

## OUR PHILOSOPHY

In our nurturing and gentle care, children are seen as individuals, each with their own needs and abilities. We provide a safe, secure environment where the children can be happy and relaxed and can develop socially, emotionally, physically and intellectually. Independence is encouraged in an atmosphere in which children feel loved, safe and listened to.

At Little Paddington we believe that children learn through play and exploration. They are encouraged to develop all their senses through "hands on" messy play, using manipulative equipment and enjoying creative plays, stories, dance, mime, music and tapes. The Centre encourages children to develop at their own rate by providing a flexible program that respects individual personality, physical needs and interests

The Staff at Little Paddington aim to promote a positive and realistic self-worth in all children. Children are also encouraged to respect their own and other children's rights and property.

Little Paddington adopts an anti-bias approach in its overall philosophy by challenging stereotypes and promoting positive attitudes towards diversity. Activities are not gender specific and children are encouraged to respect all cultures and backgrounds and to embrace any child with special needs. Community awareness is also an important feature of the Kindergarten program.

The philosophy is constantly implemented through fortnightly programs in all rooms, which are evaluated regularly and modified as necessary. Planning incorporates both individual, group needs and interests

## FEEDBACK ON THE PHILOSOPHY

We believe that a statement of philosophy is transient in nature and moulded by the children, parents and community. We welcome your contributions at anytime as part of our development at Little Paddington. Staff are available to meet with you at anytime or suggestions/comments can be posted in the "suggestion box" in the Nursery, next to the kitchen.

IMM

## OUR ROOMS & COORDINATORS

NURSERY (0-2yrs) -	13 Children with 4 staff	(Legal Ratio 1:5) Helen & Melissa
TODDLER (2-3yrs) -	20 Children with 5 staff	(Legal Ratio 1:5) Olga
KINDER (3-4yrs) -	15 Children with 2 staff	(Legal Ratio 1:15) Sam
PRE PREP (4-6yrs) -	12 Children with 1 staff	(Legal Ratio 1:15) Tracy

### **CHILD CARE BENEFIT AND 50% CHILD CARE REBATE**

This Centre is able to facilitate for the Child Care Benefit (CCB). The Family Assistance processes all CCB claims; you need to apply them directly to have your subsidy deducted from your fees. The 50% Child Care Rebate is NOT means tested. We suggest you call the Family Assistance Office (FAO) on 13 61 50 to register.

Our service number is 555 003 614V

### **ALLOWABLE ABSENCES**

When claiming the CCB, you are only allowed up to 30 allowable absences per financial year to remain eligible for the rebate or discounted fee. An 'allowable' absence does not include days when your child is sick, when you are sick or if you have an RDO. Some form of documentation needs to be provided to have your child's absence recorded for one of the aforementioned reasons.

### **PUBLIC HOLIDAYS/SICK DAYS/HOLIDAYS**

Public holidays, sick days and holidays are all still charged at a full daily rate. The only exception to this is when the centre closes for two weeks over Christmas, fees will not be charged.

### **HOLIDAYS/SICK DAYS/PUBLIC HOLIDAYS**

Full fees are charged for all public holidays and when your child is absent. This includes sick days or family holidays. Fees are not charged when the centre is closed for two weeks over Christmas.

### **TOILET TRAINING**

Staff aim to support you and your child's needs regarding toilet training. No pressure is placed on the child to use the toilet, but toddlers who seem ready are encouraged to do so. We encourage you to communicate openly with staff regarding toileting procedures and/or challenges you might be having. We look forward to sharing this important milestone with you.

### **SLEEP TIME**

Children in our Nursery sleep according to their needs in either a cot or on a mattress. The two and three year olds have a rest period after lunch and sleep on individual mattresses. We will get you to complete a 'sleep survey' outlining your child's needs. The majority of children sleep, however, children not wanting to sleep are encouraged to lie on their mattresses quietly and read a book. For those children nearing school age, the Pre Prep room, they have a quiet time after lunch as opposed to a rest time. Bed sheets are provided for all children and washed daily.

### **ANAPHYLAXIS**

All our staff are trained annually in anaphylaxis management and epipen administration. Children at risk of anaphylaxis must have a management plan displayed and have this signed by their Doctor. Parents are asked to provide an epipen for their child and preferably keep it stored at Little Paddington. We try to organise our menus so that there is minimal risk of an anaphylactic reaction on these days these children.

## **PARENTAL ACCESS POLICY**

Parents are free to access the Centre at any time.

It is extremely important that parents, 'sign in' their child and 'sign out' on collection. It is essential that the time of arrival and departure be documented accurately. Please let us know if someone other than the parent is collecting the child and record it in the Attendance Book. If special arrangements for collection of a child are made via telephone, the parent/guardian must relay these instructions to two known staff members.

When collecting children, please be sure to inform a staff member that you are taking the child. Proof of identification will be requested from all persons nominated to collect a child if not known by Staff at the Centre.

Custodial arrangements must be recorded correctly on the child's enrolment form at the time of admission, and a photocopy of Court Orders must be attached to the enrolment form.

## **VISITING DOCTOR**

Dr. Chris Higgins is available to visit the centre by prior arrangement, for immunisations. Please notify staff in the morning if you would like your child to see the doctor. Dr. Chris Higgins will telephone parents at the end of the consultation and the fee will be bulk-billed to Medicare.

## **WHAT YOU NEED TO PROVIDE**

Every child attending the Centre must bring his or her own bag. Any type of bag that can hang on hooks is suitable, but please don't bring plastic supermarket bags. Please make sure that everything you bring has the child's name on it.

Each bag must be named and contain:

1. Security toy, e.g. teddy, blanket, dummy, bottle
2. In winter, a coat
3. In summer, a sun hat. (See clothing and sun protection policy).
4. A change of clothes, including socks and singlet

Underpants- 1 pair if toilet trained, several if not

For infants:

1. Please provide the required amount of breast milk or ready made formula bottles daily for your child. Each bottle should be clearly labelled.
2. Dummies and bottles will be washed before they are sent home.

Each individual infant routine will be respected and a daily record written.

## FOOD AND NUTRITION

Little Paddington's menus aim to meet a minimum of 50 per cent of children's recommended daily intake of nutrients. A variety of food is provided, including a range of textures and tastes, appropriate to the development needs of different age groups. Little Paddington offers breakfast (up to 8:30am), morning tea, lunch, afternoon tea and a light supper. We believe that children should enjoy a wide variety of nutritious foods and be encouraged to

- Eat plenty of vegetables, legumes and fruits
- Eat plenty of cereals (including breads, rice, pasta and noodles), preferably wholegrain
- Include lean meat, fish, poultry and/or alternatives
- Include milks, yoghurts, cheese and/or
- Choose water as a drink

and care is taken to:

- Limit saturated fat and moderate total fat intake
- Choose foods low in salt
- Consume only moderate amounts of sugars and foods containing added sugars

Parents are provided daily feedback on what their child has eaten through the use of day sheets or a white board in their child's room. The weekly menus are displayed in each room and in the front foyer. These work on a 4 week rotational basis.

We endeavour to provide a pleasant, culturally appropriate atmosphere for children at mealtimes that encourages social interaction and learning.. Staff will sit with children and model good eating behaviours and habits. If a child refuses lunch, we will offer them a piece of fruit followed by a sandwich. Nutrition information for parents can be found in a brochure form on the office door to take home.

Little Paddington adheres to strict food hygiene and handling techniques. Food is prepared carefully and we ensure

- Cooks and staff are trained in correct food service techniques.
- Correct food handling is encouraged and modelled for the children
- Children and staff wash their hands before all meals
- Serving utensils are used
- Children share food correctly at tables (for example, when fruit platters are shared).

Correct storage and reheating of food and drinks are also important for food safety. Little Paddington also provides the following:

- A fridge for the storage of bottles. . .
- A safe microwave oven for heating food and drinks.

Sources [www.nutritionaustralia.org/Nutrition\\_for\\_all\\_ages/Children/dietary\\_guidelines.asp](http://www.nutritionaustralia.org/Nutrition_for_all_ages/Children/dietary_guidelines.asp)  
[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

## HAZARDOUS MATERIALS/DANGEROUS GOODS

All cleaning products used at Little Paddington are non toxic and are provided by *Netra Hospitality and Hygiene*. These products are stored in the Laundry, under the sink in the kitchen, in the cupboard in the Nursery and on shelving in each individual room. All of these areas are inaccessible all children. All chemicals are labelled clearly with their ingredients stored on the outside of the containers. Medicines are taken from parents and are stored in either the fridge in the Kitchen on the shelve labelled MEDICATION, or in Medication boxes on shelving in each individual room. All of these areas are inaccessible to all children. Medicines are checked before use and every four months.

