

Putney Playgrounds Kindergarten



Parent Handbook

www.putneyplay@optusnet.com.au

Ph: 02 9808 2540

Open 8:00am – 6:00pm

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Putney Playgrounds

Kindergarten

Address: 6 Frances Road, Putney NSW 2112

P. 02)9808 2540

F. 02)9807 1566

E. putneyplay@optusnet.com.au

Hours of Operation: 8:00am-6:00pm

Ages: 2-6 year old children

Centre Director/Nominated Supervisor

Samar Khalaf

Assitant Director

Carina Dorrell

Educational Leader

Jacque Bettridge

2IC: Jacque Bettridge and Stephanie Sharah

Regulatory Authorities

Our service complies with the National Quality Framework (NQF) including the National Quality Standards (NQS), the Early Years Learning Framework and the National Regulations (Education and Care Service National Regulations).

Our Service is regulated by the new national body for early education and care- the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in NSW. To contact our Regulatory Authority, please refer to the contact details below:

New South Wales

NSW Early Childhood Education and Care Directorate
Department of Education and Communities
Locked Bag 5107

PARRAMATTA NSW 2124

P. 1800 619 113

E. ececd@det.nsw.edu.au

W. www.det.nsw.edu.au



Welcome to Putney Playgrounds Kindergarten (PPK)

We recognise that deciding to enrol your child into kindergarten/preschool is a very important decision. The educators at PPK are here to ensure that the experience is a positive one for both you and your child. Our programs are structured in order to fully prepare the children for each of their developmental and educational steps, through to school transition. At the core of our Program is the “curriculum” and this provides the framework around which all of our learning activities are structured.

Our, program and activities, are delivered by fully qualified teachers and educators, who use specific learning contexts designed to maximise all learning outcomes.

In addition, our program is supplemented by extracurricular enrichment activities provided by specialist teachers who visit the service on a scheduled basis.

PPK creates a calm and comfortable environment for your child to thrive. Our focus is to ensure all families receive access to high-quality care and education.

Our educators are highly trained and carefully selected. PPK is well resourced and each classroom is carefully designed to promote a love of learning. Each child is unique; therefore, we provide a caring environment to allow for individual development. A combination of both indoor and outdoor environments and flexible routines allows us to develop appropriate learning programs for the children.

Along with personalised attention and support, this approach creates a fun and engaging environment that supports learning throughout the day, for each and every child.

This information booklet is designed to give you an overview of the programs and services provided to assist you and your child in preparation before starting at PPK. You can also refer to our policies which provide more detail.

PPK is a privately owned long day care centre, registered for 39 children each day, we offer both full-time and part-time care for children aged 2-6 years.

The policies and information in this booklet have been developed with the educators, the parent committee, and families to ensure that the PPK philosophy is reflected in our day-to-day operations, whilst ensuring that all government legislations and regulations are being met.

We want you to feel:

- Welcomed, recognised, acknowledged, and respected by all our educators.
- Your child is really known by and really knows the people who care for them.
- You are given lots of information about what is occurring and are asked your views.
- You are involved in making decisions about your child's learning.
- You and your child are received and greeted upon arrival
- Your child is happy, secure, engaged and thriving
- Your child is not just looked after, but really educated and cared for.

Philosophy

We acknowledge the Traditional Custodians of the land on which our centre stands and pay our respects to Elders past, present, and emerging. We recognise their ongoing connection to Country, culture, and community and are committed to embedding First Nations perspectives within our daily practices. Through meaningful relationships, storytelling, and respect for the land, we strive to create an inclusive environment where all children feel a sense of belonging and appreciation for the rich history and traditions of Aboriginal and Torres Strait Islander peoples.

At Putney Playgrounds Kindergarten (PPK), our philosophy strongly reflects our belief in providing children, families, and the wider community with a holistic environment that is safe, nurturing, and inviting. Our philosophy is influenced and based on the sound principles of the Early Years Learning Framework (EYLF) for Australia.

