

Quick Reference Guide

Centre Contact Details	57 Dakas St, Cable Beach WA 6726 PO Box 5722 Cable Beach WA 6726 T: 08 9193 5033 F: 08 9193 5133 E: info@kimberleykids.com.au
Enrolments	Enrolment enquiries T: 08 9193 5033 E: admin@kimberleykids.com.au
Hours	7:00am – 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.
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, nappies, sun safe hat, water bottle. Toys from home are not encouraged.
What we Provide	We supply nappy wipes, nappy cream, linen, 30+ sunscreen and all meals including cows and soy milk.
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 cakes 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 is a 'Nut Free Zone'. Please do not bring food 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.
Safe Sleeping	Safe sleeping recommendations 'SIDS and Kids' followed.
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. I established the centre in 2011 after I felt the community needed another locally owned and operated, family orientated centre. We aim 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 during early childhood years. 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 Centre, and we look forward to providing exceptional care and education for your family.

Sincerely,

Jude Millard
Director

Centre Philosophy

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

At Kimberley Kids Early Learning Centre 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 Service National Law Act 2012 and the Education and Care Services National Regulations 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 observations 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 the Early Years Learning Framework 2009, focusing on individual children and each care group.

Our program is inclusive of children with special needs. Curriculum and plans reflect the individual child's needs and where appropriate resource workers are utilized. Children engage in a balance of active and quiet activities, as well as rest time each day. 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. The educators encourage and assist with meal times, dressing, sleeping, toileting and nappy changing. 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 early 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 Programs

0 – 18 months Babies Room Program

The focus of our program is to gently introduce babies to our experienced educators in a loving environment following routines that you have established at home. We introduce babies to early stage social, emotional, physical and cognitive skills at their own pace. We do this through fun filled stimulation with lots of cuddles!

In our fun and nurturing environment our babies develop a sense of themselves and who they are in the world. Through play babies experience music, art, language – including expressing needs and wants, big and small muscle activities, imaginative play, play with other children, confidence and independence.

18 months – 2.5 years Toddler Program

Toddlers are naturally very curious. We create opportunity for them to learn through independent exploration of our planned learning environment. Our classroom provides for learning opportunities in constructions and puzzles to stimulate mathematical thinking, role playing to foster an understanding of our community, art to supply early writing skills and a book corner to encourage a love of reading and many other areas to explore.

Our team's thoughtful interaction during play balances your child's need for playing autonomously and wanting to be close to a trusted adult. Your child during this development period will actively acquire language through our playful reading of books, singing and educator guidance.

All children will rest and enjoy meals following the room routine and with assistance will gain confidence and experience in self help skills including feeding him/her self, toileting, dressing and decision making.

2.5 – 3.5 years Pre-Kindy Program

The Pre-Kindy program is a further extension of our Toddler Program, as children move onto the next stages of development, with increased awareness, concentration and oral communication. Both rooms follow similar daily routines, with the Pre-Kindy room further exploring independence, self help, problem solving and learning through play. Care givers foster children's development of specific friendships and finding their place in the dynamic of the group.

3.5 – 5 years Kindy Program

Kimberley Kid's Kindy program is designed to give all children the best social, physical and intellectual skills required to easily join their respective schools in the coming years. Our program focuses on promoting individual and small group confidence in all areas including: language and literacy, numeracy and problem solving, motor coordination skills, concentration and emotional adjustment, independence and life skills.

The Kindy program has been specifically designed to ready children for school, with our qualified educators using observations, anecdotal records and input from families to develop individual planning for your child. We work with and support each family and child during your transition to school.

Orientation

In order to gently introduce your child to the Centre 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 reception.

Parent Involvement

Kimberley Kids has an open-door policy. We welcome you to the Centre throughout the day to share in the experiences your child is participating in, to enjoy lunch with your child or join in cultural celebrations or special events.

Information about the centre, the Policy File, Policy Review file, Quality Improvement Plan and general child related literature can be found in the Parent Information Rack between the Kitchen and PreKindy Room. The Centre Philosophy and Goals are displayed pictorially in the hallway, along with a mud map of the bodies we are governed by and associate with in order to make the centre run smoothly.

We want you to feel comfortable raising concerns you may have with your child's educators. We appreciate your feedback. If necessary you may escalate any matter with the Nominated Supervisor. You may also seek information from the Department of Children's Services on 1800 199 383.

We encourage regular and thorough discussion between parents and educators. Our team appreciates discussing individual children with their parents and will always make the time to be available. The 'Daily Information Book' in each room displays information about each child's daily routine throughout the day. We also use Educate (our online portfolio system), communication boards, email, Facebook and door signs to celebrate events and inform families of important changes throughout the centre.

Location & Facilities

Our centre is located in Cable Beach, approximately 5 minutes from Chinatown, the centre of Broome. Conveniently located next to Cable Beach and St Mary's Primary Schools, the centre has a large car park for hassle free drop off and pick up. Purpose built in 2004 the Centre is comprised of four care rooms and a large outdoor play place, with tropical gardens and real grass. We have extensive educational and play equipment and are committed to continually adapting our environment to meet the needs of the children and our evolving centre philosophy.

