

Cardiff Busy Bee

Pre-School



Children 2-6 years

Hours 730am to 530pm

Child Care Subsidy Available

Pre-School Program

All Enquiries Welcome

4 Maud Street, Cardiff South 2285

(02) 49547985

Email: cardiffbusyb@bigpond.com

Website: cardiffbusybeepreschool.com.au

Like us on facebook 

CARDIFF BUSY BEE PRE-SCHOOL

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Fees

The cost for a 10 hour day - 730 am to 530 pm is \$130 per day (2yrs) \$120 (3-6yrs). The centre participates in the Child Care Subsidy System (CCSS) paid to families to help with the cost of childcare. The Department of Human Services assesses the family income based on combined family income, activity level of both parents and the type of child care service and will give CRNs (customer reference numbers) to the parents so that the centre can link to CCSS.

It is the parent's responsibility to contact the Department of Human Services to apply for the Child Care Subsidy. The subsidy will be paid directly to the centre to reduce the fees you pay. You can claim using your Centrelink online account through myGov.

It is the parent's responsibility to ensure that the centre has the correct name and date of birth for both child and parent and that the centre has Customer Reference Numbers. Once the centre has entered your enrolment details into their software program families will need to confirm the enrolment through the Centrelink online account before any childcare subsidy will be paid. This can be done through your Centrelink online account through myGov. Parents will then be asked by the service to sign a Complying Written Arrangement (CWA) which states days and hours of care and full fee payable. Some families may be entitled to increased hours of care up to 36 hours per fortnight as your children's session of care is run under a pre-school program and you will need to apply to Centrelink for this pre-school program entitlement.

The parent is required to pay full fees until we have received notice of Child Care Subsidy from CCSS. Where an assessment of Child Care Subsidy has been cancelled, the parent is responsible for the full fees. Parents are advised to notify the Department of Human Services when income changes as a change in circumstances, if not reported, may result in a loss of Child Care Subsidy and parents having to pay full fees.

At Cardiff Busy Bee Pre-School fees must be kept up to date and not in arrears. Fees are payable by direct debit (please note a \$10 fee applies if this is dishonoured) We will provide you with the information on how to set up your Ezidebit.

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A placement fee of \$120.00 per child will be charged when enrolling and this is a non-refundable fee. The placement fee must be paid before your child commences and can be direct deposited into the following account

Account Name: The partners of K.A Tunny & P.W Tunny

BSB 062-544

Account 1085 5204

Parents are requested to read and sign the terms and conditions contract as part of the Enrolment Form and are also urged to read the Policy Manual.

About the Pre-School

Cardiff Busy Bee Pre-School is a private centre which has been awarded "meeting National Quality Standards" by Education and Communities Centre Assessment and Rating. The service is licensed for 29 children, aged 2 to 6 years.

Hours of Operation

Our operating hours are between 730 am and 530 pm. We operate for 49 weeks of the year, including school holidays. We are closed for three weeks over the Christmas period with which no fees are charged. We also close for public holidays, however, fees are still payable for the public holidays and any other days off throughout the year for things like sickness or holidays. Late fees will be charged if your child is collected after 5.30 pm. For every five minutes you are late there will be a charge of \$10.00 per child. If thirty minutes pass and we have not heard from you or we cannot contact you, the police will be contacted.

Priority of Care

Children who are enrolled at the service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs. The Priority of Access levels which the service must follow when filling vacancies are:

1. A child at risk of serious abuse or neglect
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test.
3. Children in Aboriginal and Torres Strait Islander families

4. Any other child

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Priority of Care (continued)

- * children in families which include a disabled person
- * children in families on low income
- * children in families from culturally and linguistically diverse backgrounds
- * children in socially isolated families
- * children of single parents/guardian

You may be asked to swap your days around if a higher priority of access requires a certain day.

Payment of Fees

Fees must be paid if the child:

- * Does not attend for any reason
- * Does not come during school holidays
- * Is away for holidays
- * Would normally attend on a day when a public holiday falls

Notification of Withdrawal

Please note that FOUR full weeks notice is required if your child is withdrawing from the centre.

