



North
Edge
Child Care
Centre

Address: 11 Wangoom Road Warrnambool Vic 3280

Email: info@northedgechildcare.com.au

Website: www.northedgechildcare.com.au

Table of Contents

Our Commitment To You	3 & 4
Settling Into Care	5
Working Together	6
Are you Eligible for Child Care Assistance? Our Fee Structure	7
Keeping Safe.....	8
What Will My Child Learn While At North Edge?.....	9
Policies and Procedures	10

'The first five years have so much to do with how the next 80 will turn out'
Bill Gates

OUR COMMITMENT TO YOU

Welcome to North Edge and thank you for choosing our service. We are excited to enter into this partnership with you and will ensure that the experience for both you and your child is a positive and rewarding one.

Our commitment to you:

Respect.

- The rights of the child are paramount
- We treat all members of our community with dignity
- We celebrate diversity and recognise differing perspectives as a strength of our service.
- The role of parents is supported and valued. We meet the expectations of families in a flexible, non-judgmental and responsive manner
- We acknowledge the equal yet differing contributions of everyone within our learning community
- Sustainable practices are imbedded within our curriculum and our practice.
- We adopt guidance strategies that ensure children's confidence and self-esteem are protected and enhanced.
- We acknowledge the Gunditjmara as traditional custodians of the land and pay our respect to their elders both past and present

Educate

- Children are competent, capable co contributors to their learning and we support them in this role
- We recognise play based learning is an important tool which promotes the holistic development of the child.
- We encourage children's meaningful contributions to their programs and routines.
- We believe the child's relationship with their environment has direct correlation to their physical and emotional health and support exploration through various mediums.
- The Early Years Learning Framework is embedded in all aspect of our curriculum and is used as a tool to ensure creativity and innovation are reflected within our programs

Build Strong Relationships.

- We foster trusting, secure relationships with children, families, staff and the broader community and acknowledge building these successful relationships is a fundamental aspect for further personal development.

Our Values are reflected through:

High Expectations

- We employ educators who are committed to our philosophy, ideals and goals
- We embrace our role as advocates within the broader community supporting children's rights and positively promoting the Early Childhood sector
- We endorse the sector's Code of Ethics and abide by the principles

Care

- We ensure all aspects of the child's needs are met and believe for a child to truly thrive they must feel safe, secure and have all basic needs attended to efficiently by educators who display warmth and compassion.
- We are aware of the professional challenges facing our work colleagues and offer them appropriate support

Reflection

- We embrace a commitment to ongoing professional learning through training, research, networking, conversations and exploration of theorists and philosophies.
- We reflect on our practice and all aspects of our service and use these reflections as either a catalyst for change or affirmation of the current status.

‘Young children are integrally connected to their families.... All communication between programs and families should be based on the concept that parents are and should be the principle influence in children’s lives’ NAEYC Accreditation Criteria and Procedures

SETTLING INTO CARE

Although starting child care can be exciting it can also be a fairly emotional time for both parents and children. There are a few strategies you can adopt to ensure this transition is as smooth as possible.

Start talking about child care before you start and if appropriate drive past North Edge and point out the building to your child. Also encourage your child to be part of the preparation, this will allow them to have ownership over the experience. For example buying and packing a new bag together. Be sure you pack any comfort items your child may need or a family photo. The familiarity of an item from home helps children settle into a new environment.

Be positive about your child’s experience. Children are very sensitive to their parent’s responses – if they sense you are anxious they will often magnify this emotion.

Establish a good morning routine. Try to allow yourself time to calmly prepare yourself and your child for the day so you both arrive at the service ready for the transition.

Orientation is a very important process that permits your child to ease into the new environment with a minimum of fuss. It allows your child to grow in confidence within their surroundings while having the support of the key person in their life.

It is very important to say good bye to your child and then leave quickly and smoothly. If you have forgotten something please ring us rather than returning to go through the separation process again. The actual “good bye” may be the hardest parts of your child’s day so please make it as quick as possible. We understand it is difficult but be brave!!!

The educators will monitor your departure so do not hesitate to seek their assistance throughout the process. Please be assured we will be honest and open with you at all times. If your child is not settling and continues to be distressed we will discuss further strategies with you.

If you haven't got time to respond to a tug at your pants leg, your schedules to crowded' Robert Brault

WORKING TOGETHER

Young children thrive when the adults caring for them work in partnership. Building a partnership takes time but working together and using open and honest communication will help families and educators build trusting relationships.

We recognise you have the greatest influence on your child's care and education and therefore you are the best source of information for your child's educators. You are welcome to attend the service at any time of the day and we encourage you to not only share information regarding your child and family but also feel free to involve yourself in your child's routine or share your talents with the staff and children i.e. reading a story. We will also notify you of opportunities to influence North Edge philosophy, policies and procedures when these areas are under review.

