

# Little Tackers Early Childhood Education & Care

“where a lifetime of learning begins”



## Millmerran

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Visit our website [www.littletackerschildcare.com.au](http://www.littletackerschildcare.com.au)



- Child Care Benefit
- Kindergarten Program
- Milk & Sunscreen
- Courtesy Bus
- Holiday Discount
- Before & After School Care
- Complimentary Centre Visits
- Breast Feeding Welcome

# what to bring

- 2 pieces of fruit for our shared Morning Tea (1 piece for younger children)
- Lunch, Afternoon Tea & Late Snack - please ensure these are healthy options (no chips, lollies, flavoured milk etc will be offered at the centre)
- Water Bottle – please take this home for washing and refilling each day
- Sun-safe Hat
- Sheets/Bedding in a Bag or Pillowcase
- Spare Clothing (at least two sets) – please ensure these are appropriate for the current climate (for children who are toilet training, several pairs of additional underwear is required)
- Formula & Bottles for Infants
- Dummies/Comforters (if required) – please ensure dummies are stored in a sealed container

# our fees

## Payment of Fees

We believe that our relationship with your family should be focussed on your child and their learning journey. We also want our team members to devote their time to educating and caring for children rather than following up on outstanding child care fees.

- Fees are to be paid one week in advance
- Preferred methods of payment are via Eftpos or Ezidebit
- Two weeks notice in writing is required by families intending to cease care or reduce days at the centre. Families are responsible for the payment of the equivalent of two weeks full fees where notice is not provided.
- Fees are payable for gazetted public holidays and for all permanently booked days, regardless of illnesses or absence for other reasons
- We offer a discounted fee (50%) for four weeks of weekly booked days in each financial year when holidays are taken (except for children enrolled in the Kindergarten program where fees are only charged during school terms). To be eligible for the holiday fee, the *Holiday Fee Request* must be completed and provided to your Nominated Supervisor at least 7 days prior to your child's absence
- Make up days are not offered when absent from the centre on booked days

# care of our environment

## Sustainability & Our Responsibility

We think of ourselves as carers of the planet and we work hard to embed sustainable practises into our daily routines. We will regularly ask for donations of recycled items and encourage you to become part of our centre projects. Our children nurture vegetable and flower gardens, and produce is used in cooking or tasting experiences within the program. Some of our practises are:

- Using recycling bins for paper and cardboard
- Separating and collecting food scraps for educators and families to feed animals at home
- Turning off fans, lights and heaters when rooms are not in use
- Maintaining a compost area and worm farm
- Using electronic distribution for fee statements, newsletters and other communication
- Washing dishes by hand and air drying when possible, rather than using the dishwasher
- Using washers for meal times and art activities

# our centre philosophy

- We embrace the Early Years Learning Framework (EYLF) and My Time, Our Place (MTOPI) and use them to shape our programs, policies and practices. We work together to achieve the Learning Outcomes for our children and their families.
- As educators, we believe the journey of learning is more important than the destination. We afford children time to explore, discover and develop their play and learning experiences. We focus on the experience rather than the result.
- We value spontaneity in play and foster child-initiated learning, scaffolding this with intentional teaching moments throughout our programs. We believe that children learn primarily through a play-based program.
- We believe in empowering our children to make confident decisions about their time at our centre. We do this by providing a safe and secure environment that nurtures, supports and respects all children and their families.
- We believe in developing children to reach their full potential, where they will have confident identities, are self aware and in charge of their own learning. We support each child's attempts at becoming self sufficient and independent.
- We believe in supporting and developing our educators, and value that each and every one has something of worth to contribute to our children, families and each other. We believe in supporting each other as a team.
- We believe in open, respectful communication between families, educators and as a team. We seek to ensure confidentiality is maintained at all times to ensure all parties feel secure in sharing with us.
- We believe we have a vital role in our community and see our community as an extension of the centre. We value the contribution of community members and foster community relationships.
- We value diversity and embrace the variety of backgrounds, heritages and family units within the centre.
- We believe in developing our educators to their full potential and seek opportunities to increase our professional knowledge. We collaborate within our leadership team to keep abreast of best current practice.



