HANDBOOK

Centre Philosophy
We believe that high quality education and care are interwoven and our staff team are committed to providing education and care of the highest quality that is relevant and accessible for the needs of all families.
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In Relation to Children

We recognise that early childhood is a vital stage of development which influences the futures of individuals and communities.

- We aim to foster each child’s:
  - Positive sense of identity and agency
  - Relationships and connections with others
  - Wellbeing and optimism
  - Curiosity and positive attitudes to learning
  - Communication skills

We believe that these outcomes are best developed through play experiences which stem from each child’s choices and interests.

In Relation to Staff

We recognise the contribution of all staff and value each other’s experience, professional knowledge and skills and personal style and individuality.

As a staff we are committed to:

- Play based learning
- Secure relationships
- High expectations for all
- Reflective practice and professional learning
- Teamwork

In Relation to Families and the Community

We recognise that a strong partnership with families and the community supports the development of a high-quality service which is responsive to local needs. We value:

- A welcoming environment
- Respect for socio-cultural diversity
- Family / community participation
- Family involvement in governance and decision making
- Open communication
- Partnerships with health and community services
2. Services

- Child Care
- Preschool
- Play Group
- After School Care
- Vacation Care

2.1 Child Care

Jamestown Community Children’s centre provides long day care to children from 0 - 5 years old for full- and half-day sessions on a permanent or casual basis. Child care provides opportunities for children to develop secure relationships with educators and other children in a safe, caring, happy and stimulating environment.

Session times:
Child care is available between 8.00 am and 6.00pm, Mondays to Fridays for 50 weeks a year. The centre is closed on Public Holidays and for 2 weeks over the Christmas/New Year period. Sessions may be booked as follows:
- Full day: 8.00am to 6.00pm
- Morning session: 8.00am to 1.00pm
- Afternoon session: 1.00pm to 6.00pm

Priority of access:
Priority of access guidelines apply to filling vacant child care places. The guidelines are as follows:
1. A child at risk of abuse or neglect
2. A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the Family Assistance Act.
3. Any other child

Within each category the following children are to be given priority:
- Children in Aboriginal and Torres Strait Islander families
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

Fees for child care:
Fees are determined annually by the Management Committee. For current fee amounts, please refer to our Fees and Bookings Policy. Most families are eligible for the Child Care Benefit (CCB) which greatly reduces out of pocket expenses for childcare. Families using approved child care services also for the Child Care Rebate (CCR) for 50% of child care costs. For more information about the CCB and CCR, please visit:

Payment of fees:
A bond is payable upon making a childcare booking. Please check the Fees and Bookings Policy for current bond rates. Bond payments are refunded when the booking is no longer required, provided that accounts are paid in full.
Fees may be paid by cash or cheque (payable to Jamestown Community Children’s Centre) directly to the centre or via direct debit using the details below:

BSB: 105016  
Account No. 35824440  
Account Name: Jamestown Community Children’s Centre

The Fees and Bookings Policy includes detailed information about fees payable when children are absent from care and procedures for cancellation of bookings /changes to bookings.

Overdue accounts:  
Parents / caregivers are encouraged to discuss any difficulties they may have in meeting these payments with the Director and to negotiate a payment plan. Unpaid fees may result in the cancellation of childcare places. Please refer to the Fees and Bookings Policy for more information.

Fees for Late Collection of Children:  
The late collection fee is $10.00 for the first 10 mins or part thereof then $1.00 per minute per child. To maintain licensing regulations, it is essential that booked times are observed. Please allow enough time to greet your child, collect bags and speak to staff.

What does my child need to bring to child care?
- Clearly named bag
- Sufficient nappies to last the day, plus extra for emergencies
- A complete change of clothes (all labelled)
- Suitable shoes for outdoor play (not thongs)
- Milk bottles, filled and labelled
- Drink bottle/sipper cup
- Food for the time children are to be in care
- Comforters as required
- Wide brimmed / legionnaire hat during 1st and 4th school terms (labelled)
- Coat/ beanie in winter (labelled)

The Centre provides:
- Bibs
- Face cloths
- Baby wipes
- Cups
- Utensils
- Drinking water
- Sun screen

Name Labels:  
Please label all bags, clothes, shoes and any other property clearly.
Label Options: We have an ongoing fundraising arrangement with two label companies in which the centre benefits from each order.
1. “Stuck On You” labels: Order by free call 1800 654 849 or www.stuckonyou.biz and state that your order supports Jamestown Community Children’s Centre.
2. “You Name It” labels: Order via 1300 360 677 or www.younametitlabels.com (our fundraising code is jpsa0804).

