

KEITHCOT FARM



Children's
Centre
for Early Childhood
Development and Parenting



Government
of South Australia

We are very much looking forward to participating in the care and education of your child.

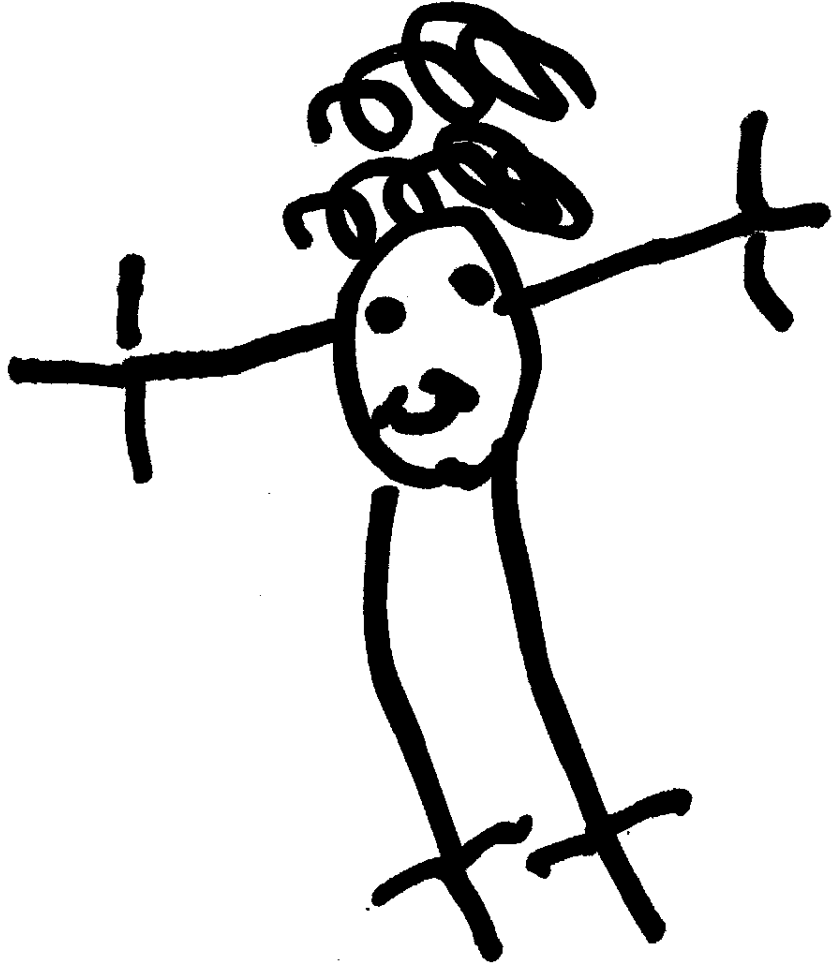
If you have any other queries or require further information please do not hesitate to approach one of the Keithcot Farm Children's Centre staff.

5 Keithcot Farm Drive, Wynn Vale SA 5127
Telephone 08 8251 2700
Facsimile 08 8289 2676
Email dl.4631.admin@schools.sa.edu.au

Information Booklet



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Website: www.keithcotfarmcc.sa.edu.au



Allied Health

Speech Pathology and Occupational Therapy are two disciplines that have been identified as having key roles in providing early intervention services to promote optimal child development outcomes and complement the programs we currently provide at Keithcot Farm Children’s Centre.

Dental Clinic

GP+ Super clinic Modbury SA Dental Service Ph. 7425 8700

Immunisation Clinic

City of Tea Tree Gully Civic Centre, Ph. 8397 7444

Student and Disability Support Services

Specialised assessment and support is available free of charge for children from the Department for Education, GowrieSA, Novita, Disabilities SA, and Northern Community Health, (Speech Pathologist, Disability Coordinator, Psychologist and Social Worker) If you have any concerns about your child’s development, please do not hesitate to discuss this with the educators and together a decision may be made to refer your child for further assessment and advice.

Transition to School

Throughout your child’s time at the Children’s Centre, visits to Keithcot Farm Primary School are a valued part of the curriculum.

