

PLAYFUL POSSUMS WELCOME BOOK



WELCOME TO JUMPSTART 4 KIDS



Welcome to Jumpstart 4 Kids. We are a privately owned centre that caters for children 0–6 years of age. Jumpstart 4 Kids has three rooms (0–2 Years, 2–3 Years and 3–6 Years). Each of the rooms have an educational program based on the individual interests, needs and wants of the children. Each room has two fully qualified staff (three qualified staff in the 2–3 Possums room) and the centre has two trainees working towards their Certificate 3 in children's services.

Our centre is open from 7:00am until 6:00pm and all children need to be collected by 5:45pm, in accordance with the centres policies and procedures.

The Health and Safety of all children, parents and staff is one of Jumpstarts main priorities and our policies and procedures reflect this. All of the Jumpstart 4 Kids policies and procedures are available for all families to access in the foyer. The sign in and out sheets are also located in the foyer. When your child is dropped off in the morning and collected in the afternoon, you need to ensure that you sign your child in and out.

The screen located in the foyer provides parents with important updates and notices, along with daily room activities. We ask that all families view the screen in the foyer on a daily basis to ensure that they are connected and up to date with centre notices.



JumpStart 4 Kids Philosophy



helping 
children develop
and fulfill
their potential



At JumpStart 4 Kids we believe that our children are our future.

- ✦ Each child is unique and shares a wealth of abilities and talents. **(EYLF 1.)**
- ✦ Through interactions with family, staff and the wider community children mould their values, social awareness and identity. **(EYLF 1. NQA 6)**
- ✦ Families play an integral part at JumpStart 4 Kids and are encouraged to participate through parent forum afternoons, suggestion box ideas and through direct contact with staff or management as encouraged through our open door policy. **(NQA 6)**
- ✦ Our centre community, acknowledging the original custodians of this land the Dharuk people, embraces a partnership with children and families, enriched by different cultures, personalities, values, morals, ideas, and expectations supporting who we are now and our future potential. **(EYLF 1, 2, 3. NQA 1,3,5,6,7)**
- ✦ Educational theorists such as Piaget, Erikson and Vygotsky all agree that the child uses play for self teaching. Children engage in free play, intentional play, explorative problem solving and group participation to support active contributions and connectiveness to their world as respectful and accepting individuals. The value of play is important. **(EYLF 5. NQA 1,2,3,5,7)**

✚ Children need the best stimulating learning opportunities presented in a variety of ways centering on their interest using a combination of approaches. This is provided through stimulus and spontaneous themes and is demonstrated through the portfolios that are available at all times for families. Educators build children's confidence for learning through engaged experiences that are planned and scaffolded to meet the developmental needs of each child. **(EYLF 1,4,5 NQA 1)**

✚ JumpStart 4 Kids aligns with the National Quality Framework (NQF) to provide high quality educational and developmental outcomes for all children based on individual needs.

✚ The Early Years Learning Framework scaffolds educationally sound programs that allow children to enter compulsory schooling with confidence and a strong desire for engagement in their learning environments. **(EYLF 1, 4, 5 NQA 1)**

✚ Children at JumpStart 4 Kids will achieve a JumpStart in life as they develop independence, constructive problem solving, literacy and numeracy skills, positive self esteem, resilience, and a heightened self-worth celebrated through their cultural diversity and uniqueness as agents of change in our world as lifelong learners **(EYLF 1 ,NQA 5)**

✚ Immersion in environments that support **STREAM** (Science, Technology, Engineering, Arts and Mathematics) builds children's awareness through discovery in play based settings as they pose questions, hypothesize and predict outcomes based on trial and error scenarios, with opportunities for repeated experiences to pose probable solutions to secure a sustainable future. Educators support opened ended questioning and scaffold children's learning aligned with Bloom's Higher Order Thinking skills to extend and promote high expectations for all children. **.(EYLF 1,2,4,5 NQA 1, 5,6)**

✚ Literacy is the gateway to knowledge. Immersing children in literacy rich environments extend vocabulary and their capacity to express and convey thoughts, articulating their knowledge as they embrace learning through active partnerships with educators, family and community. **(EYLF 1,5, 2 NQA1, 5,6)**

