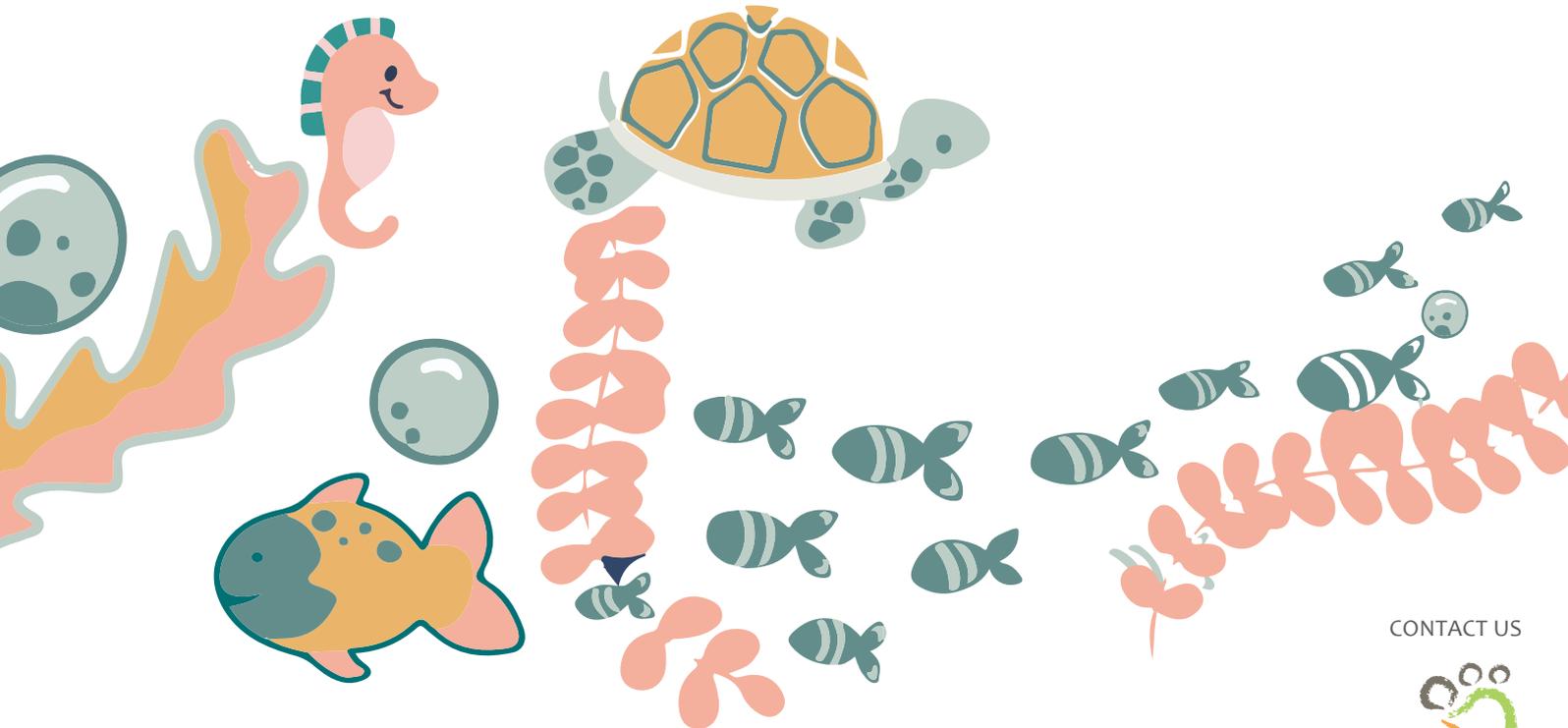


PARENT HANDBOOK

BELROSE KINDERGARTEN



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WELCOME

We are a family oriented child care centre, providing quality early learning in a safe and caring environment for children aged 0 to 5 years. Open from 7.30am - 6.00pm weekdays, the centre is licensed for 24 children each day.

