



BAYSIDE PARK EARLY EDUCATION CENTRE

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CONTENT	PAGE
About our Centre	5
Absences and Public Holidays, including Allowable Absences	19
Accidents/Incidents/Illness Procedures	41
Age Groups and Activity Rooms	7
Aims and Objectives	9
Arrival Guidelines	23
Attendance	20
Behaviour Guidance	45
Biting	46
Centre Policies	39
Changes to Enrolment	20
Children's Dress	25
Communication	13
Compliance	15
Concerns/Complaints	15
Departure Guidelines	24
Diversity in our Centre and our Community	26
Education Programs	28
Emergency Procedures	38
Excursions	27
Family Participation	12
Fee Structure	19
Fees – How to Pay, Child Care Subsidy (CCS)	17-18
Feedback	14
First Aid	38
Guide to a day in Childcare	47
Health	40
Hygiene Issues	44
Immunisation	43
IMPORTANT INFORMATION TO SIGN AND RETURN TO CENTRE	49

CONTENT	PAGE
<i>Kindy Information</i>	34
<i>Meals</i>	37
<i>Medication</i>	42
<i>Message from our Licensee's</i>	4
<i>Nursery Information</i>	31
<i>Open Door Policy</i>	12
<i>Opening Hours</i>	11
<i>Our Team (inc Students, Volunteers, Relief Staff)</i>	10
<i>Philosophy of our Centre</i>	8
<i>Play and Learning Opportunities</i>	29
<i>Pre Kindy Information</i>	34
<i>Pre Prep and our Kindergarten Program</i>	35
<i>Preparing for the first day of Childcare</i>	21
<i>Priority of Access</i>	11
<i>Privacy Guidelines</i>	16
<i>Rest Period</i>	24
<i>Safety</i>	38
<i>Siblings</i>	24
<i>Special Occasions</i>	25
<i>Spencer, our Centre Puppy</i>	6
<i>Staff in Charge on a day-to-day basis</i>	6
<i>Technology</i>	30
<i>Termination of Enrolment</i>	20
<i>Toddler Information</i>	33
<i>Treasures from Home</i>	26
<i>What is a "Program"?</i>	30
<i>What to Bring</i>	23
<i>What's happening at BPEEC?</i>	14

A MESSAGE FROM OUR LICENSEE'S ...

Bayside Park Early Education Centre is a family-operated service that recognises the vital importance of the Early Childhood years. Our dedicated, professional team aim to provide high quality care and education for young children through the provision of a safe, nurturing environment, as well as developmentally appropriate programs based on children's individual interests.

As Licensee's of Bayside Park Early Education Centre we will endeavour to ensure that your child will be cared for in a loving and caring family environment by dedicated and qualified staff that will have met the high standard of our selection criteria. This will allow you to leave your child in our Centre while you go to work or have a day to yourself, with peace of mind knowing they are in capable and loving hands.

We also own and operate the Redland Bay Early Education Centre, and simply want to be involved in the childcare industry because we know that we are dedicated, professional and caring family who are capable of creating a home-away-from-home environment for all children.

Our daughter Carole is the Nominated Supervisor of our Bayside Park Centre and our Granddaughter Courtney is Centre Manager, whilst also being an Educator working with the children. Our youngest daughter Tenille is Assistant Nominated Supervisor at our Redland Bay Centre.

As Licensee's, we enjoy being involved with both Centre's each day, and find great delight in watching the children grow, learn and develop into bright, enthusiastic little people who make us feel so proud to be a part of their development and lives.

We feel honoured and privileged to be able to create such a positive impact and everlasting impression on so many children and families' lives, and look forward to working with you throughout the years.

Mr Trevor & Mrs Inge Bock (Licensee's)



ABOUT OUR CENTRE

Bayside Park Early Education Centre is a purpose-built Childcare Centre with its own secure play area, sandpit and excellent resources. The Centre is ideally placed within easy access to a Medical Centre and Hospitals, and backs onto bush land which is a pleasant habitat for natural wildlife such as Koalas, Kangaroos, Birds and Lizards. The Centre incorporates **four enclosed playspaces** which are securely fenced off, and are fitted-out with a range of equipment to encourage physical development in a safe and secure environment.

1. Our **Main Playground** is fitted with brightly coloured equipment including a fort, slides, bridge and a large sandpit all on a safety surface known as “soft-fall”, and covered by large secure shade cloth. The large playground also has a mini waterpark with three frogs which spray water to cool the children down on those hot summer days. As a precaution, the entire Centre Playground border (including the Nandeebie Garden) is protected by Snake Repellents to minimise risk to children. These Snake Repellents operate through battery and solar power, and are therefore functional 24/7.
2. We also have a more natural, tranquil play space known as “**The Nandeebie Garden**” which is equipped with a boat, bridge, a man-made creek-bed with rainwater tank and shading. Our Vegetable Gardens, Compost Bin and Native Bees (which do not sting) are also located within our Nandeebie Garden, and are cared for by our children under the supervision of their Educators.
3. Our Centre recognises that children grow and develop at different rates, and therefore can often be more boisterous when outdoors. To minimise risk to our very young children who want to spend some time outdoors, we have created a separate **Nursery Playground**, which also has the benefit of allowing older siblings to have contact with their Nursery/Toddler siblings. Each Activity Room also has individual outdoor play time where they have full access to the larger Playground including the Nandeebie Garden, enabling them to explore with their classmates.
4. Our Centre also boasts a **Kindy Gym** where our children have the opportunity to enjoy access to a variety of health and fitness equipment including children’s exercise bike, yoga mats, agility equipment and exercise balls and mini weights. Our children access the Kindy Gym via the external path alongside the Nursery, which is fitted with a safety fence. In wet weather, the children access the Kindy Gym via the Nursery which has direct access.



At Bayside Park, we recognise the importance of early education in child development. Our children experience a variety of activities such as art & craft, woodwork, role-play, water play, excursions, song, dance and music, and we encourage and develop the children's love of books from the earliest age.

We aim to create an ethos and environment that fosters resilience and independence, helping the children to make positive choices about themselves and develop a positive self-image. We aim to provide the children with a nurturing and stimulating environment in which they can explore and develop through play.

STAFF IN CHARGE OF THE CENTRE ON A DAY-TO-DAY BASIS	
Nominated Supervisor	Carole Adams
Educational Leader	Michelle Raikuna-Jones
Centre Manager	Courtney Vergara
Assistant Nominated Supervisor	Rebecca Hoad

MEET “SPENCER”!



Bayside Park Early Education Centre is proud to have a white Maltese/Bichon Frise puppy attending the Service each day. “Spencer” was born on 26 January 2015, and visits children in their Activity Rooms or in the Playground for short periods at times designated by Educators, and/or upon request by the children.

Spencer’s interactions with children are closely supervised by Educators at all times. He is microchipped, desexed, kept well-groomed, and is vet-checked at least every 12 months in order to protect the children and himself from illness.

Spencer may visit children to play, to have his teeth brushed, to be groomed or for any purpose deemed educational and reasonable by Educators. When

Spencer is not with the children, he spends his time playing, sleeping or chewing in the Office!

INFORMATION ABOUT AGE GROUPS & ACTIVITY ROOMS

Although our required documentation records children as being in allocated Activity Rooms, children have a degree of flexibility to move through the Centre to participate in activities and experiences that may be of a particular interest to them on any given day. For example, if a child expresses an interest to be in a room other than their usual allocated Activity Room because they want to be with a friend/sibling or participate in a desired activity, consideration will be given to risks, resources and facilities in that room, and if deemed safe and appropriate, the child will be escorted to the desired Activity Room by an Educator. It is not a requirement for the child's Key Educator to remain in the room with the child, as long as the Key Educator remains on the premises and/or Educator:Child ratios throughout the Centre as a whole are not compromised.

Bayside Park Early Education Centre is currently licensed to provide care for up to 75 children per day, aged from Birth – 5+years. The Centre has 5 Activity Rooms where children are able to be cared for in a composition of age groups, and where consideration is given to appropriate Educator:Child ratios each day, as well as Activity Room size, facilities, resources and safety.

For the purpose of distinguishing between Activity Rooms, the following applies (as long as no more than 75 children are onsite per day):

- **Nursery** is able to care for up to 8 children per day;
- **Toddlers** are able to care for up to 12 children per day;
- **Pre Kindy** is able to care for up to 15 children per day;
- **Kindy** is able to care for up to 22 children per day;
- **Pre Prep** is able to care for up to 22 children per day.

Age Grouping in Activity Rooms is flexible according to the number and ages of children enrolled at the Centre at any given time, however generally speaking, our Age Groups are as follows:

- **Nursery:** Children aged from Birth to 2 years (Assessed for transition to Toddlers at 15 mths)
- **Toddlers:** Children aged 15 mths – 2 yrs
- **Pre Kindy:** Children aged 2 yrs – 3 yrs
- **Kindy:** Children aged 3 yrs – 4 yrs
- **Pre Prep:** Children aged 4 yrs – 5+ yrs

As children's rates of development vary on an individual basis, children are not transitioned to the next Activity Room until we believe they are developmentally (including physically and emotionally) ready to do so.





BAYSIDE PARK EARLY EDUCATION CENTRE

OUR PHILOSOPHY

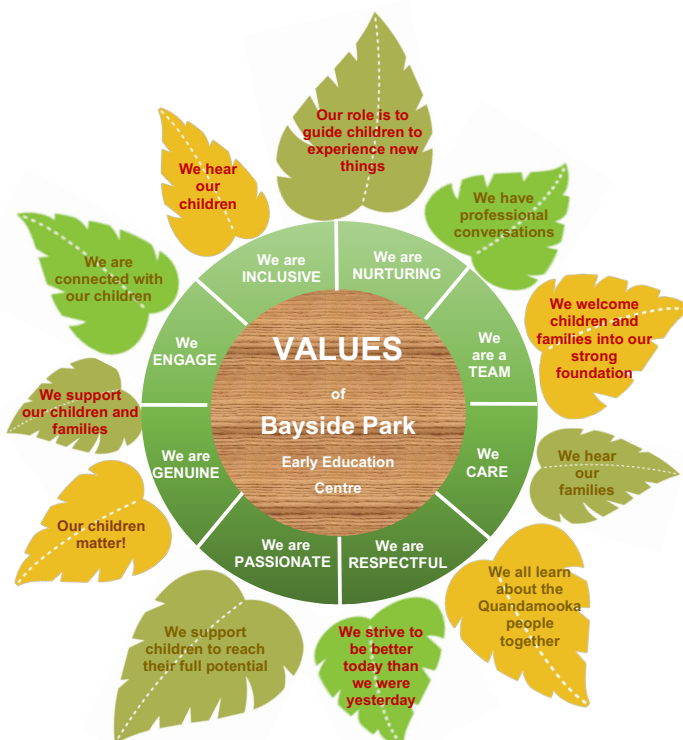
This Philosophy has been updated according to the beliefs of current Centre Staff.

