



Melaleuca



Welcome to the Melaleuca family



This booklet will provide you with information on the Melaleuca room.

We hope that this helps you and your child settle in at Baringa.

This booklet will include;

- The Melaleuca team
- General guide
- What to bring to Baringa
- General information
- The Melaleuca daily routine
- The Melaleuca room philosophy
- Child information sheet - We would appreciate if you could please complete and return this as soon as possible to ensure that we are able to provide your little one with the best possible personalised care. All information shared will be kept confidential.

We encourage you to familiarise yourself with our website, as we endeavor to keep it up-to-date with further information you may need during your time at Baringa. You can find this at www.baringachildcare.com

We also provide families with information on our Facebook page which can be found by searching for Baringa Early Learning Centre.

If you have any questions, please don't hesitate to ask one of us and we will be happy to help.

Thank you for allowing us to be a part of your journey.

Kindest regards,

The Melaleuca team.



Meet the Melaleuca team



*Carmen
Team Leader*

Carmen works Tuesday to Friday.
Carmen has completed her
Diploma of Early Childhood
Education and Care.



*Wendy
Educator*

Wendy works Monday, Tuesday,
Thursday, Friday.
Wendy has completed her
Diploma of Children's Services.



*Emily
Educator*

Emily works Monday, Wednesday,
Thursday, Friday.
Emily has completed her
Certificate III in Early Childhood
Education and Care.



*Emma
Educator*

Emma works full-time. Emma has
her Certificate III in Early
Childhood Education and Care.



*Sue
Educator*

Emma works Monday to
Wednesday. Sue has her
Certificate III in Early Childhood
Education and Care.



General guide for Melaleuca

- ❖ Cooled boiled water is used for babies under six months of age. This includes in bottles for formula.
- ❖ Cow's milk is given after 12 months (when requested), unless an alternative is requested.
- ❖ Dummies are usually only offered at sleep times, unless your child is distressed.
- ❖ Children will be regularly offered water throughout the day.
- ❖ Babies sleeping in the cot rooms are checked every 15 minutes.
- ❖ All hair accessories are removed before sleep as they may be a choking hazard.
- ❖ Hats are to be worn outside at all times.

Please bring

- ❖ 6 x nappies – 4 to use during the day and 2 spares
- ❖ 3 sets of spare clothes
- ❖ Attachment items – dummies, teddies, blankets, photos etc.
- ❖ Breastmilk, formula, bottles
- ❖ Coats and beanies for winter
- ❖ Broad brimmed hats and sleeved tops for summer – singlets do not meet sun safety requirements.
- ❖ A water bottle that has been labelled with your child's name

Please don't bring

Please do not bring any toys from home as it can be distressing for your child if they are lost, broken, or used by other children. 'Home toys' will be placed back in your child's bag. Attachment items are welcome and will be used at rest times to help bring comfort to your little one.

Sustainability

As we place a large focus on sustainability, we ask if any families are interested in taking home food scraps from the babies building for their compost or animals. If you are interested please speak to Carmen in the Melaleuca room, or email admin@baringa.org.au



General information

- ❖ Please label all of your child's items. Any unlabeled items will be placed into lost property. Any items that are unclaimed will be donated to charity at the beginning of each month.
- ❖ If your child is being picked up by anyone other than their parents or legal guardians, you are required to complete a pick-up form. 'One off' or 'On-going' forms are available on the website, or upon request. Please confirm on the morning at drop-off, or by phone if your child is being picked up by another person. If staff are unfamiliar with them, they will be asked to show photo identification at pick-up.
- ❖ If you wish to spend time with your child while they are at the centre it is more beneficial if this is done at pick-up time. We recommend that you keep morning drop-offs brief, however we ask that you always say goodbye to your child when leaving them.
- ❖ If your child needs medication (including antibiotics, medicated creams, eye drops etc.) you must fill out and sign a medication form. Medication should be given to an Educator for appropriate storage. If your child has allergies and has an Action Plan, please bring it with any medication (EpiPen, ventilators, diffusers etc.) and ensure it is clearly labelled with their name. Please ensure we have current medication within its expiry date that exactly matches that of the Action Plan or letter from Doctor.
- ❖ QKeYLM is the online program that we currently use to record your child's activities and progress. The application 'My family lounge' is used to access this. Instructions to register for this will be provided with your child's enrolment. Please speak to admin if you have any questions regarding this.
- ❖ Throughout the year the Melaleuca room will be focusing on many different topics. This will be documented in our program which can be found on the wall in the room. We love to have input and involvement from our children's community members so if you feel you have something to offer that could expand on our focus please do not hesitate to speak with the team. In addition, if you feel your child would really enjoy a particular exploration please let us know. We welcome you as community members and love to offer children experiences that have been planned in a collaborative manner.