✚ Through reflection and a celebration of the personal gifts offered by staff, families, children and community support services, we can provide a value added experience. The Early Childhood Australia's code of ethics provides a framework for staff as advocates for all children and allows staff members to challenge their everyday practice. **(NQA 1 & 7)**

✚ The preschool program, aligned to learning outcomes identified in the Australian curriculum, encompasses all aspects of children's development incorporating children's interests to ensure active participation and a love of learning. **(EYLF 4,5 NQA 1)**

**This philosophy is a reflective, dynamic and evolving document
that takes influence from educational practice,**

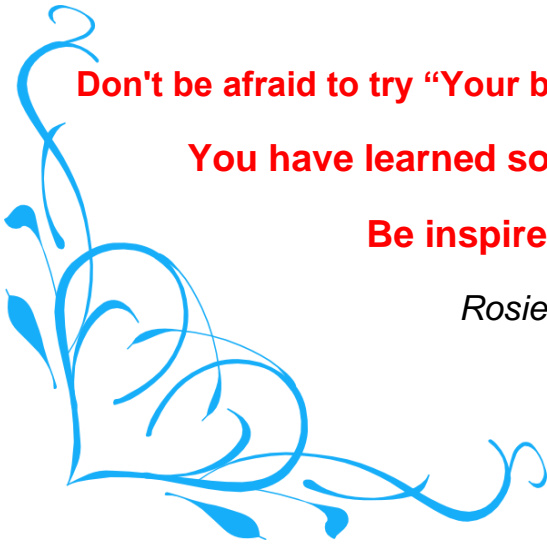
families and communities and is available for discussion at any time.

Don't be afraid to try "Your brilliant first flop was a raging success!"

You have learned something very important today.

Be inspired to learn every day.

Rosie Reverie Engineer



Educational Program and Practice

What happens in the Playful Possums Room?

The following experiences occur in the Playful Possum room on a daily basis:

Fine Motor Activities

The children participate in a variety of activities to develop their fine motor skills. These activities include grouping, sorting, threading and manipulating small and large puzzles.

Music and Movement

Having music in the environment is very important. The children are actively involved in a range of musical activities (musical statues, musical bob down, musical chairs) allowing them to become aware of beat, tone, rhythm, and tempo.

Drawing and Writing

The Playful Possums writing and drawing area promotes the development of fine motor skills through a variety of writing, drawing and creative activities. These experiences support the ability to grasp a pencil correctly (correct pencil grip) and the development of cutting and hand eye coordination skills. These acquisition of these skills support children's independently and sense of self.

Literacy

Literacy is a main focuses in the Playful Possums to support language and vocabulary development for children. Each child is read a minimum of 5 books a day to support active literacy. By taking part in literacy experiences the children learn to identify letters in the alphabet and the sounds that letters make. Literacy focuses on developing knowledge, understanding and skills in listening, speaking and creating logical thoughts as children convey their thoughts and feelings with peers, educators and family.

Numeracy

Numeracy is a main focus in the Playful Possums room, Each day the children undertake experiences and activities associated around numeracy. Numeracy focuses on developing basic math and number concepts such as number and shape recognition, counting to 10, groupings

and terms used to express mathematical investigations such as big, little, more, less, longer, shorter.

Concept

The Playful Possums take part in concept groups each day. These group times focus on each child learning and developing their individual skills, focusing on colours, shapes, positions name recognition and areas of personal interests to explore.

Indoor Play

During indoor and outdoor play we focus on the following area and skills:

- Environment
- Dramatic play
- Art and Craft
- Sensory
- Cognitive
- Construction
- Science and discovery
- Gross motor skills
- Fine motor skills

