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PARENT'S HANDBOOK

PUTNEY PLAYGROUNDS KINDERGARTEN

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putneyplay@optusnet.com.au

Ages: 2-6 years

Hours of operation 8.00am-5.00pm

Centre Director/Nominated Supervisor: Samar Khalaf



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SECTION 1-ABOUT PPK



Welcome to Putney Playgrounds Kindergarten (PPK)

We recognise that deciding to enrol your child into kindergarten/preschool is a very important decision. The educators at PPK are here to ensure that the experience is a positive one for both you and your child. Our programs are structured in order to fully prepare the children for each of their developmental and educational steps, through to school transition.

At the core of our Program is the “curriculum” and this provides the framework around which all of our learning activities are structured.

Our, program and activities, are delivered by fully qualified teachers and educators, who use specific learning contexts designed to maximise all learning outcomes.

In addition, our program is supplemented by extracurricular enrichment activities provided by specialist teachers who visit the service on a scheduled basis.

PPK create a calm and comfortable environment for your child to thrive. Our focus is to ensure all families receive access to high quality care and education.

Our educators are highly trained and carefully selected. PPK is well resourced and each classroom is carefully designed to promote a love of learning. Each child is unique; therefore we provide a caring environment to allow for individual development. A combination of both indoor and outdoor environments and flexible routines allow us to develop appropriate learning programs for the children.

Along with personalised attention and support, this approach creates a fun and engaging environment that supports learning throughout the day, for each and every child.

This information booklet is designed to give you an overview of the programs and services provided to assist you and your child in preparation before starting at PPK. You can also refer to our policies which provide more detail.

PPK is a privately owned Long day care centre, registered for 39 children each day, we offer both full time and part time care for children aged 2-6 years.

The policies and information in this booklet have been developed with the educators, the parent committee and families to ensure that the PPK philosophy is reflected in our day –to- day operations, whilst ensuring that all government legislations and regulations are being met.

PHILOSOPHY

At PPK we provide a safe, friendly, caring and multicultural environment. We aim to cater for the needs and interests of children, staff, families and the wider community.

When children feel safe, secure and supported they grow in confidence to explore and learn. (EYLF, 2009).

Our philosophy is influenced and based on the sound principles of the Early Years Learning Framework (EYLF) for Australia. In accordance with this curriculum we aim to extend and enrich children's learning until their transition to school. Specific emphasis is placed on play based learning and the importance of communication, language, social and emotional development (EYLF, 2009).

At PPK, we believe that children learn best when the curriculum is connected to their everyday lives and interests and this is reflected in our program.

We believe play provides opportunities for children to learn as they discover, create, improvise and imagine. (EYLF, 2009). We believe by providing children a safe, stimulating and caring environment that they will feel confident to solve problems to become empowered learners. We aim to provide children with the skills to be aware of their own feelings as well as those of others. Children are taught to respect and nurture the natural environment through relevant activities and health and hygiene practices are modelled and encouraged.

We value the role of families and invite them to be a part of our centre's daily program and practices. We have an "Open Door Policy" which enables parents/guardians and family members to visit at anytime. We value the individuality of every family and what they can contribute to our centre.

We believe that it is important for educators to build on their professional knowledge so that they are co-learning with the children, families and the community. When educators create environments in which children experience mutually enjoyable, caring and respectful relationships with people and the environment, children respond accordingly (EYLF 2009).

We believe that the educator's positive interactions with all children are the most important part of their role but appreciate that children also need personal space and quiet moments. As professionals we assess what happens in our settings and reflect and evaluate on what needs to change and do so accordingly, to meet the needs of all children.

REFERENCE

Department of Education, Employment and Workplace Relations (DEEWR). (2009). *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

Putney Playgrounds Kindergarten Parent Handbook
Revised March 2018

STRUCTURE of PPK

2 year olds-Joeys

3 year olds-Possums

4-5 year olds-Wombats

The Joeys and Possums are grouped together but spend some time each day separated into age groups.

