

Yankalilla Community Children's Centre



Parent Hand Book

Yankalilla Community Children's Centre is an integrated site offering both preschool and long day care with a licenced capacity for 65 children. It is a rural centre located approximately 75 kilometres south of Adelaide on the main road between the rural town of Yankalilla and the coastal town of Normanville. Farming, hospitality and service industries are the main sources of local employment.

The Yankalilla Community Children's Centre provides preschool, long day care and a community playgroup. It serves a large, diverse and growing district that incorporates the towns and catchment areas of Inman Valley, Delamere, Torrens Vale, Hay Flat, Parawa, Second Valley, Rapid Bay, Cape Jervis, Wattle Flat, Myponga, Carrickalinga and Wirrina Cove.

Parent and community involvement in the centre is high. The centre provides a staff member, space and resources to support a playgroup on site each Friday during term time and this service provides an excellent introduction to our centre for families in our community. Parent and community involvement is actively encouraged by staff in the planning and provision of their care and educational programs.

Parents and Community are also strongly involved in the governance of the Centre. The Governing Council/Management Committee has parent, community and staff representation who work together to develop future directions for the site, monitor progress and promote quality outcomes for children and families. In addition, the Management Committee has responsibility for managing the Childcare service as a business operation.

Yankalilla Community Children's Centre is built on Kurna land and we acknowledge and recognise Aboriginal and Torres Strait Islanders as the first Nations people of Australia and that they are the traditional owners and custodians of the land and waterways throughout our country.



Centre Philosophy

*Early Childhood is a vital period in children's learning and development.
It is the foundation on which children build the rest of their lives.
We value the individuality and potential of all children.*

Central to the program are the following beliefs:

Relationships

We value trusting, positive and inclusive relationships between children, staff, families and the wider community. We recognise that families are children's first and most primary caregivers and believe that when educators and parents work together and have high expectations the best outcomes for children can be achieved. We support the children to have a voice in the curriculum.

Respect for Diversity

We view each child as competent and capable learner and believe in every child's capacity to succeed. We will foster every child's motivation to learn and promote their sense of wellbeing in order to facilitate their learning potential. We will respect their individuality and will work in partnership with children, families, communities and other services and agencies to find effective ways to ensure all children have opportunities to achieve their learning outcomes.

Learning through play

Play is the most effective way children learn and develop. Educators provide opportunities for children to learn through play and advocate the value of 'play' as the most effective way children learn. Educators will make learning visible through documentation that captures children's learning.

Educators, families and support professionals will work together to ensure children with additional needs are identified and resources/programs put in place to support their maximum participation, engagement and developmental progress.

Environment

Educators will create engaging and challenging learning environments that are responsive to the interests and abilities of children. Educators will use flexible resources, both natural and man-made that offer a diverse range of learning possibilities. Within these environments, educators will use intentional teaching opportunities to support, extend and challenge children's thinking. We encourage children to engage in sustainable practices.

Community

We value and embrace the diversity of each family structure, culture, beliefs and values. The centre is a focal point for Early Childhood Education and Care services in our local community. The centre works in partnership with local community agencies and early childhood service providers to provide families with access to a diverse range of programs.

Ongoing Learning and professional practice

Ongoing staff learning and reflective practice is essential to build professional knowledge and to inform and enrich decision making about children's learning. Critical self-reflection plays an important role in improving all educators' pedagogy.

A – Z GENERAL INFORMATION

Absences

Please advise the centre via phone call, text or email if your child will be absent for the day.

Arrival / Collection

There are two iPads installed in the office area that will be used to record your child's attendance at the centre. Please use them to sign your children in and out of their childcare bookings. If the iPad is unavailable, or you forget to use it, a staff member will do it for you and you will be asked to verify your child's attendance the next time you login. Each person with authority to collect your child will be given a PIN code which will be entered on the iPad. When the PIN is entered a list of children they are authorised to drop off or collect will appear. Each child can be marked as arriving or leaving and the time recorded. You can either use the PIN code issued to you, or see Brooke or Bec about changing it to something easier for you to remember such as a phone number or a birth date.



The Centre closes at 6.00pm. Please ensure you allow time to gather belongings, talk to staff etc. **before 6.00pm**. The Centre is not licensed or covered by insurance after 6.00pm. Children not collected by an authorised person by this time, will be referred to Crisis Care if emergency contacts are not available.

Buses

Transport may be available via school bus for some families to preschool only. This is dependent on vacancies available and permission granted by the YAS principal.

Bush Fire

Yankalilla Community Children's Centre has a "High Risk" bush fire rating. Our centre has developed a Bush Fire Action Plan to keep everybody safe in the event of a bush fire. If pre-determined triggers are reached, all the children and staff will evacuate to the Yankalilla Area School Gym.

CATASTROPHIC BUSHFIRE DAY

When a catastrophic bushfire weather day is forecast for the following day by the Bureau of Meteorology, the **Yankalilla Community Children's Centre will close**.

The centre will make every attempt to contact all affected families to inform them that the centre will be closed. It is the parents' responsibility to ensure the centre has up to date emergency contact details at all times

CCS / Centrelink

Child Care Subsidy may be available to subsidise the cost of childcare fees. The amount of CCS you are entitled to is based on your household income and assets as well as your work activity. We recommend lodging a claim with Centrelink and understanding your entitlement before your child starts to avoid any unexpected fees. Claims can be made over the phone, in a Centrelink office or via the MyGov app on your smart phone. Families are responsible with any further communication with Centrelink re their CCS entitlement and the management of their account.

*Children **must** attend their last booked session or any CCS provided after their last attendance will be revoked by Centrelink and payable by the family.*



Communication

The majority of our communication is done electronically to support our sustainability goals. We use email, text message and our classroom app ClassDojo to share information with families. You will be emailed a link to join the class and keep up to date with happenings in the rooms and upcoming special activities.

There is also a pin board in the office area to share information about activities and events coming up in the local community.

Fees, Hours and Sessions

Yankalilla Community Children's Centre is a non for profit, government subsidised centre. Preschool and Childcare fees are reviewed as required by the governing council to meet the costs of the centre. Invoices are issued weekly via email. Please advise the Director or Admin Officer if you have difficulties in paying fees.

Preschool Fees

Pre-Entry

\$20.00 for pre- entry program (up to two half day visits during the term prior to commencing preschool)

2021 Preschool Fees

\$100.00 per term

Child Care Fees

(Effective 2/7/18)

\$20.00 enrolment fee

Permanent Booking Fees

\$91.00 full day

\$51.00 morning session

\$48.00 afternoon session

\$80.00 9am – 3pm

\$20.00 Before Kindy Care

\$15.00 per hour

Casual Booking Fees

\$94.00 full day

\$53.00 morning session

\$50.00 afternoon session

\$80.00 9am-3pm

\$20.00 Before Kindy Care

\$15.00 per hour

Child Care Subsidy is available to help most families with the cost of child-care. Families must register with Centrelink for childcare subsidy prior to their child commencing childcare. Families are responsible for the management of their own accounts. If CCS payment is affected by Centrelink, the account holder is still required to settle the account in full.

Fees: Electronic transfer is the preferred payment method. Payment of fees will be one week in arrears. Accounts will be issued as soon as they have been finalized by the CCMS system. Accounts will be issued via email and must be paid in full by the same day the following week. This is a seven day account. Failure to pay accounts in accordance with this policy will result in the child's bookings and permanent position to be terminated. Accounts outstanding after 60 days will be sent to the debt collector and may incur additional fees.

Sick Days: Full fees apply for sick days.

Cancellations: Full fees apply for cancelled bookings unless one week's notice of cancellation is provided. (Ie Cancel on a Tuesday for the following Tuesday or later otherwise full fees apply.)

Holidays: Full fees apply for absence due to holidays unless one week's notice is provided. Please note that maximum claimable absences for Childcare Subsidy is 42 days per financial year.

