



Blackwood Community Children's Centre

LEARNING TOGETHER, EVERY DAY.



5 Brighton Pde
Blackwood 5051
PO Box 852
Blackwood, 5051
Ph. 8278 7271
FAX 8278 9510

Centre email bcccc@senet.com.au
Director email
janinembcccc@senet.com.au

HOURS OF OPERATION

Monday to Friday 7am - 6pm

All rooms are open from 7.00am. The baby room closes at 5.30 and any children still in care may be taken over to the toddler/preschool room and information will be passed onto relevant staff in the room.

The morning session is from 7am - 12.30pm.

The afternoon session is from 12.30pm - 6.00pm

Any combination of full or half days can be booked. Most bookings are on a permanent basis. Prior arrangement for a casual booking can be organised only if the centre does not exceed its licensing capacity.

Emergency sessions may be booked if spaces are available.

We welcome you to Blackwood Community Children's Centre.

The Centre has advocated for young children and families and has provided community early childhood services since 1989. It is a not-for-profit, non-government, community organisation.

The Centre is owned by the Department of Education and Child Development and operated by the voluntary board of Management. The Director oversees the daily running of the centre. The centre's philosophy is based around engaging children and families in a sense of community, cooperation and collaboration.

Our programmes actively promote and encourage the involvement of families. We believe the relationship between parents and caregivers needs to be one of partnership. The Centre always welcomes parents and their contributions and support. Parents can assist with excursions; decision making processes such as policy revision, any social ventures and donations of recycled materials. Any skills or resources that can be exchanged with staff would be valuable for your child's learning and development.

Staff have varied and extensive skills and experiences. In developing a mutual trust and respect, the combination of such resources can only enhance your child's personality, development and well being.

We look forward to your association and involvement with the Centre.



MISSION STATEMENT

The Centre's Mission Statement is as follows:-

"Blackwood Community Child Care Centre is a safe and dynamic environment where Children, Parents and Staff can learn, play, grow and be healthy, happy and thrive".

We value Diversity, Inclusiveness, Respect, Integrity and Relationships.

PHILOSOPHY STATEMENT

In relation to Children:-

Learning is successful through 'hands on' experiences when children are encouraged to explore, take initiatives and are involved in decision making about their own learning. There will be a strong emphasis on the value of play.

We aim to provide an environment:-

- which allows children to feel and be safe physically and emotionally
- where there will be an emphasis on a program allowing children to move freely between indoor and outdoor environments when they choose
- that promotes and evaluates the holistic development of children using the Centre's programmes, taking into account their individual needs
- which supports principles of equal opportunity and social justice through awareness and understanding of differences in culture, language, gender, age, needs and abilities.

In relation to Parents, Caregivers and Families:-

We aim to offer support:-

- through encouraging their involvement and participation, and the use of parents support of their child's learning and development
- welcoming them into the centre and the extended family through visits, and social activities
- exchanging information with families about their child, through a variety of verbal and written strategies
- respecting and accommodating their child rearing practices
- through encouraging families to ask questions and to raise concerns about the centre's operations with staff and/or management

In relation to staff:-

Staff are employed to ensure provision of quality child care. To do this staff are:-

- sensitive to the needs of families and communities
- work as a flexible and supportive team member
- respect and accommodate children's individual needs, through developmentally appropriate programs
- provided with opportunities for professional development.



In relation to the Community:-

The community will be considered a valuable support and therefore:-

- the Centre will be sensitive to the wider range of social and cultural backgrounds of the community it serves
- to network with other community agencies, groups and services
- to be responsive to the developing needs within the community and value and promote quality child care

THE MANAGEMENT COMMITTEE

The Centre is managed by a committee of parents, staff and local community representatives. Members are elected each year at the Annual General Meeting.

Parent based management provides for families to be involved in an advisory, consultative and decision making capacity. The success of the centre is therefore very much dependent on the involvement of parent users.

The members of the committee are the Executive Committee (consisting of Chairperson, Treasurer and

Secretary), parent representatives, the Director and staff representative.