Bayside Park Early Education Centre is a Long Day Care Centre where we believe in providing a warm, caring, loving environment where children feel safe, secure and supported. Staff aim for the Centre to be an extension of the child's home environment, and for children and families to feel welcome at all times. All Staff promote a non-discriminatory, anti-bias environment where all families and children are included and welcome, regardless of race religion, culture and additional needs. At Bayside Park, we believe that children are resourceful learners who are able to develop their own knowledge from the world around them, and they should be given time to explore, reflect, experience success and build on their strengths without the fear of failure. We aim to develop children's self-esteem, confidence, and self-discipline and give them a sense of belonging. Families are encouraged to be active participants in the Centre on a day-to-day basis, and to share information about their child and their interests. Parents are also encouraged to share their knowledge, culture and interests with children and Staff, and we pride ourselves on our positive relationships with families, where open, honest communication is exchanged both verbally and through written communication.

All Staff at Bayside Park Early Education Centre have respect for one another in their individual roles, and respect the uniqueness of the children and their families. Educators actively work as part of a team and share their knowledge and experience to create a stimulating, challenging and enjoyable environment for children. Research shows that children learn best through play, and our Educators keep this in mind when providing open-ended experiences to encourage individual learning, as well as small and large group experiences to enable children to enhance their social skills. Our Programmes are based on children's interests, and Educators record these interests through a variety of documentation such as Learning Stories, artwork, photographs and daily programming. This ongoing documentation enables Educators to identify children's interests, extend them and use intentional teaching to continue learning. Our documentation is constantly

reviewed and updated to ensure that it links to the Learning Outcomes and Sub Elements of the Early Years Learning Framework. Activities promoting healthy eating, rest, exercise, fine and gross motor activities are also incorporated into the Programme to ensure that from an early age, children have the opportunity to develop their understanding of a healthy lifestyle.

At Bayside Park Early Education Centre, Staff work in partnership with parents to provide children with the best possible start in life, in an environment where they are able to develop their cognitive skills and feel happy, safe and supported. Most of all, we endeavour to create an environment where children have the opportunity to reach their full potential, and have FUN!



AIMS AND OBJECTIVES



At Bayside Park, we believe in providing our children and families with a high quality Early Education Centre, so that our parents are able to go to work with the peace of mind knowing that their children are being cared for in a nurturing and safe family environment, with dedicated and qualified Staff.

We believe in giving children a head start in learning and therefore place a high importance on the Centre's Early Childhood Education Programs. The Early Childhood years are the most formative years of any child's life, and we at

Bayside Park Early Education Centre recognise the importance of these years.

- ❁ We will provide each child with a happy, stimulating atmosphere and environment where they will feel secure, valued, supported and loved;
- ❁ We will provide developmentally appropriate educational programs in each of our rooms by staff who have been carefully selected based on their qualifications and their genuine love and desire to work with young children;
- ❁ We will provide a safe environment that is filled with learning opportunities and one that caters for all children's individual needs and interests. A child learns from not only their Educators, but from integration within a group situation. Each child expresses their knowledge in different ways, resulting in the individuality that we all possess;
- ❁ Through our knowledge of each child's individual interests, we will extend and encourage children to develop their physical, emotional, intellectual and social skills;
- ❁ We will encourage parent and community participation within the daily activities in the Centre and value their opinions and constructive feedback.
- ❁ We will encourage children to be sensitive and respectful to the values, attitudes and interests of others within the Centre and community;
- ❁ We will create an environment which will treat all children and their families equally regardless of their family dynamic, religion, culture or any additional needs.



OUR TEAM

At Bayside Park, our Educators are qualified and experienced, or are studying for their qualification under the careful guidance and support of the entire Centre Team. Our aim is to work in close partnership with you to complement your approach to caring for your child, particularly when they're learning new skills such as weaning, toilet-training, reading and writing. We know that the closer our Educators work in partnership with you, the more rewarding your child's time at Bayside Park will be.

As a Centre, we believe that trust and respect between parents and childcare professionals are essential elements for quality childcare. With this in mind, all staff at the Centre are carefully selected according to their qualifications and experience, as well as their genuine desire to contribute to quality care for young children. Notices stating current information about Age Groups and Staffing at the Centre are displayed on our Parent Information Board near Reception, and throughout Foyer for your perusal. Suitable, qualified and experienced Educators are employed in all Activity Rooms across the Centre, and the Educator:Child ratios are adhered to according to our legal requirements. Our



Educators have First Aid Certificates, as well as Cardio Pulmonary Resuscitation (CPR) Certificates, and Asthma and Anaphylaxis Training as well as Working with Children Checks (Blue Cards). The Centre has face-2-face Team Meetings which we use to discuss all aspects of care, education, health, safety and communication within the Centre, and we also have “virtual” team meetings via a private page on Storypark, enabling us to communicate and discuss any issues as and when they arise.

STUDENTS AND VOLUNTEERS

As a Centre continually striving to improve and ensure we provide quality childcare, we often accept Childcare Prac Students studying their early childhood qualification into the Centre, as we believe we are able to offer a solid foundation for good work practices. These students come to us from local Colleges, Private and State Schools and have valid Blue Cards clearing them as a “suitable person” to work with children. No student or Volunteer is permitted to attend the Centre without being interviewed by Centre Management to assess their interest in childcare, and their suitability for being at Bayside Park.

At different times during the year, these students and volunteers may participate in activities at the Centre for short periods of time. These students can provide the children with new opportunities that are often valuable learning experiences for both the children and the student. All Visitors and Students in the Centre are required to abide by the Policies and Procedures of the Centre at all times. At Bayside Park Early Education Centre, we take our childcare responsibilities seriously. From time to time, the Centre will terminate a student's attendance should it be determined that they are not fully committed to learning how to provide a high standard of care for young children, or should they seem unwilling to accept guidance from our existing qualified and experienced staff.

RELIEF STAFF

At times throughout the year, our Educators will be absent from the Centre due to illness, holidays, and Rostered Days Off. During these absences, Relief Staff will take the place of regular staff, sometimes for extended periods – depending on the reason for the Staff absence. The Centre has a “bank” of regular Relief Staff who work within the Centre throughout the week, so that they have regular contact with our children and remain familiar to them. We prefer to use these Relief Staff in order to minimise disruption to the children and/or Centre routine at times of any staff absence.

HOURS OF OPERATION

Our Centre is committed to providing care to all families requiring our service. With this in mind, the Centre is open 52 weeks per year (**excluding** Public Holidays) from 6.00 am to 6.00 pm, Monday to Friday.

Please collect your child on time. Failure to do so incurs a 'Late Fee' of \$20 PER CHILD FOR THE FIRST 5 MINUTES A CHILD IS NOT COLLECTED ON TIME, AND \$5 PER MINUTE PER CHILD THEREAFTER. This fee contributes to the cost of retaining two staff at the Centre until the last child is collected. Please make every effort to come on time, as it is unsettling for any child who is left after everyone else has gone home. If you are unavoidably detained we ask you to telephone and inform us so we can explain the situation to your child, and minimise any anxiety.

PRIORITY OF ACCESS

The Australian Government has “Priority of Access Guidelines” for allocating places in Childcare. *(The guidelines only apply to Child Care Subsidy approved child care – which includes Bayside Park Early Education Centre).* The guidelines are used when there is a Waiting List for a childcare service or when a number of parents are applying for a limited number of vacant places. Our Centre adheres to the guidelines set down by the Department of Education, Employment and Workplace Relations regarding priority of access.

First Priority: a child at risk of serious abuse or neglect;

Second Priority: 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';

Third Priority: 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 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 from a non-English speaking background
- children in socially isolated families
- children of single parents.



OUR DOOR IS ALWAYS OPEN FOR YOU!

The Centre operates an “Open Door Policy. We respect the role of parents, extended family and friends, and prefer to work in partnership to continually identify each child’s needs and provide regular communication on their progress. Our goal is to support our children to be life-long learners. At Bayside Park, we promote and endorse an ethos of equal opportunities for all within the Centre.



FAMILY PARTICIPATION

Parents, family members and community representatives are important partners in the delivery of quality outcomes for children and their families at Bayside park Early Education Centre. Family participation is a welcome part of our day. If you have any cultural experiences, resources, skills or talents you would like to share with the children and/or the Centre such as building, cooking, gardening, sewing, handy person skills, visual arts, drama, language or musical skills, craft or fundraising experience, please feel welcome to join us

You are always welcome to join in activities at Bayside Park Early Education Centre. Whilst we appreciate that time is precious to working parents, we are also anxious for you to feel you are a part of your child’s time at our Centre. Please remember that you are welcome to be involved in our activities in any way that you feel is possible.

Some ways in which you may be able to participate are:

- Planning to spend some time at the Centre when you have a day off work, or a holiday;
- Contributing ideas to the program in your child’s room via Storypark or sharing information verbally or with photos;
- Offering a short period of time to share your skills, e.g. cooking, singing, musical instruments, songs/words from your first language;
- Attending our information nights or social events. These not only provide you with up-to-date information, but are an enjoyable way of meeting other parents and staff.



COMMUNICATION

At Bayside Park Early Education Centre, we communicate with our families in a variety of ways:

- **Storypark – this is our main method of communication for anything happening at the Centre, including situations such as illness outbreaks, information updates, special events, extreme/hazardous weather notifications etc. You can also contact us via Storypark if you find you have left an important item at the Centre, lost property, wish to advise of an absence or request an extra day. We encourage you to check for messages and/or information regularly, and to use Storypark to contact us 24/7.**
- Face-to-face verbal interactions;
- Brief messages given to any Staff Member who will then record the message in the Activity Room's confidential Staff Communication Book;
- Phone calls to the Centre at a time convenient to the Parent;
- A request for the Centre to telephone the Parent at a time convenient to the Centre;
- Detailed written messages are able to be left confidentially in the Fees Box at Reception. You may like to use this method for the purpose of expressing concerns, positive or evaluative input that you feel you would like Management to let Educators know about. These can be anonymous if so desired, however as we really enjoy having open and honest relationships with our families, please do always feel welcome to speak with us in confidence;
- Each family is allocated a Parent Pocket in the Foyer, for easy access. You may find messages from the Centre in your Parent Pocket, printed Statements of your Childcare Account, Birthday Party invitations from other families and/or other written communication. We ask that you respect the privacy of all families at the Centre and refrain from accessing any Parent Pocket other than one which has been allocated to your child;
- From time to time it may be necessary to ask Parents to complete a short survey in order for us to maintain or update our records. We may also ask for your input into decision-making within the Centre, or ask for your evaluation of our service delivery
- We also use email as a means to exchange communication with families, and we use email to issue our Statements of Account. Our email address is **baysideparkeec@gmail.com**
- In addition to Storypark, the Centre has **Facebook & Instagram** accounts which we use to share information about events and special occasions happening with our families or our Staff;
- We also have a Bayside Park Website where we share information about the Centre. The Website address is **www.baysideparkeec.com**.



WHAT'S HAPPENING AT BPEEC?

As part of our ongoing communication with parents, we issue regular information/updates on Storypark AND our Facebook page.

Any contributions from parents, as well as grandparents, aunts, uncles etc are most welcome. Please don't hesitate to share your favourite recipe with us, any special family milestones or even just your "Thought for the Month".

