



**BENOWA
EARLY LEARNING**
Children's Centre of Excellence

TODDLERS 2

15 months to 3 years

Information Package 2019



Your Educators Are:

Miss Bianca - Certified Supervisor (Mon-Fri)

Miss Chloe - Educator (Mon-Fri)

TODDLERS 2 WELCOMING LETTER

Hi and welcome to Toddlers 2. This Introductory Package is designed to provide you with information relating to the operation and functions of the room. It is our hope that this information will answer some of your questions about the year ahead. Please remember that you are always welcome to come to us with any questions or concerns at any time. We look forward to meeting and getting to know both you and your child.

Your Educators

Miss Bianca- Certified Supervisor

Hi, my name is Bianca and I have recently completed my Diploma of Early Childhood. I will be the lead educator in Toddlers 2 this year and look forward to meeting all the wonderful families and children. I love working in early childcare to help assist and watch the children grow in a fun learning environment. I can't wait to work in the Toddler's Room this year and help each child learn and grow in a loving, safe and fun environment. I look forward to a great year ahead!

Miss Chloe – Educator

Hello, my name is Chloe. I've been working at Benowa Early Learning Centre for four years. I'm very creative and love engaging in exciting activities with children. I'm from a very big family. I was born and raised in New Zealand so was always surrounded by a big family playing on farms. I have always loved working with children. I'm currently studying my Certificate III in Children's Services. I look forward to working with and helping your children develop and achieve their goals.

Daily Communication

The OASIS online attendance sign in system will inform you of your child's day and the going-ons each day. Using this system, educators can let you know about your child's sleep times, toileting and food requirements. Any messages or comments can also be inputted in the online messages.

Yearly Requirements

- 2 boxes of tissues
- 1 container of sunscreen (to be shared)
- 1 packet of A4 paper – coloured or white

Please NAME and bring these items in during your child's first week at kindy.

Daily Requirements

PLEASE NAME ALL ITEMS TO PREVENT LOST PROPERTY

We all know toddlers like to take their hats and shoes off so PLEASE NAME ALL ITEMS TO PREVENT LOST PROPERTY. **Label companies are:** Stuck on you (www.stuckonyou.com.au) and Labels by Designs (www.labelsbydesign.com.au), however, a simple permanent marker or waterproof laundry marker will suffice for most items.

- Rest time comforters, e.g. dummy, teddy, blankie, etc
- Fitted cot sheet every day they attend (to be washed regularly)
- Hat (if your child doesn't have a hat, he/she will be encouraged to play in shaded areas, such as sandpits)
- Two sets of spare clothes
- 3-4 sets of spare underpants (if toilet training)
- Drink bottle (water and cups are provided as well). **Please take home drink bottles each day to be washed out to prevent bacteria growing inside them. If your child has milk to drink, please use a sippy cup instead of a bottle.**

The Toddlers' rest period is approximately 12-2pm. We request that children be dropped off or picked up before or after this time so the children sleeping will not be disturbed. Please notify the office if you know you will be later than 10.30am. Thank you.

Nappies & Wipes

The centre provides nappies and wipes for your child during their day at kindy. In line with our organic food program and culture, the nappies and wipes we use are manufactured from Bamboo which is naturally hypoallergenic and ideal for sensitive skin. Bamboo fibre is naturally smooth and round without chemical treatment, meaning there are no sharp spurs or harsh chemicals which may irritate the skin. Bamboo also has excellent natural antibacterial and deodorising properties, is an environmentally friendly resource and is 100% biodegradable.

Food Requirements

Meals at Benowa Early Learning Centre are prepared fresh on site every day by our own chef. The menu is designed by a qualified naturopath and nutritionist with the focus on providing the best, most wholesome, nutritionally balanced, home cooked meals, all made with love.

Our Kindy Kitchen philosophy includes:

- Selecting locally grown produce to reduce 'food miles'.
- Using fresh, minimally processed and minimally packaged foods.
- Using organic foods as a priority but not a necessity.
- Incorporating sustainable protein sources such as beans, lentils, chickpeas and chicken.
- Choosing sustainable seafood (www.marineconservation.org.au).
- Choosing to use no artificial anything – including colours, flavours and preservatives
- Conserving water in food preparation.
- Using environmentally sustainable and safe tableware.
- Raising awareness amongst children and parents of the importance of eating healthily and consciously, especially in the younger years as this is where food habits are formed for life.