Melaleuca daily routine

Please note, our routine is a rough guideline only and each child's individual routine will be followed whenever possible to ensure that we are respecting the needs of the Melaleuca children and their families.

0730–0800	Children arrive at Baringa and Melaleuca are joined with the Hakea Room. Once there are two Educators from each room, the rooms slowly separate.
0815–0900	The children have the option of indoor/outdoor play.
0900	Hand washing commences.
0915–0945	Morning Tea – The children are encouraged to sit down to enjoy morning tea as a family. The Melaleuca team encourage a leisurely morning tea to take advantage of this lovely bonding opportunity. Morning tea is started with the Acknowledgement of Country and Good-morning song.
0945-1030	Indoor/Outdoor play is provided for the children. Children are encouraged to have input with the selection of resources they would like during this time. Nappy changes will commence, and children who have two sleeps generally go down after their nappy change.
1045-1115	Children begin to transition inside and are encouraged to take off their own shoes, socks and hats. Hats are placed into the hat basket, and shoes and socks are placed in their bags. One educator runs 'together time' – reading and singing songs. Another educator helps children to wash their hands and put on their bibs for lunch.
1115-1145	Lunch – Children are encouraged to sit down for lunch. Educators again encourage this as a time for bonding, so it is taken at a leisurely pace. To provide children with agency, tables are set up to ensure children are able to indicate that they would like more food, and to encourage children to feed themselves where possible.
1145–1230	Nappy changes commence and children who sleep will get ready for bed.
1230–1400	During this time, the children who have two sleeps are generally awake, and are sitting down for their lunch. Educators spend one on one time with children who are awake. By 1400 most of the sleeping children start to wake, and children who have two sleeps will be ready to go down for their second sleep. Nappy changes occur as each child wakes up/before their sleep.
1400-1415	Hand washing commences for the children who are ready to sit down for afternoon tea.
1415-1445	Afternoon tea – Children are encouraged to sit down for a leisurely afternoon tea.
1445-1630	Children have the option of indoor/outdoor play. During this time, the afternoon nappy changes commence.
1630-1645	Children are assisted with hand washing and then are encouraged to sit on the mat for 'together time' – reading and singing songs, while enjoying afternoon vegetables.
1700-1800	Melaleuca transitions to the Hakea room. At 1800 the centre closes.

Whilst we do have some set nappy change times, nappies will also be changed as needed



Baringa's Philosophy



Melaleuca's promise

Each day with us your child will learn something new

Some days it will come home in their *hands*

Some days it will come home in their *heads*

And some days it will come home in their *hearts*



Acknowledgement of country

We in the Melaleuca family would like to say thank you to the Ngunawal people for letting us share their land.

We promise to look after it.

Hello land (touch the land)

Hello sun (reach to the sky)

Hello me (hug yourself)

Hello friends (open your arms)

Melaleuca good morning song

Good morning Melaleuca,

Good morning Melaleuca,

Good morning Melaleuca,

Let's see who's here today

_____ is here today,

_____ is here today,

Wave hello and clap your hands,

_____ is here today.



Child information sheet

Name _____ Date of birth _____

Regular Routine

0800 _____

0900 _____

1000 _____

1100 _____

1200 _____

1300 _____

1400 _____

1500 _____

1600 _____

1700 _____



Does your child have any allergies / intolerances / illnesses or dietary needs?

How should we settle him / her to sleep (e.g. patting, dummy, rocking, wrapped etc.)?

Is he / she eating solids? If so, what kind of solids? (Finger food, pureed vegetables/fruit, chunky food etc.)

Is your child on formula, cow's milk, breast milk or other? (Please specify and also, which brand?)

Does your child have any special interest in certain activities (music, toys etc.)? Does he/she have any favourite songs?

Does your child have words for specific things if vocalising (e.g. Mum / Mummy, Dad / Daddy etc.)?

What is your child's cultural background?

Who makes up your child's family? Are there any other important members of your child's community that you feel we should know about?



Baringa Childcare Centre Local Area Excursion Form

Throughout the year children in the Melaleuca room may go on short excursions around the local area. The reason for the excursion will be outlined in the program for the week.

Children will walk if able or alternatively be safely strapped into a pram. We anticipate a maximum of 12 children attending these excursions with a ratio of 1 to 4. The staff attending the local excursion will adhere to the required ratio. There will be a risk assessment prepared and filed in the office for each excursion.

Please sign below and return when your child commences care if you would like to give permission for your child to join us on these excursions.

Thank you,

Melaleuca team

I give permission for my child _____
to attend local area excursions.

Parent/guardian name:

Parent/guardian signature:

Date: