

General Information

Our Values

Respect

*Valuing each person by listening with interest and compassion
Reflecting and responding respectfully
Consideration of others thoughts, feelings and input
Respect for the environment and belongings
Collaboration*

Trust

*Able to feel confident, safe and secure
Behaving in an honest, reliable and trustworthy manner
Understanding the importance of developing and maintaining reciprocal trusting relationships
Information sharing honored*

Acceptance

*Accept and acknowledge others demonstrated by valuing and respecting social, cultural background and diversity
Treat others with sensitivity and respect
Patience and understanding*

Commitment

*Dedication for the work we do, the people we work with and the provision of the best learning environment for our children
Determination to provide a quality learning program developing the individual potential of each child
Working with a common goal, striving for excellence by supporting the ongoing development of our professional learning team*

Honesty and Integrity

*Quality of having high moral principles
Demonstrating truthfulness, trust and integrity in all we do
Establishing genuine relationships
Sincerely supporting children through the early childhood years*

Care and Support.

*Recognize, acknowledge and responding with empathy to the needs of all in our community
Providing a nurturing, safe and supportive environment through our communications and actions*

The Centre

Nuriootpa Community Children's Centre is an integrated not-for-profit organisation providing both a Preschool Program and a Community based Child Care Program. Together we offer a rich and relevant play based curriculum implementing the Belonging, Being and Becoming: The Early Years Learning Framework for Australia document.

The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis of play-based learning and recognized the importance of communication and language (including early literacy and numeracy) and social and emotional development. The Framework has been designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

It encourages all children to become successful learners, creative and confident individuals and sets the foundations for them to become active and informed adults. Educators will program for your child using 5 Learning Outcomes;

- Children have a strong sense of identity
- Children have a strong sense of wellbeing
- Children are connected with the and contribute to their world
- Children are confident and involved learners
- Children are effective communicators.

Child Care has a licensed capacity for up to 30 children aged from 0-6 years in any child care session and up to an additional 29 Preschoolers during the lunch care period.

As per DECD guidelines the Centre provides a Preschool program for children who turn 4 prior to May 1st of that year.

The centre also offers both Before and After Kindy Care for all Preschool children as required.



Centre Management

The Nuriootpa Community Children's Centre is managed by a Governing Council made up of enthusiastic members who are committed to supporting educators in delivering programmes that reflect the needs of the community. They are responsible for supporting the financial management of the Centre and for ensuring the implementation of DECD. policy, employing Child Care Educators and any centre development.

Being on the Governing Council means attending monthly meetings and supporting functions. The more people who are involved, the better it is. It might even be fun? Areas of interest on the Council include: maintenance of grounds, fundraising, playgroup, Child Care staffing and policy.

The AGM is advertised via the newsletter. If you are interested in joining the Governing Council please tell a staff member.

Fees

The NCCC is a not-for-profit organisation where fees for each service are set by a Governing Council. Fees are set in accordance with the income required to provide quality education and care for all children. Fees are reviewed regularly.

Please remember to contact the Family Assistance Office on 13 61 50 for current CRN for each child and adult (see Appendix 2). Fees for care can be greatly reduced if you are eligible for Commonwealth Child Care Benefit and/or Child Care Cash Rebate. Please note – there is a gap between the rebate hourly fee and the hourly fee charged by the centre. Preschool is DECD funded program.

The Centre also raises funds through several fundraising events throughout the year.

Priority of Access

Child Care If our Child Care places are fully booked it is a condition of our Centre's funding under the Commonwealth Children's Services Program that families on our waiting list be given priority of access in the following order:

- First priority - children at risk: - referred by Families SA
- Second priority - parents working or studying to enter the workforce

Preschool

As per DECD Policy

- First Priority – local children, including those living in Greenock and Light Pass.
- Second Priority – Non-local children.

For further information please request a Priority of Access Policy from the front office.



Fruit Time



Child Care - Morning and afternoon fruit is provided by the Centre for children attending Child Care, however we do ask that you include extra fruit and snacks as children often like to eat a few things from their lunch box a fruit time. When your child attends a full day you will also need to provide their lunch.

Preschool - the Preschool is flexible and encourages the development of life skills and competencies by allowing the children to choose when they will have their fruit. This fosters initiative and research has identified that children often don't return to the same play episode or become involved to the same level of intensity if interrupted. Children are reminded to have their fruit/snack prior to the end of the session. If a parent informs us regarding concerns with their child's diet or eating habits we will work this into the program as part of the child's individual learning plan.



All Educators in the centre support children by ensuring appropriate hygiene procedures are followed. They also promote the children's social skills, discuss the benefits of healthy eating and encourage them to share ideas about the tastes/textures/colours of their food, whilst sitting with them. Our Educators are committed to helping the children to achieve their highest level of involvement in all the learning experiences provided at Preschool.

PLEASE NOTE WE ARE A NUT AND EGG FREE CENTRE –

Do not send whole eggs, nuts or products that may contain traces of nuts.



Nutrition Policy

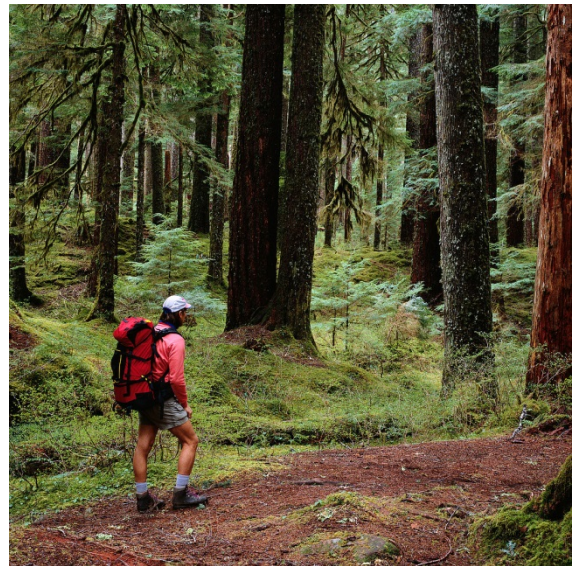
We believe that good nutrition is vital for the wellbeing of children and we encourage nutritious, safe eating habits for all children attending the Centre.