Each group has age appropriate programs, which are based on the children's strengths and interests. We believe the most effective way for children to learn and develop is with the support of caring and nurturing educators. The centres' philosophy, goals and policies form the basis for our planning and programming.

The program and daily routine are designed to accommodate the needs of both children and staff. They are displayed for parents to view and gain insight into what we do throughout the day. We welcome and encourage all Parents/guardians to contribute to the program.

POLICIES AND PROCEDURES

PPK reviews its policies and procedures annually with the assistance and input from educators, families, the parent committee and management.

All policies are linked to the NQF and the National Regulations. Parents/guardians can access the policy manual in the “Parent Information” section of the foyer.

Every month a couple of policies will be reviewed and are displayed for input from parents/guardians. Amendments to these policies are made if necessary

The policy manual consists of the following policies;

1. Administration of authorised medication policy
2. Acceptance and refusal of authorisations policy
3. Additional needs policy
4. Animal and pet policy
5. Bush fire policy
6. Chemical spills policy
7. Child protection policy
8. Continuity of education and care policy
9. Cystic fibrosis policy
10. Death of a child policy
11. Education curriculum and learning policy
12. Educator and management policy
13. Emergency management and evacuation policy
14. Emergency service contact policy
15. Enrolment policy
16. Environmental sustainability policy
17. Excursion policy
18. Family law and access policy
19. Fees policy
20. Food nutrition and beverage policy
21. Health hygiene and safe food policy
22. HIV AIDS policy
23. Immunisation and disease prevention policy
24. Incident, injury, trauma and illness policy
25. Infectious diseases policy
26. Lockdown policy
27. Medical conditions policy
28. National quality framework policy
29. Orientation for children policy
30. Parental interaction and involvement in the service policy
31. Photography policy

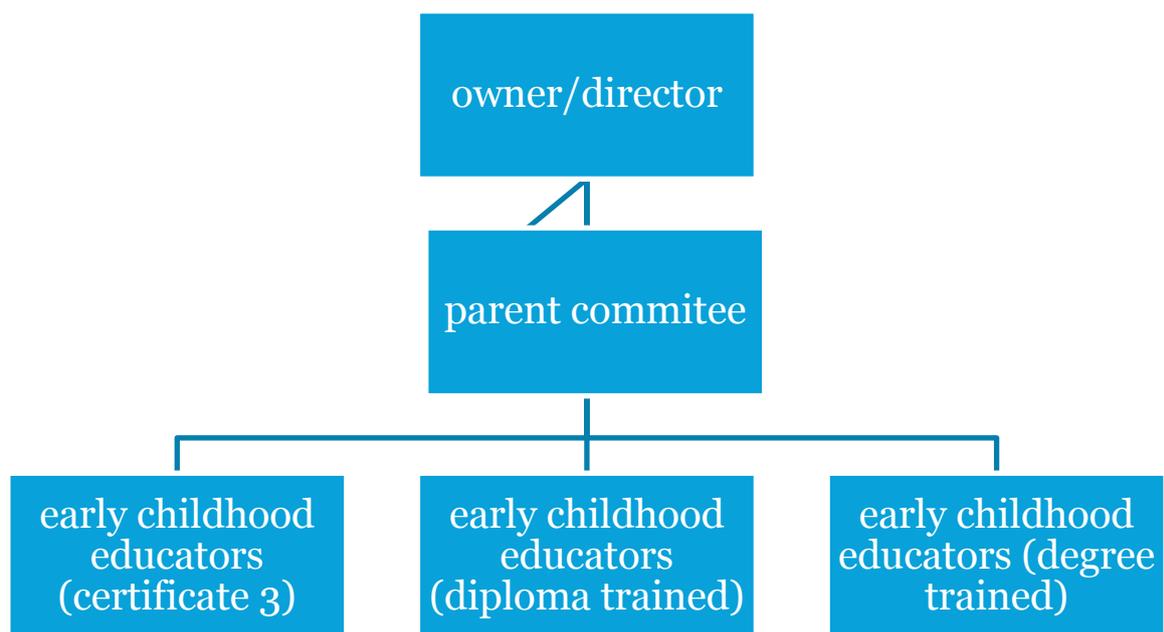
32. Physical activity promotion policy
33. Physical environment (workplace safety, learning and administration) policy
34. Policy and procedure review policy
35. Privacy and confidentiality policy
36. Record keeping and retention policy
37. Relationships with children policy
38. Sand pit policy
39. Sleep, rest, relaxation and clothing policy
40. Social networking usage policy
41. Staffing arrangements policy
42. Technology usage policy
43. Tobacco, drug and alcohol policy
44. Transportation policy
45. Unenrolled children policy



SECTION 2- MANAGEMENT

ORGANISATION CHART

The owner/director is responsible for the overall operation of PPK, but works in collaboration with staff and a volunteer parent committee to ensure that the running is consistent with our philosophy and government regulations. The committee meets once a month to discuss any issues, address policy changes and make decisions.



EDUCATORS

PPK employs staff with varying degrees of qualifications, including degree trained, diploma trained and certificate 3, which brings a variety of experience and knowledge to the children.

Our small team of educators ensures continuity of care for the children, we have regular casuals that are also familiar with the centre and the children. At PPK we have an educator who specialises in children with special needs.

The educators at PPK are always professional towards each other, the children and parents/guardians, and maintain confidentiality at all times

Educators are encouraged to participate in further education and development to maintain their enthusiasm, contribute to the kindergarten program and develop their own careers.

Educators are flexible in the day-to-day routines maintaining a safe, secure and nurturing environment. To maintain continuity of care for the children and families, we endeavour to alter our roster only when necessary. This enables both the children and parents to build a solid relationship with the educators.

STUDENTS AND VOLUNTEERS

Throughout the year students from TAFE and university will attend PPK as part of their studies. Additionally we welcome students from local high schools for work experience.

Students are always supervised by another member of staff and are never left alone with the children; parents/guardians will always be notified in advance before the student or volunteer starts.

Students and volunteers are not included in the educator to child ratio.

If a student is required to observe a child, parent/guardian permission is sought in advance.

We at PPK we view students and volunteers as a positive experience for the children.

WAITING LIST PROCEDURE AND PRIORITY OF OFFER

On inquiry, a waiting list form can be completed out and your child's name will be registered on our waitlist. No waiting list fee is ever charged at PPK. The director will inform the parent when a place becomes available.

PPK gives priority to siblings of existing families and then children on the waiting list in order of registration

There are also Government guidelines for allocating places.

These guidelines are the following:

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 New Tax System (family assistance) Act 1999

Priority 3-any other child

Within these main categories priority should also be given to the following children

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families of low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents

ENROLMENT

Upon enrolment a **non-refundable** administration fee of \$150 is payable, together with four (4) weeks of fees. Two (2) weeks fees will be credited to your child's first two weeks of childcare and the remaining two weeks will be held as a bond until your child finishes at PPK.

If you cancel your enrolment before your child commences at PPK, the two- week bond becomes **non refundable**.

Prior to commencement we encourage you and your child to visit the centre 2 or 3 times, so as your child can participate in the program and familiarise themselves with the environment, the surroundings and with the educators; this will make starting easier.

If you decide to withdraw your child from PPK, four (4) week's notice must be given.

Prior to, or on the day of commencement your child's enrolment form must be complete including a copy of your child's Birth Certificate and an up to date copy of your child's "Immunisation History Statement".

It is important that you contact the Family Assistance Office to activate your child's CRN. If it is not activated you will not be entitled to claim your 50% rebate or the Childcare Benefit (CCB).

FEES

Fees must always be kept at least 2 weeks in advance; weekly, fortnightly or monthly payments can be made by cash, cheque or Credit card.

Fees are payable for all the days throughout the year that your child would be normally be enrolled, except for the four (4) weeks at Christmas when the childcare centre is closed.

