



Little Scholars

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- A 75 placement Long Day Care Centre that facilitates a practical and exciting pre-school.
- Caters for all children aged from 0 to 6 years of age.
- A childcare rebate benefit available (CCB)
- A family orientated program and routine enhanced by a warm, caring and stimulating environment.
- A warm and friendly staffing team made up of qualified and experienced carers.

WELCOME TO LITTLE SCHOLARS

As the Director of Little Scholars Long Day Care Centre, I would like to welcome you to our special newly built centre. For many children, it would be their first time away from family and friends. It is important that all children feel comfortable, safe and secure, in their new environment right from the start. By working together we will provide an environment that promotes quality care and education to each individual child.

OUR PHILOSOPHY

At Little Scholars we work together with parents, to provide quality childcare to all children as individuals. We value the uniqueness of each child and plan activities and provide evaluations that are based on the needs, interests and strengths of each child. We are committed to providing a caring and stimulating environment free of any bias. The staff at Little Scholars understand that open communication with parents is essential in helping them meet each child's individual needs.

FACILITIES

Little Scholars is a newly built air-conditioned Centre. Hot water is provided for children's hand washing and is temperature controlled to prevent scalding. Every electrical outlet is protected by a safety-breaker. Paper towels are provided rather than cloth to minimise the possibility of the transfer of infections. Computers are provided with educational programs in the pre-school rooms. The outdoor space is secured with child-proof gates; soft fall surfaces protect climbing areas, gardens are safe and cleanliness of the premises and all equipment is given highest priority.

HOURS OF OPERATION

- The Centre is a registered Long Day Care open Monday to Friday from **7.00am – 6.00pm** for 50 weeks per year.
- There are no fixed holiday periods, other than 2-3 weeks over the Christmas and New Year period. We are closed during public holidays.
- Fees are still payable on absences and public holidays and there are no make up days.

AGE GROUPING

Little Scholars Long Day Care Centre caters for children from 0 weeks to 6 years of age. Our classrooms are divided into the following groups:

Koala's	Joey's	Kangaroo's	Emu's
0 - 2 years	2 - 3 years	3 - 4 years	4 - 6 years

STAFFING

- Our staff is made up of both Diploma Trained and untrained members who are highly skilled and experienced.
- In each room we have a Diploma Trained room leader as well as a trained or untrained assistant.
- Child/staff ratios are adhered to at all times. Staff will be encouraged and supported to extend their training and knowledge through regular in-service training.
- All staff are First Aid trained and have been awarded certificates for this training.

FEES AND BOND

- On enrolment we require a **\$100 Administration Fee per child to be paid with each enrolment form.** This is a one-off non-refundable. If the child is being placed on a waiting list, an instalment of **\$200 must be paid, \$100 will be placed towards the administration fee, and the other \$100 will be deducted from the bond.**
- Once the child has been confirmed a place at the Centre **a Deposit Bond of \$700 per family needs to be paid** on acceptance of the position for your child and secures their place. This \$700 bond needs to be paid approximately 1 week before the commencement date and will be refunded in full if the child is withdrawn for any reason before the end of the first 4 weeks attendance. After the initial 4 school weeks of attendance, then 4 school weeks notice of withdrawal is required before the Deposit Bond (less any outstanding costs) will be refunded. The bond will be refunded within 2 weeks of the child's last day. The bond is to cover unpaid fees, or other expenses incurred, when a child leaves.

- Fee structure:

Koala's	Joey's	Kangaroo's	Emu's
<i>0 - 2 years</i>	<i>2 - 3 years</i>	<i>3 - 4 years</i>	<i>4 - 6 years</i>
\$75	\$70	\$65	\$65

- All children must be booked in for **a minimum of two (2) days per week**.
- Fees are payable by direct debit from your nominated bank account, on a fortnightly basis.
- Fees are to be kept up to date
(NOTE: A charge of \$25.00 if insufficient fund in account)
- Direct debit request forms are to be completed upon enrolment to ensure that your billing can be taken care of in an efficient way.
- If fees are not paid, your child's enrolment maybe terminated.
- A fee reminder will be issued one week in advance and placed in parents communication pockets to notify family of amount due.

