



Welcome to the Hakea Room



Hakea, also known as the pincushion tree, is a native plant to Australia, it is a species of shrubs and trees, the Hakea Laurina is pictured above.

This booklet includes details on what we do in the Hakea Room. We hope this will help you and your child settle in at Baringa.

In this booklet, you will find:

- Educators list
- General Rules for babies
- What to bring (and what not to bring!)
- General Information
- Hakea Room Daily Routine
- Centre Philosophy
- Hakea Room message
- Child information form - We would appreciate if you could fill and return the 'Child Information sheet' promptly so that we have a further understanding of your child and how we can take the best possible care of him/her. All information shared will be kept confidential.

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,

Hakea Room – Mikala, Melita, Bethel, Nebby and Nicky.





Meet Our Team



Mikala has been at Baringa since 2012. Mikala works full time and is the Team Leader in the Hakea room. Mikala has her Diploma in Early Childhood Education and Care.



Melita first started in Baringa in 2015. Melita works full time and has her Diploma in Early Childhood Education and Care.



Bethel has been at Baringa since 2016. Bethel works four days and has her Certificate III in Early Childhood Education.



Nicky has been at Baringa since 2018. Nicky works two days a week and has her Certificate III in Early Childhood Education.



Nebby has been at Baringa since 2009. Nebby works three days a week and has her Diploma in Early Childhood Education and Care.



General Guidelines for Babies

- Cow's milk after 12 months unless you request an alternative
- No bottles in cots unless requested in order to settle your child
- Attachments, such as dummies are offered at sleep time unless your child is distressed
- Sleeping babies are checked every 15 minutes
- All hair accessories are removed before sleep (as they may be a choking hazard)

What to bring...

- 6 x nappies (4 to use during the day & 2 spares)
- 3 sets of spare changes of clothing included socks labelled with names
- Attachments (dummies, teddy bears, blankets, photos etc.)
- Formula, bottles (or breast milk)
- Coats & beanies for winter and broad brimmed hats & sleeved tops for summer
- Personal (marked) water bottle

What not to bring...

Please **do not** bring in any toys from home, it can be distressing for your child if they are lost, broken or misplaced. 'Home toys' will be placed in a box beside the front door for collection. Attachment items are acceptable (i.e. their teddy, blanket or dummy).

General Information

- Please label **ALL** of your child's clothing items. Any unlabelled items will be placed into the lost property basket located on the bench as you enter the Babies room. 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 during 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 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 and diffusers 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, 'User name' and instructions will be sent to you on your child's enrolment, this is also where you access your billing.



Hakea Room Routine

7:30 – 8:00	Children arrive at Baringa and assemble in the Hakea Room. Once there are two Educators from each room, the Melaleuca children then slowly transition into their own room.
8:15 – 9:15	The children have the option of indoor/outdoor play.
9:15	Hand washing commences for the children who would like to sit down for morning tea. The children have the option of whether they would like to sit down at this time or not.
9:30 – 10:00	Morning tea - the children are encouraged to sit down, Educators encourage meal times to be a time for bonding, therefore not rushing morning tea.
10:00 – 11:00	Indoor/outdoor play is provided for the children. The children are encouraged to have their input with the selection of resources they would like during this time. During this time, nappy changes commence and the younger children who have two sleeps generally go down after their nappy change.
11:00	The children begin to slowly transition inside and are encouraged to take off their own shoes, socks and hats.
11:15	Hand washing commences for the children who would like to sit down for lunch. The children have the option of whether they would like to sit down at this time or not.
11:30 – 12:00	Lunch - the children are encouraged to sit down, Educators encourage meal times to be a time for bonding and not to rush lunch. The tables are set up so the children can indicate when they would like more.
12:00 – 12:30	Nappy changes commence and the children who are sleepers will get ready for sleep time.
12:30 – 2:00	During this time, the children are generally awake and are sitting down for their lunch. In this time educators spend one on one time with the children that are awake. By 2:00, most of the children who have slept are awake or starting to wake up and the rest of the children will now go to sleep.
2:15	Hand washing commences for the children who would like to sit down for afternoon tea. The children have the option of whether they would like to sit down at this time or not.
2:30 – 3:00	Afternoon tea -the children are encouraged to sit down. Educators encourage meal times to be a time for bonding, therefore not rushing afternoon tea.
3:00 – 5:00	The children have the option of indoor/outdoor play. During this time the afternoon nappy changes commence.
5:00 – 6:00	The children are slowly transitioned inside for late afternoon snacks at around 5:00. At 6:00 the Centre closes.

Nappies are done progressively throughout the day.



Centre Philosophy



Hakea Room Message

Although we are not their mother, we care for them each day;

We cuddle, sing & read with them.

We watch them as they play.

We see each new accomplishment and help them grow & learn.

We understand their language and we listen with concern.

They come to us for comfort and we kiss away their tears.

They proudly show their work to us – we give the loudest cheers!

No, we are not their father but our role is just as strong.

We nurture them and keep them safe though maybe not for long.

We know that someday the time will come when we will have to part, but we know that each child we have cared for is forever in our hearts!



Child Information Sheet

Name: _____

D.O.B _____

Regular Routine:

08.00	_____
09.00	_____
10.00	_____
11.00	_____
12.00	_____
13.00	_____
14.00	_____
15.00	_____
16.00	_____
17.00	_____

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

Does your Child Require Special Sunscreen? (we provide general and sensitive, if needing other please provide to Educators)

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? (e.g. finger food, pureed vegetables & fruit, chunky food etc.)

Is your child on formula, cow's milk, breast milk, water or other? (Please specify which one and if any specific brand is preferred?)



Does your child have any special interest in certain activities (e.g. music, toys etc.)?

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

Do you have any expectations for the year that we can help with?

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

What is your child's cultural background?

Is your child learning/hearing another language at home?

Are there any traditions/celebrations that your child experiences or will experience within this year?

Please send through some family photos, as the children love to look at them and it helps us to create and build stronger relationships with them. Please send them to admin@baringa.org.au or attach them here, thank you in advance.



Baringa Childcare Centre Excursion Form

Throughout the year in the Hakea 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 12 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: