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HI AND WELCOME TO HAPPYLAND KIDS

Happyland Kids has been established since May 10th 2004 and is a family owned and operated childcare centre that caters for children from 0–5 years, as well as primary school aged children. At Happyland kids we offer parents the best quality care, and one of the ways we can do this is by providing you with qualified trained staff. By having qualified staff, the teachers are able to provide the children with challenging and developmentally appropriate programs to cater for each of the children's needs. During your child's time at Happyland kids, you and your child will have fun and feel comfortable in your surroundings, due to staff being caring and supportive of the children's, parents and visitors individual needs.

This booklet will inform you about different topics and policies that will arise while your child is attending the centre.

I look forward to meeting you all, and hope this booklet will inform you in more detail about our centre.

Your centre Director

Sam Indelicato

OUR CENTRE PHILOSOPHY

At Happyland Kids Childcare Centre we respect that all parents, guardians and families have their own different opinions, beliefs, values and attitudes. We adapt inclusive practices by ensuring that all individual children and families are treated equitably, in the way that we approach gender and other equity issues.

In relation to each child and their families:

Our centre is diverse and we do not expect anybody to do anything that they disagree on. We acknowledge that parents play an important role when making decisions about their own child/ren. At Happyland Kids we have an open door policy so that parents, families and friends can visit the centre at anytime and participate in their child/ren's programs. Each staff are trained to communicate

both in a verbal and written form to each family in regards to their child/ren and their developmental needs.

While the children are at our centre they will develop an understanding that all people are different due to their cultures, sex, race and disability. The children are taught by staff to be equal and treat each other with respect. Our centre provides a healthy, hygienic and safe environment for all children whom attend.

This is important to ensure all children's individual needs are met at the centre.

The centre ensures that all parents, staff and the community have involvement within the centres curriculum needs as well as general needs. This includes encouragement of parents and community giving feedback and ideas about how the centre should be run and their involvement in hands on experiences, as well as their own child's development. By working together as a team we believe the children will be given the best possible start in developing their Autonomy and self- discovery.

In relation to Staff:

In relation to our staff our Centre ensures that all staff are qualified or trained to provide the best quality care for the children on a day-to-day basis. Our Centre ensures that all staff has adequate time for programming needs as well as their own needs and staff are given opportunities to better enhance their knowledge and skills through continuous training. Staff is encouraged to further their knowledge by using resources made available to us whether it be the parents input, internet or community resources.

In relation to the Program:

At Happyland Kids the program approach we use is the Early Years Learning Framework. The early years learning framework is a great child-orientated program that allows staff to really grasp what the children want to be learning about. Parents are given the opportunity to view the photos and visualize what their child/ren are doing on a daily basis.

At Happyland Kids we provide a program for the children on a daily basis. We believe that it is important for children to learn, as learning will help shape the child's future towards autonomy and self discovery. Our program incorporates what is known to suit each family. We value the importance of a play-based program and understand that early childhood sets the learning foundation for their life before formal education.

CENTRES OPERATING DAYS AND TIMES

Happyland Kids childcare centre is open Monday to Friday between the hours of 7am– 6:30 pm. We are not open during public holidays; however we are open over holiday periods. We provide long day care for children between the ages of 0–5 years as well as Before and After School care. We also offer Vacation care for children aged 6–12 years.

If your child cannot be collected by 6:30pm you will incur a late fee of \$1 per minute for every minute after 6:30pm

CENTRE LEARNING OUTCOMES

All of our programs, which are implemented at the centre in relation to the National framework take into consideration our Centre Learning environments. Our centre learning environments relate to the following headings.

Happyland Kids Centre Learning Environments

Outcome 1– Children have a strong sense of identity –

CL1– Children feel safe, secure, and supported

CL2– Children develop their emerging autonomy inner dependence, resilience and sense of agency

CL3– Children develop knowledgeable and confident self identities

CL4– Children learn to interact in relation to others with care, empathy and respect.

Outcome 2 – **Children are connected with and contribute to their world** –

CL5– Children develop a sense of belonging to groups and communities and an

understanding of the reciprocal rights and responsibilities necessary for active community participation.

