



Welcome
to the
Banksia
Room

Banksia is an Australian native wildflower, that has over 170 species.

This Booklet includes details on what we do in the Banksia room:

- Educators
- General guidelines
- What to bring (and what not to bring)
- General Information
- Banksia Room Daily Routine
- Centre Philosophy
- Child Information Form — We would appreciate if you could fill and return to the 'Child Information Sheet' promptly so we have a deeper understanding of your child and how we can take the best possible care of him/her. All information shared will be kept confidential.
- Excursion Form

More detailed information is available on our website <http://www.baringachildcare.com> and we encourage you to familiarise yourself with the website as we try to keep it up to date.

If you have any further questions, please ask one of our friendly educators.

We hope you have a great year with us!

Regards,

Banksia Room – Maddi, Llewys, Rachael, Eleni & Olivia



Meet Our Team



Maddi Powderly

Acting Team Leader | Early Childhood Teacher – Part Time (M, Th, F)

Maddi has completed her Diploma in Early Childhood Education and Care and is currently halfway through her Bachelor of Early Childhood and Primary Education at the University of Canberra.

Maddi has been working in education for 3 years and commenced at Baringa in 2018.



Llewys Sheehan

Educator – Part Time (T, W, Th)

Llewys is currently studying towards his Diploma in Early Childhood Education and Care and a Bachelor of Education at the University of Canberra.

Llewys commenced at Baringa in 2012.



Rachael Mohe

Educator – Full Time

Rachael is currently working towards her Certificate III in Early Childhood Education and Care.

Rachael commenced at Baringa in 2018.



Eleni Mylonas

Educator – Full Time

Eleni is currently working towards her Diploma in Early Childhood Education and care.

Eleni commenced at Baringa in 2018.



Olivia Harding

Educator – Full Time

Olivia is currently studying towards her Certificate III in Early Childhood Education and Care.

Olivia commenced at Baringa in 2019.



General Guidelines for Banksia

- Children are encouraged to go to the toilet every hour, and every 2 hours educators take each child to the toilet to minimise accidents. Children in nappies are changed every 2 hours.
- Children who sleep are supported to get to sleep. Educators sit with, rock and/or pat children upon their request. Educators stay in the sleep room until all children are asleep, children are then checked on periodically.
- Hair accessories are removed before sleep (upon wake-up children's hair is redone)
- Children are provided with their meals and a second's bowl in which they serve themselves from. Children are encouraged to dispose of any uneaten food they do not wish to eat and put their bowl and utensils away. This encourages agency and independence. Children are supported through this process.
- Attachments such as dummies or comforters (blankets, soft toys) are offered at sleep/rest time only, unless your child is distressed.

What to bring...(where applies)

- 6 x Nappies (4 to use during the day & 2 spare)
- 2 – 4 undies
- 2 sets of spare changes of clothing, including socks (all clothes to be labelled)
- Attachments (dummies, soft toys, blankets, photos, ect.)
- Coats & Beanies for winter – Broad brimmed hat and sleeved t-shirts for summer
- Personal (labelled) water bottle

What not to bring...

Please **do not** bring any toys from home, it can be distressing for your child if they are lost, broken or misplaced. Attachment items are acceptable.

Please **do not** bring your child to Baringa in thongs. Our outdoor area is big, and, on a hill, there is lots of uneven ground and thongs are not supportive of the play your child will engage in through the day. Sandals are acceptable.



General Information

- Please label **ALL** your child's clothing items and belongings. Any unlabelled items will be placed into the lost property basket located on the table in the preschool entry way. Any items unclaimed will be donated at the end of every month.
- If your child is being picked up by anyone other than their parents or legal guardians, you are required to complete & sign a pick-up form ('one-off' or 'on-going' forms are available on the website or upon request). Please confirm at morning drop off or by phone to the Centre if your child is being picked up by another person. If staff are unfamiliar with them, the staff will ask to view photo ID to confirm their identification.
- If your child needs medication (including antibiotics, medicated creams, eye drops, Ventolin, etc.) you are required to fill out and sign a medication form. Medication should be given to an educator for appropriate storage. If your child has allergies & has an Action Plan, please bring it with any medication (e.g. EpiPen, Ventilators, diffusers, antihistamines) clearly marked with their names. Please ensure that we have current medication.
 - Qkeylm is an online program we use to record your child's activities & progress. A link, 'Username' and instructions will be sent to you on your child's enrolment, this is also where you access your billing.