There are many ways we will communicate with you. These include: newsletters, information meetings, parent information areas, feedback forms, parent meetings, special events, family pockets and emails. Please help us and your child by reading the correspondence we make available to you.

Information regarding your child's daily routine will be documented to be viewed by you. The educators will chat with you informally during drop off and pick up times and may call you throughout the day if the need arises. Throughout the year the educators will organise a more formal time to sit down and discuss your child's development and the areas the educators maybe focussing on and to receive feedback from you. Each child has an individual portfolio which provides documentation of your child's journey while attending North Edge and this document is available for you to share with your child or add to at any time. The portfolio's content will be discussed more fully at this parent/educator meeting.

Children are beginning to develop the foundations needed for more refined social skills. When conflict arises the staff guide children's behaviour to ensure that the child understands that appropriate expressions of frustrations and anger are expected within this community setting.

All of us at North Edge want to ensure your child's journey is a happy, healthy one. If you have any concerns please discuss these in the first instance with your child's educator or feel free to have a chat with Elizabeth, even if you're just needing reassurance or clarification.

'There can be no keener revelation of a soviet's soul than the way it treats its children' Nelson Mandela

ARE YOU ELIGIBLE FOR CHILD CARE ASSISTANCE?

Child Care Benefit is one of the two primary payments the Australian Government provides to families to assist with the cost of child care. Child Care Benefit is a means-tested payment based on a family's income which provides assistance to families with the cost of child care.

The amount of Child Care Benefit a family receives depends on the family's income, the number of children in care, as well as parents' work, training or study commitments.

Where a family's income exceeds the Child Care Benefit income threshold, they may still be eligible for the Child Care Rebate.

Child Care Rebate is not income-tested and covers up to 50 per cent of out-of-pocket child care costs up to \$7,500 per child, per year.

Further information on Child Care Benefit rates and income limits can be found at the Family Assistance Office which can be found at any Centrelink office.

OUR FEE STRUCTURE

North Edge policy requires parent's fees to initially be paid in advance and then to remain one week in advance at all times in order to maintain a credit balance.

All payments are made via Direct Debits and parents will find these forms within their enrolment pack. For safety reasons our service has a no cash policy

All children's booked days must be paid for including public holidays and sick days. A late fine applies if children remain at North Edge after closing time.

Two weeks notice is required to cancel any part of or a full booking and Families are not charged for the close down time over Christmas

Children are happy because they don't have a file in their minds called "All the things that could go wrong" Marianne Williamson

KEEPING SAFE

Each child must be signed in and out of North Edge every day they attend. This is a legal requirement as these sheets are used during evacuations. They are also used to calculate CCB and your rebate may be affected if they are not completed as required.

On arrival you are asked to document the time and sign and print your name next to the entry for your child. Once this is completed please make contact with an educator and commence the settling process.

On departure, after greeting your child and once again making contact with the educator, please sign and print your name and write the time you are leaving.

Children will only be able to leave North Edge with either the parent/guardian or a person who has been formally authorised to do so through either the enrolment forms or verbal advice from a parent. If people arriving to collect your child are unknown to educators, identification will be required.

If you are unavoidably detained as can occasionally happen please ring North Edge and let the staff know when you will be arriving. If no contact has been made fifteen minutes after closing, educators will call emergency contact and ask them to collect your child.

Please make sure all doors are secured as you enter and leave North Edge. We are all responsible to ensure a safe environment for our children.

If your child is to be absent please call us and let us know they will not be attending. We also need to be informed of any infectious or contagious diseases your child may have so we can alert other families (while maintaining confidentiality).

Sometimes a court order may prevent a parent or other person from collecting or having access to your child. Examples of such orders include Family Court orders, family violence-related orders, child protection orders and bail orders. Any court orders relevant to your child attending North Edge should be sighted by Elizabeth, will be copied and kept in your child's records. Information will be shared with educators on a need to know basis. Court orders can be varied, revoked or extended from time to time and it is important this information is updated as required. Please note North Edge staff cannot legally refuse parents' access to their children unless a court order is sighted directing staff to do so.

‘Research has shown time and time again that infants who receive high quality child care and early education programs do better in school, have more developed social skills and display fewer behavioural problems’ Judy Biggert

WHAT WILL MY CHILD LEARN WHILE AT NORTH EDGE?