At other times during the week, the four and five year old children may visit the Resource Centre, playground or classrooms and the school assemblies.

Children transitioning to Keithcot Farm Primary School have several visits to the school prior to their formal commencement. This is organised during session times towards the end of their eligible year of the Preschool program. An Educator visits with the children, to ensure they are comfortable and secure. The school will contact you about these arrangements, as you will be required in some instances to collect your child from the school.

For children attending other schools, the school of your choice will make contact with you as appropriate in relation to their transition process.



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Welcome to Keithcot Farm Children's Centre.

A very warm welcome is extended to you and your children. We trust that your time at Keithcot Farm will be enjoyable and you will value the high quality range of services available at our Children's Centre.

Our Vision

At Keithcot Farm Children's Centre, we provide a high quality program for children from birth to school age. The staff team, in partnership with families, children and the community work together to provide a stimulating and challenging integrated play based environment which meets the learning needs of each child. Children will have opportunities to access learning experiences within diverse age groups, and will participate in small structured groups with children of a similar age and ability through the day. As an integrated site we develop sustainable community services to support and provide the best opportunities for every family and child.

At Keithcot Farm Children's Centre we value:

- learning through play
- active participation
- critical reflection
- collaboration
- shared decision making
- empowerment
- equity
- teamwork
- excellence
- trust, honesty & respect
- parent participation
- flexibility & spontaneity
- creativity & innovation
- individuality

Staff Team

Director Education & Care

Assistant Director / Educator

Educators

Anne Whittleston

Jenny Reid

Janet Hazel

Courtney Robb

Roshni Amroliwala

Lisa Mildrum

Coby Romano

Jodie Murray

Andrea Randell

Cathy Mazzarolo

Adrienne Hicks

Hayley Malloy

Amanda Smith

Stacey McGarrigan

Iona Angely

Stephanie Hamdorf

Julia Tilley

Kim Malnai

Yogini Patel

Nobuko Nakajima

Magdaline Saredakis

Jo Oliver

Community Development Coordinator

Speech Pathologist

Occupational Therapist

Administration Officer

Finance Officer

Cook

Assistant Cook

Groundsperson

Tracey Alexander

Tamara Hall

Sarah Harry

Cathy Mazzarolo

Kylie Webster

Jo Oliver

Nobuko Nakajima

Simon Costello

Health

If your child is showing signs of being unwell before coming to the Children's Centre, it is important to keep him/her home for the day.

Children who have diarrhoea or are vomiting must be kept home for at least 24 hours after the last episode.

Please notify staff immediately should your child contract an infectious disease.

Please ring and consult with an Educator about the appropriate exclusion period.

Should any child become unwell at the Children's Centre, parents or people nominated by parents will be contacted. **Parents/ caregivers must collect unwell children within one hour of phone contact to ensure that other children and Educators are not at risk.**

Medication

Educators cannot legally administer any medication (including ointments / Panadol etc. or any over the counter medicine bought at the Chemist without a prescription) unless the appropriate forms have been completed and signed by a **doctor** (including asthma medication).

If your child requires medication, the medication must be supplied in the original container, clearly marked with the child's name, dosage and the use by date. Please ask a staff member for the necessary forms. Children with allergies and other long-term health issues may require medication to be held at the Children's Centre for use in emergency situations.

Medication plans will need to be updated at least annually. If your child has special dietary requirements, a medical practitioner will need to provide written evidence in the form of a Health Care Plan.

PLEASE DO NOT leave any medication in your child's bag. Please pass medication to an Educator with the relevant consent form. Medication may be stored in the First Aid cabinet and collected from an Educator when necessary.

First Aid

All minor accidents will be treated by staff and reported to parents/ caregivers.

The parent/ caregiver will be asked to sign a report on the day of the incident.



Special Occasions/Birthdays

While we appreciate that your child's birthday is a very special occasion, we ask that birthday cakes and treats etc. are not brought to the centre to be shared with the children.

Parent Library

Books and DVD's on a wide range of parenting topics are available for borrowing from the parent library. Please see one of the Educators or Laura, our Community Development Co-ordinator if you require information on a specific topic.