We believe childhood is a time of both care and education, as well as a time when the world seems full of **magic and wonder**. We are committed to providing **warm and nurturing** environments in which children are encouraged to explore and create favourite memories that last beyond the early years.

Our Philosophy

Environment- we believe

— Childhood is a time of wonder and magic, when children find themselves in environments that are beautiful, soothing, full of imagination and discovery, they feel intrigued, respected, and eager to spend their days living and learning in this place.

— Each child is capable and competent to develop to their full potential in an environment that promotes high expectations for every child.

Wellbeing - we believe

— Early childhood development and life experiences contribute strongly to children's wellbeing during early years and later in life, a strong sense of wellbeing is fundamentally connected to children's learning and development.

— Children should be given the time and space to just be, they deserve to have a rich and joyful childhood, and immerse themselves in the present, so children feel safe, happy and appreciated for who they are and valued as a member of our centre community.

— Children shouldn't be isolated based on their ages, by adopting the model of mixed-age grouping, we give children opportunities to be part of a diverse group in which they can build confidence and learn from others who are older or younger than themselves.

— Each child as an individual with their own needs, interests, strengths, personalities, cultural and family background, including those with additional needs, we embrace the diversity of Australian society by promoting respect and tolerance for difference.

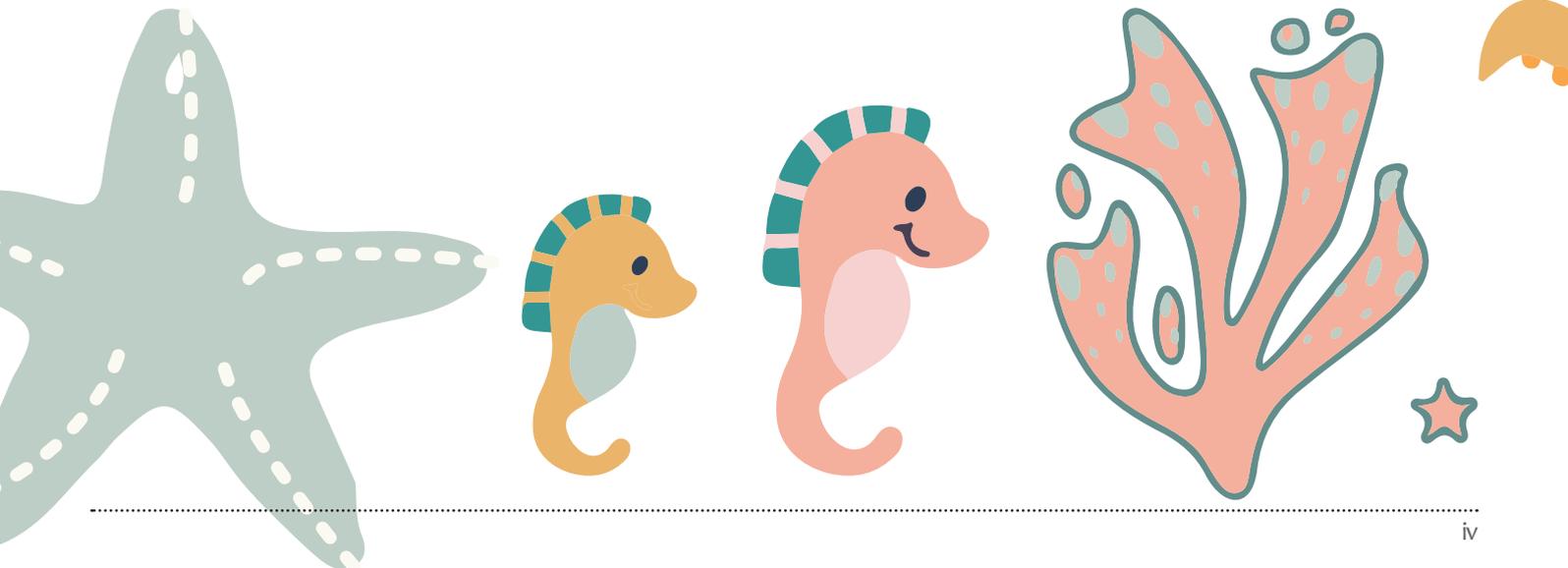
Curriculum, Teaching & Learning - we believe

— To provide the best education and care possible, we first aim to build positive relationships between parents, educators and children. We recognise that parents are children's first and most influential teachers, we encourage their input whilst also providing feedback and support if needed.

— Children are naturally motivated to play, we value play as an opportunity to build on and stimulate a child's natural sense of enquiry and discovery through hands-on exploration of the world around them, purposeful play based learning supports children to learn new skills, develop creativity and imagination, and foster positive learning attitude.

— Learning outcomes are focused on social emotional learning as well as to persevere, invent, collaborate and problem solve.

— Children can learn to respect the environment and develop an understanding of sustainable practices.



Our Educational Program

Our educational program includes the following elements

Preparation for school

Preparation for school commences from the time children enrol at the service. A pre-school program is designed and implemented by qualified educators in a semi-structured learning environment for 3-5 year olds that attend the service.

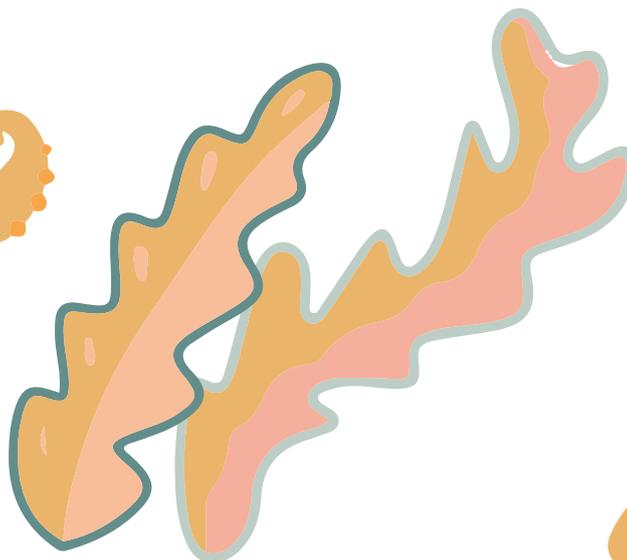
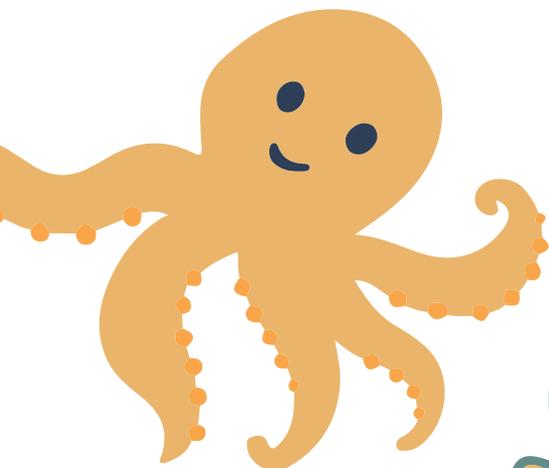
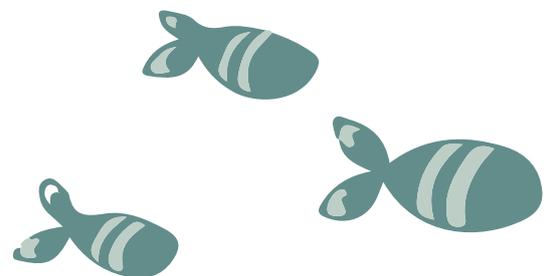
Educators build on the range of experiences with language, literacy and numeracy that children have within their families and communities. Planned and spontaneous experiences contribute to building confidence, problem solving skills and critical thinking to successfully communicate their ideas. This also includes providing our children with social emotional competency in preparation for school.

Group experiences

Planned and spontaneous, small and large group experiences are conducted by educators on a daily basis to support the children's critical thinking, extend upon identified interests, facilitate emerging language and literacy development and offer music and movement experiences.

Routines

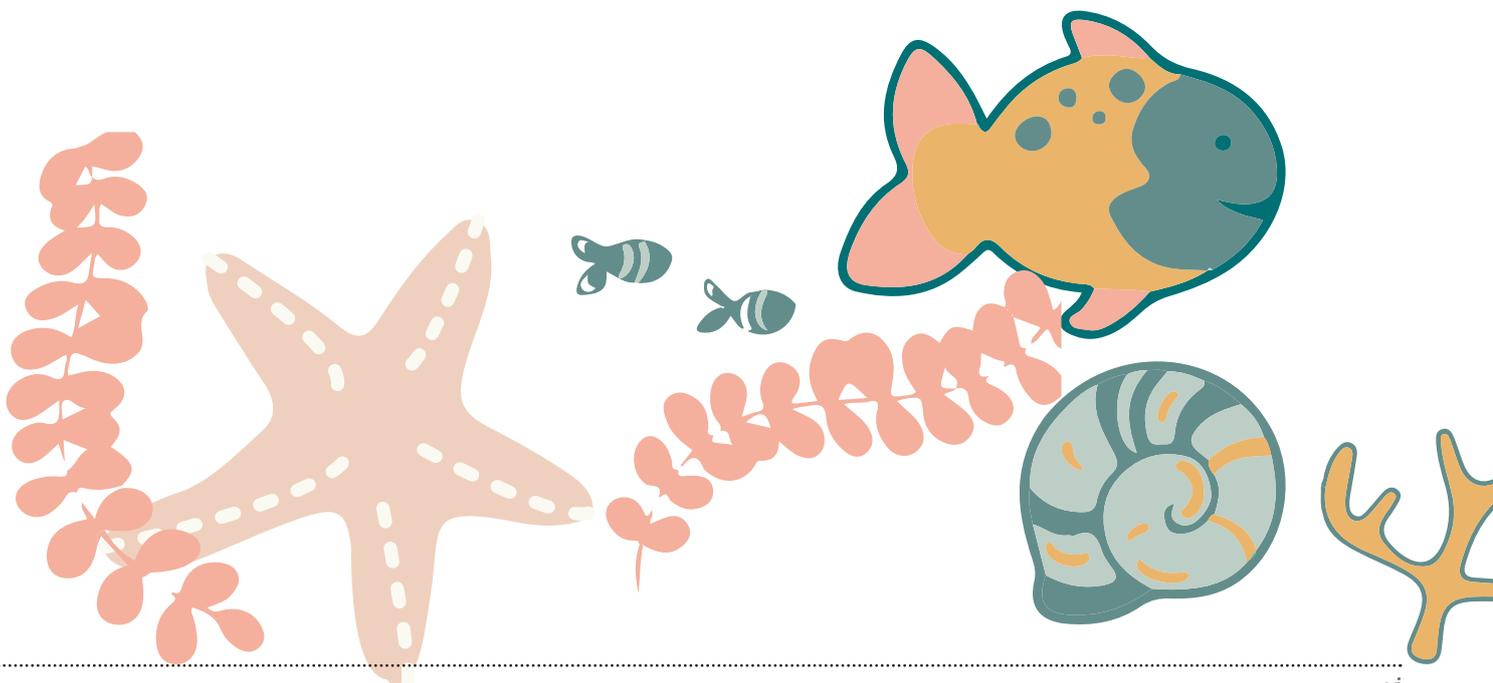
We provide flexible routines that allow children the time and opportunity to explore and develop life skills. Routine times are not seen as separate to the program, but an important opportunity for education and development. Individual routines are discussed with families both on enrolment and on an ongoing basis as the need arises. There are opportunities throughout the day for mixed-age grouping within our services where siblings and other children of different ages are given the opportunity to interact, engage and co-construct with each other through play.