## EXCURSIONS

The Centre realizes the importance of excursions. Due to the wide age range of children, however, we try and bring events to the Centre on a regular basis. Some "reverse" excursions booked annually that all children can enjoy include the Mobile Farm Nursery, The Gardner Puppet Theatre and Perry's Chick Hatch.

When children are taken off the premises for an excursion, written consent must be given by a parent.

## ACCIDENTS & INJURIES

In the case of serious illness or accident the Staff will inform parents immediately or if emergency treatment is required, an ambulance will be called prior to contacting parents (if this is deemed necessary). As this is expensive, it is recommended that you become an ambulance subscriber.

Other accidents which may occur at our Centre (e.g. Your child trips over and grazes his/her knee) are recorded in an accident/illness book. The accident is recorded by the staff member who saw what happened and signed by that member of staff. Parents are asked to read and sign the report when they collect their child.

## ADMINISTRATION OF MEDICATIONS

A medication book is situated in each room. The child's name, name of medication; dosage and time of administration must be entered and signed by the parent/guardian. The child's name must also be shown clearly on the medication.

The parent must notify staff that their child requires medication. All medications administered are checked and signed for by the Person in Charge and co-signed by another member of staff to ensure accuracy.

All medications are to be clearly labelled and handed to the person in charge. No medications are to be left in the children's bags.

If the Person in Charge has a concern regarding the dosage of a particular medication then they will ask the child's doctor or chemist before administering the medication. If in doubt after advice has been sought, then the parent will be notified, and the medication not given until such time as the matter has been clarified.

If the Person in Charge feels that a child needs Panadol (to bring a temperature down) then the parent will be notified and asked for verbal authorisation. The parent must tell two staff members of their authorisation and fill in and sign the medication book when they arrive to collect their child.

*Source* Taken in part from the children service act 1998 section 26



**EXCLUSION GUIDELINES - FOR STAFF AND CHILDREN**

TIME OUT FOR INFECTIONS			
	<p><b>Chicken Pox</b></p> <p>Exclude until fully recovered for at least 5 days after eruption first appears.</p>		<p><b>Flu and Flu like Illness</b></p> <p>Exclude until completely well (ie. no fever)</p>
	<p><b>Conjunctivitis</b></p> <p>Exclude until discharge from eyes has ceased.</p>		<p><b>Measles</b></p> <p>Exclude for at least 4 days after onset of rash.</p>
	<p><b>Diarrhoea</b></p> <p>Exclude until diarrhoea has ceased.</p>		<p><b>Mumps</b></p> <p>Exclude for 9 days or until swelling goes down.</p>
	<p><b>Impetigo (School Sores)</b></p> <p>Exclude until appropriate treatment has commenced. Exposed sores must be covered with a watertight dressing.</p>		<p><b>Ringworm and Scabies</b></p> <p>Re-admit the day after appropriate treatment has commenced.</p>
	<p><b>Hand, Foot and Mouth Disease</b></p> <p>Exclude until all blisters, which appear on the hand, feet and mouth have dried.</p>		<p><b>Rubella (German Measles)</b></p> <p>Exclude until fully recovered or for at least 4 days after the onset of rash.</p>
	<p><b>Herpes (Cold Sores)</b></p> <p>Exclude while the lesion is weeping. Lesions to be covered by dressing where possible.</p>		<p><b>Whooping Cough</b></p> <p>Exclude for 5 days after starting antibiotic treatment.</p>

## OUR PROGRAMS

Even the youngest children at Little Paddington join in a well-planned program, which offers an opportunity to explore the delights of colour, shape, texture and personal coordination.

The programs for all age groups are enjoyable, challenging and motivating. As the children grow, their concentration increases and they are introduced to more structure programs, but the emphasis is always on play and fun.

### COMPUTERS

Our specially designed computer program for four to five year olds allows the children to enjoy literature through interactive storytelling. As children use the computer they will develop pre reading and pre writing skills. The program also encourages exploration, discovery, creativity and logical thinking.

### MUSIC/MOVEMENT

Music is a very important part of the program at our Centre and introduces the children to the delights of sound, rhyme, rhythm and dance. They become familiar with different types of music e.g. classical, jazz and learn to play a variety of percussion instruments. A specialist music teacher visits the Centre weekly for a session with each group.

### OUTDOORS

We ensure the children have program time outside as well as inside. The children spend at least one hour in the morning program and one hour in the afternoon program outside. The outdoor program is planned separately with age appropriate activities. All the groups then join up outside at 5:00pm each day.

### KARATE

The kinder and pre prep groups are offered a karate class one day a week. The qualified karate teacher teaches the children the disciplines of karate as well as giving them a fun, physical work out!

### KINDA DANCE

Presented at Little Paddington for pre-prep encourages children to be confident and enhances physical movement through dance, play and song.

### PRE PREP

We offer a funded four year old kindergarten from 8:30-4pm five days a week. Our qualified teacher plans a program covering all developmental areas with an emphasis on school readiness. The children enjoy all the above extra curricula activities as well as our Yogamites session once a week which promotes relaxation and well being and tennis outside with an experienced tennis coach. Outside the pre prep hours, the children enjoy before and after care as well as a relaxed holiday program.

## PUTTING OUR PHILOSOPHY INTO PRACTICE OUR AIMS

### For children

- To acknowledge the uniqueness and potential for each child.
- To celebrate and honour early childhood, accepting and respecting the development of the individual.
- To promote play as a major contribution to development.
- To enhance each child's competence, strengths and self-esteem.
- To provide a warm and secure environment which is responsive to children's needs and interests and encourages children to contribute.
- To recognize the vulnerability of young children and always positively support them in their growth.
- To maintain high standards of personal care, creating a safe and healthy setting that respects children's dignity, sense of self and initiative.
- To support children as they learn to interact with others in a positive and acceptable way.
- To structure programs that are developmentally appropriate, responsive to individual needs and take into account particular knowledge of children.
- To respect the rights of children, promote active decision-making, encourage problem solving and strive towards healthy independence.
- To ensure that every child is allowed the same rights and opportunities, regardless of gender, age, race, religion, ability or culture.

### For families

- To encourage families to share their knowledge of their child and in return we will share ours, as we aim towards a mutual understanding of the child as a whole.
- To develop positive relationships based on trust and open communication.
- To develop programs which respect parent values and encourage active communication.
- To respect family privacy and maintain confidentiality.
- To recognize and support family needs for resources and information.
- To provide an atmosphere which allows parents to feel secure and confident in leaving their child.



AGE	IMMUNISATION
Birth	<ul style="list-style-type: none"> <li>• Hepatitis B Vaccine</li> </ul>
2 months	<ul style="list-style-type: none"> <li>• Diphtheria/Tetanus/Pertussis/Polio</li> <li>• Haemophilus influenza type b / Hepatitis B</li> <li>• Pneumococcal</li> </ul>
4 months	<ul style="list-style-type: none"> <li>• Diphtheria/Tetanus/Pertussis/Polio</li> <li>• Haemophilus influenza type b / Hepatitis B</li> <li>• Pneumococcal</li> </ul>
6 months	<ul style="list-style-type: none"> <li>• Diphtheria/Tetanus/Pertussis/Polio</li> <li>• Pneumococcal</li> </ul>
12 months	<ul style="list-style-type: none"> <li>• Measles/Mumps/Rubella</li> <li>• Haemophilus influenza type b / Hepatitis B</li> <li>• Meningococcal C</li> </ul>
18 months	<ul style="list-style-type: none"> <li>• Chickenpox</li> </ul>
4 years	<ul style="list-style-type: none"> <li>• Diphtheria/Tetanus/Pertussis/Polio</li> <li>• Measles/Mumps/Rubella</li> </ul>

Source <http://www.health.vic.gov.au/immunisation/faqs/schedule.htm>

## **ILLNESS AND INFECTIOUS DISEASES**

The well being of children is of highest priority in the Centre and children must be kept away if they are unwell.

Staff are aware of the difficulties that parents may face when their child is ill. They will only exclude your child when, in their considered opinion, a child would be a health risk to others by spreading germs or by demanding increased individual attention from staff, thereby putting the other children and staff at risk. Unwell children really need to be at home so they can receive all the attention and care required. If your child suffers from vomiting, diarrhoea, or fever overnight, please keep the child at home the next day.

Conjunctivitis and cold sores are highly contagious and parents must keep their child at home until fully healed. If your child develops a rash, please see a doctor and have him/her cleared as non-infectious before coming to the Centre. If a child becomes unwell during the day, the Staff will contact the parents and ask them to come as soon as possible. In the meantime, the child will be kept in a quiet, warm place- away from the other children if possible- to rest until he/she is collected. This information is documented in the individual children's medication/accident/illness forms. Please notify the Centre by 9.00 a.m. if your child will be absent due to an infectious disease so that all attending parents can be notified. An exclusion list for infectious diseases is located at the end of this booklet.

