

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

The 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 educations 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 39 children:

We are opened from 7.00am to 6.00pm Monday to Friday for fifty two weeks of the year, excluding Public Holidays.

We offer quality care for all children aged 4-12 years old. Before school, After school and a Holiday program is available.

Ann Marie and Sarah Chemello have owned and operated Outside School Hours Care facilities for 16 years. Ann Marie has a Teaching Degree as well as being a Validator for the National Childcare Accreditation Council for over 8 years. It is a family owned business which guarantees you a direct link at all times.

You may contact Kingsway ASC 0401 942 117 or Anne Marie 0408935703

The centre is staffed by appropriately skilled and experienced child care workers 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 - Qualified Educator with a Diploma/degree in early childhood studies/Certificate 4.

Educator assistants - educators support the qualified educators in caring for the children.

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.

Kind regards
Sarah Chemello
(Diploma in Children's Services) &
Anne Marie Chemello
Director. (Dip T, Grad Dip Social Science, TAA Training and Assessment)

Philosophy

(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.
Our service has a dedicated approach to continuous improvement.

In relation to 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.
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 they need to reach their potential and to feel that they 'Belong'.

In relation to the Curriculum

We believe in a flexible curriculum that offers a diverse, stimulating and engaging range of experiences reflective of children, family and community needs, interests and cultural back ground.
We provide 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.

In relation to Partnerships

We believe children learn best when collaborative relationships exist between educators, children and 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.
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 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.

In relation to Educators

We are committed to ensuring every child is treated with respect, fairness and equity.
We believe in offering a nurturing play based environment which gives children opportunities to initiate play.
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.

In relation to the Environment

We acknowledge the original custodians of this land
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 recycled 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.

FEES

Before School	\$20
After School	\$28
Early Finish	\$30
Vacation Care	\$60 (plus excursion fee)
Casual bsc add \$5/asc add \$5 to the above amounts	
Casual Vacation care booking \$8 per day to the above amount	

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. Before enrolment we ask parents to bring in their child so that they may become familiar with their new surroundings. 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 Families to come along.

At our centre we encourage all our parents to become involved in any of the following areas – development of centre policies and procedures, development of our quality Improvement Plan, 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 operates under the Federal Government Childcare Benefit Scheme 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). 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.

MEALS

We offer

Breakfast from approx. 7-7.45am

Afternoon Tea from approx. 3.30-4.30

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.

ACCIDENT

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 accidents that may occur at the centre will be recorded on an accident 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.

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

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.

PAYMENT OF FEES

We have 2 payment options – direct debt from your bank account or deducted from your credit card.

Fees are to be paid in advance and an enrolment fee of \$20 is required on booking. This is not refundable

Fees must be settled weekly or under certain circumstances fortnightly. NO payment of fees will result in your child being withdrawn from the centre. Full fees must be paid until parents have supplied Customer registration numbers from Centrelink.

If your child is absent on first or last day of care full fees will apply as no government payments are given.

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 4 weeks holiday at 50% reduction of normal fees. (If you choose to take 1 or 5 days holiday in any week this is counted as 1 week of your entitlement.) 2 weeks' notice must be given to receive discount.

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.

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 read all notice boards which provide information on issues which are current for the Centre and the Early Childhood field in general.
- During the year the centre organises informal social events for parents for whom they can get to know other parents and the staff.
- 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.
- Parents are also asked to give feedback to the Centre. E.g. Quality Improvement plan, policies etc.
- 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.

OUTINGS

Incursions and Excursions will be offered to parents. They will occur every vacation care. They will range from visiting animals to going to the movies, bowling etc. A written consent will be required from parents for any outings for children.

NEWSLETTER

Every term you will receive a newsletter. The main aim of this is to keep parents informed on what is happening at the centre, to of changes made to policies and general news.

HEALTH AND SAFETY

Medication

A written consent is to be obtained prior to any medications being given to your child and prior to any medical attention required for your child. This form is available, please ask the educators. It should be completed detailing medicine, quantity and time medicine is to be given. A parent signature is required next to this information. Once the medication has been administered, the staff member doing so, will sign and time the request to indicate that it has been carried through.

This procedure is to be completed on a daily basis, even if the medication is to be administered for more than one day. The medication must be in its original container. Educators may only administer medication that is appropriate to your child's age.

All medication is to be handed to the Senior Educator and not left in your child's bag.

All educators have been advised that unless there is an "Authority to Administer Medication" form completed by the parent, medication will not be given to any child. Parents may give authority for children to self-administer medication.

Sickness

We are sure parents would appreciate our concern for protecting the health of all the children attending the 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 the staff, sick children are asked to be excluded from care until the infectious period is over. Parents/or guardians are not to bring their child into the centre if the child shows signs of sickness.

Exclusion – As a protection for all children and staff the following exclusion policy applies to all children enrolled in the Centre.

This is to protect the child, other children, caregivers and parents/guardians.

Children with infectious diseases will be excluded from the Centre in accordance with the National Health and Medical Research Council exclusion guidelines.

- Ear, eye or nasal discharge (only clear discharge is acceptable)
- An abnormal, unexplained rash
- Infectious sores or diseases
- Abnormal temperature
- Vomiting or diarrhoea

Recommended Periods of Exclusion for Infectious Diseases:

Chicken Pox	Exclude until all lesions have crusted and There are no moist sores and the child Feels well – at least 5 days after the eruption first appeared.
Common Cold	Admit when the child feels well. No coloured discharge from the nose.
Conjunctivitis	Exclude until discharge from the eyes has Ceased or medical treatment has been undertaken for 48 hours.
Head Lice	Re-admit the day after medication shampoo has been applied.
Influenza	Exclude until child feels well.
Impetigo	Re-admit once appropriate treatment has commenced.
Gastroenteritis	Exclude until diarrhoea has ceased.
Ringworm	Re-admit the day after treatment has commenced.

PROGRAMMING

My Time Our Place Framework builds on the Early Years Learning Framework and extends the principles, practice and outcomes to accommodate the contexts and age range of the children and young people who attend school age care settings. The Framework ensures that children in school age care have opportunities to engage in leisure and play-based experiences which contribute fully to their ongoing development.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

We plan holistic programs that are responsive to children's lives, interests and learning styles. Which promote children's physical, personal, social, emotional and spiritual wellbeing as well as the cognitive aspects of learning.

(Holistic Programs are concerned with the growth of every child's intellectual, emotional, social, physical, artistic, creative and spiritual potentials. It actively engages children in the teaching/learning process and encourages personal and collective responsibility. Its aims are to nurture healthy, whole, curious persons who can learn whatever they need to know in any new context.)

REQUIREMENTS

Sun Hat – wide brimmed, Water Bottle

Please check the lost property box regularly for items belonging to you.

During vacation care, please dress children in appropriate clothing so that they can be active and easily manage planned activities.

Treasure from home – it would be appreciated if children did not bring along toys etc from home unless required for special days.

PARENT CONCERNS

Parents are encouraged to approach their Qualified Staff 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 Co-Coordinator.

Education and Care Regulatory Unit
111 Wellington Street
East Perth. W.A. 6004
Telephone: 6551 8333

Kingsway Afterschool Care Parent Handbook

2017

