

# il nido Children's Centre Information Handbook



**22 Campbell Road  
PARADISE SA 5075**

**Tel: (08) 8365 3839  
Fax: (08) 8365 3423**

**[ilnido@senet.com.au](mailto:ilnido@senet.com.au)**

## Welcome to *il nido*!

*il nido* comes from the Italian language and means "the nest". This name was chosen by the inaugural Management Committee to acknowledge the involvement of the local Italian community in this centre when it was built in 1995. It also symbolises our aim to provide a safe and nurturing environment for your child. *il nido* places a strong emphasis on acknowledging, respecting and celebrating the cultural diversity within our community.

We encourage your close involvement in the Centre so that together we can help your child develop to their full potential.

## History of the Centre.

*il nido* Childcare Centre opened in October 1995 as a community based childcare centre. In February 2008 it was announced that the site would become a Children's Centre for Early Childhood Development and Parenting. *il nido* Childcare Centre and Campbelltown Preschool Centre would come together to form *il nido* Children's Centre, a site encompassing long day care, DECD preschool, health services and parenting support and playgroups.

The building of the new facilities commenced in January 2009 and the new integrated site was launched in January 2010.

## National Quality Standards

Australian Children's Education and Care Quality Authority (ACEQA) is the national body that oversees the implementation of the National Quality Framework (NQF) of which all Early Childhood settings must abide. The Framework aims to raise the quality of education and care of children through the National Quality Standards.

Our families and local community can be assured that the process of accreditation, which happens every two years, enables them to make informed decisions based on information from an external review process..

Accreditation at *il nido*, is an ongoing process, whereby the staff and management committee regularly evaluate centre equipment, environments, policies and practices to ensure a very high standard is maintained. *il nido* has always received the highest possible rating in our Accreditation reviews. Our most recent review certificate and quality profile are displayed in the front foyer. Further information regarding The National Quality Standards can be found at [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Awards for Excellence

In 2003, *il nido* was presented with the Award for Excellence in the Early Years, in recognition of outstanding service. This award acknowledges our commitment to innovation and research in the provision of care and education for young children and their families. *il nido* regularly seeks out grants and scholarships to enable staff to engage in research and ongoing professional development. This in turn, equips us as a centre to offer high quality care and education for young children.

In 2013 *il nido* won The Early Childhood Service award at both the state and national levels.

## Orientation

We acknowledge that each child is an individual in their own right and therefore each child will respond differently to being left in care. When your child is offered a place at *il nido* we will arrange a time for you to visit the Centre before care commences. This will ensure that children, parents and staff have an opportunity to get to know each other. (Your child may need more than one visit).

On the first day please ensure that you can be contacted easily. If your child is distressed we will call you.

We encourage you to say "goodbye" to your child before leaving so that they become familiar with you leaving them at the centre. Even though some children may seem distressed by this goodbye it is better than sneaking out while they are engaged in play and then discover you are gone when they look up.

**"Orientation" is very flexible** and will be negotiated between families/caregivers, the primary caregiver and the Centre Director.

## Primary Caregiving

Research has shown us that secure attachments with responsive adults during the early years contribute to vital brain development, learning abilities, and the development of positive social relationships.

When your child begins at *il nido* they will be assigned to a specific staff member. This person will be known as the child's 'primary caregiver'. The primary caregiver will take specific responsibility for building a secure attachment with your child as well as supporting sibling relationships by arranging visits to each other's rooms.

It is important that parents develop positive communication with their child's primary caregiver to enhance the connections between home and childcare.

## **Programming**

Staff in all rooms plan and implement programs for the children in their care. When planning the program staff consider individual goals, group goals, children's interests, community events and family participation. Staff refer to the Early Years Learning Framework (EYLF) to support the development of high quality programs. The programme incorporates a balance of individual and group times, inside and outside experiences, quiet and noisy activities. Routine times such as meals, nappy changes, getting dressed etc. are also used as learning experiences.

Refer to the notice board in your child's room for current program details.

## **Learning Stories & Portfolios**

Learning Stories are a holistic approach to assessing and documenting children's learning. Learning stories focus on what the child can do rather than what they can't do.

*il nido* has become a leader throughout Australia in the area of Assessment and Reporting on Children's Learning. Each child has a portfolio of "Learning Stories" which describe children's involvement and learning during their time with us. When children are ready to leave *il nido* staff will collate the stories so that children can take the portfolio with them. Parents and other family members are encouraged to contribute stories.

Children are welcome to take portfolios home from time to time to share their stories with other family members and friends. Educators use the stories to plan a program for your child so please communicate with a staff member when you take and return it.