## **CHILD'S HEALTH/DIETARY NEEDS**

If your child has specific dietary needs, allergies or health concerns, please make this known at enrolment. With your assistance, the staff will create a specific individual 'health management plan' for your child which will be given to both the cook and the staff in your child's room. It will also be hung inside the cupboard door for relief staff to see.

## **IMMUNISATION OF CHILDREN AND STAFF**

Parents will be required to provide written information regarding the immunisation of their child. This information will be updated at the start of each year. Please understand that, if for some reason your child has not been immunised, then he/she will have to be excluded from care during outbreaks (either at the Centre or in the local area) of some infectious diseases such as measles, whooping cough etc. This applies even if your child is well and until the period of infectivity is over. An immunisation Schedule published by the Health Department of Victoria and a copy of the Department's Exclusion Timetable for all childhood infectious diseases is attached to this booklet. Staff are also required to have their immunisations up to date with current standards.  
Source [www.health.vic.gov.au/immunisation/faqs/schedule.htm](http://www.health.vic.gov.au/immunisation/faqs/schedule.htm)

## TOYS

Parents are advised not to send toys with children, as they are likely to be lost or broken. However a security blanket or favourite soft toy for sleep time is suggested. Our Centre is "War Toy Free". Please do not allow children to bring toy guns, swords, knives, bows and arrows and superhero or power ranger toys to the Centre.

## TELEVISION

We recognize that television and videos are useful technological tools. They can be used to inform, to occupy or relax children. It can also be used to shape children's thinking.

Little Paddington aims to use television to its best advantage for the children's well being by:

- Ensuring that viewing is of educational value and relevant to the curriculum.
- Using discretion in offering children a choice to watch for short periods for relaxation and/or entertainment during adverse weather conditions or special occasions.
- Viewing only "G" rated material.
- Ensuring that programs are monitored and viewing is fully supervised.

## CLOTHING AND SUN PROTECTION

Children are asked to bring a coat in winter and a hat in summer. Staff try to ensure that children wear coats and hats when appropriate and sun screen lotion- which is supplied by the Centre- is applied to all children during the summer months.

All children are required to wear a legionnaires cap during warm weather. Children not wearing a hat will be required to play in the shade. Staff try to ensure that children wear coats and hats when appropriate and SPF 30 sunscreen lotion- which is supplied by the Centre- is applied to all children during the months of September - April. Staff role model responsible sun smart behaviour by always wearing hats in the warm weather and they include discussion about skin care in their programmed activities.

The Centre has plenty of under-cover and shady playing areas and children are encouraged to use these areas during the hot weather. All children are inside between 12 noon and 2.30 p.m. every day.

Sourced from [www.sunsmart.com.au](http://www.sunsmart.com.au)



## **COMMUNICATION**

The Staff at Little Paddington make every effort to communicate with parents in as many ways as possible. A Communication Book is located in the foyer, enabling parents to leave messages for staff members who may not be in the Centre when they deliver their child. There is also a Suggestions box, which is located next to the kitchen. (This doubles as a Fees box).

In the nursery and toddler rooms, each parent will receive a report detailing the activities of their child throughout the day. This information will include their indoor play activities, food consumed, sleep times etc. Parent/Teacher interviews will be conducted for the kinder and Pre prep rooms and developmental checklists will be made available for each child in the centre.

Every three months our Centre will publish a newsletter, which will keep you up to date with the latest happenings. Daily verbal communication is encouraged and a meeting can be arranged to discuss your child's progress at any stage throughout the year. The Centre recognizes that parents are a valuable and important resource and their participation in the program is encouraged. If any parents are willing to share their skills or particular interests with the children, please let us know.

## **PRIVACY POLICY**

Staff should be made aware of their responsibility regarding the disclosure of certain personal information held by the Centre which is governed by legislation, including the Privacy Act 1988. As a matter of staff policy, staff should not disclose any personal information held by the Centre. This relates to information held on the Centre database and enrolment records.

The Centre collects and maintains children's records for the purpose of medical histories, contact details and background details for developmental plans.

The information the staff gathers is maintained for these primary purposes and not used for any other purpose.

Families are entitled to have access to their information at any time.

