



Pre-Kindy Handbook

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Website: www.joondalupfamilycentre.com.au

ABN 92 058 339 683

Office Hours

Monday to Friday 8am – 4pm

Generously Supported By



Government of **Western Australia**
Department for **Communities**

→ Building Strong, Vibrant Communities

Pre-Kindy Philosophy

At Joondalup Family Centre, we respect each child for the unique individual they are. We acknowledge that each child deserves to be cared for and educated in a respectful positive way.

We believe and promote a safe and secure learning environment, where the environment is the third teacher in the children's learning and development journey. Our educators use many teaching strategies to scaffold the children's learning experience. We extend on children's thinking and encourage them to ask question, engage them in conversation about things that excite them, and integrate learning through play. We foster the children's independence, resilience and self-confidence by allowing risks to be taken along with independent problem solving.

We respect and promote a diverse learning program, acknowledging various beliefs and cultures.

We recognize that partnerships with families provide us with open communication and is a valuable aspect for the children's development, ensuring continuity of care. Our educators reflect a diversity of education, training and life experiences as well as a range of multicultural backgrounds and languages.

Centre Philosophy

Our vision

Reconnect. Build. Grow.

Our mission

To reconnect people and build a diverse, cohesive community that grows together.

Our values

Integrity. Respect. Collaboration. Trust

Our Staff

All our educators have either a Bachelor of Education (Early Childhood), Diploma or Certificate III in Children's Services.

At all times we have at least one staff member on duty with a First Aid Certificate, Anaphylaxis Training and Emergency Asthma Training.

Our staff regularly attends in-services and workshops to keep their knowledge and skills up to date.

All staff, including casual relief staff, have a current Working with Children Check and National Police Clearance.

Centre Office staff:

Chloe Scott – Centre Manager

Mel Natoli - Admin and Program Coordinator

Pre-Kindy staff:

Pre- Kindy Coordinator – Nicola Riley

Diploma Educator– Anom Ida Ayu

Diploma Educator- Sarah Hough

Diploma Educator – Kim Tapper

Diploma Educator – Mel Clayton

Certificate III Educator – Sophie Williams

Certificate III Educator – Eloise Jarvis

Our Program

The Joondalup family Centre offers a Pre-Kindy program with a maximum of 20 children each day, aged between 2-4 years old. We provide high quality care and education for all children, in collaboration with their families and the wider community. We open 5 days per week, 8am until 4pm daily. We ensure the centre is affordable for our families, all programs are eligible for Child care subsidies.

Our Pre-kindy classes are ran by qualified educators, as we promote holistic skills through learning through play. Our routines generally imitate the school environment, including bringing morning tea and lunch from home, and set drop-off and pick-up times that coincide with the school day, which is helpful from transitioning for us to school. Our facility resources and equipment are specifically dedicated to developmental needs of 2-4 year olds.

The program will enhance the children's self esteem as well as developing fundamental skills, which are vital for the children's learning and development.

What is learning through play?

Learning through play is a term used in education and psychology to describe how a child can learn to make sense of the world around them. Through play children can develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments.

The Early Years Learning Framework underpins our program along with ACECQA.

Pre-Kindy Daily Flow

8am	Drop your child off Free play Indoor/outdoor exploration.
9.00am	Mat Session begins – Roll Call, Acknowledgement of country, discuss daily learning.
9.35am	Morning Tea
10.00am	Planned Art/craft, Fine motor activities, Group play.
11.00am	Outdoor Play Gross Motor activities, Nature Play & Art.
12pm	Literacy & Numeracy Mat Session.
12.30pm	Lunch
1.00pm	Yoga/reading for quiet relaxation or nap.
1.30pm	Mat session Counting, letters, dancing.
1.45pm	Fine Motor skills and Pre-writing activities
2.30pm	Pack away the classroom Free Play Indoor and Outdoor exploration
3.00pm	Afternoon Tea Pack away
4pm	Home time

What to Bring?

Labelling clothing, bags, Hats and shoes will help us identify each child's belongings easily. Below is a list of what to bring:

- **A bag for their belongings** – Please make sure this is clearly labelled with your Child name or a Bag tag to help the educators identify their bag if needed. Bags are a great introduction to teaching your child how to pack their bag and zip it up.
- **Water Bottle** – our staff will fill this up throughout the day if required. Filled with WATER only.
- **Sunscreen applied** – Please apply sunscreen before your child's Pre-Kindy session. It will be reapplied with "Banana Boat kids 50+ Sunscreen" before going outside. If your child uses special sunscreen please bring a spare bottle to Pre-Kindy to leave with their names clearly labelled on the bottle.
- **Spare changes of clothes** – play can get messy including underwear in case of accidents. Children should wear sun-smart clothing i.e. no singlets.
- **Morning Tea** - To be in a separate container to Lunch. This is to be taken out and put in the Trolley.
- **Lunch** it's a great time to teach your child how to open their containers. We promote healthy food choices as outlined in the daily recommended dietary intake for children. Ideas and more information found here: <https://lifeed.org.au/families/resources-for-parents-carers/>
- **Pull-ups/Nappies** - If your child isn't fully trained, please provide enough pull-ups or nappies for the day.
- **Hats** – Joondalup Family Centre hats are to stay onsite and will be washed every evening and will be placed in the Hat storage ready for your child's next day at Pre-Kindy

Each child will be given a Joondalup Family Centre Bucket hat and Pre-Kindy T-shirt on their first day as part of the application fee.

Fees

Joondalup family Centre is a not-for-profit Centre. This means that all money received from fees is used to pay staff wages and running costs. Our policy outlines the various fees endorsed within the Centre, procedures for how these fees are endorsed and procedures for when fees are outstanding. The Centre aims to provide the highest quality care for your child/children that is cost effective.

The Centre fee structure is set by the Centre's Management Committee. In the event of a fee increase, four weeks written notice must be provided to all parents. Fees are determined by the Management Committee and are charged on a daily session.

Our fees are clearly displayed on the website and in promotional material.

Payment of Fees: **\$100** per day per child. Childcare subsidy is paid directly to the centre and deducted from the daily fee leaving a gap amount to be paid.

No Fees are payable during the Christmas 4 week shut down.

If your family is not entitled to CCS Joondalup Family Centre will offer a discount off the daily fee.

Fees will be direct debited by Xpay each week via the account you have provided on your direct debit form. Your first payment will be the current week plus a week this is to make sure account are kept one week in advance. To change your direct debit details a new form is required.

Your weekly statement will be located on your Xplor account under finances please make sure you check these weekly to make sure the correct amount is taken.

- If you are experiencing financial stress, please contact us to arrange a Payment arrangement.
- Fees will still need to be paid for children who are absent for holidays, and sickness. Parents need to notify the service of any absences via Phone or Xplor.
- A minimum of two weeks written notice is required when withdrawing your child from care. Should you take your child out of care before two weeks written notice is provided, payment will be still required.
- Credit card transaction 2.14% fee & \$0.80 direct debits surcharge for each transaction.
- Dishonour fee of \$19.95 will be charged to your bank for missed payments and will be reattempted to debited again 7 days later.

Families need to pay an annual Joondalup Family Centre membership fee of \$10 in January this will be added to your account.

Child Care Subsidy (CCS)

The service will comply with the Australian Government requirements to be an approved education and care service for the purpose of the Child Care Subsidy (CCS). The on-line Child Care Management System (CCMS) reporting requirements and any other requirements for claiming and administering CCS

will be maintained by the service. It is the parent/guardian's responsibility to complete and lodge their CCS application with the Department of Human Services via your Mygov account.

To get Child Care Subsidy (CCS) you must:

- Care for a child 13 or younger who's not attending secondary school, unless an exemption applies
- use an approved child care service
- be responsible for paying the child care fees
- meet residency and immunisation requirements

The Child Care Subsidy will be deducted from your weekly fees based on your approved percentage you have received from Centre link the child care subsidy payment is paid directly to us and take off your daily fee leaving a daily gap amount to be taken. To check you are eligible to receive CCS visit www.servicesaustralia.gov.au.

- Families are entitled to claim 52 absences per financial year with CCS and an additional 45 days with medical certificate without losing their CCS entitlement.
- Children must attend the first and last day of Pre-Kindy to access CCS and may be charge full daily fee if they do not attend.

Enrolment fee

When enrolling your child into the Pre-kindy Program we require a \$80 enrolment fee which covers your 1st year of Joondalup Family Centre membership, Resource fee, Pre-kindy Hat and Pre-Kindy T-

shirt.

Late Fees

Our Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.

It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$2.00 per minute will occur.

Families need to contact the service if they will be running late.

Joondalup Family Centre Membership

People who participate in the activities provided by the Centre or at the Centre's premises are asked to become members of the organisation. This membership provides vital support to the Centre so we can continue to provide services to the community.

Eligibility

The following are eligible members, provided that they are aged 18 years or over and not employed by the Centre:

any person who participates in any program or service in the Centre; or

any person that runs a program or service in the centre; or

any person that hires our venue for a program and/or party hire; or

a parent or guardian of a child attending any program at the Centre or whose child is enrolled to attend at the Centre, or

any other person, association, corporation or other body corporate who is interested in the well-being of families.

Types of Membership

Ordinary Members	Benefits	Cost
Individuals using the Centre including families participating in Playgroup and Pre-Kindy programs. Organisations using the Centre to run programs and services. Party Hire Committee Members	Priority placing in programs and services Priority invitation to member events 10% discount on future party hire ** Input into services at the Centre via surveys Quarterly newsletter Invitation and voting rights at our AGM Listed on our website with link to yours Advertising on the Centre Facebook page	\$10 per annum

**Discount does not apply on first party booking when membership is not yet formalised by the committee.

All members must support the Joondalup Family Centre philosophy and abide by Joondalup Family Centre Constitution and any by-laws of the Association as provided to members on joining and as updated from time to time.