What to Bring

We ask parents to provide a change of clothes, water bottle, sun hat, nappies and if needed a pacifier with a cap or container for safe storage. During the day we will take care of your child's needs including meals and sunscreen. Your child should be dressed in clothing that allows for easy movement, is suitable for the season and practical for fun and sometimes messy experiences. If you require infant formula please bring in a new sealed formula tin to stay at the centre. Please label all of your child's belongings.

Toys & Valuables

Kimberley Kids is fortunate to have an outstanding array of stimulating and educational toys and equipment. Please do not bring toys from home. Your child is also welcome to bring photos, mementos and other items for 'news time' with the group. Toys that are brought from home will be taken from the children and stored by the care givers, then given to parents on arrival at the centre in the afternoon.

Excursions

Subject to your prior consent in writing on each occasion, we offer children over the age of three 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 centre or upon your request, the Centre will bake cup cakes to celebrate your child's 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 morning. Your child will be provided with a locker to store his/her belonging in, excluding medication, which is to be clearly labelled 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 Centre. Our team will give you guidance on our Centre's procedures during orientation. If your child is not attending the Centre on a scheduled day we appreciate you calling or emailing to let us know.

To maintain consistency of care between your home and the Centre we appreciate any information about your child's night sleep, or needs to be shared with us on arrival. In the evenings our team will communicate with you about your child's day including meals, rest taken and educational experiences enjoyed. This communication takes the form of the 'Daily Information' book in each care room.

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 Centre. 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 that provides over 50% of your child's recommended daily intake (RDI) of all nutrients. We aim to include food from various cultures and welcome your suggestions. Parents are able to view our changing weekly menus in each care room.

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

Parents with babies on formula are asked to provide bottles for the day and a new container of formula that can be left at the centre, clearly labelled with your child's name and instructions. When children transition to cows or soy milk we will happily provide this for you.

Behaviour Management

The development of appropriate social behaviour is encouraged through our Early Childhood 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 behaviour is inappropriate and will be gently guided accordingly. We keep our guidance consistent, focusing on the positive behaviour of your child. For more information see the centre Policy File in the information rack outside the kitchen.

Toilet Training

Toddlers who indicate their readiness to train will be encouraged and given the opportunity to progress towards independence. Our team is happy to give you guidance during this transition time. Our team will work in partnership with you to ensure consistency for 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 Centre if he or she has any contagious illness, consistently high temperatures, diarrhoea, 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 reception 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 Centre.

Hygiene

Our Centre follows strict hygiene, health and safety procedures. Team members model and promote correct hand washing procedures during the day. We encourage parents to be good role models too! Hand sanitiser is provided in the Centre's foyer for parents and children to use on the way into the Centre. Dental hygiene is also interwoven into our daily program through songs, discussions and stories.

Immunisation

We are required to keep up to date immunisation records of each child enrolled at the Centre. Please provide a photocopy of your child's immunisation record each time it is updated. In the case of an outbreak of an infectious disease (such as whooping cough or measles), parents of non-immunised 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 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 fun and adventure. We support risk taking and throughout your child's time in care they may receive a scrape or scratch. We have first aid trained staff in each room 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 Nominated Supervisor 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. In the unlikely event of a serious injury Department for Communities, Education and Care Regulatory Unit will also be notified.

Emergency Procedures

'Emergency Evacuation Procedures' are prominently displayed in each room. Emergency Evacuation drills are carried out every three months.

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 .

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 on the morning and tick in the 'Day Book' when writing your child's name. 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 or be designated a spare hat for the day of they fail to bring one.

National Quality Standard – Assessment & Rating

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:

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

As part of the National Quality Framework we are required to have a Quality Improvement Plan (QIP), a living document that outlines areas for improvement under each quality area. The QIP is updated regularly and can be found in the parent information rack outside the kitchen. For more information go to the ACECQA website <http://www.cecqa.gov.au>

Educate

Educate is our online portfolio system which was specifically designed for the child care industry. It allows the centre to record learning and development information about your child/ren. Parents are able to log on to Educate and view their individual childs profile. Parents will receive an individual username and password for Educate on enrolment.

Change of Information

Please advise reception 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.

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 by direct debit, Electronic Funds Transfer, cash, cheque or EFTPOS.

Fees & Educator to Child Ratios

The fee structure at Kimberley Kids is as follows;

Babies	0-18mths	\$128
Toddlers	18mths-2.5yrs	\$128
Pre Kindy	2.5yrs-3.5yrs	\$128
Kindy	3.5yrs-5yrs	\$125
Half Day	7am-12:30pm or 12:30-6pm	\$75
After School	2pm-6pm	\$45
After School Activity Drop Off		\$5 per activity per child

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

Child Care Subsidy

Kimberley Kids 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 are subject to two weeks' notice in writing. The notice period is required to ensure a smooth transition into the centre for new families. There is a change of care requirements form located at reception or families can email admin@kimberleykids.com.au.

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 your Centrelink Online Account (myGov) and complete 'Assessment for Child Care Subsidy' and obtain Customer Reference Numbers (CRN's)
- Complete Child Enrolment Form
- Complete the Child Profile form for educators
- 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
- Complete Credit Card Authorisation form (if applicable)

For Your Child;

- Bag or backpack
- Hat
- Nappies (if applicable)
- A drink bottle
- Two spare changes of clothes, including underwear

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 the Centre.