Our Preparation For School Program

What is ‘School Readiness’

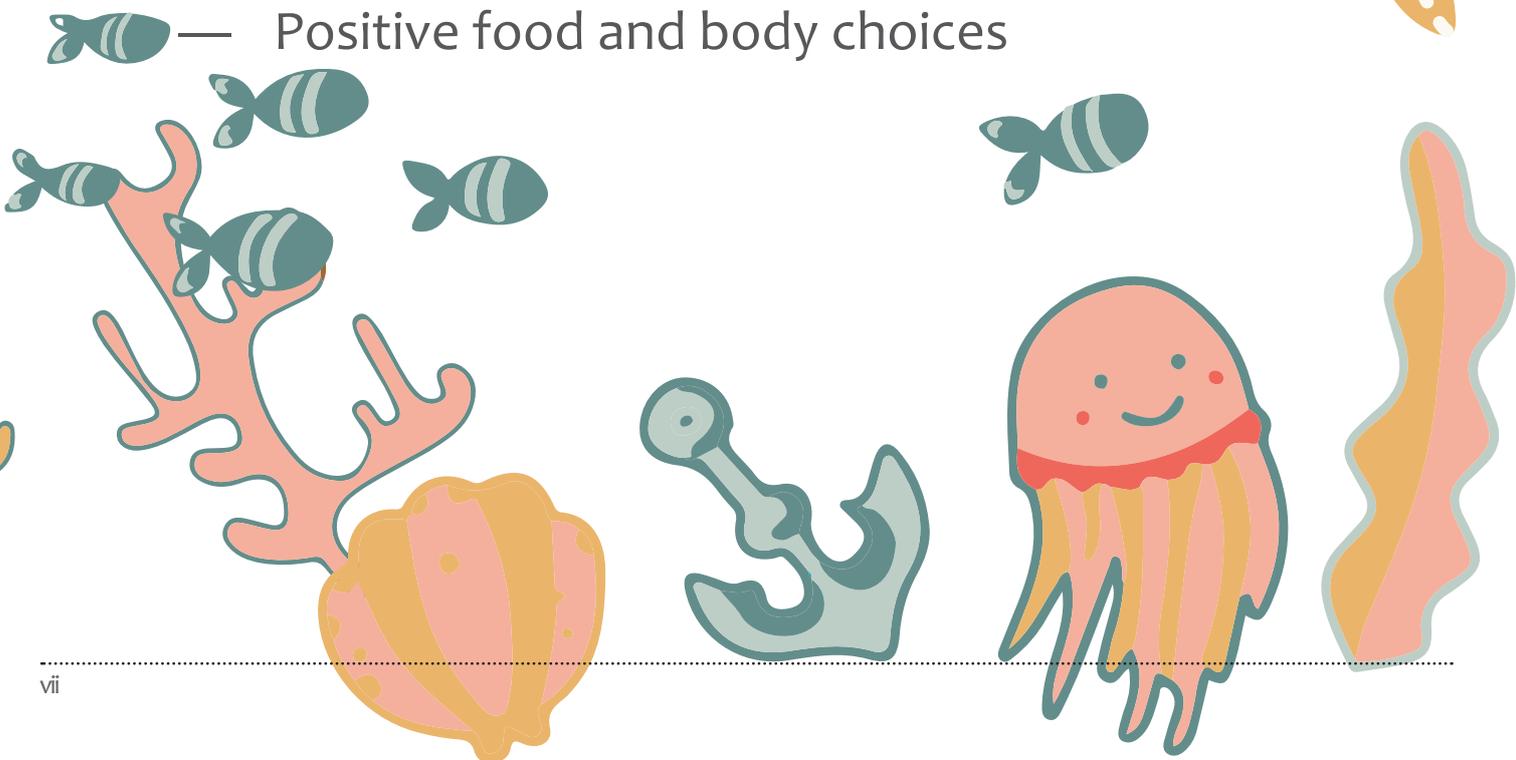
It’s making sure our children are equipped with the skills, understanding, resilience and social and emotional values to be able to flourish in a school-based environment. Social and Emotional readiness is one of the most important things we’re aware of when thinking about ‘school readiness’. School often presents children with new exciting challenges, and a big part of our program is equipping our children with the tools, the independence, the confidence and the drive to overcome them. The best we can hope to instil in our children is a love and a thirst for learning, which is why we are so passionate about our interest driven, play based learning philosophy.