Banksia Daily Routine

730-900	Baringa opens: To assist with a smooth transition into Baringa for the day, the Banksia children will have the opportunity to explore various resources that have been set-up. These have been chosen to support the current program or will be child initiated.
900-930	Circle Time: The Banksia children are invited and encouraged to meet in the cubby to greet each other with a Good morning song. Following this, Banksia will split into two smaller groups. Each group will experience a variety of experiences including learning the days of the week and month, the seasons as well as other planned or spontaneous experiences.
930-1000	Progressive Morning Tea: To support agency, Banksia practices a progressive morning tea experience for children. Educators encourage all Banksia children to eat morning tea, however they are welcome to join their peers when they are ready to eat. Banksia children are supported with washing their hands and going to the bathroom before eating. Nappy changes will be completed before children have Morning Tea. Children are also encouraged to put on their own sunscreen with support from Educators as needed. (Outside meals times are also offered if weather permits).
1000-1130	Play: Educators will ensure all children have been encouraged to use the bathroom or have received a nappy change before giving the children an option of inside or outside play. Children are encouraged to choose the resources that interest them.
1145	Circle Time: Children will be encouraged to put their belongings away such as hats, coats and shoes. Educators will read the Banksia family a book before lunch time giving the children a chance to relax before eating. At the end of together time all children will be supported to wash their hands before eating.
12-1230	Lunch: Lunch is provided to all children in the dining area.
1230	Toileting: Educators will ensure all children have been encouraged to use the bathroom or have received a nappy change during this time. Following this, children are encouraged to settle in preparation for rest time. Educators will set the tone with lights off, pillows, and calming music.
1230-300	Option 1 - Sleep time: The sleep room is opened for those who have a nap. It is set-up with relaxing music, beds, and blankets. Educators will offer to pat each child to help them settle to sleep. Educators will periodically check on the children sleeping and will follow each child's routine in waking them up. All children will be woken by 3pm.
1230-130	Option 2 - Rest time: Rest time is encouraged for those who no longer have a nap. Each child will be encouraged to rest with a pillow and relaxing music. Books and puzzles are available during this time as quiet activities. During this time Educators will prepare for the afternoon

	by setting-up child initiated, or intentionally planned experiences throughout the room, and outside.
100-245	Toileting: As children start to wake up or finish their rest period, they are encouraged to use the bathroom. Nappy changes will also be completed progressively. Children are encouraged to enjoy the resources that Educators have set-up at this time.
245-300	Circle Time: The Banksia children are encouraged to meet in the cubby to enjoy circle time. Following this, Banksia will split into two smaller groups. Each group will experience a variety of experiences, focusing on the children's feelings about the day – what they enjoyed, what they struggled with, engaging in meaningful conversations to ensure all children feel heard and understood. This will allow educators to plan and prepare for the next day and aim to decrease any stress for children. At the end of this time, all children will be supported in going to the bathroom, washing their hands, applying their own sunscreen and putting on their shoes and any other SunSmart clothing they may need in preparation for afternoon tea and inside/outside play.
300-330	Progressive Afternoon Tea: To support agency, Banksia practices a progressive afternoon tea experience for children. Educators encourage all Banksia children to eat afternoon tea, however they are welcome to join their peers when they are ready to eat. (Outside meals times are also offered if weather permits)
330-500	Indoor and outdoor play: Inside / outside play experiences are offered during this time. Children are encouraged to choose the resources that interest them. At pack-up time all children are encouraged to help tidy their space, both indoors and out. Toileting: At around 4pm children will be encouraged to use the toilet and last nappy changes for the day will be complete.
500-520	Afternoon vegetables: Afternoon vegetables are offered at this time. Children are supported in washing their hands for this.
520-600	Indoor play: At the end of the day children are encouraged to enjoy indoor play. During this time educators will ensure all children have their shoes on and their bags are packed with drink bottles and any other items they may have brought to Baringa.
600	Baringa closes: Children help to ensure all resources are tidied away, and the centre is ready for another day.



Centre Philosophy



Child Information Sheet



Name _____

To plan and implement engaging experiences for your child, we would like to know:

What toys/resources does your child often play with?

Indoors

Outdoors

What is your child's favourite song/songs?

Does your child have any special interests?

What Nationality is your child? Does he/she speak another language at home?

Health Information

Does your child have any intolerances, allergies and/or dietary requirements?

Does your child require a sleep during the day? If yes, does your child have any restrictions on how long he/she can sleep for?

Does your child:

- ☐ Wear a nappy or pull up
- ☐ Need reminding to go to the toilet on a regular basis
- ☐ Need assistance when using the toilet (wiping, dressing, washing, etc.)
- ☐ Use the toilet independently
- ☐ Or is your child beginning the toilet learning process

Is there any other information you would like us to know about your child?

Please send in a family photo with a story behind it, this will allow the children to discuss their families and create stronger bonds with each other. Family photos also provide a form of comfort for many children.

Please send them to maddi.powderly@baringa.org.au or attach them to this form. Thankyou!

Baringa Childcare Centre Local Area Excursion Form

Throughout the year in the Banksia Room, the children may go on local excursions. The reason for the excursion will be outlined in the programming for the week. The children will walk if able or alternatively be safely strapped into a pram. We anticipate a maximum of 35 children attending the excursion with a ratio of 1 to 4. The staff attending the local excursion will adhere to the required ratio. There is a risk assessment prepared and filed in the office.

Please sign below and return when your child commences care.

Thank you

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

Parents name:

Parents signature:

Date:

