

**HANDBOOK**

*“Play is our work”*

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**PHILOSOPHY**

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**PLAY IS OUR WORK**

**BELONG**

**Every child, family and educator is welcomed and valued.**

**DISCOVER**

**Every child, family and educator is on a unique learning journey.**

**GROW**

**Dream big – anything is possible!**

**NOTHING WITHOUT JOY**

***2. Services***

Integrated early childhood centres offer a range of services to children and their families. At Jamestown CCC we offer:

1. Child Care
2. Preschool
3. Before and After School Care / Vacation Care
4. Other Support Services

***a) Child Care***

Jamestown Community Children’s Centre provides long day care for children from birth to 5 years. Full- and half-day sessions are available on a permanent or casual basis. Child care provides opportunities for children to develop secure relationships with educators and other children in a safe, caring, happy and stimulating environment.

**Session times:**

Child care is available between 8.00 am and 6.00pm, Mondays to Fridays for 50 weeks a year. The centre is closed on Public Holidays and for 2 weeks over the Christmas/New Year period. Sessions may be booked as follows:

Full day: 8.00am to 6.00pm

Morning session 8.00am to 1.00pm

Afternoon session 1.00pm to 6.00pm

**Priority of access:**

The centre follows Australian Government Priority of Access Guidelines for allocating places when demand for child care exceeds availability. The guidelines set out the following three levels of priority, which child care services must follow when filling vacant places:

• **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 under section 14 of the *A New Tax System (Family Assistance) Act 1999*

• **Priority 3** — any other child.

Within these main categories, priority is given to the following children:

• children in Aboriginal and Torres Strait Islander families

• children in families which include a disabled person

• children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold\* or who or whose partner are on income support

• children in families with a non-English speaking background

• children in socially isolated families

• children of single parents.

When considering priority of access, the centre reserves the right to consider the benefits and alternative arrangements reasonable available to families in each individual case.

There are some circumstances in which a child may lose their care place to another child:

* *A casual booking may be cancelled for a permanent booking for the same place (14 days’ notice will be given)*
* *A Priority 3 child will be required to give up their place for a Priority 1 or 2 child (14 days’ notice will be given)*
* *Child care places may be cancelled when fees are unpaid*

**Fees for child care:**

Fees are determined annually by Governing Council. For current fee amounts, please refer to our Fees and Bookings Policy available on the website. Most families are eligible for the Child Care Subsidy (CCS) which greatly reduces out of pocket expenses for childcare. For more information about the CCS, speak to our Assistant Director of Childcare.

**Payment of fees:**

A bond is payable upon making a childcare booking. Bond payments are refunded when the booking is no longer required, provided that accounts are paid in full.

Fees may be paid by cash or cheque (payable to Jamestown Community Children’s Centre) directly to the centre or via direct debit using the details below:

**BSB: 105016**

**Account No. 037020740**

**Account Name: Jamestown Community Children’s Centre**

The Fees and Bookings Policy includes detailed information about fees payable when children are absent from care and procedures for cancelling or changing bookings.

**Overdue accounts:**

Parents / caregivers are encouraged to discuss financial difficulties with the Director and to negotiate a payment plan to avoid cancellation of bookings.

**Fees for Late Collection of Children:**

The Centre closes at 6 pm and all children and families need to have collected their child and left by then. The late collection fee is $10.00 for the first 10 mins or part thereof then $ 1:00 per minute per child. To meet ratio regulations, it is essential that booked times are observed. Please allow enough time to greet your child, collect bags and speak to staff.

**What does my child need to bring to child care?**

* Clearly named bag
* Sufficient nappies for the session, plus extra for emergencies
* A complete change of clothes (all labelled)
* Suitable shoes for outdoor play (not thongs)
* Milk bottles, filled and labelled
* Drink bottle/sipper cup
* Food for the time children are to be in care
* Comforters as required
* Wide brimmed / legionnaire hat (labelled)
* Coat/ beanie in winter (labelled)

**The Centre provides:**

* Bibs
* Face cloths
* Baby wipes
* Cups
* Utensils
* Drinking water
* Sun screen

Please label all bags, clothes, shoes and any other property clearly.

***b) Preschool (also called Kindergarten or Kindy)***

Children are entitled to 15 hours per week or preschool in the year before they start school. Children are eligible for kindy if they turn four on or before April 30. If a child’s fourth birthday falls on or after May 1, s/he will be eligible for kindy in the following year. Session days and times vary according to enrolment numbers. Please contact the centre for current session times. Our centre philosophy guides the experience we offer to all children attending Jamestown CCC. Play and relationships are cornerstones of the program, whether your child is attending kindy or child care. However, during the kindy year, additional routines are introduced and group times become more formal in preparation for school.