Late Fees: The Centre closes at 6.00pm. Please ensure you allow time to gather belongings, talk to staff etc. before 6.00pm. The Centre is not licensed or covered by insurance after 6.00pm. Children not collected by an authorised person by this time, will be referred to Crisis Care if emergency contacts are not available.
A late pick up fee of \$1.00 per minute will be imposed for children not collected before the end of their booked session (1pm or 6pm).
One verbal warning will be given prior to a late fee being imposed.

Public Holidays: Childcare fees will not be charged

Catastrophic Fire Danger Days: Childcare fees will not be charged when the centre is forced to close due to the declaration of a catastrophic danger day in the Mount Lofty Fire Ban District.

Payment of Preschool Fees

A preschool invoice will be issued by week 2 of each term. Payment is due by Friday of week 3. Payment can be made via Electronic Funds Transfer to:

Yankalilla Community Children's Centre

BSB: 105 092

ACC: 023 737 940

OVERDUE FEES

Collection Procedure

Week 4 – Text Message – Preschool fees are now due. Please pay ASAP.

Week 5 – Text Message – Your preschool account of xxx is now 14 days overdue. Please contact YCCC on 85582387 to pay immediately.

Week 6 – Admin Officer to prepare a list of overdue accounts for the Director. The Director will speak to families and discuss payment options.

Payment of childcare fees

Childcare fees are due one week in arrears. Accounts are issued as soon as they have been finalized by the CCMS system (Approximately Tuesday the following week). Accounts are payable in full by the following week. (See below)

At the end of each week accounts are finalised and booking information sent to Centrelink. Usually by Tuesday of the following week CCS is applied to individual accounts and they can be issued to families. 7 days after invoices are issued – payment is due.

Payment can be made via EFTPOS, direct debit or Electronic Funds Transfer to:

Yankalilla Community Children's Centre

BSB: 105 092

ACC: 028 494 240

OVERDUE FEES

- 14 days after fees are issued – Text message: "Childcare fees of XXXX are overdue. Please make payment before 6pm Friday or future childcare bookings will be cancelled. Please contact YCCC immediately to discuss if required.
- 21 days after fees are issued – If no payment received. Text message: Childcare bookings for XXX and XXX have been cancelled and their permanent position at the centre has been terminated.

Governing Council / Management Committee

The Governing Council is a small group of parents, staff and community representatives who meet once a month to make decisions about Yankalilla Community Children's Centre including:

- planning and developing Centre policies
- financial management of the Centre
- maintenance of grounds, buildings and equipment

Please speak to Bec if this is something you might be interested in being involved with.

Grievance

The first step in working through a complaint is to talk to the person concerned (child's primary caregiver, teacher or staff member) If you are not satisfied after speaking to your primary caregiver or you feel you can't raise it with the primary caregiver then please discuss the complaint with the Director.

If you are not satisfied that your concerns or complaint has been resolved at the local level, you may choose to seek support from the Department for Education (DfE) complaints resolution services.

Hours of Operation

Yankalilla Community Children's Centre is open from 7:30am – 6:00pm Monday – Friday excluding public holidays. The centre also closed for a period of approximately two weeks over the Christmas / New Year break each year. Families are not charged fees for these closures.



Healthy Lunchbox Ideas

In a full day of childcare the recommended daily serving intake is as follows;
Please note we are a NO NUT CENTRE and POPCORN is not permitted in childcare



In order to help parents achieve this, here are some simple healthy alternatives to replace the packet processed items that meet our centre's policy.

Grains - Wholegrain is the preferred option for children

Sandwich / Wrap / Muffin / Crispbreads / Scrolls / Rice Cakes - *With various toppings some include;* Vegemite, Cheese, Chicken, Ham, Beef, Turkey, Avocado, Lettuce, Carrot, Cream Cheese, Hummus, Tahini, Tzatziki, Fritz, **Cooked pasta, Quiche, Crackers, Unsweetened biscuits, Cereal Bites** - Corn, wheat and puffed rice

