



February Newsletter

The staff for Term 1, 2019 include

- **Anne Whittleston** (Director / Educator)
- **Jen Reid** (Assistant Director / Educator)
- **Laura Francis** (Community Development Coordinator)
- **Tamara Hall** (Speech Pathologist)
- **Sarah Harry** (Occupational Therapist)
- **Janet Hazel** (Educator)
- **Roshni Amroliwala** (Educator)
- **Courtney Robb** (Educator)
- **Stephanie Hamdorf** (Educator)
- **Coby Romano** (Educator)
- **Adrienne Hicks** (Educator)
- **Amanda Smith** (Educator)
- **Lisa Mildrum** (Educator)
- **Jodie Murray** (Educator)
- **Andrea Randell** (Educator)
- **Kim Malnai** (Educator)
- **Stacey McGarrigan** (Educator)
- **Julia Tilley** (Educator)
- **Iona Angely** (Educator)
- **Yogini Patel** (Educator)
- **Krystal Turner** (Educator)
- **Katie Bartlett** (Educator)
- **Cathy Mazzarolo** (Admin Officer)
- **Jo Oliver** (Cook / Educator)
- **Nobuko Nakajima** (Cook / Educator)
- **Sue Hall** (Finance Officer)
- **Kylie Webster** (Finance Officer)
- **Simon Costello** (Groundsperson)

A warm welcome to families who are new to our Centre and welcome back to our existing families.

Children's Centre Governance

In response to Crown Law advice and recommendations from the department's Internal Audit team in 2017, the Department for Education Preschool, Policy and Programs unit have commenced a project focusing on 27 integrated services across South Australia that operate a preschool and long day care under two separate governance structures which includes Keithcot Farm Children's Centre.

The work has been identified as a key priority for the Department and will involve formalising arrangements to ensure each entity is aware of and complies with its obligations under the National Law and understands and implements what it means in terms of practical application.

Essentially this means for us that from **4 February 2019** all Child Care Subsidy payments for Long Day Care, Between Session care and Before and After Preschool Care will be directed to Keithcot Farm Children's Centre Childcare Inc.

Anne Whittleston will remain the overall Director responsible for all these programs along with Preschool, Allied Health and Community Development and on the surface there will be little change to the delivery of these high quality programs.

Responsibilities for Families who access the Childcare Subsidy.

- **Update your child's enrolment form under the heading of Keithcot Farm Children's Centre Child care Inc**
- **As soon as it is available we will provide you with a new registration Number.**
- **Go into the MyGov Website and enter this new number alongside your name.**

This part of the process is absolutely critical to ensure that you continue to receive the Childcare subsidy

As we have 2 Constitutions, one for Preschool and the other for Long Day Care, we have 2 Governing Councils. Membership of the Governing Council consists of parents elected at the Annual General Meeting in November and the staff leadership team.

Educators and staff in partnership with the 2 Governing Councils

- ✚ Identify strategic priorities annually within a Quality Improvement Plan (QIP).
- ✚ Work collaboratively to strengthen community partnerships
- ✚ Use human resources flexibly, effectively and efficiently.
- ✚ Are accountable to the local community.

Throughout the year we will be reviewing and updating our Children's Centre Policies.

On **Monday 4 February** at our first meeting for 2019 we will review all our "Administrative Policies" including

- ✚ Enrolments and Orientation.
- ✚ Priority of Access
- ✚ Payment of Fees
- ✚ Between Session Care Program
- ✚ Delivery and Collection of Children
- ✚ Lost Children
- ✚ Governance and Management of the service including confidentiality of records.
- ✚ Dealing with complaints
- ✚ Employee grievance.
- ✚ Social media and Cyber Safety
- ✚ Determining the Responsible Person Present

Parent Complaint Policy

We all expect quality and expert care and teaching for children in order that they achieve their potential.

We also recognise that at times things may go wrong.

If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning, and also improve processes where possible.

A complaint may be made by a parent if they think that the Children's Centre has, for example:

- ✚ done something wrong
- ✚ failed to do something it should have done
- ✚ acted unfairly or impolitely.

Your concern or complaint may be about:

- ✚ the type, level or quality of services
- ✚ the behaviour and decisions of staff
- ✚ a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

The first step in working through a complaint is to talk to your child's Primary Educator. (If you do not know who this is – please ask at the front office or give us a call on 82512700).

