

WHITFORD FAMILY CENTRE Inc.

PARENT INFORMATION BOOKLET

2021



2 - 3's PRE KINDY PROGRAM

**21c Endeavour Road
PO Box 3
HILLARYS WA 6923
Telephone: 9307 5309**

**Education & Care Regulatory Unit
1st Floor 111 Wellington Street
EAST PERTH WA 6004
Telephone: 6551 8333**

Dear Parent

The Whitford Family Centre Inc would like to **welcome** you to our Centre in 2019 and to the 2-3's activity program. We look forward to a year full of fun and getting to know you and your child. We welcome your involvement in our program and the Centre, so please feel free to participate in whatever way you can. Our Centre is managed by a **volunteer management committee** who oversee the building, maintenance and the programs administered by the Centre ie: 3's & 4's Activity programs, and Playgroup. In addition, we have several **groups who use our facilities** to operate their own programs. Some of these groups are Whitford Rainbow Toy Library and Hillarys Out of School Care. We also rent out our rooms for other people to use on a casual basis eg: children's birthday parties, seminars etc. If you are interested in any of these please see the office for further details. The Centre has a comprehensive **policy document** that is available for all to read. If you would like to see our policies, please feel free to ask at the office. There are numerous ways that you can **participate in our Centre** from being on the Management Committee to helping at a busy bee or fundraising events and these are all detailed later in the booklet.

The Centre is a smoke free zone. **NO SMOKING IN OR AROUND THE CENTRE.**

EDUCATORS (Job share)

Children's Program Educators: Monday, Wednesday– Jemma Hartley
Tuesday, Thursday & Friday – Jenny Tough
Assistants: Monday to Thursday – Caroline Blake
Assistants 3yrs Program: Rose D'Alesio Wednesday & Friday
Rhonda Peace – Tuesday, Wednesday & Friday

Telephone: 9307 5309

Staff available from **8.30am to 2.30pm Mon/Thurs/Fri**
8.30am to 12pm Tue/Wed

ATTENDANCE

Three groups of (max) 20 children as follows. Attendance is subject to sufficient numbers to fill groups.

GROUP ORANGE:	Tuesday	9am to 12pm
GROUP RED:	Wednesday	9am to 12pm
GROUP PURPLE:	Friday	9am to 12pm

Terms are approximately 10 weeks however we will be starting term 1 the week after the schools start to allow parents with older children to settle them into school first. Notification will be given of any changes to these dates.

2021 TERM DATES

Term 1	Monday 8 th February – Thursday 1 st April	8 weeks
Term 2	Monday 19 th April – Friday 2 nd July	11 weeks
Term 3	Monday 19 th July – Friday 24 th September	10 weeks
Term 4	Monday 11 th October – Friday 10 th December	9 weeks

We do not have Professional Development days during the terms however the Centre will be closed on the following Public Holidays (correct at time of publication):

Term 1	Monday 1 st March	Labour Day
Term 2	Monday 26 th April	Anzac Day
Term 2	Monday 7 th June	WA Day

Statement of Philosophy

1. Our centre offers a safe, home like environment which supports the individual needs of children and families based on open communication.
2. Families will be welcomed and encouraged to feel an integral part of our centre through input into curriculum and input into policy and procedure review. We have an 'Open Door' policy inviting families to participate any time of the day.
3. We provide an inclusive curriculum following the Early Years Learning Framework which reflects the diverse values of children, families, staff and the wider community.
4. We respect, accept and value each child, family and staff difference, needs and backgrounds.
5. We aim to develop awareness that inclusion is the process that enables everyone the opportunity for acceptance, belonging and participation enabling children to develop at their own pace and stage of development.
6. All areas of children's development will be fostered through fun programs and play experiences that are age appropriate and are guided by the children's interests.
7. All children experience learning that is engaging and builds success for life.
8. We give children time and space to enjoy just being children to learn about the world we live in.
9. Children are encouraged to enjoy each other's company and develop their social skills through free play, small and large group experiences.
10. Our Pedagogical Influence is the theorist Bronfenbrenner.
11. We aim to provide continuity of care for our children and their families which enable all children to feel safe, secure and have a sense of belonging.
12. Children are guided through positive reinforcement and praise.
13. We always maintain a high standard of hygiene.
14. Parents provide children's healthy morning tea and or lunch.
15. Educators initiate and maintain respectful communication with children families and peers.
16. All children and their families will be warmly welcomed to Whitford Family Centre and lovingly cared for by our dedicated professional staff.