Possum Routine 2020

7:00am	Centre opens. Mixed group play in Playful Possums Room
8:30am	Pack Away transition song 2 - I Like To Move Story time Programmed Stimulus Activity
9:00am	Nappy changes - Children are assisted to wash their hands after each nappy change. Children are encouraged to sit on toilet. Pack Away transition song 2 – I Like To Move Wash Hands Morning Tea / Swish and swallow /Feed worms food scraps / Milk offered
9:35am	Apply sunscreen ready for outdoor play Story Time/ Nursery rhymes Programmed Literacy, Concept and Numeracy Groups. 1 Educator conducting each group, 1 Educator focus on support children.
9:55am	Warm up (Warm up song 3 – Munch and Move CD/Stretching etc.) Transition song 9: Twist, balance, shake and run Move outdoors collecting hats on the way out
10:00am	1 Educator set up programmed indoor activities Planned outdoor program activities / watering plants / Planned Fundamental movement experience
10:45am	Bell rings outdoors – Pack away Children transition to circle time – Put shoes on shoe rack, sing name song to transition indoors to wash hands
10:55am	Nappy changes - Children are assisted to wash their hands after each nappy change. Children are encouraged to sit on toilet. Indoor Play (Structured programmed activities)
11:45am	Transition song 2 I like to move Story Time/Visit Garden and worms – (2 staff with children, Additional staff preparing lunches) Wash Hands
12:00pm	Lunch / Swish and Swallow /Worm bins/ Milk offered (2 staff with children, Additional staff preparing beds)
12:30pm	Sleep Time / Rest Time Children who do not sleep will be offered programmed activities at 1pm. (1 staff cleaning up/engaging with non-sleepers, Additional completing day book/evaluation or patting children to sleep)
2:15pm	Pack away beds / disinfect Nappy changes - Children are assisted to wash their hands after each nappy change. Children are encouraged to sit on toilet. Shoes Story Time/Nursery rhymes – Yoga

	(1 educator changing nappies, Additional engaging with children and assisting to put shoes on).
3:00pm	Wash Hands Afternoon Tea / Swish and Swallow / Milk offered / Feed worms scraps
3:30pm	Apply sunscreen ready for outdoor play Story Time - Songs Circle time- Reflect on the day with the children (Staff cleaning and engaging with support children).
3:50pm	Transition song 9: Twist, balance, shake and run Move outdoors collecting hats on the way out Planned outdoor program activities / watering plants Indoor Free play Possums Room (Wet Weather)
4:30pm	Nappy changes - Children are assisted to wash their hands after each nappy change. Children are encouraged to sit on toilet.
5:00pm	Wash Hands Story Time Late Afternoon Tea
6:00pm	Centre Closed

PROGRAMMING

At JumpStart 4 Kids we provide a vast range of stimulating and developmentally appropriate learning experiences, across all curriculum areas that reflect our detailed policies on multiculturalism, social justice, gender equity and inclusion.

Our Program stimulus areas are developed on each child's specific needs, strengths and interests.



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pages highlight the EYLF outcomes and NQF standards that appear in your child's individual portfolio.

- Observations and supporting information is evaluated with detailed objectives for both short term and long term goals developed for each child. Documentation of these goals are aligned with the EYLF outcomes and are revisited four times a year in consultation with families. These are documented in each child's individual portfolios.
- These objectives are aligned to the weekly program, which offers a wide range of individual and group experiences. The program reflects each child's needs, strengths and interests.
- The program provides a variety of experiences for the children. These include indoor, outdoor, quiet, active, multicultural, and family experiences. These are developed from extended community experiences and information provided by families on our family focus sheets. Blank family focus sheets are available in the front foyer.
- Daily evaluations of the program are displayed for parents to view alongside the weekly stimulus program in each room. They are available for parents to view thus ensuring the goals for children are monitored throughout their time with us.

EARLY YEARS LEARNING FRAMEWORK FOR AUSTRALIA

LEARNING OUTCOMES (2009)

EYLF 1: Children have a strong sense of identity

- 1:1 Children feel safe secure and supported
- 1:2 Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- 1:3 Children develop knowledgeable and confident self identities
- 1:4 Children learn to interact in relation to others with care, empathy and respect.

EYLF 2: Children are connected with and contribute to their world

- 2:1 Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- 2:2 Children respond to diversity with respect
- 2:3 Children become aware of fairness
- 2:4 Children become socially responsible and show respect for the environment

EYLF 3: Children have a strong sense of well being

- 3:1 Children become strong in their social and emotional wellbeing
- 3:2 Children take increasing responsibility for their own health and physical wellbeing

EYLF 4: Children are confident and involved learners

- 4:1 Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and flexibility
- 4:2 Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
- 4:3 Children transfer and adapt what they have learned from one context to another

4:4 Children resource their own learning through connecting with people, place, technologies and natural and processed materials

EYLF 5: Children are effective communicators

5:1 Children interact verbally and non-verbally with others for a range of purposes