If you still are not satisfied then please refer the concern to **Anne Whittleston: Director – Education and Care.**

Ask at the front office for a copy of the **Parent Complaint Policy - Guide to Raising a Concern or Complaint.** Steps guiding how complaints should be made are explained in the Policy. Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

ATTENDANCE



Research shows that success in learning is directly proportional to regular attendance and participation in Education and Care programs. Irregular attendance is an early indicator of the potential for **disengagement** from the education program. Poor attendance can limit children's achievement of skills and experiences and may lead to underachievement which leads to further disengagement with nonattendance in later school years and consequently lack of success in adult life.

It is important to recognise that the patterns of engagement begin very early, much earlier than formal school. Regular attendance lays the foundation for children's friendships with peers and relationships with adults. It establishes routines that will become lifelong behaviours. **Rick Persse** Chief Executive of the Department for Education states that "Learning success is characterised by consistent attendance and engagement with quality education opportunities."

The Department for Education (DE) Enrolment policy states that children are entitled to 15 hours preschool / week for one year prior to commencing school.

Our Long Day Care Program offers a minimum of 2 days/ week and a maximum of 3 days/ week.

Please ensure your child's regular attendance!

Please phone us and let us know if your child is not attending for the day. Phone: 82512700

Please note: It is a National Quality Standard (NQS) regulatory requirement that children are signed in and signed out when both arriving and departing each day.

Please ensure that all children are accompanied by an adult before opening the gates- if a child is observed to be on their own please accompany them back to a staff member!!

The Children's Centre is open from **7am** via the Northern Entrance for children booked into morning Child Care. Upon arrival, children will access a range of learning experiences.

The main entrance is opened at 8:30am for all programs including Preschool and Long Day Care.

The Department for Education Preschool session times are:

8.30 - 11.30 (morning session) and

12.15-3.15 (afternoon session)

Upon arrival children may choose a range of learning experiences, which have been strategically placed indoors and outdoors.

For children new to our Centre, or who have not attended for some time, we ask parents/ caregivers to please remind their child where the toilets and hand washing facilities are located and where and how to get a drink of water.

At apx. **9.00am** the bells are rung and all preschool children gather together in the "Star Room", or The Rainbow Room before dividing into smaller groups, for literacy, numeracy, music and other learning experiences.

(You will be informed ASAP of the name of the Educator responsible for your child's group).

Following on from these experiences, **all children** will be provided with a fruit snack prepared by our very talented Cooks, Jo and Nobuko.

The children will then return to the **integrated** play-based learning experiences available indoors and outdoors through the entire centre.

To ensure the safety of all children, we dismiss the children individually, directly to their parents / caregivers.

For safety reasons it is imperative that the Educators are aware of who is going to be collecting your child from the Centre. If for some reason you are unable to make it to the Children's Centre yourself and have arranged for someone else to collect your child - **please write their name in the Comments section of the sign-in sheets and notify a staff member and /or please ring the Centre and notify the staff of these changes.**

This person will be asked to provide proof of their identity (eg driver's license) – if they are new to the Centre.

Please also note that it is **not** appropriate to send siblings into the building while you wait in the car.

Sun Safety

To ensure that the 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 that protects their face neck and ears, each day. Hats with a front peak only (Baseball caps) are not an acceptable means of protection for the neck and ears.

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

Sunscreen must be applied by parents/ caregivers to all exposed skin **before** arrival at the Centre. Sunscreen will be reapplied through the day in line with the current Cancer Council recommendations.

(If your child has a medical need for a particular brand of sunscreen (eg- allergic to others) we need permission from your Doctor to administer this sunscreen and you will need to supply your own sunscreen with your child's name on a Chemist label.

If you do not want your child to receive sunscreen- please put your request in writing and it will be filed with your child's personal documentation.

Please do not send children with exposed shoulders/ backs.

These children will be asked to put on a t-shirt or will be required to spend all day inside as sunscreen alone is not an acceptable means of protection for these body parts during the hot summer months.

Curriculum

The **Early Years Learning Framework (EYLF)** describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. Through play the Framework recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

At Keithcot Farm Children's Centre each child has a portfolio which is an interactive way to share our understanding of your child's learning and development. We record "Learning Stories", jottings, photos and anecdotes about your child's experiences in our program in relation to The Early Years Learning Framework that we feel capture important milestones; interests; noticing's and achievements. You could share some stories/photos about your child at home and the things you think are important and add it to your child's

portfolio.

