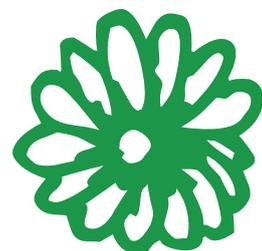
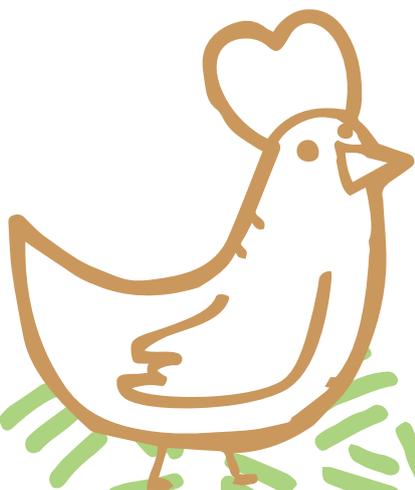




*The*  
**children's-**  
**garden.**

**YOUR CHILD'S**  
**HOME AWAY FROM HOME.**

FAMILY HANDBOOK



# DEAR PARENTS,



The following information will provide you with an insight into policies, procedures, and the philosophy of our centre.

For further policy clarifications please see policies on display. Staff will happily copy any policy required or alternatively we can email to you. Further information can be gained through speaking with Rachael or Geri.

## Our Philosophy and Approach

Our Philosophy and Approach Our wish is that children at The Children's Garden be supported to reach their full potential.

We recognise that each child is a capable and competent learner. This is encouraged by educators who provide experiences in line with children's interests, pose open ended questions to encourage thinking and problem solving skills and converse with children regarding their interests. Our indoor environment is aesthetically pleasing and arranged in an ordered and accessible manner. While the outdoor environment encourages open ended challenges and enjoyment of nature.

Our indoor/outdoor environment allows children to choose their own areas of interest and allows them to determine how they play and learn. This we believe gives children a strong self belief, builds resilience and encourages problem solving skills.

We support sustainable practices and encourage the children and families to reuse and recycle materials where possible. Children participate in gardening to provide food and assist in the care of our hens that provide eggs.

Documentation of children's learning is an important aspect of our partnership with families and enables mutual collaboration between centre and families keeping them up to date with the centre programme. Our program encompasses the principles, practice and outcomes outlined in the Early Years Learning Framework and the National Quality Standards and is delivered by experienced professionals who are innovative and uphold the values of the Early Childhood Australia code of Ethics.

The Children's garden will always endeavour provide its highest level of education and care for the children. To maintain these standards the centre supports the on-going professional development of the educators and is dedicated to ensuring that the educators are valued for the pivotal role that they play in the education of the young children in our care.





## Our Teaching

Staff perform the role of facilitators of children's learning by noticing, recognizing and responding to children. They provide resources, arrange experiences, demonstrate and question to encourage children to enquire and gain the skills needed to become lifelong learners.

## Our Children

Learning takes place through collaboration with other children. These social interactions allow children to scaffold each other's learning by providing opportunities for children to communicate their ideas, problem solve and share their skills.

## Our Environment

The environment is considered the third teacher. Children are encouraged to be independent by choosing their own activities to foster self esteem, experimentation, imagination, curiosity, and to allow discovery. We incorporate natural and recycled materials as they are open-ended and have many possible uses.



# Fee Structure and Payment

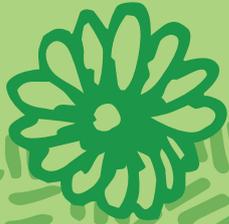
Current fees are as follows and are to be paid two weeks in advance.

Daily Rate **\$148**      Weekly Rate **\$650**

The above does not include the Centrelink rebate of between 16% and 100% which all families are eligible for.

A special provision is made for lower income families to apply for a weekly benefit. Individual families need to apply to Centrelink direct for this special provision. The Government 50% Child Care rebate applies to families out of pocket expense, e.g. what each family pays to the centre each week after the child care benefit has been taken into consideration and is paid to families quarterly.

For further information go to [www.ato.gov.au](http://www.ato.gov.au) or phone 13 28 61 or [www.fahcsia.gov.au](http://www.fahcsia.gov.au)



## Payment of fees

We require a \$50 non refundable fee to be paid to be placed on our waiting list. This fee is to cover administration costs. Without this fee we are unable to process your application. We require 2 weeks full fee in advance on accepting a place at the centre.

Fees are then payable weekly by cash or cheque to be paid into the fees box and signed for in the fees book. Please ensure you place your name on the envelope. To guarantee continued placement fees must be maintained at 2 weeks in advance at all times. Normal fees are charged for public holidays, holidays, sick days and all other absences.