WITHDRAWAL NOTICE

After the first 4 weeks of a child's commencement at the Centre, 4 school weeks notice **in writing** needs to be given (excluding holidays) to withdraw your child from the Centre. During this time fees need to be paid as per usual (and then the deposit bond will be refunded).

CHILD CARE BENEFIT

As the Centre is a registered Long day Care Centre the Child Care Benefit is available for all families - the amount of assistance depends on family income.

We will advise you of our CRN number as soon as we receive it.

SETTLING IN/ORIENTATION FOR YOU AND YOUR CHILD

This is as individual as your child and staff are aware that it can be a very anxious and stressful time for both parents and child. Prior to commencement, parents are welcome to visit the Centre with their child as many times as they wish to help their child become familiar with the environment, staff and routine. Arrangements for these visits can be made with the Director/Authorised Supervisor.

ATTENDANCE AND ABSENCES

- Your child can only attend the Centre on the days for which they are booked in.
- If your child is absent, you must notify the Centre before 8.00am on that day. Fees are still payable for your child's absences.
- If your child has been absent with a contagious illness you will need to provide a doctor's certificate with clearance.
- If your child is absent for more than two days you are also required to provide a doctor's certificate. Failure to provide doctor's certificate upon return to the Centre will result in your child not being permitted to return until a certificate is provided.
- You are also still required to sign the attendance register for your child's absent days. This is indicated through the word 'absent' and your signature.
- If your child has more than 42 unexplained absences within a financial year you will no longer be eligible for the childcare rebate and you will have to pay full fees. By providing a doctor's certificate when your child is absent, it registers as an explained absence and does not count towards unexplained absences.

LATE PICK UP FEE

Our school hours are from 7.00am to 6.00pm sharp. As the Department of Community Services require two staff members to stay back with the child past 6.00pm (our closing time), a late pick up fee of \$5.00 for the first 5 minutes, and \$5.00 every minute thereafter will be charged to the parents account for late pick-ups.

HOLIDAYS

- Fees are not payable for the Centre's closure over the Christmas break. However, fees are payable for public holidays.
- You need to notify the Centre Director if your child will be absent due to personal reason. Full fees are still payable in these circumstances.

ARRIVAL AND DEPARTURE (SIGN IN AND OUT)

Upon arrival at the Centre please complete the following:

- Sign your child's attendance register. If sign in and sign out registers are not signed this will affect your Centerlink payment.
- Unpack your child's bag and **place drink bottles in container** and your child's bag in their locker.

- We recommend you assist your child in washing their hands & then settling them into an activity.
- Always be sure that a staff member is aware of your child's arrival to the Centre and be sure to pass on any valuable information about your child to their teacher.

e.g.

- Did they have a restless night?
- Moving house
- New baby in the family
- Person visiting the family etc

Upon departure from the Centre please complete the following:

- Sign your child's attendance register.
- Collect your child's belongings; drink bottle, bed sheets, school bag, on a daily basis to minimise the spread of infectious disease.
- Inform staff of your child's departure and feel free to discuss your child's day with their teacher.

Parents and children need time to adjust. Allow time so your child can show you things and places that interest them on arrival and departure.

POLICIES

A full statement of policies is available in the office. Please feel free to make arrangements to read them if you so wish.

SAYING GOODBYE

It is always difficult to leave your little one for the first time. Our staff understand it is as hard for the parents as it is for the children, so please call to check on your child as often as you like.

Suggestions on how to leave your child that will help them:

- Say goodbye, don't prolong the farewell.
- Say "I'm going now, and I'll be back after afternoon tea time"
- Give them a kiss and a hug and then leave.