Revised by staff and families January 2021
EYLF A Vision for Children's Learning

AIMS OF 2-3's ACTIVITY PROGRAM

The 2-3's Activity Program creates an environment that will promote a happy, social and safe program. The program is designed for your child to develop new skills and to learn about the world around them. The emphasis is learning through play.

We aim that by the end of the year your child will be:

- ❖ gaining independence from the family group and at the same time developing trust and confidence in other adults;
- ❖ learning to socialise within a group of children of a similar age;
- ❖ enjoying creating; and
- ❖ experiencing role playing to express themselves and their feelings.

In order to achieve these aims we request that parents are positive and encourage their child to talk about what they have done, who they played with, or what story they had as all this helps to develop their memories and shows your interest.

POLICY & PROCEDURE RE: DELIVERY & COLLECTION OF CHILDREN

Delivery

Parents are asked to bring your child into the Centre and be greeted by a staff member and then settle your child into an activity before you leave. Please feel free to stay with your child in the first few weeks whilst your child is "getting to know us". We will let you know when it is time to leave them. If your child is distressed at the start of the session you may stay with them. If your child becomes unduly distressed throughout the session, we will ring to notify you so that you may return and stay with them. Parents, friends and relations are always welcome to stay and share in our sessions - the door is never closed to you however all persons volunteering (eg: on roster) are required to complete a declaration regarding working with children. If you are unsure about anything, please feel free to talk to the educators.

PLEASE ENSURE THE GATE IS SECURED BEHIND YOU. THE GATE HAS A SECURITY CODE FOR ENTRY THIS IS GIVEN AT ENROLMENT.

Attendance Records

Signing your child's attendance record every time they attend the program is very important. It is a requirement of the Education and Care Services National Regulations 2012 which is governed by Department of Local Government and Communities, Educational and Care Regulatory Unit. The following instructions should be adhered to when completing your child's record.

- ◆ **Each child has their own record card.** Please do not fill in any other child's card unless you are in charge of delivering or collecting that other child. You must have written permission either on a letter or on the enrolment form to be able to deliver or collect any child other than your own.
- ◆ **Record cards are to be kept in alphabetical order.** Easier to locate your child's card.
- ◆ **Do not sign the card in advance.** If you sign your child's card both in and out at the time of bringing your child, you cannot be 100% certain that you will in fact be the one to collect your child. What happens if you have a car accident or are detained and someone else has to collect your child. We must have correctly completed records.
- ◆ **The Education and Care Regulatory Unit checks these records.** These records are a licensing requirement of the Regulations and we are required to keep them for 24 years. Along with the enrolment form, any correspondence regarding your child, medication records, accident records etc. If we do not comply with these regulations, then the ultimate consequence is that our service will be closed. We do not want that to happen.
- ◆ **Please complete the actual times** you sign your child in or out eg: if you are late and don't arrive until 9.20am then please write 9.20am, same applies for being early to pick up eg: collect child at 11.15am then write 11.15am.
- ◆ **Please sign the section "Roster Parent"** if you are on roster that day as proof of completing your roster responsibility.

Collection

Parents are asked to wait outside the room at the end of the session an educator will bring your child to you. Children are inclined to become distressed when left longer than expected. Please collect your child **PROMPTLY** at the end of session time. A phone call can put your child at ease if something unforeseen occurs. No child attending the Centre is permitted to leave the premises unless the child is in the care of their parent/guardian or the person authorised by the child's parent/guardian as per the enrolment form or a written note. If in the opinion of the educator, the person authorised to collect the child is not in a fit state then the emergency contact will be notified. If there is any disagreement at the time concerning this policy, then the police will be contacted. The following procedure will be adopted by the staff in the case of parent/guardian not collecting child:

- a) If parent does not arrive within 15 minutes of the end of session time, then they will be telephoned. If un-contactable by phone, then the emergency contact person will be phoned.
- b) If, after 30 minutes, neither of the parents or emergency contacts can be contacted then staff are obliged to contact the Police and advise them of the details and request them to contact Crisis Care who will send an officer to collect the child. An educator will always remain with the child until they are collected.
- c) Upon collection of the child the educator will leave notification of the Crisis Care phone number at the Centre for the parent. The parent will need to contact Crisis Care direct.