We have a highly qualified, experienced, enthusiastic, and diverse team of educators, who provide the highest quality care and education for all who attend the service. Our team is extremely committed and has high permanency retention, and we provide a professional learning environment that incorporates an evolving curriculum based on the children's interests and needs. The educators provide an individualised program for each child factoring in their age, and stage of development, and are always aiming to meet the 5 learning outcomes.

We pride ourselves on our warm, nurturing, and caring environment that provides a secure place for fun, laughter, and room to grow and explore for all who attend the service. Our educator to children ratio is very high and this ensures the highest level of supervision. We pride ourselves on our high level of hygiene practices as we consistently clean the centre numerous times daily. Our educators are also ongoing participants in reflective practices in early childhood education, and we understand contemporary perspectives on enhancing early development.

Our play-based curriculum is responsive to children's needs and interests. It acknowledges the uniqueness of all children, whilst encouraging them to form friendships where they can play and grow together. Each child's current knowledge, ideas, culture, abilities, and interests are the foundation of the program and each child's documentation on learning and progress is made available to families through our comprehensive portfolios.

Every child is supported to participate in the program where their agency is promoted, enabling them to make choices and decisions and influence events and their world, therefore children are encouraged to be active participants in their learning. We are also very proud to offer a comprehensive school readiness program that aims to prepare the children with the best foundation to equip them with the best start at kindergarten.

Play areas and environments are created to motivate children to construct, inquire, experiment, and investigate the world around them. This encourages children's independence and supports their potential. Our program promotes play as it emphasises learning through a process of exploring, problem-solving, social interactions, role play, communication and most importantly listening to children which enables children to enhance skills in areas such as their language, self-help, cognitive, social interactions, and fine/ gross motor skills.

We as a service are committed to the value of collaboration, learning, and building relationships, and forming partnerships with families and the broader community to ensure the best possible development for each child. We as educators work closely with families to understand each individual child and create their play situations as well as listen to the child's needs and interests through play. We do this by inviting them to be a part of our centre's daily program and practices.

We also value the individuality of every family and what they contribute to our centre. Partnerships with families are developed through daily discussions, newsletters, and meetings. Moreover, here at Putney Playgrounds Kindergarten, we have an open-door policy that aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family, resulting in the highest level of customer service and satisfaction. Though with recent times, we have adjusted to the current world situation and are using other methods to communicate with the parents and families instead of them visiting in-person.

A reliable routine is put in place, which is provided in a home-like environment that meets every child's individual needs. Children will warm to a consistent and familiar service making them feel secure. This strong relationship between parents and educators facilitates teamwork and open communication which maintains consistent care from the home environment to the centre's environment. This enables the process of belonging, being, and becoming.



Structure of PPK

The 2 year old group is called the Joeys.

The 3 year old group is called the Possums.

The 4-5 year old group is called the Wombats.

The Joeys and Possums are grouped together but spend some time each day separated into age groups. The Wombats are involved in the school readiness program.

Each group has age-appropriate programs, which are based on the children's strengths and interests. We believe the most effective way for children to learn and develop is with the support of caring and nurturing educators. The centres' philosophy, goals and policies form the basis for our planning and programming.

The program and daily routine are designed to accommodate the needs of both children and educators. They are displayed for parents to view and gain insight into what we do throughout the day. We welcome and encourage all Parents/guardians to contribute to the program.



“All our policies are available on our policy one drive located on our iPad. Please feel free to look and provide feedback on our policies at any time.”

Policies and Procedures

All our policies are available to view on our parents iPad under our one drive account. Please feel free to look and provide feedback on our policies at any time. All policies are linked to the NQF and the National Regulations.

PPK reviews its policies and procedures annually with the assistance and input from educators, families, the parent committee and management.

Every month a couple of policies will be reviewed and are displayed for input from parents/guardians. Amendments to these policies are made if necessary

The policies can be provided upon request to centre Director.

