



ANGLE VALE
kindy care

Information Booklet

Contact Details:

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Owner & Licensee: Melissa Bishop

Welcome to Angle Vale Kindy Care!

Management and Staff look forward to meeting your family and welcoming you to our wonderful centre.

Philosophy Statement

At Angle Vale Kindy care we believe in providing an environment that is just like home - safe, secure, caring, loving, nurturing and welcoming of all cultures and backgrounds. We understand the importance of early childhood education with our focus being on strengths, interests and development of all children as individuals as well as the group as a whole. This is done through play and socialisation guided by the Early Years Learning Framework National Curriculum.

CHILDREN AT ANGLE VALE KINDY CARE:

All children will be accepted and respected as a unique individual and they will have the opportunity to explore their creativity through play and exposure to different cultures, teachers and learning styles. They will have the opportunity to learn self help skills and develop independence and confidence through individual and group play and guidance in a supporting play-based learning curriculum. They are given positive reinforcement and guidance for behaviour management and will build strong and trusting relationships with their trained and dedicated carers. They will be fulfilled with nutritious and yummy meals and snacks under the Start Right, Eat Right Guidelines, as well as learn about recycling and the environment and use natural materials and resources.

PARENTS AND FAMILIES AT ANGLE VALE KINDY CARE:

Play a critical role in our programme and policy decisions, we welcome parent participation at all times. We provide support to parents, through knowledge sharing and assisting with queries, as well as providing an annual service of children's photography for families who wish to participate and a Christmas Party where all children and families are invited for a chance to meet other families who attend.

MANAGEMENT:

We have an open door policy to ensure open communication and ensure staff are supported every day to provide high quality care and education to your children. We also ensure all licensing and accreditation requirements are met.

COMMUNITY:

We try to use as many local suppliers as possible to support the local community, as well as support local fundraisers and events and provide a means to promote local businesses through our newsletters and noticeboards.

GOALS

We aim to always provide a high quality of care and understanding of different cultures and individuals to ensure we continue to meet all expectations as per our Philosophy Statement and guidelines. We aim to implement the new Early Years Learning Framework National Curriculum as seamlessly as possible and keep everyone informed of the changes. We aim to always provide a safe and happy working environment for the staff and continue to provide training opportunities and ensure open communication as well as strive to have a fun and educational centre here at Angle Vale Kindy Care.

HOURS OF OPERATION

Angle Vale Kindy Care open from 6.30am to 6.30pm, Monday to Friday, 52 weeks of the year, excluding Public Holidays.

LICENSE INFORMATION

We are licensed to operate by the Department of Education and Child Development (DECD) as an 80 place centre, our license is on display in the front foyer. We are also recognised by DECD as a Preschool. The child care centre is registered for Childcare Assistance 'Child Care Subsidy'.

OUR CENTRE

Our Centre provides the following to all children attending care:

All meals (Breakfast before 8am, Morning Tea, Lunch, Afternoon Tea, Late Snack)

Nappies and wipes (if required)

All bedding and linen.

Please note, due to the variety of dietary requirements, our centre will not provide formula for babies each day, so we request that each family provide their choice of formula. We will provide a private space in the Baby Room for nursing mothers to visit and maintain breast feeding. If your child has special dietary requirements, please complete the dietary section enclosed in your enrolment pack.

ROOMS

Baby Room - 6 weeks to 15 months (approx.)

Pre-Toddler - 15 months (approx.) - 2 years

Toddler - 2 years to 3 years

Pre-Kindy - 3 years to 4 years

Kindy - 4 years to 5 years

OUR FEES

Permanent Day Charge = \$115.00 per day

Casual Day Charge = \$119.00 per day

No out of pocket expenses apply for Christmas Closure and Public Holidays - your account is adjusted once CCS is paid.

LATE FEE

Late fees are paid to team members who stay with the child. Initial fee of \$10 per child with \$2 per minute charge for every minute the child remains in the centre after 6.30pm.

CCS & CENTRELINK

Please contact Centrelink on 136150 to advise them that you are using our service to receive CCS (Childcare Subsidy).

If you wish to claim CCS as a fee reduction, you will need to register with Centrelink and notify AVKC of the registered parent and child's CRN & date of birth via your enrolment form. The Child Care Subsidy will be paid directly to our service to reduce your weekly out of pocket expense.

PRIORITY OF ACCESS GUIDELINES

The Priority of Access Guidelines from DEEWR must be used by AVKC to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, we must fill them according to the following priorities:

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent who satisfies, or of parents who both satisfy the work, training, study test

Priority 3: any other child

Under the Priority of Access Guidelines we may require a Priority 3 child only to vacate a place to make room for a higher priority child. We will give you at least 14 days notice if we require you to change or vacate a particular day of care.

