



## Quick Reference Guide

Centre Contact Details	39 Dakas St, Cable Beach WA 6726 PO Box 5722 Cable Beach WA 6726 T: 0429 606 146 F: 08 9193 5133 E: info@kimberleykids.com.au
Enrolments	Enrolment enquiries T: 08 9193 5133 E: admin@kimberleykids.com.au
Hours	After school hours care: 2:00pm-6:00pm Vacation care: 7:30am – 6:00pm, Monday – Friday. Excluding Public Holidays
Payment of Fees	Fees are to remain paid (1) one week in advance. Payments made by direct debit, EFT, cash, cheque or EFTPOS. Please see Kimberley Kids ELC located at 57 Dakas st.
Holidays/Absences	Fees are payable for enrolled days including, leave and absences. Fees are NOT payable for Public Holidays.
What to Bring	Dress children in comfortable clothing and suited to season. Extra changes of clothing daily, sun safe hat, water bottle. Toys from home are not encouraged.
What we Provide	We supply 30+ sunscreen and afternoon tea. During Vacation Care we provide morning tea, lunch and afternoon tea.
Change in Attendance	Reducing days/ceasing care subject to 2 weeks notice in writing.
Additional Days	Additional days subject to availability. Contact administration.
Celebrations	Various celebrations incorporated into our program. Birthday cupcakes provided by centre.
Illness	Exclusion periods apply for contagious illness. Parents notified of rising temperatures and signs/symptoms of illness. Medical clearance may be requested in some cases before returning to care.
Allergies	Kimberley Kids Outside School Hours is a 'Nut Free Zone'. Please do not bring food containing nuts into the centre or leave snacks in children's bags. We cater for children's allergies and dietary requirements.
Administration of Medication	If child's temperature is 38°C and rising, Panadol (children's paracetamol) may be administered by team member with written permission. Only prescription medication (no over the counter medication) administered.
Emergencies	Well rehearsed evacuation procedures in place. Parents/Visitors during evacuation to follow direction of centre team members.
Cyclones	Centre closed and parents notified to collect children on Yellow Alert. Centre re-opened on Blue Alert.
Child Care Subsidy	Contact Family Assistance Office or access your myGov account to register. Provide centre with your Customer Reference Numbers. (CRN Numbers)Service ID: 1-KSGMBL



## Dear Parents,

It is a pleasure to welcome you to Kimberley Kids Outside School Hours Care. We are a locally owned and operated, family orientated centre that aims to provide an exceptionally high level of care and education for each and every child entrusted to our care. We understand living in the Kimberley and work with families, catering to individual needs and situations.

We have a deep appreciation of the significance of developing each child's potential at their own pace. Our devoted team aim to provide a warm and welcoming environment, full of stimulating experiences and discoveries.

Commencing child care can be a challenging experience for parents and you should not feel alone in going through the normal anxieties that parents feel. Here at Kimberley Kids we are always available to discuss your child's progress and any other matter whatsoever – no matter how big or small it may seem!

We are committed to constantly improving the care and education we provide children so if you have any suggestions at all please do not hesitate to raise them with our team or ourselves. We embrace feedback for positive change.

We thank you for choosing our service, and we look forward to providing exceptional care for your family.

Sincerely,

Jude Millard  
Director

## Centre Philosophy & Goals

*Mission Statement: To provide high quality childcare in a safe and educationally rich environment.*

At Kimberley Kids Outside School Hours Care we believe in providing an environment that is secure, caring, loving, nurturing and free from bias. We strive to create an environment that is welcoming and warm to families and a light-hearted workplace for all educators and support staff. Kimberley Kids adheres to all regulations set out under the Education and Care Services National Regulations 2012 and the Education and Care Services National Law (WA) Act 2012. We strive to exceed National Quality Standards in all areas of operation.

We believe that all children should be treated with equality, and their cultural and linguistic diversity embraced and acknowledged. We aim to provide a diverse program that reflects both group and individual needs. Through ongoing conversations and evaluations, we aim to provide enriching experiences that encourage and promote learning and development. Our pedagogy is guided by practice, principles and learning outcomes outlined in My Time, Our Place Framework for School Aged Care in Australia, focusing on individual children and each care group.

Our program is inclusive of children with special needs. Curriculum and plans reflect the individual needs of children and where appropriate resource workers are utilized. Children engage in a balance of active and quiet activities and a variety of indoor and outdoor experiences are provided. Meals and menus are fresh, nutritional and well balanced. Safe food handling and hygiene practices are observed at all times. Children's self help skills and independence are encouraged. Positive encouragement and reinforcement are used as tools to direct and promote behaviours, through this we aim to build high self-esteem and self worth.

We believe the natural environment is vitally important in children's learning and development. We love being outside in the beautiful tropical weather and connecting with nature. We incorporate equipment and resource made from natural materials and recycled where ever possible and value resourcefulness and ingenuity.

We are continually developing our Centre Philosophy to ensure it is relevant to current practice, research and educators working at the centre.

### Centre Goals

- Develop enriched experiences through a dynamic approach to learning
- Support the development of all children
- Provide a non bias, culturally inclusive and diverse learning environment
- Use innovation to foster relationships with and gain involvement from families
- Actively contributing to the community in a meaningful way
- Be a leading provider of early learning services
- Maintain a positive, light hearted and fun work environment for all employees



## Our Curriculum

Kimberley Kids outside School Hours Care curriculum is established using the Principles, Practice and Outcomes of the “My Time, Our Place Framework”.

Educators collaborate with children to provide play and leisure opportunities that are meaningful to each individual child and the group of children, while supporting their wellbeing, learning and development. Our curriculum is designed to ensure all children become successful learners, confident and creative individuals and active informed citizens.

Educators use observations, group discussions with the children and input from families and the community to develop plans for individual children.

## Orientation

In order to gently introduce your child to the Service we book an initial orientation visit prior to your family commencing care. During this time we can introduce you and your child to their new surroundings, their educators and peers. We encourage you to discuss your child’s needs and your expectations to establish the foundations of a successful partnership. If you would like your child to attend prior to your first day to assist with transition then please request an ‘extra day’ with our Centre Manager.

## Location & Facilities

Our centre is located in Cable Beach, approximately 5 minutes from Chinatown, the centre of Broome. Conveniently located within St Mary’s Primary School, the centre has a large car park for hassle free drop off and pick up. The centre has its own kitchen and toilet facilities.

## What to Bring

We ask parents to provide a water bottle and sun hat. During your child’s time at KKOSHC, we will provide care for your child’s needs including meals and sunscreen. Please label all of your child’s belongings and we encourage children’s belongings to stay at home.

## Excursions

Subject to your prior consent in writing on each occasion, we offer children the opportunity to visit various local places of interest and children’s entertainment events. Parent helpers are welcome and excursions are conducted under regulatory requirements and strict supervision.

## Birthdays and other Celebrations

If your child’s birthday falls on a day that they will be attending the service or upon your request, the Centre will bake cup cakes to celebrate your child’ birthday. Please do not bring your own cake/sweets due to allergy/nutritional concerns. We celebrate birthdays at afternoon tea time and we welcome you to join your child for this occasion.

We acknowledge and respect all celebrations relevant to your family culture and beliefs. We welcome parents/guardians to inform our team of any special celebrations you would like us to incorporate into our program.

## Arrival & Departure

Our team will greet you and your child each day. Any medication is to be stored in medication box out of child's reach, which is to be clearly labeled and given to the room leader with a completed medication form.

It is a legal requirement that you sign your child in and out of the Service. Our team will give you guidance on our Service's procedures during orientation. If your child is not attending the Service on a scheduled day we appreciate you calling or emailing to let us know.

To maintain consistency of care between your home and the Service we appreciate any information about your child to be shared with us on the day of attendance. In the evenings our team will communicate with you about your child's day including meals and educational experiences enjoyed.

You are asked to complete a section in our enrolment form allowing relatives or friends over the age of 18 years to collect your child from the Service. If a person is not listed on the form and you would like them to collect your child please complete an 'authorisation to collect' form and email their details to the Centre. We will check individuals' identification before allowing them to leave with your child.

## Meals

We provide appetizing and nutritious food for afternoon tea, and morning tea during Vacation Care. We aim to include food from various cultures and welcome your suggestions. During Vacation Care, the service can provide a nutritious lunch to children attending. Alternatively parents can choose to bring in a packed lunch for their child/ren from home.

If your child has a specific dietary requirement please inform the Centre prior to enrolment so we can provide suitable meals for your child.

## Behaviour Management

The development of appropriate social behavior is encouraged through our Outside School Hours programs. Your child will be encouraged to resolve conflicts without the use of negative actions. When an educator is required to intervene, your child will be given a clear explanation as to why their behavior is inappropriate and will be gently guided accordingly. We keep our guidance consistent, focusing on the positive behavior of your child.

## Child Protection

Our team will act in the best interest of each child in our care at all times and are required to report any concerns to the Department of Community Services.

## Children's Health

Please do not bring your child to the Service if he or she has any contagious illness, consistently high temperatures, diarrhea, excessive discharge from eyes/ears/nose, productive cough (bringing up mucus), throat infection, chicken pox, vomiting, conjunctivitis, head lice, ring worm, rashes you cannot identify, or your child needs one-on-one attention.

Please inform the Centre Director if your child has contracted or been exposed to any infectious disease for the safety of other children, our team and pregnant mothers. If your child has been absent as the result of an infectious disease a medical clearance may be requested on return to the Service.

## Hygiene

Our Centre follows strict hygiene, health and safety procedures. Team members model and promote correct hand washing procedures during the day.

## Immunization

We are required to keep up to date immunization records of each child enrolled at the Centre. Please provide a photocopy of your child's immunization record. In the case of an outbreak of an infectious disease (such as whooping cough or measles), parents of non-immunized children will be asked to keep their children at home.