2.2 Preschool (also called Kindergarten or Kindy)

Children are entitled to 15 hours per week or preschool in the year before they start school. Session days and times vary according to enrolment numbers. Please contact the centre for current session
times. A half-day “pre-entry” familiarisation session is offered during the term before children are eligible to start preschool.

The preschool program encourages a rich play based curriculum to support the development of the whole child. Children are actively engaged in hands on experiences and activities that build upon their previous knowledge and interests. The focus is on fostering positive self-esteem and interpersonal skills such as communication, cooperation, sharing and making friends. Satisfying relationships with other adults and peers is essential for children’s social and emotional wellbeing which, in turn, influences all other areas of their development. Families are invited to talk to staff at any time about their child’s development and to share any information that may be important to know about the child or family.

Preschool Fees:
Fees are to be paid via EFT or cash/cheque (made out to Jamestown Preschool) at the Centre. Bank details for EFT payments are as follows:

BSB: 105 016 (Bank SA)
Account No: 034126540
(Use first & last name as a reference)
To confirm payment, email: vanessa.jacka@jamestnr12.sa.edu.au (provide payment date, amount, your name and what the payment is for, e.g. Term 2 fees).

Fees are reviewed annually and set by the Governing Council at the end of each year. Please contact the centre for current rates. If for any reason you find it difficult to make these payments please discuss this with the director.

The operational costs of Preschools are funded by the Department of Education and Child Development. Fees are intended to cover consumables (e.g. art and craft supplies) and a variety of fundraising events are held throughout the year to enable the centre to purchase equipment and resources for the children.

What does my child need to bring to Preschool?
- A wide brimmed or legionnaire hat (named)
- A coat/ beanie for winter terms (named)
- Fruit to be cut up and shared for morning snack
- Nutritious Packed lunch
- T-shirts and hats with JCCC logo can be purchased from the Centre if desired

Please label all bags, clothes, shoes, lunch boxes, drink bottles and any other property clearly.

2.3 Play Group
Playgroup is an informal session where parents, carers, babies and young children up to school age can come together in a relaxed environment to socialise. Our Playgroup is an affiliated member of Playgroups SA. As such, all families attending must become members of Playgroups SA. There are many benefits to being a member, including insurance cover, member discounts, newspapers and newsletters, professional support and events. Sessions are held in the main activity area. Please contact the centre for current session times and fees for Playgroup. Tea and coffee are available but no hot drinks will be allowed in the children’s area unless in a travel mug.

What do I need to bring?
- Water bottle
- A piece of fruit to share
- Hats for adults and children to wear outside
- Ideas for activities
2.4 After School Care & Vacation Care

After school and Vacation care are offered to children aged 5 to 12 years. After school sessions are 3:30 – 6pm Monday – Friday. Care is also offered on school Pupil Free Days. Children travel to the Centre on the school bus. Families need to organise bus transport through Jamestown Community School (86642700). Vacation care is offered throughout the school holidays. Session times for Vacation Care are the same as childcare session times. Both programs offer a range of appropriate activities that encourage children to interact with friends, learn life skills, solve problems, try new experiences and feel happy, safe and relaxed. Activities include games, art/craft, sport, music and movement, cooking, reading, drama, science, doing homework, computer games and local excursions. to provide a holiday environment where children can relax, play, learn and experience new things.

Please refer to the Fees and Bookings Policy for current rates for After School and Vacation Care.

What does my child need to bring to After School / Vacation Care?

AFTER SCHOOL CARE:
- Water bottle
- Afternoon snack
- Wide brimmed hat during 1st & 4th terms
- Coat/beanie in winter

VACATION CARE:
- Water bottle
- Food for the time they are attending
- A piece of fruit to share
- Wide brimmed hat for 1st & 4th terms
- Coat/beanie in winter

2.5 Other Services

Access to a variety of support services is available through the Centre. These include:
- Speech Pathology
- Psychologists
- Occupational Therapy
- Behaviour Management
- Social Worker

The SA Dental Service provides a range of dental services for children at clinics in Port Pirie, Clare and Peterborough. All children from birth up to 18 years of age are eligible for free dental care through the School Dental Service.