## **PHOTOGRAPHS**

We take photos throughout the day for purpose of observations and or room displays only. You can also have copies. We have professional photographers - *Pettit Pictures* - come to the centre once a year and you have the option of purchasing these photos. If a local newspaper or anyone else for any other reason takes photographs, parent's permission must be gained prior to publication.

## HYGIENE AND DENTAL HEALTH

All carers at Little Paddington adhere to hygiene principles that reduce the spread of infectious diseases and all carers encourage children to follow simple rules of hygiene. Staff regularly talk with children about Health and Hygiene practices and demonstrate specific Hygiene procedures where necessary.

Although the Centre has decided not to implement a tooth-brushing program, children are encouraged to rinse their mouth out after eating. Education and discussion about dental care is incorporated into the 3 year old and 4 year old programs.

## FOOD SAFETY AND HYGIENE POLICY

Little Paddington Child Care Centre and Kindergarten is registered and licensed as a Class 1 premises for provision and preparation of food as listed in the Centre 'Food Safety Program'.

A copy of the license is displayed on the wall near the front entrance.

The Centre complies with the 'Food Standards Code' and is inspected by G and R Food Safety Auditing Pty Ltd with Graham Black as our Auditor.

The food safety supervisor is Margaret Higgins and food preparation is carried out by staff trained in 'Food Handling'.

Refer to the Centre food safety plan and Centre policies for safety, health and hygiene requirements and procedures.

Source [www.cft.com.au](http://www.cft.com.au)

## GUIDING CHILDREN'S BEHAVIOUR

Our behavioural guidelines are based on respecting all children at Little Paddington. We encourage co-operation, sharing, responsibility and independence. Little Paddington Staff members reinforce acceptable behaviour by praising children and noticing their attempts to be helpful. If a child's behaviour is inappropriate, we explain why their actions are unacceptable and offer suggestions for alternatives in the form of positive guidance. At no time will Staff physically punish, ridicule or intimidate any child for any reason.

We encourage parents to discuss any concerns they have about their child so there is consistency between practices at home and at the Centre.

At Little Paddington, we:

- Help children feel good about themselves and teach them to appreciate, care for and respect others.
- Use positive language and tone when redirecting anti-social behaviour.
- Encourage children to use language to express their needs, feelings and wants.
- Respect children's individual decision on where to play whether in groups or solitary play.
- Ensure no child is subjected to any form of corporal punishment or humiliating tactics of discipline.
- Anticipate children's tension or conflict and use positive strategies to find a solution.
- Offer children space and support to understand their feelings.
- Provide opportunities for children to express their own feelings and be aware of others.
- Encourage children to share and take turns.
- Offer children the opportunity to take time away from others.

## INTEGRATION OF NEW CHILDREN

It is often necessary for new children to be integrated gradually, perhaps a few hours at a time for a few days, so the children can become familiar with new faces and new surroundings. The longer the parent stays, the harder the separation. Once they leave they can be reassured that, should their child become distressed, they will be contacted immediately. Often something the child is familiar with can be brought along, a teddy, doll, blanket etc. Leaving a child can be very difficult for parents and children; however quietly leaving without the child knowing can be more distressing for him/her than saying goodbye. Please reassure them of your return before you leave. We have outlined a useful orientation process for your child. Please use this only as a guide, we believe every child is different and we should be flexible should the need arise.

### ORIENTATION PROCESS (GUIDE)

Initially you will be introduced to the staff and children of the room in which your child will be attending before your first day. At the beginning of each year each individual room holds a parent night/social evening for all parents to become familiar with the staff and each other.

STEP 1	1 hour stay-parent/s stay with their child for this initial visit
STEP 2	2-3 hour stay- parent stays for 15-30 mins and then leave
STEP 3	Repeat Step 2
STEP 4	Half Day (morning)- parent stays until they feel comfortable to leave
STEP 5	Half Day (afternoon)
STEP 6	Full Day

Continual communication between staff and parents will produce the most suitable orientation process for your child.



### **Fees**

Fees are payable two weeks in advance. Arrangements can be made for parents who wish to pay monthly in advance. Fees must be paid regardless of attendance, e.g. sickness or family holidays. Full fees are payable on Public Holidays, but no fees are charged during the Christmas break. Fees for 2007 are outlined below. There is a 10% discount when three children in one family attend the Centre for a minimum of three days in one week. Fees are payable from the start date outlined in the Letter of Offer. Children starting at the beginning of the year must pay fees from the time that the centre re-opens. Fees can be paid in cash, cheque (made to Little Paddington) or by Internet Transfer.

***Internet details: NAB: Account no. 555 109 528 BSB 083 522.***

***Account name: PADDINGTON BEAR***

### **Penalty Fee**

A charge will apply for any bank fees incurred by us for dishonoured cheques. Interest will be charged on outstanding fees. Management reserves the right to exclude any child whose fees are in arrears.

### **Giving Notice**

Once your child has commenced at little Paddington, four weeks must be given in order to receive your deposit back. Notice must be given in writing. Please note that withdrawals will not be accepted for early departure during the month of December.

### ***FEES***

<b>ROOM</b>	<b>DAILY RATE</b>	<b>WEEKLY</b>
Nursery	\$89	\$400
Toddler	\$85	\$380
Kinder	\$85	\$380
Pre Prep	\$85	\$380

## **DISPUTE PROCEDURE**

From time to time, individual parents may have grievances that need to be resolved. In the first instance, relevant parties will be encouraged to meet and discuss the issues involved. Where no resolution can be found, the parties will be invited to meet with the Director who will discuss the matter with those concerned in order to resolve the issue/s in a co-operative manner. If you have an unresolved problem or concern, please feel free to contact the C.C.C.A.V. on 9859 6931 or the Department of Education and Early Childhood Development Services on 9213 2020 at 122 Thomas St, Dandenong, 3175.

## **CHANGES TO POLICY**

Management reserves the right to change the Centre Policy when and if necessary - parents will be informed of any changes.

## **ACCREDITATION COMMITTEE**

The Centre will undertake a self-study process that is part of the Quality Improvement and Accreditation System, every 18 months. The following committee was formed to plan and implement the self-study and monitor our continual improvement:

Margaret Higgins (Director)  
Siobhan Siedlecki (Manager)  
Amanda Reed (Manager)  
Olga Avelkiou (Toddler Co-Ordinator)  
Amanda Thoburne (Staff)  
Belinda Hall (Parent)  
Catherine Wardlaw (Parent)

If you have any questions about the Accreditation process, please speak to management or a staff member and we will provide you with the required information. Our current accreditation certificate is located to the right of the double doors in the front foyer.

## **RULES AND REGULATIONS OF THE CENTRE**

### **Hours of Operation**

The Centre is open from Monday to Friday and operates between 7.30am until 6.25pm

By law, two staff members must remain on the premises until all children have been picked up, so please collect your child by no later than 6.25pm to enable staff to lock up and leave by 6.30p.m. A penalty fee for latecomers will apply at the rate of \$10 per fifteen minutes or part there-of.

We close on all Public Holidays and for two to three weeks at Christmas.

## **EMERGENCY EVACUATION**

The Centre has an emergency evacuation procedure and evacuation drills are performed at regular intervals. Please see noticeboard for details. During severe storms children are kept indoors.

## **ASTHMA**

It is important that parents notify the Centre if their child has suffered or is suffering from asthma. In this case, the parents will be required to fill out a form outlining the action the Centre should take if the child has an asthma attack. An asthma plan is provided in all enrolment forms. If parents are aware of impending asthma, the appropriate medication must be provided on the child's attendance. The Centre has an asthma pump, which will be used in an emergency. Should a child suffer an asthma attack and no medication is available, specific procedures are in place, as recommended by the Asthma Foundation, which Staff will follow. The Staff have attended in-service training on caring for children with asthma.

Source [www.asthma.org.au](http://www.asthma.org.au)

## **SUDDEN INFANT DEATH SYNDROME**

The centre is aware of SIDS and practices precautionary measures (as advocated by the SIDS foundation) to reduce the risk of cot death.

These measures are;

- using light layers of bedding (cotton cellulite blankets)
- sleeping baby on back
- putting baby's feet at the bottom of the cot
- using a firm mattress and no pillow
- keep the room at a temperature that is comfortable for a lightly clothed adult

In addition, the Centre has in place emergency procedures in the event of cot death, which are displayed in the Nursery. All Nursery staff have a thorough understanding of their role in these procedures.

Source [www.sidsandkids.org](http://www.sidsandkids.org) [www.healthychildcare.org](http://www.healthychildcare.org)

## **CHILD PROTECTION POLICY**

Welfare concerns about a child in care are referred to management and the information is documented and necessary action taken in accordance with the guidelines as published by Community Care Division, Department of Human Services booklet.

