

# Kingsway After School Care Parent Handbook

*Located at Kingsway Christian College*



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## Welcome

The Educators of Kingsway After School Care welcome you and your family.

Our centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically. We are proud of our ability to provide quality care and education for the children at our centre and look forward to a fulfilling and enjoyable association with your family.

Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a programme that responds to the children's needs and interests.

The centre is licensed for 38 children:

- Kindy – 14yrs (ratios are 1-10 for the first 10 children then 1-13 thereafter )

We are opened from 7.00am to 9.00am and 3.00pm to 6pm Monday to Friday during the school term. We offer vacation also either at Kingsway or at our Landsdale site. Care is also available on pupil free days.

We offer quality care for all children aged 4 - 14 years old.

Our centre is staffed by appropriately skilled and experienced child care educators who act as a team to provide care for the children.

- Owner / Director - As the licensee - is responsible for the overall running of the Centre.
- Co- Coordinator - Responsible for the Admin work and overseeing the day to day running of the Centre
- Qualified Educators- 1 Qualified educators with a Diploma/degree in early childhood studies.
- Educator assistants -2 educators support the qualified educators in caring for the children.
- When permanent staff are absent, relief staff are employed to look after your children. We believe that continuity of care is important for young children, therefore every endeavour is made to use the same relief staff so that the children know them.

Our service is government assisted and we follow the guidelines of Childcare Licensing Regulations.

Once again welcome, we hope your experience and time with us will be both happy and beneficial.

Sarah Chemello  
(Diploma Children's Services)  
Anne Marie Chemello  
Director. (Dip T, Grad Dip Social Science, TAA)

## **Diploma Philosophy ASC** **(Statement of Practice)**

Our service philosophy is reflective of current research & theories which incorporates the shared beliefs and values of staff, families and children. We value the uniqueness of each child and nurture each child while working to identify developing areas of interest and exploration.

### **Image of the Child**

We believe each child is rich in potential, strong powerful and competent. We support this belief with the provision of an enriching, supportive and inclusive environment enabling the unique needs of each child to be met. We value the rights of children to make choices in their day and be protagonists in their own learning. We allow children to develop and reach individual milestones at their own pace. All children will be given the support and encouragement they need to reach their potential and to feel that they 'Belong'.

### **Curriculum**

We believe in a flexible curriculum that will offer a diverse, stimulating and engaging range of experiences reflective of children, family and community needs, interests and cultural back ground. We support this belief by providing children with multiple ways to learn both in the indoor and outdoor environments allowing children to find meaningful connections and relationships in the environment. Sensory experiences and opportunities to connect with nature are part of our curriculum plan. We respect and value children's curiosity and questions of wonder and encourage learning through intentional teaching moments and natural opportunities in each day. We value and endeavor to always include shared ideas and input to the curriculum from children and their families.

### **Partnerships**

We believe children learn best when strong collaborative relationships exist between the educators as well as children and their families. We recognise that collaborative relationships lead to strong partnerships which are vital. We believe children need opportunities across their day to explore, investigate and problem solve to build greater understanding of the world around them. We believe these opportunities enhance children's journey of Becoming & developing greater self-esteem; play skills, social skills, and build resilience. We support these beliefs by providing an environment that is engaging, orderly, assisting to bridge the gap between home and early year's care thus creating a greater sense of Belonging for child and family. We support this belief by being available to authentically listen to children and parent's questions & value their contributions to curriculum development. We see ourselves as partners in children's learning and play a key role in the learning journey of each child.

### **Educators**

As educators of young children we believe and are committed to ensuring every child is treated with respect, fairness and equity. We believe in offering a nurturing play based learning environment which gives children opportunity to initiate play direction and progress. We believe children are inherently curious and interested in the world around them and need diverse experiences to enhance and support their ongoing development. We believe in engaging in warm, positive and meaningful interactions with children when supporting, guiding & scaffolding their learning and behaviours. We support these beliefs by being truly "present" when listening to children's questions and conversations. We will provide a loving and supportive environment in which every child will feel valued and included. We recognise the significance of "Being" the importance and awareness of the here and now in children's lives. We will observe children regularly to note their learning progress and ensure environment and resources provided are meeting their individual needs.

