



# BAUER STREET COMMUNITY CHILDRENS CENTRE

*Acknowledging the unique potential of every child*

**(A QUEENSLAND GOVERNMENT APPROVED KINDERGARTEN PROVIDER)**



## PARENT HANDBOOK

**76 Bauer Street,  
Southport, QLD. 4215  
Phone: (07) 5532 3467 Fax: (07) 5526 4447  
Email: [office@bauerst.qld.edu.au](mailto:office@bauerst.qld.edu.au)  
ABN: 87 496 263 099  
Childcare Provider No: 555002269K  
[www.communitychildcare.org.au](http://www.communitychildcare.org.au)  
Southport**

**Reviewed and updated: January 2017**

# **BAUER STREET COMMUNITY CHILDREN'S CENTRE**

## **STATEMENT OF APOLOGY AND COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE**

Bauer Street Community Children's centre acknowledges the loss of family, cultural identity, land, language and community of Aborigines and Torres Strait Islanders through the policies and practices of Australian governments, organisations and people.

We acknowledge the findings and support the recommendations of the *Human Rights and Equal Opportunity Report Bringing Them Home (1997)*.

We unreservedly apologise for the ongoing suffering and loss that these policies and practices have caused to Aboriginal and Torres Strait Islander children, parents, families and communities.

We recognise the importance of Aboriginal and Torres Strait Islander children's home cultures as crucial to their identity and developing sense of self-worth.

We recognise the importance of the role of early childhood services in respecting and working with young children to support their identity in this regard.

We recognise the importance of Aboriginal and Torres Strait Island cultures as part of the cultural heritage of all Australians.

In honouring reconciliation Bauer Street Community Children's Centre makes a commitment to an ongoing process that:

- Actively seeks advice and input from Aboriginal and Torres Strait Islander communities;
- work practices that are respectful of Aboriginal and Torres Strait Islander cultures, and actively challenges insensitive and biased attitudes, practices and behaviours;
- Ensures our work with early childhood services promotes practices which demonstrate sensitivity to Aboriginal and Torres Strait Islander children's social and cultural backgrounds;
- Promotes practices that ensure inclusion of parent and family values in caring for and educating Aboriginal and Torres Strait Islander children in early childhood services;
- Promotes the inclusion of Aboriginal and Torres Strait Islander cultures in all children's services.

## INTRODUCTION TO BAUER STREET

We as Early Childhood professionals, in consultation with parents, aim to provide a safe and happy environment where children can acquire skills, knowledge, attitudes and sensitivities that will enhance their potential, thus enabling them to be positive members of their family and community.

### STATEMENT OF PRINCIPLES

#### Mission Statement

To provide an environment where families, staff and management work together for the well-being and education of each child.

#### Centre Philosophy

##### Children

We recognize that every child is unique and we respect and value differences.

We know that children learn through play and we build on their interests and strengths so they may learn to make sense of the world around them.

We believe every child has the right to experience quality care.

We will focus on the 'here and now'.

We believe that children should experience the joys of childhood.

##### Staff

We will work together to provide a caring, nurturing and stimulating environment, where children feel comfortable, and are empowered to try new activities and experiences.

We will commit to extending our knowledge and expertise in the field of Early Childhood and will attend professional development courses throughout the year.

We will engage in critical reflection on individual practices as a tool for professional development.

We will act professionally at all times and in any circumstances.

##### Centre/Environment

We will provide an environment that is stimulating and challenging and caters for the individual needs of the child.

We will create an environment where there is a balance of learning, love, security, independence, consideration for others and a feeling of self worth.

We will foster hope, wonder and a love of the natural environment through daily practices, resources and interactions.

We will create an environment where lasting memories and friendships are made.

### **Program/Indoor & Outdoor**

We believe play-based learning is the best medium for learning and development in the Early Years.

We believe children learn best through hands-on experiences.

We will maintain a program that is gender neutral, multicultural and anti-bias, allowing children to feel recognised and respected for who they are.

We will ensure our program is flexible so that unplanned interests and events can be followed through.

We will emphasise the processes of learning rather than focusing on finished results.