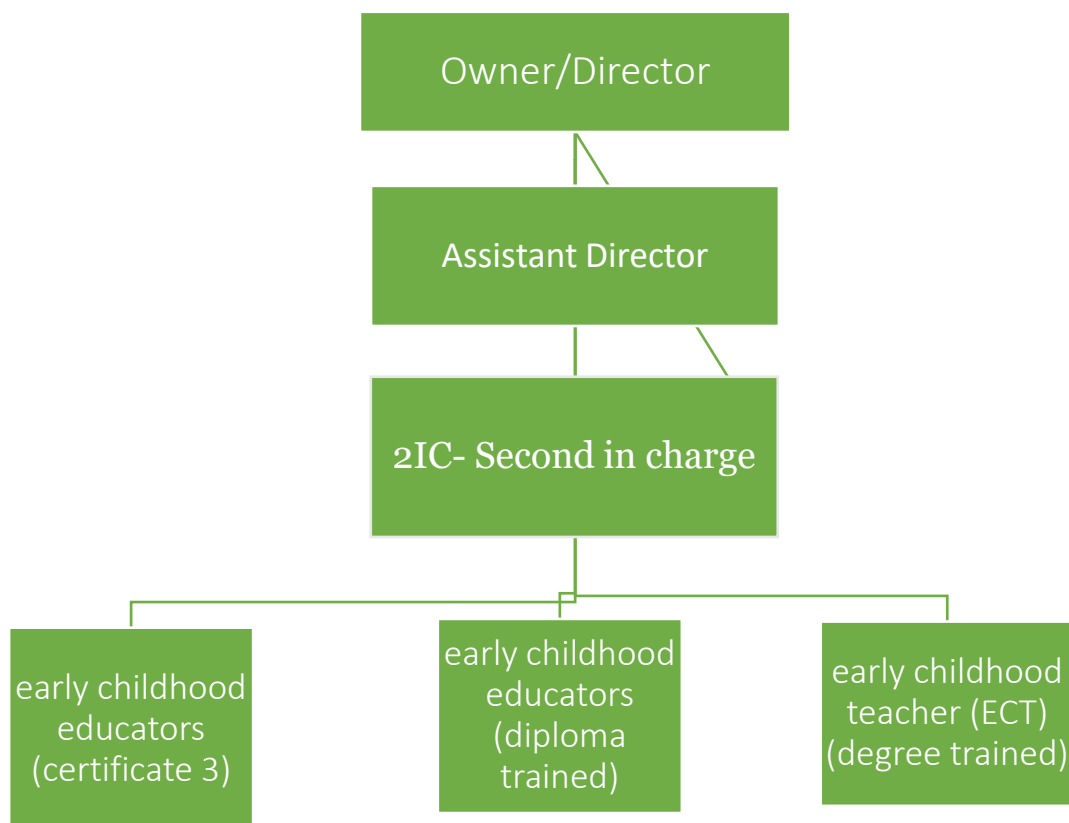
Education, Curriculum and Learning

We follow the Early Years Learning Framework (EYLF) as per our Educators, Curriculum and Learning Policies.

All educators at our service are trained and experienced in all area of early education and care.

Management

The owner/director is responsible for the overall operation of PPK, but works in collaboration with educators and volunteer parents in the committee to ensure that the running is consistent with our philosophy and government regulations. The committee meets once a month to discuss any issues, address policy changes and make decisions.





Educators

We recognise and respect that every educator at Putney Playgrounds Kindergarten is an individual with diverse needs, interests, skills, knowledge and experience. We seek to support and develop each educator's personal early childhood philosophy and value this within the broader shared philosophy of PPK.

PPK employs educators with varying degrees of qualifications, including degree-trained, diploma trained, certificate 3 and Early childhood educators (ECT), which brings a variety of experience and knowledge to the children.

All educators hold the up to date First aid, CPR, Asthma and Anaphylaxis, Working with children's check (WWCC) and Child Protection certificate.