What does the program look like and what are some important skills my child will learn?

Through exciting and child-centred learning experiences, our university trained teachers engage in play based learning with the children, and facilitate development through strategic questioning, conversation and engagement. The learning experiences focus on goals that are school readiness orientated. A few of the skills you child will learn are...

- Shapes and colour recognition
- Alphabet and number awareness
- Pre-writing development
- Self-satisfaction when successful
- Concentration
- Name writing and recognition
- Determination and resilience
- Taking and accepting responsibility
- Positive food and body choices



Fee Information

We are open **from 7:30am-6:00pm, Monday to Friday**, 52 weeks per year (closed public holidays). Once a child is enrolled at our centre, fees are payable for all booked days of care including absence for illness, public holidays, vacations etc.

How to pay

Statements are processed in arrears for the care used every fortnight on a Saturday. They are emailed to our parents or can be viewed on Xplor Home App. Please pay your invoice on receiving it through one of the following payment methods:

1. Direct Debit

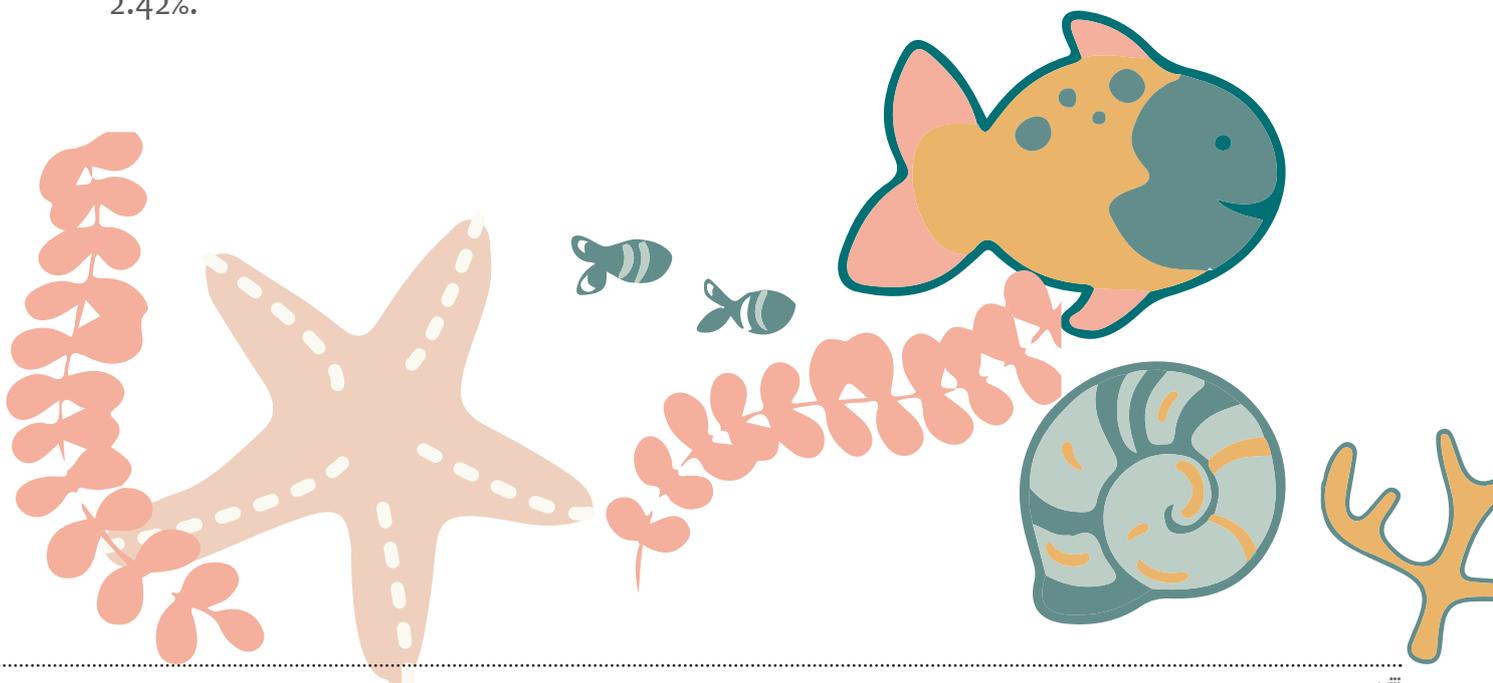
Families can choose to have these come out of a preferred bank account or credit card. Transaction fees may apply and, if applicable, will be charged at the following rates: bank account 0.88%; Visa and MasterCard- Standard 1.54%, Premium & Commercial 1.75%, International 3%; American Express 2.42%.

