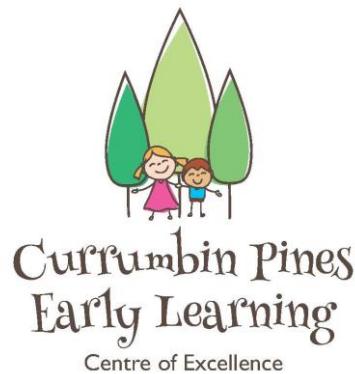


**JUNIOR KINDY**  
**2 years to 3 years**

**Information Package**  
**2017**



**Your Educators are:**

Miss Donna – Lead Educator  
Miss Ashleigh – Educator  
Miss Melanie - Educator

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# **TODDLERS 2 WELCOMING LETTER**

Hello and welcome to the Toddlers Room. This Introductory Package is designed to provide you with information relating to the operation and functions of the room. It is our hope that this information will answer some of your questions and alleviate some of your concerns. Please remember our door is open to you at any time and we look forward to getting to know both you and your child.

## **Your Educators**

### **Miss Donna – Lead Educator - Certified Supervisor**

Hello! My name is Donna. I have been involved in the childcare industry for the past 11 years and have an Advanced Diploma in Children's Services. Working with children is my passion. My objective is to ensure all children are provided with the best start in their lives, and that I am associated with the highest possible standard of care that reaches the wider community. I am so excited to be working with the Junior Kindy children and families.

### **Miss Ashleigh – Educator**

Hello, my name is Ashleigh. I have been working the childcare industry for the past 3 years. I have my Certificate III in Children's Services and am studying for my degree in Primary Education. I am also a swimming and water safety teacher. I am so looking forward to working with the team at Currumbin Pines ELC as I can see that they share my passion for the optimum development of children in our care.

## **Daily Communication**

The 'Story Park' communication system together with 'Kiosk' online attendance system. Story Park will inform you of your child's day and their activities each day. Using this system, educators can let you know about your child's sleep times, toileting and food requirements. Any messages or comments can also be input in the online messages.

## **Yearly Requirements**

We all know toddlers like to take their hats and shoes off so PLEASE NAME ALL ITEMS TO PREVENT LOST PROPERTY. **Label companies are:** Stuck on you 1800 645 849 and Labels by Designs ph 3801 2382, however, a simple permanent marker or waterproof laundry marker will suffice for most items.

- 1 scrapbook
- 2 boxes of tissues
- 1 container of sunscreen (to be shared)
- 1 packet of A4 paper – coloured or white

Please NAME and bring these items in during your child's first week at kindy.

## **Daily Requirements**

### **PLEASE NAME ALL ITEMS TO PREVENT LOST PROPERTY**

- Rest time comforters, e.g. dummy, teddy, blankie, etc
- A set of spare clothes
- 3-4 sets of spare underpants (if toilet training)
- Drink bottle (water and cups are provided as well). **Please take home drink bottles each day to be washed out to prevent bacteria growing inside them. If your child has milk to drink, please use a sippy cup instead of a bottle.**

The Toddlers' rest period is approximately 12-2pm. We request that children be dropped off or picked up before or after this time so the children sleeping will not be disturbed. Please notify the office if you know you will be arriving later than 10.30am. Thank you.

## **Nappies & Wipes**

The centre provides nappies and wipes for your child during their day at kindy. In line with our organic food program and culture, the nappies and wipes we use are manufactured from Bamboo which is naturally hypoallergenic and ideal for sensitive skin. Bamboo fibre is naturally smooth and round without chemical treatment, meaning there are no sharp spurs or harsh chemicals which may irritate the skin. Bamboo also has excellent natural antibacterial and deodorising properties, is an environmentally friendly resource and is 100% biodegradable.

## **Food Requirements**

Meals at Currumbin Pines Early Learning Centre are prepared fresh on site every day by our own cook. The menu is designed by a qualified naturopath and nutritionist with the focus on providing the best, most wholesome, nutritionally balanced, home cooked meals, all made with love.

Our Kindy Kitchen philosophy includes:

- Selecting locally grown produce to reduce 'food miles'.
- Using fresh, minimally processed and minimally packaged foods.
- Using organic foods as a priority but not a necessity.
- Incorporating sustainable protein sources such as beans, lentils, chickpeas and chicken.
- Choosing sustainable seafood ([www.marineconservation.org.au](http://www.marineconservation.org.au)).
- Choosing to use no artificial anything – including colours, flavours and preservatives
- Conserving water in food preparation.
- Using environmentally sustainable and safe tableware.
- Raising awareness amongst children and parents of the importance of eating healthily and consciously, especially in the younger years as this is where food habits are formed for life.

**Drink Bottles** are to be named and placed in the fridge. Water and milk are the preferred choice of drink for this age group in sipper cups or drink bottles only.

## **Lost Property**

All unnamed lost property will be put in the lost property box on top of the lockers. Please label all items to avoid this from happening.

## **Signing In and Out**

Currumbin Pines Early Learning Centre uses the 'Kiosk' online attendance sign in system.

Parents/guardians must complete the childcare sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Benefit (CCB) and/or Child Care Rebate (CCR) payments.

Signing in/out is available via a tablet in our front office area. Parents/guardians with incomplete signing in or out records for any reason including absences will be unable to sign-in on their next attendance day until the previous booked day has been attended to.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian and we ask that you refrain from allowing children to touch the tablets.

News sheets to communicate any information will be placed on top of the lockers. These provide a good spot for you to let us know of anything you haven't had a chance to tell their teacher. Please make sure you provide us with a contact number for every day your child is in care. This form is situated next to the sign in sheets.

## **Birthdays**

Birthdays are important and we like to celebrate them! Please feel welcome to bring in a cake or a treat of your choice to help celebrate your child's birthday. Please be aware of allergies.

## **Personal Toys**

Please refrain from bringing personal toys to kindy as children get upset when toys are lost or broken. Soft comforters are welcome for rest time.

## **Notice Board**

The notice board has important information on it so **please take time to read it**. The program will also be located on the noticeboard, along with up-to-date health issues, special events, etc.

## **Email**

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of

special events, room correspondence and other information relevant to your child & family.

## **Incident Forms**

When children have an accident which requires treatment, an incident form will be filled out and placed in a folder on the office front desk for you to sign. A note will be placed on your sign in sheet when a form needs to be signed. If the incident is serious, you will be notified.

## **Medication**

If your child needs medication, a Medication Form must be completed on that day, with all the relevant information (time, dosage, etc.) and signed by you the parent before any medication can be administered. These are kept on top of the lockers in the 'Medication Book', but feel free to ask staff to help you complete them if you have any concerns.

ALL medication needs to be placed by the parent in the refrigerator in the Nominated Supervisor's office and the Medication Register (located on the fridge) completed. If medication does not need to be refrigerated, then it is placed in the locked cupboards clearly labeled "Medication" in each room.

NO MEDICATION WILL BE ADMINISTERED WITHOUT A MEDICATION FORM FILLED OUT BY THE PARENT.

NO MEDICATION IS TO BE LEFT IN THE CHILDREN'S BAGS, this includes asthma puffers, etc., as it a danger to other children at the Centre.

## **Sick Days**

When your child is not feeling well, it is best to keep them at home to stop the germs from spreading and making other children and staff sick. If your child is sick, please ring us and let us know, especially if it is a contagious illness. If your child is going to be away, please ring us and let us know as soon as possible so other parents can make use of their make-up days. **Medical clearance is needed for contagious illnesses. Children should not attend kindy for at least 24 hours after the last vomit or diarrhoea (as per the Centre's policies).**

## **Amber Teething Necklace Safety**

Teething necklaces pose a serious choking hazard or strangulation risk to babies and toddlers. The Australian Competition and Consumer Commission (ACCC) and Department of Early Childhood Education and Care are concerned that an unsupervised child could be exposed to particular risks or hazards such as strangulation and choking hazards.

Currumbin Pines Early Learning Centre is not allowed to have children in care with amber teething necklaces. It is against the National Regulations safety advice. If a child arrives with an amber teething necklace the parents will be asked to remove it. We trust all families will follow this regulatory request.

## **Make Up Days**

If you are after a specific day for a make-up day, please notify the educators and they will check their diary and hopefully help you out for that day. If there is no day available, we can write it down and let you know if one becomes available. Please remember that make-up days are a privilege, not a right. Unfortunately we can not guarantee a make up day and fees must be paid up to date to receive one. In the case of parents needing days for work commitments, they will have preference over non- working parents. Make up days are only available if someone is away from kindy, making a spot available. Please phone the centre if your child is going to be absent.

## **Events**

Throughout the year we have numerous functions such as Mother's Day, Father's Day, Easter, Parent/Educator Interviews, Christmas Concerts etc. These are designed for parents, children and educators to get together socially and professionally to enhance relationships and to create an understanding of each other's roles in the lives of your children. The Toddlers Room also participates in monthly educational shows (prices vary from \$4.50). The cost of these events will automatically be surcharged to your account, unless you advise us otherwise.

## **Program Guidelines and Developmental Books**

Each child has their own developmental book which is kept at the centre and is available for parents to view upon request. Your child's developmental book contains various types of observations on your child such as learning stories, jottings, photos, observations, anecdotal, running records and interests extended and interpreted. We base these observations on the children's developmental milestones and interests which we have observed or parent's suggested interests. If you could write down your child's interests for the day on the sign in sheet, that would be very helpful in our planning and programming. We implement the Early Years Learning Framework in our programming, principles and practice as educators. We feel it is important for your children to feel a sense of **belonging** within their environment and for them to take time to enjoy **being** in order to make meaning of the world around them. It is then that they can develop their interests and construct their own identities to **become** so they can fully and actively participate in their environment. We implement the Early Years Learning Framework's principles and practices which focus on assisting all children to make progress in relation to the 5 Learning Outcomes. As educators, we recognise the learning outcomes are most likely to be achieved when we work in partnership with families, as families are the children's first and most influential teachers. Educators are responsive to all children's strengths, abilities and interests. Our Centre Philosophy aims to respect and value the individuality of each child in our care and to provide a nurturing and safe environment where children can feel comfortable and secure.

## **Online Correspondence**

A daily blog is available for you which outlines the children's day and talks about key experiences and interests that are emerging

## **Grievance Procedures**

Our goal in the Toddlers Room is to work as a team, communicating well with both educators and parents. You are encouraged to speak to the educators concerning any problems. All parents' concerns will be taken seriously and will be dealt with in the best possible way. We believe a problem shared is a problem solved.

## **Behaviour Guidance**

### **Guidance and Toddlers**

Toddlers like to explore the world as they are in the process of learning that their actions have a cause and effect. This may mean that they push with the intention of seeing the effect of their action without understanding they are causing hurt. If this happens we will redirect the child and simply explain to the child that we are "gentle with our friends" and settle them into another activity. We will tell the child what we would like them to do e.g "we sit on chairs" instead of saying what we don't want to do "no climbing on tables" and "walking feet inside" instead of "no running". We will praise the children on their safe play and positive behaviour instead of concentrating on the negatives.

If we have any concerns about your child's behaviour we will arrange a quiet time with you to discuss any concerns.

## **Saying Goodbye – Some Helpful Hints**

Give yourself some extra time so that you can settle your child in, as your child may feel anxious if you are in a rush. Developing a routine gives your child security to predict upcoming events. If your child becomes upset when separating, tell them you love them and give them a time when you will be returning, "I love you and I will see you after Afternoon Tea". If you sneak out you will build a feeling of mistrust and will make your child more reluctant to leave you. Once you have said you are going, don't return as this confuses your child. Remember you are welcome to call us at any time if you have concerns about anything, and we are always willing to help. We are looking forward to working together with you and your family.

# **Junior Kindy Broad Goals**

## **Fine Motor skills**

- F1 Picks up an object using pincer grip
- F2 Places an object in and out of a container
- F3 Stacks two or more objects (blocks)
- F4 Turns two or three pages of a book at a time
- F5 Manipulates play dough
- F6 Scribbles with crayons, paint or pencil
- F7 Strings large beads
- F8 Completes a 1-2 piece puzzle
- F9 Rolls a ball

## **Gross Motor**

- G1 Moves to music
- G2 Walks up and down stairs with help
- G3 Walks to a ball and kicks it
- G4 Pushes, pulls or carries a toy while walking
- G5 Throws a ball
- G6 Rides a tricycle without using the pedals
- G7 Walks along a wide balancing beam
- G8 Balances on one foot
- G9 Runs with ease
- G10 Walks with ease