CL6– Children become aware of fairness

CL7- Children become socially responsible and show respect for the environment

Outcome 3- Children have a strong sense of well being -

CL8- Children become strong in their social and emotional well being

CL9- Children take increasing responsibility for their own health and physical well being

Outcome 4- Children are confident and involved learners -

CL10- Children develop dispositions for learning, such as curiosity, cooperation, confidence, creative, commitment, enthusiasm, persistence, imagination and reflexivity.

CL11- Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesizing, researching and investigation

CL12- Children transfer and adapt what they have learned from one context to another

CL13- Children resource their own learning through connecting with people and, place, technologies and natural and processed materials.

Outcomes 5 - Children are effective communicators -

CL14- Children interact verbally and non-verbally with others for a range of purposes

CL15- Children engage with a range of texts and gain meaning from these texts

CL16- Children express ideas and make meaning using a range of media

CL17- Children begin to understand how symbols and pattern systems work

CL18- Children use information and communication technologies to access information, investigate ideas and represent their thinking.

Our Room learning Environments are based to ensure that the environment will meet each child's needs. All our child initiated experiences are designed so that they are teacher guided and child initiated. We believe that by engaging with the child we can help them develop, which in turn can help shape the child's future in a positive manner.

ENROLMENT POLICY

When children and parents come to visit the centre for the first time they need to feel welcome, and need to be informed about why they should attend the centre. An important aspect parents consider when they look at centres is what the enrolment procedure consists of. This occurs because of the often high demand for limited places or for special considerations for children with additional needs; uncertainties may arise over who has priority of access or whether a particular child could benefit from involvement in the program. By having an enrolment procedure it helps to inform parents about what our centre expects.

Our centre Director Sam or a staff member will inform parents about what our centre offers, in relation to the ages we cater for, hours we are open and the days we have available. We then discuss with the parent how old their child is and ask how many days they wish to attend. Or if the date the child wants to start is longer than the one month ahead. If we don't have any vacancies for the day they require the Director will then suggest a waiting list, until a vacancy is available.

APPLICATION FOR WAITING LIST:

The waiting list form has certain criteria that have to be met and a few questions will have to be answered, before we can access your application. Everybody can go on a waiting list but we need to assess who gets first priority to attend the centre.

WAITING LIST PRIORITIES:

Priority 1) A child at risk of serious abuse or neglect.

Priority 2) A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test.

Priority 3) Any other child.

Within these main Priority categories, priority should be given to children in:

- Aboriginal and Torres Straight Islander families.
- Families which include a disabled childcare
- Families on lower incomes
- Families from culturally and linguistically diverse backgrounds
- Socially isolated families
- Single parent families

If the parent is interested they then receive the enrolment package or a waiting list form. Return enrolment forms with payment and their child will be booked in. If you received a waiting list form it needs to be filled in and returned back to the centre to be put on file. If a position arises the parent or guardian will be contacted. After discussing this, parents are then shown around the centre and explained about the curriculum, policies and philosophy and broad goals. After a child has been enrolled they are then asked to be booked, once they are booked they will automatically be booked in each week.

If a parent wants to leave or cancel their bookings they need to give the centre a written letter stating the date they wish to leave and a small message if they wish.

If they give 2 weeks notice and all their payments are up to date they will get their bond returned no questions asked. However 2 weeks notice needs to be given to get your bond money returned.

PAYMENT OF FEES POLICY

<u>Rooms</u>	<u>Cost of fees</u>	<u>Ages</u>	<u>Total numbers in rooms</u>
Possums	\$67-00	0 - 15 mnths	8
Echidnas	\$65-00	15 mnts - 2.5 years	10
Kookaburras	\$65-00	2years - 3 years	12
Emus	\$65-00	2.5 years- 3 years	16
Joeys	\$65-00	3 years - 5 years	24
BSC only	\$21-00	6 years - 12	12
ASC only	\$28-00	years	

BSC AND ASC	\$35-00		
Vacation Care	\$45-00 Cost of excursions is an extra charge	6 years - 12 years	12

We offer many different Fee Payment options we have cash, Visa, Direct debit, and Eftpos. Each week the child's account will be placed in the fee pockets. When wanting to pay fees you get the fee account slip fill in the form and place money with the slip and place in the fee's box. If you would like to pay by credit card ask staff for assistance. After the transaction has occurred you will receive a receipt. If you pay by Direct Debit each Thursday the Office administrator will complete your payment and the transaction will then be processed. All receipts are kept on file to be viewed at anytime.