### **Environment**

We believe the environment to be a critical aspect of children's learning and development. The environment we provide for children is a space in which children are able to safely explore a range of natural and produced materials and resources which are aesthetically pleasing, and culturally aware. We use recycle materials and include play experiences that will ensure children gain a better understanding of the need to re-use materials and save precious resources. We value and embrace contributions and suggestions to improve the environment from children and families.

### **ABOUT OUR PROGRAM**

Our program is leisure based learning this means that children have time to explore the environment, play sports, have technical play (computers), participate in arts and crafts, maybe watch a movie and lots more.

We base our program on the My Time, My Place framework which was designed specifically for the Out of School Care environment if you would like more information please go to

<http://deewr.gov.au/my-time-our-place-framework-school-age-care-australia>

You are welcome to view

### **ENROLMENT**

Parents are required to complete the enrolment form, provide a birth certificate and immunisation papers prior to us caring for your child. We ask parents to amend any details when necessary.

Kingsway After School Care has an "Open Door" policy where parents are welcome to visit at any time. We do have special days where we invite Grandparents, Christmas parties, New Parent nights and Parent nights etc.

At our centre we encourage all our parents to become involved in any of the following areas – development of centre policies and procedures, input into programmes, evaluation of programmes and activities or any special activities you wish to share with our children.

### **PRIORITY ACCESS**

Kingsway After School care and therefore complies with the guidelines of Priority Access.

### **ARRIVALS AND DEPARTURES**

We ask that children are brought to and collected from the centre at the booked times. When changes occur, please contact the Director. This will enable us to make sure staffing is within the correct ratio. Please make sure you advise a staff member of your arrival/departure. A charge of \$10 per ten minutes will be made for any child left after pick-up time (6.00pm). This is to cover overtime wages of the educators.

Each child must be signed in and out of the centre each day. A written consent form must be filled in if you wish your child to be picked up by someone else.

Each child must be handed to an educator when being dropped off and an educator must be advised when a child is being picked up.

Two weeks' notice must be given prior to withdrawing children from the centre. All days booked must be paid for unless this notice is given in writing.

### **FEEES**

Fees must be settled weekly or under certain circumstances fortnightly. NO payment of fees will result in your child being withdrawn from the centre.

Parents eligible for Federal Government Fee Relief must present a certificate to enable them to receive fee relief from the centre. Full fees must be paid until this requirement is met.

Two weeks' notice is required when withdrawing children from the centre.

The full time fee is a weekly fee, and when Public Holidays occur, the full fee must be paid. Holiday entitlement: Your child is entitled to four weeks holidays per year, at a 50% reduction of normal fees. Two weeks' notice should be given to allow staff restructuring - This is to be done in writing.

If your child is absent without notification and your fees are outstanding, the centre reserves the right to allocate your child's placement to another child. When fees are paid to date, the enrolment will stand until that paid period ends.

Sick days and Public Holidays are fully charged for.

### **FEEES**



- Before School                   \$17
- After School                    \$25
- Vacation Care                  \$60

### MEALS

We offer

Breakfast and Afternoon Tea

A weekly menu is displayed for parents to view.

Any special dietary requirements are met as much as possible. Please advise the centre of any special needs.

Birthdays will be gladly celebrated.

Nutritious meals will be provided for the children.

### INCIDENT/INJURY/TRAUMA/ILLNESS

In the case of child becoming ill or injured at the Centre, all efforts will be made to contact the parent. If this is not possible, the child will be taken to the nearest medical Centre.

Any incidents that may occur at the centre will be recorded on an incident form by the staff member who witnessed it. If your child has been hurt during the day, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child throughout the day.

Any expenses incurred will be passed on to the parents.

### ILLNESS

We are sure parents would appreciate our concern for protecting the health of all children attending our centre. The Director reserves the right to send home or refuse attendance to any child that is considered not well enough to attend, or whose illness may affect the health of other children.

For the protection of well children and for our educators, sick children are asked to be excluded from care until the infectious period is over.

Exclusion – we follow our Exclusion Policy please make yourself familiar with this policy.

#### **Recommended Periods of Exclusion for Infectious Diseases**

##### **Diarrhoea**

Exclude until there has not been a loose bowel motion for 24 hours

##### **Conjunctivitis**

Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis

##### **Head lice**

Not excluded if effective treatment begins before the next day at the education and care service.

The child does not need to be sent home immediately if head lice are detected

##### **Herpes simplex (cold sores, fever blisters)**

Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.

For more information we refer to Staying Healthy in Childcare Documentation.