Literacy and Numeracy Packs

We have a wonderful range of literacy and numeracy packs available for borrowing. The pack may contain a children's story book with related questions and activities or a numeracy game to enhance and extend your child's interest in literacy and numeracy. Please record in the borrowing folder the Pack number. It is important to check and clean the contents prior to returning to the Children's Centre.

Lost Property

All items that are left at the Children's Centre are placed in the lost property box. **Please check the box regularly.** All items left at the end of the term are donated to charity.

Materials to extend children's creativity.

The items below are always in demand by the children. Please save and bring along anything you believe may be useful. We only use donated and / or recycled items at our Collage trolley, e.g.

- small cardboard boxes
- cotton reels
- tin lids
- soft wood off cuts
- ribbons, lace etc
- greeting cards
- gift wrap
- plastic lids
- plastic containers
- wool
- material scraps
- wallpaper
- cardboard rolls
- feathers, gumnuts etc
- corks
- gift cards, metro cards & bus tickets

For allergy and hygiene reasons - NO toilet rolls or egg cartons

Services Available at the Children's Centre

SESSIONAL PRESCHOOL:

12 months prior to school entry

Monday to Friday

Morning 8.30am – 11.30am

Afternoon 12.15pm – 3.15pm

Full day 8.30am to 3.15pm

LONG DAY CARE:

Monday to Friday

7.00am to 6.00pm - Full day session

7.00am to 8.30am - Before Preschool Care

3.15pm to 6.00pm - After Preschool Care

11.30am to 12.15pm - In Between Session Care:

(Preschool families accessing full day Preschool)

Children accessing Child Care are integrated with the preschool program.

Please Note: Before and after the above mentioned times are our Educator's preparation and programming time. Please ensure that all people responsible for collecting children have been notified of the session times.

The Children's Centre operates for 49 weeks of the year, with a three week closure near the end of the calendar year, with dates to be advised. The Children's Centre will close at 12.30 pm on the last day of the school year, prior to the 3 week Christmas / New Year closure.

It is a requirement at enrolment that all families sign a Direct Debit Form to authorise the Children's Centre to automatically deduct the amount owing for Long Day Care, In Between Session Care and Before/After Preschool Care each week.

Our Centre is a Federal Government "approved child care service". This means that if you are eligible, your government approved entitlements for Child Care Subsidy is automatically deducted from your fee each week.

Prior to accessing Long Day Care, Lunch Care, Before/After Preschool Care, families are required to provide information and complete an online assessment using their Centrelink online account through MyGov (for more information visit education.gov.au/childcare).

Families are also required to provide a Customer Reference Number for both the child and the parent who receives the Family Tax Benefit, on the enrolment form.

Preschool Contributions will be deducted in either 8 equal payments during the year, beginning in February (Families are required to sign a Direct Debit form authorising payments) **OR** by payment in full via Credit / Debit card or EFT by the end of the first month of the school term.

Transition into the Centre

At Keithcot Farm we encourage families **enrolled into Long Day Care** to participate in orientation visits to the Centre prior to the child's first day. During these visits parents stay with their children, enabling information sharing between parents and Educators and for the children to become familiar with Educators and routines at the Centre.

For children **beginning Preschool**, all Educators place a strong emphasis during the child's first term on familiarisation of Centre routines and establishing strong positive relationships.

Local Management

Keithcot Farm Children's Centre is a locally managed, community based site within the Department for Education.

Educators in partnership with the Governing Council identify strategic objectives within a Quality Improvement Plan. We work collaboratively to strengthen community partnerships; use human resources flexibly, effectively and efficiently and are accountable to the local community.

Fees

PRESCHOOL CONTRIBUTIONS

Please refer to current payment schedule

LONG DAY CARE

Please refer to current payment schedule

Families are required to provide information and complete an online assessment using their Centrelink online account through MyGov (For more information visit education.gov.au/childcare).