Payment Info/Childcare Benefit:

Childcare Benefit is a payment that is made to families in Australia to assist with Child Care costs. All Australians are eligible for this benefit but depending on a means test, which takes into consideration your yearly income. Depends on how much benefit you will receive. This means test is done by centrelink; it has nothing to do with the centre. The Childcare Benefit helps to reduce fees. As you are not expected to pay full fees as the government pays for the rest.

When contacting centrelink our Provider number is **407117467A**

On enrolment or before starting day, a bond of \$50 dollars needs to be paid and a \$20 dollar enrolment fee and also 2 weeks fees in advance needs to be paid. The Bond is refunded upon 2 weeks of leaving notice been given and if all fees have been paid to date. After paying bond and enrolments regular payments are then to be paid weekly, late fees will

If fees are not paid on a regular basis you will receive a verbal warning. The next step will be a written notice if that is disregarded the next notice will be that your child's booking will be cancelled for non payment. Once the booking is cancelled fee payment needs to be made before your child is able to attend again. If account is not paid the matter will be referred to Marshall & Freeman Solicitors and will incur an additional 20% fee on top of your account.

If a child is sick they need to bring in a doctor's certificate letter. If this is brought in depending on class numbers we will swap days. This is to ensure that parents are not paying for their child on a sick day. If a child is absent they are still required to pay. In some circumstances a discount may be given because of absenteeism and illnesses. If a child is on holiday's fees are still charged as otherwise the child may lose their booking. However in any of these circumstances if the Office administrator is notified we can work out the best solution for both you and the centre.

CHILDREN WITH ADDITIONAL NEEDS

Children with additional needs have the same fundamental rights, freedoms and responsibilities as all other children of the same age. As the term "An additional child" can cover a whole range of signs and symptoms. Before enrolling your child or children in the centre any additional needs of the child have to be discussed with the Director. This will enable the staff to know how they can provide care for the additional needs of the child and implement new inclusive practices. We encourage parents to bring their children during orientation so that way we can meet the child and that way they can become more comfortable with the centre. This is also good to see how the child interacts and adapts to the routine.

MULTICULTURAL POLICY

Our centre believes in incorporating multicultural activities into the program as it teaches children, staff and parents that we are all diverse but we can still learn about each other. Australia is a multicultural society where all the people do not have all the same beliefs, language and religious beliefs. Our centre ensures that all children no matter what color, shape, sex or religion are all treated equally and as individuals.

- Children are encouraged to become comfortable and familiar with each child's differences and similarities.
- Staff is encouraged to learn about cultures by attending seminars, watching videos, workshops, reading books and by getting parents to teach their children about their culture.

- Staff is also encouraged to make different cultural posters, signs and multicultural resources to use with the children like books, photos, music and images that reflect different cultures and religions.
- Staff to incorporate multicultural learning into their program in all areas of the centre. Such as home corner, outdoor area, book corner as well as into all resources that are made by staff. They also program taking into consideration all children's cultural background.
- Parents are also encouraged to help staff learn about their culture
- Parents are encouraged to help staff by having a multicultural day.

CHILDREN'S BELONGINGS AND TOY POLICY

At our centre parents bring in children's belongings it is totally up to the parent to bring belongings in but it is not staff's responsibility if anything is damaged or lost.

Our centre believes that children need toys but we do not encourage toys to be brought to the centre.

The only time they may be brought in is for show and tell, or if it is a comforter. We do not have children bring toys in to play with, as they will be put away. This is done, as we do not want toys to be broken, lost or causing conflict amongst other children.

All children's belongings need to be labeled so that they do not get mistaken for somebody else's.

Toys can be brought in for show and tell but they are placed in show and tell box and are only taken out during show and tell.

All toys are brought in for the day and then returned home in the afternoon. As the centre have many toys available to play with. All children's belongings, clothes, lunch boxes, shoes and other belongings need to be brought home each day.

