1 Unqualified
25-32 children	2 Qualified + 2 Unqualified

Kindergarten

1 – 16 Children	0.5 Director
16 – 25 Children	0.5 Director + 0.5 Teacher
26 – 35 Children	0.5 Director + 0.5 Teacher + 0.5 Early Childhood Worker
36 – 45 Children	1.0 Director + 1.0 Teacher
46 – 55 Children	1.0 Director + 1.0 Teacher+ 0.5 Early Childhood Worker

Ongoing professional development for staff is actively encouraged. The set roster allows continuity for children with their primary care giver and core relief staff are employed whenever possible to provide continuity and stability for children, staff and families. We often staff at a higher rate than the requirement, as we know that providing more staff increases opportunities for quality care.



16. Centre Management

We have an enthusiastic Management Committee, who are committed to supporting staff in delivering programmes that reflect the needs of the community. They fundraise to provide resources and are involved in the development of Centre policies and financial management.

The Management Committee is made up of representatives from the executive, services and sub-committees that all combine to constitute the Clare Valley Children's Centre. They make decisions that impact on the running of the centre.

Executive:

Director/s	Finance
Chairperson	Vice-Chairperson
Secretary	

Service representatives from:

Kindergarten	Toy Library
Child Care	Family Day Care
Play Group	

Sub-Committees:

Finance	Outdoor
Policy	OHS&W
Promotions	Sub-regional

No experience is necessary to join the Management Committee, just interest, enthusiasm and commitment. The Director or any member of the current committee will be happy to give you more information. Current Committee information is available on the noticeboard. The Annual General Meeting is usually in March. The committee meets monthly. Anyone is welcome to attend. Look for the display in the foyer which shows who is on each committee and their role. Latest minutes and agendas are available.

17. Mandatory Reporting

Our Centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or any other staff member about any concerns you may have, as the needs and care of young children are paramount.

The staff and management committee members at the Centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.



18. Centre Policies

The Centre policies are reviewed on a regular basis and are available in the Entry Foyer and each room for parents and visitors to read. Please familiarise yourself with them and discuss any concerns with staff.

They include:

1. General Policies

Confidentiality
Environmental Protection
Equal Opportunity
Occupational Health, Safety and Welfare

2. Health

Health and Hygiene
Medication
Nutrition
Dental

3. Safety

Safety
Child protection
Sleep
Sun smart
Clothing

4. Children's Program Policies

Children's Program
Equipment
Excursions
Guiding children's behaviour

5. Management Policies

Access to the centre
Children's Centre Fees
Financial Management
Grievance procedures
Role of Management Committee
Records
Accepting referred children

Thankyou for taking the time to read this information book

You are always welcome to visit our centre at any time we encourage your involvement. We look forward to working with you to care for and educate your child.