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.
Dental Clinic
GP+ Super clinic Modbury SA Dental Service
Level 1, 77 Smart Road (Cnr Smart Rd and Hatherleigh Ave) Modbury 5092
Ph: 74258700 (select 2)
Operates Mon – Fri 8.40am – 4.15pm

Student and Disability Support Services
Specialised assessment and support is available free of charge for children from
the Department for Education and Child Development, Inclusive Directions,
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, and from the school are very much a part of the curriculum.
At other times during the week, the four year old children may visit The
Resource Centre, playground etc.

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 feeling 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 required.
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. This means that 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 service we are developing 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  
- shared decision making  
- empowerment  
- equity

Staff Team
Director/ Educator
Anne Whittleston
Assistant Director / Educator
Jenny Reid
Educators
Janet Hazel  
Annette Fewings  
Roshni Amroliwala  
Angela Underdown  
Sonya Osborne  
Carolyn Howson  
Michaela Harrison  
Lisa Mildrum  
Julie-Anne Duffy  
Magdaline Saredakis  
Jodie Murray  
Andrea Randell  
Cathy Mazzarolo  
Robbi Meinel  
Jasmin Sheehan  
Adrienne Hicks  
Karen Winter  
Debbie King  
Kate Hallam  
Carolyn Potter  
Jo Oliver  
Nobuko Nakajima  
Simon Costello  
Community Development Coordinator
Administration Officer
Cooks
Assistant Cook
Groundsperson

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 staff 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 contact to ensure that other children and Educators are not at risk.

Medication
Staff can not legally administer any medication (including ointments / 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.
DO NOT leave medication in children’s bags. Please pass medication to a staff member with the relevant consent form. Medication can be collected from the first aid cabinet where it is only accessible by staff.

First Aid
All minor accidents will be treated by staff and reported to parents/ caregivers. The parent/ caregiver will be asked to sign the report on the day of the incident.
Services Available at the Children’s Centre

**SESSIONAL PRESCHOOL**
(12 months prior to school entry)

**Monday to Friday**
8.30am – 11.30pm
**Monday to Friday**
12.15pm – 3.15pm

**LONG DAY CARE**

Monday to Friday
7am to 12.30pm morning session
12.30pm to 6pm afternoon session
7am to 6pm all day sessions

Children accessing Child Care are integrated with the four year preschool program.

Please Note: Before and after the above mentioned times are 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.

Prior to accessing Long Day Care or Lunch Care families are required to register with the Family Assistance Office.

**Family Assistance Office**

13 61 50

**Child Care Rebate Payment Option** – If you are entitled to the 50% rebate for any out of pocket expenses for Long Day Care you may wish to advise the Family Assistance Office (on the above number) that this rebate be forwarded to us on a fortnightly basis which will reduce your out of pocket expenses further.

---

Special Occasions/Birthdays
While we appreciate that the children’s birthdays are very special occasions we ask that birthday cakes and treats etc. please not be brought to the centre to be shared with the children. Children receive a Birthday certificate in recognition of this special event.

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 staff if you require information on a specific topic.

Literacy Packs
We have a wonderful range of literacy packs available for borrowing. The Literacy packs may contain a child’s story book with related questions and activities or games to enhance and extend your child’s interest in literacy and numeracy. Please record in the borrowing folder the Literacy 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.

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

---
Local Management

Keithcot Farm Children's Centre is a locally managed, community based site within the Department for Education and Child Development. Educators in partnership with the Governing Council:
- identify strategic objectives within a Site Operational Plan and Quality Improvement Plan
- work collaboratively to strengthen community partnerships.
- use human resources flexibly, effectively and efficiently.
- are accountable to the local community.

Fees

**SESSIONAL PRESCHOOL**

5 sessions per week  $80.00 + $15 Fundraising Levy = $95 per term
4 sessions per week  $75.00 + $15 Fundraising Levy = $90 per term
3 sessions per week  $70.00 + $15 Fundraising Levy = $85 per term
2 sessions per week  $65.00 + $15 Fundraising Levy = $80 per term
1 session per week  $60.00 + $15 Fundraising Levy = $75 per term

**LONG DAY CARE**

$45.00 per AM session / $40.00 per PM session / $79.50 per day.
Families must register with Family Assistance Office (FAO) for Child Care Benefit (CCB). A bond of two weeks fees are also required at the start of care and this will cover your last two weeks in care (assuming that your fees are up to date).

**LUNCH CARE**

$15.00 per session

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 multitude of normal household accounts including electricity, gas, water, telephone, cleaning and gardening accounts as well as to purchase quality learning resources and equipment for your children.

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 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, and 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/ Caregivers may borrow the portfolio to share with family members who are not able to visit the Centre. Your written feedback on the “Comments Page” and in Learning Stories is most appreciated. When the child leaves the centre they take the portfolio with them as a reminder of their time and developmental progress at Keithcot Farm Children's Centre.

Information with regard to your child's progress and participation in their small group and on their portfolio can be obtained from the Educator responsible for your child. (You will be informed at the beginning of each term, the name of the Educator responsible for your child's group.)

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

Families will be provided with a "Statement of learning" at the end of their child's 1st 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 must 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 the educator is going to be collecting your child we ask that you please bring that person to the centre and introduce them to the staff. Please write the name and contact phone number on the sign-in sheets. 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 ring the Centre and notify the educator of who is coming. This person will be asked to provide proof of their identity (e.g. Driver’s Licence).

Policies

The Children’s Centre has a range of policies that staff and the Centre need to meet for licensing and accreditation purposes. 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.

If you have any questions 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 assist 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 displayed throughout the centre. Take the time to read this as it outlines the learning experiences that the children will be interacting with throughout each fortnight.
What I Need to Bring to the Children’s Centre
- a named bag
- a named cup
- a named hat legionnaire or broad brimmed
- a named spare change of clothes in case of any accidents
- a named coat for colder weather.

What to Wear
Suitable shoes, sandals or sneakers (named) are appropriate footwear.  

Please no thongs or slip on “Crocs”.

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 and leave all tubes and 
bottles at home (not in your child’s bag).
Children staying all day will have sunscreen reapplied by educators.

T-shirts and Rugby Tops
Navy blue polo tops that have a white line in the collar and the Keithcot Farm logo 
embroidered on the left hand side are available for $30.00. Rugby Tops are $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. 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
- don’t bring drinks from home. Filtered water is always provided.
- don’t bring any food. Fruit will be provided for all children as a morning and 
  afternoon snack. Lunch is provided for all children accessing Long Day 
  Care/Lunch Care
- don’t bring toys from home – they get lost

Keeping informed
COMMUNICATION POCKETS
All children have a communication pocket. These are located by the children’s 
 bathrooms. 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 and Child Development. 
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 avenue for parents to suggest ideas 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.

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

Community Information
Regular newsletters are posted on our website and emailed to parents keeping 
families and other community members up to date with our diverse range of 
educational programs and other current events. Please ensure that we have your 
current email address.

Various noticeboards are located on the walls outside and inside the rooms. These 
display a variety of community and other relevant information for parents. Our 
Community Development Coordinator is 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 are run on a regular basis 
throughout the year.