Child and Youth Health (CYH) conduct regular developmental screenings at their Centre in Ayr Street Jamestown for children from the age of 4 years and 3 months. You will receive an enrolment form when it’s your child’s turn to attend. CYH also use their centre for consultations with parents and children, toddler programs and parenting programs and provide a parenting room for use during the day if you need a place to feed, toilet or settle young children.

3. Enrolling your child at Jamestown Community Children’s Centre

Enrolment packs are available at the Centre. We encourage all families wishing to enrol children in preschool or childcare to visit the Centre. A staff member will show you our facilities, explain routines and answer questions. You are invited to spend time with your child in the Centre to allow him/her to meet the educators and become familiar with the setting before starting Childcare or Preschool. Please ring to make an appointment.
4. Transitions and Settling In

Home to Centre
Please advise us of your child’s usual routine, comforters, food preferences and other relevant information by filling out the information sheet in your enrolment pack. For your child’s safety it is important to inform us about any allergies, asthma or medical conditions. All medical conditions require a health care plan from your child’s doctor.

Adjusting to a new environment can place an emotional strain on children and parents. Your child may feel uncertain for his/her first few days or weeks at the Centre and may be very tired. You are welcome to stay with your child for as long as you are like and we encourage you to ring the centre during the day to check on your child if you have any concerns. We are always happy to give you a progress report!

Centre to School
Transition to both local schools is supported by informal visits to and from the Junior Primary classes. Children due to start Reception in the following term will receive a letter from their new school detailing the transition program which consists of a series of visits increasing in time at with the last one being a whole day.

5. Arrivals and departures

On arrival please bring your child to a staff member so that we can greet you and your child. Please say “Goodbye” to your child even if this is difficult. It is important that your child knows you are leaving and that you will return. Staff members are happy to assist you if your child is experiencing separation anxiety.

Please:

- Help your child to place their belongings in their locker.
- (For preschool children) Help your child change their book. Preschool children will be given a book bag and may choose a book to take home from our centre library. Each child has a library card. Please write on the card the number (on the inside cover) of the book they are taking and cross off the number of the book they have returned.
- Help your child choose an activity.
- Make sure that all doors and gates are closed securely when entering or leaving.
- Help your child collect their day’s work and their belongings at home time.
- Do not take your child before he/she says farewell to a staff member

- **FOR CHILDCARE** – CHILDREN MUST BE SIGNED IN AND OUT ON THE ATTENDANCE SHEET. Please record the time of arrival and departure. This is a Commonwealth Government requirement.

- **FOR PRESCHOOL** - A staff member will call the roll at the beginning of each session. It is necessary for staffing and emergency situations that all children attending are marked present.

If you are going to be late collecting your child PLEASE TELEPHONE THE CENTRE. A late collection fee applies to childcare children. For correct staffing, it is important that all families adhere to booked times. If children are not collected from preschool when the session is finished and parents / emergency contacts cannot be contacted, they will be booked into childcare and parents will be charged accordingly.

6. Security and Collection of Children

The safety of children in our Centre is of paramount importance to families and staff. Only parents/caregivers and authorised people nominated by the parents/caregivers may collect children, unless you have advised us beforehand that another person is collecting your child. If staff members are concerned about an unfamiliar person collecting a child, identification such as a
driver’s licence will be requested and parents/caregivers may be contacted. CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE. If a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of the order. Please take special care of your child’s safety when driving to and from the Centre, especially in the car park.

PLEASE NOTE: A 10KM/PH SPEED LIMIT APPLIES.

7. Communication

The notice board in the veranda is used for general information and a newsletter is distributed fortnightly. Other information is placed in the children’s individual “pockets”. Please check your child’s pocket at every session. Childcare children also receive daily communication about their child’s routine and activities. Our website www.jamestownpre.sa.edu.au contains newsletters, Centre Information, important dates and links to policies and procedures.

Please make an appointment if you have any queries or concerns about your child or the Centre. You may also like to add items for discussion to the Governing Council Agenda. If so, please advise Centre staff or a Governing Councillor. A list of current Governing Council members is available at the Centre. All parents are welcome to attend meetings although only members have voting rights. Please refer to our Complaints Policy for details of the appropriate procedure for raising a complaint.

8. Nutrition

We believe that good nutrition is vital for the wellbeing of children. We encourage nutritious, safe eating habits for all children attending the Centre. Parents are invited to discuss with the staff what their child has eaten/drunk throughout the day, including information such as likes and dislikes. Uneaten food will be left in lunchboxes to be taken home so that parents / caregivers know what has been eaten for the day.