We believe children should have free choice especially outside, to be able to explore the natural surroundings. This can be achieved through children making their own choices as to what they would like the outdoor environment to look like, decide on activities that interest them and how they would like this activity to be set up.

### **Family/Community**

We believe families are the primary influence in their Child's life.

We will strive to develop positive relationships with families that are based on mutual trust and open communication.

We will promote cultural awareness in all educators and children, including greater understanding of Aboriginal and Torres Strait Islander ways of knowing and being.

We encourage family and community involvement within the classroom.

We acknowledge that each family is affected by the community context in which it operates and we support and value these differences.



## Curriculum Overview

Our centre's curriculum is underpinned by the Early Years Learning Framework (EYLF) and the Queensland Kindergarten Learning Guidelines (QKLG).

Fundamentally, our educators view the children as competent and capable individuals who are active participants in their own learning. Using this information, our educators aim to provide a program that is flexible and responsive to individual needs, while capturing the ideas and interests of the groups.

In the younger rooms, this is achieved by working to individual routines and preferences. Their routines for feeding and sleep are discussed with their families and catered to during their day. The younger children are also provided with many opportunities to self-select the resources that interest them and are exposed to many experiences to extend on their individual development.



In our older rooms, the children are engaged in class routines and transitions that will prepare them for school. The children are frequently engaged in active learning, based on the current interests of the child or group.

In our Kindergarten Program the children follow much the same routine as Senior Kindy but we reinforce school readiness skills such as exploring and engaging with literacy and numeracy in personally meaningful ways.

Parents and families are encouraged to be a part of the programming and planning in the classroom and any additional information about your child and their particular interests or abilities are gladly received.



## National Quality Framework

The National Quality Framework aims to improve the quality of early childhood education and care services in Australia. Providing children with quality experiences early in life can lead to better health, education and employment outcomes, building a productive and fair Australia. The National Quality Framework includes legal requirements that all services must comply with. These include requirements for:

- the number of staff and their qualifications
- ensuring children's health and safety
- the amount of space at the service and how it is set up
- the quality of developmental and learning experiences for children.



## National Quality Standard

The National Quality Framework sets a higher National Quality Standard to encourage services to continue to improve their programs and practices. Services are assessed and rated against seven quality areas of the National Quality Standard:

1. **Educational program and practice** - Your child is supported to participate in play and learning
2. **Children's health and safety** - Your child is protected from illness and hazards
3. **Physical environment** - Your child plays in a safe and well maintained environment
4. **Staffing arrangements** - There are enough qualified staff to give your child the attention they need
5. **Relationships with children** - Your child is made to feel supported and welcomed
6. **Partnerships with families and communities** - Local community involvement and respect and inclusion of all beliefs and values
7. **Leadership and service management** - Your child is cared for in a positive environment.

Our centre's aim is to exceed the National Quality Standard across all areas of our service and we have a quality improvement plan (QIP) in place to show what is happening in our centre to achieve this.

For more information in regards to the National Quality Framework please speak to the Director or you can find more information on the website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Structure Of The Centre

### Licensee

Bauer Street Community Children's Centre is a non-profit community based Centre. The Centre is licensed by the Australian Children's Education and Care Quality Authority and the licensee is Bauer Street Community Children's Centre Inc. Pam Skinner is the Nominee for the Licensee. The Centre is licensed as a Long Day Care Centre for a maximum number of 72 children per day licensed to operate five rooms, ranging in ages :- **6 weeks to 5yrs (school age)**. The Licence is located on the wall in the foyer for your perusal.

### Rooms

<b>Nursery:</b>	(0 – 2.5 years)	– 8 children with 2 staff.
<b>Toddlers:</b>	(15mnths – 2.5 years)	– 10 children with 2 staff.
<b>Junior Kindy:</b>	(2 – 3yrs)	– 14 children with 3 staff.
<b>Kindy:</b>	(3 – 5 yrs)	– 18 children with 2 staff.
<b>Pre-prep:</b>	(3-5 yrs)	– 22 children with 2 staff.

**Hours of Operation - Monday to Friday 7.30 to 5.30**

### Our Operational Management Team



**Pam Skinner** – Pam is our Centre Manager and has been overseeing the day to day management of our centre for over 38 years. Some of her many duties include:

- Handling enquiries for bookings
- Ensuring enrolment forms are complete and up to date
- Attending relevant meetings
- Liaising with other Agencies and workers in the community
- Interviewing and organising staff



**Lesley Stannard** – Lesley is our Centre Administrator and has been here for over 29 years. She is responsible for:

- Managing, analysing and administering our Kindy manager database
- Liaising with parents and Government departments to ensure accounts and CCMS are kept in accordance with current legislation
- Assisting in the preparation of the Centre budget
- Producing and reconciling financial records
- Calculating staff wages & superannuation



**Lee Buys** – Lee is our Nominated Supervisor/Director and has recently joined our team and comes with over 10 years' experience as a centre Director.

She is responsible for:

- Overseeing the operations of the centre in co-operation with the centre manager
- Leading, guiding and supporting a team which provides high quality Early Childhood Education and Care
- Ensuring that a program is delivered to all children that is based on the EYLF and is based on the developmental needs, interests and experiences of each child
- Ensuring compliance with Legislation & Policy
- Implementing and delivering an approved Queensland Kindergarten Program
- Collaborating with educators to develop approaches to learning programs and documentation
- Reviewing current programs of learning and documentation at the centre



## The Parent Management Committee

The Parent Management Committee meets monthly so they can review the running of the Centre, discuss any issues arising and plan for future events. The overall role of the committee is to support the centre and staff, with the common concern of all members being the welfare of the children.

The Annual General Meeting of the Committee is held in March each year and new Committee members are nominated to replace parents who no longer wish to be members of the Committee. The agenda and the minutes can be viewed on our notice board after each committee meeting.

## Orientation Procedure For New Families

Welcome to Bauer Street Community Children's Centre. We care about your child's wellbeing so we go the extra distance to ensure that your child is settled into their new environment. Here is the procedure we adopt to settle your child:-

- On enrolment each family will receive a current Parent Handbook and enrolment form.
- Parents will be asked to complete an information form about their child for staff to become familiar with his/her routine and personal information.
- The parent and child will be given a tour of the centre and meet the staff and children in his/her new room.
- Before children start, parents are encouraged to have an orientation process where they come and spend time at the centre with the child, to help ease them in and let them become familiar with the environment. This process is tailored to meet the individual needs of the family and the child. Staff are flexible and encouraging at all times during this process.

## Fees And Levies - 2017

Equipment Levy -	\$ 1.00 per child per week (charged weekly)
Association Membership -	\$ 5.50 per family per year (charged Feb/March)
Donation Levy -	\$15.00 per child per year (charged Feb/March)
Christmas Present/Party Levy -	\$20.00 per child per year (charged mid-year)
<b>NURSERY/TODDLERS -</b>	<b>\$90.00 PER DAY</b>
<b>JUNIOR/SENIOR KINDY -</b>	<b>\$85.00 PER DAY</b>
<b>PRE PREP -</b>	<b>\$80.00 PER DAY</b>

**Enrolment:** On enrolment, families are to pay a one week enrolment fee, which is held as a security deposit. This will be refunded if your child leaves the centre, and all outstanding fees have been paid.

**Child Care Benefit:** On enrolment, parents are advised to register for the Child Care Benefit through the Centrelink Office.

**Illness & Holidays:** Fees will be charged for absences due to sickness or holidays – including Public Holidays.

**Late Arrival to Pick Up Child:** If you arrive after 5:30pm a charge of \$2.00 per minute will apply.

**Withdrawal of Child:** Please give us two weeks' notice of any alterations or terminations of your normal booked days, otherwise two week's fees in lieu will be charged.

### **Payment of Fees**

Every Thursday you will receive a Family Statement via email. Please remember Childcare Benefit is paid to the Centre, **one week in arrears**, so the Childcare Benefit for the **current** week **will not be shown** on your statement. Please ensure that your payments are kept up-to-date, to ensure our non-profit organisation can meet its weekly expenses.