Always farewell the staff so that they know you're leaving. This is a signal for them to give a little extra support to your child should they need it at that time.

YOUR CHILD'S INFORMATION POCKET

Please check your child's information pocket for;

- Newsletters
- Accounts/ receipts
- Updated notices.

Please read all notices and signs on the parent notice board.

Please read the information displayed in your child's room and feel free to look at your child's portfolios.

AUTHORITY TO COLLECT CHILD

On your child's enrolment you will be asked to nominate TWO authorised people. These nominated people will have the authority to collect your child in the event that either parent is unable to do so. Staff are not permitted to allow any other person, other than those nominated on the enrolment form, to collect your child from the Centre.

In the event of an emergency, when you require someone else to collect your child that is not nominated on your child's enrolment form, you must give verbal permission to the Centre Director/Authorised Supervisor over the phone or in a letter on arrival in the morning.

Staff will be required to check the person's identification before allowing the child to depart the Centre.

ACCIDENTS

The Centre operates in a manner which minimises accidents and injuries to children, parents and staff. However, in the event of your child suffering an accident at the Centre, staff are trained to administer First Aid. Parents will be contacted if injury is serious and further medical attention needs to be accessed. Any accident that may occur at the Centre will be recorded on an accident report form and a copy provided to parents. Staff will communicate to parents on collection of their child, about any minor injury that occurs such as grazes or bumps.

MEDICATION

Staff are permitted to administer **prescribed** medication to a child upon consent from the parent. If your child requires medication whilst at the centre you must fill out a medication consent form for it to be administered. The medication must remain in the original packaging and dosage must correspond to what has been prescribed. When staff administer medication there is always two staff present to check dosage and administration.

NO UNPRESCRIBED MEDICATION, with exception to Panadol, can be administered by staff at the Centre. Medication must always be handed to staff to store safely, **NOT** left in your child's bag.

FOOD AND NUTRITION

We provide a nutritional balanced meal each day which includes milk, cheese, bread, fruit and vegetables. We provide morning and afternoon tea and lunch during the day. We will provide your child with a birthday treat on their special day. A hot meal is served at lunch which includes a dessert. We are a **NUT-FREE ENVIRONMENT**.

SUN SMART

When planning outdoor playtime, the routine abides by sun safety regulations. Please apply sunscreen to your child before they come to the Centre. Staff will also reapply sunscreen before children go outdoors to play.

If your child has sensitive skin then you will need to supply your own sunscreen with child's name labelled on it.

- Please ensure that your child wears clothing with sleeves that cover their shoulders (singlet tops and backless dresses are inadequate).
- Please ensure you provide a hat for your child each day they attend the centre.

Our Centre policy outlines that children without a hat will only be allowed to play in the under cover area.

IMMUNISATION

We are required by legislation to obtain a copy of your child's immunisation records. Please keep us up to date with these records. If your child is not fully immunised for any contagious outbreak that your child is not protected from, you are required by the Department of Health to absent your child for the period of risk. E.g. Measles, chicken pox.

EXCLUSION FOR INFECTIOUS DISEASES

Do not send your child if he/she has:

- Measles
- Mumps
- Chicken pox
- German measles
- Impetigo (school sores)
- Vomiting
- Tonsillitis
- Whooping cough
- Worms
- High temperature
- Conjunctivitis
- Diarrhoea
- Croup
- Excess runny nose and unable to manage this

Please provide a doctor's certificate clearance

DEVELOPMENT PROGRAM

We aim to provide a total learning environment in which the child is free to observe, to question, to experiment and to explore. We believe it is important for a child to be free from the fear of being censured because they are wet, dirty, noisy or messy. We encourage the child to learn independence by knowing where to find things and by being able to get things for themselves. They should learn to respect themselves and others.