Please supply:

- A nutritious lunch in a named container that does not require heating, to be placed in the children’s fridge on arrival.
- A piece of fruit to be shared with others for fruit time.
- Clearly named water bottle for water only (no juice or cordial).
- Prepared bottles for babies if required.
- Foods that present a possible choking hazard (such as apple, carrot, celery) need to be finely sliced, grated or cooked.
- Due to risks of choking and / or allergic reaction, please do not send nuts or popcorn in your child’s lunch.

To minimise the risk or choking and to encourage social interaction at meal times, it is a rule that children sit to eat.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat. As a Centre we follow the Start Right Eat Right guidelines for 0-5 year olds as follows:

<table>
<thead>
<tr>
<th>NUTRIENT CRITERIA POCKET GUIDE</th>
<th>FOOD PER 100g</th>
<th>DRINK PER 100ml</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fat</td>
<td>Less than 20g</td>
<td>Less than 10g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>Less than 5g</td>
<td>Less than 2.5g</td>
</tr>
<tr>
<td>Sugar</td>
<td>Less than 15g with fruit less than 25g</td>
<td>Less than 7.5g</td>
</tr>
<tr>
<td>Sodium</td>
<td>Less than 600mg</td>
<td>Less than 300mg</td>
</tr>
</tbody>
</table>

The Centre needs to be notified in writing of special dietary restrictions, requests and/or allergies at the time of enrolment or as relevant.
**Lunchbox Suggestions:** Snacks are an important part of daily food intake for children. They need to be nutritious & tasty. Aim to provide a daily balance of the food groups including cereals, meat, fruits and vegetables and dairy. Lunches are kept refrigerated so fresh food is encouraged. Suggestions include:

- Slice of fruit loaf / bun / raisin bread
- Dried fruit
- Pikelets (add mashed banana to the mixture for a change)
- Fruit / date / pumpkin or plain scones
- Sandwiches, cut into strips or shapes
- Wraps with cheese, salad and meat
- Crackers with cheese, cream cheese or vegemite
- Dry breakfast cereals (e.g. Fruitybix, Mini Wheats or Weetbix spread with butter and vegemite)
- Home made pita chips (pita bread cut into triangles, sprinkle with a little parmesan cheese and baked at 180C for 15 mins until crisp)
- English muffin with cheese or vegemite
- Plain biscuits (e.g. wheatmeal, arrowroot)
- Tub of yoghurt or custard
- Fresh fruit, fruit salad or vegetables

The following foods should **not** be included in lunch boxes:

- chips
- chocolate
- lollies
- packaged fruit snacks (many of these claim to be “fruit” but are as high in sugar as lollies)
- flavoured milk
- cordial
- juice
- nuts / nutella

**9. Curriculum - What will my child do at the centre?**

Our curriculum is based on the Early Years Learning Framework and promotes the development of knowledge, life skills and competencies through play. The 'curriculum' includes all the experiences, routines and interactions children experience at the Centre. Educators regularly plan, implement and evaluate programs to meet the needs of the children and meet regularly to discuss and plan for each individual child and for the group as a whole. Developmental records are regularly updated for each child and we welcome the opportunity to share these with the child's parents/caregivers. All children attending the Centre have a book in which samples of their artwork and photos are collected. Parents/caregivers are invited to view these books at any time.

Routines include times for child-directed play, intentional teaching, eating, sleeping, toileting, and cleaning up. Planned activities include problem solving, creative self-expression, stories, rhymes, songs, group games and physical activity.

**10. Excursions**

Excursions and neighbourhood walks provide variety, fun and interesting opportunities for learning. There are prescribed guidelines for excursions to ensure appropriate supervision for children. You will be asked to sign a general consent upon enrolment for your child to take part in local walks as part of the Centre program. If you do not want your child to participate in these trips you must indicate this on the enrolment form. A consent form is required for planned excursions and parents/caregiver will be notified of transport arrangements, costs and proposed itinerary via a letter in children’s pockets.
11. Children’s behaviour:

We support children to become responsible for their own behaviour and to realise the consequences of their actions. Children are encouraged to use words to convey their needs and feelings and to seek adult help to solve disputes or other problems. Educators provide positive and developmentally appropriate behaviour guidance with clear, consistent and realistic limits.

12. Emergencies and accident procedures

In the event of any emergency/evacuation/invacuation a staff member will sound the emergency whistle continuously. Children and staff are to assemble with the staff member sounding the whistle. Should evacuation be necessary, the assembly area will be either the tennis courts or the Anglican Church.