Arrival and Departure

All children are required to be signed in and out of the centre. All absences are to be signed for. Only people who have their names recorded on the enrolment form, or in the communication book, provided that the parent has clearly stated and given permission for the child to go with that person, will be permitted to take the child from the centre.

All persons collecting children from the centre must be over eighteen years of age. Proof of identification is required when another person is collecting and signing a child

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Arrival and Departure (continued)

out of the centre. Where families reside separately, either parent is permitted to collect their child or can nominate someone responsible to do so unless there is a court order prohibiting this. A copy of any court orders affecting this child must be supplied to the pre-school.

Nappy Change - The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Children who are in nappies will have this detail recorded on the story park app by the staff.

Complaints

A complaint is any issue which a consumer thinks is unfair or makes them unhappy with the service. This could include feedback by consumers, issues, concerns or suggestions, and may be verbal, written or anonymous.

Informal complaint - simple, straightforward, verbal, requiring information or clarification, usually resolved as quickly as possible. All staff have authority to resolve or to refer such complaints.

Formal complaint - is of a more serious or complex nature, and may be verbal or written. These complaints are to be handled by someone with authority. These complaints may involve discussion, investigation and negotiation.

External review: these complaints are referred externally when complaints cannot be settled internally. For further information please refer to the policy manual.

All complaints will be recorded and documented at the service.

All written complaints are to be addressed to the Directors Alana Reid and Ashleigh Hoban. If you feel your complaint has not been resolved you may wish to contact the Licensee, Kelly Tunny email - ktunny74@gmail.com

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Enrolment Forms

It is a legal requirement that information be accurate and complete with regards to address, telephone and emergency contacts. Staff must be informed of any changes to these areas.

Notices

Please check your child's locker for newsletters, notices, etc. General notices will be placed on the board at the front door or in the foyer and also posted on facebook.

Policies

The policy manual is located in the foyer. Please read all policies and please ask a staff person if you do not understand the policy, or if you have any suggestions to add.

Suspected Child Abuse

The law requires all suspected cases of child abuse to be reported to the NSW Child Protection Helpline:

For mandated reporters phone 132111

For all other people phone 132111

When children are in immediate danger of abuse contact the police on 000.

Parents are urged to read the policy on Child Protection.

Staff Employment

All staff or persons having contact with children in a pre-school environment are by law required to have a NSW Working with Children Check. Staff with criminal records will not be employed.

Health

Proof of immunisation is required when enrolling at the service. An up to date Immunisation History Statement from Medicare must be supplied to the service before the child can commence. Under the NSW Public Health Act 2010 a pre-school cannot enrol a child unless the parent/guardian has provided an approved immunisation certificate that shows the child: is fully immunised for their age, or has a medical reason not to be vaccinated, or is on a recognised catch-up schedule if their child has

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fallen behind in their vaccinations. Unimmunised children may be asked to stay at home if there is an outbreak of a vaccine preventable disease in the centre.

Sudden Illness

If your child becomes ill at pre-school, he or she will be comforted by an educator. Parents will be notified and asked to collect the child from the service as soon as possible. If the parent is not available, then the emergency contact person will be notified.

Medication

Medicines can only be given when ordered by a Doctor. All medicines must have the child's name and dosage required labelled on the bottle. The parent is required to complete a medication form. Panadol can be given with permission. Over the counter medicines or herbal medicines cannot be given without a doctor's authority. If your child has a specific health care need requiring administration of regular medication we will require current documentation from your Medical Practitioner together with a Medical Management Plan.

Our aim is to provide a happy, safe, caring environment, giving high quality care.

Settling in Procedures

Please do not talk incessantly about going to pre-school in the week before the child begins. Both parent and child can become highly emotional and this can cause upsets on the first day. Please let your child have a good night's sleep the night before followed by a healthy breakfast the next morning. With a minimum of fuss pack a healthy breakfast (if applicable) morning tea, lunch and afternoon tea. Pack foods in separate containers, clearly labelled with the child's name. Also pack your child's labelled drink bottle filled with water only staff will refill them through the day. Pack a bottle and formula if required. Children should wear old and very comfortable clothes to the centre. Children should have backpacks, clearly named. They should have several nappies (if required) changes of underwear and spare clothing in their backpacks. If possible let your child walk from the car into the centre. The parent must maintain a very cheerful and positive attitude. Asking questions of a small child e.g. "What's wrong? Are you alright?" will create confusion in the child's mind. Better to say "Come and look at the toys - let's do some painting" etc and to kneel down to the child's level,

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or to sit on the small chairs with the child. Conversation should be minimal, as it is better to let the child absorb the atmosphere, sound and colour at their own leisure.

Parents are asked to take some time to remain with the child and to do a painting or some craft or to encourage their child to play with an activity. Always say goodbye to your child and once you have said goodbye do not prolong even if your child becomes upset as this can confuse the child and may result in them becoming more upset and taking a longer period of time for them to settle in. Staff will always phone you if your child has not settled and please feel free to ring the centre if you

are concerned. Always sign in, come to the desk to pay fees and speak to staff to let them know if there have been any problems. Children must be signed in and out and any absence must be signed for. The child will only be accepted if fees are paid and up to date. The children are divided into small groups and the parent needs to speak directly with the teacher in charge of the group. Maintaining friendships with other parents, children and the teachers becomes an important part of settling in.

When the parent collects their child it is wise to remember at the end of the day the child will be very tired and exhausted, having been through a very big experience that day. So please do not add anxiety by asking a lot of questions, wait a little, and perhaps a simple "how was your day?" will be enough for your child to tell you all you will want to know.

In general, children who come one day a week may take a little longer to settle than children who come more frequently.

Child Development

Our Early Childhood Teacher/Educational Leader oversees our pre-school program to promote school readiness. The service uses the app Storypark to document your child's learning. Storypark is an easy to use, private online service which helps teachers and families work together to record, share and extend children's learning. If you prefer not to have the app we have a computer set up near the lockers so you can scroll through and see how your child's day has been. At the end of each year you will be supplied with a portfolio documenting your child's learning throughout the year.

The centre follows the Early Years Learning Framework. The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based

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learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. The five learning outcomes included in the Framework are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing

Child Development (continued)

- Children are confident and involved learners
- Children are effective communicators

We regularly have services that visit the pre-school, including:

- speech screening
- vision screening

We have attached a speech and language milestones sheet for your information. If you ever have any concerns about your child's development please speak to staff for support and guidance. We are here to help. If staff have any concerns we will arrange a time to discuss these with you.

All records are confidential and are kept in a locked cabinet. Licensing regulations ensure that these documents remain the property of the centre and are required to be kept for a number of years. Parents and staff and Community Services have access to these records.

Partnership with Families/Community

Join our facebook page, Cardiff Busy Bee Pre-School, for our latest news and posts. Parents are allowed to post comments but please no photos that show the children's faces or children's names due to privacy reasons.

A monthly newsletter is also sent home which includes up to date news and upcoming events.

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The children perform a concert at the end of each year together with a graduation ceremony and family Christmas party which families are invited to attend. The Christmas party includes face painting and a visit from Santa and the children are presented with their art folders. We also have opportunities for family involvement throughout the year including a mother's and father's day breakfast and extra curricula activities i.e. reading, gardening etc.

Partnership with Families/Community (continued)

Each family will have a turn taking Bubbles our toy bee home for one week and completing a diary by including photos and details of adventures shares over the week. This is a great way for the staff and children to get to know families better, to recognise similar interests and to build a sense of community and belonging.

We ask that each family bring in an up to date family photo for display on our family wall.

The centre has an "open doors policy" which means families are always welcome at the centre and we are happy to have parents involved, whether it be volunteering, sharing a story or organising an activity to share with children.

Please look in our parent information area. We have brochures on healthy eating, physical activity, screen time, food safety and immunisation. We also have a parent library from which you are welcome to borrow books. Our policy folder is located in this area and you may read through this at any time.

Book club order forms are located in the parent information area. These are updated every month. The pre-school receives credit for every book purchased by families which can be used to purchase books for the centre.

Family input sheets are sent home on a regular basis or can be found on the family and community noticeboard. We ask that you complete these as we would like to know about your child's interests and what families share together. This information is then incorporated into our curriculum. We love to display postcards or photos if your family have been on holidays. Please let us know if your family is involved in a special event so that your child can share this at pre-school.

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Sustainability

Our aim is to make our pre-school more sustainable. We are teaching the children to recycle, grow fruit and vegetables, we have a rain water tank outside for our garden and we feed our chickens left over food scraps. The children help to care for the chickens and eggs are collected by the children daily. The children also learn about care and respect for the environment as they help to look after the vegetable and butterfly garden.

Accidents

Children are supervised by staff members at all times. Should an accident occur, the child will be treated by a person holding a first aid certificate. All injuries must be recorded on the appropriate form and parents are required to sign the form when they have been notified of the injury. Parents are urged to read the policy regarding injuries.

Safety

Policies regarding safety issues such as fire drills, evacuations, police checks, etc. are all recorded in the policy manual and parents are urged to read the policies. Parents are required at all times to ensure that the centre has emergency telephone contacts where the parent cannot be contacted. All persons using the services must:

- Never leave children unattended in cars while collecting children from the service
- Car parks are dangerous places for children. Always hold children's hands when arriving and leaving the service.
- Never leave a door or gate open
- Never leave your child unattended in the room - no child is allowed inside without a staff member or parent accompanying them
- Children are not permitted into the kitchen area
- Siblings of children attending pre-school are not permitted to play on the outdoor equipment and are to be supervised at all times

Discipline Procedures - Parents are urged to read all policies in the manual.

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Fighting

If children are observed physically harming each other, a staff person will intervene. Children will be separated, checked for injuries and given time to calm down. Staff will investigate the situation rather than place blame. Children will be encouraged to discuss the incident, one at a time, and to apologise if necessary. Children will then be directed to an appropriate activity. Parents will be notified on pick up of the incident and asked to sight and sign an incident form if necessary.

Biting

Staff will treat the injured child by washing the wound with water and applying an icepack/cold water. Staff will express their disapproval to the biter using a stern (not loud) voice, eg "stop, biting hurts - teeth are for chewing our food". Staff will direct the child to an appropriate activity, such as pounding the playdough, to release further tension. The incident will be recorded on the appropriate form and kept in the child's file. Staff will notify both parents of the incident. If a child bites continuously a behaviour management plan will be put in place. If the child continues the parents may be asked to remove the child from the centre.

Tantrums

Staff will ensure that the child does not physically harm him/herself or others when separating from peers. The child will be given time to calm down. Once settled, staff will speak to the child in a calm voice, expressing an understanding of their anger. Staff will direct the child to an appropriate activity.

Disruptive Behaviour

If a child is observed displaying disruptive behaviour, e.g. running, yelling whilst indoors, the child will be directed to an appropriate activity. Staff will speak to the child in a calm, but authoritative manner, explaining that "we use walking feet inside, we use quiet, soft voices".

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Damaging Toys and Equipment

If a child is observed to damage toys and equipment it will be explained to him/her that toys will break if handled roughly and then no-one can play with the toy. Staff will demonstrate how the toy/equipment should be used. If the child continues to be destructive, the child will be directed to another activity.

Behaviour Management

If a child is having continual behavioural concerns we will work with the family to create a behaviour management plan and guide you in the right direction to any other agencies that might be beneficial.

In the absence of the parent, children will be disciplined by staff whilst at the pre-school. All staff have an understanding of discipline and follow procedures outlined in our policies. If a staff member discusses a child's behaviour with the parent we ask that the child is not reprimanded again at home.

However, if a child displays inappropriate behaviour at home, it is important that the parent disciplines the child in an appropriate way, e.g. if a child bites, then the parent should explain that biting other people hurts and that teeth are used for biting apples or food. Appropriate discipline used both at home and in the pre-school will improve the child's social and emotional behaviour. Please note:

- Staff express their disapproval using a stern, not loud voice
- Staff do not use physical discipline
- Staff do not use words such as "naughty" or "bad"
- Staff do not make the child feel inferior or threatened

Incursions

We have shows and visitors at the centre regularly. Some of the shows are free however most have a charge and we ask families to contribute to the cost. We do try to keep the costs down as much as possible. So that all children have the opportunity to attend the show or performance every child is welcome on the day of the show provided that children who do not normally attend on that day are accompanied by a parent or carer for the duration of the show.