## Medication

If your child has been prescribed medication by a doctor our team members will be able to administer the appropriate dose as set out on the label. We will provide you with a medication form to sign and ensure the medication is stored safely.

At Kimberley Kids Outside School Hours Care we do not administer Panadol to mask symptoms of colds or illness; however if your child's temperature rapidly reaches 38°C, with your permission we will attempt to bring the temperature down with the use of Panadol while we wait for you to collect your child.

## Accident Policy

Our indoor and outdoor environments have been custom designed for your child's safety. If however they receive an injury we have first aid trained staff that will immediately attend to your child. In the unlikely event of an ambulance being necessary a team member will accompany your child at all times and you will be contacted immediately. You and the Centre Manager will be informed of any injury via an Incident Report which we ask you to sign to ensure that you are aware of the details.

## Emergency Procedures

'Emergency Evacuation Procedures' are prominently displayed in the care room. Fire evacuation drills are to be carried out a minimum of every three months. Parents will be notified when a drill has taken place.

## Cyclones

In the event of a tropical cyclone the Centre will close on Yellow Alert and parents will be advise that their children need collecting form the Centre. We will reopen on Blue Alert or when the all clear has been given from FESA. For up to date information on tropical cyclones please refer to [www.bom.gov.au](http://www.bom.gov.au) .

## Sun Protection

We are members of the Cancer Council's Sun Safe program and meet all guidelines for the WA Cancer Council. Please apply SPF 30+ Sunscreen to your child prior to leaving the centre. We apply further SPF 30+ sunscreen as necessary throughout the day. Please notify our team on enrolment of any allergies to sunscreen. Whilst playing outside children will wear their own hat.

## Quality Assurance – Accreditation

As part of our commitment to openly benchmarking ourselves against the highest standards, Kimberley Kids chooses to participate in the National Quality Standard, the new national benchmark for the quality of education and care services. The seven quality areas in the National Quality Standard are:

Educational program and practice

1. Children’s health and safety
2. Physical environment
3. Staffing arrangements
4. Relationships with children
5. Collaborative partnerships with families and communities
6. Leadership and service management.

## Change of Information

Please advise the Centre Manager of any changes of circumstances which relate to our records, change of address, telephone numbers, etc. It is important that we maintain up to date records as this information will be used in case of an emergency.

## Fees & Carer to Child Ratios

The fee structure at Kimberley Kids is as follows;

Vacation Care (during school holidays) 7:00am – 6:00pm	5yr-12yr 1:13	\$92
After school care (school days) 2:00pm-6:00pm	5yr-12yr 1:13	\$45
After school care activity Pick up/Drop off	Per activity/per child	\$5

Fees are payable for all enrolled days including absences and annual leave, Public Holidays are included in the fees and will not be charged. Fees are reviewed annually and index according to increases in Centre running costs.

## Payment Structure

Your child’s day fees are payable weekly or fortnightly and need to be maintained a week in advance. Payment can be made at Kimberley Kids Early Learning Centre (57 Dakas st) by direct debit, Electronic Funds Transfer, cash, cheque or EFTPOS.

## Child Care Subsidy

Kimberley Kids Outside School Hours is registered as ‘Approved Care’. Parents may claim Child Care Subsidy subject to Family Assistance requirements. There are three factors that determine a family’s level of Child Care Subsidy. These are:

- Combined Annual Family Income
- Activity Test - the activity level of both parents
- Service Type - type of child care service and whether the child attends school

The Child Care Subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

Please go to your Centrelink online account (myGov) and complete your Child Care Subsidy Assessment. Please contact the Family Assistance Office on 13 61 50 or in person if you are needing assistance. A flyer outlining how the government can assist in helping with the cost of childcare can be found in your welcome pack.

## Notice Period

Reducing days or withdrawing from the centre is subject to two weeks' notice in writing. The notice period is required to ensure a smooth transition into the centre for new families.

## Priority Access

Kimberley Kids complies with the Australia Government Priority Access Guidelines for allocating places. We also provide a number of places as employer sponsored childcare.

## Checklist

Please use the below checklist to ensure you have everything required to make the enrolment process as smooth as possible;

- Read Parent Handbook
- Visit the Family Assistance Office and complete 'Assessment for Child Care Subsidy' and obtain Customer Reference Numbers (CRN's)
- Complete Child Enrolment Form
- Complete the Child Profile form for care givers
- Provide a copy of child's birth certificate
- Provide a copy of current Immunization record (this can be printed from the Medicare website)
- Clearly label all your child's belongings (we recommend [www.identikid.com.au](http://www.identikid.com.au) )
- Complete Credit Card Authorization form (if applicable)

For Your Child;

- Bag or backpack
- Hat
- A drink bottle
- Packed lunch in lunch box (during vacation care)

## In Conclusion

We aim at all times to provide the highest standard of care and education for your child. We look forward to contributing to this important period of their lives and working in collaboration with you.

On behalf of all our dedicated team of educators, we welcome you to Kimberley Kids Outside School Hours Care.