Emergency procedures are displayed in prominent places throughout the Centre. Emergency drills are practised at least once a term so that children and staff are familiar with the procedure. It is important that telephone numbers of parents and emergency contacts are kept up to date. Parents are asked to ensure that they contact the Centre when their contact details change to assist us in maintaining accurate records. If you are visiting the centre for an extended period please sign the sign in sheet at the entrance as, in an emergency situation, all adults as well as children need to be accounted for.

Our centre has been rated as a “low risk” site for bushfire. We will therefore open on days rated as “catastrophic” for the Mid North fire ban region although school buses will not operate on these days. Families using the bus service will be notified of the catastrophic rating and the cancellation of bus services via a message from Jamestown Community School. Parents are encouraged to monitor the CFS website www.cfs.sa.gov.au and local ABC radio 639 on total fire ban / catastrophic days.

If your child has a minor accident at preschool or childcare, a staff member will provide first aid. All staff members have first aid certificates. We will contact you if the accident / injury is causing the child serious distress or if we are concerned that s/he may need medical attention. All injuries are recorded on a form which we require you to sign when you collect your child.

13. Illness and Medication

If children are unwell they should not attend Preschool or Child Care. We do not have the facilities or staffing to care for sick children and it is unfair for the other children and adults to be exposed unnecessarily to infections.

If a child is sick and unable to attend, parents/caregivers are asked to telephone the Centre and inform them about their child’s illness. If your child becomes unwell while at preschool/child care, we will call you or an emergency contact. Please arrange to have your child collected as soon as possible if you are notified that they are sick. Please ensure your emergency contact details listed on your enrolment form are up to date. A table showing exclusion periods for infectious diseases is included in the enrolment pack.

We realise from time to time that it will be necessary to give your child medication. As a general rule we do not administer analgesics such as Panadol and Nurofen as children requiring these medications should be cared for at home. We also ask that parents/caregivers do not give children Panadol or Nurofen before sending them to preschool/childcare as this may mask symptoms of an illness which should prevent the child from coming to the Centre. All medication to be administered (including “over the counter” medication) requires either a current prescription label for your child or a letter from the child’s doctor authorising the medication and prescribing the dosage. Medicine must be brought in the original package and
be within its expiry date. All medication must be stored in the fridge or medicine box in the kitchen. Medications must not be left in children’s bags.

Details of all medications to be administered must be entered on a medication form and signed by the parent/guardian/caregiver. This procedure MUST be repeated on each and every day that medication is to be administered. Medication will only be administered by a qualified staff member and will be checked by a second staff member prior to administration.

Parents/caregivers are encouraged to keep their child’s immunisation up to date. A record of the child’s current immunisation status will be kept at the Centre. No Government rebate for childcare is provided for children who are not immunised. Children who are not immunised will be excluded from the Centre during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines, even if a child is well.

If any child in the Centre contracts an infectious disease, details are displayed on the notice board. The Centre uses the recommended guidelines “Staying Healthy In Childcare”.

14. Sun Smart

As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat and sun screen during 1st and 4th terms or on days where the UV level is expected to be 3+. We also ask that your child wear clothing that protects their shoulders. Staff will model good practice by wearing hats, sunscreen and covered shoulders. We supply sunscreen, but you may provide your own if preferred. Please give it to staff in its original packaging labelled with your child’s name. Preschool children are encouraged to apply their own. We encourage play in shady areas, especially between the hours of 11.00am and 3.00pm. Children who forget their hats or have bare shoulders will play inside or use a spare hat.

15. Responding to Abuse and Neglect

Our Centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or other staff member about any concerns you may have, as the needs and care of young children are paramount. All staff are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.

17. Centre Management

We have an enthusiastic Governing Council committed to supporting the Centre to meet the needs of the community. The Governing Council is a decision making and advisory body which meets twice a term to discuss and rule on matters affecting the Centre. All parents are encouraged to nominate for Council at the AGM held at the beginning of each year. The Director or any member of the current committee will be happy to give you more information. All parents/caregivers are welcome to come to meetings, read the minutes and add items to the agenda, even if they are not members of Governing Council. However, only current members have voting rights.

18. Centre Policies

The Centre policies are reviewed on a regular basis and are available for parents and visitors to read. Please familiarise yourself with them and discuss any concerns with staff.