



John Fisher Avenue
Gumeracha

Phone: 8389 1335

Fax: 8389 1867

Email: Director: Jayne.Cook893@schools.sa.edu.au
Assistant Director (Child Care): tvccchildcare@bigpond.com
Admin Officer: tvccadmin@bigpond.com

Web: torrensvlycc.sa.edu.au
Child Care Provider No: 555 003 928L

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, where and when possible. Please have a chat to a team member about how you can be involved!

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 Department for Education, 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

- ✚ Full Day Session 7.00am - 6.30pm
- ✚ Before and After Kindergarten Care (7.00am - 9.00am AND 3.00pm - 6.30pm) on Kindy days.

Fees - Please see current Financial Policy & Fee Structure Policy.

KINDERGARTEN SESSIONS

All children are entitled to 12 months of fulltime kindergarten (currently 15 hours per week or 600 hours over 12 months) in the year prior to starting school. At TVCC this is 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 Kindy 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: for 2021 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 for Education Support Services Team (Kindy) and Inclusion SA (Childcare).

PLAYGROUP

We are currently (June 2021) unable to offer a Playgroup program due to not being able to attract a Parent Volunteer Coordinator to manage this.

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

(KINDERGARTEN 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** - currently (as at June 2021) this is done by the Child Care or Kindy staff.
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.

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 or insulated 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 and whenever the UV rating is 3 or above
- Nutritional lunch in named plastic or insulated lunchbox
- Piece of fruit/vegetable for morning snack (please pack in a separate container/leave loose in their bag)
- A waterproof/rain 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. Please note that when the UV rating is forecast for 3 or above, at any time of the year, children and adults are required to wear sunsmart (broad brimmed or legionnaires style) hats when engaging in any outside play and learning.

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

The Centre has very strict policies regarding illness and infection control, and does not have the facilities to care for children with a contagious/infectious illness - 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.

BUSHFIRE ACTION PLAN - 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 will be invited to visit the Centre. The Assistant Director or Administrative/Finance 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, prior to commencing fulltime Kindy the following year. This program generally runs as one morning per week in the last four weeks of term 4. You will be notified of confirmed dates/times by the end of term 3.

ARRIVALS AND DEPARTURES

We currently (June 2021) have restricted access to our centre. Any adult who enters the building must sign in using our QR code or via our paper record and wash their hands using soap and water provided. Social distancing of 1.5 mtrs between other adults must be maintained at all times.

Child Care families - we are able to offer the choice of:

- ✚ Dropping off and collecting their child/ren from the front entrance door. Please press the buzzer on the wall, adjacent the front door and a team member will greet/meet you at the door.
- ✚ Entering the building to drop off and /or collect - the above protocols must be followed. Please note that parents/caregivers need to enter via the front door and exit via the side gate next to the carpark in the outdoor learning space.

Most of our child care families are currently choosing the first option as they find separation and settling into the day easier for their child this way. We also need to be aware that, during the current pandemic, we may need to revert to no parent access to the building at any time

Kindy families - Due to the high volume of parent's/caregivers dropping off/collecting within a short time frame and the limits placed by only having one access point to the room, we are currently asking families drop off and collect their children at the front door. A Kindy team member will be at the door to greet your child in the mornings and have your child ready in the foyer at collection time. To ensure that this process runs smoothly and safely for all, ask that parents drop off/collect at the "staggered" times that will be allocated to you prior to your child starting pre-entry and fulltime Kindy. We are able to offer, via a booking system, a small number of parents to "stay and play" for a short time each morning!

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 on the verandah by the front entrance door. Your child will have their name on a pocket. This is where accounts, newsletters, notices, etc will be made available to you. We also have a closed TVCC Facebook page that we encourage you to join. We have also introduced the *School Star App* as a means of communicating important centre information to you - i.e. in the event of an emergency arising, reminders about upcoming events, notification of an impending catastrophic fire day etc. It is not a "manned" app, so if you need to let us know something - i.e. your child will be absent or someone else is collecting them etc. please call us directly on 08 8389 1335.

Please hand any cash payments for fees etc. to a staff member at drop off/collection.

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.

Fortnightly Programs are displayed on our whiteboard by the front entrance.

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 developmental 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.