**Preschool Fees:**

A fee envelope will be placed in your kindy child’s communication pocket at the beginning of each term. Fees can be paid via EFT or cash/cheque (made out to Jamestown Preschool) at the Centre. Bank details for EFT payments are as follows:

**BSB: 105 016**

**Account No: 034126540**

**Account Name: Jamestown Preschool Kindergarten**

**(Use first & last name as a reference)**

Kindy fees are set annually by Governing Council. Please contact the centre for current rates. Please discuss any financial difficulties with the Director. The operational costs of Preschools are funded by the Department for Education. Fees are intended to cover the cost of consumables (e.g. art and craft supplies) and a variety of fundraising events are held throughout the year to enable the centre to purchase equipment and resources for the children.

**What does my child need to bring to Kindy?**

* A wide brimmed or legionnaire hat (named)
* A coat/ beanie for winter terms (named)
* Change of clothes (named)
* Morning snack and lunch
* Water bottle

Please label all bags, clothes, shoes, lunch boxes, drink bottles and any other property clearly.

***c) Before and After School Care & Vacation Care***

Before / After School Care and Vacation Care are offered to school aged children up to 12 years. Before school care is offered from 8am and centre staff walk children to school at the appropriate time. After school sessions run from 3:15 to 6pm. School staff walk children to After School Care. Vacation care is offered throughout the school holidays and care is also offered on school Pupil Free Days. Session times for Vacation Care are the same as child care session times. School age programs offer a range of activities that encourage children to interact with friends, learn life skills, solve problems, try new experiences and feel happy, safe and relaxed. Activities include games, art/craft, sport, music and movement, cooking, reading, dramatic play, doing homework, computer games and local excursions.

Please refer to the Fees and Bookings Policy for current rates for After School and Vacation Care.

**What does my child need to bring to After School / Vacation Care?**

AFTER SCHOOL CARE:

* Water bottle
* Afternoon snack
* Wide brimmed hat
* Coat/beanie in winter

VACATION CARE:

* Water bottle
* Food for the time they are attending
* A piece of fruit to share
* Wide brimmed hat
* Coat/beanie in winter

***d) Other Services***

The centre can support families to access the following services:

* Speech Pathology
* Child psychology
* Occupational Therapy
* Behaviour Management
* Social Work

Feel free to talk to staff if you think your child would benefit from any of these services.

**Child and Youth Health** (CYH) conduct a 4 Year Old screen for children aged from 4 years and 3 months. You will receive a letter when it is your child’s turn to attend. CYH also offer consultations with parents and children, toddler programs and parenting programs and provide a parenting room for use during the day if you need a place to feed, toilet or settle young children.

***3. Enrolling your child at Jamestown Community Children’s Centre***

**Prospective child care families are asked to follow our enrolment and orientation procedure:**

**1. Arrange a tour of the facility to see sessions in action and to consult with the Director or Assistant Director about your education and care needs.**

**2. Collect an enrolment pack, read all information and complete required forms.**

**3. Arrange an enrolment meeting. At this meeting, the Director or Assistant Director will go through your enrolment forms with you and finalise bookings / waiting list requests.**

**4. Arrange orientation visits for your child. All new child care children are asked to visit a minimum of three times before commencing care (see below).**

|  |  |
| --- | --- |
| ORIENTATION VISITS FOR NEW CHILD CARE CHILDREN | |
| First visit | Child and parent/s visit together (15 – 30 minutes) and join in the child care session |
| Second visit | Child and parent/s visit together. Parent settles child and goes into the office for 15 minutes while child joins in the session. |
| Third visit | Parent settles child and leaves the centre for 20-30 minutes while child joins in the session. |

***4. Transition and settling in***

Adjusting to a new environment can place an emotional strain on children and parents. Your child may feel anxious during the first few days or weeks at the Centre and may become very tired. You are welcome to stay with your child for as long as you are like and we encourage you to ring the centre during the day to check on your child if you have any concerns.

**Transition to School**

Our centre is co-located with Jamestown Community School, which is a Reception to Year 12 school. St James’ School is a Catholic primary school for children from Reception to Year 7. A transition program to both schools is offered as part of the kindy year.