Fees can also be paid by direct deposit into the centre's account, the details of which are:

**The Children's Garden**  
**BSB 016 452**  
**Account number 496257298**

An account and receipt for payment will be placed in the sign in book for you on a weekly basis.



# Comforters and Toys



Please bring along any comforter that your child may be attached to, this will help your child to settle in as it has familiarity and brings a sense of security. We encourage all children to look after their belongings and to respect other people's things. We do leave the decision up to parents as to whether or not something is appropriate to bring to the centre as we cannot accept liability for loss of, or damage to, anything brought from home.

## What to Bring Each Day

Please label all clothing and supply at least two changes of clothes as our program incorporates a variety of sensory experiences which can often get very messy.

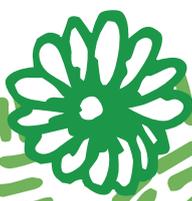
More clothing will be required if your child is toilet training. If your child is in nappies please supply at least four nappies each day, and if they drink formula please bring pre-made bottles.

We want your child's creativity to thrive, and a big part of this is ensuring that there is nothing blocking their flow of ideas! This includes slowing down to put on art aprons. Our children often get pretty messy, so we encourage our parents to have their children wear clothes that they don't mind getting caught up in the craziness - be it paint, mud, or dirt.

## CHECKLIST

On the day of commencement we will require the following;

- ✓ 1 Labelled cot sheet
- ✓ 1 Scrapbook
- ✓ 1 Box of tissues
- ✓ 1 Packet of wipes
- ✓ 1 Large sun-cream





# If Your Child is Unwell or Has an Accident

If your child becomes unwell while at the centre you will be contacted and asked to collect your child. A child is not allowed to attend the centre, except with the written approval of a medical practitioner, if the child is suffering from:

- Ear, eye, or nasal discharge
- Rash
- Abnormal temperature (above 37.5C)
- Infectious sores
- Other signs of ill health that may be communicable to others.

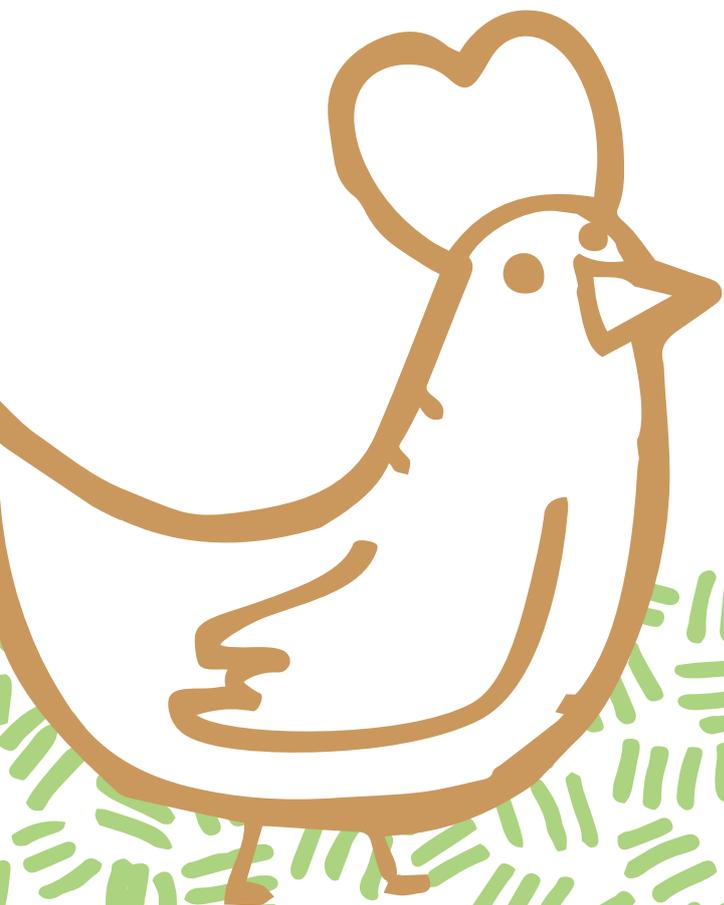
Due to the gastrointestinal infections children will be excluded for 48 hours after diarrhoea and/or vomiting has stopped. This is designed to slow the spread of disease to other children and staff.

If your child has a minor accident a qualified staff member will administer treatment and an accident report will be given to parents to sign. Should a child sustain a serious injury the coordinator will contact parents and decide whether the child needs to be taken to hospital.

## Medication

If your child requires medication while at the centre please ask a staff member for a medication form to fill out and give the medication to a qualified staff member.

Please ensure that no medicines are left in your child's bag.





# Guiding Children's Behaviour

Staff use a positive approach at all times. If your child is displaying negative behaviour staff will redirect them to another area.