At the end of the week or the last day your child attends their sheets and sleep items need to be brought home and washed for the following week.

WHAT TO BRING TO KINDY

Babies Daily Requirements:

- Socks and shoes
- Children's bags and hats
- Lunch boxes and Personal drinking water bottle
- Bottles or drinks for the day. (Formula, cow's milk, or Soya.)
- Dummies that need to be named.
- Three sets of spare clothes. (Named)
- Six disposable nappies. (Named)
- Sunscreen and aero guard.
- Baby sheets for rest time. (Named)

Toddlers Daily Requirements:

- Socks and shoes
- Children's bags and hats
- Lunch boxes and food for morning tea, lunch and afternoon tea, named and placed in appropriate basket.
- Personal drink bottle
- Bottles or drinks for the day. (Formula, cow's milk, or Soya.)
- Dummies that need to be named.
- Three sets of spare clothes. (Named)
- Four disposable nappies. (Named)
- 3 Trainer pants if needed. (Named)
- Set of sheets in a drawstring bag or pillowcase. (Named)
- Sunscreen and aero guard.

Junior Kindy Daily Requirements

- Socks and shoes
- Children's bags and hats
- Lunch boxes and food for morning tea, lunch and afternoon tea, named and placed in appropriate basket.
- Personal drink bottle
- Drinks for the day. (Formula, cow's milk, or Soya.)

- Dummies that need to be named.
- Three sets of spare clothes. (Named)
- Sunscreen and aero guard.
- 3 Trainer pants if needed. (Named)
- Set of sheets in a drawstring bag or pillowcase. (Named)

Senior Kindy Daily Requirements

- Socks and shoes
- Children's bags and hats
- Lunch boxes and food for morning tea, lunch and afternoon tea, named and placed in appropriate basket.
- Personal drinking bottle
- Drinks for the day. (Juices, water, or cordial)
- Three sets of spare clothes. (Named)
- Sunscreen and aero guard.
- Set of sheets in a drawstring bag or pillowcase. (Named)

Pre-school Daily Requirements

- Socks and shoes
- Children's bags and hats
- Lunch boxes and food for morning tea, lunch and afternoon tea, named and placed in appropriate basket.
- Personal drink bottle
- Drinks for the day. (Juices, water, or cordial)
- Three sets of spare clothes. (Named)
- Sunscreen and aero guard.
- Set of sheets in a drawstring bag or pillowcase. (Named)

SETTLING IN NEW CHILDREN

Before attending on the first day we suggest you come in beforehand for the child to become more familiar with the centre. Not all children react the same when they are left at Kindy. When children get dropped off we suggest for them to play with a particular toy, if they don't seem very happy to do so, we give them cuddles. Once goodbyes have been said it is best to leave straight away. This is hard but with time the children become more familiar with being dropped off and it does get easier. Staff are always there when children are being dropped off, and can assist in the process.

PARENT PARTICIPATION AND COMMUNICATION

Staff and parents communicate on a daily basis at our centre. This is important so that information can be shared .By sharing information and communicating means that staff and parents are working together. Staff and families use effective spoken and written communication to exchange information about individual children and about the centre. We are always keen to know parent's feedback and their input towards the centre. Staff as well as the Director is always available to talk to about your child's progress and development. Parents are able to voice their opinions at anytime. We have parent meetings monthly which give parents a say in the way the centre is being run. New members are always welcome.

ARRIVAL AND DEPARTURE AT THE CENTRE POLICY

At Happyland Kids staff, Parents, and visitors need to be aware of what to do when dropping off and picking up children.

Arrival: Children need to be given to a staff member so that staff knows that the child has arrived at the centre. On arrival to the centre, children are to be signed in and written in the time daily attendance sheet that is on the reception desk. If the child has medication for the day then the medication book needs to be filled in.

Parents need to inform staff about any information regarding if the child requires Medicine, if the child has not been well, if they have had behavioral problems or have had lack of sleep. If their is anything that may result in them not being happy, this needs to be told to a staff member so they can let the Childs teacher know.

Departure: Children are to be signed out of the centre after they have been collected and a staff has seen them leave. If a person is picking up the child that has not picked up the child up before, the Director or office administrator will ask to see identification of the person and make sure that the person has the authorization to do so. Prior to this, parents need to either inform staff or the Director that somebody else is picking up their child, otherwise we will not be able to hand children over without that permission.

If we don't have any prior notification we then phone the parent to make sure that the person who is there to pick up the child is authorized to do so.

Children will only be handed over to those persons on the enrolment form and only to people that are over 18 years of age. Only persons over 18 years of age are allowed to sign in the Attendance Book. If a visitor refuses to provide identification when a parent was not contacted for picking up a child the Director or person in charge will ask the person to leave the premises or call the police.

NOTIFICATION OF CHANGES RECORDED ON YOUR CHILD'S ENROLMENT

The centre needs to be informed of any changes that occur in relation to child's details. Any details like phone numbers, mobile numbers, address, place of employment, person's authorized to pick up the child or any medical records. By us knowing the information we can keep updated and not have incorrect details about you.

STAFF WORKING IN THE ROOMS AND THE PROGRAMMING

Our staff are either fully qualified or in the studying process so that they can provide the best care. The staffing levels and the qualifications of the staff at the centre are maintained in accordance with the child care regulations. Our centre ensures that staff are aware of the child/staff ratio's to view the child/staff ratio's view the policies "our rooms and staff/child ratio"

We also make sure that we provide training so that staff can get updated about changes that occur in relation to how they work. This ensures that staff are familiar with their job description. At Happyland kids we have 5 rooms. There are a number of staff at the centre there is a Director, an office administrator and in each room we have a group leader and an assistant. Our centre also has a few people who are floaters, who help out filling in while other staff are on lunch, programming, and sick or on holidays. Everybody in the centre is informed about who these people are as their pictures will be placed in the offices as well as messages on doors that will inform about if somebody is away sick or on holidays.

All staff must do some staff training and development. Some of the training topics are Fire Training, First Aid, creative impulses and Workplace health and safety and accreditation process. These are only a few, but staff receive certificates to recognize their training achievements.

At Happyland Kids we provide a program each day for the children. Our staff assesses the children's abilities in relation to their learning outcomes. This is done by a photo philosophy where we take photos of the children and plan from their interests. The program is displayed daily with a story followed by a photo sheet showing all areas developed today and what activities we did on the learning caterpillar.

PARTICIPATING OF VOLUNTEERS, STUDENTS AND VISITORS

At different times throughout the year we may get students, visitors or volunteers at the centre. At no time are Volunteers, students, and visitors allowed to be left alone with the children, unless they are qualified and are actually working. All students, visitors or volunteers, will be assigned to a particular room. They will all be informed about their roles and expectations. They will be informed about confidentiality and about referring parents with queries about children and staff. All parents will be notified a few weeks before the visits actually occur. If for any reason you do not want your child observed you can say no at anytime.

SPECIAL EVENTS, EXCURSIONS AND ESCORTED JOURNEYS

There are many events that we celebrate at our centre: Christmas, Birthdays, Easter, Mother's Day Father's Day and the list goes on. At our centre we celebrate all of these events. All staff program towards these different celebrations. However all staff are aware that some children and parents do not celebrate these events and we accept that.

What we do is we inform the parents that the event is coming up we can still have the child here but we distract the child so they are not involved with the event that is occurring. Prior to all the events occurring a notice is displayed two weeks before and a note is placed in children's bags to inform about the event, so that everybody is aware.

At our centre on some occasions the children may go on excursions. It is entirely up to the parents if they want their child/children to go. We ensure all excursions are

safe for staff, parents and children. When on the excursions and escorted journeys staff adheres to the child care regulations. Written permission is required no child will be taken on any excursion without permission.

DISCIPLINE AND POSITIVE GUIDANCE POLICY

Children do certain behaviors for reasons. For children to grow up being positive and happy they need to be around an environment that promotes this. At our centre we encourage this by using positive behavior management as a method of dealing with behavior. When children do great things like use manners, listen to the teacher, or use walking feet inside. Children are encouraged and supported by the staff saying well done to them. If they do a behavior that is negative the teacher talks them through what they did and discusses with the child what should have been done instead.