***5. Arrivals and departures***

On arrival please bring your child to a staff member so that we can greet you and your child. Please say “Goodbye” to your child even if this is difficult. It is important that your child knows you are leaving and that you will return. Staff members are happy to assist you if your child is experiencing separation anxiety.

**PLEASE:**

* Help your child to place their belongings in their locker.
* (For preschool children) Help your child change their book.
* Help your child choose an activity.
* Make sure that all doors and gates are closed securely when entering or leaving.
* Help your child collect their day’s work and their belongings at home time.
* Collect notices from your child’s information pocket.
* Do not take your child before he/ she says farewell to a staff member.

**CHILDCARE** – CHILDREN MUST BE SIGNED IN AND OUT ON THE ATTENDANCE SHEET. Please record the time of arrival and departure. This is a Federal Government requirement.

**PRESCHOOL** – Parents are to sign in their child when they arrive and depart on the sign in sheet on top of the lockers. A staff member will call the roll at the beginning of each session. It is necessary for staffing and emergency situations that all children attending are marked present.

If you are going to be late collecting your child, PLEASE TELEPHONE THE CENTRE. A late collection fee applies to childcare children. If children are not collected from preschool when the session is finished and parents / emergency contacts cannot be contacted, they will be booked into child care and parents will be charged accordingly.

Kindy children may travel on DfE school buses subject to seat availability. Please contact Jamestown Community School (86642700) to organise bus travel.

***6. Security and Collection of Children***

The safety of children is of paramount importance to families and staff. Only parents/caregivers and authorised people nominated by parents/caregivers may collect children. If a person not listed as a collection authority on your child’s enrolment form is going to collect them you must notify staff. If staff members are not notified and an unauthorised person arrives to collect a child, identification such as a driver’s licence will be requested and parents/caregivers will be contacted. CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE. If a Family Court order is made in relation to your child, the Director must be advised immediately and provided with a copy of the order. Please drive very slowly and carefully in the car parks and school driveway areas.

***7. Communication***

Please read all notices carefully to keep up to date with centre happenings. Mobile phone numbers supplied on enrolment forms are entered into our centre mobile which is used for bulk SMS reminders to our community. Notes, newsletters and other information is placed in the children’s communication pockets. Please check your child’s pocket at every session. Policies and other information are available at our website www.jamestownpre.sa.edu.au . Please don’t hesitate to talk to staff if you have any queries or concerns about your child’s experience at the centre. You may also like to add items for discussion to the Governing Council Agenda via a staff member or council member. If you have a query or complaint, the “Responsible Person on Duty” sign in the foyer will indicate which staff member is in charge at any given time. Newsletters are emailed fortnightly during school term time. If you need to receive a hard copy, please ask a staff member.

***8. Nutrition***

We encourage nutritious, safe eating habits for all children attending the centre. Please name all lunchboxes and food containers clearly. Lunches are stored in the fridge in the kitchen so fresh foods are encouraged. Please supply:

For lunch: a nutritious “main” food such as a sandwich, wrap or other healthy, substantial food AND some extra snacks such as yoghurt, cheese, crackers, muffins, fresh or dried fruit. For babies, meat and vegetable purees, fruit purees, yoghurts and custards are all suitable lunch and snack foods.

* For morning tea: A piece of fruit to be shared (child care) or fruit or cheese and biscuits or yoghurt (kindy).
* For afternoon tea (child care, after school care and vacation care only): Extra snacks based on your child’s appetite.
* Clearly named water bottle for water only (no juice or cordial).
* Prepared, named bottles for babies if required.

|  |  |  |  |
| --- | --- | --- | --- |
| The Start Right Eat Right guidelines for 0-5 year olds are as follows: MAXIMUM RECOMMENDED AMOUNT | | | |
| FOOD PER 100g | | DRINK PER 100ml | |
| TOTAL FAT | Less than 20g | | Less than 10g |
| SATURATED FAT | Less than 5g | | Less than 2.5g |
| SUGAR | Less than 15g (with fruit, less than 25g) | | Less than 7.5g |
| SODIUM (SALT) | Less than 600mg | | Less than 300mg |

Our centre supports and includes children with allergies. When a child with severe food allergies is enrolled at the centre, all families will be provided with information about the allergen foods. We work with families on a case by case basis to manage allergies. From time to time you may be requested not to send particular foods.

***Foods not permitted at anytime:***

* ***nuts or foods containing nuts***
* ***popcorn (choking hazard)***
* ***please ensure raw fruit and veg are cut to appropriate size for your child to reduce choking hazards***

***9. Curriculum - What will my child do at the centre?***

Our curriculum is based on the Early Years Learning Framework and the Preschool Numeracy and Literacy indicators. The 'curriculum' includes all the experiences, routines and interactions children engage with at the centre. The children’s program offers rich play based experiences which support the development of the whole child. Routines include times for child-directed play, intentional teaching, eating, sleeping, toileting, and cleaning up. Planned activities include problem solving, creative self-expression, stories, rhymes, songs, group games and physical activity. Children are actively engaged in hands on experiences and activities that build upon their knowledge and interests. The focus is on fostering positive self-esteem and interpersonal skills such as communication, cooperation, sharing and making friends. Satisfying relationships with other adults and peers are essential for children’s social and emotional wellbeing which, in turn, influences all other areas of their development. Educators meet regularly to plan and evaluate programs to meet the needs of individual children and for the group as a whole. Families are invited to talk to staff at any time about their child’s development and to share information from home. All children attending the Centre have a profile book which includes photos, learning documentation and work samples. Parents/caregivers are welcome to view these books at any time.

**What is the Reggio Emilia Approach and why is it important?**

The **Reggio Emilia Approach** is an educational philosophy based on the image of the child as being competent and capable and possessing strong potentials for learning. Focusing on the “hundred languages” (the many ways we can learn) through interacting and exploring many types of materials, expressive languages, points of view, working actively with hands, minds and emotions, in a context that values the expressiveness and creativity of each child in the group. (http:/www.reggiochildren.it)

By fostering the children’s interest and allowing the children to lead their learning they achieve wholistic learning, and re internally motivated to build onto their knowledge as it is their idea, question or interest that sparked the inquiry. They develop the skills required to learn and this will assist them throughout their life, and can start school with a foundation of strong learning dispositions and capable of directing their own learning.

**What is Nature Play and why is it important?**

Nature play is exactly what is sounds like, it is engaging in an environment filled with natural resources – mud, water, trees, plants, sky, rocks. Its benefits are many and include:

* Children who play regularly in natural settings are sick less often. Mud, sand, water, leaves, sticks, pine cones and gum nuts can help to stimulate children’s immune system as well as their imagination.
* Children who spend more time outside tend to be more physically active and less likely to be overweight.
* Children who play in natural settings are more resistant to stress; have lower incidence of behavioural disorders, anxiety and depression; and have a higher measure of self worth.
* Children who play in natural settings play in more diverse, imaginative and creative ways and show improved language and collaboration skills. Single use, repetitive play equipment becomes boring quickly.
* Natural, irregular and challenging spaces help kids learn to recognise, assess and negotiate risk and build confidence and competence.
* Children who play in nature have more positive feelings about each other.
* Bullying behaviour is greatly reduced where children have access to diverse nature-based play environments.
* Symptoms of Attention Deficit Disorder are reduced after contact with nature. (taken from https://www.natureplaywa.org.au/programs/nature-playgrounds/benefits)

MESSY PLAY - PLEASE DO NOT SEND CHILDREN TO KINDY OR CHILD CARE IN “BEST” CLOTHES AS WE ENCOURAGE CHILDREN TO ENGAGE IN “MESSY” ACTIVITIES SUCH AS PAINTING AND SAND AND WATER PLAY.

**KeptMe-** the Centre uses the app “KeptMe” for all documentation regarding the learning of the children. Through this app, educators are able to send copies of photos, short videos, and learning stories to parents as they are documented. Parents can also comment and like these documents and respond to them, allowing another form of communication about your child’s learning. On enrolment, you will be given login details to this app. If you would like assistance in setting up and to be shown how to use this app, please make and appointment with Tash Williams.

***10. Excursions***

Excursions and neighbourhood walks provide variety, fun and interesting opportunities for learning. There are prescribed guidelines for excursions to ensure appropriate supervision for children. You will be asked to sign a general consent upon enrolment for your child to take part in local walks as part of the Centre program. If you do not want your child to participate in these trips you must indicate this on the enrolment form. A consent form is required for planned excursions and parents/caregiver will be notified of transport arrangements, costs and proposed itinerary via a letter in children’s pockets.

***11. Children’s Behaviour***

We aim to support children to become responsible for their own behaviour and to realise the consequences of their actions. Children are encouraged to use words to convey their needs and feelings and to seek adult help to solve disputes or other problems. Educators provide positive and developmentally appropriate behaviour guidance with clear, consistent and realistic limits.

***12. Emergencies and accident procedures***

In the event of any emergency a staff member will sound repeated blasts of a whistle. Children and staff are to assemble with the staff member sounding the whistle to hear instructions. Should evacuation be necessary, the assembly area is the school oval.