Our small team of educators ensures continuity of care for the children, we have regular casuals that are also familiar with the centre and the children. At PPK we have an educator who specialises in children with special needs.

The educators at PPK are always professional towards each other, the children, and parents/guardians, and maintain confidentiality at all times.

PPK support the inclusion of children with additional needs, working in conjunction with the family and other support services and agencies.

Educators are encouraged to participate in further education and development to maintain their enthusiasm, contribute to the kindergarten program, and develop their own careers.

Educators are flexible in their day-to-day routines maintaining a safe, secure, and nurturing environment. To maintain continuity of care for the children and families, we endeavour to alter our roster only when necessary. This enables both the children and parents to build a solid relationship with the educators.

Students and Volunteers

Throughout the year students from TAFE and university will attend PPK as part of their studies. Additionally, we welcome students from local high schools for work experience. We at PPK view students and volunteers as a positive experience for the children.

All students and volunteers are required to use our QR code to sign in when attending PPK.

Students are always supervised by an educator and are never left alone with the children; parents/guardians will always be notified in advance before the student or volunteer starts.

Students and volunteers are not included in the educator-to-child ratio. If a student is required to observe a child, parent/guardian permission is sought in advance.

Waiting list procedure and priority of offer

On inquiry, a waiting list form can be completed and your child's name will be registered on our waitlist. No waiting list fee is ever charged at PPK. The director will inform the parent when a place becomes available.

PPK gives priority to siblings of existing families and then children on the waiting list in order of registration

There are also Government guidelines for allocating places. These guidelines are the following:

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 the New Tax System (family assistance) Act 1999*

Priority 3-*any other child within these main categories, priority should also be given to the following children*

- *Children in Aboriginal and Torres Strait Islander families*
- *Children in families which include a disabled person*
- *Children in families of low incomes*
- *Children in families from culturally and linguistically diverse backgrounds*
- *Children in socially isolated families*
- *Children of single parents*



Enrolment

Upon enrolment, a non-refundable administration fee of \$150 is payable, together with two (2) weeks of fees. Two (2) weeks' fees will be held as a bond until your child finishes at PPK.

If you cancel your enrolment before your child commences at PPK, the two-week bond becomes non-refundable.

Prior to commencement, we encourage you and your child to visit the centre 2 or 3 times, so that your child can participate in the program and familiarise themselves with the environment, the surroundings and the educators; this will make starting easier.

If you decide to withdraw your child from PPK, four (4) weeks' notice must be given.

Prior to, or on the day of commencement your child's enrolment form must be complete including a copy of your child's Birth Certificate and an up-to-date copy of your child's "Immunisation History Statement".

It is important that you contact Centrelink to activate your child's CRN.

Fees

Fees must always be kept at least 2 weeks in advance; weekly, fortnightly, or monthly payments can be made by cash, EFTPOS or credit card.

Fees are payable for all the days throughout the year that your child would normally be enrolled, except for the four (4) weeks at Christmas when the childcare centre is closed.

Therefore, if a public holiday falls on a day that your child would normally attend childcare then you will be charged for this day. This is also the case if your child is away due to sickness, holidays, or any other reason.

Extra days may be provided as long as there is a position available, you may contact the Director OR Senior member if you would like extra days.

Please ensure that your child is picked up by 6 pm, otherwise, a late fee will apply. Please refer to our Parent notice board or contact service to inquire our current fees.

Child Care Subsidy (CCS)

We are an approved care facility.

The Child Care Subsidy is paid directly to services to be passed onto families. Please go the Department of Human Services website and search child Care Subsidy for more eligibility information.

What you need to do to apply for the Child Care Subsidy:

- Sign into your Centrelink online account through myGov.
- Select Make a claim, then start a new claim.
- Work through the steps to provide your current details.

What to bring in your school bag?

