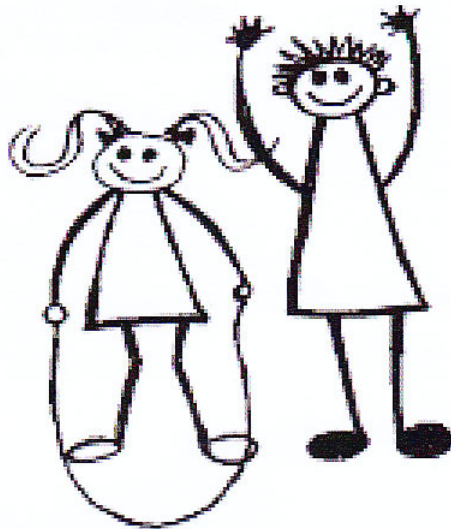


OUR KIDS

Childcare Centre

Montessori Learning Centre and
Kindergarten



Parent's Handbook

203 Springvale Road

Nunawading, 3131

Phone: (03) 98944123

Email: ourkids@live.com.au

website:

<https://www.ourkidschildcarecentre.com/>



Accredited by the National Childcare Accreditation Council

Introduction:

Welcome to Our Kids Montessori Childcare Centre. We hope that your time with us will be a positive and joyful experience.

Our Kids is a private family run centre. It has been a childcare centre for more than 25 years and became a Montessori centre 10 years ago.

Within the centre, we have two different rooms-Toddler room which provide care and Montessori learning experiences for children from 1 to 3 years old (Early Starter) and Kinder room which provide care and Montessori learning experiences to children from 3 to 5 years old (Cycle 1). We provide long-day care which includes educational programs following the Montessori Teaching Philosophy conducted by a qualified Montessori directress and a play-based Kindergarten program conducted by two qualified pre-school teachers for both 3 and 4 years old.

Our Kids is fully compliant with the Education and Care Service National Regulations 2012 and National Quality Framework, and all directives from our governing body, the Department of Education and Training (DEECD). We also participate in the quality assurance process, known as Accreditation that is directed by the National Childcare Accreditation Council. Our rating from the regulatory authority is Meeting National Quality Standard.

Montessori Background:

Montessori is a brain-based developmental education method that allows children to make creative choices in how to discover the people, places and knowledge of the world. It encourages children to take responsibility of their own learning and works through a set curriculum. It emphasises hands-on learning, self-expression, independence and discovery in the environment of respect, peace and joy.

Hour of Operation:

Our Kids is open from 7:00am to 6:00pm every Monday to Friday. The centre is closed over weekends and public holidays, as well as a set period over the Christmas/New Year period (normally 2 weeks).

Fee Policy and Rates:

Deposit: Upon place has been offered, a deposit of one week's fee is required to secure the spot. The deposit will be fully refunded when the child/ren leave the service and all fees are paid in full. The deposit is not refundable if the booking is cancelled due to personal issues.

Fee Payment: Fees are required to be paid by Friday every week. Parents/guardian can choose to direct debit, pay by card or deposit via internet banking. Statements, which carry a record of fees charged and payments made are issued weekly. Immediate receipts can be issued at the time of payment upon request. At the end of the financial year, we can also print off a full period statement for taxation purposes, again at your request.

Our Fees at 1 July 2019 stand as follows:

3-6 years old

1 to 4 days attendance: \$120.00 per day

Full time (5 day booking): 10%discount \$540 per week

Under 3 years old

1 to 4 days attendance: \$123.00 per day

Full time (5 day booking): 10%discount \$553.5 per week

Fee Review: Fees are reviewed twice per year (1st January and July) and we generally try to avoid price rises outside of these times. However, in the event of rising costs, we reserve the right to increase the fees with no warning.

Late Payment: If you fall behind on your payments and do not contact us, we will issue two warning letters before your position is cancelled and we shall contact our debt recovery service. In any case where a payment plan has been organised and not adhered to, we shall immediately cancel the position and issue one final warning.

Late Pick Up: If your child is still at the centre after 6:00pm, the late collection fee \$15/5 minutes will apply.

Public Holidays: Due to staffing cost and in accordance with industry standards set by the Australian Industrial relations commission, fees are charged for public holidays. In the case of public holidays for part-time children, all effort will be made to offer you with a replacement day within the current week, so long as we have a vacancy. There is no guarantee that all days missed in a week will be able to be made up.

Family Holidays: In case of family holidays, if the holiday is within 2 weeks period, the full fees will be applied. If the holiday is 3 weeks and/or more, 50% of the fees will be charged after the first two weeks.

Absences: Fees are charged as permanent bookings made at the time of enrolment. No reductions in fees apply due to absenteeism. If a child is to be absent for an extended period of time due to holidays or parents' work obligations, then fees must be paid to hold the child's place. If parents do not wish to pay fees, then the child's place will be forfeited and the child will be placed on the waiting list.

Staff and Qualifications:

As set in the Children's Services Regulations, we provide the appropriately qualified room leaders and trained assistants for each room.

Confidentiality:

All details provided by parents/guardians are subject to the relevant privacy laws. The centre cannot and will not give our any details of any family to any entity that does not have prior family approval. Details provided to management or to staff in confidence shall not be discussed with other staff except in the instance of the item impacting on a regular carer's ability to care for that child.

Security:

After orientation, when parents/guardians choose to enrol on an ongoing basis, they are given the numeric password to open the front door. This number is not to be given to any other person, even someone who is collecting your child on your behalf.

Integration of New Child/ren and Families:

After the enrolment form has been completed and returned, we expect each family to participate in at least one and maximum 3 orientation session. This session will allow your child to become familiar and comfortable with the centre, staff, routines and the fact that parents/guardians are not present.