BETWEEN SESSION CARE

Please refer to current fee schedule

Please note that the payment of fees is a vital source of income for the Children's Centre. It is the utilisation of this money that ensures the viability of the Centre and allows us to pay educators, administration, and the cooks' salaries and a range of normal household utilities including, gas, water, telephone, cleaning and gardening accounts as well as to purchase quality learning resources and equipment for your children.

Long Day Care families should expect an annual fee increase in line with the CPI.

Assessment & Reporting

During your child's time at Keithcot Farm Children's Centre, s/he will be placed into a small group with children of a similar age and abilities. While in this group the children will access a variety of fine motor skills e.g. cutting/pencil grip, stories and other **language and literacy experiences** including age appropriate cooking, science experiments, and group games which enhance **numeracy skills** as well as the **social skills** of taking turns and listening to others.

All children who attend the centre have a Portfolio which contains examples of their creative work, photos, and learning stories written by Educators. The portfolios are available to the children and parents/caregivers and demonstrate our play based curriculum in action. We value your contribution to your child's portfolio. You can share a story about your family, a holiday, pets, neighbours or anything else important to your child.

Parents/ Caregiver are encouraged to borrow the Portfolio to share with family members who are not able to visit the Centre. When your child leaves our Centre, they take their Portfolio with them as a reminder of their time and developmental progress here.

Information with regard to your child's progress and participation in their small group and in their Portfolio can be obtained anytime from the Educator responsible for your child. You will be informed of the name of the Educator responsible for your child.

Educators observe and support the children as they participate in the program. We discuss their strengths, dispositions, skills, interests and interactions with other children and educators at Program Planning meetings. We exchange information when talking to you and **this forms part of the reporting process.**

Families will be provided with a "**Statement of Learning**" at the end of their child's 2nd and 4th **Preschool** term. A copy of their 4th term report will (with your permission) be sent to the school of your choice. This report will provide information to your child's school of their dispositions, strengths and interests and ensure a continuum of learning and a seamless transition from the Children's Centre to School.

Arrivals & Departures

The Children's Centre is open from 7am for children booked into morning Child Care. **Please ensure that the attendance record is signed on your arrival and departure. This is a legal requirement.**

Preschool children who are not booked into Long Day Care need to wait with their parents/ caregivers until the doors are opened at 8.30 / 12.15pm. Sign in sheets are located on the bench where you enter the building.

For safety reasons it is essential that the Educators are aware of who is going to be collecting your child. If a person unknown to us is going to be collecting your child, we ask that you please bring that person to the Centre and introduce them to us. If you are unable to get to the Children's Centre yourself and have arranged for someone else to collect your child please ring the Centre and notify an Educator of who is coming. This person will be asked to provide photo proof of their identity (e.g. Driver's Licence).

PRESCHOOL FAMILIES

Please ensure that you are "on time" collecting your Preschool child at either 11.30am or 3.15pm.

FAMILIES ACCESSING LONG DAY CARE

Please note our Centre closes at 6pm. Please ensure you collect your child at 5.45pm (at the latest) – this gives our staff time to attend to end of day administrative tasks and lock the doors before leaving the building.

Policies

The Children's Centre has a range of policies that the Centre implements to meet National Quality Standards, National Legislation and Licensing requirements. These policies are available at any time for parents / families / carers to access, near the Sign In sheets located in either the Rainbow Room or the Star Room and on the web-site.

If you have any questions or suggestions regarding any of the policies please feel free to approach a staff member.



The Curriculum

We are committed to provide a quality teaching and learning programme which is based on the **Early Years Learning Framework (EYLF)** which is a National Curriculum document for children from birth to school transition.

The Early Years Learning Framework describes childhood as a time of *Belonging, Being and Becoming*.

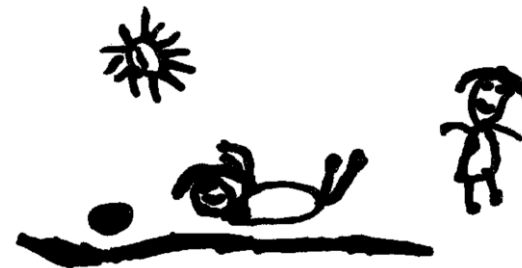
- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Educators in partnership with children and families construct a program with specific goals for each child and group of children, within a play based environment. Play is the best vehicle for young children's learning, providing the most appropriate stimulus for brain development.