Please ensure ALL your child's belongings are labelled

2-3 year old Joey group

- Morning tea, lunch and afternoon tea in separate containers
- Numerous changes of clothing that are weather appropriate (all labelled with child's name)
- A wide brim sun safe hat (labelled)
- A drink bottle (labelled)
- Milk bottles
- Comforters or soft toys (Clearly labelled).
- A fitted cot sheet and blanket in the cooler months for rest time. Sheets need to be in a separate sheet bag.
- Asthma puffers/EpiPens/medication with up-to-date Action Plan

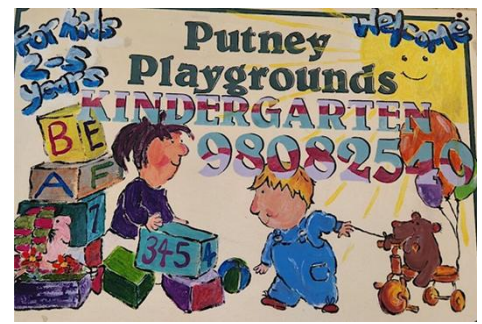
3-4 year old Possum group

- Morning tea, lunch and afternoon tea in separate containers
- Numerous changes of clothing that are weather appropriate (all labelled with child's name)
- A wide brim sun safe hat (labelled)
- A drink bottle (labelled)
- Comforters or soft toys (Clearly labelled).
- A fitted cot sheet and blanket in the cooler months for rest time. Sheets need to be in a separate sheet bag.
- Asthma puffers/EpiPens/medication with up-to-date Action Plan
- If child is toilet training, please provide ample spare of undies and weather appropriate pants
- Pull ups (We like children in this room to wear pull ups if they are not toilet trained, these are not provided)

Nappies are provided

3-5 Wombats group

- Morning tea, lunch and afternoon tea in separate containers
- Two changes of clothing that are weather appropriate (all labelled with child's name)
- A wide brim sun safe hat (labelled)
- A drink bottle (labelled)
- Asthma puffers/EpiPens/medication with up-to-date Action Plan



Operating hours

PPK is open from 8.00am-6.00 pm 48 weeks per year and closes for four (4) weeks over the

Christmas period. Parents will be notified each year of the exact closure dates. Fees will not be charged during the Christmas closure. PPK closes for all public holidays and fees are charged for these days.

Grievances, Complaints and Feedback

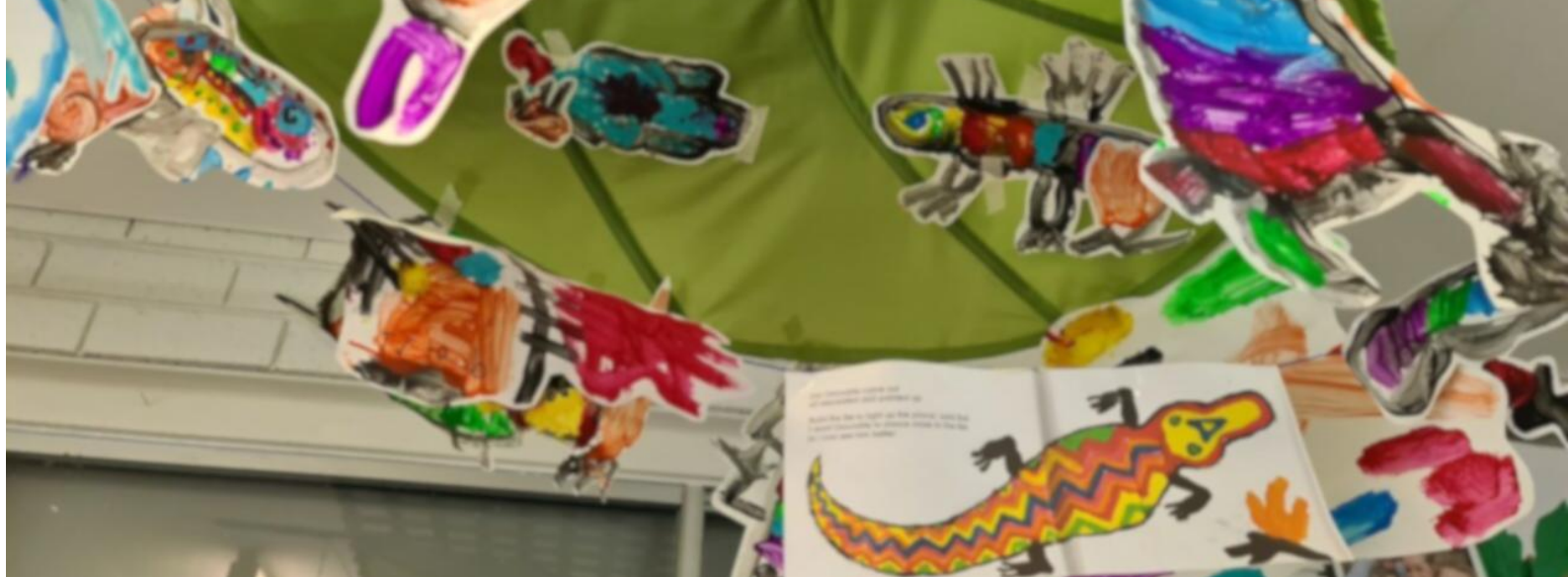
We welcome parent's /guardian's comments and concerns and encourage you to speak with us about any issues you have, or how we could better improve our centre or the delivery of our service.