5:2 Children engage with a range of texts and gain meaning from these texts

5:3 Children express ideas and make meaning using a range of media

5:4 Children begin to understand how symbols and pattern systems work

5:5 Children use information and communication technologies to access information, investigate ideas and represent their thinking

Children's Health and Safety

What to bring / where it goes

Each day you need to ensure you pack the following items in your child's bag:

- Hat
- Fitted and flat sheet
- Spare change of clothes x 2 (winter and summer)
- Jacket
- Nappies x 5 per day
- Wipes

NO BOTTLES – Children over 18 months are to use a Sippy cup. Bottles will not be provided in this room. Milk is provided to all children during each meal session in cups. Parents may provide nutritional supplements in cups if required. Please place these in the fridge located in the Possums room.

Each day bring a piece of fruit for shared morning tea. Please place in the bowl in the Possum Room.

In the Playful Possums room your child has a locker; which is where their bag is kept each day.

Each day you need to pack a healthy lunchbox for your child with morning tea, lunch, afternoon tea and snacks. This is to be placed in the fridge in the Playful Possums room. Each day you need to bring a water bottle with fresh water in it these are to be kept in the bottle holder located near the fridge.

Everything that you bring into the centre from home needs to be clearly labelled with your child's name. Staff do not take responsibility for any item that is not labelled correctly.

At the end of each day all of your child's belongings need to be taken home (including lunch box, water bottle, hat and any news that has been brought in.)



NUTRITION

At Jumpstart 4 Kids we encourage all families to provide a healthy and nutritious selection of foods for their child each day. A list of suggested ideas are listed below in the healthy eating section. Parents are requested to send along a healthy lunch for their child comprising of food from the basic food groups. In line with dietary guidelines lunch boxes will contain 50% of the recommended daily intake for key nutrients. Fruits, vegetables, dairy and wholegrains should be included each day in your child's lunch box. Chips, lollies, chocolates or soft drinks are not appropriate and will be sent home at the end of the day. (For more information please refer to the Food and Nutrition Policy)

BREASTFEEDING

Jumpstart 4 Kids is a **Breast Feeding Friendly** centre and we welcome and support breast feeding for all our families. Our breast feeding friendly area is located in the cot room located in the Baby Bunyips room. This quiet space offers privacy for families and visitors who wish to breast feed their children.



ALLERGIES

We remind families that Jumpstart 4 Kids is an egg and nut free centre. Please do not bring in food items containing nuts as this will be immediately removed to support children's health needs. Parents will be supported through a reminder slip that will be placed in their child's lunch bag informing them that we are a NUT FREE centre. Room staff will speak with parents outlining our policy, along with health and safety concerns for children at the centre. On enrolment, staff are to be made aware of and provided with information of any allergies, medical conditions or dietary requirements. If your child requires an action plan, this must be submitted to the centre on enrolment.

ILLNESS

To prevent the spread of infectious disease across the centre, children who have been sent home from Jumpstart 4 Kids with an illness or temperature are to be kept home the following day. If your child has been sent home with an infectious disease, your child can return with a clearance from a doctor. We remind families to keep up to date with their child's immunisation records and provide a copy of the documentation after each immunisation.

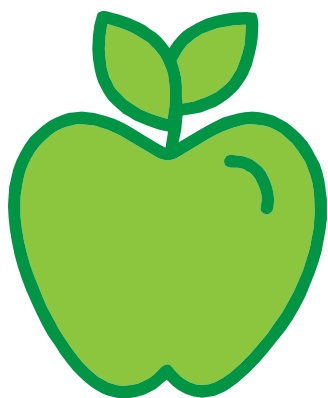
IMMUNISATION

Jumpstart 4 Kids requires all parents to maintain their child's immunisation schedule. Our service must receive updated copies of children's childhood Immunisation Register Statements. Parents can access these through Medicare or https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register?utm_id=9

Blue books are no longer valid evidence of your child's immunisation.

MEDICATION

If your child requires medication for the day please ensure you approach a staff member to complete our medication form. No medication will be administered without a completed and signed form. If your child requires Panadol throughout the day (due to a high temperature) a staff member will contact parents to attain verbal consent to administer medication. Parents will be required to sign medication forms when collecting their child. Medication is stored either in a locked boxed in the fridge or in the locked medication cupboard with two staff members administering medication on all occasions



HEALTHY EATING PLAYFUL POSSUMS

All food must be kept in the fridge at all times. This is a Food and safety requirement.