2. Internet Banking

You may transfer your fees directly from your account to centre's account via internet banking. It is possible to set it up so your fees are transferred automatically each fortnight. You will need centre's account details and please put your children's name or your family name in the 'description of transfer' field.

Notice of withdrawal

It is the policy of our centre that four weeks (28days) written notice be given before you withdraw your child from our centre. Any fees owing during this period will be charged to your account. Under family assistance law, it is requirement that a child must attend on the last day of attendance; if attendance does not occur, the government benefits is not payable, therefore, fees will be charged at full fees up until the last day of attendance.



Enrolment Information

It is a legal requirement that families ensure they sign in and out of the centre each day they attend. These records are used in case of emergencies and for the calculation of government subsidy.

Health

To minimise the spread of infection at our centre, as per the NSW Health guidelines children with certain infections are excluded from attending. If your child displays symptoms of a possible infectious disease at the centre we will contact you to collect your child as soon as possible.

Immunisation

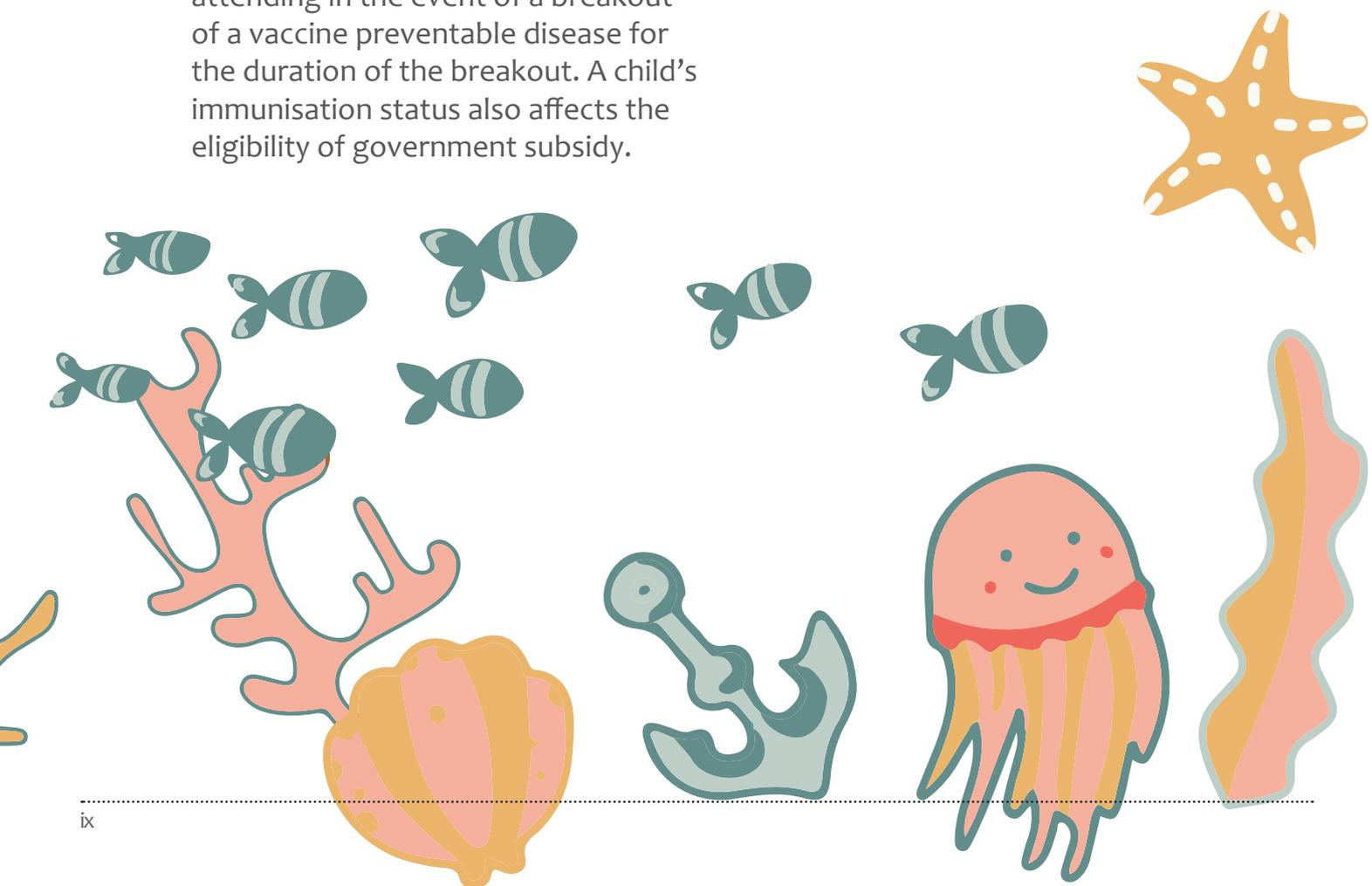
Immunisation is not compulsory, however, any child who is not fully immunised may be excluded from attending in the event of a breakout of a vaccine preventable disease for the duration of the breakout. A child's immunisation status also affects the eligibility of government subsidy.