Visiting the Centre:

Parents/guardians are welcome to visit the centre at any time. We would normally ask that you to discuss this with your child's room leader to ascertain that the child will not become distressed from a visit by the family member. To discuss your child's development and learning progress, please make an appointment with the group leader. Normally we will conduct teacher-parent interviews twice a year.

What to Bring to the Centre:

- ~Named water bottle
- ~Spare clothes
- ~Named hat (Sep to April)
- ~Small blanket if your child needs a sleep

Bookings and Attendances:

Parents/guardians must fill in the 'sign in' book every day when you drop off and pick up your child from the centre. Children must be accompanied by an adult (over 18 years of age) into and out of the centre. The child should always be escorted to the appropriate room and notify a staff member of your presence. This is especially important when the children are playing outside.

Any day that you are intending (planned or otherwise) to be absent from the centre, please ring by 9:00 am to notify the office.

Immunisation:

All children must be fully immunised before they can commence child care. We require copies of your child's Australian Immunisation History Statement before beginning at the centre. Overseas immunisation records cannot be accepted. As your child receives further immunisations, we will require updated copies of these as well. This is a legal requirement for your child to receive CCB.

Communication with staff and meetings:

Communication boards are present in each room which have details about your child's day. More information can be gained by asking staff at collection time.

Staff are available at the start and end of each day to pass on any short messages or answer questions.

Parents/guardians-teacher interviews will be conducted twice a year.

Toys from home:

With the expectation of sleep time comforters, we strongly discourage children bringing toys or valuable items to the centre unless they are required for a special event or educational interest. This will prevent toys from home becoming lost or broken.

Sun-smart Policy:

As we are a 'Sun-smart' Centre, you are required to provide your child with a named broad-brimmed hat for outdoor play during September to April each year. Sunscreen is provided and applied to the children before going outside and reapplied every 4 hours afterward. If your child has sensitive skin, please provide your own sunscreen with a name label.

Nutrition, Meals and Snacks:

As a part of our nutrition policy, we provide freshly cooked, healthy balanced meals across the day that meets at least 50% of a child's daily required intake of nutrients and vitamins. Meals are varied, nutritious and served in moderation. Any dietary requirements, requests and allergies are taken into consideration when preparing each week's menu. We provide breakfast for children here before 8:00am, morning tea, lunch, afternoon tea and a late snack for the children here after 5:00pm.

In order to avoid potential cross-contamination, food poisoning or inconsistencies, we ask that parents/guardians do not bring any food to the centre. Should your child wish to bring something into the centre, it shall be kept in the fridge until you arrive in the afternoon to collect your child.

At no time should nuts of any kind be brought into the centre.

Rest Time:

Babies are put to bed as their individual routine requires. By the age of 1.5 years, we would expect most children to only require one sleep per day. Toddler's sleep time occurs 30 minutes after lunch and they generally wake up as they are ready.

Nappy changes:

Children are changed at regular intervals during the day, or more often if needed. All hygiene practices shall be observed by the staff member completing the change. Nappies will be provided. If you require special nappies other than the one we provide, please bring your own nappies to the centre in a named bag.

Toilet Training:

When your child is ready to begin toilet training, please advise the staff in your child's room, so that they can continue to assist your child through this new phase. 'Accidents' are expected and are a natural part of this process. At no time will your child be subject to ridicule or censure as a result of a toileting accident. Please remember to provide extra changes of clothes, underwear, socks and shoes.

Appropriate Clothes:

Children need to attend childcare in comfortable, well-fitting named clothing. We generally call these play clothes- things that can get dirty, painted on and allow the child to move freely. They should also abide by our Sun-Smart Policy. It is preferred that children always wear socks with their shoes to help protect their feet and that shoes are closed at toe and heel. This is for the safety of the child, who will through the day be running, climbing and using other equipment.

Centrelink-Child Care Subsidy:

Each year, there are a number of changes to Child Care Subsidy (CCS). Please speak to your Centrelink officer or accountant regarding further information.

You may choose to have CCS deducted from your weekly fee or claim it as a lump sum annually.

CCS allows you to be absent for up to 42 days per child per year, with no explanation needed. Once you have reached your 42 day limit, you are responsible for the full fee- there is no further subsidy for any more absences other than those listed in the 'Approved Absences' category that year. These 'Approved Absences' include but not limited to any illnesses where a doctors' certificate has been supplied or where the child has suffered from an illness that has an exclusion period, etc.

Illness/health exclusion period and administration of medicine :

As directed by DEECD, any child who is suspected of contracting a contagious disease such as chicken pox, measles, head lice, diarrhoea etc is to be sent home as quickly as possible. We always recommend seeking medical advice from your doctor to ensure that your child receives the appropriate treatment and that you can confirm with the centre the diagnosis.

In the instances of a high temperature, vomiting or diarrhoea, the child will be made comfortable while we contact the parents to arrange collection. In some instances we may ask for your permission over the phone to administer Paracetamol to relieve the symptoms. You will be required to sign the appropriate forms when you collect your child.

All medications must be accompanied by a medication form that is filled out by the parents/guardians each day of each application. The medication must be in its original container, with the child's name, doctor and required dosage written on the container. Where the dosage written by the

parents/guardians conflicts with what is described on the container, we shall follow the amount professionally prescribed and inform the parents of this at the time of collection. The medication forms must be signed and dated at the end of each day for each application for each child.

We will only administer medications from 'over the counter' without a prescription for 2 days. If your child still require medicine, we ask that you supply a notice from your doctor advising the treatment to continue. The only exception is for creams that are used for nappy rash or eczema.

Children who require continual or emergency medication such as Asthma relief or insulin are required to complete a long term medication form every 6 months. This form allows the staff to administer the medication as required and only needs the parents/guardians to sign the form at the end of the day if the medication has been used.