PLEASE ENSURE THE GATE IS SECURED BEHIND YOU.

FEES POLICY

The Whitford Family Centre Inc do not receive any other funding for this program, therefore the fees charged are used to cover the cost of running the program e.g.: wages, craft & consumables, equipment, insurance, rent, administrative costs etc. It is imperative that we receive the fees by the due dates to enable the program to run efficiently. Fees are to be paid one term in advance. Whilst we will endeavour to keep the fees the same for the whole year, they are subject to change if unforeseen circumstances arise. The following **fee payment policy** is applied at our Centre:

- Term 1 - fees payable in full on enrolment;
- Terms 2, 3 & 4 – Payable in full by the last week of the previous term;
- If you are experiencing financial difficulties, please speak to the Admin Assistant/Finance Officer who will make payment arrangements with you to pay them off. Confidentiality is always maintained;
- A **late fee of \$10 applies** if fees are not paid by the due date and written arrangements for late payment have not been made with the Admin Assistant/Finance Officer and adhered to; and
- No child will be permitted to begin a new term until the previous term's fees have been paid.

Fee invoices are given out in Week 6 advising of the amount and due date. Generally, there are 10 weeks in each term. Payments can be made at the office during office hours – Monday to Friday 9am – 1pm, receipts will be duly issued. Payments can also be made via the internet banking system (see office for details). Non-payment of fees means your child's place will be offered to the next person on our waiting list.

In the event of your child not attending the Centre because of illness or any other reason, please contact an educator on **Phone: 9307 5309**. If your child is absent for more than **three consecutive sessions without notification**, the Committee reserves the right to give your place to another child. Generally, the Management Committee will only **refund fees** if both the following conditions are met:

- ✓ a request is received in writing from the parent for a refund, and
- ✓ the vacated position is filled.

Refunds granted will consist of the following:

- Balance of fees - calculated as the number of sessions vacated for the term that have been filled by another child multiplied by the cost per session; and
- Less \$10 administration fee.

PRIVACY ACT & YOUR RECORDS

The information that we collect on your child's enrolment form is collected as per the Education and Care Services National Law (WA) Act 2012 and Education and Care Services National Regulations 2012. We are required to keep your records until your child attains the age of 24 years. We cannot release your details to anyone else without your written authorisation. Your records are kept in a lockable filing cabinet and a daily attendance file is maintained. Parents must ensure that their records are updated when their details have changed. Copies of our Privacy Policy and the above Regulations are available in the office for your reference.

The Whitford Family Centre Inc is required to collect personal and health information from or about families within the following forms:

- Children's Program Enrolment Form;
- Attendance Register;
- Accident/Illness Reports;
- Authorisations to Give Medication;
- Medical Certificates; and
- Parent / Volunteer Declaration Form.

The information you give is used by those Centre staff/educators who need to access the information to meet the above requirements, and may also be disclosed to the following authorities:

- Education and Care Regulatory Unit Officers (Education and Care Services National Law (WA) Act 2012);
- Department of Local Government and Communities Officers (Education and Care Services National Law (WA) Act 2012); and
- Family Assistance Office Review Officers (Child Care Benefit).

All personal information is kept in a secure place to protect it from unauthorised access, modification or disclosure. You are entitled to access personal and private information kept about you and your family on request and may ask for inaccurate information to be updated or corrected. Failure to provide the required information will result in non-acceptance of your child's enrolment.

At the end of the retention period your child's records they will be destroyed by shredding.

EDUCATORS

Our educators are qualified and approved by the Education and Care Regulatory Unit. If you would like any further details regarding our educators' qualifications and experience, please feel free to discuss this with them. They are only too happy to share their knowledge with you.