CENTRE POLICIES

Our Centre policies are available on request from Reception. We welcome parent feedback. The Program is displayed in each room; please see the staff in your child's room for more information on the program. Menus are displayed outside the Kitchen entrance as well as in each room.

MEALS

All food is prepared fresh at the centre.

We provide breakfast between 6.30am - 8.00am

Throughout the day we provide the following:

- Morning Tea
- Cooked Lunch/ Sandwiches/ Salad
- Afternoon Tea
- Late Snack
- Dinner when required (left overs from lunch or sandwich)

NUT POLICY

Due to increasing number of children who suffer from nut allergies, AVKC promotes a 'nut free' environment. Our Cook will not prepare any meals using products containing traces of nuts. In order to protect children with nut allergies we ask that no food be brought into the centre kitchen and staff room.

BIRTHDAY CAKES

Birthdays are a special time for children and the centre enjoys sharing the occasion.

Unfortunately, due to health regulations and with many children having allergies it is now not possible for parents/ families to make and supply a birthday cake, however if you would like to provide us preferably with a store bought cake or cup cakes that would be great. (cake packet mix is also accepted, as the children can be involved in the making of the cake).

TOILETING ROUTINES/ TOILET TRAINING

We are happy to adapt your home toileting routines here at the centre, as well as assist with toilet training.

When toilet training can you please supply multiple changes of clothes and underwear.

STUDENT, VOLUNTEERS AND VISITORS

From time to time, we will have students, volunteers and other visitors working with us at the centre. All such persons will be required to sign our visitors register book which is located at the front count before participating in our daily activities and must adhere to our philosophy. At no stage will any such person be left in charge of a group of children. However, they will interact with children, giving help and attention as needed under supervision of a team leader.

BOOKINGS, HOLIDAYS, SICK LEAVE, ETC

Booking changes need to be notified to Management staff, preferably in writing. A family communication book sits on the front desk for you to write in if reception is unattended; this is checked and actioned daily, alternatively please email the centre.

Going on holiday?

If you give us at least two week's notice, we can offer your family 50% discount on your fees.

Changing a Permanent Day?

We need two week's notice to make any permanent changes.

Need Casual Care?

Give us a call and we can let you know if we have space available if you need a one off extra day.

Sick?

Normal fees apply if your child is sick, and any absent days are included in the 42 days of allowable absences where Centrelink will pay CCS. If you provide sick certificates, we will keep them on file and if you exceed your absence quota due to illness, we may be able to claim CCS for further absences.

Withdrawing your child from care?

You need to provide at least 2 weeks notice. If your child is absent on their last day of care, CCS is not claimable, therefore you will be liable to pay full fee.

PAYMENT METHODS

Direct Debit or CentrePay are the only payment methods available, please complete the form included in this pack and return before care commences. The direct debit amount is adjusted to the amount of outstanding fees when a direct debit is due. Please see us for further details on Centrepay.

FORMS INCLUDED IN THIS PACK THAT NEED TO BE RETURNED BEFORE CARE COMMENCES:

Enrolment Form
Fee Agreement Form
Direct Debit Form
Getting to Know Your Child Form

ADDITIONAL FORMS THAT ARE AVAILABLE IF REQUIRED:

Asthma Care Plan
First Aid Plan
Medication Authority
Modified Diet Care Plan
Special Diet Authority
Immunisation history Statement

COMMUNICATION

- * Speak to a Team Leader you have any information or concerns re your child or an appointment can be made if you need more privacy.
- * Weekly Emails (events, activities, fundraisers or current illness within the centre)
- * Monthly newsletters
- * Open door policy with Owner
- * Family Communication Book at Reception

OUR STAFF

You can locate a picture off our wonderful staff here at Angle Vale Kindy Care on the wall as you walk down the hallway.

WHAT YOUR CHILD WILL NEED TO BRING:

- Sunsmart Hat, we have AVKC hats available for purchase for \$15
- Changes of clothes in a small back pack or similar (please name everything)
- Formula, Bottles and Dummy if required
- If your child requires any creams, medication or similar always speak with a staff member (never leave in your child's bag)
- Please ensure everything is labelled!

ARRIVAL AND DEPARTURE IN CHILDCARE

- Attendance Sheet signed on arrival and departure each day, and for absences.
- Medication handed to *qualified* staff member and Medication Permission Form filled out.
- Departure -sign out; collect medication / bottles / hat / clothes.
- Speak to a qualified staff member re information / concerns about your child's day.

CRAWLING CATERPILLAR ROOM (Babies) 6 WEEKS TO 15 MONTHS (approx.)

