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CAMELOT KINDERGARTEN INFORMATION BOOKLET **FOR PARENTS**

INTRODUCTION

Welcome to Camelot Kindergarten. Our Management is very experienced in providing care of a very high standard. We are a privately owned Centre. We offer a full Educational Program based on a wide variety of experiences in craft, music, language, drama and games.

Our Philosophy is reflected in our endeavours to create a warm and positive environment for the children to develop in and for parents to leave their children with confidence.

Our Centre has in place written policies to ensure that the day to day running of the Centre is professional and efficient. Detailed policies on Health, Sick Children, Infectious Diseases, Sun Care, Safety and Emergencies, Anti-bias, Behaviour Modification and Food and Nutrition, are kept on file and available upon request. (These are also available in your family language if required)

Centre Statement

At Camelot Kindergarten we aim to provide a safe, healthy, happy and nurturing environment, where parents can confidently leave their children. We provide a caring and positive atmosphere where children are able to develop positive self- esteem and self- concept, all achieved in a non-threatening environment this is all achieved in a Centre that promotes an atmosphere of equality and creates an awareness and acceptance of other cultures, beliefs and an understanding of those with disabilities.

Camelot Kindergarten Philosophy

At Camelot Kindergarten we value early childhood education as the foundation for lifelong learning. We believe that each child is an individual and should be viewed, respected and treated as such. We endeavour to create a “family-like” atmosphere in a safe and healthy environment and recognise the importance of providing a link between home, the Centre and the Community.

We believe that a child’s welfare and wellbeing is paramount. So we provide a Centre where the whole child is catered for in an interesting, nurturing and caring environment that fosters the child’s development and growth. We strive to build meaningful partnerships with our parents, extended family and the greater community.

Our centre is multi-cultural and we value the richness that all cultures can bring to our Centre, we value their contribution to our programs and everyday events. We endorse tolerance and inclusion for all children and strive to include all values in our Program. Educators are sensitive to and respectful of culture, religious and family beliefs. We are inclusive of children with special needs and adjust our programs and physical environment to cater for their individual needs.

We see Play as the basis of all learning in the early years. Our program is a reflection of the children’s interests and needs. We constantly update our programming to reflect the immediate but also the wider community.

The Centre provides educationally appropriate and stimulating programs to assist in the development of the whole child in their physical, social, emotional, cognitive, creative and moral growth. Indoor and outdoor experiences are provided in small and large group situations. We encourage the children to be aware of the natural environment around them and give them every opportunity to explore these ideas whilst recognising the need to “reduce, reuse and recycle”. All these experiences cater for a child’s individual development and reflect current interests of the group or an individual child. We recognise the value of play on development. Research has found that children attain higher levels of achievement through engaging in play. Our Educators ensure that each child is supported in their on-going learning and developmental journey. This ensures that the children can transition to school smoothly and have confidence to succeed.

*“Educators’ practices and the relationships they form with children and families have a significant effect on children’s involvement and success in learning. Children thrive when families and educators’ work together in partnership to support a young child’s learning”
(Early Years Learning Framework 2010)*

Our play-based curriculum can evolve and respond to the interests of the children, in a flexible accepting environment.

Our Educational play-based curriculum assists each child to build and develop (at their own individual rate with guidance and support by all educators):

- confidence and curiosity and imagination
- independence and self-esteem
- respect for themselves and others
- friendly and caring behaviour
- their full potential both emotionally and physically
- an understanding and appreciation of the rights and feelings of other people
- an understanding and respect for our natural environment and an appreciation of environmental sustainability

When Educators' establish respectful and caring relationships with children and families, they are able to work together to construct curriculum and learning experiences relevant to children in their local context" (Early Learning Years Framework, 2010)

Our Goals at Camelot

***We will provide a warm nurturing and safe environment that caters to each individual child and families' needs.**

***We will endeavour to settle each child happily and contentedly into the groups and programs of the Centre**

***We will provide an educational play-based curriculum that caters for each individual child's development in the area of physical, social, emotional, cognitive, creative and moral growth**

***We will provide an inclusive program enhancing the children's awareness of, and respect for cultural differences and similarities and the role all people can provide to the community and our Centre.**

***We value each child as an individual and that they have unique capabilities and interests which allow them to develop to their full potential**

***We believe that parents are the child's first educators and encourage parental participation and input at all times, whilst respecting individual lifestyles, values and beliefs, and their rights and opinions.**

***We will provide qualified, caring and enthusiastic educators who will nurture each child's learning, thinking and development through our play-based curriculum.**

Centre Hours: We are open from 8am to 4pm Monday to Friday. We close on Public Holidays and for 4 weeks at Christmas.

Grouping of the Children:

There are two rooms at the Centre and we provide care for 39 children from 3 years of age. (Children must be toilet trained to attend)

They are grouped according to age.

Room 1 – POSSUMS – 3 to 4 years of age

Room 2 – KANGAROOS- 4 to 5 years of age

Our Fees:

Our daily fees are \$75.

There is also a \$250 holding bond which is payable upon enrolment.

Fees are payable 2 weeks in advance or per term if you prefer.

Fees can be paid by cash, cheque, direct debit, EFTPOS or credit card.

