

Smithfield
Child Care Centre

For Your
Information
Booklet



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Sponsored by: Cairns & District Child Care Development Association INC.

Welcome

Dear Parents and Guardians,

Welcome to Smithfield Child Care. Please read through the following information about our centre to give you an idea of how we operate and what is included in our service to you and your family.

It is our practise to provide a warm, responsive and caring environment for all children, and one in which families can feel confident in the knowledge that their children are well cared for in a supportive, safe setting which stimulates their individual growth and development.

Your children are encouraged to experiment, explore and ask questions about the activities and the environment that surrounds them. They are able to choose between a wide range of activities, providing them with a range of experiences, so that they can grow and develop at their own pace.

Under the Early Years Learning Framework, we utilise the *Emergent or Negotiated Curriculum* across the centre wherein children and Educators work together to determine what experiences and activities they become involved in each day and how these same experiences are extended into projects and exciting ventures! We utilise digital photography and slide shows to ensure you have easy access to what is happening during our day. We also invite you to share your thoughts and ideas for inclusion in our daily experiences.

Support is available for any additional needs (developmental, cultural, language etc) that may present and we ensure that you are fully advised prior to any steps being taken to assist your child in these areas.

As parents you are your child's first and most important teacher and we value your input into the programming and the operation of the centre. Please feel free to spend whatever time you can with us.

We want you and your family to feel welcome here. If you have any questions, please don't hesitate to speak with me. I value your feedback, input and constructive comments.

Regards,

Todd Avery
Director

*Reviewed...28/03/2014, 25/06/14,
12/01/2015, 17/03/2016*

Centre Philosophy

We empower all persons to be Leaders, Learners and Teachers. We support each person's capacity to connect with and belong to our centre. We respect your culture, your skills and knowledge, your family relationships and share ours with you. We share our acknowledgement and respect of the Djabuganjdi People, first occupiers of this land where we meet to play and learn. We celebrate differences and diversity and promote acceptance of all.

We encourage all members to value relationships as a vehicle for learning about life and connectivity within our centre, local community and the global family. We value the partnerships we create with you, your family, members of the wider community and invite participation within our program in a variety of ways.

We acknowledge individual strengths and encourage you to extend these as well as master new skills. We will provide an environment that focuses on positive outcomes for all persons in a safe, secure format. We recognise the importance of play as a valuable means to learn across all stages of growth.

Our curriculums are opportunities for learning and nurturing and are embedded in the Early Years Learning Framework. We embrace the holistic nature of each person and maintain high expectations within all interactions. We celebrate the emerging nature of knowledge, skills and concepts and the innate ability to just be.

The curriculum content will remain relevant and incorporate reflective practices based on professional knowledge, current research, best practice and personal experiences. We combine this with Early Childhood theories to offer a service that enriches all participants.

We instil and support strong values of respect and responsibility within everyone. We support each person's need to be who they intrinsically are and to become the best they can be.

We maintain a close connection with the natural world, support sustainable living and aim to be consistently environmentally conscious and aware.

Management

Smithfield Child Care Centre is a 61-place community based early childhood service. We operate on a not-for-profit basis and aim to set fees to meet our expected expenses each year. We are sponsored by Cairns & District Child Care Development Association Inc who are a voluntary body of committed people keen to ensure high standards of childcare are available in the Cairns region. We have a supportive Parent Committee that meet regularly and are involved as an Advisory Body with all important decisions affecting the service provided to families. New parents are welcome to join this committee at any time.

This centre commenced operation on the 6th July 1992.

The centre is guided by the National Quality Framework for Early Childhood Education & Care which is effective from 1st Jan 2012. The Education & Care Services National Law & Regulations (2011) operate in conjunction with the Early Years Learning Framework (EYLF) to ensure all children "experience learning that is engaging and builds success for life" (p7 EYLF).

We have a fully Qualified Early Years Teacher in our Pre-Prep room. The Pre-Prep room is guided by the QKLG (Queensland Kindergarten Learning Guidelines), this is a full-time program which operates every day.