FEEDBACK

Feedback is viewed as a positive learning opportunity for the Centre as a whole. Feedback may take the form of compliments, suggestions, enquiries, concerns or complaints. It may be a way of recognising the hard work our dedicated staff do on a daily basis, it may be a suggestion for improvement or growth, or it may be a result of an issue, concern or miscommunication that has taken place. In any case, feedback is viewed as a positive way of recognising our strengths and weaknesses, making changes and driving the Centre forward.

Bayside Park Early Education Centre is committed to the fair and effective resolution of all customer concerns and complaints in a timely manner.

We will make all reasonable attempts to resolve any concerns at the Centre in an appropriate and professional manner, through honest, open discussions between Management, staff and families.



COMPLIANCE - National Law and Regulations



National Regulations and Law

National Law

The National Quality Framework (NQF) operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The NQF applies to most long day care, family day care, outside school hours care and preschools/kindergartens in Australia.

National Regulations

The NQF and associated regulatory system is enacted through legislation establishing the national system. The Education and Care Services National Regulations support the legislation and provide detail on a range of operational requirements for an education and care service.

This means that as a Childcare Centre, we must comply with laws relating to:

- The requirements about activities, experiences and programs;
- The numbers of staff members and children;
- Staff Qualification requirements.

DEALING WITH CONCERNS/COMPLAINTS

If you have any concerns or comments regarding the care of your child please approach the Licensee's, Director, Office Manager or your child's Educator. We will be happy to discuss these concerns or comments with you, and work to establish a harmonious outcome. If no mutual outcome can be reached and you are still dissatisfied, please contact the Early Childhood Officer for this Centre (Mr Tim Fuller) as follows:

**Contact: Early Childhood Education and Care
PO Box 492
Oxenford Qld 4210**

**Building C, Level 1
340 Hope Island Road
Hope Island QLD 4212
In Brisbane: (07) 5656 6688**

Email: southeastregion.ecec@qed.qld.gov.au

SERVICE PRIVACY GUIDELINES

- Personal information will only be collected in so far as it relates to the Centre's activities and functions, and in line with relevant legislation. (National Privacy Principle 1.1 – Privacy Act 1998)
- The use or disclosure of personal information will only be for its original collected purpose, unless the individual consents or unless it is needed to prevent a health threat, or is required or authorised under law. (National Privacy Principle 2.1 – Privacy Act 1998)
- Personal information will be kept in a secure and confidential way, and destroyed by shredding or incineration, when no longer needed. (National Privacy Principle 4 – Privacy Act 1998)
- The service will take steps to ensure the personal information collected, used or disclosed, is accurate, complete and up to date. Parents are required to update their enrolment details annually, or whenever they experience a change in circumstances. Computer records will be updated as soon as new information is provided. (National Privacy Principle 3 – Privacy Act 1998).
- Individuals wishing to access their personal information must make written application to the Director, who will arrange an appropriate time for this to occur. The Director will protect the security of the information by checking the identity of the applicant, and ensuring someone is with them while they access the information to ensure the information is not changed or removed without the Director's knowledge.
- The Director will deal with privacy complaints promptly and in a consistent manner, following the Service's Grievance Procedures.

Where the aggrieved person is dissatisfied after going through the grievance process, they may appeal in writing to:

The Director of Complaints
Office of the Federal Privacy
Commissioner
GPO Box 5218
Sydney NSW 1042
or phone the Commissioner's Hotline on
1300 363 992. (Privacy Act 1998).
www.privacy.gov.au



FEES – How to pay

The Centre accepts fee payments via:

- Direct Debit – *this is our preferred method;*
- Eftpos – *the Eftpos machine is located on the left-hand side of the Reception Desk;*
- Direct Deposit – *our account details are recorded on your Childcare Statement;*
- Cash – *please ensure you comply with the requirements for cash payments, as noted below.*

The Fee Slot is located at Reception, on the top right-hand side as you look at the desk in the main Foyer. All fees should be placed in this opening. Always ensure that you provide your child's name and the amount you have paid. Please place any suggestions, ideas or general messages in this box as well.

If paying cash please ensure you have the correct money as change cannot be given. Any over-payment will remain as a credit on the account. **IT IS A REQUIREMENT FOR FAMILIES PAYING BY CASH TO ASK A STAFF MEMBER TO CHECK AND RECORD THE AMOUNT PAID, AND TO SIGN THE ENVELOPE WITH YOU TO CONFIRM THIS.**



PLEASE PAY PARTICULAR ATTENTION TO OUR “FEE POLICY”

1. Your account should always be one week in advance – that is, paid for the current week of attendance AND the following week;
2. Overdue accounts that fall one week in arrears will be issued with a Reminder Notice;
3. Two weeks in arrears will receive a Final Reminder Notice with a date of cancellation of your child's place at the Centre;
4. These accounts will then be forwarded to our Debt Collection Agency and Centrelink will be advised of the situation;
5. If you wish to pay fortnightly or monthly you may do so as long as your account is in advance at all times;
6. If at any time you do experience difficulties with your payments, or you wish to discuss a payment schedule to coincide with your work pay dates, please see the Director or Office Manager.

Accounts are **emailed** on the first working day of the week, however from time to time there may be a short delay due to staff illness or absence. If you have not provided the Centre with an email address, a hardcopy of your account will be placed in your Parent Pocket. Should you require a Statement at any time, please feel welcome to speak with Office Staff.

ASSISTANCE WITH CHILDCARE FEES



CHILDCARE SUBSIDY

Child Care Subsidy (CCS) is funded by the Federal Government. Under this scheme a formula is used to calculate the percentage of the fees each family will pay. This percentage depends on the family income. To be eligible, all families must register with the Department of Human Services either online or in person.

Once an application is processed, a copy of the Assessment Notice will then be sent to the claiming family. The **Department of Employment, Education and Workplace Relations (DEEWR)** will then **automatically update the percentage rate via remote access to the Centre software program**, and this will then determine the balance of fees payable each week. It is the responsibility of the parents to ensure that fee assessments are current at all times. Please note that as the percentage rates are automatically processed by DEEWR onto our computer system via remote access, you will need to contact them direct to discuss any discrepancies.

FOR CHILD CARE SUBSIDY (CCS), YOU WILL NEED TO PROVIDE THE CENTRE WITH A CUSTOMER REFERENCE NUMBER (CRN) FOR THE CLAIMING PARENT, AND A CRN FOR EACH CHILD ATTENDING THE CENTRE.

A logo with the text 'Child Care Subsidy' in a large, bold, sans-serif font. 'Child' is in red, 'Care' is in yellow, and 'Subsidy' is in blue. The logo is set against a light blue rectangular background.

Child Care
Subsidy

ABSENCES AND PUBLIC HOLIDAYS

Centrelink requires all families who are in receipt of Child Care Subsidy to provide a Medical Certificate if a child is absent from the Centre due to illness. (Please refer to “Allowable Absences” below)
Centre Policy is that ALL booked days must be paid for in full, including sick days, holidays and Public Holidays.

Please be aware that we do not offer reduced fees at any time, e.g. for Illness, Public Holidays or Family Holidays, and “Make-Up Days” are **not** available. Please note that Bayside Park Early Education Centre is closed on all Public Holidays. Please notify Office Staff as soon as possible if you are intending for your child to take any leave from the Centre. It would be appreciated if you could notify the Centre by 9am on any day that your child will be absent due to illness.

ALLOWABLE ABSENCES

Please be aware that there is a limit of 42 allowable absences per calendar year. An allowable absence may be defined as a sick day, holiday, RDO or occasional absence. Once you have used your 42 days of allowable absences, full fees will then apply as you will not be eligible for childcare assistance for these absent days. However, if you provide a Medical Certificate for your child’s sick day or a letter from your employer for your RDO, these days would not be included as allowable absences.



FEE STRUCTURE

Bayside Park Early Education Centre has **three** Fee Rates:

- | | |
|--------|---|
| Rate 1 | Children in Nursery, Toddlers and Pre Kindy |
| Rate 2 | Children in Kindy |
| Rate 3 | Children in Pre Prep Kindergarten Program |

The Centre does not offer discounts for families with multiple children, children with dietary requirements who supply particular food items, families who prefer to supply their own nappies and/or miscellaneous items for their children, or for families who choose to bring children to the Centre for shorter periods of time throughout the day etc.

ATTENDANCE

Regular attendance is essential for your child to gain the most from our Early Childhood Education programs. Please be aware that the Centre operates a **two-day minimum** requirement for enrolments, including children attending our Pre Prep Kindergarten Program. It has been our experience that children who attend care for only one day per week take longer to settle and often feel sad for extended periods of time. This can be terribly upsetting for your child, as well as for other children in the Centre, and our Educators who do their best to provide quality care for all children. If your child is sick or unable to attend, you must notify the Centre as soon as possible. These days must also be paid for in full. **It is a requirement that the all absences are confirmed by parents the next time they are signing their child into the Centre. If your child is not signed as being absent, you will be required to pay full fees, as Child Care Subsidy will not be paid.**



CHANGES TO ENROLMENT

We will always aim to be as flexible as we can should you wish to change your child's days of attendance, however occasionally we may not be able to assist if the Centre is already booked to its Licensing capacity in any or all Activity Rooms. If the change you require will be permanent, you should put your request in writing on a "Permanent Change Request Form" and we will advise you when the change can be made. If you find you require an additional day of care for your child, please complete an "Extra Day Request Form". Both of these forms are available in the tray on the bench in the foyer, beneath the Parent Noticeboard. Should you decide not to bring your child to the Centre for their normal booked day, please let us know as soon as you know or at the latest by 10am on the day.

TERMINATION OF ENROLMENT

The Centre requires at least two weeks' notice for ending an enrolment. Failing this, two (2) weeks full unsubsidised fees will be payable by the parent. Any child absent for two weeks without notification will result in cancellation of the child's enrolment and the Department of Human Services will be advised of the situation. Any account in arrears will then be issued to our Debt Collection Agency.

The Management Team reserves the right to terminate a child's enrolment at their own discretion, with notification of one (1) hour should families fail to comply with any Centre Policy, or the child be considered to be a health or safety risk to other children or Staff within the Centre.

IMPORTANT INFORMATION

It is imperative that our records are kept up-to-date at all times, and therefore we ask that you contact our Office Staff immediately to notify any changes to:

- Home/Work address or telephone number;
- Doctor / Phone number;
- Your child's Medical Care;
- Emergency Contacts / Authorised pick up people.

PREPARING FOR YOUR CHILD'S FIRST DAY AT CHILDCARE

You have made your big decision and chosen the Childcare Centre that suits your family's needs, so what's next?

Although you may view your child's first day at Childcare as a daunting experience, be assured that our Educators are experienced at helping you and your child settle-in. All of our Bayside Park Team are eager to make this an enjoyable time and as easy as possible for both you and your child.