At the beginning of each month you will be issued with a statement which will show all receipted payments.

If your fees are more than 2 weeks in arrears your place might be terminated.

Fees are payable for all the days you are booked into the Centre – this includes public holidays. (We do have a MUD system for absences in certain circumstances).

Families at the Centre are able to claim the CCB (childcare benefits) from the government and if eligible you can also have your CCR Benefit paid directly to the Centre.

It is a Government requirement that we follow their "Priority of Access" when filling our vacancies as they arise.

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 under section 14 of "A New Tax System (Family Assistance) Act 1999

Priority 3: any other child.

Should a position not be available at the time of inquiry, a waiting list application will be supplied – this will then give your child a priority on our waiting list.

Parent Involvement:

We have an Open Door Policy at Camelot and welcome parent involvement at all times. We are always interested in ideas and suggestions that parents contribute. Parent Helpers are welcome and it gives the parents a better idea of what we do here.

Our Program:

We offer a daily program that is based on "The Early Years Learning Framework" and our Curriculum is based on the children's interests and we value Family input as the basis of this. Our Curriculum and Learning stories are displayed in your child's rooms – so you are able to see what they have done during the day! We also have a visual display of photos taken during the day so you can see what the children have participated in during the day. You will receive regular newsletters to let you know what is going on at the Centre. There are also Noticeboards, signs and Policy of the Week Folder to keep you informed of our Practices. There are also Parent Information sheets that may be of interest to you. Of course if you have any queries you can speak to us any time.

Settling – In:

This is as individual as your child! Your child may experience periods of being unsettled, even after being at the Centre for a while. But this is natural and part of their social development. Please feel free to speak to staff about the best way to help your child if you are concerned, and never leave without saying goodbye to your child. You are more than welcome to ring the Centre at any time.

Meal Times

This Centre does not provide meals, but we always have water and milk available. Children need to bring a piece of fruit daily for the Fruit Bowl; they also need their lunch in a

lunchbox and a drink bottle. (Needs will vary with age.) The Centre caters for individual/cultural preferences, by the provision of a micro wave for heating children's lunches. It is the parent's responsibility to place perishable items labelled in the fridge. We have a healthy food policy and ask families to adhere to it. For further information see our Centre Nutrition Policy.

Sleep/Rest Time

All children are encouraged to rest, but no-one is forced to sleep. Children take a book to bed and we play music to create peaceful environment and at the end engage in quiet activities.

Lockers

Each child is allocated a locker for their days at Camelot; the children's things should be in here and emptied at the end of the day.

Sun Care Policy

We are a Sun safe Centre - all children must bring a hat everyday regardless of the weather. You will receive a hat when you purchase the sheet pack. (Please ensure it has their name on it.) We ask you to put sunscreen on your child when you arrive at the Centre we will re-apply during the day as necessary.

First Aid

All staff at the Centre is qualified in First Aid. All incidents that involve your child being hurt and also any other first aid treatment given is recorded in our Log and you will be informed upon your arrival of what happened and what treatment was given. You will be asked to sign to acknowledge this treatment.

What to Bring on the First day

*A school bag containing a complete change of clothes. A piece of fruit for the fruit basket and lunch box with appropriate lunch items and a drink bottle.

* A set of sheets which are purchased from the Centre – this includes a hand towel, a bag and a sunhat.

Always label all of your child's belongings!

What to Do On the First Day

It is a really good idea to talk to your child about coming to Day care. It is also good if possible to have a visit to the Centre before they are to come on their own. When you arrive at the Centre you will be greeted by a staff member who will show you where to sign-in and where to unpack all your child's things. It is a really good idea to sit with your child at an activity to get them settled. When it is time to go tell your child you are leaving and that you will be back in the afternoon. There maybe a few tears but we will look after them and settle them into an activity. If you have any concerns please call us to find out how your child is going. Once your child settles in they will make friends and love coming to care.

Show and Tell

As part of our Educational program at Camelot, each child is able to do Show and Tell. There is a roster in each room and the children benefit greatly from this experience, both in developing self-confidence and being able to answer questions from their peers. They can choose something special that they may bring from home it can be a toy, a photo, something they have made or just talk to their friends about something special. All the children look forward to their turn.

Birthdays

We love to celebrate birthdays at Camelot. We ask parents to bring a cake/ cupcakes for 39 children. Plain cake is best with no nuts or too much cream.

If your child is sick it is best to keep them at home. If your child is getting better and still needs medication you need to complete a permission form in our Medication Book. The medication must be labelled with your child's name on it with also the Doctor's name, the required dosage and times to be administered. All medication must be given to a staff member upon arrival who will complete the required paper work. If there is an on-going problem with your child's health please keep us informed. If your child is an asthmatic you need to provide us with an asthma plan. The same if your child is allergic we need an anaphylactic chart and plan.

In General *Please phone before 9am is your child is going to be absent

*Importantly please inform staff if –

*someone else is picking up your child.

* Your child is going away on holidays

- * Your address or contact numbers have changed

- * If your child has received new immunisations

- * If you would like a copy of this handbook in your family language.

Finally, if you have any questions at all, please feel to contact me at any time.

Regards, Michelle Brown