At Smithfield Childcare we embrace three Guiding Stars - Respect, Responsibility & Relationships. These are reflected in all aspects of our service and interactions as we believe they are conducive to a strong basis for growth and development.

Children at the centre are grouped into four areas depending on age and development. Infants: 0-2 years; Toddlers: 2-3 years; Kindy: 3-4 years (Fully Toilet Trained) and Pre-school: 4-5 years of age. Moving into the next age group will be done in consultation with you and factors considered will include age, development, maturity and naturally, space availability! Siblings at the centre have many opportunities to spend time together throughout the day.

Early Years Learning Framework (EYLF)

The Early Years Learning Framework describes the Principles, Practices and Learning Outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school.

The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development.

Belonging, Being & Becoming are major aspects of the Framework and connect all aspects of a child's life together. Children belong first to their family, their culture, their community. Relationships are central to *Belonging* as connections are built and identities established. *Being* relates to the here and now, it is about the interactions with others and the world around us, about getting to know who we are and living our lives. *Becoming* reflects the processes we all undergo as we grow and relate to other members of our society and community. It encompasses our skill development, our capacities and growing knowledge of the world around us.

Principles:

1. Secure, respectful and reciprocal relationships
2. Partnerships with Families
3. High expectations and Equity
4. Respect for Diversity
5. Ongoing Learning and reflective practice

Practices:

- Holistic Approaches
- Responsiveness to Children
- Learning through Play
- Intentional Teaching
- Learning Environments
- Cultural Competence
- Continuity of Learning and Transitions
- Assessment for Learning

Learning Outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of well-being
4. Children are confident and involved learners
5. Children are effective communicators

Queensland Kindergarten Learning Guidelines (QKLG)

The Queensland Kindergarten Learning Guidelines supports Kindergarten teachers' professional practice in a range of contexts across Queensland. The guideline is based on the Early Years Learning Framework for Australia (EYLF) and embraces the inclusive vision that "all Children experience learning that is engaging and builds success for life".

While the EYLF focuses on the children birth to five years, the QKLG aims to specifically enrich children's learning in the Kindergarten (Pre-prep) year. In Queensland, the Kindergarten Year is the year before Preparatory (Prep) year of schooling. Throughout the kindergarten year, children's right to experience the joy of childhood is fundamental and learning is promoted through play, emergent and planned learning experiences and interactions.

The guideline recognises that parents are children's first educators and values the vital role parents, carers and family members play in children's lives and their ongoing learning. The term "Families", throughout the guideline recognises the range of people who take on parenting roles and build close supportive relationships with children in their home environment.

The table below shows how the EYLF outcomes are the same as the QKLG areas:

EYLF GUIDELINES

Strong Sense Of Identity
Connected With & Contribute To Their World
Strong Sense Of Wellbeing
Confident & Involved Learner
Effective Communicator

QKLG AREA

Identity
Connectedness
Wellbeing
Active Learning
Communicating

Enrolment Procedures

Smithfield Child Care's enrolment for the waiting list may be done personally or over the phone. Preference is given to visiting personally as this enables you to meet our Educators, view our centre and collect written information to take away and read. For those on the waiting list, a reminder is given to contact us regularly (every 6-8 weeks) to ensure your details remain on the list and to advise us of any change in your information. If you do not contact us after a 3 month period, your name will be removed from our Waiting Lists.

Priority of Access guidelines are specified by the Department of Communities. Whilst every effort is made to provide parents with care required, you may be offered part of the care requested until the additional time/care is available. We also prioritise siblings of current children using the centre.

At this centre we have an open door policy. That is to say, parents and extended family members are welcome to spend as much time as they can with their children in the Centre. The benefits of this are that they will be able to build a rapport with our team and show their children that they have an interest in them and their activities. We appreciate being advised of visits by family members to ensure our security systems are not breached and staff are aware of who is in the centre at all times.