Drink Bottles are to be named and placed in the fridge. Water and milk are the preferred choice of drink for this age group in sipper cups or drink bottles only.

Lost Property

All unnamed lost property will be put in the lost property box on top of the lockers. Please label all items to avoid this from happening.

Signing In and Out

Benowa Early Learning Centre uses the OASIS online attendance sign in system.

Parents/guardians must complete the childcare sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Subsidy (CCS).

Signing in/out is available via a tablet in our front office area, babies room and kindergarten rooms. Parents/guardians with incomplete signing in or out records for any reason including absences will receive a reminder email each night. Records can be completed remotely via your smart phones or tablet or you can "catch up" pending records when you are next at the centre.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian and we ask that you refrain from allowing children to touch the tablets.

We also require you to sign in and out on a form used in case of an emergency, such as a fire, or in case your child is sick whilst in care. Please make sure you provide us with a contact number for every day your child is in care. This form is situated next to the sign in sheets.

Birthdays

Birthdays are important so we like to celebrate them. The centre will supply ice blocks which are 'juices' for each child on their birthday celebration. The 'juices' contain 100% natural frozen juice bar, 99% real fruit juice, no added sugar and they are made from fresh press apple juice in New Zealand.

Personal Toys

Please refrain from bringing personal toys to kindy as children get upset when toys are lost or broken. Soft comforters are welcome for rest time.

Notice Board

The notice board has important information on it so **please take time to read them**. The program will also be located on the noticeboard, along with up-to-date health issues, special events, etc.

Email

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of special events, room correspondence and other information relevant to your child & family.

Incident Forms

If your child has an incident or injured themselves throughout the day, an incident form will be completed. This details the events which occurred and the action taken. Parents are asked to sign these forms as a way of guaranteeing that you have been notified of the incident. A message from the educators will be added to your child's daily comments on the tablet to notify you that an incident form needs to be signed in the office. Incident forms are kept on the front desk at the office.

Medication

If your child needs medication, a Medication Form must be completed on that day, with all the relevant information (time, dosage, etc.) and signed by you the parent before any medication can be administered. These are kept on top of the lockers in the 'Medication Book', but feel free to ask staff to help you complete them if you have any concerns.

ALL medication needs to be placed by the parent in the refrigerator in the Nominated Supervisor's office and the Medication Register (located on the fridge) completed. If medication does not need to be refrigerated, then it is placed in the locked cupboards clearly labeled "Medication" in each room.

NO MEDICATION WILL BE ADMINISTERED WITHOUT A MEDICATION FORM FILLED OUT BY THE PARENT.

NO MEDICATION IS TO BE LEFT IN THE CHILDREN'S BAGS, this includes asthma puffers, etc., as it a danger to other children at the Centre.

Sick Days

When your child is not feeling well, it is best to keep them at home to stop the germs from spreading and making other children and staff sick. If your child is sick, please ring us and let us know, especially if it is a contagious illness. If your child is going to be away, please ring us and let us know as soon as possible so other parents can make use of their make-up days. **Medical clearance is needed for contagious illnesses. Children should not attend kindy for at least 24 hours after the last vomit or diarrhoea (as per the Centre's policies).**

Amber Teething Necklace Safety

Teething necklaces pose a serious choking hazard or strangulation risk to babies and toddlers. The Australian Competition and Consumer Commission (ACCC) and Department of Early Childhood Education and Care are concerned that an unsupervised child could be exposed to particular risks or hazards such as strangulation and choking hazards.

Benowa Early Learning Centre is not allowed to have children in care with amber teething necklaces. It is against the National Regulations safety advice. If a child arrives with an amber teething necklace the parents will be asked to remove it. We trust all families will follow this regulatory request.

Make Up Days

If you are after a specific day for a make up day, please notify the educators so we can check our diary and hopefully help you out. If there is no day available we can write you in and let you know as soon as we know.