Staff are kept up to date with any changes in legislation or reporting procedures at staff meetings. Support for families with specific protection needs is provided as part of an ongoing role as listed on the Child Abuse fact sheet.

Source [www.aifs.gov.au](http://www.aifs.gov.au)

### **REGISTERED CENTRE**

Little Paddington Child Care Centre & Kindergarten is registered with the Department of Education and Early Childhood Development (4-10 Jamieson St, Cheltenham, Vic 3192; Tel 9213 2020) and abides by the Children's Services Centres Regulations, 1996. Licensee of the Centre is Paddington Bear Pty Ltd and its Responsible Person is Margaret Higgins.

### **NOMINEES**

Siobhan Siedlecki is the Primary Nominee and the nominees are, Amanda Reed, Olga Avelkiou, Helen Johnston, Amanda Thoburne, Marie Michmacher, Samantha leaver, Helen Nicolaou, Jacqueline Roman, Melissa Higgus, Georgia Coombes and Bridget McInnes

### **ENROLMENT AND ADMINISTRATION PROCEDURES**

Upon inquiry, parents will be sent an application form in order to be placed on the Waiting List, as well as a brochure, which briefly outlines information about our Centre. Parents are given a letter of offer with a starting date, and a deposit of two weeks fees is payable on enrolment and this deposit is refundable upon one months written notification of your intention to withdraw your child from the Centre. Please note that withdrawals will not be accepted for early departure during the month of December, as it is impossible to fill a vacancy at this late stage in the year.

The Centre reserves the right to exclude a child from the Centre. In this situation, two weeks notice will be given and the deposit will be fully refunded.

### **BIRTHDAYS**

Birthdays are special at Little Paddington. When a child's birthday occurs on a day they attend Little Paddington we provide a cake, candles and party hats and we guarantee to make the occasion a memorable one.

If your child's birthday does not fall on the day they attend Little Paddington, we are happy for parents to bring a cake for their child. In accordance with the new Food Health Act, you are required to specify the ingredients, the supplier and the date it was made or purchased. We advise that you do not bring in cream cakes.

### **CAR PARK AND SECURITY**

Please be prompt if using the circular driveway, however feel free to use any vacant side spaces if you may be longer dropping off or picking up your child. PLEASE ENSURE THAT YOU CLOSE OUR SECURITY GATES/DOORS ON ENTERING AND ALWAYS INFORM A STAFF MEMBER WHEN YOU ARE LEAVING.

The front door and side gates are secured with a digital lock (there is also a deadlock after hours). The code for the digital locks will be given to all parents and will be changed from time to time to increase security.

# LITTLE PADDINGTON

## CENTRE POLICY



UPDATED May 2008

## OCCUPATIONAL HEALTH AND SAFETY

The centre complies with the Occupational Health and Safety act 1985

Employees and visitors are expected to:

- Accept responsibility for protecting themselves and others.
- Comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards.
- Report and, where appropriate, rectify hazards.
- Participate in the analysis of hazards.
- Wear appropriate protective clothing.

Staff undertake professional development through the course of their studies and on the job consultation with the Manager/Director. Information is given to staff on updated Occupational Health and Safety matters at staff meetings. Staff regularly discuss Health and Safety issues with the children and, where appropriate, involve them in setting safety rules. Eg No running inside.

A daily Health and Safety checklist is undertaken and a quarterly internal audit performed. We have a handyman who is available to attend to maintenance as soon as it is reported and recorded by staff or families at the centre. We encourage you to report any health and safety risks to centre management or a staff member immediately so it can be attended to as soon as possible.

Updates are sourced regularly from

[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

[www.cccav.org.au](http://www.cccav.org.au)

## STAFFING

Little Paddington endeavours to have a high calibre of staff working with the children at all times. Staff rosters are created to ensure that the correct ratios of staff to children are maintained throughout the day. Each room has one qualified staff member who has completed a *Diploma in Children's Services*. This staff member is responsible for the fortnightly programming of their designated Room. The Pre Prep Room is run by a Kindergarten Teacher who holds a *Bachelor in Early Childhood Education*. New staff members are introduced to the centre through a formal integration process. Relief staff are used from an agency 'Help On The Way'. We try to use the same pool of staff so the children are familiar with them. Parents will be notified if a staff member is away by a note on the sign-in book. Relief staff and Students also undergo an induction process outlining important centre policies and children's allergies, before they commence work. Students are closely supervised by regular staff.