# our team



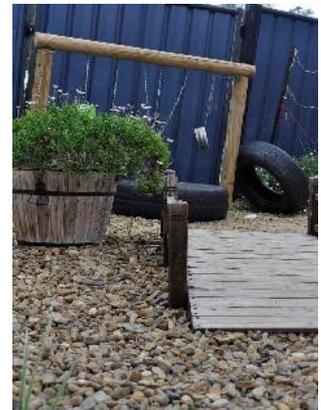
At Little Tackers, your child will be cared for by dedicated, caring and qualified educators who have a genuine interest in nurturing and educating your child.

Our educators have a holistic approach to the wellbeing of your child, within a happy, safe and caring environment that fosters the development of strengths and interests.

Our team are regularly involved in community events and enthusiastically support special occasions or celebrations at the centre.

# our playgrounds

We have large natural playgrounds that include vegetable gardens, flowing river beds, digging patches and lots of space to run and climb. Our outdoor playspaces are designed to promote imagination, exploration and creativity.



# our educational curriculum

We provide educational programs that enhance your child's skills and knowledge, engaging them in a play-based curriculum, that supports self-esteem and emotional intelligence to be nurtured and developed. Our programs are reflective of your child's current knowledge, learning and development needs, ideas, strengths, abilities and interests. We develop programs that are inclusive of all children and families, and where social and cultural backgrounds are integrated, respected and valued.

Through our understanding of the Early Years Learning Framework (EYLF) and My Time, Our Place (MTO), our educational curriculum is flexible and responsive to changes in children's abilities, interests and skills, and enhances learning by incorporating a balance of learning experiences, either guided by the child and their interest or the educator. Our educators plan a balance of indoor and outdoor experiences, incorporating provisions for individuals and/or groups of children to work on projects over extended periods of time.

Our Centre Philosophy underpins the educational decisions made for the program and we use information collected about our children and families to make quality decisions in relation to educational experiences, appropriate and stimulating learning environments, routines and children's independent development.

As your child grows and develops, we capture this journey through individual Learning Journals that are available for you to view and discuss with your child's educators.



Our centre recognises that to enhance children's learning, engaging parents, guardians and significant family members in sharing home experiences with our educators provides a way of communicating their expectations and values. This platform for collaboration, and more importantly connection, to a child's home environment is an integral component to the success of our educational curriculum.



Information about the program is displayed in each room and we encourage you to discuss the program and how your child participates with their educators, and be involved in the delivery of learning experiences when possible.

# things you need to know

## Signing In & Out

You or an authorised nominee is required to sign your child in and out each day when dropping off and collecting from the centre. We request that prior notice is given when a person other than those named on the enrolment form will be collecting your child. They will be required to produce photo identification, such as a driver's licence. Identification will also be required for persons who are unfamiliar to our team members. Persons must be aged 18 years or above to collect children from the centre, except where the person is the child's parent/guardian.

## Child Safe Environment

We are committed to the safety and wellbeing of all children and we provide an environment that encourages all children to be healthy, happy and safe. Our environment is free from tobacco, illicit drugs and alcohol, and team members, parents/guardians, volunteers and visitors are not permitted to consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to care for children.

Where a person arrives at the centre to collect a child in an unfit state due to illness, drugs or alcohol, team members will suggest alternative collection arrangements. All necessary actions will be taken to ensure the wellbeing of your child in these circumstances.

## Sun Protection

We promote positive attitudes towards sun safety and use a combination of sun protection measures. Particular care is taken between 10am and 3pm when UV index levels reach their peak during the day. All children are required to wear sun protective hats that shade the head, face, neck and ears eg. wide brimmed with a brim size of at least 6cm, bucket style hats with a deep crown and brim size of at least 5cm or legionnaire style (baseball caps and sun visors are not considered to be sun protective).