Birthdays are acknowledged at the Centre with an 'artificial' cake and the singing of "Happy Birthday". Please advise staff if you do not wish your child to be a part of this.

Excursions

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

There are prescribed guidelines for excursions and short walks to ensure the safety of all children and adults. You will be provided with information regarding any excursion or short walk and your written consent must be obtained on each occasion.



Partnerships with Families

Communication

The notice boards at the front of the Centre and near attendance sheets are used for general information and program sharing. Other information is placed in the families individual "pockets" which are located by the office and Child Care entrances. Please check your pocket at the end of every day. A newsletter will be sent home twice a term via the communication pockets or email, and can also be found on the website.

Feel free to speak to staff at any time. Should you have any queries or concerns which need to be discussed confidentially please make an appointment with an Educator, the Director or Assistant Director.

Parent Responsibilities

In order to help us to provide a high quality service we ask you to -

- Inform us immediately if any information contained on the enrolment form changes. It is important that we have current phone numbers, address, emergency contacts, that are close by, and medical information and action plans.
- Familiarise yourself with the Centre's policies and discuss any concerns with staff.

Guiding Children's Behaviour

We believe that children have the right to feel safe at all times.

We believe children learn best when they experience success and have a positive self image.

We believe behaviour changes more quickly when handled in a positive way.

We accept that children feel frustrated, angry and upset at times and need help to express those feelings in an appropriate way.

Educators and parents need to share the responsibility of behaviour by being consistent at all times, provide a safe and secure environment and modelling appropriate behaviour.

Children are part of setting the Centre behaviour rules and are knowledgeable of the consequences.

When unsafe behaviour occurs Educators will:

1. talk about the problem (conflict resolution);
2. offer choices;
3. redirect play of the child to more appropriate behaviour or play;
4. ignore the behaviour if it is not dangerous and is attention seeking;
5. If behaviour is unsafe or if repeated non-compliance occurs, educators will use brief, supervised thinking time.

What this policy means in this Centre is Educators will:-

1. help children by being consistent and modelling appropriate behaviour
2. be sympathetic and caring to the needs of the individual
3. use appropriate positive language.



Parent Participation

Parental and family involvement in our Centre is encouraged and welcomed. We recognize that people have many and varied skills to contribute. We suggest that parents become involved in the Centre to the level with which they feel comfortable.

For our centre to continue to be successful, we need the

continued support of our parents. This can be achieved by helping with:

- helping in small groups
- spend some time in the centre cooking, craft work etc
- sharing family traditions, cultural experiences etc.
- cleaning up, dishes, sweeping at the end of sessions
- the Governing Council
- excursions
- end of term cleaning and working bees
- sewing/mending
- twilight evenings
- end of term specials
- fundraising



Please remember your trash is our treasure.

In addition to the above we would like to stress that all parents:

- are welcomed to attend Governing Council Meetings
- are encouraged to offer feedback to staff and management
- are welcomed visitors to the Centre at all times.



Please do not hesitate to offer your help at any time.

Your involvement is both wanted and needed.

Thank You

Health and Safety

Every child has the right to feel safe and secure with in their environment. The physical safety of the children is one of the important responsibilities of the Centre. Because of this responsibility, the Centre has a Health Policy which as a parent user of the Centre you will need to follow (Appendix 4).

The Centre is a totally smoke free environment.

Hygiene

The practice of hygiene by both educators and children is seen as an integral part of the children's care, education and the Centre's program. All follow a daily health and hygiene routine which includes the following:

- A prompt and strict routine for the changing of soiled nappies/pants;
- Children are encouraged to wash their hands after toileting;
- Prior to eating food, the children wash their hands;
- Liaise with educators about your child's toileting requirements (if appropriate).
- Toilet areas are disinfected after each session
- An ongoing education program about health and hygiene.

Child Safe Environment

The needs and care of children are paramount.

The educators of the Centre are Mandated notifiers and are legally obliged to report any suspicion of abuse to the appropriate Family And Community Services Duty Officer. (FAYS)

Our Policy for child abuse is as set down in the CSO (Children's Services Office) Handbook of the Department of Education and Child Development (DECD)

Accidents

Children are not left unattended in either the inside or outside areas. Every effort is made to prevent accidents, however, should an accident occur, the educators will take appropriate action according to the Centre's policies. An accident report book/form is kept showing details of the date, time, nature of the accident, treatment used and who attended.

A green dot is placed by your child's name on the sign-in sheets to alert you that there has been an accident report form filled out, requiring a signature.

Emergency Contacts

Every effort will be made to notify you or the emergency contact people, as advised on the enrolment form, when your child is ill. In the event of accident/illness you will need to collect your child within a time limit as discussed with Centre staff on the day. Upon medical advice your child may be transported to hospital.

It is of the utmost importance that the Centre has current day-time telephone numbers for close by emergency contacts.

Ambulance

The Centre encourages families to take out a family subscription to St John Ambulance. If you choose not to subscribe you will be responsible for the cost of an ambulance should it be required to attend your child. An ambulance will only be called in emergencies and at the discretion of the Director. Should an ambulance be required, every effort will be made to contact you.

Medical Fees

The Centre is not responsible or liable for any medical fees or other costs which may arise through medical treatment whilst the child is at the Centre, or as a result of the child being at the Centre.