Trial Period

You will have been encouraged to bring your child to the Centre for two or more "Trial Periods". These Trial Periods enable everyone involved (i.e. Child, Family, Centre) to decide whether or not this Centre is the right environment for your child, as from time to time, young children may feel overwhelmed in a large Centre and with large numbers of children, and it may be decided that another care option such as Family Day Care is more suitable. These Trial Periods will also enable you and your child to begin establishing a positive relationship with not only your child's Key Educators, but with all of our Team.



During your child's Trial Period, you will meet your child's Key Educators. These Key Educators are your child's "teachers" and will happily guide you and your child through the settling-in process. They will also be responsible for your child's care and education during your child's core attendance times, as well as for some time either in the morning or afternoon, depending on their Rostered Shifts. (A "normal" full-shift is for 7.5 hours per day). Whilst Management and Staff are always willing to assist you and your child at any time, your child's Educators will be your main point of contact for their particular Activity Room. Please always feel welcome to make an appointment to discuss your child's care and/or development at length with their Educator/s.

In the days/weeks prior to your child's first day at Bayside Park, talk to them about the new journey they are about to embark on, mentioning all the new and exciting things they will be doing. Even babies will pick up on the positive messages you give about this transition!

It is extremely important for there to be clear and consistent two-way communication between you and the Centre. We request that you provide us with details of your child's requirements and preferences in their Enrolment Booklet prior to their first visit. This means that their Key Educators will then be equipped with the knowledge to ensure they can welcome and settle your child into the Centre with all the information you have offered. No question is ever a silly question, and we encourage families to take an active role in the Centre at all times.

Bayside Park Early Education Centre operates an "Open Door Policy" and you are always welcome and encouraged to come and spend some time in Centre with your child. If this is the first time your child is going to be separated from you, you may like to help them prepare for this change by spending short periods of time apart in the run up to their first day of Childcare.

Supporting your Child

We will spend quality time getting to know your child during their time at the Centre, and particularly in those early days, will provide relaxed opportunities for them to choose what they play with. We will carefully observe their personality, likes and dislikes, their interactions with their peers, and their level of independence to ensure that we meet their individual requirements to the highest possible standard.



Parents are invited to stay for a short time, and participate in their child's activities during the settling in period. If you are apprehensive or unsure of how to help your child settle-in, please do not hesitate to discuss your concerns with the Licensee's, Director or a staff member. We will endeavor to do everything possible to help your child feel safe, secure and welcome at our Centre.

Please try not to be too anxious about leaving your child if he or she is crying. Our Team is experienced in being supportive and nurturing in these situations, and have a number of effective strategies to help them. We are always happy to arrange extra settling-in sessions if either you or we feel they would be beneficial for your child (or you!).

Please ensure that you **NEVER** leave your child at the Centre without saying goodbye – even if they are sad. Although separation anxiety can be distressing for both the child and the parent, this is a normal experience that may continue for the first few days or weeks. With a smile, clearly explain that you are going now, they will have a fun day with their friends and activities, and that you will be back later to take them home again. It is best to aim **not to prolong the goodbye**, as this often causes more distress to the child, parents, other children and Educators.

You are encouraged to phone the Centre as often as you wish throughout the day for a "Progress Report" – this is NOT considered a "nuisance" or an "inconvenience" to any of us here at Bayside Park as we understand that you will feel more settled if you speak with your child's Educators directly.

****Please be advised that if possible, we prefer not to put calls through to rooms during Rest Period (12md-2pm) as we require our Educators' full attention to be focussed on the children.***

WHAT TO BRING

PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME!

Bayside Park Early Education Centre will PROVIDE your child with:

- A nutritionally balanced Hot Lunch each day;
- Yoghurt to complement Morning Tea;
- Cow's milk for children over the age of 1 year;
- Afternoon Tea;
- A sleep sheet which will be laundered at the Centre for hygiene purposes;
- Nappies, wipes and creams;
- Sunscreen and Tissues.

From HOME, your child will need:

- A sun-hat (preferably a Legionnaire's hat or similar) as we practice the "Sun-safe" policy of NO HAT, SHADE PLAY ONLY!
- A small case or bag in which to store their belongings whilst at the Centre;
- At least two changes of clothing appropriate to the weather;
- A piece of fruit for Morning-Tea;
- Breastmilk/Formula for babies;
- For toilet – training toddlers, please supply suitable training pants.

NOTICE

**CHILDREN MUST
BRING A HAT FOR
OUTDOOR PLAY**

ARRIVAL GUIDELINES

Each child is to be accompanied into the Centre by an adult over the age of 18 years, and is to be registered immediately via Kiosk on the iPad as being present at the Centre.

Registering your child as being in attendance is critical, as this information is used in the event of fire, lockdown or emergency evacuation. The information recorded on Kiosk is also used to claim Child Care Subsidy (your percentage of fee subsidy), as per Government regulations. Once you have signed your child into the Centre, please escort them to their Activity Room and assist them to place their belongings into their allocated locker. After this, please take your child to their Educator or another staff member on duty, so that they are aware of your child's presence and can commence the settling-in process.

DEPARTURE GUIDELINES

Children are to be collected by an authorised adult over the age of 18 years ONLY. Please advise a member of the Management Team (Director, Educational Leader, Assistant Director, Centre Manager) in advance if your child is to be collected by someone other than the usual adult. If your child is to be collected by a person unknown to Management and Staff, the person will need to be listed on the Enrolment Book / or Authorised Person Form (and therefore on Kiosk) as being authorised to collect your child, and photographic proof of identification will be required, i.e. Driver's Licence. Children will not be released into the care of anyone under the age of 18yrs – for which photograph ID will be required.

On departure from the Centre, please collect all belongings and check your "Parent Pocket" (located in the Foyer) for notices, accounts, receipts or other information. Please ensure that you sign your child out via the iPad each day.

PLEASE NOTE: No child will be released from the safety of the Centre unless Management and Staff are satisfied that the adult collecting the child is authorised to do so, and that the child is going to be transported with the appropriate child restraint and by a person who is not intoxicated or appears to be unsuitable in any way.

The Cleveland Police will be asked to come to the Centre if there are any challenges to this.

SIBLINGS

Parents bringing siblings into the Centre when delivering/collecting children have full responsibility to supervise the siblings at all times. Parents must accompany the siblings AT ALL TIMES.

Please ensure the siblings DO NOT destroy or interfere with the decorations and artwork displays in the Activity Rooms. Should this not be adhered to and children are not supervised and controlled, then we reserve the right to ask parents not to bring the siblings into the Centre.

REST TIME

Time to rest is extremely important to young children who are exposed to a very full and busy day at Bayside Park Early Education Centre. Therefore, we endeavour to make supervised sleep and rest times pleasant occasions for the children, during which they are encouraged to take a rest appropriate to their developmental needs.

Please be assured that children are not "forced" to sleep, but are encouraged to relax and rest quietly. We acknowledge that children have individual sleep requirements and take this into consideration at rest time. Those children unable to sleep will be offered a quiet, restful activity such as reading a book, or listening to relaxation music. Please be aware that as we do not "force" children to sleep, nor do we "force" them to stay awake or wake up. Therefore, please do not request our Educators to wake a sleeping child, as refusal may offend.

SPECIAL OCCASIONS

The Centre celebrates many different occasions throughout the year. Please ensure that you inform your child's Educator/s, the Management Team or any Staff Member if you would prefer your child not to participate in any particular celebrations at the Centre. This information should also be recorded in your child's Enrolment Booklet.

Birthdays are such special occasions, and we celebrate each child's special day on or as near as possible to their date of birth. Parents are welcome to send along ice blocks, fruit stacks or jelly for their child to share with their friends.

*The Centre has children with allergies and/or anaphylaxis in attendance, therefore it is **ESSENTIAL** that any food items brought to the Centre are cleared with Educators/Management first. The Centre is a **NUT FREE ZONE**, and an **EGG FREE ZONE**.*

CHILDREN'S DRESS

Please dress children in appropriate clothing for their day at the Centre. We recommend clothes that the child can manage easily e.g. shorts or pants, t-shirts, jumpers etc.

Please remember that sometimes children get "messy" while taking part in some experiences throughout the day so this should always be kept in mind when selecting clothes to be worn to the Centre.

We request that you do not dress your child in "branded" clothing so as to ensure they are able to relax when enjoying messy play activities, and not worried about spoiling their good clothes.



*"No fun day at
Kindy ever ends in
clean clothes!"*

TREASURES FROM HOME

We ask that children **DO NOT** bring toys from home to the Centre unless required for special days. In addition to the possibility of being a safety hazard, toys from home can become lost, broken and also cause many disagreements between the children. We do encourage the children to bring along nature items, photographs, special books or CD's for Show and Tell etc. Small comfort items are more than welcome – however please do not send along large items such as duvets, large pillows, bed blankets etc. **Please be aware that guns and other war toys and weapons are not to be brought to the Centre at any time.** Whilst we recognise that some children enjoy playing with these items, and in some families this is parental preference, these items are not encouraged at the Centre and will be held in the office for parental collection. Bayside Park Early Education Centre is exceptionally well resourced, and therefore items from home are not required to assist your child to enjoy their day at Kindy.



We Grow Together



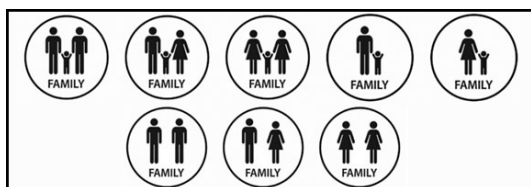
DIVERSITY IN OUR CENTRE AND OUR COMMUNITY

Management and Staff of Bayside Park Early Education Centre promote a non-discriminatory community, and regard all children and their families as equal, regardless of family dynamics, race, religion, culture and/or additional needs. It is in the Early Childhood years that children can readily absorb negative stereotypes, which research has shown to influence the way a child sees his or her self, and impacts on their attitudes toward other people. We focus on encouraging children to develop understanding and tolerance toward their peers and their community, however diverse, for this is the foundation that each child will build their future learning experiences on.

Our Centre is committed to anti-discriminatory practice for all children and families, and we respect and value the diversity which exists in the wider community. We are committed to challenging attitudes that promote discrimination, ensuring respect for all and preparing all children for life in a diverse society. We aim to ensure that all children are encouraged and supported to achieve their full potential. We respect and value differences between people, and will actively work to prepare children for life in a diverse society. We acknowledge the existence of prejudice in the community and take steps to prevent it happening within the Centre. At Bayside Park Early Education Centre, we aim to make all children and families feel welcome and valued. As Early Years Educators, we read literature, search the internet, participate in active discussions and where possible, attend training to improve our knowledge and understanding of beliefs, cultures and additional needs.

We welcome all families equally, and support families for whom English is an additional language. We reflect the diversity of members of our society in our educational resources, documentation and

promotional materials. We provide information in clear, concise language, whether in spoken or written form, and whenever necessary we source information in languages appropriate to our community.



We do not discriminate against any children, parents or carers on any grounds, and we ensure that all parents and carers are made aware of our Centre Policies including Policies relating to Equality and Gender Equity. In order to prevent negative stereotyping, we encourage sensitivity to and respect for the values, attitudes and interests of the families within our community.