Please remember that make up days are a privilege not a right and unfortunately we can not guarantee a make up day. **Families' fees must be up to date for make up days to be approved.** Make up days cannot be used for consecutive days e.g. two Mondays in a row. Make up days will only be given for a maximum of 20 days holiday per calendar year, priority will be given to those families whose permanent bookings fall on a public holiday

Events

Throughout the year we have numerous functions such as Mother's Day, Father's Day, Easter, Parent/Educator Interviews, Christmas Concerts etc. These are designed for parents, children and educators to get together socially and professionally to enhance relationships and to create an understanding of each other's roles in the lives of your children. The Toddlers Room also participates in monthly educational shows (prices vary from \$4.50). The cost of these events will automatically be surcharged to your account, unless you advise us otherwise.

Program Guidelines and Developmental Books

Each child has their own developmental book which is kept at the centre and is available for parents to view upon request. Your child's developmental book contains various types of observations on your child such as learning stories, jottings, photos, observations, anecdotal, running records and interests extended and interpreted. We base these observations on the children's developmental milestones and interests which we have observed or parent's suggested interests. If you could write down your child's interests for the day on the sign in sheet, that would be very helpful in our planning and programming. We implement the Early Years Learning Framework in our programming, principles and practice as educators. We feel it is important for your children to feel a sense of **belonging** within their environment and for them to take time to enjoy **being** in order to make meaning of the world around them. It is then that they can develop their interests and construct their own identities to **become** so they can fully and actively participate in their environment. We implement the Early Years Learning Framework's principles and practices which focus on assisting all children to make progress in relation to the 5 Learning Outcomes. As educators, we recognise the learning outcomes are most likely to be achieved when we work in partnership with families, as families are the children's first and most influential teachers. Educators are responsive to all children's strengths, abilities and interests. Our Centre Philosophy aims us to respect and value the individuality of each child in our care and to provide a nurturing and safe environment where children can feel comfortable and secure.

Online Correspondence

A daily blog is available for you which outlines the children's day and talks about key experiences and interests that are emerging.

Grievance Procedures

Our goal in the Toddlers Room is to work as a team, communicating well with both educators and parents. You are encouraged to speak to the educators concerning any problems. All parents' concerns will be taken seriously and will be dealt with in the best possible way. We believe a problem shared is a problem solved.

Behaviour Guidance

Guidance and Toddlers

Toddlers like to explore the world as they are in the process of learning that their actions have a cause and effect. This may mean that they push with the intention of seeing the effect of their action without understanding they are causing hurt. If this happens we will redirect the child and simply explain to the child that we are "gentle with our friends" and settle them into another activity. We will tell the child what we would like them to do e.g "we sit on chairs" instead of saying what we don't want to do "no climbing on tables" and "walking feet inside" instead of "no running". We will praise the children on their safe play and positive behaviour instead of concentrating on the negatives.

If we have any concerns about your child's behaviour we will arrange a quiet time with you to discuss any concerns.

Saying Goodbye – Some Helpful Hints

Give yourself some extra time so that you can settle your child in, as your child may feel anxious if you are in a rush. Developing a routine gives your child security to predict upcoming events. If your child becomes upset when separating, tell them you love them and give them a time when you will be returning, “I love you and I will see you after Afternoon Tea”. If you sneak out you will build a feeling of mistrust and will make your child more reluctant to leave you. Once you have said you are going, don't return as this confuses your child. Remember you are welcome to call us at any time if you have concerns about anything, and we are always willing to help. We are looking forward to working together with you and your family.



Toddlers 2 Daily Routine 2019

| Time | Routine |
|-------------------------|---|
| 7.00 - 9.00 am | Combined Age Group Outside Play |
| 9.00 - 9.20 am | Inside Group Time and Nappy Change or Transition to Bathroom - Toilet Routine and Hand washing |
| 9.20 - 9:40 am | Morning Tea Time |
| 9:40 - 10.50am | Planned and Spontaneous Activities on Mat, Verandah and Tables |
| 10.50 - 11.00 am | Nappy Change/Toilet Routine |
| 11.00 - 11.30 am | Hand washing and lunch time |
| 11.30 - 11.45 am | Quiet story time |
| 11.45 - 2.00 pm | Rest Time |
| 2.00 - 2.30 pm | Nappy Change or Transition to Bathroom - Toilet Routine and Hand washing, Sunscreen, Shoes Afternoon Tea |
| 2.30 - 3.00 pm | Quiet activities/group time inside, hats on |
| 3.00 - 4:00 pm | Combined Age Group Outside Play |
| 4:00 - 4.30 pm | Nappy Change or Transition to Bathroom - Toilet Routine and Hand washing, Inside Play |
| 4.30 - 5:00 pm | Hand washing and Late Snack |
| 5:00 - 7.00 pm | Variety of Activities, Pack Children's Bags for Home Time |