GRIEVANCE POLICY

Sometimes in a child care setting a problem will occur. That affects two people from effectively communicating and working together. This can occur between staff and staff or parent and staff. When this occurs a parent needs to approach somebody they can trust that will help with the matter. If they can't contact a staff they should always call management or the Licensee, if they are unable to solve the issue then Family services may be of assistance. Staff should deal with this issue the same way they need too to discuss and try and resolve the issue.

SLEEP TIME AND REST TIME

Staff are aware of the children's need and as part of the program time is focused on rest time to ensure that the children's needs are being met. At Happyland Kids child care centre in the Toddlers room, Junior Kindy, Senior Kindy and Preschool room the children have a sleep after lunchtime between the hours of 12-2. In Babies the sleep time is in correspondence with your child's routine as they need more sleep than the older children. When weather is cooler the children will need to bring blankets from home. All children's sheets get sent home at the end of the week and are then returned to Kindy. All the children will sleep on their own sheets, which are brought from home and individual beds. All the children's sheets are in their own named bags they do not touch each other. Not more than one child uses a cot or bed at the same time. To help to make the children to relax during sleep time

relaxation music is played and children are patted on their backs if needed. If children do not want to sleep they are allowed to have quiet reading time after 30minutes of rest on their beds. This allows children that need sleep to be able to sleep in a quiet environment and so that staff can take their lunch breaks.

STORAGE AND ADMINISTERING MEDICATION POLICY

Parents as well as staff need to be aware of the centers procedures for the storage and administrating of medication. All medication needs to be obtained by the doctor and should be labeled with instructions, the centre needs to have written permission from parents to be able to administer any form of medication What needs to be done is when a child needs to be given medication a medication form needs to be filled in by both a staff member and the parent.

The staff member needs to check that the medicine has a label on it and that the expiry date is okay. The parent will then complete the form and inform the staff about the dosage, times the medication needs to be given and the times it was last given.

Parent also needs to sign to say that she gives permission. The medication needs to be given to a staff member. It is not allowed to be left in the child's bag.

All of this information that is on the form needs to all be written on the label if it is not our staff are not legally allowed to give the child the medication.

All medication needs to be prescribed the only time panadol is allowed to be given is in an emergency and that is only by parent permission.

HEALTH, HYGIENE AND SAFETY POLICY

At our centre we ensure that we provide the highest care to ensure the children and staff's well being. We get information about all of the children that attend in relation to their health and also if they have been immunized. We also make sure that if any disease is going around the centre that parents and

the rest of the community are notified. If your child contracts anything that is contagious the centre needs to be notified so that way we can let people at the centre know but also that way we can prevent spreading it around the centre.

If a child is unwell from an infection that was contagious they require a doctor clearance before they are able to bring their child in for care. If the child becomes ill while at the centre parents are notified to come and pick children up. Staff will look after the child until parents arrive and on some occasions with permission if a child has a temperature panadol may be given until the parents arrive.

(To view what contagious Infectious diseases and exclusion periods view the Infectious diseases and Exclusion period's policy.)

On arrival parents are required to apply sunscreen. Staff will reapply sunscreen when children go outdoors and place hats on. To encourage this staff also wear hats and sunscreen. Parents are required to bring in a hat for the child to use and sunscreen that needs to be labeled with the child's name.

The centre protects the health of children that attend by ensuring that all staff is aware of hygiene practice procedures. Children are encouraged daily to practice the hygiene procedures. The procedures relate to washing hands, food handling, staff cleaning up and changing nappies, wearing gloves while doing these jobs. Also toy cleaning, teaching children not to touch each other's food or drink. Also staff washing beds and benches, and also staff using individual wipes and tissues for children. These are only a few to view some more procedures the Hygiene Practices by staff and children Policy is available to view at anytime.

All staff members ensure that the children are safe by checking equipment and toys regular basis. All equipment that is used by the children is beforehand checked to ensure there are no dangerous chemicals that are poisonous or toxic.

Our centre is a smoke free zone so staff, parents and visitors are not allowed to smoke on the premises at anytime also on excursions when around the children no smoking is allowed.

Staff members when setting up the rooms and the play outdoor area ensure it is also safe by putting it at appropriate heights and all high areas are protected with mats.