Medication

If your child requires medication whilst at the centre, a medication form must be filled out by a parent/carer. The medication must be accompanied by a prescription label or a doctor's letter which states who the medication is for, frequency and the dosage to be given.

Medication Condition

If your child has a medical condition we must receive a medical management plan for a registered practitioner, and your child's medication must be on site at all times your child is in attendance. It is a requirement that these plans be reviewed by your doctor at least annually.



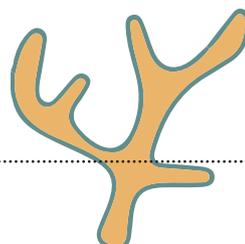
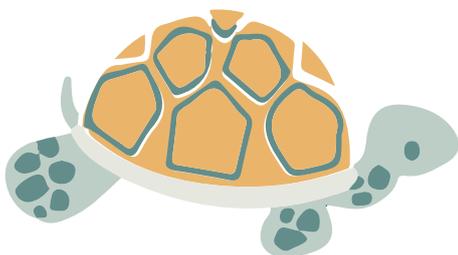
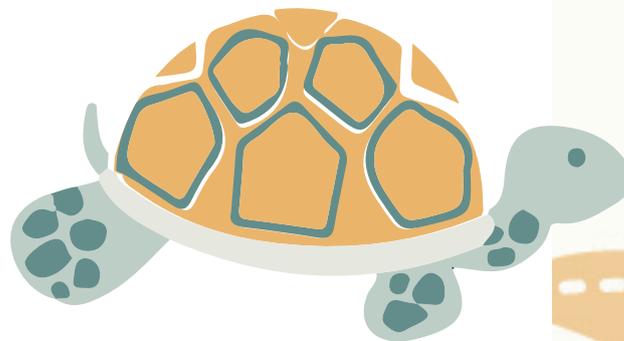
What to Bring

0-2years:

- A hat
- Comfort items eg; dummies, bottles
- Water bottle
- Two labelled set of weather appropriate clothing
- Food
- Nappies

2-5 years:

- A hat
- Any comfort items
- Water bottle
- Two labelled set of weather appropriate clothing
- Food
- Nappies if needed



THANK YOU!

We look forward to you and your family becoming part of our community at Belrose Kindergarten. We are excited to become an important extension to your family and become part of your child's journey.

If you would like more information on our centre including the policies and procedures please contact our staff or centre director.