ADULTS IN THE CENTRE AND PARENT ROSTER

Mothers and Fathers and Grandparents and Aunts and Uncles are most welcome to visit the Centre during session times to work and play with their children or help out. Helpers are required to complete a declaration before being able to stay & help. **Please see educators.** You may stay as long or as short a time as you have available. There is a parent roster available each term for you to choose a particular session at least one (1) time per term is required.

You are your child's first and most important teacher. Please share a little of the experience you have gained over the years of knowing him or her. We have a supply of Parenting Information Books available for lending. There is a maximum of 2 weeks lending period. If you are interested, please see the educator. **If you have any special skills** (eg. Multicultural, playing a musical instrument etc) please feel free to share them with us.

When on parent help roster, you may be asked to help out in some of the following areas:

- Toilet your own child;
- Assist staff with activities;
- Prepare food (usually fruit) & drinks;
- Cleaning of tables, chairs & sweep floors;
- Put artwork & notes into the children's bags; and
- Parents are strongly encouraged to wear a hat.

This is a good opportunity to enjoy the program with your child. Siblings are welcome to come with you whilst on roster however they must always be under your direct supervision .

TOILET TRAINING

We would like to advise all parents that children who are not fully toilet trained are not allowed to use nappies whilst at the Centre. Please use disposable pull-ups or training pants. This is not negotiable. We do not have the facilities to dispose of nappies in a public building and the Health Department require that all soiled items must be removed from the premises therefore you will be given a used pull-up etc in a tied-up bag to take home with you. Please do not dispose of in our bins.

Our educators are extremely dedicated; however, they have 19 other children to look after and they will inform you if your child has had an "accident". Children will be encouraged to wipe their own bottoms and to help themselves to toilet. Obviously, educators will assist your child where necessary.

Please try to get your child to go to the toilet before they come or at the start of the session. It is requested that a spare pair of pants/pull-ups be kept in your child's bag in case of "accidents". Please advise the staff as your child progresses with their toilet training.

CLOTHING

Please dress your child in appropriate clothing for messy playing. Shoes should be of a safe standard i.e. good grip and flexible soles. For safety reasons thongs are not recommended. Children may be asked to remove their shoes for outside play because they have better grip on the equipment without them. We have a policy of **NO HAT NO PLAY IN THE SUN**. Children are required to wear their hats throughout the year. Children without a hat will be required to play in shaded areas. We recommend that during Terms 1 & 4 all children come to the Centre with sun cream already on. The Centre will always have sun cream available. If your child has an allergy to sun cream, please let the staff know.

We recommend that your child brings a medium sized bag to take their creative work and notes home with them. They should also bring a change of clothes in case of "accidents". Their bag, clothes and shoes should be clearly named so that they don't get lost. Names on school bags should be on the inside NOT on the outside (Stranger Danger Awareness).

Whitford Family Centre T-shirt's are available for purchase in the office at \$15 each.

MEDICAL RECORDS & ALLERGIES & DIETARY NEEDS

Medical records are kept if a child needs special medical attention during his or her stay in our care. Parents sign a special medical form detailing the administering of medication. If your child has any life-threatening allergies or dietary needs, then a medical procedure plan will be required. Please see the staff as the plan must be displayed. An Allergy chart is displayed on a board near the educator's desk and in the kitchen for easy reference by all staff and parent helpers. Due to the increasing incidences of allergies we are a nut allergy friendly centre and parents are requested to advise educators of any foods they are bringing into the Centre eg: birthday cakes etc. During special events, such as cooking activities and end of term parties, food allergies will be considered when planning and purchasing foods. Only water will be served as drinks.

SICK CHILDREN

Educators will not admit children with visible signs of illness. If a child becomes ill during sessions, parents are notified by telephone and requested to collect child. Where possible children are excluded from group activity, i.e. put somewhere quiet to rest while waiting. If your child is ill or shows the symptoms of the following, please keep them at home and let us know what is wrong.