It is very important for the children to arrive by 9am as this is when our day starts.

PLEASE NOTE:

All children have their own routine and this is just a general routine of how the day will run. All children will have opportunities to participate in the various activities that are supplied for each day.

INDIVIDUAL CHILD PROFILE
TODDLERS 2 2019

| | |
|--|--|
| Child's Name: | |
| Age: | |
| Mum & Dad's Names: | |
| Siblings (name & age): | |
| Cultural Background: | |
| Are there any special cultural days that you celebrate as a family? | |
| What activities do you enjoy as a family? | |

List 3 goals that you would like to see your child work towards over the next 6 months:

1. _____
2. _____
3. _____

Thank you for taking the time to fill in this profile.

Miss Bianca & Miss Chloe

Toddlers 2 Educators

Daily Checklist

- Have you communicated your needs or your child's needs to the educators of your child's room?
- Have you signed your child in for the day?
- Have you completed the day sheet for your child?
- Have you checked your child's communication folder?
- Are your fees up to date?
- Are your family details up to date?
- Does your child have everything that he/she will need for the day?
- Have you read the notice board?
- Did you say goodbye to your child?
- Did you sign your child out for the day?
- Did you speak to your child's educators about his/her day?
- Did you read the "what we did today" sheet?
- Did you check your child's portfolio this week?



Your Child's First Day

The first day at a child care centre can be quite overwhelming and daunting for some families. We are here to support the transition for your child and your family. There are so many things to think about; what to expect, how long do I stay when I drop them off, what should I pack, how should I dress them? Our friendly, experienced and caring educators are here to help you and your child settle in on your first day. We have put together a little checklist below to help you prepare for the big first day!

What to expect on the first day

First days can bring nerves and mixed emotions. It is natural to feel anxious as this is a big change for you as a family. Our Nominated Supervisor/Owner, Miss Kylie, and educators will explain the process of dropping off your child and saying goodbye throughout your orientation and first day. They may also call or email you throughout the day letting you know how your child is settling in and what activities they have participated in. At any time throughout the day if you are curious as to how your child is going, call the centre and ask to talk to the educators in the classroom and they will be able to update you every step of the way.

Before you know it your child will be showing you to the classroom and waving goodbye independently as they see their new friends and get involved in the many activities they will experience!

What to wear

We promote sun smart practices throughout Benowa Early Learning Centre. When you are dressing your child for their day consider:

- 🍷 Tops and dresses that cover the shoulders and as much of the arms as possible;
- 🍷 Closed toe shoes or sandals with a back so they don't slip off; and
- 🍷 Clothes that have the potential to get a little messy at times even though we try and prevent it with the use of smocks!

What to bring

- 🍷 Change of clothes, all clearly labelled;
- 🍷 A jumper or jacket in case the weather changes, clearly labelled;
- 🍷 A sun safe hat which covers your child's ears, neck and face, or our kindy hat supplied to child at enrolment, clearly labelled;
- 🍷 Comfort item such as teddy, blanket, dummy (in a sealed container) or family photo;
- 🍷 Bottles;
- 🍷 Formula or expressed milk (if required);
- 🍷 Sipper cups or water bottles;
- 🍷 Any medications - this will need to be given directly to the office on arrival and placed in the Nominated Supervisor's refrigerator.

At Benowa Early Learning Centre, we are committed to offering exceeding quality of care to every child that attends our centre. We pride ourselves on providing an engaging and nurturing environment for both yourself as parents and your very precious children. We feel very privileged to join in partnership with you and establish a very stable foundation of education for your child.