Please feel free to:

1. Speak with your child's educator, an uninterrupted time can be arranged, if you are not comfortable to do this or you are dissatisfied with the outcome, then arrange a time to speak with the Director.
2. If you would like to remain anonymous, you are welcome to write a letter and place it in the fees/suggestion box.

There are a number of ways in which concerns can be resolved informally. Through verbal communication most issues will be resolved however, parents can document concerns in a more formal manner if necessary.

A parent /guardian grievance form can be completed and a plan of action will be formulated, whereby a follow up and evaluation is carried out. If the issue has not been resolved or a common agreement reached, the parent is able to lodge a complaint with an external body such as Department of Community Services or the Privacy Commission. For more detail relating to parent grievance, please refer to Centre Policy – Parental Interaction and Involvement in the Service.



EARLY YEARS LEARNING FRAMEWORK (EYLF)

The Early Years Learning Framework is a document that was developed for educators in 2009. Its aim was to extend and enrich children's learning from birth to 5 years through transition to school (Department of Education, Employment and Workplace Relations (DEEWR), 2009).

The document was developed by the Australian government and provides a framework for educators to provide children with opportunities to maximise their potential and develop a foundation for future success in learning (DEEWR, 2009, p5).

The document ensures that children in all early childhood settings experience quality teaching and learning and places a heavy emphasis on play-based learning, communication, language, social and emotional development. (DEEWR, 2009, p5).

NATIONAL QUALITY STANDARDS

The National Quality Standard for Early Education and Care was introduced. This framework replaced the old accreditation system and the regulations and in turn, provided us with the new improved childcare guidelines.

The National Quality Standard comprises of guiding principles, quality areas, standards and elements. The seven quality areas aim to capture all aspects critical to providing quality early education and care.

The seven National Quality Standards comprise of: -

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Leadership and service management

The Rating System

The NQS is accompanied by a national quality rating and assessment process, which promotes transparency and accountability and assists parents to make informed choices about the quality of education and care at a service. Our service will display the rating received for each quality area and the overall rating.

The Ratings are as follows –

- Excellent
- Exceeding National Quality Standard
- Meeting National Quality Standards
- Working towards National Quality Standards
- Significant improvement required.

OUR DAY

Routines

Routines are an integral part of our daily programs and provide children with a secure structure in which to learn. In consultation with parents the educators implement procedures for meal times, rest times and toileting.

These procedures reflect the needs of individual children, it is not expected that all children will be doing the same thing at the same time, however the needs of children are constantly changing, therefore procedures must allow for flexibility.