Ear, eye or nasal discharge	Rash
Infectious sores	Continuous vomiting
High fever	Diarrhoea
Conjunctivitis	Other obvious signs of infectious diseases

It is important to inform the educators if your child has been unwell or received an injury since last attending the Centre. The Centre encourages immunisation of your child. However, if your child is not immunised, we will contact you in the event of a communicable disease present at the program. In the event of any serious mishap which may require urgent attention, parents will be notified as soon as possible. Your child's health and well-being will be our first concern.

ACCIDENTS & SAFETY FIRST

Educators hold current First Aid Certificates. Care is taken to check the outside area for glass, syringes, animal faeces and generally to ensure the area is safe for your children.

An individual accident card will be maintained. All accidents are documented, and any treatment administered from the Centre is noted. You will be required to sign your acknowledgement of any incidences. Parents will be informed ASAP of any major incidences. Where professional medical attention is required the account for any treatment is the responsibility of the parents.

Our Centre complies with policy set by the Health Department regarding HIV (Aids) and Hepatitis B & C. The following precautions will be taken to ensure everyone's safety and applies to all people in our Centre:

- a) All open cuts and abrasions must be reported to staff. Appropriate treatment will be given by staff. Disposable gloves must be worn when treating all open wounds; and
- b) Bleeding must cease prior to person returning to the general play area. If bleeding cannot be controlled and the wound securely covered then the person cannot return to the program and medical attention will be sought.

HEAD LICE POLICY

This policy is to be read in conjunction with the Department of Health "Head Lice Fact Sheet. In order to control the spread of infection at the Centre the following steps will be taken:

- Educators will examine the heads of children who scratch their heads a lot to look for eggs (nits) or lice near the scalp.
- Children who are suspected of being infected will be excluded from the Centre. Educators will always confirm their inspection with the Coordinator or another educator before the parent is contacted.
- Parents will be asked to collect their child and keep them away from the Centre until the day after appropriate treatment has been started, and the lice are removed. Parents will be given a letter with a tear off and return section to be filled in to confirm that treatment has commenced.
- Educators will ensure that the child does not have close contact with other children whilst waiting for collection.
- The child may return to the Centre the day after treatment has commenced and all live head lice have been removed. A few remaining eggs are not a reason for continued exclusion. However, the parent must continue treatment until all eggs and hatchlings have been removed, usually over the following ten days. (Department of Health Head Lice Fact Sheet).

A note will be posted on the door and all parents advised that a case of head lice has been found in the group and they should check their child's hair for signs of lice.

PARENT CONCERNS & YOUR LINE OF COMMUNICATION

If you have any concerns whatsoever, please feel free to discuss these with the educators first. Our educators are qualified and have had years of experience with 0-6 year olds. If, however, you feel that you would like to take your concerns further then you are always welcome to approach the Children's Program Committee in writing detailing your concerns. The matter will be given their full attention and confidentiality will always be maintained. If you feel that the matter has still not been resolved to your satisfaction, then you may approach the Whitford Family Centre Management Committee and a meeting may be held to resolve the matter.

Please read the notice board regularly. This will ensure that you haven't missed out on any relevant information. Copies of information notes are kept in a display file at the desk just inside the room. If you are in doubt, please ask. Notes are put into your child's locker regularly so please check your child's locker after every session. Notes are also emailed home.

CHILDREN IN THE CENTRE

Children learn from - adults (parents and others), other children, equipment and materials, and by exploring their environment.

Adults

- Show that they value individual children, their ideas and their attempts to do things;
- Provide a wide variety of enjoyable experiences;
- Encourage children to behave with increasing responsibility and initiative in groups and individually; and
- Help children to master basic tasks of talking, playing, expressing, thinking and dexterity.

Through other children learn to:

- Talk and play together;
- Co-operate and share;
- Help one another;
- Understand each other and adults;
- Make friends; and
- Recognise there are different cultures.

Equipment and materials

- In developing movement skills;
- Understanding how things work;
- Play;
- As tools;
- In making things; and
- In creative expression.

MULTICULTURAL ENVIRONMENT

Our Centre has children attending who come from a variety of cultures. All children learn to appreciate that we are not all the same. Religious beliefs are acknowledged, and we endeavour to integrate these into the program. Please discuss this with the staff and share your ideas.