Through the Framework's five learning goals, Educators will support your child to develop:

- ✓ A strong sense of their identity
- ✓ Connections with their world
- ✓ A strong sense of wellbeing
- ✓ Confidence and involvement in their learning
- ✓ Effective communication skills

Our program is described as an Emergent Curriculum. It outlines the learning experiences that the children have been involved in, how their strengths and interests have directed the experiences offered, and links to the Early Years Learning Framework.



What children need to bring to the Children's Centre every day:

- a **named** bag
- a **named** cup
- a **named** hat legionnaire or broad brimmed, or a beanie
- **named** spare change of clothes in case of any accidents
- **named** rubber boots for mud and water play
- a **named** coat for colder weather.

What to Wear

Suitable shoes - sandals or sneakers (**named**) are appropriate footwear.

No thongs or slip on "Crocs" please.

The application of sun-screen is essential from September to April. **Please apply sun-screen to your child prior to coming to the Children's Centre.**

Children staying all day will have sunscreen reapplied by Educators.

T-shirts and Rugby Tops

Navy blue polo tops that have the Keithcot Farm logo are available for \$30.00, and rugby tops are available for \$35.00 each. Please ask a staff member if you would like to purchase a t-shirt or a rugby top.

Hats

To ensure that children are protected from the harmful effects of the sun, we ask that all children bring a **named hat** which is either a Legionnaire or wide brimmed style hat that protects their face, neck and ears, each day. To ensure we comply with the Department for Education policy, please make sure that your child's hat does not have a cord or drawstring, as this may be a choking risk while playing. Hats with a front peak only (Baseball caps) are not an appropriate means of sun protection for the neck and ears and these types of hats are discouraged. From May to September a beanie is acceptable.

Navy Blue Legionnaire Hats are available for purchase for \$4.00 each.

The Don'ts:

- Please don't bring drinks from home. Filtered water is always provided.
- Please don't bring any food. A selection of fruit, vegetables, cheese and crackers is provided at morning and afternoon snack times. Lunch is provided for all children accessing Long Day Care / Between Session Care.

Keeping you informed

COMMUNICATION POCKETS

All children have a communication pocket. These are located by the Star Room sign in desk or near the Rainbow Room children's bathroom. Please make it a priority to check this pocket each time you come to the Centre.

Parent Participation

At the Children's Centre we value your contributions and encourage you to be actively involved in your child's learning. If you have some spare time and would like to spend it at the Centre please do not hesitate to do so. You may like to share some of your special talents with the children (art, craft, sewing, musical, cooking), play a board game with a small group of children, read a story or spend some time playing with your child and getting to know his/her friends.

We also have an active 'Governing Council'. Meetings are held approximately every 6 weeks at the Children's Centre. At these meetings we share information about what the children have been doing at the Centre, parent programs and new developments within the Department for Education. Financial reports are shared including details of what money is being spent and the allocation of funds for special projects. Many decisions are made ranging from reviewing Policies and Procedures to the reviewing of fees etc. These meetings are a good opportunity for parents to make suggestions about what they would like to see happening. If you can spare some time to attend a meeting or would like to hear more about what's happening at the Centre and would like to be involved with decision making and policy development, please speak to a staff member and/ or come along to the next scheduled meeting.

All Parents/Caregivers wishing to volunteer on a regular basis in our Centre or become a member of our Governing Council are required to complete a Criminal History Check through the Department of Human Services.

If you are interested in joining the Governing Council, please see an Educator or the Director.

Community Information

Regular newsletters are placed in communication pockets and posted on our website. The Centre also has a Facebook page that is used to communicate special events and parent programs.

Noticeboards are located on the walls outside and inside the Centre and these display a variety of community and other relevant information for parents.

Our Community Development Coordinator is also available to assist parents and families in accessing a range of support, services and information to benefit themselves, their family and the community. A variety of parenting courses and family events are run on a regular basis and these will also be communicated via email. Please ensure that we have your current email address.