By trying things out, your child can come to their own conclusions and even if the conclusion is wrong, the process by which they have come to that answer will have value for their future education. Children who learn to solve their own problems whether they are social, emotional, physical or cognitive, are well on the way to becoming well adjusted, functioning human beings. This is the goal of good education.

To answer your queries as to what your child will be learning at Little Scholars, it is helpful to discuss some of the activities your child will be engaging in with your child's group teachers.

What skills do these develop?

Blocks

By manipulating blocks, stacking, balancing, arranging and lifting, your child will develop skills of control over their hand and eye coordination. Handling blocks also enables the child to become familiar with size, weight and shape.

Puzzles

Small muscles in the hand are used in the handling and positioning of puzzle pieces in the correct places. Learning to read involves the recognition of the shape and pattern of words and letters. This is vital in the pre-writing stage.

Books

The provision of a wide variety of beautiful books during group times or a quiet place to enjoy them can be the beginning of a love of literature. Through books a child gains an understanding of the function and purpose of the written language and the world around them.

Art work and collage

A child's creativity is obvious in all activities of the Centre e.g. Blocks corner, sand-pit etc.

However the creative process is perhaps the most obvious in the art and collage area. This enables children to develop imagination, hand-eye coordination skills and hand grips for pre-writing.

Dramatic play

Rooms have an area set aside for make believe play. Dramatic play and social interactions begin here. Dramatic play also grows out of these experiences and children role play in other areas of development. Children use dramatic play to imitate family and friends and things of interest. E.g. mummy and daddy, fireman, doctor etc. This enables a child to become familiar with the world around them.

Group time

Group time is an important part of the program. It involves whole and small group time for story telling and language development. The child learns to respond to the needs of others whilst in a group situation.

Outdoor play

Outdoor space is important to the development of gross motor skills such as climbing, running, jumping, and throwing. No child can develop the fine motor skills required for writing before the full development of the large muscles of arms and legs.

Sand-pit

The sand pit is an important piece of outdoor equipment in the Centre.

It is a place where the child can be thoroughly adsorbed in interaction with two important elements: sand and water. The child can enjoy the sensory experiences of dry, wet etc.

They can observe the flow of water, create rivers and learn how to move water from one place to another. In this way the child can solve lots of small practical problems that are relevant to their own daily life. Outdoor activities are ideal for children to develop skills such as throwing, rolling, kicking and hopping.

PARENT PATICIPATION

Feel free to look into our busy, happy and creative classroom and see your child at play. We want you to value the validity of play and the importance of what your child is learning. By working together, parents and teachers can help each child develop his/her full potential. Parents are welcome to take part in the Centre's program and activities by sharing skills e.g. cooking, music and sharing home language songs.

Parental involvement is also encouraged through participation on the Parent's Committee. The role of the committee is to support the Director, promote the education, welfare and care of the children and get involved in the operation of the Centre. Meetings will be held one evening a month on a regular day.

HYGIENE

Hand washing procedures will be implemented. Children will be encouraged to wash and dry their hands before and after meals, after using the toilet and after messy activities. Please continue this practice at home.

EVACUATION PROCEDURES

An emergency evacuation plan is displayed in each room. Once a month, the Centre will hold a fire drill. The aim of these drills is to ensure that in the event of real emergency, the children can be evacuated easily. If you are present at the Centre during the fire drill, you are legally required to partake in this procedure.

DEALING WITH CONCERNS

If you have any concerns regarding the care of your child, please approach your room leader and discuss this with her/him. If you feel that your concerns have not been met or you are uncomfortable discussing it with your room leader, please do not hesitate to talk to the Director/Authorised Supervisor.

NEWSLETTERS

The Centre has regular newsletters that will keep you informed of all the news and events at the Centre as they develop. We will also provide information about favourite songs, books etc.

CHANGES TO INFORMATION

Please notify us of any changes to information regarding your children. E.g. change of address, persons authorised to collect your child, phone numbers, employment details etc.