The Management Committee aims to be involved in the development and implementation of policies which reflect a clear statement of the Centre philosophy, to be mutually supportive, to manage funds, to oversee programming and to maintain equipment. The Management Committee actively encourages families to provide feedback on any centre policies or significant procedures. The Director or Chairperson or other member of the Management Committee is available to assist in the resolution of any queries, grievances or complaints.



Management meetings are held monthly, and copies of meeting minutes are available for all families. They are in the office area. A copy of the Centre's Constitution is made available at the Annual General Meetings, and on request.

STAFFING

- The Director is responsible for the day to day operations of the Centre. In her absence, the Team Leaders can be consulted regarding any concerns.
- The Director holds a recognised qualification in Early Childhood Education.
- The Team Leaders have an Advanced Diploma in Child Care or Teaching qualifications.
- Other key staff all have or are training in a certificate in child studies and have experience in the care of young children.
- The Office Manager is responsible for supporting the Director in relation to administration duties.
- All staff maintain a Senior First Aid or First Aid for Centres and Schools certificate.

STAFF PROFESSIONAL DEVELOPMENT

The Management Committee actively supports the ongoing professional development of all staff members through their attendance at courses, seminars, workshops and conferences. Each staff member is encouraged to develop an ongoing approach to his or her professional development.

STUDENT PLACEMENT/WORK EXPERIENCE

The Centre is committed to the involvement of students with ongoing training and development of high quality children's services staff, through student placements. Students are constantly supervised during their placement and are not permitted to be alone with children at any time. Students are supervised by centre staff, the Director and by their placement coordinator.

IDENTIFICATION OF STAFF

Photo's of all key staff can be viewed throughout the centre.

ACCEPTANCE OF FEES, CONDITIONS AND POLICIES

There are a number of conditions relating to charging and payment of fees. Please read the enrolment sheet carefully so that you understand the conditions and your responsibilities. Families are asked to sign an agreement form.

WAITING LIST AND ENROLMENT PROCESS

The first step is to phone and arrange a visit. During your first visit you will be given an overview of the centre and the services available. If a place is not immediately available the next step is to fill out a waiting list form and your name will be added to the waiting list. We ask you to keep in touch with us and inform us of any changes to your request. When a place becomes available we will call you and offer you a place. Staff will organise with you some visits and you will need to fill out a full enrolment form.



ENROLMENTS

The Centre accepts enrolments for children from 6 weeks to school age and is licensed for 53 children.

We have three sections:

Babies - Ngarto	6 weeks to approximately 2 years
Toddlers - Mulyo	2 years to approximately 3 years
Preschool—Bandi	3 years to 6 years

There is a maximum of 15 children under the age of two years.

In the infant room the centre operates on a staff ratio of 1:3.

In the 2-3 age group the ratio is 1:5 and 3-5 age group is 1:6.

The licensing ratio of staff-to-children over the age of two years is 1 staff member to 8 children or 2 staff members to 20 children. The Centre operates above this ratio with additional staff members in all of the rooms.

The age at which each child moves into the next room will be dependent on development and their individual needs as assessed by the staff in consultation with the parents and also the availability of spaces in the new room. If you have any concern regarding the placement of your child please talk to the Director or Team Leader.

PRIORITY OF ACCESS GUIDELINES

The Commonwealth Funding Guidelines stipulate priority of access is given according to the following categories:-

Category 1 - Child at risk of abuse or neglect. Families in crisis should also have support and assistance.

Category 2 - Children of parents working, seeking employment, studying or training

Category 3 - Children of families not identified in any of the above categories

For some parents child care provides an opportunity for them to have some important time out. This type of care is respite care. Children who are attending for respite care have a lower priority for access, and in this situation parents may from time to time be asked to change their children's attendance times. Whilst we understand that this can be inconvenient, it is sometimes necessary.

SETTLING YOUR CHILD INTO THE CENTRE

The aim is to minimise anxiety for the children and parents when commencing care at our Centre. We believe it is important to plan some settling visits at the Centre to familiarise both parent and child with their new environment, caregivers and routine. The process will also assist in the care and on-going communication.

