

Little Tackers

Early Childhood Education & Care

“where a lifetime of learning begins”



Warwick

1 Yangan Road
Warwick Q 4370
07 4661 7016

warwick@littletackerschildcare.com.au

Millmerran

1 Stanley Street
Millmerran Q 4357
07 4695 2999

millmerran@littletackerschildcare.com.au



Visit our website www.littletackerschildcare.com.au



- Child Care Benefit
- Nappies Provided
- Morning Tea & Milk
- Courtesy Bus
- Holiday Discount
- Before & After School Care
- Complimentary Centre Visits
- Breast Feeding Welcome

what to bring

- 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 – not required for Bilbies group
- 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. To be eligible for the holiday fee, the *Holiday Fee Request* must be completed and provided to your Nominated Supervisor at least seven 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 National Quality Framework and our programs are underpinned by the Early Years Learning Framework and My Time, Our Place. Our aim is to provide opportunities for all children to achieve the Learning Outcomes and our educators document each child's learning journey.

We provide a warm, friendly and safe environment where children, educators and families have a strong sense of belonging. We support each child's learning and we focus on the experience rather than the result. Our playspaces are designed to promote play-based learning and children are encouraged to explore, discover and develop imagination and creativity.

We believe in the principles of the *United Nations Convention on the Rights of the Child* that provides for children to receive an education that lays a foundation for their lives, and importantly their right to play and to be an active participant in all matters affecting their life. We foster children to understand their environmental responsibilities, through experiencing and exploring the wonders of the world around them, and by our sustainable practices.

Our team strives to build strong and respectful relationships with children and we value each child as an individual. We aim to develop each child's identity and empower children to make decisions to support their confidence, wellbeing and skills for life.

We have respectful and open relationships with families which are vital to our shared education of the children in our care and we take time to gather information about each family's culture, children's routines and previous experiences. We value the diversity of our families and embrace the variety of backgrounds, heritages and family structures.

Our value of early childhood education is matched by our commitment to the provision of learning and support opportunities for our educators. We believe each team member has something to contribute and we share a culture of open communication between team members, and support and respect each other. We continually learn through reflection and professional inquiry, and seek opportunities to develop our professional knowledge to help us reach our full potential as educators and individuals.

Our community is seen as a resource to our centre and we foster relationships with community members. We encourage involvement from families and the wider community and focus on creating an inclusive and non-biased atmosphere where all visitors feel at home.



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 provide a healthy Morning Tea of seasonal fruit and milk in our separate Dining Room. The children learn valuable life skills by assisting in the preparation of the food, serving themselves and being responsible for washing up their dishes. We encourage our families to join us for mealtimes when they are available.