

# Suffolk Children's House

is a privately owned Pre-School and Long Day Care Centre, licensed with the Department of Education and Communities for 23 Children, 2 to 6 years.

Provider No. 555 003 667K

Information Booklet

## Philosophy

At Suffolk, we believe positive experiences in a child's early years give a solid foundation to the child's life. Children need to be valued and listened to, given an opportunity to play, experiment, discover, problem solve, and learn about themselves and the world around us.

It is a fact that children learn more in their first 5 years of life than in any other 5 year period.

## Hours

8am to 6pm Monday to Friday, 52 weeks a year - closed on public holidays & on other days after notice to, and consultation with, families.

## The Program

Suffolk's aim is to promote your child's overall development in a safe, caring, and stimulating environment. The Centre's current program and its daily routine are both displayed in the Centre.

The program has been designed to incorporate children's interests, & the learning experiences planned for individual children, into the program for the whole group. Staff observe and complete developmental records on a "focus" child and from these observations, specific objectives are set for each individual child. The next week, follow-up is programmed in for further development.

It is believed children acquire self esteem by being able to choose their own play activities. Sharing and co-operation is encouraged. The activities generally offer a choice of painting, collage, drawing,

playdough, books, puzzles, manipulative toys, dramatic play, block play, science experiments, cooking, gardening, carpentry, sand/water play and gross motor activities.

## Behaviour Guidance Policy

Children are made familiar with the limits and are involved in the setting of simple limits.

Children are given a reason for each limit and know they are made for their own benefit.

Children are encouraged to settle their own differences without aggression and minimal adult intervention.

Children are directed to another activity when inappropriate activity is observed.

## Rest Time

Children are required to rest after lunch.

The length of a child's rest depends on his/her needs. Children are free to do quiet activities after resting. Sleep information is shown each day on the daily needs sheet.

## Meals

Children bring their own morning and afternoon teas, lunches, and drinks, all in labelled containers. Any meat and dairy products and cut fruit is refrigerated at an appropriate temperature.

We ask that all food sent be healthy and nutritious, and in the

interests of health and safety definitely no nuts.

Natural spring water is available throughout the day.

All food/drink containers should be clearly named and placed on the food trolley or in the refrigerator.

We encourage low waste morning/afternoon teas and lunches eg. avoidance of plastic wraps, small yoghurt containers, foils, & gimmicky packaged items etc, and we encourage the use of re-useable containers.

## Clothing

All clothing is to be labelled including shoes. Please bear in mind that your child is here to play. It is helpful if children are dressed in non-restrictive, serviceable, easy to wash clothes so that they feel free to join in all activities and develop independence.

Thongs and clogs are unsafe for managing outdoor equipment. Lace-up shoes or sandals are appropriate.

It is **very** important your child brings his/her own hat each day.

Every child should have at least one spare pair of clothes, as accidents do happen.

Please send a sheet bag each day - (pillowcase/drawstring bag) with 1 fitted cot sheet, 1 flat sheet, 1 blanket & spare clothing.

## Health/Medication

If a child becomes sick while at the Centre, staff will contact the

parents or emergency contact discuss the situation and arrange collection if necessary.

The Centre cannot provide care for children with contagious illnesses. Please observe the following prescribed quarantine periods:

Measles	4 days from first symptoms
German measles	4 "
chicken pox	5 "
mumps	9 "
infectious hepatitis (A)	7 "
whooping cough	14 "

Doctors certificates may be require for readmission to the Centre.

Medication will only be administered if:-

(a) it has been personally handed to a staff member

(b) the parent has completed and signed the medication sheet on that day

(c) in the case of prescription medicine, it has been prescribed for that particular child, is current, and in the original bottle or container with the Doctors instructions for administration on the label.

### Accidents & Illnesses

When the medication is given, all instructions will be checked. Should the book signed by a staff member leading to an injury or become lost, you will be notified. We will be happy to contact you if medical attention is required. If URGENT attention is needed a Doctor or an ambulance will be called and parents then notified.

### Delivery/Collection

When delivering or collecting your child, you must complete the sign in/sign out sheet at the entrance. These sheets are required as part of the records and are vitally important in the event of emergency evacuation.

Please be sure to inform staff if anyone other than a duly authorised person is to collect on the day, as our collection policies are strictly enforced.

### Change of Information

It is important that parents notify the office of any major changes in information such as address, telephone (home, work, contact), family circumstances and custody/access orders.

Fees Childcare Benefit is available to those who qualify - we can give you an estimate on enrolment.

Full fees are \$60.00 per day for pre-schoolers and \$75.00 for toddlers. Suffolk reserves the right to vary the fees on the giving of 1 months notice to the person who enrolled the child.

To ensure you get the maximum Childcare Benefit to which you are entitled, please keep the office informed of relevant financial changes - remember we can't help if we don't know.

### Payment

Fees are calculated on a daily basis and are payable weekly. If fees are in arrears without the problem being discussed with the office, cancellation of the child's placement will be considered.

### Priority of Access

Please note the order of priority of access is:

1 - children at risk of serious abuse or neglect

2 - a child of a parent (or parents if there is a partner) who satisfies the Government's work training or study test.

3 - any other child.

If a parent seeking childcare ranks above another in the order of priority of access, the latter may be required to alter or forfeit one or more days.

### Withdrawal

We require 2 weeks notice if your child is to be withdrawn or days are reduced to give the Centre an opportunity to fill the vacancy. If a parent withdraws a child without notice, no CCB is paid by the Government after the date of the child's last attendance and full fees are payable for that 2 week period.

Absences - fees are payable for public holidays and when:

your child is absent due to illness

your child is absent for personal reasons or on holidays

- your child is excluded through failure to have current immunisation during outbreaks.

**If your child is unable to attend on any day, please let the Centre know as soon as possible.**

Make up days are available in the then current quarter if fees are up to date and there is space. Please discuss this with the Administrator so that you understand how the system works.

### Summary

Please remember we are here to help you care for your child. If you have any concerns or special instructions for the day, please feel free to speak to the staff - we are here to help.

If you have any issues or grievances please speak to the staff and/or refer to the Grievance Policy in the parent handbook.