If several warnings have been given we ask children to sit and think about negative behaviour and talk about making better choices.

## Resting

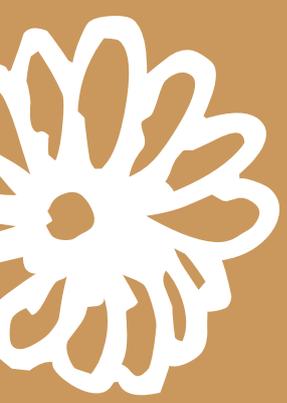
All children are given the opportunity to have a sleep.

For children who do not require a rest we offer a quiet time with books and other relaxing experiences after lunch.

Children are not forced to sleep and we are guided by parent's requirements in this area.



## Family Participation



The Children's Garden values the participation of families at the centre. We have an open door policy which means family is welcome to visit the centre when it is convenient for them and NO appointment is necessary.

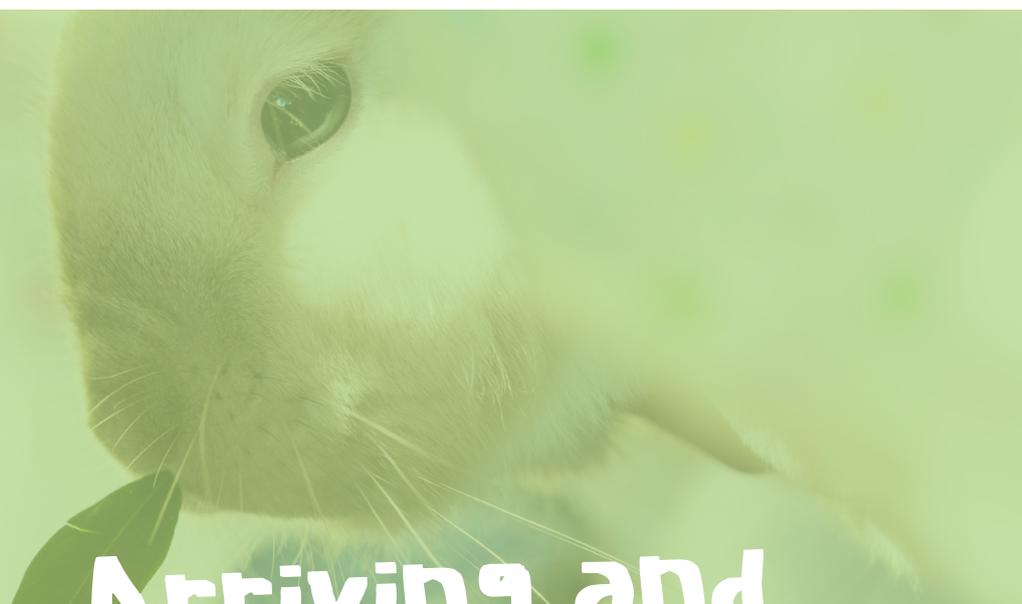
# Orientation

Prior to your child starting at the centre we recommend that you and your child visit several times for approximately half an hour to allow your child to become familiar with the environment.

The process will assist in making separation easier. We understand that it is difficult to say good bye but we recommend that you do leave once you have said this so that your child understands what is happening.

This time also gives parents the opportunity to meet staff and to pass on any information relevant to a child's care. This is not only an important time for a child it also assists parents to feel more confident leaving their children in our care.

**HOURS OF OPERATION WE ARE  
OPEN 7AM - 6PM MONDAY TO FRIDAY  
EXCLUDING PUBLIC HOLIDAYS.**



## Late Fee

\$1 per minute will be charged if your child is collected after 6 pm. This is payable direct to staff member who is caring for your child at the time.

## Arriving and Departing

It is required by law that each child is signed into and out of the centre. If someone other than an authorized person is collecting your child you will need to notify the staff prior to pick up and this person will be required to show identification. No child will be allowed to leave the centre without parental consent.

Failure to sign your child in or out may result in the centre being fined, this fine will in turn be passed on to you as it is your responsibility that children are signed absent when this occurs holidays are signed for and as previously stated signed in and out each day.





## Our Menu

Our menu is on display each day.

We provide morning tea, lunch, afternoon tea and late snack. All food is prepared freshly on the premises.

We are continuously evaluating our menu and we value your suggestions and feedback.

## Cancellation of placement

Two weeks written notice is required to be given to the director.

### CHECKLIST

What you need to book a place...

- ✓ A completed enrolment form and photo permission slip.
- ✓ A copy of your child's birth certificate.
- ✓ A copy of your child's immunisation record.
- ✓ \$50 non refundable deposit.



**THANK YOU FOR YOUR  
INTEREST IN ATTENDING  
OUR CENTRE.**

