

# plenty kids

Early Learning Centre

## Parent Information Booklet



## MISSION

Plenty Kids is an Early Learning Centre with a vision to be a Christian learning community with the creative and responsive mind and spirit of Christ.

This highlights our vision to develop a teaching and learning community that recognises life that to be lived wholly in **response** to God. Our response is one that exercises the same faith as that of Christ.

Values come from deeply important foundational beliefs about the world and what is important. Therefore the values our community holds are a reflection of what is most significant to us and guide us in all our operations and relationships.

## PHILOSOPHY

Every person is uniquely created by God and all have the ability to learn and achieve. We believe that every child should be valued for their individual gifts and should be afforded the opportunity to develop to their full potential. We support children to develop an understanding of themselves in relation to others; nurturing a sense of respect and compassion in order to develop well rounded children with a strong moral foundation.

Children need a safe, nurturing and secure environment in which to develop and learn - an environment which fosters confidence in themselves and their abilities – a place where they belong. We encourage children to form positive relationships with their peers across all age groups, as well as within their families. We encourage children to celebrate their own, and each other's, rich cultural heritage.

Families are a child's first and most influential educator and children's learning occurs when they are strongly connected to family, community, culture and place. We believe that when children feel strongly connected and experience a sense of belonging, they are confident to explore and learn.

In order to develop to their full potential we must ensure that all aspects of a child's health and well-being are supported. This includes the health, nutrition, spiritual and physical development of the child. Plenty Kids staff work in partnership with parents to support children's learning and development. We acknowledge and value parental input and feedback in all aspects of our service.

The requirements of the National Quality Framework will be incorporated into our programs to encourage each child to grow in all areas, be it creative, social, physical, emotional or spiritual. We provide a balanced program, involving a variety of experiences, which provides opportunities for children to explore, enquire, discover, make meaning, investigate and create.

We highly value the role of play in children's learning, recognising that play is a child's natural way of expressing, sharing, extending and modifying accumulated knowledge, skills, attitudes and values. Staff employed at Plenty Kids are committed to sharing Christian values with children and families. They will be encouraged and supported to use a diversity of skills and experiences that enrich the children's time in Plenty Kids.



# INTRODUCTION

Plenty Kids offers quality education and care for children from three years of age, through our Three Year Old Kinder Program and Four Year old Kinder with a long day care option and outside school hours care with Camp Australia.



The Centre will operate from 8:45am to 3:20pm, Monday to Friday and will be closed during scheduled term breaks and Public Holidays.

Early childhood is a vital period in children's learning and development. It is a time of rapid growth and change. As children participate in everyday life, they develop interests and construct their own identities and understanding of the world.

Children do this through:

- **Belonging:** Children need to know where and to whom they belong. Relationships are encouraged and developed as they are crucial to building a sense of belonging.
- **Being:** Early childhood is about 'the here and now' and not solely preparation for the future. It is about forming and maintaining relationships, enjoying life and meeting the challenges children face now.
- **Becoming:** Children are encouraged to become successful learners and confident, creative and active participants as they are shaped by experiences in this time of rapid change.
- **Believing:** Children are encouraged to explore the Christian faith and to understand that they are uniquely and wonderfully created and that they are loved by the creator God.

Plenty Kids, provides a safe, happy, caring and stimulating environment where children can increase their independence, and develop positive attitudes toward others and learning in general.

Children are encouraged to:

- **have a strong sense of identity;** growing in confidence in themselves and their abilities.
- **be connected with and contribute to their world;** experiencing respectful, responsive relationships strengthens children's interests and skills in being active contributors.
- **have a strong sense of wellbeing;** providing children with confidence and maximising their learning potential.
- **be confident and involved learners;** developing aspects such as curiosity, persistence and creativity enables children to participate in and gain from learning.
- **be effective communicators;** literacy and numeracy capabilities are important aspects of communication and are vital for successful learning across the curriculum.



# PROGRAM OUTLINE

The fundamental principles, practices and outcomes outlined in the Victorian Early Years Learning Framework for Australia are built on the view that children's lives can be described by the words Belonging, Being and Becoming. We have added the word Believing. These words aptly define the character and atmosphere at Plenty Kids.



Our Three and Four Year old kinder program will operate within the Early Years Learning Framework for Australia; Belonging, Being and Becoming: There are five outcomes for children's learning in this framework:

- IDENTITY -----Children have a strong sense of identity.
- COMMUNITY -----Children are connected with and contribute to their world.
- WELLBEING -----Children have a strong sense of wellbeing.
- LEARNING -----Children are confident and involved learners.
- COMMUNICATION -----Children are effective communicators.

These outcomes are incorporated into the overall program planning.

At Plenty Kids, our approach to Christian education means that all teaching is from a Biblical perspective. The teaching program is intentional with overarching questions and identified learning outcomes that lead children to an understanding that our world has been created by God, we are His people and we are loved by Him. Therefore we are to love Him and to love each other and we can show this by caring for each other and the world around us.

The program is based on the Reggio Emilia approach, and incorporates regular play experiences such as inventing with recycled materials, using open ended construction sets (such as blocks, lego, duplo, magnetic sets, mobile etc), art experiences, dramatic play areas, writing and drawing area, cognitive games, sensory activities, reading books and a nature and discovery table. Children's interests and strengths are explored and developed through experimental learning.

Our programs will run on a timetable basis, and enrolment is for set sessions. Days, times, and groups cannot be changed, altered or combined in any way.

Additional Long Day care is available for parents that need to have their children looked after for more hours than the kinder program offers. Additional care is only available in the Sunflower room with the Possum group for the hours that the kinder program is not running. Care outside of the centre hours will be offered and run by Camp Australia.

Group	Bottle Brush Room			Sunflower Room
	4 Year Old Wallabies	3 Year Old Joeys	3 Year Old Emus	4 Year Old Possums
Monday	8:45am – 3:20pm			
Tuesday		8:45am – 12:30pm	1pm – 3:20pm	
Wednesday	8:45am – 3:20pm			8:45am – 3:20pm
Thursday		1pm – 3:20pm	8:45am – 12:30pm	8:45am – 3:20pm
Friday	8:45am – 12:15pm			8:45am – 12:15pm





## Fees

Plenty Kids fees are structured to incorporate all educational activities and expenses involved with the program, including special visitors to the centre (incursions) and excursions.

The fee structure for enrolment at Plenty Kids is published on our website.

Please note that kindergarten fees are not eligible to be included in the PVCC sibling discount program.

Plenty Kids is registered as an approved Early Learning Centre so rebates (CCB and CCR) offered by Centrelink may not apply. Families will need to contact centrelink directly to find out what benefits they may be eligible for.

If you believe you are eligible for the CCB and do not have a CRN you should contact Centrelink on 13 61 50.

## When to start your child

Children may be enrolled in 3 Year Old Kindergarten if they have turned 3 years of age before January 31 of that year. Children may be enrolled in 4 Year Old Kindergarten if they turn 4 prior to April 30, the year they commence.

It is strongly advised that children starting school at PVCC turn **6 years** of age during the year they commence Prep. With this in mind, we encourage parents to carefully consider the year children commence kindergarten. This is a crucial decision in setting your child up well for 13 years of formal school education. It can possibly be the difference between your child thriving at school, instead of just coping.

We believe that the early years are foundational for further learning, and that children are better equipped to be fully engaged and involved at an older age, having had time to grow and develop the necessary skills to manage school life, such as regulating their own behaviour, resilience, concentration, listening in a group situation and following specific instructions.

Plenty Kids will assist children to transition smoothly into school by intentionally teaching and giving children opportunities to develop these skills.

## Enrolment

If you are considering enrolling your child at Plenty Kids you can obtain an *Application for Enrolment form* from the College office or from our website. While priority will be given to children enrolled in Plenty Kids, enrolment in our kindergarten program does not guarantee enrolment into Prep, and any future enrolment at the College is subject to the standard enrolment process.



All families enrolling their children at Plenty Kids need to ensure that they read and understand the College Enrolment Policy (*a copy of this policy is available from our website*).

If an offer of enrolment is made for enrolment at Plenty Kids, the offer must be returned by the due date or the offer will lapse and the place will be offered to another child. The acceptance by you of an enrolment offer for your child(ren) to attend Plenty Kids will be deemed to be acceptance of all the conditions contained in this Information Booklet and the Enrolment Terms and Conditions, as amended from time to time.

Once an offer of enrolment has been accepted, all Application for Enrolment forms, associated documents and payment of enrolment fees must be provided to secure your child's place. Under Victorian legislation we cannot confirm enrolment until this is completed.

## Enrolment Forms

The following forms are required to complete your child's enrolment at Plenty Kids. If an enrolment application is incomplete, or missing some of the required information, it will not be processed until all information is provided. In particular, you must ensure the following information is provided:

- **Authority to collect the child**
  - the name, address and telephone numbers of any person(s) other than the parent/s who are authorised to collect the child from Plenty Kids.
- **Notification of any accident**
  - the name, address and telephone numbers of any person(s) who are authorised to be notified of any accident, injury, trauma or illness involving the child.
- **Consent to medical treatment**
  - the name, address and telephone numbers of any person(s) who are authorised to consent to medical treatment of, or to authorise administration of medication to the child.
- **Authorisation for the child to be taken outside the service**
  - the name, address and telephone numbers of any person(s) who are authorised to authorise an educator to take the child outside of the education and care service premises.
- **Parenting and Custody Orders**
  - Copies of any current Parenting / Court Orders must be provided to Plenty Kids and include all information relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.
- **Allergies and Medical Conditions**
  - If your child has an allergy or medical condition you will be required to supply written details of the condition and any management procedures to be followed with respect to that condition.
  - Please note that medically diagnosed conditions such as Anaphylaxis, Allergies and Asthma will require Emergency Medical Management Plans, signed by a medical practitioner and the completion of risk minimisation and



communication plans.

- **Immunisation Status of your child**

- From the 1st January 2016 new laws come into effect regarding Immunisation.
- From this date, a child's enrolment at an early childhood service will not be confirmed unless their vaccinations are up to date or they have a medical exemption.
- The documentation required as evidence of up-to-date vaccination will be an Australian Childhood Immunisation Register Immunisation History Statement, provided by Medicare.
- You will need to provide this statement to the service as part of the enrolment process.
- The statement will need to show that the child's immunisations are up to date for their age on the date that they will begin attending the service.

- **Additional Information**

- Child's Birth Certificate
- Any other relevant reports or documents, as listed on the Enrolment Application form.
- Other special needs

If any of the required information is not provided, or fully completed, the enrolment will not be confirmed. Please ensure all signature requests are complete.

Other important information regarding your child's enrolment at Plenty Kids is as follows;

- **Child Absences**

- All absences are required to be notified to Plenty Kids, by calling 9717 7499.
- All children's booked days, including public holidays and absent days, must be paid to retain your booking. No refund of any fees is made for absences. CCB is paid for up to 42 absence days for each child per financial year.

- **Holidays (Long Day Bookings only)**

- If you are planning a family holiday, you may claim a 50% discount of your out of pocket fee for up to 4 booked weeks per year. This offer is intended to assist families absent due to family holidays, and is not applicable to absences for other purposes, such as appointments or illness.
- A holiday application form is available from reception. This form must be lodged at least two weeks prior to the holiday absence to receive a discount.

- **Withdrawal of a Child from Plenty Kids**

- The notice period required will be as stated in the enrolment terms and conditions.

- **Late Collection**

- Please arrive at least 10 minutes prior to the Centre closing time to ensure sufficient time to collect your child and their belongings, and to have the opportunity to exchange daily communication.
- If you are delayed in picking your child up at your usual time, please phone Plenty Kids on 9717 7400. Educators can then reassure your child and make plans for their own commitments.
- Any child collected more than 15 minutes late will be enrolled in the After School Care Program with Camp Australia and parents will be liable for the associated fees.



- **Change in Booked Days**
  - If a change of days or hours attended is required, parents must provide two weeks' notice in writing. If your child does not attend the centre in this period, fees are still payable. Changes to sessions are subject to availability.

## DELIVERY AND COLLECTION OF CHILDREN

- **Arrival:**
  - Parents or an authorised person must sign the child in upon arrival at Plenty Kids. This is usually via the Parent Kiosk on the iPads in the Centre.
- **Departure:**
  - The person who collects the child from the service will also need to sign the child out via the Parent Kiosk on the Centre iPads.
  - Written authorisation, in advance, must be given by the parent, if anyone other than yourself, or one of the people nominated on the Application form, is collecting your child. This applies at all times.



## COMMUNICATION

We welcome open communication between parents and Educators.

Throughout the year we encourage you to:

- give educators your written and verbal feedback, so that we can work cooperatively in the best interests of your child,
- ask questions and share information about your child's progress, and
- discuss any immediate concerns with the relevant educator/or Director at the earliest available time, preferably after a session.

## QUERIES AND COMPLAINTS

Any ideas and suggestions to improve the quality of care we provide at Plenty Kids are most welcome, and can be given to our Educators or the Director. If you have a complaint or concern, please speak with the Director or Educator, to resolve the matter. All correspondence will be treated in a confidential manner. If discussion of the concern does not result in a mutually acceptable solution, please contact the Director to discuss the matter further, and follow the College "Conflict Resolution Policy" published on the College website.

## PARENT INVOLVEMENT

We welcome and encourage input and suggestions from parents for all of our Plenty Kids activities. Our hope is that strong partnerships can be formed between your family and Plenty Kids. We welcome parents to spend time with their children at Plenty Kids. This also sends strong positive messages to your child that you support them and are part of the early learning environment.





You can become involved in the following ways:

- Reading with the children
- Sending empty containers for craft and educational projects
- Providing feedback on parent surveys
- Sharing an interest with the children.

Your involvement is valued. If you have any special talents or expertise, please let your child's Educators know, as this provides valuable opportunities to engage children in life-long learning.

## **VOLUNTEER POLICY**

Parents are required to attend a Volunteer orientation session before they commence parent helper duty. After completing the orientation session you will be asked to sign the Plenty Kids Volunteer Agreement and the Plenty Kids Code of Conduct.

If you have younger children and are unable to have them minded, you are welcome to bring them with you. However, they are your responsibility and we ask that you supervise them at all times.

Hot drinks are not permitted in the children's rooms at any time that children are in care in the Plenty Kids facility. Please have a cold drink with children at snack time.

## **EMERGENCY PROCEDURES**

Educators practice the Plenty Kids Evacuation and Lockdown Procedures with children on a regular basis. If an evacuation is required, Educators and children evacuate to the designated assembly area. The roll is marked to ensure all children are identified as present. Staff and children return to the building once it has been deemed safe to do so. If the building is not considered safe, parents will be called to notify them of the emergency.

## **BIRTHDAYS**

Plenty Kids has a 'no shared food' policy so that we can ensure the safety of any children who have food allergies. Educators will acknowledge and celebrate your child's birthday in other ways, but we ask that you do not bring food to the centre to be shared.

There are many opportunities for you to celebrate your child's special day outside of the centre with family and friends. We ask for your understanding that our first priority must be to ensure the health and safety of all children. You are welcome to bring non-food treats for the children in your child's class.

If you happen to have party invitations for just a few children please do not hand them to the children, but give them to the teacher and they will be placed in the appropriate bags.

## **MEALS**

We do not provide meals at Plenty Kids, and parents are responsible for providing their children with food and drink for the day. Water will be available throughout the day.

Parents will need to provide a morning snack and lunch for their children.



## UNIFORM

Plenty Kids uniform, while only a t-shirt and a jumper, is compulsory for all 4 year old kinder children and optional for 3 year old kinder. The t-shirt and jumper can be worn with any bottoms and hat appropriate for play and outdoor activities.

The Plenty Kids uniform will be available for purchase from the College.

## WHAT TO BRING

All possessions (including clothing and shoes) should be CLEARLY named and brought to kinder in a small backpack. Other items to bring along daily are;

- A named water bottle
- A named hat (all year round)
- Rain coat and gum boots – during winter
- Change of clothes

## HEALTH AND ILLNESS

Please keep your child home if he or she is not well. It is most important that children suffering from an infectious disease stay at home until fully recovered. Please do not send a child "because he/she really wants to come" when the child is obviously quite unwell.

If your child is unwell please contact Plenty Kids on 9717 7499 and leave a message to advise that your child will not be attending for that day.

### Injury and Accidents

All of our staff are trained in First Aid, CPR, Asthma and Anaphylaxis Management. Occasionally children will sustain an injury whilst at Plenty Kids. In the event of a minor incident, first aid will be administered by Educators and recorded on a Minor Incident Form. Parents will be notified and asked to sign the form when they collect the child.

If a more serious incident occurs, or injuries are sustained to the head or face, parents will be contacted immediately. Please ensure contact details are up to date. If you seek medical attention due to an incident occurring at Plenty Kids, please notify the Director as we are legally obligated to inform the Department of Education.

If an ambulance is required, the ambulance is called first, followed by the parent. The child's safety and well-being is of primary concern to us.

### Illness and Infectious Diseases

Occasionally children will become ill whilst at Plenty Kids. If this should occur, we will determine the nature of the illness and will either phone the parent or an ambulance. If an ambulance is required, the ambulance is called first, followed by the parent. The child's safety and well-being is of primary concern to us.



In line with the Plenty Kids health policies, children who are suffering from any illness that may be contagious (i.e. vomiting, conjunctivitis, diarrhea, temperature above 38°C) must be kept away from the centre for at least 24 hours after the symptoms of illness have subsided, or must be collected from the centre if the condition becomes apparent whilst the child is in the care of the service.

Minimum Period of Exclusion from Primary Schools and Children's Service Centres for Infectious Diseases Cases and Contacts is available on the internet - *Public Health and Wellbeing Regulations 2009*

If your child becomes ill, we will offer them a quiet area to rest and be comforted until a family member is contacted and arrives to collect the child.

We aim to protect all children from the risk of cross-infection. Children may not return to the centre until the conditions for return are fulfilled. Medical certificates must clearly state that the child is not infectious to others. If your child is to be absent, Plenty Kids must be notified, especially if this is due to an infectious disease.

### **Asthma, Anaphylaxis & Chronic Illness**

If your child has a chronic illness requiring prolonged or preventative medication (eg asthma, anaphylaxis, epilepsy or diabetes), Plenty Kids must be provided with an action plan, written and signed by a qualified medical practitioner, giving details of treatment. Action plans must be updated by a doctor annually. Parents will need to provide prescribed medication for use while at Plenty Kids. Risk minimization and communication plans must be completed for all children with medical conditions.

### **Medication**

Medication can only be given if your child's Educator has received written authority, including all details for dosage. All medications must be in their original packaging and include the expiry date.

If medication is required to be administered, you must notify the Director or your child's Educator and it must be recorded on the Medication Form, including all relevant dosage information. Medications must not be left in your child's bag, but should be handed to your child's educator.

The centre will keep children's paracetamol for emergency administration only. This will only be administered after parental verbal permission has been given, and while a child is waiting to be collected. Paracetamol will not be administered on a regular basis or on request if a child is not feeling well.



# OUR CHRISTIAN VALUES

## As a Christian body committed to our faith...

- We worship God because He has demonstrated His love to us and deserves our highest praise
- We seek to model the life of Christ because through Christ, God has shown us how He wants us to live
- We uphold the standards of good and right acclaimed in the Bible because we believe that the Bible is God's Word
- We rely on prayer and the Holy Spirit because we believe that God has provided these as a means of relating with Him
- We spread the Good News and seek ways to serve God because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live

## As individuals...

- We act with integrity, self-control and humility because we believe that God is just and holds us accountable for our actions
- We practise moral values such as honesty, patience, justice & mercy because we believe that God wants us to follow His example of righteousness
- We base our relationships on love, forgiveness and reconciliation because we believe that we should follow the example of Christ's love for us
- We aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others because we believe that these are gifts entrusted to us by God

## As members of the community...

- We seek to discover who we are and our place in the universe because we believe that we learn about God through His creation
- We value the uniqueness of individuals and provide a nurturing, caring environment because we are all precious in God's sight
- We show respect, tolerance and live in harmony with others because we believe in the equal right of all people to live in peace
- We help those in need from a sense of compassion because we believe that we should love one another
- We seek ways to sacrificially serve the community because we follow Christ's example of serving others

## As mankind...

- We have a hope for the future because we believe that we are created by God and redeemed by Jesus Christ

Thank you for your interest in our kindergarten. If you have any questions, please feel free to contact us.