When children are playing at different times in the day they are supervised by staff members.

All cleaning products and medications are all stored out of children's reach to prevent any accidents. To be prepared for accidents and emergencies staff is trained. Staff does First Aid so they know what to do. All staff has monthly fire drills so they are prepared for a fire if it occurs. All staff in a fire or emergency needs to ensure that the children are in a safe place and then all children need to be checked on the attendance sheets.

INJURIES

While the children are attending the centre they may at times have an injury or accident. When this occurs an incident report is written, and on some occasions parents are contacted depending on the seriousness of the incident. Parents are always informed about any injuries that occur to their children while at the centre.

LEAVING THE CENTRE

When parents decide to leave the centre for any reason two weeks notice needs to be given. The notice needs to be given in writing to the Director. If all fees are up to date the bond will be returned however if fees are not up to date a bond will not be given until fees have all been paid.

OFFICE OF EARLY CHILDHOOD EDUCATION AND CARE DETAILS

If at anytime Office of Early Childhood Education and care needs to be contacted in regards to any issues the nearest location is Robina. Office of Early Childhood Education and care are contacted for any issues that may not be resolved at the centre. They are the Office of Early Childhood Education and care which is the licensing body for child care.

Robina Town Centre

PO BOX 4230 55 624877

Or after Hours 1800 177 135 for Emergencies.

Happyland Kids is licensed for a Centre Based Child Care Service
Under the Section 11 Childcare Act 2002

Happyland Kids complies and abides by the Act Above, with the Child Care Regulations Act 2003 in regards to experiences, programs, the number of Staff and Children at the Centre and Staff Qualifications within the Centre.

CURRENT INFORMATION ROOMS AND STAFF 2011

Babies – 6weeks to 15months

Possums

In the Babies room the teacher caters for the children's needs by providing activities that allow for socialization, special awareness, co-ordination and independence.

Group Leader – Miss Jackie Stephens (Diploma Qualified)

Assistant –Miss Karen Campbell (Certificate III Qualified)

Toddlers 15months – 2.5 years

Echidnas

In the Toddlers room the teacher caters for children's needs by providing many experiences that focus on the children's independence, self-esteem and social skills.

Group Leader – Miss Jade Apanui (Certificate III Qualified) Studying Diploma

Assistant – Miss Fiona Fox (Certificate III Qualified)

Junior Kindy 2years –3 years

Kookaburras

In the Junior Kindy room the children engage in many experiences that allow for independence. Many experiences involve music and movement, social skills, arts & crafts, as well as dramatic play.

Group Leader – Miss Nicole Polorotoff (Certificate III qualified) Studying Diploma

Assistant – Miss Melinda Carman (Diploma Qualified)

Senior Kindy 2.5 to 3.5 years

Emu's

In Senior Kindy the children engage in many experiences. Some of these experiences are more complex and involve classification and concentration. Activities they engage in develop social, thinking, emotions, and Gross and Fine Motor skills.

Group Leader – Miss Nicole Fox (Certificate III Qualified) Studying Diploma

Assistant – Miss Cheryl Stephens (Studying Certificate III)

Preschool 3.5years – 5 years

Joey's

In the Preschool room the teacher caters for the mixed age group. For the children going to School the following year, they begin to learn numeracy, problem solving and literacy skills. They also learn independence skills and have extra activities like cooking, gardening and computers.

Group Leader – Miss Kerryn Harber (Advanced Diploma Qualified)

Assistant – Miss Angela Sheppard (Certificate III Qualified)

You are encouraged to ask your Group Leader or Director information relating to the following:

- Your child's enrolment at this service including the activities and

experiences provided by the service

- The service philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved; and
- The goals about knowledge and skills to be developed through activities and experiences.

Developed 1/1/04 (Centre Management)

Reviewed 30/8/04 (Centre Management/Staff)

Reviewed 7/6/05 (Centre Management/Staff/Parents)

Reviewed 30/1/07 (Centre Management/Staff/Parents)

Reviewed 24/3/09 (Centre Management/Staff/Parents)

Reviewed 24/3/10 (Centre Management/Staff/Parents)

Updated 3/12/10 (Centre Management/Staff/Parents)



Parent Handbook