- When an enrolment has been offered and accepted, negotiated visiting and settling times are arranged between staff and parent.
- We suggest at least a minimum of 2 weeks prior to negotiated commencement date and a minimum of 3 visits to be arranged. The initial visits should be unrushed and you stay with your child. We call these stay and play visits. This will give your child an opportunity to use you as a base for play and start to feel comfortable in a new environment. Staff will also have opportunities to talk to you about your child's routine, and interests.
- When you are ready the next step would be a short visit on their own. The visits should be 1 hour in length, and are at no cost to you. If your child should require more than 3 visits as part of the transition please discuss this with the Director or team leader in the room
- Familiar caregivers will help with the settling process, as each section of the centre has permanent staff employed.
- Staff will provide feedback on how the settling process is progressing and what strategies are being implemented to assist the child as needed. They may give you some



ideas for the drop-of routine.

- You are encouraged to ask questions and raise any concerns you may have during the settling process.
- Should your child not respond to staff's attempts to settle them into the Centre, you will be contacted and feedback given. This is to allow you to have input into the next step to be taken in trying to alleviate your child's anxiety.
- You are encouraged and welcome to phone the Centre at any time to find out how your child's day is progressing, and discuss how your child is adjusting to the Centre.



CLOSURE TIMES

The Centre closes for Public Holidays and over Christmas. Dates are determined annually. There are no out of pocket costs for families.

LATENESS

You are requested to arrange your schedule so that your child is collected before the centre's closure time. The centre is licensed to operate during specific hours only. We also need to ensure that staff are able to finish work on time. Child care work is very demanding and both children and staff need to know that parents will be at the centre on time. In the event of late collection you will receive a late fee charge. The fine is \$30 for the first fifteen minutes or part thereof with \$2 for every minute thereafter.

ABSENCES

Any absences or sick days are charged for, including all school holidays. Reductions in times or withdrawals from the Centre require two weeks notice in advance.

ADDITIONAL FEES

Staff Support Levy : a levy of \$20 a month per family applies, and the funds raised go towards sundry staff activities/upgrades. A review will take place every 6 months.

ACCOUNTS AND PAYMENT OPTIONS

Accounts are issued weekly in arrears, minimum fortnightly payments are required. If you are not able to pay weekly please arrange a payment plan with the Director or Office Manager. Depending on individual situations their may be short term help available, please enquire. In the event of on going non-payment of accounts the debt may be placed in the hands of our Debt collection agency. This may result in the suspension of child care until the account has been brought up to date, or suitable arrangements agreed to by all parties.

Statements are emailed weekly to save on paper in line with our sustainability ethos. The Centre accepts payment via Credit card, Eftpos, or third party transfer. For third party transfers the centre's account details can be found on the top right hand corner of the statement. We do not accept any cash or cheque payments. It is necessary for families to understand that all monies received from fees cover staffing and operational costs.

WITHDRAWAL OF CHILDCARE

Two weeks notice is required, in writing, upon withdrawing care. Failure to do so will result in 2 weeks of fees being charged.

CHILDCARE BENEFIT

To receive Child Care Benefit (CCB), you must provide us with certain information so we can link your information to the Family Assistance Office (FAO). Information we require is your child's and the enrolling parents customer reference numbers and birth dates. Once we have this information we forward it to the FAO and they can calculate your CCB percentage.

If you are working or studying you will also be eligible for Child Care Rebate (CCR). You will receive 50% of any out of pocket child care expenses (after CCB has been calculated), up to \$7,500 per child per financial year. This is paid into your account from Family Assistance Office either quarterly or weekly direct to the centre to offset your fees. Families can elect which way they want it paid, and can change this arrangement once per financial year. Ideally for centre finances we would like it to be paid directly to us but this choice is up to you.

If you have more than one child in care across various approved services (e.g. Out of hours school care or family day care) you can elect to change your 'in care' status. This will increase your child care benefit. It is the families responsibility to apply for, make any changes and cease this arrangement.

The onus is on the family to notify Family Assistance Office of any changes to the household income.