Bookings and Cancellations

Two weeks written notice is required for any change to bookings or cancellations of Pre-Kindy. This is necessary so that staff rosters and timetables can be amended. Any changes to bookings are dependent on vacancies being available.

Xplor

The Pre-kindy program uses a software called Xplor to communicate with you. Through this platform we:

- Send out information and reminders.
- Share information on children's individual learning
- Share the curriculum.
- Share the daily reflections of the children's learning after each session.

We complete a daily reflection in Xplor and daily photo's in which you can see the experiences offered through the session. We will also record individual and group stories of experiences your child has participated in via Xplor.

You will sign your child in upon arrival, and out after pick-up at the end of the day via QR code. It is a legal requirement to sign your child in and out daily to receive your childcare subsidy. Staff will not allow a child to be collected from the centre by a person unless they are listed on the enrolment form and photo ID is identified on collection.

General Information

Court Orders

If there are court orders regarding custody, a copy must be provided to the centre for the orders to be enforced. If a situation arises where a non-custodial parent/guardian attempts to collect a child, the Supervising Officer or Centre Manager will contact the custodial parent and inform them as well as the police.

Medication

Any medication to be given to the children must be handed to staff at the commencement of the program. Medication must be in the original bottle or packet with the guidelines for administration clearly visible. An **Authorisation of Medication Form** must be completed by the parent / guardian and staff will administer the medication according to the authorisation form. Do not leave any medication in your child's bag.

Child's Health /Illness

If your child becomes ill or injured during a session, we will contact you, or an authorised contact, to come and collect your child. In the case of an emergency, the Supervising Officer has the authority to call an ambulance and the cost will be the responsibility of the parent / guardian.

We pride ourselves on keeping high standards of hygiene and our staff will educate the children on personal hygiene such as covering our mouth when we sneeze, catching our coughs and washing our hands.

Please DO NOT send your child to the Joondalup Family Centre if he/she is unwell. Many illnesses are highly contagious and easily spread amongst children under 6 years of age.

We follow the Exclusion Guidelines set out by Staying Healthy (5th Edition)

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

Joondalup Family Centre reserves the right to exclude a child from care if they are showing signs or symptoms of illness and request a Doctor's Certificate to confirm your child is free from illness. A child with a temperature of 38 degrees or above must also be excluded.

Please ensure your Emergency Contact details are kept up to date.

Food, Beverages and Dietary requirements

We are an **"Allergy Aware"** service and ask all parents not to bring any food into the Centre that contains nuts or nut products.

In the case of a child being enrolled who is at risk of anaphylaxis of other foods e.g. fish, we will notify families.

Parents of children who suffer severe allergies and require medication must supply a current Action Plan that **clearly** indicates child details, a current photograph of the child, and appropriate steps of action to be taken, and signed and dated by the child's Doctor. Parents are required to complete the medication authority form for any medication brought into the service. It is also the responsibility of the parents to ensure medication has not expired.

Children can only bring Water in their water bottle. No Fruit juice, milk or other beverages can be brought into Pre-Kindy.

We ask Parents to cut up fruit and veggies for young children who many not be able to manage whole Fruits and Veggies, halved grapes and spiralised cucumber and carrots can still be a good option and easier for them to chew and swallow.

Joondalup Family Centre offers Afternoon tea each day for Pre-Kindy and we encourage parents to pack healthy food options for their children's lunch and morning tea.

Children are to bring separate containers for morning Tea and Lunch. Both placed on the trolleys.

Birthdays

We love to celebrate your child's special day. If you would like to send in a cake or special healthy treat, please do so. Individual items are great such as cupcakes etc and a list of the ingredients is required to assist staff with ensuring no child with an allergy is given the wrong food. Please remember the treats must be NUT FREE.

Parent Grievance

In order to offer the best possible care for your child and to keep communication lines open, please do not hesitate to speak with your child's educator if you have any grievances. If no satisfaction has been reached, then please speak with the Centre Manager or email manager@joondalupfamilycentre.com.au.

The Joondalup Family Centre Pre-kindy program is governed by regulations from the Department of Communities, Education and Care Regulatory Unit. Information about the regulations can be obtained as below:

Department for Communities, Education and Care Regulatory Unit
130 Stirling St
PERTH WA, 6000
Ph: (08) 6277 3889
Website: www.communities.wa.gov.au

Centre Policies

Joondalup Family Centre has a range of policies available relating to our Pre-Kindy program. These are developed by staff and the Management Committee and reviewed annually. Parents enrolled in the Pre-kindy service are consulted on any changes to policies applicable to this service. Full policies are located on the Pre-Kindy Reception desk.