Fees can be placed in the Fees Box before 11:00am each day. After this time please present all payments to office staff. Eftpos is also available during office hours (8:00am – 4.30pm) or you can transfer your payment directly into the Centre's bank account as follows:-

Bauer Street Community Children's Centre  
Westpac Southport

**BSB**                               **034 – 215**

**Account No.**               **150888**

(Please quote your child's name as the reference)

**Payment in full is required on a weekly basis, or in advance – never in arrears. If your fees are more than three weeks in arrears your booking may be cancelled.** This is the decision of the Manager and Management Committee so any queries must be initially directed to the Manager or Centre Administrator.

### **Allowable Absences**

Normal fees are applicable for any booked days that your child does not attend (including non attendance due to illness or holidays). Child Care Benefit is applicable for up to 42 absences per financial year (including public holidays). Once your child has reached 42 absences you will not be eligible for CCB for any additional days and will incur the cost of full fees for these absent days, unless you provide approved documentation.

### **Pigeon-Holes**

Each family has a pigeon-hole located in the front foyer. Your pigeon-hole is the one **above** your family name. Various receipts, notices and other information are placed in this space, so please check your pigeon-hole at the end of each attendance day.

### **Releasing Children / Custody**

The Manager, Director and staff of the Bauer Street Community Children's Centre wish to make it known to all parents/guardians, that they are not prepared to become involved, either singularly or collectively, in any Family Law or Child Welfare Proceedings in relation to any child or children attending the centre.

We advise that if there is no current Custody Order in place staff cannot refuse to allow a child to leave the centre with their natural parent. If a Custody Order is in place we require a copy of same for our records and accordingly the child/children will only be released to the custodial parent, unless otherwise directed.

### **Arrival and Departure**

Children must not be left at the Centre before 7.30am, as they are not covered by insurance prior to this time.

It is essential that you **sign your child in and out every day** they attend the Centre. These records are used in case of an emergency such as a fire etc. as well as for claiming Child Care Benefit. If this is not followed through, you will be charged full fees.

Children **must** be brought to the Centre by a responsible adult known to the staff. If for some reason someone else other than yourself needs to bring your child, please phone and advise the office staff.

### **Health & Safety Issues**

#### **Sick/Unwell Children**

If your child is sick and requires medication then please think carefully before bringing him/her to the Centre. Remember sickness is spread easily and quickly when large numbers of children are in close contact with each other. It is extremely difficult for staff to provide the appropriate care for children who are ill and still give attention to the rest of the group. When children are sick they need more attention and rest, and it is impossible to give a child who is placed in a group situation this type of care, as it requires staff members to lessen their involvement with the remainder of the group. So before bringing a sick child to the Centre you should ask yourself - *'Is my child well enough to attend day care or should they be at home?'*

If your child develops any of the following conditions please do NOT attend until symptoms disappear or your doctor states in writing that your child is no longer infectious and is able to return to the Centre: Diarrhoea, Vomiting, Thick, Coloured Runny Nose, Fever, Severe Coughing, Head lice, Rashes /severe itching, Cold Sores

**THEREFORE, FOR THE HEALTH OF ALL THE CHILDREN, WE RESPECTFULLY REQUEST THAT CHILDREN WHO ARE SICK OR UNWELL ARE NOT BROUGHT TO THE CENTRE.**

## Medication

A **Medication Folder** is located outside the Nursery room and a medication form needs to be completed before any medication can be administered. It is important that all medication be placed in the Nursery fridge if it requires refrigeration.

**Prescribed Medication** must have a pharmaceutical-dispensing label clearly marked with the child's name, date and the dosage required on it.

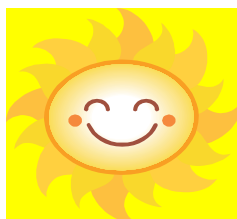
**Non-Prescribed Medication** will only be administered with a pharmaceutical-dispensing label stating the name of the medication, name of child, dosage and directions for administration.

**PLEASE DO NOT LEAVE MEDICATION OF ANY DESCRIPTION IN YOUR CHILD'S BAG OR LOCKER!!!!**

## Sun Protection

We take our responsibility to protect children from foreseeable harm, including exposure to ultraviolet (UV) radiation very seriously and follow sun safe practices.