YOUR CHILD'S LUNCH BOX SHOULD CONTAIN AT LEAST 2 ITEMS FOR MORNING TEA, LUNCH AND AFTERNOON TEA

SUGGESTED ITEMS INCLUDE:

MORNING TEA –

Fruit / Cheese / Crackers / Yoghurt / Pikelets

All children will be offered milk and water.

LUNCH –

Healthy sandwich / Bread roll / Wraps / Rice / Pasta / Salads / Pikelets

AFTERNOON TEA –

Fruit / Cheese / Crackers / Yoghurt / Vegetable sticks / Pikelets

All children will be offered milk and water.

All non-healthy food options will be returned home.

All children are required to bring a piece of fruit each day for shared morning and afternoon plates. (Located in the basket in the possums room)

Heating of food is strictly limited. Please try not to place many items that require heating as we are encouraging sandwiches in preparation for school).

Source: Education and Care Services National Regulations 2011: Regulation 78–80, 168

Links to National Quality Standards: 2.1.1

Pack your child a **HEALTHY LUNCH BOX**



Choose a variety of foods from each food group

Fruit



Vegetables



Dairy



Wholegrains



Lean meat & alternatives



A Healthy Lunch Box



MAKE WATER YOUR DRINK



PACK ICE BRICKS TO KEEP FOOD COOL



USE A THERMOS TO KEEP FOOD WARM



Health

HEALTHY lunchbox snacks



Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

HEALTHY SNACK IDEAS: ✓

- ✓ Pikelets
- ✓ Fruit bread
- ✓ Plain rice cakes
- ✓ Air-popped popcorn
- ✓ Wholegrain crackers
- ✓ Reduced fat yoghurt
- ✓ Reduced fat cheese
- ✓ Vegetable sticks eg celery, carrot, capsicum
- ✓ Cherry tomatoes
- ✓ Corn cob
- ✓ Cucumber
- ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana

X SNACKS BEST LEFT OUT OF THE LUNCHBOX:

- X Muffins and cakes
- X Sweet biscuits
- X Savoury biscuits
- X Muesli bars
- X Sweet rice bars
- X Fruit straps
- X Chocolate
- X Lollies
- X Potato chips
- X Corn chips
- X Processed cheese & biscuits
- X Soft drink
- X Flavoured milk
- X Fruit drinks



WHERE EVERYTHING GOES...

LUNCH

Lunch belongs in a lunch box (no plastic bags please) are to be placed in the lunch fridge located at the rear of the Playful Possums room, near the door to go to our outdoor area.

WATER BOTTLES

Water bottles are to be labelled clearly and to be placed in the bottle holder of the Playful Possums room.

BAGS

Your child's bag should be labelled and placed in the lockers in the room.

SHEETS/ REST ITEMS

These may be placed in your child's bag. In that bag you should have a fitted sheet, a flat sheet and any other sleep item your child may require.

HATS

Your child's hat may stay in their bag and must be bought every time your child attends care. These are taken out and placed back by the children with the support of staff. Parents are reminded to label hats clearly in a visible location so children can identify their own belongings.

Source: Education and Care Services National Regulations 2011: Regulation 171, 168(2)(k), 105
Links to National Quality Standards: 6.1, 3.2.2, 2.1.3

IMPORTANT TO REMEMBER...

JUMPSTART 4 KIDS IS A WHOLE EGG AND NUT FREE CENTRE. WE ASK THAT PARENTS DO NOT PROVIDE WHOLE BOILED EGGS, EGG or NUTELLA SANDWICHES TO SUPPORT THE HEALTH AND SAFETY OF ALL CHILDREN AT THE CENTRE.

FOOD EXPERIENCES:

All cooking experiences and cultural food celebrations are vegetarian to support the health and safety of all children. Recipes with accompanying ingredients will be displayed in the foyer for all families prior to food experiences with children to allow parents to view ingredients and inform staff in respect to any food allergies that may be unknown to staff. We appreciate families support as we develop cultural awareness with children at the centre through our cultural food experiences.