CHILDCARE REGULATIONS

The Department of Education and Children's Development (DECD) is the government body responsible for the licensing of Child Care Centres. It is also responsible for the drafting of regulations which govern the operations of the centres.

A copy of these regulations is available in the Centre's foyer for you to read.

The Child Care and Licensing Standards Unit can be contacted on 8226 0077.

ACCREDITATION

Parents are encouraged to become involved in the Quality Improvement and Accreditation System that the centre is required to undertake. This involves discussing policies and procedures with staff and being involved in a plan of action to implement changes which will only enhance the general operations of the Centre. This process takes place approximately every 2.5 years. At our last review in 2013 we were given an overall rating of Exceeding the National Standards.

ARRIVALS AND DEPARTURES

It is important that your arrival and departure is noted by a staff member.

All children's parents/caregivers must initial the 'Daily Booking Sheet' located in all of the child's rooms, on arrival and departure. When dropping children at the centre please take the time to let staff know any information concerning your child that may be relevant to their care for the day. Likewise when collecting your child at the end of their session ensure you speak with their about your child's day.

AUTHORISED PERSONS TO COLLECT CHILDREN

Children must be brought to the Centre and collected by an authorised adult of at least 18 years of age and whose name is recorded on the enrolment forms.

The Centre requires the signature of all persons authorised to collect your child and children will only be released to these people nominated by you. If you need to make an alternative arrangement for another person you must advise the centre and let this person know that they are required to present photographic identification. ***It is the parent or guardian's responsibility to notify the centre of any changes to this authorisation.***

CUSTODIAL CONFLICT

A certified copy of any Court Orders or parenting plan concerning your child must be provided to the Centre (stamped with an official seal) upon enrolment, or immediately following issue by a law enforcement agency. Staff will respect and adhere to the restrictions as set out by the order, whilst respecting each individual's right to privacy. In the event of a breach, staff will endeavour to secure the safety of all children, staff, parents and visitors to the centre. The Police will be notified accordingly, together with the resident parent.

The Centre is obligated to comply with a court order and must keep evidence of such relating to the guardianship of, and access to the child. A copy of any court order or parenting plan concerning a child enrolled or to be enrolled **MUST** be given to the Centre at the time of enrolment of the child.

OTHER ISSUES OF SECURITY OF CHILDREN

Parents are also reminded to ensure doors and gates are securely closed.

Parents are also reminded of the legal requirement to have children restrained in an approved safety belt whilst travelling in a vehicle. Information regarding child restraints is available at the Centre.

The Centre is a very busy place. Whenever you are in the car park please ensure that your child is safe. We encourage you to establish safe habits such as holding your child's hand when in the car park. Children must not be allowed to run across the driveway. Safe driving is for everyone. Parking is often tight and parents are requested to park in designated places.

Staff teach children about safety. All children are required to conform to safety rules. These are simple and easy for children to understand. As part of Work Health and Safety, regular fire drills are held to practice evacuation of the building. Children are supported to understand these drills. Parents are to follow evacuation procedures, under the direction of the staff.



FOOD AND NUTRITION

The Centre's menu is based on the original Start Right-Eat Right scheme for South Australian Child Care Centres. It provides a nutritionally adequate menu that meets at least 50% of a child's Recommended Daily Intake. Main meals would include red meat/white meat or a vegetarian meal, together with iron containing foods such as wholemeal bread, broccoli, cauliflower, baked beans or lentils. The daily menu is to include at least 1 serve of vegetables, 1 serve of fruit, at least 2 serves of bread, cereals, rice, pasta or cooked noodles. It should also include at least 3 serves of dairy foods.



The Centre provides breakfast, morning tea, lunch, afternoon tea and a late snack. Water is readily available throughout the day.

The Centre is an allergy aware environment and we do not cook with eggs or nuts. We also ask for parents not to supply their child with food containing these items, while in care. Many children have allergies, some quite severe, to nuts and eggs and any products containing them.