Clothing that covers as much skin as possible eg. longer sleeves, long shorts and collars is required for outdoor play (singlet tops, shoestring strap dresses and cap sleeves are not considered to be sun protective).

When your child arrives at the centre, we request that you apply sunscreen before proceeding to join the group. This is available at the sunscreen station in the foyer or in your child's room.



# things you need to know

## Infectious Diseases

Our centre complies with recommended exclusion periods and guidelines as set out in *Staying Healthy – Preventing infectious diseases in early childhood education and care services*, to prevent and control the spread or transmission of infectious diseases. Children displaying a suspected or diagnosed infectious disease will only be permitted to return to the centre when documentation from a medical practitioner is provided, noting the displayed symptoms are not associated with an infectious disease or that they pose no risk to others at the centre. You are required to notify the centre immediately if your child is exposed to, or has contracted an infectious disease.

We actively encourage and monitor the immunisation of all children in accordance with the National Immunisation Program Schedule. If your child is not medically immunised, or we do not have a complete and/or current immunisation record, your child will be excluded from the centre in the event of a suspected or diagnosed vaccine preventable disease until the risk of exposure is no longer evident.

## Medical Conditions

It is important to us that the wellbeing of every child is supported. If your child has been diagnosed with a specific medical condition you are required to provide a medical management plan, and accept responsibility to ensure that plans are kept up to date, and that team members are informed of any variations in your child's condition.

If your child has been prescribed with medication by a medical practitioner in relation to their specific health care need, allergy or relevant medical condition, your child will not be permitted to attend the centre without the medication. For medical conditions that require regular administration of medication, you will be required to complete a *Consent to Administer Medication – Long Term*.

Allergies must be identified on your child's enrolment form. We will record these on the *Allergies & Special Considerations List* that is displayed in appropriate locations throughout the centre, and where an allergen that poses a risk is known, a sign will be displayed for other families to ensure risks are minimised.

## Medication & Unwell Children

When your child is not well, family members are the best people to care for them. We work together with our families to reduce the spread of infection and illness and our expectation is that unwell children are kept at home or collected if they become unwell while attending the centre.

Medication including prescription, over the counter non-prescribed medications such as teething gels, nappy creams and cough medicines and homeopathic medications that are required to be administered to children while at the centre require a completed *Consent to Administer Medication – Short Term*. Medication must be handed to a team member and not left in your child's bag or locker. The original pharmacy label must be attached to the original container, stating your child's name, name of the medication, dosage, times to be given and the expiry date.

# things you need to know



## Incidents & Injuries

Sometimes accidents happen while our children are playing and exploring. When this occurs our team members respond immediately and those who are appropriately qualified and trained provide first aid assistance in the first instance. A team member who holds a current first aid certificate and has been trained in the management of anaphylaxis and emergency asthma treatment is in attendance during operating hours.

An *Incident, Injury, Trauma & Illness Record* is completed for all incidents as soon as possible and you will be required to sign the record. We are happy to provide you with a copy of the report. For serious incidents, the Nominated Supervisor or a team member will accompany your child to a medical facility or hospital.



## Emergencies

We take our responsibilities to keep children safe very seriously and practice our emergency plans regularly. In the case of an emergency you may be required to collect your child, so it's important that you provide accurate contact details and update these as required.

In the case of an anaphylaxis or asthma emergency, medication may be administered to your child without an authorisation and emergency services will be contacted as soon as possible to attend.



## Food & Nutrition

Good nutrition is essential to healthy living and enables children to be active participants in play. Our programs incorporate healthy eating habits and good food choices, and our children regularly investigate nutrition and discuss safe preparation, handling and storage of food.

Meals from home must be nutritious and foods that are high in sugar, salt and hold little nutritional value should not be sent to the centre. We request that chips, chocolate, lollies, flavoured milk, cordial etc are not included in your child's lunchbox.



Here at Little Tackers we share Morning Tea with seasonal fruits brought by each child from home, and milk provided by the centre. The children learn valuable life skills by assisting in the preparation of the food and serving themselves.