When formulating routines, consideration will be given to each child's developmental age/stage, the needs of the parents and the needs of the child. The daily routines for each age group are displayed in the classrooms but they are only a guide and are subject to change. Routines are evaluated and monitored regularly to ensure they maintain the structure needed.

Dress

Please **do not** dress your children in their best clothes.

Kindy is a time for children to explore, so please dress them in casual child friendly clothes. Children are encouraged to be as independent as possible so please dress them in clothes they can easily be removed when going to the toilet.

A complete spare change of clothes must be provided in your child's bag each day, with extra items to cater for changes in the weather. Dresses and T shirts should cover the child's shoulders to protect them from the sun.

A wide brimmed hat must be provided, otherwise children will only be allowed to play in the undercover areas; PPK is a "Sun Smart" childcare centre.

Thongs and crocs are not appropriate footwear, therefore please ensure that your child has well fitted shoes or sandals suitable for outdoor play and climbing.

All items need to be clearly labelled with your child's name.

The PPK educators support all cultural beliefs associated with clothing and footwear.



Rest

The Joeys and Possums (2-3's) have a rest period between 12.30-2.00pm. All children are encouraged to rest unless specified by the parents/guardians. The older children (wombats), instead of lying down to rest will enjoy a range of quiet activities; this helps in preparing them for school. However, if you would like your child to sleep, we are happy to accommodate this.

Rest is classified as a time of inactivity, stillness and tranquillity whilst ensuring the environment has a high level of safety.

Children rest on individual beds and we ask that you provide a rest bag with your child's sheet and blanket, these are to be taken home and washed at the end of each week. During rest time PPK does not allow pillows, large soft toys or dummies attached to cords. This is to ensure the safety of children and to abide with the SIDS and Kids guidelines.

Home toys

At PPK we do not encourage children to bring toys from home, as there is a risk of them getting broken or lost. The exception is a "comfort" toy or if a child has brought something special for news. If it is for news, educators will look after the item until news, and then put it safely away until the end of the day.

Food

PPK is a NUT and EGG FREE centre- please be mindful when packing your child's lunch box.

Mealtimes are seen as a happy and relaxed time where children sit in small groups with an educator and join in different conversations with the children, encouraging them to eat. All educators are aware of any dietary requirements.

Educators at PPK promote health and nutrition which is encouraged to families to pack healthy lunch boxes and please only send water in your child's drink bottle.

Children are encouraged to drink throughout the day and these bottles will be refilled.

It is important for children to have breakfast before arriving to PPK.

Birthdays

Your child's birthday is a special; event in their lives and we enjoy being a part of the celebration.

However, in keeping in line with our policies and due to allergies, we ask you consider the following guidelines:

- Cakes that are brought in must be egg and nut free (ice cream cakes are the best)
- In summer, ice blocks are a great alternative to cake
- Please do not send lolly bags as they are high in sugar and not suitable or appropriate for children.



Excursions

An excursion is defined as any activity which the children are taken out of the premises. Only a few excursions take place at PPK and parents are always notified and parental permission sought well in advance before excursion.

During excursions we ask for parent volunteers to have above ratio adult to children to ensure the children safety.

Our excursions are visiting our local community parks, cafes and businesses.

Incursions

Each month we have a planned incursion that enhance the children's development in a range of different subjects that aligns with our curriculum. We have a wide range of incursions from different companies coving many learning experiences such as science, healthy eating, NAIDOC week, animals, dental heath, and adventures from around the world.

Accident and Medication Forms

Accident Report Forms

In the case of an accident, Educators will complete the appropriate “Accident” form which a parent/guardian will be asked to read and sign. In the case of an accident where the parent will be asked to read and sign. All accident reports are digitally written and signed on our centre iPads. In the case if an accident where the parent/guardian cannot be contacted, and medical attention is required an ambulance will be called at the parents/guardians’ expense.

Parent/guardians will be notified as soon as possible and informed of all actions taken.