HYGIENE PRACTICES

The Centre has in place rigorous procedures for hygiene practices to minimise the risk of cross infection. These apply to nappy changing procedures, toileting children, laundry, use of bedding and hand washing.

Children are encouraged from a young age to wash hands after using the toilet and before eating. Staff encourage and assist children to be as independent as possible in relation to toileting and attending to their own personal hygiene and give support when needed.

SPECIAL HEALTH CONDITIONS

Some children may require special care due to a specific health condition. The centre is pleased to accept enrolments for children with additional needs depending on the capacity for the child's needs to be appropriately accommodated. Special support services may be required. Individual programs, medication or diet may be necessary. These special circumstances need to be discussed at the time of enrolment.

SUNSAFE POLICY

The centre has a policy on sun protection. Children and staff are required to wear hats and sunscreen while outside. The children wear hats which are purchased by families upon commencement of their time at the centre. Both staff and children are required to wear sunscreen and hats all year round. The centre provides UV 30+ sunscreen. If for any reason children require a specific sunscreen, families will need to supply it, and a doctors or pharmacist note will be required. Suitable clothing which provides protection to shoulders must be worn.



DAILY REQUIREMENTS

Each child needs to bring a bag which is large enough to fit their daily requirements. All children will need at least two changes of clothes. We also encourage independent skills such as children feeding themselves, pouring drinks, washing hands. Most of this can mean mess! Your child should be dressed in clothes which are easy for them to manage, are easy to change and will not matter if they get dirty.

Children may be involved in running and climbing so it is important that clothing allows for this. They are active learners and will enjoy their play more if they don't have to worry about their clothes.

Footwear is required to have a back-strap. Sandals, crocs and sneakers are acceptable. Thongs are not an acceptable form of footwear whilst at child care. In wet weather rubber boots are encouraged. Children need shoes which are safe for running and climbing.

Parents are to supply nappies for their child while in care. At the centre we have a nappy disposal system, but if you would prefer to use cloth nappies please discuss this with staff. Staff will be sensitive to the cultural needs of children in regards to their choice of clothing and dressing procedures.

DAILY ROUTINES

Each room has a routine and program which has been designed to meet the needs of the children. In the baby room the routine is very flexible and the program is based around the children's individual sleeping and eating patterns. In contrast the older children have different needs and individual differences are respected and accommodated when possible. Wherever possible routines are integrated into the program.

Children are learning self help skills as well as a variety of physical and social skills. Staff plan programs so that children have time and space to actively explore and develop.

EXCURSIONS

The Centre believes excursions/ incursions are an integral part of the centre's curriculum. If you are not happy for your child to be involved in these walks please let the room staff know.

BEHAVIOUR MANAGEMENT

The Centre has a comprehensive behavioural guidance policy. This places emphasis on positive guidance and supporting children to develop self control. Children are redirected to appropriate behaviour/activities and appropriate behaviour is positively acknowledged. Rules are kept to a minimum, are simple, clear and consistent. Behavioural guidance is an integral part of the learning process. If we are experiencing difficulties or have



concerns we will let you know immediately. It is important that any concerns are discussed with families and strategies developed promptly to address difficulties.

INFECTION CONTROL

Maintaining a healthy community in child care is a joint responsibility between parents and staff. For the well being of the child and staff, any child entering a centre must be well enough to participate in all day activities.

SICK CHILDREN

Sickness and infectious diseases is always a concern where so many children are in contact with each other.

If your child becomes ill at child care, staff will contact you immediately and ask for you to make immediate arrangements to collect your child.

The centre must be notified of any contagious illnesses and your child will be required to remain away from the centre until the infection period has passed. The centre may ask for a letter from your child's doctor advising the child is well enough to attend the centre,.

The National Health and Medical Research Council and South Australian Department of Health provide early childhood settings with recommended minimum periods of exclusion. Details of common illnesses and conditions are available for families.

If a contagious illness occurs in the Centre, all families will be notified through a display on the front door advising signs, symptoms, incubation periods and exclusion details.