If you would like to discuss or require additional information relating to Centre Policies, or the environment and education provided for your child to promote positive Learning Outcomes, please feel welcome to speak with the Nominated Supervisor/Assistant Nominated Supervisor/Centre Manager.

EXCURSIONS

From time to time, children will be given the opportunity to attend educational and fun excursions outside the Centre, and parents will be asked to sign Permission Forms for their child to be escorted by staff. If you have any concerns about planned excursions, please discuss these with Management so that we may take them into consideration. All care will be taken when children are attending an excursion, and a formal Risk Assessment is always completed prior to taking the children to the venue. In the interests of Children's safety, we follow child to adult ratios dependent upon the ages and numbers of children attending the excursion, however extra parent helpers are always welcome to attend!

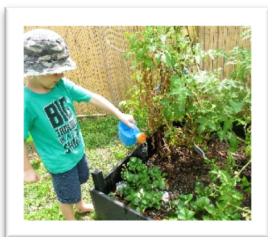
Depending on the number of children attending the excursion, the Centre will provide the necessary vehicle restraints for children over the age of 4 years, however when necessary/desired, parents may supply their child's own car seat. Parent/Guardian contact details for each child will be taken on the excursion for use in the event of emergency, along with medical information and supplies, as well as refreshments relevant to the duration of the excursion. At least one (1) Staff Member will carry a functioning Mobile Telephone with them throughout the duration of the excursion, and a First Aid Kit and Emergency Bag will also be taken.

A detailed Attendance Register is also completed throughout the excursion, as follows:

1. Exiting the Centre upon departure;
2. Entering the transport vehicle i.e. Kindy Bus;
3. Exiting the transport vehicle;
4. Entering the Venue;
5. Exiting the Venue;
6. Entering the transport vehicle;
7. Exiting the transport vehicle;
8. Entering the Centre upon return.

Those children who are not booked to attend the Centre on the day of an excursion, are still invited to attend either as an extra payable day (depending on vacancies) or are welcome to meet the excursion group at the venue on the day. Parent and Family involvement is always welcome at Bayside Park!

EDUCATION PROGRAMS



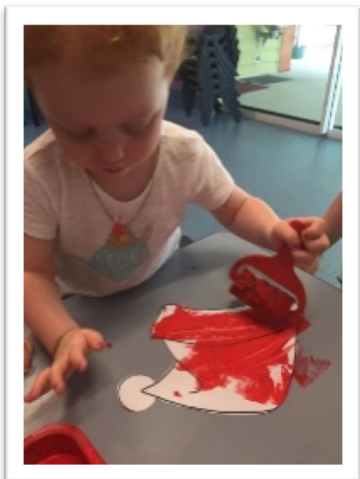
Our Educators are committed to providing stimulating early education programs for each child in their care, and will actively seek your input and feedback concerning your child's experiences whilst at our Centre. Storypark is a fabulous way for you to contribute to your child's education at Bayside Park, and enables you to add photographs, videos and text. Staff will liaise closely with you about all aspects of your child's development and daily experiences, and we encourage you to share any information or concerns you may have with your child's Educators. We encourage children to develop a caring, sharing attitude, which will enhance their confidence.

As Educators, we focus on providing children with a warm, loving, caring environment that stimulates the mind, body and personality. Our onsite Educational Leader is Michelle Raikuna-Jones. Whilst you are encouraged to speak with your child's Educators to discuss any questions or concerns regarding your child's learning or development, you may also speak with Miss Michelle if you would like a more in-depth explanation of our Programming at the Centre.



Activity Room Educators carefully consider children's individual interests and "plan" activities, experiences and learning opportunities to extend children's interests – for however long the interest may last. For example, a child may go to Sea World with their family, and information about this trip is communicated to the Educator through Storypark, general conversation, or photos the child brings to show the class. Talking about this experience may prompt many or all of the **children's interest** in fish, and the class may then decide to decorate their Activity Room in an underwater theme with paintings and constructing or decorating fish with recycled materials.

If the children's interest in fish and sea-life in general continues, the Educator may "**extend**" this interest by planning a trip to the local Pet Store to look at some fish, talk about how fish live under water, what they eat and how we can care for fish at home by having a fish tank – or even getting a fish tank for their Activity Room!



Sometimes children are excited about a particular theme or experience for days or even weeks, however at other times the children can quickly move on to another interest. Your child's Educators are always engaging with the children and are constantly aware of their interests, however spontaneous they may be – and therefore are able to plan, participate and observe a range of experiences to promote positive Learning Outcomes.

Information about Learning Outcomes is readily available on display in the Foyer, however your child's Educators will be more than happy to discuss your child's individual Learning Outcomes with you at any time.

Learning Stories about the activities and experiences that have shaped your child's day at the Centre are uploaded to Storypark daily, however you may prefer to speak directly with Educators for more specific information, or to simply peruse your child's Profile Book which is easily accessible in your child's Activity Room.

Our dedicated and experienced Educators will compile a Profile Book for your child throughout each year they are at the Centre. This Profile Book will contain examples of their learning, including artwork, photographs, special Learning Stories and experiences in which they have participated.

PLAY AND LEARNING OPPORTUNITIES



Our Educators are committed to providing stimulating and challenging experiences that scaffold children's learning, based on children's individual interests and needs, and under the structure of the Early Years Learning Framework. With the belief that *"learning should be fun for children"* we give all children the opportunity to develop their skills socially, physically, intellectually and emotionally.

We actively encourage children to enjoy learning by being enthusiastic and motivated about the exciting world around us, which sees them grow in confidence and develop in readiness for school.



The Centre is an Approved Kindergarten Provider funded to deliver the Qld Kindergarten Curriculum to all children turning 4 years of age

before 30 June in the year prior to starting school.

Regular opportunities for formal and informal discussions about your child and his or her progress are available. Your child's Key Educators are always available for a brief chat (5 mins), and your child's Profile Book is available for you to view at any time.

Should you wish to discuss your child's care and/or education at length (i.e. more than 5 mins) please feel welcome to inform Office Staff of this so that appropriate staffing arrangements can be made in order to maintain adequate levels of supervision for our children at all times.



TECHNOLOGY

The world of technology now impacts on almost all areas of daily life. Though never a replacement for quality interactions with other children, it is important for young children to begin developing their awareness of technology and becoming comfortable with its various formats.



The Centre is equipped with a variety of technological equipment including iPads and a large Interactive LED Panel, which are all used as supplements to traditional teaching methods such as art/craft, toys, outdoor activities and group experiences.

Access to this equipment is time-limited, and all computer software is targeted to specific age groups, promoting education through play.

Computers and iPads can also teach the relationship between “cause and effect”. For example, if a child pushes something on the

keyboard (cause), something happens on-screen (effect). It’s just one more way to explore the world!

When Educators talk about “*Programs*” and “*play-based learning*”... how does this happen?

LANGUAGE, LITERACY AND COMMUNICATION

Speaking and listening skills are practised through stories, activity tapes and Group Time. Writing is encouraged through play and activity books, from basic pencil control to correct formations, 'reading' from pictures and discussion books to phonetically spelling simple words.

PROBLEM SOLVING, REASONING AND NUMERACY

Learning to count, sort, match and compare items, understand and use language to describe size, position, weight and quantity, from using scales in the 'shop' to counting the cups needed for snack time. Making patterns by painting and with stickers, sequencing numbers, learning the written number symbols, developing a basic understanding of addition and subtraction through practical props when singing “5 little ducks” etc, to sharing out enough toys for each group.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD



Developing an awareness of and learning to accept and celebrate other family structures, routine, religions and cultures. Practically, by sharing multicultural celebrations and seeing examples through books, puzzles and games. Using everyday technology such as the computer with packages that are fun, and support the development of skills in all learning areas. Learning through practical, basic, experimental play such as making ice, floating/sinking toys and cookery.

PHYSICAL DEVELOPMENT

Gross motor skills are given ample opportunities to develop with the physical equipment and resources within the Centre. Fine motor control is advanced by holding a pencil or paintbrush, coordinating small movements such as doing a peg puzzle, using tweezers or doing up a button. Basic health issues such as eating habits and changes to our bodies when we exercise are covered through games, discussion and practical activities.



CREATIVE DEVELOPMENT

Children learn through experiencing real materials through the senses. Messy play with paint, collages and other mediums; activities and materials to touch and feel such as beans, papier mache and sand paper; hearing rhythm and beats when dancing; playing musical instruments; making pictures with glue, tape, pens and crayons; making models from 'junk' sourced from our Recycle Area.

OUR NURSERY



The Nursery offers a variety of physical activities, where babies can crawl, develop spatial awareness, share a cuddle and story in the book area, engage in small world play, puzzles, construction, role play, programmable toys, soft play and musical instruments. Each day we participate in group singing, nursery rhymes and stories that are tailored to the children's ages and needs; these activities help very young children to develop language, concentration, social, pre-literacy and pre-numeracy skills.

Educators provide opportunities for the Nursery children to experience a range of multi-sensory and creative play including Water, Pasta, Gloop, Playdough, Mark-making, Painting, Threading and Chalking. Our Nursery has an individual playground which enables the children to enjoy outdoor time whilst allowing interaction with other children in the Centre, especially siblings who may be in older classrooms. ***As a great deal of babies learning takes place on the floor, shoes are not permitted.***

NURSERY FACILITIES

Our Nursery can accommodate up to 8 babies per day, from Birth to 2 years of age. The Nursery has a comfortable, well-equipped playroom and adjoining Cot Room with breathing monitors on each cot. There is a separate Kitchen (inaccessible to children) with a Steriliser, Bottle Warmer, Microwave Oven, Kettle, Fridge and individual Bench and Fridge Baskets for each baby's personal items.

We have a separate Bathroom/Nappy Change Area which is also inaccessible to the children. The Bathroom houses a Nappy Change Area, hand-washing facilities, small toilet, storage area for nappies, wipes and nappy sacks, as well as protective equipment for Staff such as gloves and antibacterial hand cleanser.

At Bayside Park, we provide all disposable nappies, wipes, nappy creams, tissues and sunscreen. Should you prefer to supply your baby with your preferred brand of the abovementioned items, you are more than welcome to do so, however all children who are not completely toilet-trained are charged the LD2 Fee Rate regardless of which nappies etc are used. Please ensure all personal items are clearly labelled with your child's information, and that you supply enough of each item to ensure your child's personal attendance needs are able to be met each day.

REST PERIOD

Having a separate Cot Room is advantageous as we are able to offer a quiet, gentle atmosphere for children to rest. The Cot Room promotes rest and sleep through playing gentle, relaxing music. Each cot is fitted with an Apnoea Monitor (Safety Alarm), and there is a Video/Sound Monitor for Educators to see and hear babies from the Nursery Playroom. The Cot Room is air conditioned and is maintained at a constant, healthy, recommended temperature.

We endeavour to ensure that babies are allocated the same Cot on each day of their attendance, however this can be subject to change depending on attendance configuration. The Centre supplies Cot Sheets which are changed daily, or more frequently if required. These Cot Sheets are laundered on-site for hygiene purposes.