Emergency procedures are displayed throughout the centre. Emergency drills are practised at least once a term so that children and staff are familiar with the procedure.

It is important that telephone numbers of parents and emergency contacts are kept up to date. Parents are asked to let the centre know if their contact details change to assist us in maintaining accurate records. If you are visiting the centre for any purpose other than dropping off or collecting children, please sign the sign in sheet at the entrance. In the event of an emergency we need to have a record of all adults and children present.

Our centre has been rated as a “low risk” site for bushfire. We will therefore open on days rated as “catastrophic” for the Mid North fire ban region, although school buses will not operate on these days. Families using the bus service will be notified of the catastrophic rating and the cancellation of bus services via a message from Jamestown Community School. Parents are encouraged to monitor the CFS website www.cfs.sa.gov.au and local ABC radio on total fire ban / catastrophic days.

If your child has a minor accident at preschool or childcare, a staff member will administer first aid. A staff member with an approved Early Childhood First Aid qualification is present whenever the centre is operating. We will contact you if the accident / injury is causing the child serious distress or if we are concerned that s/he may need medical attention. All injuries are recorded on a form which must be sighted and signed by the parent/caregiver.

***13. Illness and Medication***

**If children are unwell they should not attend kindy or child care. We do not have the facilities or staffing to care for sick children and it is unfair to the other children and adults who may be exposed unnecessarily to infections.**

If a child is sick and unable to attend, please inform centre staff. If your child becomes unwell while at preschool/child care, we will contact you or an emergency contact listed on the enrolment form and request that the child is collected as soon as possible. Please ensure that the emergency contact details listed on your enrolment form are up to date. We enforce recommended exclusion periods for infectious diseases.

From time to time that it may be necessary to give your child medication. **All medication to be administered (including “over the counter” medication such as Panadol) requires either a current prescription label for your child or a letter from the child’s treating health professional authorising the medication and prescribing the dosage. Medicine must be supplied in the original package and be within its expiry date. All medication must be stored in a medicine box in the fridge or kitchen cupboard. Medications must not be left in children’s bags.** We ask that you do not give children Panadol or Nurofen before sending them to preschool/childcare as this may mask symptoms of an infectious illness.

Details of all medication to be administered must be entered on a medication form and signed by the parent/ caregiver. This procedure must be repeated each day that medication is to be administered. Medication will be administered by a senior staff member and will be checked by a second staff member prior to administration.

Parents/caregivers are encouraged to follow the recommended immunisation schedule. Children who are not immunised may be excluded from the centre during outbreaks of some infectious diseases in accordance with health guidelines.

Notifications of infectious disease outbreaks affecting children using the centre are placed in the foyer.

***14. Skin Protection- We are an accredited “Sun Smart Centre”***

Hats and sun screen are required for all outdoor play between September 1 and April 30. Outside this period, hats and sunscreen are only required when the UV level is forecast 3 or higher on the SunSmart App. Please dress your child in clothing with sleeves and collars to protect their neck and shoulders. Staff will model good practice by wearing hats, sunscreen and covered shoulders. Please apply sunscreen before you arrive and it will be applied or again at lunch time. We supply sunscreen, but you are asked to provide your own if your child has skin sensitivities to some brands. Preschool children are taught to apply their own sunscreen. Children who forget their hats or have bare shoulders will play inside or use a spare hat/shirt.

***15. Responding to Abuse and Neglect***

Our Centre is committed to the prevention of child abuse and neglect. All staff members are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.

***16. Centre Management***

Governing Council is a decision making and advisory body which meets twice a term to make decisions on matters affecting the centre. All parents are encouraged to nominate for Council at the AGM held at the beginning of each year. The Director or any member of the current committee will be happy to give you more information.

***17. Centre Policies***

Our “Policies” folder is located in the entrance foyer and policies are also accessible at our website, www.jamestownpre.sa.edu.au . Please feel free to browse our policies and raise any queries or comments about policies with the Director.

***18. Raising a Complaint***

Parents and caregivers are asked to follow the Centre’s Complaints Policy when addressing concerns about their child’s education and care at the Centre. Complaints will be dealt with confidentially, in a timely and respectful manner. A copy of the “Complaints Policy” is available in our Policy folder.

The JCCC website and the DfE website have guides regarding raising a concern or a complaint.

**THANK YOU FOR USING JAMESTOWN COMMUNITY CHILDREN’S CENTRE.**