LIMITATIONS OF THE 2-3 YEAR OLDS

2-3 year old activities should be a happy experience for every child, therefore certain limitations have been established to ensure the enjoyment and safety of all children. Children will be fully supervised at all times.

Indoors

- Walking fee inside;
- Blocks are to be used for building not throwing;
- Block towers are to be no higher than child's shoulders;
- Care is to be taken with books;
- Care is to be taken when using scissors and child is to be seated at the table under supervision;
- Children will remain at the Easels when painting (or designated area); and
- Playdough is to remain at the table and is not to be thrown or eaten.

Outdoors

- Sand must not be thrown;
- Climbing only up the ladder and sliding down the slide. Not the other way around;
- Care must be taken when using spades, rakes and brooms;
- No splashing at water play;
- No drinking of water play water;
- Remove shoes when weather permitting;
- No climbing of fences;
- No pushing especially on climbing equipment; and
- No jumping onto mat while another child is on it.

BEHAVIOUR MANAGEMENT

- a) Every child is given positive guidance and directed towards acceptable behaviour with praise freely given and blame and reprimand kept to a minimum;
- b) No child is subjected to corporal punishment, solitary confinement, immobilisation or any other frightening and humiliating punishment;
- c) No child is isolated for any reason for a period of more than 2 minutes unless for reasons of illness or accident. However, any child requiring isolation will be kept with a staff member and will be required to sit on the thinking chair and then returned to play;
- d) If you have any problems or queries regarding your child, please see the Co-Ordinator as soon as possible. The educator will always report immediately when any behaviour problems are experienced during the session; and
- e) If required behaviour management strategies will be discussed with the parents.

CHILD ABUSE POLICY

The Centre has a detailed policy statement regarding Child Abuse that is available to all educators and parents. If you have any concerns regarding any child in our Centre, please advise an educator or the Chairperson of the Management Committee who will take the necessary action. Each report will be handled in strict confidence.

EMERGENCY EVACUATION PROCEDURE

Emergency evacuations procedures will be practised once a term as required under the Education and Care Services National Regulations 2012. In an evacuation, the appropriate emergency service will be called. Children will be escorted out of the Centre and be counted once assembled in a predetermined area. Educator to shut all doors check any rooms, cupboards and take children's records and mobile phone while other educators and parents take all children away from the emergency. The group will all proceed to a "Safe" area. Parents will be contacted ASAP.

EVENTS THROUGHOUT THE YEAR

Throughout the year there will be some extra events that you should know about. Information will be given out closer to the time of the event but as a rough guide the following will be happening.

- We have books available to purchase in the office continually throughout the year usually on a 2-3 week turnaround. You must pay for these at the time of ordering them;
- The Centre will hold a Family Fun Day during the year. Lots of fun activities and all are welcome;
- Mother's Day morning tea will be held during normal session times for mums in the week before Mother's Day;
- Class Photos will be taken in Term 3. Order forms will go out before the photos are taken;
- Father's Day morning tea is held on the Saturday morning before Father's Day. This is a wonderful opportunity for all Dad's to share the experience with their child;
- In Term 3 we have a toy catalogue that we send out to all parents which gives you the opportunity to buy good quality toys and get some early Christmas shopping done; and
- Even though he is extremely busy we are very lucky to have Father Christmas visit our Centre each year. He makes his trip south in the last week of Term 4 during your normal session.

PARENTS MEETINGS EACH TERM

Come along and have your say about our beautiful Centre and help the children benefit with fundraising, busy bees, get togethers and managing of the Centre. Meeting are held at the end of term and last approx 30 minutes.

BUSY BEES

Busy Bees will be held throughout the year to upgrade and maintain the Centre. Your help is greatly appreciated. Parents will be advised of these events.

PARENT INVOLVEMENT

Parents are encouraged to become involved in the program by:

- ✓ Participation in session times;
- ✓ Being on the Children's Program Committee;
- ✓ Working in busy bees for the Centre;
- ✓ Suggesting and helping with special activities. They are encouraged to promote their different cultural skills for special events or activities;
- ✓ Being on the Whitford Family Centre Management Committee; and
- ✓ Maintaining and/or helping with the Centre.
- ✓ Participating in Fundraising events.