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What to Bring to Pre-School

Clothing - Please dress your child in suitable attire and sensible shoes that are good for running and climbing. Children are allowed to get dirty at pre-school. If possible we suggest you set aside old clothes for pre-school. Please provide a few changes of clothes in case of toileting accidents, weather changes, water play, etc. There will be a charge of \$2.00 for underpants each time your child needs to be changed if you have not supplied extra underpants in your child's bag.

Nappies, Formula and Bottles - If your child is still in nappies please pack enough nappies for the day. The service will supply wipes and sudocrem (if you use something different we will require a chemist label on the cream and add this information to the enrolment form.) If your child is still having bottles please pack a labelled bottle and their formula or milk.

Waterproof Bag - When the placement fee is paid on enrolment, a waterproof bag will be supplied by the Centre. This bag is to be labelled with your child's name and kept in your child's bag. In the event of a toileting or water incident the wet/soiled clothes will be sent home in this bag for washing. Please leave this waterproof bag in your child's school bag to save the use of plastic bags. If your child does not have their waterproof bag when needed you will be charged another \$7.00 for a new bag.

Sun Protection - Please apply sunscreen to your child before you leave home in the morning or apply it at pre-school on arrival and tick the sunscreen column on the sign in sheet. Staff will reapply again throughout the day as necessary. Please provide a hat every day your child attends pre-school. Hats should be legionnaire, wide brimmed (brim size of at least 6 cm) or bucket style (brim size of at least 5 cm). Please do not provide a peak hat, baseball cap or visor as they do not provide sufficient sun protection. Clothing should protect your child's shoulders and back. Please do not send your child to pre-school wearing a singlet, sleeveless top or dress that exposes your child's shoulders and back. If your child does not have the correct hat or clothing

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during the warmer months they will be required to play in the shaded area only or to remain indoors in accordance with our sun-safe policy. Please read our sun-safe policy in the policy manual.

Meals - We provide all meals (morning tea, lunch and afternoon tea). We have a 4 week rotating menu to ensure variety within the meals we provide. We work in conjunction with Munch n Move to ensure our menu meets the dietary guidelines and ensures children get adequate nutrition. We offer alternate meals for children who do not like a meal on any particular day. This can range from a sandwich to pasta, rice or fruit and vegetable options. Staff make note of what children have eaten and how much so parents can be informed at the end of the day. We ask parents to please pack a water bottle with water which staff will re-fill as required throughout the day.

Birthdays - On your child's birthday you may choose to bring a cake. Please provide enough to share with all children. Most children prefer plain cake with icing. If the cake is homemade please send in a list of ingredients. Please discuss birthdays with staff for more information.

Sheets - Could you please pack a set of cot sheets (one fitted and one plain) if your child requires a sleep at pre-school.

Back Pack - We teach the children to place their belongings in their own bag so your child needs to be able to handle the bag and to be able to do up and undo the zips or clasps. Please label the bag with your child's name.

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Children's Library - We have a children's library located on the book stand near the fridge in the front area. We ask that every family donate at least one book at the beginning of the year for this library. Children are to borrow one book at a time and cannot borrow another until a book is returned. This is based on an honesty system and it is the parents/guardians responsibility for the borrowing/returning of these books.

Included in this booklet for your information:

- **Speech and Language Milestones**
- **NSW Immunisation Schedule**
- **Our Philosophy**
- **Medical Conditions Policy**
- **Administration of Authorised Medication Policy**
- **Information sheet on Child Care Subsidy System**
- **Healthy Food Guidelines - Good for kids, good for life**
- **Fact Sheet - Healthy Lunchboxes**
- **Fact Sheet - Get active each day (Munch & Move)**
- **Fact Sheet - Reducing Television and Electronic Games Time (Munch & Move)**