### IMMUNISATION

All children under the age of seven must be fully immunised or have an approved exemption from the Australian government. If there is an outbreak of an infectious disease any non-immunised children will be excluded as per recommendation by The National Health and Medical Research Council. (NHMRC) Adults are also advised to check their immunisation status and top up if required.

### HYGIENE

Strict hand washing procedures will be implemented. Children will be encouraged to wash and dry their hands before and after meals, after using the toilet and after messy activities. Please continue this practice in the home.

### **EVACUATION PROCEDURES**

In every room you will find an Emergency plan that the centre uses in case of an emergency. Fire drills are practiced regularly so that in case of a real emergency, your child will be not placed in a situation that may endanger your child.

### **OUTINGS**

Incursions and Excursions will be offered to children. They will range from visiting clowns to a visit to a park. A written consent will be required from parents for any outings for children.

### **NEWSLETTERS**

The main aim of the newsletter is to keep parents informed about what is happening in the centre for example changes to policies, general news and information about the centre. These are completed every term and are available to all families.

### **REQUIREMENTS**

On enrolment each child needs to complete the enrolment form and provide copies of birth certificate and immunisation.  
All children are required to bring a wide brimmed hat clearly labelled with your child's name.

### **LOST PROPERTY**

Please check our lost property box regularly for items that may belong to your child.

### **ORIENTATION**

Before you start care with our service it is a good idea to discuss with your child –

- Where they are going
- How long they will be going
  - Who they will meet
  - What they might do
- Before enrolment we ask parents to bring in their child so that they may become familiar with their new surroundings.

### **SAFETY DRILLS**

We perform regular emergency evacuations so children and educators are aware of and understand what we need to do in an emergency. Emergency evacuation plans can be found at the entrance of the building.

### **SUN PROTECTION**

Children need to bring a wide brimmed hat to play in the outdoor areas and sunscreen will be applied 20mins before going out, unless the UV is below 3 as per our Sun safe Policy.

### **CHANGE OF DETAILS**

It is extremely important that you notify the service of any change in details of your circumstances eg. Phone, emergency contact, authorised person, court orders etc.

### **CELEBRATIONS AND FESTIVALS**

Our service believes that celebrations and festivals assist children to learn about our community and world. We like to include in our program activities that show celebrations from around the world.

### **PARENT INVOLVEMENT AND COMMUNICATION**

For the children to gain maximum benefit from attending the Centre, parent input is most important. It is also important to develop and maintain open communication between parents, staff and children to ensure the service is meeting family needs.

- Parents are encouraged to give feedback
  - Parents are encouraged to read all notice boards which provide information on issues which are current for the Centre and the Community.
  - During the year the centre organises informal social events for parents for whom they can get to know other parents and the staff. You are encouraged to attend these functions to find out a little more about the centre and to establish friendships with other families that your child will meet at the centre.
    - We ask parents to ensure that all details of enrolment are current e.g. Emergency contact...
  - Parents are welcome to seek advice, assistance or information from the Director or Co-ordinator or the most senior staff member or to make an appointment for any confidential issues.
  - Ongoing information sharing between staff and parents is encouraged to allow shared responsibility of attaining each child's individual potential. Confidentiality will always be our priority.
    - Where possible, Management does ask parents to become involved in an advisory capacity.
    - Parents are also asked to give feedback to the Centre. Whether it being in the Food area, Programming, Social or Policy amending areas.
- If any parent has a particular talent – whether it being from their cultural background or perhaps their occupation e.g. Dentist, nurse, policeman etc. we would gladly give you some time to share this with the children.
- Parents are able to make an appointment with the staff to discuss any issues or developmental areas of their child.
  - If any parent is having difficulty in understanding any of our publications, the centre can arrange the publications in their home language.
  - When children from non- English speaking backgrounds attend our centre, we will make every effort for the child and family to be accommodated. This can be done through bring in services that will bridge the communication gap or perhaps advise links to services that can be involved.
  - Specialists are also used when needed. They can be used as a communication tool in non-English speaking families or when children with special needs attend. In both instances parents will have the opportunity to be involved and contribute.

### **PARENT CONCERNS**

Parents are encouraged to approach their Qualified Educator member whenever they have a concern about any matters regarding the Centre or their child.

If you are not completely satisfied with the way your concern has been handled please see the Director.

Education and Care Regulatory Unit  
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