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THE GOVERNING COUNCIL AND STAFF ARE
PLEASED TO WELCOME YOU TO THE
TORRENS VALLEY CHILDREN'S CENTRE

"Quality Care & Education in a caring
and nurturing environment"

MANAGEMENT OF THE CENTRE

The Centre is managed by a Management Committee and Governing Council. These groups generally consist of the same membership and are comprised of parents of children who attend our Child Care, Kindy or both services. There is one meeting time (8 - 10 meetings per year) where business for both services is discussed and decisions/recommendations made. The Centre Director and staff representatives also attend meetings. The Governing Council/Management Committee's role is to support and guide the management/running of the centre and help make the best decisions for children. There are no formal skills required to be member - we elect and welcome new members each year at our annual AGM in February. It is a valuable opportunity to become more involved and have say in your child's education and care and a great way to meet new people!!!

PARENT INVOLVEMENT IN THE CENTRE

Your membership of, or input into the Governing Council/Management Committee is encouraged. In this way parents are able to gain insight into and to contribute to their children's wellbeing and learning in the Centre.

Staff are always willing and happy to speak to parents about their child's day. If you would like to discuss issues around your child's learning and development you may wish to make an appointment with one of the staff so we are able to put aside some time free of interruptions. We try to encourage parents to become involved in the Centre's activities. Parents are welcome to stay with their child in the Centre and participate in activities at any time.

If you have a particular skill, talent or interest (eg cooking, you can play a musical instrument, gardening etc.) we'd love you to share these with us!

In order to help keep fees/costs at a reasonable level, we encourage parents to participate in centre working bees, saving the need to pay trades people to do certain jobs at the Centre.

STAFF

The staff of the Torrens Valley Children's Centre aim to provide a stimulating and challenging environment for your child to grow and learn in.

Within the staff team there is a range of qualifications and experience. Our relief staff are an important part of our team and are experienced in working with young children. We endeavour to employ regular relievers so that trusting relationships can develop between them and the children. Photographs and names of staff are on the noticeboard in the entrance foyer.

FEES/COSTS

We are a not for profit centre. The fees charged are determined by the Governing Council/Management Committee and reflect the true cost of providing the service.

SERVICES AND DAILY OPERATIONS

The Centre is open from 7.00am to 6.30pm Monday to Friday, 50 weeks of the year, excluding public holidays. It is closed for 2 weeks over the Christmas period.

CHILDCARE SERVICES

Morning Session 7.00am - 12.45pm

Afternoon Session 12.45pm - 6.30pm

Day Session 7.00am - 6.30pm

Before and After Kindergarten Care is available (7.00am - 9.00am AND 3.00pm - 6.30pm)

Fees - Please see Financial Policy & Fee Structure Policy.

KINDERGARTEN SESSIONS

All children are entitled to 12 months of fulltime kindergarten (15 hours per week or 600 hours over 12 months) in the year prior to starting school. This is currently offered as 2 full days (Tuesday & Wednesday) in term's 1 & 2 and 3 full days (Tuesday, Wednesday & Thursday) in terms 3 & 4.

Full day sessions are from 9.00am - 3.00pm.

We have one intake per year only - at the beginning of term 1. Children who turn 4 on or before 30th April are eligible to start Kindergarten at the beginning of that year. Children who turn 4 after 30th April will start Kindy the following year

Parent Costs: Fulltime Kindy \$160.00 per term + \$10.00 materials and service Levy.

ADDITIONAL NEEDS PROGRAM

Our Centre is inclusive of all children and their families. If you are concerned about any area of your child's development and/or feel your child would benefit from additional support please talk with the Director or a staff member. We are able to access expert advice/support from the Department of Education & Child Development Support Services Team (Kindy) and Inclusive Directions (Childcare).

PLAYGROUP

Fridays - currently 9.30am -11.00am.

Fee: \$2.00 per family (plus annual playgroup insurance)

Please see our friendly Playgroup Coordinator (Corinne) or one of the team for more details.

THINGS TO BRING: PLEASE NAME ALL BELONGINGS

CHILDCARE CHILDREN

Children Under Two

- Baby Bag
- Change of clothes (all named please)
- Milk bottles
- Hat (Legionnaire's or Broad brimmed) - Terms 1 & 4 and whenever the UV rating is 3 or above
- Nutritional lunch in named plastic lunch box
- Fruit (for shared morning fruit)
- Snacks
- Dummies
- Comforter item - A signed letter from a Medical Practitioner will be required if your child sleeps with a comforter item - Please ask an educator for our policy.

Children Over Two

- Child Care Bag
- If child is toilet training, 8-10 spare sets of underwear and several spare sets of shorts/skirts/trousers etc
- Change of clothes
- Hat (Legionnaire's or Broad brimmed) - term's 1 & 4 and whenever the UV Rating is 3 or above
- Nutritional lunch in named plastic lunch box
- Fruit (for shared morning fruit)
- Snacks

KINDERGARTEN CHILDREN

- Kindy bag
- Change of clothes
- Hat (Legionnaire's or Broad brimmed) - term's 1 & 4 or whenever the UV rating is 3 or above
- Nutritional lunch in named plastic lunchbox
- Piece of fruit for shard morning tea
- A waterproof coat in winter
- Rubber boots in winter (optional but encouraged)

**PLEASE SEND YOUR CHILD IN WEATHER APPROPRIATE CLOTHING & FOOTWEAR.
REMEMBER "there is no such thing as bad weather, just bad clothing"**

ITEMS FROM HOME

It is preferred that children's own personal items are not brought into the Centre, other than those used for sleep time in childcare or to support transition from home into our centre (ie; special comforter items). This will avoid the heartbreak that comes from possible damage and loss.

CHILDREN'S CLOTHING

It is recommended that children at childcare and kindergarten wear comfortable, practical play clothes. Older play clothes are best as messy activities are available. Easy to manage large buttons, zippers,

press studs and elastic waisted pants will help increase the child's independence and confidence. Overalls are not suitable for children as they are difficult to change.

Good comfortable footwear suitable for safe climbing, running, jumping, etc should be worn. No thongs or "Crocs" please.

The Centre is committed to following Sunsmart guidelines provided by The Cancer Council. Please see our Sunsmart Policy. Childcare children have sunscreen re-applied every 2 hours, with Under 2's having it reapplied at nappy time. Kindergarten children have sunscreen re-applied at lunch time.

ALLERGY AWARE CENTRE

We are an allergy aware centre. This means that if we have children attending the centre, who have severe allergic reactions to foods such nuts, we will do everything possible to ensure the safety of that child. This may include asking parents to refrain from bringing certain foods into the centre. We appreciate your support in these instances.

SECURITY/CUSTODY AND COLLECTION OF CHILDREN POLICY **(PRESCHOOL AND CHILDCARE)**

This is a matter of great importance to the staff, as well as to parents/ caregivers/ guardians using the Torrens Valley Children's Centre Inc. If it has been arranged for another person to deliver or pick up your child, please make sure that the following procedures are clearly understood.

1. All parents/caregivers/guardians are required to record daily times in and out, and to sign the **ATTENDANCE REGISTER**.
2. Parents/caregivers/guardians must bring children into the Centre and notify staff when leaving at arrival and departure times. Kindergarten staff will dismiss children by name at the end of the kindergarten session.
3. Only authorised persons nominated on the appropriate form may collect children. Identification may be required. Children will only be released to those nominated as authorised people.
4. Please make sure that the doors and gates are securely closed when entering and leaving. When the office area is unattended (generally before 8.30am and after 5.00pm and during holiday periods) please use the intercom to gain access to the Centre.
5. **Where custody orders exist**
 - The Centre must be notified. Any custody order must be sighted and recorded by the Director
 - The Director will ensure that all staff in the centre are aware of custody orders and know the particular child/children they apply to.
 - Please let staff know immediately of any changes to custody/access arrangements.

SICKNESS AND INFECTIONS

MEDICAL FEES

The Centre is not responsible or liable for any medical fees or other costs which may arise from medical treatment sought whilst your child is at the Centre, or as a result of your child being at the Centre

AMBULANCE

The Centre does not have ambulance cover. Parents are encouraged to consider taking out their own ambulance cover.

MEDICATION POLICY

INCLUDED IN INFORMATION PACK

ILLNESS

Unfortunately the Centre does not have the facilities to care for children with a contagious/infectious sickness - please refer to our **Immunisation/Infection Control Policy** in this pack for details about infectious diseases and the required length of time to exclude a child from the Centre.

Notices are placed on the front door advising families of any infectious illnesses within the community.

Staff may request a medical certificate before the child can be readmitted to the Centre after having an infectious illness.

REPORTING ABUSE AND NEGLECT

We believe that all children have the right to feel safe. Under the Children's Protection Act, 1993 everyone who works with young children is legally required to make a notification to Families SA if they suspect that a child has been or is being abused or neglected. The staff at the centre undertakes regular training on their responsibilities in the identification and reporting of abuse.

EMERGENCY CONTACTS

On enrolment parents are required to nominate two parties, who are not the parents, who have authority to be contacted in an emergency if staff are unable to contact the parents. If the contact and/or number details change for a specific session, please advise staff. (Permanent changes should be given in writing to Our Administrative Officer, Director or Assistant Director.)

Please be sure that the Staff have an accurate contact number for all emergency contacts, including parents/guardians at all times.

EMERGENCY PROCEDURES:

Our **Emergency Management Plan** is developed and reviewed annually.