We ask that you refer to our SIDS Policy for information on keeping your baby safe during Rest Period, and do not ask us to act in any way that may be considered non-compliant with our Centre Policy or SIDS recommendations.



NURSERY DAILY REPORTS

Daily Reports from the Nursery are an important source for parents to refer to when they arrive home with their child. These INDIVIDUAL Reports provide parents with information on what food their child ate, quantities of food eaten, sleep times, nappy change information and fluid intake, and are therefore of great assistance to the parent planning the remainder of the child's evening at home. Daily Nursery Reports are issued on Storypark at the end of each child's day at Kindy.

Parents are invited to contact the Nursery at any time.



OUR TODDLER ROOM

Our Toddler Room environment is a safe and stimulating place for children to play and learn as they participate in a range of activities including music, dancing, cooking, painting and messy play.



Our outdoor Playground encourages appropriate physical play and development for the children, and is spacious enough for group games and experiences as well as the use of equipment such as the Fort, Slides, tricycles, see-saw, blocks, large Sand-pit and 3 Waterpark Frogs used to keep children cool in the summer.

Our Early Years Educators provide a friendly, happy, caring and stimulating environment for the children attending the Centre. Young children enjoy music, stories and the freedom to explore their world. Their interaction with Educators and peers extends their social skills, and they find enormous pleasure in both indoor and outdoor experiences, messy play and art.

TOILET TRAINING

In the Toddler Room, children often begin to express their interest in “using a grown-up toilet” and thus begin the toilet training process. As experienced Educators and caregivers, we are able to support and advise families when a child has indicated to us that they feel ready to start toilet training. We openly discuss children's readiness with families, and work with parents to ensure we are all going to approach this transition in a way that is supportive for the child, and ensures a positive and consistent experience.

At Bayside Park, we aim to ensure the children are comfortable with the bathroom routine, encouraging as much independence as possible, from dressing themselves to washing and drying their hands. This allows them to feel in control of the situation and results in empowerment, raised self-esteem and confidence. Our Educators are sensitive to the toilet training process, and each child will be supported depending on their individual needs and routines. The bathroom (which is shared between Toddler Room and Pre Kindy Room) has child size toilets and sinks, a Nappy Change Area, hand-washing facilities, storage cupboards for nappies, wipes and nappy sacks, as well as protective equipment for Staff such as gloves and antibacterial hand cleanser.

At Bayside Park, we provide all disposable nappies, wipes, nappy creams, tissues and sunscreen. Should you prefer to supply your baby with your preferred brand of the abovementioned items, you are more than welcome to do so, however no fee discount will be applicable to this. (We regret that we are unable to purchase specific brands of nappies for individual children)

Please ensure all personal items are clearly labelled with your child's information, and that you supply enough of each item to ensure your child's personal attendance needs are able to be met each day.

OUR PRE-KINDY AND KINDY ROOMS

As children grow at different rates, and thus have different needs, we have included Pre-Kindy and Kindy as transitional facilities for young children who are eager to explore and develop in an active, happy learning environment, but who are not quite ready for the challenge of Pre Prep!

Our Early Years Educators focus on a positive environment where children can actively participate in experiences that are fun and interesting, as this is the key to promoting the foundation for all learning.

Favourite activities include puzzles and blocks, cooking and music sessions, stories, dress-ups and developing self-help skills.

Children enjoy a variety of activities in both Pre Kindy and Kindy, including:

- painting, drawing, cutting and sticking
- imaginative play with the sand pit or water table
- story time and reading
- construction blocks and dough
- jigsaws and puzzles
- moving and dancing to music
- singing
- simple cooking
- gardening



Educators in Pre Kindy and Kindy will continue to support the development of children's self-help skills by raising their expectations of procedures in the Activity Room. For example:

- Encouraging children to focus for longer periods of time, however this will vary according to each child's personality;
- Listening to each other in group times;
- Looking after their own belongings, putting hats in Hat Pockets, shoes in Lockers etc;
- "Having a go" at putting on their own shoes, socks, etc;
- Managing their personal care — using the toilet, washing and drying their hands;
- Managing mealtimes appropriately, for example, setting the table, serving themselves from the main dish;
- Caring for their environment - helping to tidy resources, replacing toys in the right place, finding and choosing the resources they want.

TOILETING

Not all children in Pre Kindy and Kindy will be completely toilet-trained, however they will continue to be supported and encouraged with this process, and our Educators will be happy to continue working with parents to assist the children to establish sound toileting skills and hygiene practices. (Pre Kindy share their bathroom facilities with the Toddler Room, and the Kindy Room share their bathroom facilities with the Pre Prep Room.) Each bathroom has child size toilets and sinks, a Nappy Change Area, hand-washing facilities, storage cupboards for nappies, wipes and nappy sacks, as well as protective equipment for Staff such as gloves and antibacterial hand cleanser.

PRE-PREP ... Kindergarten Program



Bayside Park Early Education Centre is an approved Kindergarten Program Provider. Our Kindergarten Program is delivered by a Registered Teacher, and aims to provide children with the foundation they need to succeed as they progress through their education.

A key feature of our Pre-Prep Class is that it makes connections between children's prior experiences both at home and at the Centre, and what they will do at Preparatory and School.



Children who participate in a quality early education program enjoy a flying start to learning and life. Kindergarten programs offer a safe and caring environment in which children can build confidence in their abilities, extend their skills and have fun while learning. By participating in a Kindergarten Program, children discover new learning experiences and establish relationships that create a strong foundation for their future education.

The learning experiences in Pre-Prep include (but are not limited to):

- Language;
- Maths;
- Pre-reading and Pre-writing;
- Physical health promotion & development;
- Music and Movement;
- Art;
- Science
- Dramatic Play;
- Self-help Skills.

These learning experiences will help children to:

- understand and use language to group, sort and describe objects and to communicate ideas, feelings and needs;
- develop early literacy and numeracy skills;
- develop independence and problem-solving skills;
- learn how to cooperate with others;
- listen, respond and give directions;
- increase self-confidence.



MEALS



Bayside Park Early Education Centre holds membership with Nutrition Australia and Coeliac Australia, and uses their information as guidance for providing meals that are nutritionally balanced and safe for children who follow a Gluten Free diet. All meals are prepared fresh on our premises by our Centre Cook. The Centre offers a varied Lunch Menu to children in each Activity Room, and also provides Afternoon Tea and a Late Snack if necessary. Parents are asked to provide a piece of fruit for Morning Tea on each day their child attends the Centre, and this will be complimented with yoghurt or custard each day. Labelled Fruit Baskets are located on the Reception Desk.



The Centre operates a six-week rotating Menu with a hot dish served daily. Lunch dishes consist of Chicken, Pasta, Fried Rice, Meat and Vegetables. Sandwiches are served for Afternoon Tea each day, with a variety of fillings such as deli ham, avocado, vegemite, chicken breast, or cheese. The Menu is always available for your perusal in the foyer. Please note that from time-to-time, the Menu may be changed to reflect a "Fun Day", a celebration or a learning experience for the children such as Multicultural Week. Any changes will be announced on the Parent Noticeboard in the Foyer. Drinks offered are milk and water (Fruit juice is not offered due to high sugar content). Please advise staff if your child has any special dietary requirements or food allergies, so that we can work with you to meet their individual needs. Those families with children who have specific dietary requirements may be asked to provide suitable foods for their children which can be used in conjunction with foods provided by the Centre, and to ensure that these foods are clearly labelled with their child's name.

THE CENTRE IS A NUT-FREE ZONE!

Nursery Feeding



The Nursery is equipped with a comfortable reclining chair, and parents are welcome to come to the Centre to feed their babies at any time. We are able to freeze expressed breastmilk that has been hygienically stored and clearly labelled in portions. If bottle feeding, please provide pre-made bottles that are clearly labelled, or pre-measured formula portions and your baby's own clearly labelled bottles.



We understand that weaning can be a slow process and we will work with you to gradually introduce a variety of tastes and textures as your baby progresses to solid food. All Nursery children are provided with fresh meals prepared by our Centre Cook. Younger children may be offered meals such as Carrot & Pumpkin Cous-Cous Puree, Sweet Potato, Carrot & Apple Puree, Cauliflower, Broccoli & Potato Puree. Nursery desserts include Pureed Apple, Pureed Pear or plain Yoghurt. Children learning to self-feed may also be offered an additional meal from the Centre Menu once they have had their "Baby Lunch". This ensures they still have a satisfied tummy while they master the art of self-feeding. The Nursery Kitchen is equipped with a steriliser, fridge, microwave and kettle which are available for parental use upon request.

SAFETY

The safety of children in the Centre is of vital importance to all staff, and we will endeavour to keep all children free from harm, and in a safe environment. Parents and guardians are asked to pay particular attention to following the Arrival and Departure Guidelines outlined in this booklet. Safety gates have been installed where necessary throughout the Centre, and it is imperative that these gates be kept closed when not in use. **Please DO NOT hold the front door open or enable access for anyone when you are arriving at or leaving the building, no matter if you “think” they are a parent, a grandparent, aunty etc.** Each family has been allocated an individual PIN Code to access the Centre and you are putting our children and Staff at risk if you permit access to others.



The Centre Playground border is protected by Snake Repellents which operate 24/7 in order to minimize the risk of snakes entering the playground. Please be assured that these Snake Repellents are completely safe for the children.

EMERGENCY PROCEDURES (FIRE DRILLS, LOCKDOWNS AND EVACUATION)

The Centre is equipped with a phone system specifically installed to allow prompt notification of an emergency situation between all Activity Rooms and the outside playground. Emergency Procedures are conducted on a regular basis so that staff and children are prepared for action in the event of Fire, Lockdown or Evacuation. As per requirements, Emergency information is located in every Activity Room. Staff are trained to follow the Centre's Emergency Procedures, however any other person such as a parent suspecting a hazard should immediately inform a Staff Member who will then follow the correct procedure relevant to the emergency. Regardless of the type of emergency, staff will assemble their class in a group and then carefully escort them to the designated Safety Area relevant to the situation. A roll-call will then be taken using the “Numbers Sheet” which details children's daily attendances, as well as arrival and departure times. **Should a Fire Drill, Lockdown or Evacuation Practice/Event occur whilst you are arriving at or departing from the Centre, you are required to participate in this event and to follow Staff instructions at all times.**

FIRST AID

Staff at Bayside Park attend First Aid Training including Cardio Pulmonary Resuscitation (CPR), and/or Asthma and Anaphylaxis. Information about current Staff medical training is noted on their Staff Photos in the Foyer for your perusal. Our First Aid Kits are kept out of reach of children. The Kits contain treatments and materials relevant to the needs and numbers of children in this particular Childcare setting. The First Aid Kits and Emergency Backpacks are inspected regularly and replenished as necessary by our Centre Manager.

CENTRE POLICIES

The Centre has a range of Policies/Procedures relating to all aspects of care, education, health and safety. Our Policies are readily available for your perusal on Storypark, and a hardcopy is kept in a folder on the Sign-in Desk beneath the Parent Noticeboard in the Foyer. Policies are reviewed annually, or more frequently if necessary. Parents are welcome and encouraged to contribute to the review process, and should advise Office Staff if they would like to be involved at any time. From time to time, we will place extra signage throughout the Centre as a reminder that we are seeking extra family input.