Our special Crawling Caterpillar room is designed to help your child (and you) cope with being apart. It's friendly design makes it look like a little house- a cosy, cuddly lounge, a busy playroom, snoozy bedrooms and lovely kitchen.

Babies do best when they have someone to cuddle into, drape over, to lean against and crawl into a lap. This develops trust and confidence so at AVKC your child will have a special grown up to meet their individual needs in a way that best suits your family. We see this partnership as an extension of home. We provide tender loving care so routines such as nappy changing, mealtimes and naps are valuable times for your child's development. We make the most of these opportunities by singing, cuddling, listening and learning to understand your baby's personality.

BUMBLE BEE ROOM (Pre-Toddler) 15 MONTHS (approx.) TO 2 YEARS

Our Bumble Bee Room offers a very similar feel to the Crawling Caterpillar room. This room allows babies that have just found their feet to explore with new equipment, developing self-help skills through sitting at a table at meal times and feeding themselves along with many fun activities. Gaining skills in copying and communication, helps your baby bond with their special grown-up and grow confidence to explore. As well as many exploration and developing skills activities designed through our baby room program.

RAINBOW LORIKEET ROOM (Toddlers) 2 YEARS TO 3 YEARS

We believe that every child is a unique individual who develops at their own rate. This means that children need space, time, freedom and opportunities to play and be messy. Here in the Possum Room we will endeavour to program for each child's individual needs, interests and strengths. As confident, little learners their attention is turning towards the world around them as they discover the joy of playing with older children. This is a perfect time to foster imagination and independence as they move from the baby space and begin a new learning adventure in the Possum Room. This area is designed to give many natural outlets in active, pretend and musical play. Make believe is more important than ever, as toddlers want to be just like grown ups. At this age, your child is steadily improving many skills including concentration, hand-eye coordination and problem solving.

CRAZY MONKEY ROOM (Pre-Kindy) 3 YEARS TO 4 YEARS

What an important time being 3 is! Our little possum's are playful, creative and explorers! In our Pre-Kindy, we start to learn the Kindy routines and will have some visits to the Kindy during our transitions. We have experiences in setting up for mealtimes together, packing away, making friends and taking care of ourselves and each other. Lots of time to express ourselves through dance, art and sports and will bring lots of fantastic masterpieces home.

Opportunities for small group activities and learning new skills are a big part of pre-kindy and we seek the input and ideas from our wonderful families. Great communication between families and staff enables us to work with you to achieve the best outcomes and experiences for your child.

FROG POND (Kindy) 4 YEARS TO 5 YEARS

As a recognised Pre-School, your child will receive a full Kindy Program delivered by an Early Learning Education Teacher at Angle Vale Kindy Care.

AVKC's Kindy is a special place where you will hear the laughs of children engaging with each other, sharing stories, singing songs and creating beautiful artwork.

Everyday we want to create a sense of wonder and spark, creating a love of learning that will follow them for years. This is done through structure learning table set out in the room with various learning activities that target numeracy, literacy and communication skills.

We believe family is the most important teacher in a child's life. Talk to your Kindy staff about what is happening in your child's life and what is important to you, we are here to help both you and your child. With AVKC's Kindy room each child can become a friend and confident learner environment. Here they can be artists, builders, chef, engineers, helpers, leaders, musicians, scientists and much much more....

Privacy Notice

Personal information will be managed openly and transparently in a way that protects an individual's privacy and respects their rights under Australian privacy laws.

We only collect or use personal information if this is needed to education and care to children at the service, or use personal information if this is needed to educate and care for the children at the service, or to comply with our legal obligations.

We collect most personal information directly from a parent or guardian. We may also collect information through family law court orders or agreements, special needs agencies and training providers. We may occasionally request information from other organisations which you would reasonably agree is necessary for us to educate and care for a child.

The information collected includes information required under the National Education and Care Law and Regulations or needed to promote learning under the Early Years Learning Framework. This includes name, address, date of birth, gender, family contact details, emergency contact details, collection details, home language, payment details, child care subsidy information, Medicare number, immunisation records, medical information and medical management plans, interests, preferences and needs, including special needs.

We aim to keep the personal information we hold accurate, up-to-date and complete. This enables us to provide high quality education and care while ensuring the health and safety of children, and it is also important that we can contact you in the event of an emergency.

We have systems and practices in place to ensure personal information is secure and can only be accessed by those who need the information or may legally access it.

You have the right to access your personal information. There are some circumstances under Australian privacy laws where we may not be able to give you access. We will tell you if this is the case. There is generally no cost for accessing your information. We will tell you if there is a charge before providing access.