Visitors are asked to sign in at the front desk if staying a while.

When you receive confirmation of a start date, we ask that you complete at least 2 orientation visits with your child. Then on the third leave them for no longer than an hour, just to see how they go and then we work out with the room staff if more orientation is needed

Hours of Operation

Smithfield Child Care opens to families at 7.00am and closes at 6pm, Monday to Friday, 50 weeks a year.

The centre is closed for 2 weeks during the Christmas/New Years period which includes the Public Holidays. Closure dates will be advised well prior to enable you to organise your family. Our team of Educators traditionally return to the centre one day prior to families to ensure we are organised and ready to begin the New Year when you arrive. Families are not charged fees for the periods we are closed for care during the Christmas closure – Only the Public Holidays. Closures due to emergencies (eg Cyclone activity) will be charged to your account.

What to Bring

We provide a complete nappy service (including training pants), all linen for sleep & bathing, sunscreen and all meals. Prior to 6-10 months, when your child will go fully onto solid food, parents are asked to provide milk (formula or expressed breast) and small portions of solid foods as individually required. Your home routines are what we will follow for your young child here.

Babies will need: Bag with 2 shirts, plus warm pants & jumper if necessary. (under 6-10mths)
Hat, broad brimmed or legionnaire style. Cream or nappy lotion that you use at home. Enough milk/formula/food for the time your child is here.

(Please refer to Nutrition policy regarding our guidelines & the "No Nut" policy)

Older children will need: Bag – with a change of clothes, Hat - broad brimmed or legionnaire style.
Kindy & Pre-school: plastic cup with handle. A drinking Bottle for Outside.

We are a sunsmart centre and require all children and staff to dress appropriately.

PLEASE NAME ALL BELONGINGS CLEARLY.

Priority of Access

Due to the high demand for childcare, Priority of Access guidelines have been set by the Department of Communities. We are required to abide by these guidelines especially if you are in receipt of fee subsidies from the Government.

First Priority	A child at risk of serious abuse or neglect; ATSI Family; disabled family member; siblings of centre children, Staff Children.
Second Priority	A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 24 of the Family Assistance Act. low income family; non-English speaking background; social isolation; single parent (working/studying);
Third Priority	Any other child.

Staffing

INFANTS:	8	Children aged 6 wks – 2 year olds with 2 Educators
TODDLERS:	10	Children aged 2 – 3 year olds with 2 Educators
KINDY:	21	Children aged 3 – 4 year olds with 2 Educators
PRE-SCHOOL:	22	Children aged 4 – 5 year olds with 2 Educators

Other Staff who are a part of our centre include:

- * Our Cooks who provides all food (morning tea, lunch, afternoon tea) for every child (catering for special diets and a full nutritiously balanced meal for each child);
- * Administration Officers who monitors all childcare allocations, fee payments, care requests, other inquiries;
- * Floating Educators who relieve regular room Educators for tea and lunch breaks;
- * Extra Educators to provide further opportunities for interactions, communication, supervision;
- * The Director.

A number of these roles are shared between regular team members.

The management of the Centre supports professional development for all members of our team and believes that it should continue throughout each person's career. Educator One (Team Leaders) are allocated non-contact time for planning & evaluation and maintenance of records. Each room is also allocated extra Educators regularly to maintain displays and activity preparation. All Educators have a wide variety of experience in long day care settings and hold First Aid Certificates. All qualifications and child/staff adult ratios are in accordance with the National Law & Regulations. Every staff member and volunteer or student over 18yrs also hold a current Suitability Card – as issued by the Commission For Children, Young People and Child Guardian.

Equity Statement

We believe all children and families are to be respected for individual differences and need a stable, supportive environment in which they can interact and develop. Our centre supports the rights of all families to access high quality child care settings and we endeavour to the best of our ability to provide these surroundings at all times.

Fees

Our service to your family is very comprehensive. Included in your weekly fee are the following items.