If your child has missed morning tea, lunch or afternoon tea outside of our room routine times, staff will offer children food and drinks to support their dietary needs. Children will be supported with their dietary needs on an individual basis with access to water and food requirements at all times.

MORNING TEA IS AT 9AM

LUNCH IS AT 12.00PM

AFTERNOON TEA IS AT 3.00PM

We remind families to clearly label all items, as this supports staff to return children's items to families at the conclusion of each day.

Physical Environment

Outdoor Play:

Each day the Playful Possums have structured play outdoors. During this time the children are provided with fine motor, language, cognitive, dramatic, and gross motor activities as well as art and craft. There are a variety of play equipment/resources for the children to

use that encourage children to jump, hop, climb, skip and run which promotes the development of their gross motor skills.

Physical Activity:

Physical activity includes planned play (eg, action games/songs, FMS sessions, intentional teaching experiences), spontaneous play (eg, child initiated, free-play in the playground, dancing to music, intentional teaching experiences) and everyday physical tasks (eg. helping with gardening, setting up experiences, tidying up spaces. Jumpstart 4 Kids provides opportunities for children to be active every day through a balance of planned and spontaneous physical experiences. (For more information on physical activity please refer to the physical activity and small screen recreation policy)

Fundamental Movements:

Fundamental movements are the building blocks or foundation movements that assist in developing more complex and specialised gross motor skills for young children. Fundamental Movements Skills include: catching, kicking, throwing, walking and running. Children engage in activities within the indoors and outdoors environment support the development of Fundamental Movement Skills on a daily basis.

Staffing Arrangement

Welcome to the Playful Possums Room. At Jumpstart 4 Kids we welcome the opportunity to build active partnerships with children and families. Staffing allocations for each room are listed in the front foyer with relevant staff qualifications. All room staff have a Diploma of Children's services. Certificate 3 in Children's Services or working towards a Certificate III of Children's Services. The Playful Possums range from 2 – 3 years, with up to 15 children per day with three educators in the room. Staff are available to consult with parents daily and we encourage families to speak with staff on a regular basis so that we can support all children and their families at the centre. In the Playful Possums the day book and white board visually display communication for all families.

Collaborative Partnerships with Families and Communities

PARENT INVOLVEMENT

At Jumpstart 4 Kids we actively welcome parental involvement. Our parents are encouraged to spend time with their children and view their portfolios at any time throughout the year. Parents may like to volunteer time to support staff in our programming routines or showcase their skills and interests with children. Parents can view their child's portfolio and witness the variety of learning experiences that children are engaged in on a daily basis. The centre hosts a variety of events where families are invited to celebrate cultural events inclusive of Grandparents Day, Mother's Day and Father's Day afternoon teas, discos, Cultural Days and our yearly Christmas concert. We also encourage parents to regularly speak with staff so we can best meet the needs of each child and their families.

INCURSIONS/COMMUNITY EVENTS

At Jumpstart 4 Kids, we encourage families and community involvement through celebrations and events. Shows are organised to attend the centre on a monthly basis. All shows and programs are interactive for children to support their knowledge of culture, environment, nutrition and science. Shows attract an additional cost of \$10 per child. This is conveyed through signage in the front foyer and through our monthly newsletters located in the foyer. Our Newsletter is available for parents to view on our website: <http://www.jumpstarteducation.com.au/>

SPECIAL OCCASIONS/DAYS

Throughout the year we celebrate special occasions/days such as (Pyjama Day, Mother's Day, Father's Day, Grandparents Day, Chinese New Year, Harmony Day, Halloween). This gives families and children the opportunity to build relationships with staff and other families as children explore and build their awareness of different celebrations around the world.

BIRTHDAYS

At Jumpstart 4 Kids we celebrate our Centre Birthday each year birthday by providing children with a jumping castle and cake to remember all the families and children that have

been part of our Jumpstart 4 Kids community. Across the centre we encourage families to celebrate their child's birthday by providing a cake or cupcakes to share with their friends. (please ensure that all cakes contain no traces or nuts)

Leadership and Service Management

NEWSLETTER

The centre publishes an informative monthly newsletter to assist parents to identify the teaching and learning experiences that are being implemented across each room on a monthly basis. The newsletter provides families with informative information in respect to children's health and safety issues as well as significant cultural events and additional activities being hosted at the centre. The monthly newsletters are located in the foyer for parents to collect. Parents are encouraged to discuss any aspects or articles that may appear in our monthly newsletter at any time.