A brief outline of some of our Policies/Procedures are noted on the following pages so that you are aware of the basic guidelines for attending Bayside Park Early Education Centre.

Should you wish to clarify any of these Policies/Procedures, please feel welcome to speak with Office Staff.

It is the responsibility of families to comply with all Centre Policies implemented at Bayside Park Early Education Centre at all times.

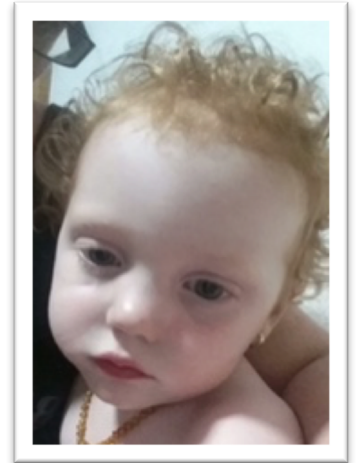


HEALTH ISSUES

PROCEDURE FOR CHILDREN WHO ARE ILL

Please be aware that families continue to pay fees during any periods of absence from the Centre, i.e. illness, holidays, Public Holidays etc. However, for the benefit of ALL children and families, we request that the following guidelines be adhered to:

1. Children with contagious illnesses will not be admitted to the Centre and will require a medical clearance upon returning to the Centre;
2. Parents must contact the Centre to report a contagious illness;
3. In the event of a child taking ill while at the Centre, the child will be removed from the group and the parent/s will be contacted, therefore it is imperative that Management have the parent/s contact number at all times, or the number of a person nominated by the parent/s who will collect the child if necessary;
4. All Centre Staff reserve the right to send home or refuse attendance to any child they believe to be not well enough to attend the Centre.
5. In the event of a parent or contact not being available, Management will take whatever steps they consider necessary to prevent a dangerous situation arising.



IMPORTANT NOTICE REGARDING MEDICAL CERTIFICATES/CLEARANCE

The Centre implements a specific Medical Clearance Form for the protection of all children. In the event that your child becomes ill at the Centre, and our Team suspect the illness may be contagious or need further medical advice, you will be issued with a copy of our BPEEC Clearance Form to present to your Doctor. This form will need to be signed and stamped by your Doctor prior to your child being permitted to return to the Centre. *A standard Medical Certificate from your Doctor will not be accepted without a completed and stamped BPEEC Clearance Form accompanying it.



It is Bayside Park Early Education Centre Policy that a child with a green nasal discharge be excluded from the Centre until the discharge is clear, as it is considered that a “green nose” indicates infection. We apologise that this may seem strict, however please understand that we have a lot of working parents who are unable to take time off work, and we simply have the best interests of ALL our children and families at heart.

PROCEDURE FOR SERIOUS ACCIDENT/INCIDENT

- Administer the necessary First Aid to the child's injury/s to determine the severity of the accident/incident;
- Depending on the nature of the injury, attend appropriately;
- Report the incident to Management immediately;

Management will:

- Assess the accident/injury;
- Call the Ambulance;
- Call the child's parent/s;
- Call the emergency contact (if unable to contact parent/s)
- Contact Office of Early Childhood Education and Care – Qld

In the case of the Centre needing to call an ambulance, the parent/s must meet the cost of ambulance transportation.

ACCIDENT/INCIDENT/ILLNESS REPORTS

An Accident/Incident/Illness Form will be completed after a child has been involved in an accident/incident or experienced illness while at the Centre. This report will be completed by the staff member who witnesses the accident/incident or who identifies the child to be unwell. Parents will be asked to sign Accident/Incident/Illness Form before leaving the Centre for the day to verify that we have informed them of the child's accident and any treatment given. **Please ensure that you check your Parent Pocket upon arrival each day for any forms requiring your signature.**

BAYSIDE PARK EARLY EDUCATION CENTRE INCIDENT REPORT	
CHILD'S NAME:	DATE OF BIRTH: ____/____/____
DATE OF INCIDENT:	TIME OF INCIDENT: ____ am/pm
LOCATION OF INCIDENT	
<input type="checkbox"/> Nursery <input type="checkbox"/> Toddlers <input type="checkbox"/> Pre Kindy <input type="checkbox"/> Kindy <input type="checkbox"/> Pre Prep <input type="checkbox"/> In the Playground <input type="checkbox"/> On the Verandah <input type="checkbox"/> On the Grassed Area <input type="checkbox"/> Other (Please describe)	
SEQUENCE OF EVENTS	
SETTLE PERIOD <input type="checkbox"/> Not unsettled, but reassured by Staff. <input type="checkbox"/> Settled quickly with Staff support, cuddles & TLC <input type="checkbox"/> Unsettled for approx. ____ mins but settled with Staff support, cuddles & TLC <input type="checkbox"/> Unable to settle	
RESULT <input type="checkbox"/> No visible injury evident <input type="checkbox"/> Swelling/Lump <input type="checkbox"/> Bruise <input type="checkbox"/> Red Mark <input type="checkbox"/> Scratch/Graze <input type="checkbox"/> Cut <input type="checkbox"/> Other (Please describe)	
CHILD HAS SUSTAINED AN INJURY, WHAT IS THE LOCATION? <input type="checkbox"/> <input type="checkbox"/> Head (Immediately notify Management and/or Parent even if no visible evidence) <input type="checkbox"/> Face (Immediately notify Management and/or Parent) <input type="checkbox"/> Arm Left/Right <input type="checkbox"/> Hand Left/Right <input type="checkbox"/> Leg Left/Right <input type="checkbox"/> Foot Left/Right <input type="checkbox"/> Other (Please describe)	
TREATMENT ADMINISTERED <input type="checkbox"/> No treatment required <input type="checkbox"/> Ice Pack Applied <input type="checkbox"/> Paracetamol (Medication Form required) <input type="checkbox"/> Minor First Aid (Please describe below) <input type="checkbox"/> Medical assistance required (STOP – Complete Serious Injury Incident Report) <input type="checkbox"/> Other (Please describe) and/or further treatment notes	
PARENT CONTACTED <input type="checkbox"/> Yes <input type="checkbox"/> No Name of parent/relative/carer contacted: _____ Time: _____ Any other comments/information: _____	OUTCOME <input type="checkbox"/> Courtesy Call only <input type="checkbox"/> Parent to collect
Reported by (Name): _____ Signature: _____ Date: _____ Signed by: <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Carer <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Licensee Name: _____ Signature: _____ Date: _____	Witnessed by (Name): _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____

ADMINISTRATION OF MEDICATION

If a child is prescribed medication by a Doctor, and is well enough to attend the Centre, Staff will administer medication only under the following conditions:

- Director, Assistant Director, Centre Manager, Office Manager or staff member are notified;
- Medication Form is completed each day that the medication is required;
- The Medication is clearly labelled with the child's name, the correct dosage and frequency of administration;
- The Medication is within use-by date;
- Medication and the Medication Request Form **MUST** be handed to a Staff Member.

PRESCRIBED MEDICATION will be administered as set out on the pharmaceutical label on the original bottle. The label must clearly state the child's name, dosage required, the date and any specific instructions e.g. before/after/with food.

NON-PRESCRIBED MEDICATION (except for one dose of Panadol or Nurofen) will not be administered unless there is a pharmaceutical label on the bottle, stating the child's name, the date (which must be no more than 28 days prior to the date requested for administration), dosage applicable and specific needs for the specific child. Staff will give an initial dose of Panadol only if you have previously given permission either in the Medication Folder, or the Child's Enrolment Booklet.

PANADOL/NUROFEN



Prior consent by the parent (either through written authorisation or via the Child's Enrolment Booklet) is required for (1) one initial dose of Panadol in the following circumstances only:

- (a) High Fever;
- (b) Evidence of Pain.

Following the administration of one (1) dose of Panadol/Nurofen, the parent/contact person may be required to take the child to a Medical Practitioner for diagnosis.

Medical clearance is required before the child will be accepted into the Centre. No further doses of Panadol/Nurofen will be administered without a Doctor's written instruction.

PLEASE NOTE: WE RESERVE THE RIGHT TO REQUEST YOUR DOCTOR TO COMPLETE THE CENTRE'S MEDICAL CLEARANCE FORM PRIOR TO PERMITTING A CHILD TO RETURN TO THE CENTRE. This is in the interests of all children, their families and our Educators.

MEDICATION ADMINISTRATION REQUEST

The Medication Administration Request Form is to be completed daily for each day that medication is required to be administered. The child's name, medication time, parental signature, the name of the medication and the dosage required must all be completed on the Medication Administration Request Form – and this form **MUST** be handed to a Staff Member.

Once the medication has been administered, the staff member administering the medication and the staff member witnessing the administration of the medication will sign to verify the medication has been correctly given. **All medication must be personally handed to a Staff Member so that it can be stored in a lockable cupboard inaccessible to children.**

ONGOING MEDICATION

If your child requires medication for an ongoing condition such as asthma, you will need to provide the Centre with an Asthma Plan signed and stamped by your child's Medical Practitioner. This will need to be revalidated at least every six (6) months or sooner if the details are altered; and the Medication Administration Request Form will need to be completed and signed by the parent/s.

IMMUNISATION

BPEEC does not accept unimmunized children.

Bayside Park Early Education Centre implements a strict **COMPULSORY IMMUNISATION REQUIREMENT**. Evidence of your child's up-to-date immunization is required in the format of a Medicare Immunisation History Statement prior to commencement of enrolment, each time your child is immunised, and at any other time requested by Management. Failure to present a copy of this document may result in cancellation of your child's enrolment.

Illnesses to which this applies to may include but is not limited to:

- Diphtheria
- Tetanus
- Whooping Cough
- Measles
- Mumps
- Rubella

When an infectious illness or notifiable disease occurs in the Centre, a public notice will be placed in on the front door to the Centre, as well as on the entry door to each Activity Room.

Age	Immunisation	Date Given	Brand Name Given	Provider Type
1 month	Diphtheria Tetanus Pertussis Polio 10x Hepatitis B Pneumococcal	14 Dec 2009	Infanrix-IPV Comenax Pertanox	Public Hospital
2 months	Diphtheria Tetanus Pertussis Polio 10x Hepatitis B Pneumococcal	28 Feb 2010	Infanrix-IPV Comenax Pertanox	Health Centre
3 months	Diphtheria Tetanus Pertussis Polio 10x Hepatitis B Pneumococcal	26 Apr 2010	Infanrix-IPV Comenax Pertanox	GIP
4 months	Diphtheria Tetanus Pertussis Polio 10x Hepatitis B Pneumococcal	13 Oct 2010	Infanrix-IPV Comenax Pertanox	GIP
5 years	Diphtheria Tetanus Pertussis Polio 10x Hepatitis B Pneumococcal	20 Oct 2011	Infanrix-IPV Comenax Pertanox	Health Centre

Next immunisation due: [blank] Birth Date: [blank]

This child has received all vaccines required by 5 years of age.