Vegetables - Remember look for fresh healthy produce

Broccoli, Beans, Zucchini, Cucumber, Squash, Carrots, Pumpkin, Sweet Potatoes, Capsicum, Tomatoes, Corn, Beetroot, and Mushrooms **Raw or for under 2's semi cooked** Best served plain or with a healthy dip option. Salad is also a great option (good for children's fine motor as well with children picking up food)

Fruits - Remember look for fresh healthy produce

Apple, Grapes (cut in half), Kiwi fruit, Oranges, Mango, Peaches, Strawberries, Banana, Blueberries, Pear, Raspberries, Mandarins, Watermelon, Rockmelon, Dried Fruit (30g only recommended)

FRUIT FACTS:

Remember frozen or canned fruit is suitable too, however check for those with no added salt, fat or sugar. Always choose fruit in natural juices, not syrup. Concerned about the "Natural Sugar" found in most fruit. It's proven to not be related to chronic disease like the consumption of "occasional" foods that have added sugar in them.

Meat or Alternatives

Red meat: Steak, Lamb, Mince in meals (spaghetti, Lasagne etc)

Lean cooked poultry / Fish, Eggs (hard boiled, Quiche), Legumes or Tofu,

Food such as sausages, ham, salami are high in saturated fat and salt so should be avoided.

Dairy

Yoghurt, Tubs, Pouches, Added to fruit (Custards are ok but high in saturated fats and sugar)

Cheese - Cost effective to buy a block of cheese and cut into sticks, slices or grate

Illness

Sometimes children and adults need to be away from the Centre for the safety of others. Excluding children and staff is an important way of preventing the introduction and re-introduction of infection into the Centre. Yankalilla Community Children's Centre follows recommendations and exclusion periods from Staying Healthy – Preventing infectious diseases in early childhood education and care services. It is imperative that the Centre be kept informed of any medical conditions that a child has or develops. We believe that the best place for children when they are unwell is at home. It is generally recognised that if a child is too ill to participate in normal activities without additional care from staff, that child should probably not be at child care and the Centre will use its discretion in regard to exclusion.



Immunisations

When you enrol your child you will be asked to provide an up to date Australian Immunisation History Statement **before** your child can begin at the centre. This will need to be updated at 6 months, 12 months, 18 months and 4 years of age. To ensure eligibility for care, children must be up to date with their immunisations and Immunisation History Statements supplied when required.

Learning stories & Portfolios

Yankalilla Community Children's Centre uses the Early Years Learning Framework (EYLF) for Australia. The framework guides educators in their provision of experiences and opportunities that will maximise each child's potential and develop a solid foundation for each child's future success in learning. The EYLF has an emphasis on play based learning, communication, language (including early literacy and numeracy), social and emotional development. On enrolment, each childcare child will be allocated a primary educator who will aim to develop a close partnership with the child's family and take the key role in observing, documenting and sharing information about the child's learning and development.

Mandated Notification

Staff at Yankalilla Community Children's Centre have a mandated requirement to report any concerns over children's wellbeing and safety in accordance with the Children's Protection Act 1993.

Medical and First Aid

At all times of operation at least one member of the staff team has recognised asthma, anaphylaxis and first aid training.

Children will be unable to attend the service without a correct and up to date medical plan and in date medication required if they are diagnosed with a medical condition i.e. asthma.

Medication Policy

Any medication must be prescribed by a registered health care provider and contained in the original container (not on the box) stating the name of the medication, date of dispense, date of expiry, child's name, dosage, frequency and route of administration. A Medication Plan must be completed by a registered health care provider for all medications. Written and signed permission must be given by guardians for all medication. Verbal permission will not be acceptable.

All medication will be checked by two staff before being administered, one of these staff will be a qualified staff member.

Nutrition

At the Yankalilla Community Children's Centre all food (except breakfast) is provided by parents including milk bottles for younger children. All other drinks are supplied by the centre. Heating of children's solid food will only occur for children aged less than two years.

Parents will be encouraged to provide their child with a variety of food from the five essential food groups that will provide at least 50% of their recommended daily intake of key nutrients. Quantities may vary according to individual children's appetites.