PARENT FORUM

Our parent forums are conducted 4 times a year through two repeat sessions that allow suitable times for greater input from a variety of families. We understand parents are busy and hope that these occasions allow parents to express their ideas and thoughts about the centre and the room your child attends. Parents who wish to have an input but are unable to attend can verbally discuss their ideas at any time with staff or through our suggestion box located in front foyer.

ATTENDANCE

Parents are asked to contact the centre on 9671 5411 prior to 9am if their child is not attending for the day / or if their child will be arriving after 9:30am. This supports staff to prepare and plan for the day's activities. Parents are reminded that children are to be collected by 5:45pm. This allows parents time to speak with staff and ensure that parents have time to collect children's items. Children collected at 6:00pm or after this time will incur a late fee as outlined on the enrolment form. Parents are reminded to phone the centre if you will be running late for the collection of your child. Each child has 42 absent days each financial year. Any day absent after 42 days of absences will require a doctors

certificate to retain CCB. CCB will not apply after 42 days of absences without a doctor's certificate. Full fees will apply to accounts in this event.

ARRIVAL AND DEPARTURE

Parents are required to sign their child in and out of the centre each day. If your child is being collected by someone other than a parent, please inform staff in the morning so we can record the name of the person collecting your child and their relationship with the child in the front office diary. Be aware that collecting person/s will be asked for identification and must be over 18 years to collect a child from the centre. Parents are required to record at least 3 alternative contacts for children in case of emergencies to support the health and safety of all children at the centre. Parents are welcome to add and update contacts at any time. Please speak with room staff and directors.

What your child needs each day:

- Backpack
- Hat
- Two spare changes of clothes to suit the weather (more if your child is toilet training)
- Fitted and top sheet (cot size)
- 5 nappies per day (if in nappies)
- Wipes/powder (if in nappies)
- Drink bottle (water only)
- Lunch box (with morning tea, lunch and afternoon tea)
- Piece of fruit for shared platter
- Family photo
- Knowing Me sheet
- Family focus

Frequently asked questions:

What foods can I pack for my child?

Healthy options. You need to provide morning tea, lunch and afternoon tea. Foods may consist of fruit, vegetables, yoghurt, sandwich, rice cakes and biscuits.

What is Bloom's Taxonomy?

Bloom's Taxonomy is a high order thinking model that is aimed at increasing the individual child's learning ability.

How many educators and children are in the room?

The 2–3 year old ratio is 1 educator to 5 children. The room will have 2 educators with up to 10 children or 3 educators with up to 15 children. Educators keep an eye on ratios.

What will my child do during the day?

There is a weekly program that is written by the educator in the room. The program covers literacy, concept, numeracy, group times and free play experiences. The children take part in many different experiences each day from the program that is documented in their individual portfolio, evaluation and day books. The program and evaluation is displayed on the big window as you enter the room. The children's portfolios are located above the lockers.

Health Services Directory

Centre for Oral health Strategy

533 Westmead, NSW 2145.

Phone : 65929748 Email:

info@fluoridenow.com.au

Castle Hill Children's Dentistry

329 Old Northern Road

Castle Hill

Blacktown Hospital

(02) 9881 8000

Westmead Children's Hospital

Corner Hawkesbury Rd and Hainsworth St

Westmead NSW 2145

Phone: (02)9845 0000

Sids Hotline

Phone: 9819 4595

Blacktown community health centre

Phone: 9881 8700

Unit 1, Cnr. Marcel Crescent and

Blacktown Rd

Blacktown NSW

Blacktown Library

Phone: 9839 6677

Blacktown Family Dental Care

55 Main Street

Blacktown

(02) 9622 4225

Sids Hotline

Phone: 9819 4595

Blacktown Library

Phone: 9839 6677

Children Road Safety

New South Wales

Phone: 13 22 13

Early Childhood Education and Care Directorate

NSW Department of Education and Communities

Locked Bag 5107

PARRAMATTA NSW 2124

Ph: 1800 619 113 (toll free)

Fax: 02 8633 1810

Website: www.dec.nsw.gov.au