IMMUNISATIONS

It is recommended that all children are immunised. Young children are exposed to a variety of infectious illnesses and the exposure increases in child care. Current medical research suggests that the risk of immunisation is minimal and outweighs the risk to your child of contracting serious disease. We have more information providing current immunisation information.

The centre is required to keep copies of information regarding your child's immunisation status prior to commencing care. The centre will regularly request updates of immunisation records.

If you choose not to immunise your child you will need to let the centre know and in an outbreak of an infectious illness, i.e. measles/whooping cough, your child will be excluded from the centre. This is to protect the younger non-immunised children from infection. The Commonwealth Government also link Child Care Benefit with your immunisation status so you will also need to notify them if you choose not to immunise.

MEDICATION

Medication can be administered by staff on written request provided that the medicine is prescribed by a doctor, is in the original container and is labelled with the child's name and dosage instructions for administration. Medication forms are in the medication folder in each room.

Please hand medicine to staff as it is dangerous to leave medication in your child's bag.

Children with asthma and other medical conditions may have ongoing health management plans. Parents are asked to discuss these with the Director or Team Leader.

We can not administer eye or ear drops and ideally we ask that medications given at the centre be minimal.



Non Prescribed Medications

Non prescribed medication such as Panadol or cough medicine will not be given to any child unless prior written permission and instructions from the child's doctor or pharmacist have been received by the Director or Team Leader.

INJURY

A child may only be enrolled at the Centre when the parent has authorised the Centre to seek emergency, medical, hospital and ambulance service.

If a child sustains an injury at the Centre, first aid is delivered immediately. All incidents are recorded and parents are asked to sign these forms. A parent will be notified as soon as possible after the incident, if the incident is serious and/or requires parent or medical assistance.

If the parent or designated emergency contact cannot be reached and the accident needs medical assistance the Director has the authority to call an ambulance and the cost will be covered by our insurance.

COMMUNICATION

Families are encouraged to speak with their child's caregivers about their child's progress or any concerns they may have. Open communication between families and staff facilitates positive home/child care relationships based on trust and positive co-operation.

When discussion is needed it may be necessary to make an appointment to speak with the carer, to ensure enough staff are supervising the remaining children. This also gives the staff time to refer to any developmental records or observations of your child, when discussing your concerns. In order for your child's interests being met, it is important for you to let us know of any changes to your child's routine or home situation.

Parents are always welcome at the centre and are encouraged to come and join in when possible. Information about what is happening in the centre is readily available. Phone contact is available to all parents at any time.

NEWSLETTERS

A Newsletter is put out regularly with all the happenings of the centre. If you have anything you would like to add to this newsletter especially community news please see the Director. Newsletters from your child's room will also be circulated regularly which detail information about the programme and activities the child will be involved in. These newsletters are available on our web page at bcccc.org.au

NOTICE BOARDS

Many items of interest will be placed on display. If families have any ideas or suggestions which may complement any information that is circulated, you are more than welcome to share it with us. We can put community information on the web site

POLICIES

There are numerous policies within the centre, these are located in each of the rooms, and there is a copy in the parent library. Please see the Director or a staff member if you require any clarification or have any concerns regarding the content of the policies. Parents will be consulted when a new policy is being drafted or an existing one reviewed.



Staff at Blackwood Community Child Care Centre - October 2014

Admin/Kitchen

Director: Janine McLoughlin

Office Manager: Angela McBride

Cook: Jasmine Schetter

Gardiner: George Booker/Kym Nissen

Ngarto Room/Baby Room

Team Leaders - Alison Adams, Deb Beck

Kai McSwain, Suzanne Spice, Robyn Haren, Karen Musolino

Mulyo/Toddlers

Team Leader - Michelle Meinel

Sabina Hyde, Mei Zhang, Seema Beniwal, Aimee Nabradi, Fiona McClymont

Bandi/Kindy

Team Leader Nathan Steele

Will Schulze, Liz Follett, Hayley Bartlett, Seema Beniwal,

Regular Relievers

Karen, Khalida, Geraisha, Fiona, Aimee, Maddie, Amanda, Wan Peng, Sonia



Handbook revised October 2014