Preschool Services

Under current universal access guidelines, in their eligible year children are entitled to 15 hours per week of kindergarten. This will be offered as 2 x 9am– 3pm session in terms 1 and 2 and 3 x 9am – 3pm sessions in terms 3 and 4. This may vary based on the number of preschool children enrolled in any one year and delivery may vary from year to year.

Preschool fees are \$100 per term

When your child can start preschool

Your child is entitled to access one year of preschool.

Children are eligible for preschool in year they turn 4, if they turn 4 before the 1st of May. If their birthday is on or after this date they will start the following year. If you would like to delay your child's start to preschool or are not sure if they should start, please speak to us about your options. If your child is Aboriginal or under the guardianship on the minister (in care) they are eligible for Early Entry and eligible for up to 12 hours per week of preschool after they turn 3 years of age if there is a vacancy.



Primary Care Giving

Research has shown us that secure attachments with responsive adults during the early years contribute to vital brain development, learning abilities, and the development of positive social relationships. When your child begins at Yankalilla Community Children's Centre they will be assigned to a specific staff member. This person will be known as the child's 'primary caregiver'. The primary caregiver will take specific responsibility for building a secure attachment with your child as well as supporting sibling relationships by arranging visits to each other's rooms. It is important that parents develop positive communication with their child's primary caregiver to enhance the connections between home and childcare.

Priority of Access Guidelines

As a child care service which receives CCS payments from the Commonwealth Government, we abide by the priority of access guidelines set by the Department of Family and Community Services as follows;

1. Child at risk of abuse or neglect OR a family in crisis.
2. Child of a single parent who satisfies, or of parents who both satisfy, the work / training / study test.
3. Any other child.

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. Families will be given at least 14 days' notice of the need for their child to vacate.

Sleep

Effective sleep and rest strategies are important factors in ensuring a child feels secure and safe in an early childhood education and care settings. The service defines 'rest' as a period of inactivity, solitude, calmness or tranquillity and this can include a child being in a state of sleep. The Yankalilla Community Children's Centre has a duty of care to ensure that all children are provided with a high level of safety when resting or sleeping.

The Yankalilla Community Children's Centre's safe sleep, rest and relaxation policy is based on the Department for Education and Children's services (DECD) Safe sleeping for infants and young children's procedure (2017), **Red Nose – Saving little lives 2017 (formerly known as SIDS and Kids)**, **Kidsafe SA** and **the safe infant sleeping standards policy directive (SA Health)**.

Transition to School

Yankalilla Community Children's Centre will facilitate a transition program for children transitioning to Yankalilla Area School and provide visits to the school. This is organised during session times towards the end of the term. A staff member visits with the children, to ensure they are feeling comfortable and secure. The school will contact you about the 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 and discuss their transition programs.

What to Bring

Each day children should bring the following **named** items:

- Bag
- Broad Brimmed Hat (available for purchase for \$6 from the office)
- Change of clothes (sun safe – no singlets or sleeveless dresses)
- Water bottle
- Fruit
- Healthy packed lunchbox

If required younger children will also need to bring:

- Bottles of milk or formula
- Soothers or comforters
- Nappies

During winter we recommend bringing appropriate clothes such as rain jackets and boots for outdoor play.

What Not to Bring

Children should not bring:

- Any foods containing nuts or traces of nuts.
- Unhealthy foods i.e. lollies, chocolate, chips or fizzy drinks
- Toys from home

What to wear

Please send your child wearing appropriate clothing that is comfortable for them to run, climb and play in. Older clothes are better as they are likely to get dirty. Please also send children in clothes that they can manage when going to the toilet. Pack spare clothes, boots and rain jackets for inclement weather.



Contacts

Director: Bec Heath

Assistant Director: Liza-Marie Kolarik

Preschool Teachers: Bec Heath, Derek Tiller and Adele Nightingale

Over Two's Team Leader: Liza-Marie Kolarik

Joeys Team Leader: Mel Penney

Administration: Brooke Hutt

Phone: (08) 8558 2387

Centre Mobile: 0492 879 018

Email: admin.yankalilacc190@schools.sa.edu.au

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