We provide -

- *All foods eaten here (morning tea, lunch & afternoon tea);
- *Milk and water to drink;
- *All nappies and training pants plus creams and cleaning items; *Sheets for sleep time (& blankets if needed in cooler months);
- *Towels for bathing babies and after any incident or water play; *Sunscreen for outside play (lotion, shade and consistent reminders to wear hats!);
- *And wonderful, supportive Educators that want to be here to grow and learn with your child!

Special Dietary requirements are also catered for (due to health or religious reasons) with a Medical Management Plan Provided by your Doctor. Infants under 6-10 months require food and milk (formula/expressed breast) to be brought in from home. If your child starts prior to 8am and requires breakfast, please feel welcome to bring it with you (but NO NUT products please).

Child Care Benefit (CCB) is available for eligible families and can be obtained by contacting FAO (Family Assistance Office) on 136 150.

A childcare benefit percentage will be calculated and you will be informed in writing of the percentage of fees to be paid by the Government. We are also notified of these details and can then calculate your fees due. Families eligible for CCB are also able to receive further subsidy with the Childcare Rebate which can reduce your out-of-pocket expenses by 50%.

If you have other children using care elsewhere, (SAC, FDC etc) please advise us as a higher CCB% applies for all children.

PLEASE NOTE: Normal fees will be charged when your child is absent due to illness or other occasional absences.

Centre Policies:

Centre policies are decided after consultation with the staff and parent management committee of the centre. If you see policies which need changing, please bring these to the attention of the Director. Centre policy booklets are located throughout the centre. Each room has a copy as well as one kept in the foyer/Admin Office. Please take time to read through these policies to give you a full picture of all practices relating to parents and staff at Smithfield Childcare. Policies are regularly changed and updated, so please make a practice of reading through these booklets at regular intervals. Changes will also be brought to your attention and your input will be invited.

Below is a list of those policies for your information. If you feel there should be an amendment made to any policy or others incorporated, please speak to the Director. Policies are regularly reviewed and the involvement of all staff, parent committee members and all interested centre family members is sought to achieve this.

ALL PERSONS ASSOCIATED WITH SMITHFIELD CHILD CARE ARE EXPECTED TO ABIDE BY THE WRITTEN POLICIES AND ACCEPTED PRACTISES.

Active Play	Immunisation
Air Conditioning	Incident, Injury, Trauma & Illness
Baby Sitting (Private)	Inclusion & Additional Needs Integration
Birthday Cake	Infection Control - Bathing
Breaches Of Regulation, Policy or Agreement	Infection Control - Hand Washing
Clothing	Infection Control - Nappy Changing
Code Of Conduct	Interactions With Children - Guiding Childrens Interactions
Complaints Procedure	Maintenance
Confidentiality	Medical Conditions
Cuddlies & Security Items	Multicultural
Curriculum	No Nut
Delivery Of Children To And Collection - Authorised Persons	Parent Information
Dental	Parent Participation
Emergency Procedures - Cyclone, Fire, Lockdown, Tsunami - Policy	Parent Responsibilities
Environmental	Payment of Fees & Late Fee
Excursion	Personal Toys
Family Connections	Policy Development
Food Safety & Handling	Pregnant Staff
Fundraising	Professional Development
Gender Equity	Protection
Governance	Providing A Child Safe Environment - Supervision
Grievance Procedure	Responsible Persons
Head Lice	Risk Management
Health & Safety - Administration Of First Aid	Sleep & Rest
Health & Safety - Dealing With Infectious Diseases	Smoke Free, Drug & Alcohol
Health & Safety -Illness	Staff
Health & Safety - Nutrition - Birth To 10 Months Of Age & Breastfeeding Policy	Staff Training
Health & Safety - Nutrition 2	Staffing - The Participation Of Volunteers & Students
Health & Safety - Sun Protection	Toxic Products
Health & Safety - Water Safety	Waiting List
Holiday Notification	Workplace Health & Safety
Hours Of Operation	