## **Excursions**

Excursions facilitate children's understanding of their world and provide opportunities to learn which cannot always be provided in the Centre.

Authorisation to include your child in short, local walks under staff supervision is included in the enrolment form. Any excursion further from the Centre or involving transportation will be planned well in advance, and a separate consent form issued.

Appropriate safety requirements for excursions are considered by staff, depending on the type of activity and the age of the children.

# Long Day Care

## Priority and Access Guidelines

The following are eligibility guidelines for child care as stated by the Department of Family and Community Services.

1. Priority 1 - a child at risk of serious abuse or neglect
2. Priority 2 - a child of a single parent who satisfies, or of parents who both satisfy work/training/study test under section 13 of the Family Assistance Act
3. Priority 3 - any other child

## Services Available

Monday to Friday

**7: 00am -12:30pm** (morning session)\*

**12:30pm - 6: 00pm** (afternoon session)\*

**7: 00am - 6: 00pm** (full day)

\*Please note morning and afternoon sessions is not available in the Sole (under 2's) room.

Long Day Care Fees:

\$43.50: per session (am or pm)

\$73.00: per day

Casual Session: \$46.50

Casual Day: \$ 76.00

The Centre closes at **6.00pm** . Please ensure you allow time to gather belongings, talk to staff etc. before 6.00pm. The Centre is not licensed after 6.30pm. Children not collected by an authorised person, will be referred to Crisis Care if emergency contacts are not available.

Prior to accessing Long Day Care for Lunch Care, families are required to register with the Family Assistance Office and provide them with the *il nido* Children's Centre provider number as follows:

**Family Assistance Office 13 61 50**

**il nido Children's Centre 555 002 907X / CCB approval ID 1-631-3629**

Extra days, emergency and casual care is available as space permits.

The Centre is closed on public holidays and for 2 weeks over the Christmas period.

# Preschool Services

Children are entitled to 12 months of preschool, consisting of five sessions per week. Children must be four years of age before the 1<sup>st</sup> of May the year of commencing preschool. There are variations to this policy where determining factors need to be considered such as additional needs, formally assessed gifted children and aboriginal children.

## Sessional Kindergarten

(12 months prior to school entry)

### Monday to Friday

8.45am—11.45am

12.30pm—3.30pm

## Lunch Care

### Monday to Friday

11.45am—12.30pm. We provide the children with a cooked lunch and other than fruit no food is to be allowed in the centre as it could present significant danger to other children who have severe allergies.

Preschool Fees:

\$70.00 per term (5 sessions)

\$12.00 per day for lunch time care

Please speak with the Director if your child has special needs or you have concerns in regards to their development and how this may impact on their preschool or school readiness. Your child is not legally required to start school until age six.

In children's third term of preschool a formal interview time, (approximately 15 minutes), will be available to discuss your child's progress and areas of strength and future development. (This can be completed in person or over the phone).

This ensures:

- That families and educators can maintain consistency
- That educators and parents/caregivers are aware of children's needs
- That educators are able to program accordingly for the next two terms of your child's preschool
- That parents/caregivers can discuss their child's needs within a private setting
- That educators are aware of children's development in other environments (home, grandparents, friends, etc).

Throughout your child's preschool time, meetings can be arranged with the educators or Director to discuss any matters which are of importance to you and your child. Please communicate your ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.



## Policies

Each year the Centre reviews its Philosophy Statement and policies to ensure that they are still relevant to the users of the Centre. Parents are encouraged to read the policies displayed for review and make any comments to the Director. A folder containing all current policies is available for parents in the foyer in the parent library.

All policies found in this handbook can also be found in full on the il nido website <http://www.ilnidocc.sa.edu.au/>

## Fees Policy

il nido Children's Centre is a non-profit, government-subsidised Centre. This means that all monies received from fees and grants are used to pay staff wages and cover operating costs.

Fees are set by the Management Committee/Governing Council and are reviewed regularly. Fees are based on a sliding scale according to Child Care Benefit assessments. Families are responsible for ensuring their Child Care Benefit assessment remains current.

Families are required to use a minimum of 2 sessions per child, per week.

Fees are charged for public holidays.

Fees are charged for days missed due to illness.

Fees are not charged during the Christmas closure.

## Delivery and Collection of Children

Parking is available on Campbell Rd as well as Ind Street (rear entrance to il nido Children's Centre). Please **DRIVE SLOWLY** in the Ind Street car park. As you enter and leave, please ensure that the doors and gates are securely closed behind you

**Please Note:** The Campbell Road entrance car park is **only** to be used by **Staff, Visitors** and **Disable access**

The centre closes at 6.00pm. It is not licensed after 6.30pm. Children not collected by an authorised person, will be referred to Crisis Care if emergency contacts are not available.

## Nutrition

Food provided at il nido is consistent with the Dietary Guidelines for children and adolescents. The menu provides at least 50% of the recommended daily intake of key nutrients.

Each child is asked to provide a piece of fresh fruit for snack. (Please no apples for the Sole, Stella and Luna rooms). Preschool children are asked to bring two pieces of fruit.

Breakfast is provided between 7.00am - 8.00am. The centre provides morning and afternoon tea, and lunch is served between 11.00am and 12.00pm.

Your input is encouraged, so feel free to speak to the cook or bring in a favourite recipe.

Requests for individual dietary needs will be catered for as much as possible. Please notify the Director in writing of any special dietary restrictions and/or allergies your child/ren may have.

**Children should not bring any food**, snack foods or lollies to the Centre. Food brought from home may not be consistent with our strict nutrition policy and more importantly it could present significant danger to other children either through choking or allergic conditions.

## Health Policy

The Centre has Health and Safety Policies which, as a user of the Centre, you will need to follow. *(These policies are easily accessible to parents and can be found on the policy folder located in the bookshelf outside the office as well as on the il nido website <http://www.ilnidocc.sa.edu.au/>)*

The practice of safe play and habits will be promoted and the Governing Council is committed to the maintenance of the equipment, toys and buildings. The safety aspect of toys and equipment will be a primary concern when making purchasing decisions. Toys and equipment are cleaned and checked frequently.

For the safety of other children, as well as your own, please **do not** bring a sick child to the Centre. Keep your child at home for the recommended time for communicable diseases. (See Exclusion Policy) These policies are easily accessible to parents and can be found in the policy folder located on the bookshelf outside the office

## Exclusion of Sick Children and Staff Policy

Sometimes children and adults need to be away from the Centre for the safety of others.

Excluding children and staff is an important way of preventing the introduction and re-introduction of infection into the Centre.

The Centre follows 5<sup>th</sup> Edition 2012 Staying Healthy Preventing infectious diseases in early childhood education and care services by the Australian Government National Health and Medical Research Council. For further information about specific exclusion periods please speak with Team Leaders or the Director.

## Medical Conditions Policy

We will provide a copy of the Medical Conditions Policy upon enrolment to all families with a child identified with a medical condition. We will ensure that at all times of operation of the licensed space that at least one member of the staff team has recognised asthma, anaphylaxis and first aid training.

**Parents will be informed that the child will be unable to attend the service without the correct and in date medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition.**

## Medication Policy

The medication must be prescribed by a registered health care provider and contained in the original container stating the name of the medication, date of dispense, date of expiry, child's name, dosage, frequency and route of administration.

A Medication Plan must be completed by a registered health care provider for all medications (this includes: antibiotics, teething gel, nappy cream, paracetamol, demazin etc.). Written and signed permission must be given by guardians for all medication. Written and signed permission must be given by guardians for all medication. Verbal permission will not be acceptable

**All medication will be checked by two staff before being administered, one of these staff will be a qualified staff member.**

It is imperative that the centre be kept informed of any medical conditions that a child has or develops.

We believe that the best place for children when they are unwell is at home. It is generally recognised that if a child is too ill to participate in normal activities without additional care from staff, that child should probably not be at child care and the centre will use its discretion in regard to exclusion.

## Behaviour Guidance

This Children's Centre is strongly committed to providing a positive environment for young children. Support will focus on the positive rather than the negative aspects of the child's behaviour. If there are ongoing behaviour issues, the educators in consultation with the family will complete an Individual Learning Plan outlining specific strategies to be utilised. These Individual Learning Plans will be evaluated regularly. (At no time will physical punishment be used at the Centre. It is the behaviour which is rejected, not the child).

We are aware that positive adult behaviour will promote a warm, friendly environment for children and adults. Educators will model appropriate behaviour for the children in a positive manner. We would like the children at the Centre to be happy, caring and thoughtful. (see Behaviour Guidance Policy and Anti Bullying Policy for further details)

## Clothing

As part of the Centre's programs children will be encouraged to play with sand, water, dough, clay and other potentially messy materials. Children are also encouraged to practice independent self-help skills, such as eating, drinking and washing hands. Because of this we recommend that children wear easily washable and comfortable clothes that children can manage themselves, allows them ease of movement and will not matter if they get dirty. We cannot guarantee that stains will not happen.

The Centre will supply the children with a named hat for a small cost upon enrolment. This hat will remain at the centre and will be looked after by the staff. The staff at all times will attempt to ensure that the children keep their hats on in line with our Sun Smart policy.

### What does my child bring to Child Care?

Each child will need to bring a named bag (which can fit into the child's tray provided) containing the following:

- change of clothes and appropriate foot wear
- nappy for going home (if appropriate)
- prepared bottles (if appropriate)
- toy or comforter for sleep-time
- jacket, hat and boots for cold/rainy weather

SPF 30+ sunscreen will be supplied by the centre and applied throughout the day. Parents are encouraged to apply sunscreen on arrival at the Centre.

**All items brought to the Centre must be clearly named. The centre cannot take responsibility for any items which may be lost.**

## Special Items from Home

It is preferred that children's own personal items are **NOT** brought into the Centre, other than those used for comforting. This will avoid possible damage or loss, for which the Centre cannot take responsibility. Special arrangements can be made with staff in the case of "security" possessions

## Staff

The DECD Preschool is staffed by teachers and early childhood workers.

There will be several staff working in each room. These staff members will consist of full-time, part-time and casual workers. Each team will have at least one fully qualified child care worker.

Qualified Educators are required to hold a Senior First Aid Certificate; however, all Educators are encouraged to have first-aid training. Please note all staff are Mandated Notifiers and as such are required by law to notify Families SA if they suspect on reasonable grounds that a child has been or is being abused or neglected by either a family member or another member of staff. (Please refer to the Child, Staff Protection Policy if you require further information). These policies are easily accessible to parents and can be found in the policy folder located on the bookshelf outside the office

From time to time, the Centre may have volunteers or students in the room, learning about child care or preschool. They are under supervision and are given duties suitable for their development. Care is taken not to disrupt the children, indeed they often benefit from having extra people around.

## Parental Involvement

The Centre is managed by a Governing Council/ Management Committee. This consists of parents, staff and local community representatives.

Less formal involvement with the Centre is also welcome. For example, if you would like to read the children a story, share a musical instrument or do some cooking we would be delighted. All offers of help are always appreciated.



The Governing Council is keen to encourage all parents to attend the Annual General Meeting, and aim to keep families informed through information and open days throughout the year.

Your membership of, or input into this Committee is encouraged. All parents are welcome to attend Governing Council meetings or to participate in the sub committees and in this way to contribute to their child's experience in the Centre.

## **Communicating with Parents**

The notice board in the entry foyer will be used for general information.

Other information, including fee invoices and newsletters, will be sent by email to reduce the centre's carbon footprint. If you do not have an email address they will be placed in the individual children's pockets.

Relevant information is also delivered through our Facebook page and displayed on our Website.

Parents/caregivers are encouraged to discuss any issues with the staff or Director. Your comments and thoughts about your child's interests and strengths are an important part of the program and Educators look forward to sharing the planning of a quality program for your child.

Sometimes arrival and departure times are stressful and busy for you and the staff. If you have a particular issue, concern or query about your child you may prefer to ring or email us later in the day, or arrange a confidential chat with the Team Leader or Director.

## **Transition to School**

Children attending Campbelltown Primary School attend transition programs and have visits at the school.

This is organised during session times towards the end of the term. A staff member visits with the children, to ensure they are feeling comfortable and secure. The school will contact you about the arrangements, as you will be required in some instances to collect your child from the school.

Throughout your child's time at the Children's Centre, visits to the school and from the school are very much a part of the curriculum. For children attending other schools, the school of your choice will make contact with you as required.

## **Grievance Procedure for Parents**

The first step in working through a complaint is to talk to the person concerned ( child's primary caregiver, teacher or staff member) If you are not satisfied after speaking to your primary caregiver or you feel you can't raise it with the primary caregiver then please discuss the complaint with the Director.

If you are not satisfied that your concerns or complaint has been resolved at the local level, you may choose to seek support from the Department for Early Childhood and Developments (DECD) complaints resolution services.

In the unlikely event that the matter has not been addressed to your satisfaction through the previous steps, you may choose to seek independent advice and review by an external agency.

## **Support Services**

The following support services are provided by DECD.

- Speech Pathology
- Psychologist
- Social Worker
- Special Education
- Bi-lingual Support
- Dental Clinic (enrolment forms to the Campbelltown Dental Clinic are available on request)

Children's needs will be discussed with the Director and appropriate referrals will be suggested if necessary for your child's development within their time at preschool. Depending on needs, children will be allotted some time with a preschool support worker that may be on an individual basis or within a small group environment.

# **Welcome to il nido!**