We have a comprehensive sun protection policy dealing with issues such as hat wearing (broad-brimmed or legionnaire), sunscreen use, learning activities in the shade and the scheduling of outdoor activities. If your child has special sunscreen due to skin irritation you will need to supply this, clearly labelled with your child's name.



## ALLERGY ALERT!!!!

**Please note that we have several children in our care who have life threatening allergies to peanuts.**

If these children come into contact with any products containing traces of peanuts, they will go into anaphylactic shock and need emergency treatment. For this reason, please help us to ensure their safety by making sure that no peanut products are brought into the Centre.

**We thank you for your cooperation in ensuring that all children are provided with a safe environment.**

## **Fire And Emergency Procedures**

Emergency procedure guidelines are on display in the office, hallway and individual rooms. Staff and children have fire drills on a regular basis. If you are in the building at the time, please leave by the first available door. Spontaneous fire drills ensure procedures are followed efficiently and safely.

## **General Information**

### **Students And Volunteers**

Bauer Street Community Children's Centre is committed to providing learning opportunities to students and volunteers and supports their efforts to obtain the best possible practical experience in working with, and responding to children.

### **Shows**

Shows are planned throughout the year to enhance children's learning opportunities and develop an awareness of our community. The focus of each show will vary to meet a variety of learning concepts and staff are encouraged to incorporate and extend on the learning areas highlighted in each show: health & safety issues...community workers (surf safety, dental care, police, fire); protecting our environment; Aboriginal and Indigenous Culture, etc.



### **Birthdays**

The celebrating of a birthday is a very important time for young children. We encourage each parent to provide a cake on your child/children's birthday. Birthday Parties are also important events for children and their friends but, due to the restrictive nature and cost of organising such events, numbers are understandably limited. To avoid distress to those children who may not receive an invitation we ask parents to place all Birthday Party invitations in children's pigeon-holes. Please do not ask the teachers in your child's room to take on this responsibility.

### **Donations**

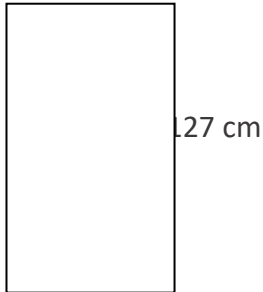
We appreciate all types of recyclable items. Feel free to bring along any unwanted goods, eg. wool, buttons, small empty boxes, paper, stickers, containers, material, books, toys, kitchen utensils, string, wood scraps, baby blankets etc. (no toilet rolls please or containers from nuts).

## Sheet Sets

**Sheet sets** can be purchased from the Centre or, for a small fee, a staff member will make alterations to a single sheet. Parents can make their own sheet sets to fit the children's beds by following the diagram below:

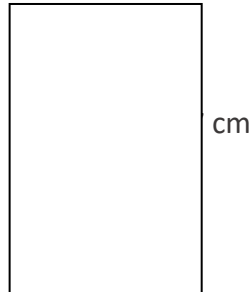
- Four lengths (25cm) of elastic sewn across each corner of bottom sheet only.
- Wide elastic is better.

Bottom Sheet - 127 cm x 50 cm



50cm

Top Sheet – 127 cm x 80 cm



80 cm

## Toys And Other Treasures From Home

Please discourage your children from bringing toys etc. to the Centre. As you may understand, we cannot take responsibility for these items brought from home. Perhaps if your child wishes to bring an item to show their caregiver, you can then take it home with you once they have seen it.

If your child brings a toy or piece of equipment home with them that belongs to Bauer Street Children's Centre, please return it as soon as possible as a missing piece can make the toy/game unusable.

## Documenting Children's Learning

Bauer Street Community Children's Centre uses Kindy Hub as a means to create a documental journey of your child's learning and developmental outcomes.

All families will receive daily learning stories and individual observations. Families will be encouraged to reflect on their child's digital Portfolio and actively participate in the child's learning. Parents are encouraged to provide feedback about their child's learning.

Program documentation is in the form of Floor books which are on display in your child's room. The floor book offers flexibility and includes contributions from families, educators and children.