That way we can *together* create a lasting record of your child's learning at home, in the community and in our program. Please take the portfolio home to read with your family but ensure it returns so we can add more stories!



In 2019 we will reflect on our principles and practices in

relation to **The Rights of the Child**.

The United Nation Convention on the Rights of the Child (UNCRC) contains 54 articles or principles that group children's rights into 4 core areas.

1. **Prevention** – rights to health care and to play and rest.
2. **Provision** – access to high quality Education.
3. **Protection** – from harm, abuse and exploitation.
4. **Participation** – children's right to be "heard" and to express their views on matters that impact on them.



As children become familiar with our routines and begin to develop relationships with others, we will support their learning about fair and unfair as part of developing their sense of equity and social justice.

As Educators we may say to a child ...

"I know that you want to stay on the swing, but it is time for someone else to have a turn. You can have another turn later".

As Educators we may ask a child ...

"Is it fair to take all the blocks so that no one else can play with them?"

In 2019 we will continue to implement the

Keeping Safe Child Protection Curriculum (KS:CPC) -

across our site.

Keeping Safe is a child safety program for children and young people from age 3 to year 12. It teaches children to:

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.

Keeping Safe is mandated in all public preschools and schools and is taught by teachers who have completed a full day training course. It is a world-class, evidence-based child safety program that is used by a range of other Australian and international schools.

Why we teach children about Keeping Safe.

The Department for Education has a legal responsibility to protect children and young people from abuse in its own settings and in the wider community. All children and young people have a right to:

- be treated with respect and to be protected from harm
- be asked for their opinions about things that affect their lives and to be listened to
- feel and be safe in their interactions with adults and other children and young people
- understand as early as possible what is meant by 'feeling and being safe'

In 2019 we will continue to implement **Program Achieve –**

You can do it! The program is based on the social-emotional-motivational attitudes and competencies that research indicates are the foundations young people need to be successful and happy.

The 5 Social-Emotional Capabilities (Foundations) are:

Confidence: Not being afraid to make mistakes, or try something new.

Persistence: trying hard and not giving up

Organisation: taking care of belongings.

Getting Along: sharing; taking turns; being respectful, fair, and caring.

Emotional Resilience: knowing how to stop yourself from getting extremely angry, or worried.



Right to Left: Oscar Organisation, Ricky Resilience, Connie Confidence, Gabby Getalong and Pete Persistence.

Throughout the year Educators at KFCC engage in a range of training and development which enables them to more effectively impart knowledge to families on the importance of talking, playing, singing and reading with their child/ren right from birth. *"There is now an impressive body of evidence from a wide range of sources, demonstrating that early childhood development affects health, well-being, and competence across the balance of the life course. Quality interactions during the earliest stages of life play a crucial role in shaping children's perceptual, cognitive and linguistic ability, their physical, social and emotional development and physical and mental health, activity, skills and behaviour in adult life."* Moore and Australian Research Alliance for Children and Youth, 2006.

ADMINISTRATION OF MEDICATION

At Keithcot Farm Children's Centre we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of Workplace Health and Safety which includes the administration of medication to children.

Staff at the centre will assist with children's medication if:

- The parent has completed and signed the sites 'Request to Administer Medication' paperwork;
- The child's medical practitioner has completed the necessary sections in the sites 'Request to Administer Medication' paperwork;
- The medication is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements.
- Medication should not be left in a child's bag. It should be given directly to the staff member and stored in the first aid cabinet.
- Non prescription medication eg Paracetamol, Demazin etc. will not be administered by staff, unless supported by a written medication plan authorised by a Doctor and written on their surgery letterhead.



Dental Health

The School Dental Service is the major provider of dental services for babies, children and young people under 18 years in South Australia. Dental care is FREE for ALL preschool children at the School Dental Service. School Dental Clinics are located across Adelaide.



To locate your local School Dental Clinic visit www.sadental.sa.gov.au or call 8222 8222.

Allied Health in Children's Centres

In 2019 our Centre will continue to participate in the Allied Health in Children's Centres program. This program provides a Speech Pathologist – Tamara Hall and an Occupational Therapist – Sarah Harry one and a half days / week. Speech Pathology and Occupational Therapy have been identified as having key roles in providing early intervention services to promote optimal child development outcomes and complement the role of Educators employed across our Children's Centre's.



Community Development - Laura

Our Community Development Coordinator (CDC) Laura coordinates a range of programs for families with a focus on developing parenting confidence and knowledge of child development.

A timetable of programs is developed each school term and unless otherwise indicated these are open to families enrolled here at our Children's Centre as well as those from the wider community, so feel free to always invite friends and extended family.

The programs are selected in response to the needs and interests of families and parents so feel free to stop by anytime to chat about your ideas or something in particular you're looking for.

During Term 1 programs will include:

- ✚ **Positive Parenting Program** (Triple P) a 3 week program Tuesday mornings 9:30am- 11:30am, includes crèche
Wednesdays 13, 20, 27 March 9.30-11.30.
- ✚ **Mums & Bubs Fitness with Personal Trainer, Sophie Beers** Monday mornings 9:30am- 10:30am 4 Feb- 8 April.
- ✚ **Raising Baby** (for babies from new born – 12 months of age and their parent/s): Tuesdays 1pm- 2:30pm 12 Feb- 19 March
- ✚ **Kids Cooking Club** (for children 3- 10 years and a parent/carer) a 3 week program \$5/child per week.
11, 18 & 25 Feb. 3:30pm- 5pm
- ✚ **Baby Bop** (for babies from newborn- to active movers and their parent/s) Thursday mornings 11am- 11:45am. 7 February – 4 April.
- ✚ **Baby Move and Groove** (for active crawlers to 2 years and their parent/s) Thursday morning's 9:30am- 10:15am 7 February – 4 April.

Watch, Wonder & Playgroup (for confident walkers to 3 years and their parent/s) Wednesday afternoons, 1.30-2.30pm
6 February – 3 April.

Nurture Nest (a weekly program for families during the antenatal and post natal stages): every Friday from 11 Jan.

Fortnightly **Coffee and Chat** get together – no need to book.
Friday 1 & 15 February + 1, 15, 29 March 2-3pm
Everyone is welcome for these casual afternoons, with a focus on connection and time for you.

We also welcome you to join Laura and Tamara (Speech Pathologist) for our first **PJ Story time** of the year
Thursday 28 February 6.30 – 7.30pm.

Twilight Stay and Play will be offered on
Tuesday 12 February
More information will be provided very soon!

An Evening with Mark Le Messurier:
Wednesday 20 February 6.30- 8.30pm
" A Diagnosis of ASD (Autism) and its impact on your family"
Free to attend, crèche available – bookings essential.

We also have a Centre Facebook Page 'Keithcot Farm Children's Centre' which we welcome you to follow, but do ask that you respect our Social Media Policy of not sharing images of anyone else children through this or any other system.

Health Checks

As part of a range of services to children and families in SA, the Government provides funding to Child and Youth Health to offer free health assessments for Preschool children. The assessment includes vision; hearing; height and weight; dental health; general discussions with parents on health issues (eg. Immunisation) and questions on children's growth and development.

A CYH Nurse will provide assessments on
Monday 25 February 2019



If your child is 4 years and 3 months or older and you want your child to participate, please collect a consent form from our front office. **Bookings essential.**

A parent or caregiver must accompany children to the Health Check.

Children's Personal Belongings



Please write your child's name on the inside of their shoes /sandals. This will make matching the right feet to the right shoes much easier!

Please clearly write names on all belongings.

Please check the **Lost Property Box** for any items which may belong to your child. All remaining items will be donated to charity at the end of each term.



Car Park

The Children's Centre Car Park is available for families to access **before 8.15 am and after 3.30pm**. Please **do not** park in between these hours in the Children's Centre or school carpark as they are for the Children's Centre staff. Please obey the signs, and do not leave your car unattended in the "Kiss and Drop Zones" during school drop off and pick up times.

We have been informed by the South Australian Police Department (SAPOL) that at the beginning of each school term all available police patrols will be dispatched to all schools, preschools and Children's Centres with the focus on the enforcement of speed limits, parking infringements and dangerous driving. They may also be drug and alcohol testing drivers. The Tea Tree Gully Council will also be active with parking inspectors supporting the SAPOL initiative. If you witness a driver breaking the road rules around our Children's Centre, SAPOL are encouraging families and staff to record the vehicle registration number and report it to **131444**. The Police will talk to and possibly fine these irresponsible people.