

# **TODDLERS 1**

2 years to 3 years

## Information Package 2019



**BENOWA HILLS  
EARLY LEARNING**

*Children's Centre of Excellence*

### **Your Educators Are:**

Miss Sue – Certified Supervisor ( Mon – Fri )

Miss Rowena – Educator ( Mon, Tue and Wed )

Miss Steph – Educator (Thursday and Friday)

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# **TODDLERS WELCOMING LETTER**

Hi and welcome to Toddlers. 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 Sue – Certified Supervisor**

Hello my name is Sue and I am really looking forward to getting to know all the families and children at Benowa Hills Early Learning Centre. I have spent lots of wonderful years in childcare that began in Victoria, covering all ages of children. I have worked mostly with 2 – 3 year olds. I love telling and reading stories to the children. I have a large collection of puppets that are enjoyed by all.

I am married with two grown children and have four beautiful grandchildren that I adore and spend as much time with as I can. (I wish they could always stay little)

I also enjoy swimming, being active, gym, walking and eating!

Working with children has always made me feel *young at heart*.

### **Miss Rowena – Educator**

Hello, my name is Rowena and I started working in childcare in 1992 after earning my Certificate III in Early Childhood Education at TAFE.

I spent the later part of 2018 working in the Toddler 1 room and I am thrilled to return and care for your beautiful toddlers in 2019!

### **Miss Steph - Educator**

Hello, my name is Steph and I am very excited to be working in the Toddlers 1 room in 2019. I joined the Benowa Hills family in 2018 after spending 2 years at our sister centre- Benowa Early Learning Centre. I have been Diploma qualified for almost 9 years and truly love supporting children in all areas of their emerging development within a creative and stimulating environment. I am looking forward to getting to know the beautiful Toddler 1 children and their families in 2019.

## **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**

- 1 scrapbook
- 2 boxes of tissues
- 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**

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 1800 645 849 [www.stuckonyou.com.au](http://www.stuckonyou.com.au) and Labels by Designs ph 3801 2382 [www.labelsbydesign.com.au](http://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
- A set 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 Hills 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](http://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 on the Toddlers 1 drink trolley. 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 Hills 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 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 on the lockers.

## **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. We will also give each child on their birthday a certificate. 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**

When children have an accident which requires treatment, an incident form will be filled out and kept in the classroom for your notification upon pick up. If the incident is serious, you will be notified.

## **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 at reception) 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 (MUD's)**

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 can not be used for consecutive days or consecutive weeks. 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 \$5.50). 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.

## **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.



# Communication milestones

## At 2 years children can usually...

### understanding

- follow simple two part instructions (e.g., 'give me the ball and the car')
- respond to simple wh-questions, such as 'what' and 'where'
- point to several body parts and pictures in books when named
- understand when an object is 'in' and 'on' something.

### speaking

- say more than 50 single words
- put two words together (e.g., 'bye teddy', 'no ball')
- use their tone of voice to ask a question (e.g., 'teddy go?')
- say 'no' when they do not want something
- use most vowel sounds and a variety of consonants (m, n, p, b, k, g, h, w, t, d)
- start to use 'mine' and 'my'.



# Communication milestones

## At 3 years children can usually...

### understanding

- follow more complex two part instructions (e.g., give me the teddy and throw the ball)
- understand simple wh-questions, such as 'what', 'where' and 'who'
- understand the concepts of 'same' and 'different'
- sort items into groups when asked (e.g., toys vs food)
- recognise some basic colours.

### speaking

- say four to five words in a sentence
- use a variety of words for names, actions, locations and descriptions
- ask questions using 'what', 'where' and 'who'
- talk about something in the past, but may use '-ed' a lot (e.g., 'he goed there')
- have a conversation, but may not take turns or stay on topic.

Figure out what I want to say, and put it into words for me.



## **Toddlers 1 Daily Routine 2019**

<b>Time</b>	<b>Routine</b>
<b>6.30 - 9.30 am</b>	Combined Age Group Outside Play
<b>8.30 - 9.30 am</b>	Continued Outside Play Nappy Change - Transition to Bathroom - Toilet Routine and Hand washing
<b>9.30 - 10.00 am</b>	Morning Tea Time
<b>10.00 - 10.15am</b>	Transition for Group Time
<b>10.15 - 10.45 am</b>	Planned and spontaneous activities on mat, verandah and tables
<b>10.45 - 11.00 am</b>	Music and dancing Nappy Change/Toilet Routine Transition to Bathroom - Hand washing
<b>11.00 - 11.20 am</b>	Group Time
<b>11.20 - 11.45 am</b>	Transition for handwashing and lunch
<b>11.45 - 2.00 pm</b>	Rest time
<b>2.00 - 2.15 pm</b>	Quiet activities and reading
<b>2.15 - 2.30 pm</b>	Group time
<b>2.30 - 3.00 pm</b>	Hand washing, transition to afternoon tea
<b>3.00 - 4.00 pm</b>	Outside Play
<b>4.45 - 6.30 pm</b>	Variety of Activities, Pack Children's Bags for Home Time

**It is very important for the children to arrive by 9.30am  
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 2019

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

**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.

# Daily Checklist

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- 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?
  - 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 check your child's portfolio this week?
  - Does your child have any injuries, if so then please write in the incident and injury book.
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# 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 Hills 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 Hills 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.