Therefore if a public holiday falls on a day that your child would normally attend childcare then you will be charged for this day. This is also the case if your child is away due to sickness, holidays or any other reason.

Extra days may be provided as long as there is a position available, you may contact the Director if you would like extra days.

Please ensure that your child is picked up by 5pm, otherwise a late fee will apply.

Please refer to our website or contact the Centre for current fees

OPERATING HOURS

PPK is open from 8.00am-5.00pm 48 weeks per year and closes for four (4) weeks over the Christmas period. Parents will be notified each year of the exact closure dates. Fees will not be charged during the Christmas closure. PPK closes for all public holidays and fees are charged for these days.

PARENT GRIEVANCES AND HANDLING OF COMPLAINTS

We welcome parent's /guardian's comments and concerns and encourage you to speak with us about any issues you have, or how we could better improve our centre or the delivery of our service.

Please feel free to:

1. Speak with your child's educator, an uninterrupted time can be arranged, if you are not comfortable to do this or you are dissatisfied with the outcome, then arrange a time to speak with the Director.
2. If you would like to remain anonymous, you are welcome to write a letter and place it in the fees/suggestion box.

There are a number of ways in which concerns can be resolved informally. Through verbal communication most issues will be resolved however, parents can document concerns in a more formal manner if necessary.

A parent /guardian grievance form can be completed and a plan of action will be formulated, whereby a follow up and evaluation is carried out. If the issue has not been resolved or a common agreement reached, the parent is able to lodge a complaint with an external body such as Department of Community Services or the Privacy Commission. For more detail relating to parent grievance, please refer to

Centre Policy – Parental Interaction and Involvement in the Service

SECTION 3-PLANNING



EARLY YEARS LEARNING FRAMEWORK (EYLF)

The Early Years Learning Framework is a document that was developed for educators in 2009. Its aim was to extend and enrich children’s learning from birth to 5 years through transition to school (Department of Education, Employment and Workplace Relations (DEEWR), 2009).

The document was developed by the Australian government and provides a framework for educators to provide children with opportunities to maximise their potential and develop a foundation for future success in learning (DEEWR, 2009, p5).

The document ensures that children in all early childhood settings experience quality teaching and learning and places a heavy emphasis on play based learning, communication, language, social and emotional development. (DEEWR, 2009, p5).

PROGRAMMING

All educators contribute to the planning of the program and setting up of the classrooms and learning areas, both indoors and outside. Educators then observe the children using various methods including learning stories, photographs, games, and many other activities as well as conversations with parents/guardians, group observations and conversations with the children themselves.

The children steer the learning direction by their interests. Educators take the initiative from the children allowing them to “build” their own curriculum. The educators constantly reflect and evaluate on their own practice using the daily reflective journal, and the children’s portfolios and by adapting their plans to meet the needs of each and every child.

Parents are encouraged to join in with their child’s learning by adding to the plan or adding an anecdote from home. Children have free access to their portfolios and often take a quiet moment to look at them with the educators and give their own input.

From these observations carried out in conjunction with the parents, the educators set up valued experiences both indoors and outdoors to maximises each child’s learning.

NATIONAL QUALITY STANDARD

In 2012 the National Quality Standard for Early Education and Care was introduced. This framework replaced the old accreditation system and the regulations and in turn provided us with the new improved childcare guidelines.

The National Quality Standard comprises of guiding principles, quality areas, standards and elements. The seven quality areas aim to capture all aspects critical to providing quality early education and care.

The seven National Quality Standards comprise of:-

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Leadership and service management

The Rating System

The NQS is accompanied by a national quality rating and assessment process, which promotes transparency and accountability and assists parents to make informed choices about the quality of education and care at a service. Our service will display the rating received for each quality area and the overall rating.

The Ratings are as follows –

- Excellent
- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working towards National Quality Standard
- Significant improvement required.