Torrens Valley Children's Centre will be **CLOSED** on days of **CATASTROPHIC FIRE DANGER**. We will notify you of the possibility of a day being rated as such, as soon as we are alerted by the CFS/DECD. If this rating is confirmed, we will be notified **after 4pm on the day before**. We will use our SMS communication system to notify the nominated parent. Please ensure that we have your current phone numbers and advise us of any changes to numbers or circumstances. Please see our current **Bushfire Action Plan** for detailed information. This plan is reviewed and updated at the beginning of each fire danger season.

ENROLLING AND SETTLING IN

Each family wishing to enrol their child/children in childcare or at kindergarten will be invited to visit the Centre. The Director, Assistant Director or Administrative Officer will spend time showing the family the Centre, explaining how it functions, the policies, communication procedures and answer any questions they may have.

Families are encouraged to bring their children for some induction/orientation visits prior to leaving their child in childcare. How quickly children settle into childcare varies depending on the child's age, prior experiences and personality. Please talk to the childcare staff if you are having difficulty settling your child into the care program.

Kindergarten families are encouraged to use the pre-entry program as an induction/orientation period. You are always welcome to come and stay at the Centre!

ARRIVALS AND DEPARTURES

Please bring your child into their area so that staff can greet you and your child. Childcare children must be signed in and out on the attendance sheet.

Please always say goodbye to your child, no matter how distressing this may seem to you. It is important that your child knows that you are leaving and that you will return. It is very upsetting for your child to suddenly miss you, to look up for you only to discover that you have disappeared. Your child's trust in you falters, and subsequently separations may become more difficult. Staff will help you and your child at separation time.

COMMUNICATING WITH PARENTS

There is a pocket system in the front Administration Area. Your child will have their name on a pocket. This is where accounts, newsletters, notices, etc will be made available to you.

There is a locked fees payment box in this area on the wall. Please place fees in a named envelope with amount enclosed in this box. Thank you.

Newsletters are produced and distributed to each family on a regular basis. These provide information about the curriculum, reminders, news and forthcoming events. Please take time to read these newsletters. We also have a closed Facebook page that you are most welcome to join.

Fortnightly Programs are displayed both in the kindergarten and childcare sections.

Staff are always happy to talk with you about your child's learning or any other concerns, questions you might have. At times, you may need to negotiate a suitable time with the staff member. There will be opportunities throughout your child's time at Kindy or Child Care for you to participate in a more formal conversation about your child's learning as part of our Assessment for Learning processes.

OUR CURRICULUM

Our play based programs are based on the national **Belonging, Being, Becoming: The Early Years Learning Framework**. We observe, plan, evaluate and report against all children's learning using the Principles, Practices and Learning outcomes from this framework, which has been developed for children from birth to five years. Our vision is for all children to experience learning that is engaging and builds success for life.

We use this framework in partnership with our families, who are children's first and foremost educators, to develop learning programs that are responsive to children's ideas, interests, strengths & abilities.

The framework's five learning goals are:

1. **Children have a strong sense of identity**
2. **Children are connected with and contribute to their world**
3. **Children have a strong sense of wellbeing**
4. **Children are confident and involved learners**
5. **Children are effective communicators**

POLICIES

The Governing Council/Management Committee, parents and staff have written and approved policy statements that provide guidelines for practices, procedures and standards that apply within the centre. As a Department of Education and Child Development Service, we operate within their Policy and Procedures.

Torrens Valley Children's Centre has the following policy and procedure statements:

- Asthma Policy
- Acceptance and Refusal of Authorisations Policy
- Allergy Aware Policy
- Bushfire Action Plan
- Centre Behaviour Code
- Children's Records and Privacy Principles
- Child Safe Environments Policy
- Cleaning Toys, Clothing and the Centre
- Cyber Safety Policy
- Decision Making Policy
- Dealing with Medical Conditions Policy
- Emergency Management Plan
- Enrolment, Orientation & Settling in Policy
- Excursion Policy
- Financial and Fee Structure Policy
- Grievance Policy for Staff
- Hygiene Practices and Infectious Disease Control Policy

- Immunisation/Infection Control Policy
- Inclusion, Diversity & Anti-bias Policy
- Medication and First Aid Policy
- Nutritional Policy
- Parent Complaint Policy
- Parent Fee Agreement
- Performance Development Policy
- Philosophy Statement
- Prescribed Information Procedure
- Priority and Access Policy
- Safe and comfortable sleep/rest, & Clothing Policy
- Security/Custody and Collection of Children Policy (Preschool and Childcare)
- Staff Induction Policy
- Sun smart Policy
- Transition to School Policy
- Volunteer Policy
- Water Safety Policy
- Work Health & Safety (WHS) Policy

A folder containing these policies is located in the Foyer/Front Office Area for parents/caregivers to read. Copies of individual policies can be requested. All policies are regularly reviewed by staff and parents, through the Governing Council. Your comments and suggestions are invited and you will be notified of any changes to policies.