The Early Years Learning Framework that is adopted in its entirety by our educators ensures your child receives a quality educational program. Through the Framework your child will experience play-based learning that is engaging and builds success for life. The educators use the Framework in partnership with you to develop a curriculum that is responsive to children’s ideas, interests, strengths and abilities and acknowledges that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *Belonging* being the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture and place. *Being* is about living here and now. Childhood is a special time in life and children need time to just ‘be’ – time to play, try new things and have fun. *Becoming* which is about the learning and development that your child experiences. Children start to form their identity from an early age this shapes the type of adult they will become.

Play is very important for children. Through play babies and young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. This is why play is the foundation of our curriculum. By using the Frameworks educators will guide your child’s play by carefully designing learning activities and stimulating indoor and outdoor environments.

The Framework focuses on your child’s learning. Educators will work with you in order to get to know your child. They will create a learning program that builds on your child’s interests and abilities and keeps you in touch with your child’s progress. Through the Framework’s five learning goals educators will assist your child to develop a strong sense of their identity, connections with their world, a strong sense of wellbeing, confidence and involvement in their learning and effective communication skills.

'We worry about what a child will become tomorrow, yet we forget that he is someone today' Stacia Tauscher

POLICIES AND PROCEDURES

Our service has a number of policies pertaining to the care of your child. Our policies are located in the foyer and are available to review at any time. Below are some important policies to get you started. For more information on any policies please speak to Elizabeth.

Accidents and incidents

Our educators adopt a proactive approach to safety and conduct thorough risk assessments of all play areas so that effective supervision strategies are in place and each child can feel safe and free to explore their environment.

At all times there are educators present at North Edge who hold First Aid qualifications including asthma and anaphylaxis training. Should an accident or sudden illness occur educators will immediately commence first aid and you will be contacted to collect your child or in an emergency situation be advised of the plan of action.

Health and Hygiene

Children and educators are actively encouraged to practice good personal hygiene at the service. We believe this helps to minimise the instances of illness. We also believe that if your child is ill, the best place for them is at home where they can receive one on one care and recover quickly.

If your child arrives at the service with signs of illness you may be advised that they are not well enough to participate in the daily activities and you will be asked to make alternate arrangements until they are well or the exclusion period has past.

Should your child become ill while at the service observations, documentation and first aid will commence. You may be contacted to collect your child and advised to seek further medical assistance.

Medication

If your child requires medication whilst in care a medication record must be completed and signed by a parent. The prescribed medication must be in original packaging and accompanied by a prescription label or doctors letter which states who the medication is for and the dosage. Medication should never be left in children's bags; it should always be handed to an educator.

Panadol is not considered a first response reaction and can only be used in an emergency situation or with prior written consent.

Emergency Evacuation

Emergency evacuations as well as lock down procedures are regularly practiced and North Edge. Our service has plans to deal with local emergencies i.e. bushfires, flood etc.

As part of our safety measures all children in attendance are noted from the attendance sheet and each child is identified during a drill.

Immunisation

As part of your enrolment process you will be asked to provide details of your child's immunisation status. In the event of an outbreak of an infectious disease it may be necessary to exclude any children who are not immunised for their health and well-being. Non immunisation may also affect your CCB.

Nutrition

We understand the important role we play in meeting the nutritional needs of children while in care. Children who attend the service for a full day will be offered at least 50% of the recommended daily dietary intake. Our menu is a rotating seasonal menu and we encourage families to offer suggestions. We also asked that you supply your child with a named drink bottle

Sun Protection

SunSmart Victoria promotes active, outdoor play across the day throughout the year and doesn't request that children's outdoor time be restricted due to the sun's UV levels. We ensure a combination of sun protection measures are used during the daily sun protection times to ensure children can engage in fun, sun safe outdoor play.

We adopt 5 steps from September to the end of April.

Slip on cool, covering clothing that covers as much skin as possible.

Slop on SPF 30 or higher broad spectrum sunscreen. We ensure we apply a generous amount and keep reapplying it every 2 hours.

Slap on a wide brimmed hat that shades the face, neck, ears and eyes Baseball or peak caps are not appropriate.

Seek shade – we encourage children to choose a shady tree, verandah, pergola, shade sail, umbrella or tepee.

Slide on some sunglasses where practical

Clothing

Please dress your child in clothes that wash easily so that your child may enjoy all activities. In choosing what your child wears to the service please consider the following:

- Your child will be working with messy materials such as paint, glue and sand and so clothes must be able to stand a little wear and tear
- Clothing must provide sun protection and be comfortable for both indoor and outdoor play
- Children will be climbing, running, jumping and swinging so they will need clothes that neither restrict their activity nor reduce their safety. E.g. Slippery shoes or long skirts.
- Children will need clothes which allow for growing independence e.g. pants that can be removed easily for toileting
- Please ensure all footwear and clothing is named and we are supplied with a number of changes just in case.....