Sourced The National Quality Standard November 2011

SECTION 4-OUR DAY AT PPK



ROUTINES

Routines are an integral part of our daily programs and provide children with a secure structure in which to learn. In consultation with parents the educators adopt procedures for meal times, rest time and toileting.

These procedures reflect the needs of individual children, it is not expected that all children will be doing the same thing at the same time, however the needs of the children are constantly changing, therefore procedures must allow for flexibility.

When formulating routines, consideration will be given to each child's developmental age/stage, the needs of the parents and the needs of the child. The daily routines for each age group are displayed in the classrooms but they are only a guide and are subject to change. Routines are evaluated and monitored regularly to ensure they maintain the structure needed.

DRESS

Please **do not** dress your children in their best clothes.

Kindy is a time for children to explore, so please dress them in casual **child friendly** clothes.

Children are encouraged to be as independent as possible so please dress them in clothes they can easily remove when needing to go to the toilet.

A complete spare change of clothes must be provided in your child's bag each day, with extra items to cater for changes in the weather. Dresses and T shirts should cover the child's shoulders to protect them from the sun.

A wide brimmed hat must be provided, otherwise children will only be allowed to play in the undercover areas; PPK is a "Sun Smart" childcare centre

Thongs and crocs are **not** appropriate footwear, therefore please ensure that your child has well fitted shoes or sandals suitable for outdoor play and climbing.

All items need to be clearly labelled with your child's name.

The PPK educators support all cultural beliefs associated with clothing and footwear.



REST

The Joeys and Possums (2-3's) have a rest period between 12.30-2.00pm. All children are encouraged to rest unless specified by the parents/guardians. The older children (wombats), instead of lying down to rest will enjoy a range of quiet activities; this helps in preparing them for school. However, if you would like your child to sleep we are happy to accommodate this.

Rest is classified as a time of inactivity, stillness and tranquillity whilst ensuring the environment has a high level of safety.

Children rest on individual beds and we ask that you provide a rest bag with your child's sheet and blanket, these are to be taken home and washed at the end of each week. During rest time PPK does not allow pillows, large soft toys or dummies attached to cords. This is to ensure the safety of children and to abide with the SIDS and Kids guidelines.

HOME TOYS

At PPK we do not encourage children to bring toys from home, as there is a risk of them getting broken or lost. The exception is a "comfort" toy or if a child has bought something special for news. If it is for news, educators will look after the item until news time, and then put it safely away until the end of the day.

FOOD

PPK IS A NUT AND EGG FREE CENTRE- please be mindful of this when packing your child's lunch box.

Mealtimes are seen as relaxed and happy occasions, the children sit in small groups with an educator who will join in conversations with the children, and encourage them to eat.

All educators are aware of any dietary requirements.

Educators at PPK promote health and nutrition families are encouraged to pack healthy lunch boxes and please only send water in your child's drink bottle. Children are encouraged to drink throughout the day and these bottles will be refilled.

It is important for children to have breakfast before arriving at PPK.



BIRTHDAYS

Birthdays are a very exciting time for children and families and we love to celebrate these special days at PPK. However, in keeping in line with our policies, we ask that you consider the following guidelines.

- Cakes that are brought in must be egg and nut free. (Cup cakes are the best)
- In summer, ice blocks are an alternative to cake
- Please do not send lolly bags as they are high in sugar and may contain lollies that are not suitable or appropriate for children.

EXCURSIONS

An excursion is defined as any activity in which children are taken out of the premises. Only a few excursions take place at PPK and parents are always notified and parental permission sought well in advance before the excursion - for more information please refer to our Excursion Policy

ACCIDENT AND MEDICATION FORMS

Accident Forms

In the case of an accident, Educators will complete the appropriate “Accident” form which a parent/guardian will be asked to read and sign. In the case of an accident where the parent/guardian cannot be contacted, and medical attention is required an ambulance will be called at the parent’s/guardian’s expense.

Parents/guardians will be notified as soon as possible and informed of all actions taken.