HYGIENE ISSUES



It is imperative to maintain a hygienic and safe environment for all children and adults at the Centre. Therefore Bayside Park Early Education Centre practices universal hygiene precautions e.g. wearing disposable gloves when dealing with bodily fluids, immediate and hygienic clean-up of spills and bodily fluids using disinfectant. On a daily basis, we use disinfectant and/or sanitizing methods to wipe the counter tops, chairs, tables, cupboards, doors, wash sinks, taps and toilet seats. Baby and toddler toys are disinfected daily. Older children's toys and equipment are cleaned at least twice per week, and children's beds are disinfected regularly.

POTENTIALLY DANGEROUS PRODUCTS

Bayside Park EEC uses a plant-based All Purpose Cleaner & Disinfectant to protect the health and well-being of our children, including those with allergies and other sensitivities. However, in the interests of the safety of our children, we treat this product as potentially harmful. Potentially dangerous products used for cleaning, disinfecting and/or sanitising are stored in locked cupboards. Signs indicating the storage of these products are displayed on the front of the cupboard in which the products are stored. The Centre has copies of chemical Material Safety Data Sheets (MSDS) easily accessible to Staff throughout the Centre in the event of hazard/poisoning. Detergents and bulk supplies of cleaning products are stored in the laundry which is inaccessible to the children.

HANDWASHING

All staff at Bayside Park Early Education Centre follow the guidelines for hand washing, as per our Policy Manual. The most important thing you can do to prevent the spread of disease and illness is to wash your hands and your child's hands thoroughly and often.



How to wash your hands:

1. Rub your hands together vigorously using running water and soap;
2. Wash under fingernails, between fingers, backs of hands and wrists;
3. Rinse your hands well under running water;
4. Dry your hands with a clean towel or hot air blower.

When should you wash your child's hands...?

- After they use the toilet or have their nappy changed;
- After they have touched a child who is sick or have handled soiled items;
- Before they eat or drink.

BEHAVIOUR GUIDANCE

One of the most important aspects of a child's development is learning how to interact with other children. Our Educators use positive ways to help children learn what behaviour is acceptable and what is not. This includes setting limits for children, and giving children the chance to express their feelings. Rules for appropriate behaviour are initially established in each room, and desired behaviour is taught through a variety of experiences. The guidelines of positive behaviour are discussed with the children as a group, so that the learning of appropriate behaviour is a positive experience for all.

When unacceptable behaviour occurs, staff will follow our Behaviour Guidance Policy by using;

Redirection: Asking the child not to continue or repeat the behavior, whilst explaining the risk, consequence or the feeling experienced by the recipient of the action/behaviour;

Distraction: Change the focus of the activity or behaviour;

Active Listening: In order to determine the underlying cause of the behaviour;

Reflection time: Reflection time is used to allow children to think about and absorb the consequences of their actions. Children who are applied Reflection Time are removed from the activity they were doing for no more than one minute per year of age, and are adequately supervised at all times;

As and when appropriate, gently holding, comforting and reassuring the child throughout the abovementioned process.

Our Behaviour Modification Program consists of four main procedures:

1. Educators will identify the specific problem behaviour;
2. Educators will observe and record how often this behaviour occurs under different conditions, and will develop a strategy to focus on this behaviour;
3. Educators will reinforce the acceptable behaviour, which can be done through positive statements or rewards;
4. Educators will evaluate their efforts to determine the success of the behaviour modification strategies. If the first strategy is found to be unsuccessful, a new strategy will be implemented.

Parents will be informed of any need for the Behaviour Modification Program, and parental input and support will be most welcome and appreciated. **AT NO TIME will staff smack, yell, swear, humiliate or frighten the children.** Not only is this negative behaviour against National Regulations, but it is also against the beliefs and philosophy of Bayside Park Early Education Centre, and considered by Management to be grounds for dismissal. If at any time you have concerns or questions regarding the behaviour of your child, or the procedures used for behaviour management used at our Centre, please feel welcome to speak with the Director, Assistant Director, Centre Manager or Office Manager.

BITING

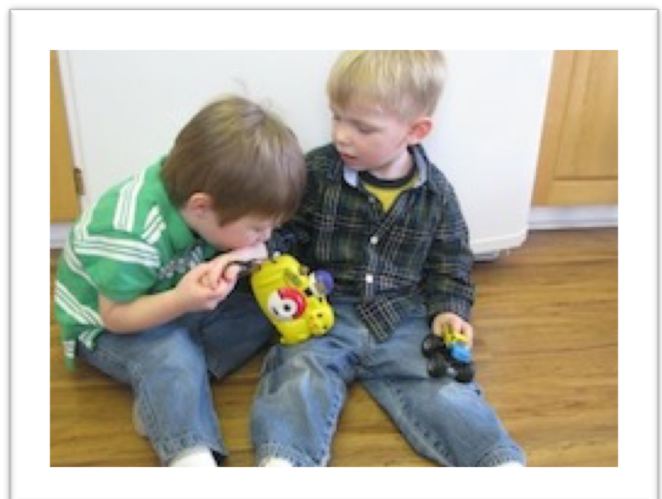
All individuals involved in the care of a child need to recognise that at times, some children, for a variety of reasons, attempt to/or successfully bite other children. Some reasons a child may bite include (but are not limited to):



- Infants – Experimental, sensory pleasure, teething.
- Toddlers – Frustration, fatigue, attention seeking, confined spaces.
- Older Children – Aggression, deliberate.

In the event of a biting incident, Educators will abide by the following procedure:

- Check for broken skin.
- Clean all bites, regardless of whether the skin is broken or not.
- Apply a cold compress to the bitten area
- An Authorised Supervisor will contact the families of the child who has bitten and the child that has been bitten as soon as possible. Families are then responsible for any follow up medical treatment.
- If the biter is a known infectious disease carrier, or can be seen to have facial herpes and the victim's skin is broken, the Nominated Supervisor or Authorised Supervisor will convey this information to the family.
- Should the behaviour continue, our Educators will work in conjunction with families and, if necessary, external agencies, to develop a Behaviour Guidance plan for the child who is biting.
- Our Educators will complete an Incident Report for any occasion where a child bites and submit to Management.
- Monitor the behaviour of the child who has bitten and use distraction techniques to prevent the child reaching the point where the child feels the need to bite.



A GUIDELINE TO A DAY IN CHILDCARE

Arrivals

Morning starts with the hustle and bustle of arrivals, but we feel strongly that it is important for you and our Team to work and communicate together to provide the best possible care for your child. Please don't hesitate to share information about your child, and update us on any changes to their usual routine such as whether or not they have slept well, if they have woken up upset for any reason, if there have been any changes within the family etc. It can be easy for a child to become unsettled about something we, as adults, consider insignificant – however for a young child, the smallest incident or change can be overwhelming.



Mixed Age Group

The Centre operates a Mixed Age Group each morning – however, this is subject to change according to the ages and number of the children coming into the Centre throughout the morning. Staff will determine when it is best to begin to separate the children into appropriate Educator:Child ratios, which may mean transitioning into other Activity Rooms and/or transitioning outside to the Playground.

Morning

Morning time in our Activity Rooms can be very busy for our children. Educators encourage children to think about and/or discuss which activities they would like to participate in. Your **“Family Input”** is actually a fabulous prompt for this, and often instigate lots of exciting play and learning opportunities as the children extend upon the experiences of their peers, or those they have enjoyed with their families. Morning time also includes some routine experiences such as Roll Call, Nappy/Toileting Time, Hygiene Procedures, Group Time and Morning Tea (Fresh Fruit & Vegetable Platter with Yoghurt, and water to drink)

Lunch time

Lunch is generally around 11.10am - 11.30am, depending on the individual needs of the children. For example, our Toddlers tend to burn up a lot of energy in the mornings, and are often tired and hungry before children in older Activity Rooms, therefore Toddlers have their lunch earlier. We place great importance in eating in ‘family’ groupings, talking about our meal, and making it a relaxing and enjoyable time for everyone. Our Educators are encouraged to eat a small portion with the children, as this often encourages the children to try new tastes and textures, and promotes a lovely social experience for all.



Rest Period

The Centre is licensed to offer a Rest Period between the hours of 12md and 2pm. During this time, children are offered “Stretcher Beds” to sleep/rest on. Younger children often need a number of sleeps during the day, however as they get older this generally reduces to one sleep, usually after lunch. We will always endeavour to enable your child to sleep when they want to, and will also work with you to establish a routine that suits their specific needs whilst ensuring the Centre maintains regulatory compliance. **Please be advised however that whilst we do not “force” children to sleep, we also do not “force” them stay awake or to wake up.**

Afternoon

Throughout the afternoon your child will enjoy a range of activities that enable them to play and explore, discover and grow, learn and understand. Children will continue to be encouraged to build their confidence and understanding though praise, recognition and support. Afternoon time also includes some routine experiences such as Nappy/Toileting Time, Hygiene Procedures, Group Time and Afternoon Tea (Please refer to our Menu for more details, however this usually consists of a variety of sandwiches as well as a Fresh Fruit & Vegetable Platter & Water to drink)

Mixed Age Group

The Centre operates a Mixed Age Group each morning and afternoon – however, this is subject to change according to the ages and number of the children leaving the Centre throughout the afternoon. Staff will determine when it is best to begin to separate the children into appropriate Educator:Child ratios, which may mean transitioning into Activity Rooms and/or transitioning other groups of children outside to the Playground.

Late Afternoon Snack

Those children remaining in the Centre later in the afternoons will be offered a snack from our Kitchen. Please refer to our Menu for more details, however this snack may consist of Cheese & Crackers, Wholemeal Salada, Sandwich quarters or Rice Crackers.

Home Time

When you arrive to take your child home, our Educators will be happy to share information with you about your child’s day, and pass on any important information such as Incident/Illness Reports. Please refer to [Storypark](#) for more detailed information and photographs about the activities and experiences that shaped your child’s day at the Centre, particularly if your child’s Educators have finished their shifts at your child’s collection time.



IMPORTANT

THIS FORM MUST BE SIGNED AND RETURNED TO THE CENTRE ON OR PRIOR TO YOUR CHILD'S FIRST DAY

When your family becomes a part of our Bayside Park family, no matter how small or big your involvement, your child will be experiencing the connection between home and the Centre.

Please read this Parent Handbook carefully so that you fully understand the commitment that you are undertaking, and your responsibilities to the Centre. When you have done so, please sign and return **this page only** to the Centre by either:

1. Returning with your child's Enrolment Booklet & Immunisation information;
2. Placing the completed form in the Fees Box at Reception;
3. Handing to a member of Staff.

Thank you...

I/We have read and agree to comply with the requirements of Bayside Park Early Education Centre, as set out in this Parent Handbook and in the Centre's Policies.

Child's Name:

Parent/Guardian 1 Name

Parent/Guardian 1 Signature & Date

Date: ____/____/____

Parent/Guardian 2 Name

Parent/Guardian 2 Signature & Date

Date: ____/____/____

OFFICE USE ONLY

Name & Signature of Management:

Date Received: ____/____/____