Medication Forms

There is Medication Register for children in each classroom. This is a legal document and Parents/guardians and educators must ensure all information in the Medical Register is accurate and signed off.

The Medication register is used to record the medication needs of a child. Written permission must be obtained and prior to the administration of any medication whether prescription or non-prescription. Medication provided must be prescribed to your child and their name needs to be on the label, otherwise is will not be administered.

All medications need to be kept in their original containers and have original labels. Naturopathic medication must be labelled in the same manner as GP prescribed medication. An accompanying letter from the naturopath is also required.

Verbal authorisation may be given by a parent/guardian in an emergency or in the case of fever. Two educators must witness this authorisation.

Prior to administering any medication educator must check the expiry date, correct dosage and time and confirm that is it prescribed for the child. This is recorded the Medication book and confirmed by parent/guardian signature of

the collection of the child. All medication administered at PPK is witnessed by another educator.

Please **do not** leave the medication in your child's bag, always hand it to one of the educators.

Family partnerships

PPK recognises the time limits on parents/guardians but we do encourage a partnership between yourself and educators at PPK. Your involvement in your child's life at PPK creates benefits for you, your child and the kindergarten. Parents/guardians are most welcome to visit and to telephone throughout the day if you have any concerns.

Communication

Communication is the key when it comes to your child's wellbeing. Please inform us of any changes to your child's routine or family situations. This will enable the educators to understand any sudden changes in a child's behaviour.

Newsletters

A weekly newsletter is sent home electronically via email.

Kinderloop

Parents are able to download the Kinderloop app onto their phone or login on their desktop to see what their children are doing throughout the day. Please also take your time to read Kinderloop updates as it provides you with an insight into your child's day.

The educators at PPK post individual observations, group experiences and the special moments throughout the day.

Kinderloop allows families to feel part of their child's day and also allows parents to be involved by commenting on the various posts throughout the day and liking the spontaneous activities and experiences. The educators use the centre iPad and centre phone to take pictures and add to Kinderloop, documenting your child's learning.

Community Library- Book Swap

Our community library is part of our sustainability and community project. We believe the book swap is a great way to reduce waste. Please bring books into the centre and add to our community library. We have so much to gain from doing what we can to reduce negative impacts on the environment and contribute in positive ways to sustainability, every little bit we do makes a difference. We are very excited to see the positive benefits of this initiative. Books can be any type such as children's cooking, fiction, non-fiction. Etc.



Late collection

At times families may be late collecting their child/children due to an unforeseen delay or an emergency situation. In an attempt to ensure the child, parent and educator are protected from misunderstanding or distressing delay, PPK has implemented the following procedures with regard to the late collection of children.

Lateness relates to the collection of children after 6:00pm. A parent is required to notify the centre if they are going to be late. Should this lateness result in the child being collected after the closing time, alternative collection arrangements should be made or if not possible a late fee will apply.

Please ensure that your emergency contact's detail is kept up to date.

Infectious diseases

In the case of infectious diseases, parents must inform the centre as soon as possible.

The Director will then inform all families and educators.

A child with an infectious disease may not attend until fully recovered and with a medical certificate. Full fees will be charged during this time to hold the child's place.

Immunisations

The centre requires a copy of each child's up-to-date "immunisation History Statement".

During that exclusion periods full fees are payable.

PPK recommends, that all educators are immunised.

For more information, please refer to the Immunisation Policy.



Informative Websites for Parents

Raising Children Network

The Australian parenting website: comprehensive, practical, expert child health and parenting information and activities covering children aged 0 – 8 years.

www.raisingchildren.net.au

Better Health Channel

Quality consumer health information quality-assured, regularly reviewed health and wellbeing information and services. This site is sponsored by the State Government of Victoria.

www.betterhealth.vic.gov.au/

Please Remember

We encourage family participation and involvement in the Service. This allows you to see firsthand what we do and your child sees that there is a connection between home and the Service.

**We welcome your feedback and view
“Feedback is a Gift”.**