Medication Forms

There is a Medication Register for children in each classroom. This is a legal document and Parents/guardians and educators must ensure all information in the Medical Register is accurate and signed off.

The Medication Register is used to record the medication needs of a child.

Written permission must be obtained prior to the administration of any medication whether prescription or non-prescription. Medication provided must be prescribed

to your child and their name needs to be on the label, otherwise it will not be administered.



All medications need to be kept in their original containers and bear original labels. Naturopathic medication must be labelled in the same manner as GP prescribed medication. An accompanying letter from the naturopath is also required.

Verbal authorisation may be given by a parent/guardian in an emergency or in the case of fever. Two educators must witness this authorisation.

Prior to administering any medication educator's must check the expiry date, correct dosage and time and confirm that it is prescribed for the child. This is recorded in the Medication book and confirmed by parent/carer signature on the collection of the child. All medication administered at PPK is witnessed by another educator.

Please **do not** leave medication in your child's bag, always hand it to one of the educators.

WHAT TO BRING

- School bag.
- Change of clothes, including underwear and socks (more underwear if your child is toilet training).
- A fitted cot sheet and blanket in the cooler months for rest time. Sheets need to be in a sheet separate bag.
- Broad brimmed or bucket style hat.
- Nappies or training pants if required.
- Morning tea, afternoon tea and lunch (morning tea and afternoon tea in separate containers).
- Drink bottle containing water only (No juice or cordial)
- Bottle and formula if required.
- Soft toy or comforter for rest if needed.

Please ensure that your child's school bag, sheets, blanket, sheet bag, hat and water bottle are all clearly labelled with your child's name.

This helps prevent items getting lost, assists the educators and helps your child to identify their "written name" so they can begin to take responsibility for their belongings.



SECTION 5-FAMILY PARTNERSHIPS

PPK recognises the time limits on parents/guardians but we do encourage a partnership between yourself and the educators at PPK. Your involvement in your child's life at PPK creates benefits for you, your child and the Kindergarten. Parents/guardians are most welcome to visit and to telephone throughout the day if you have any concerns.

COMMUNICATION

Communication is the key when it comes to your child's wellbeing. Please inform us of any changes to your child's routine or family situations. This will enable the educators to understand any sudden changes in a child's behaviour.

Please also take time to read the daily reflective journal, as it provides you with an insight into your child's day.

NEWSLETTER

A weekly newsletter is sent home electronically.

KINDERLOOP

Parents are able to download the Kinderloop app onto their phone or log in on their desktop to see what their children are doing throughout the day.

The educators at PPK post individual observations, group experiences and the special moments throughout the day

Kinderloop allows families to feel part of their child's day and also allows parents to be involved by commenting on the various posts throughout the day and liking the spontaneous activities and experiences.

LATE COLLECTION

At times families may be late collecting their child/children due to an unforeseen delay or an emergency situation. In an attempt to ensure the child, parent and staff are protected from misunderstanding or distressing delay, PPK has implemented the following procedure with regard to the late collection of children.



Lateness relates to the collection of children after 5.00pm. A parent is required to notify the centre if they are going to be late. Should this lateness result in the child being collected after closing time, alternative collection arrangements should be made or if not possible, a late fee will apply.

Please ensure that your emergency contact's details are kept up to date.

INFECTIOUS DISEASES

In the case of infectious diseases, parent must inform the centre as soon as possible. The Director will then inform all families and staff.

A child with an infectious disease may not attend until fully recovered and with a medical clearance. Full fees will be charged during this time to hold the child's place.

IMMUNISATIONS

The centre requires a copy of each child's up to date "Immunisation History Statement".

Whilst immunisation is not an enrolment requirement it should be noted that if there was an outbreak of a disease that was preventable by immunisation, then the director reserves the right to exclude all, non-immunised children from attendance for the minimum time recommended by the National Health and Medical Research Council.

During that exclusion period full fees are payable.

PPK recommends, that all educators are also immunised.

For more information, Please refer to the Immunisation Policy