## **Cognitive Development**

- C1 Gets a ball that has rolled out of sight
- C2 Understands many words
- C3 Understands simple directions
- C4 Points to five body parts
- C5 Matches similar toys
- C6 Turns a familiar picture the right way
- C7 Uses his or her own name
- C8 Listens to a short story
- C9 Recognises self in a photo
- C10 Matches a picture
- C11 Matches a sound to an animal

## **Self-help Skills**

- S1 Helps dress-undress self
- S2 Drinks from a cup
- S3 Uses a spoon
- S4 Chews food well
- S5 Washes and dries hands with help
- S6 Places hat on head and takes it off

## **Language Development**

- L1 Uses two word sentences
- L2 Tries to sing songs
- L3 Points at and names familiar objects
- L4 Uses words that tell what people and things are doing
- L5 Uses words that tell about people and things
- L6 Copies four words that are said
- L7 Asks questions by rising intonation and end
- L8 Answers yes or no to questions
- L9 Talks to other children
- L10 Asks for more
- L11 Says own name

## **Social/Emotional Development**

- E1 Uses some gesture (waving)
- E2 Hands a toy to someone
- E3 Expresses affection to familiar adult-child
- E4 Recognises self in mirror
- E5 Explores without putting objects in mouth
- E6 Shows emotions; happy, sad, angry, tired
- E7 Tries to comfort others
- E8 Separates with ease from parents
- E9 Greets peers and teacher
- E10 Participates in solitary parallel play
- E11 Accepts affection from familiar adult child



## **Junior Kindy Daily Routine 2017**

<b>Time</b>	<b>Routine</b>
<b>6.30 - 9.30 am</b>	Centre opens. Combined Age Group Outside Play. Weather permitting, otherwise combined play in the Toddlers 2 Room. Nappy changes and hand washing while Outside Playing.
<b>9.30 - 9.40 am</b>	Group time/Room Discussions
<b>9.40 - 10.00 am</b>	Morning tea
<b>10:00 - 11:00</b>	Activity time
<b>10.30 - 11.00 am</b>	Nappy change, toileting and handwashing before lunch
<b>11.00 - 11.30 am</b>	Lunch
<b>11.30 - 2.00 pm</b>	Rest time children who don't sleep will be encouraged to have a rest for at least 30mins and then they can do some quiet activities such as drawing, reading and puzzles.
<b>2.00 - 2.30 pm</b>	Nappy change/toileting/hand washing
<b>3.00 - 4.00 pm</b>	Combined Age Group Outside Play (weather permitting)
<b>4.00 - 4.15 pm</b>	Nappy Change or Transition to Bathroom - Toilet Routine and Hand washing, Inside Play
<b>4.15 - 4.30 pm</b>	Hand washing and Late Snack
<b>4.45 - 6.30 pm</b>	Free play as a combined age group. Packing childrens' bags for home.

**It is very important for the children to arrive by 9.00am  
as this is when our day starts.**

**PLEASE NOTE:**

All children have their own routine and this is just a general routine of how the day will run. All children will have opportunities to participate in the various activities that are supplied for each day.

## **INDIVIDUAL CHILD PROFILE - Junior Kindy 2017**

Child's Name:	D.O.B.:	Gender:
Parent's Name/s:		
Sibling's Name/s:		
Family's Cultural/Ethnic Heritage:		
Family's Special Customs or Traditions:		
Language/s Spoken at Home:		
If child has English as their second language, please list the following key words in your language.	Food:	
	Drink:	
	Toilet:	
What interests, talents, cultural abilities do you have that may be relevant to our program?		
What interests does your child have?		
What has your child recently achieved? i.e. greets others, makes bed, etc.		
What would you like your child to achieve in the next 6 months?		
Does your child have any speech problems, hearing difficulties or behavioural problems?	Yes/No	
	Details:	
Special circumstances or considerations that we should know about:		
Does your child have any fears. i.e. storms, water, balloons?	Yes/No	
	Details:	
Does your child separate easily?		
Is your child toilet trained?		
Does your child have a comforter? i.e. a blanket or special toy?		
Any other comments:		

Thank you for taking the time to fill in this profile.

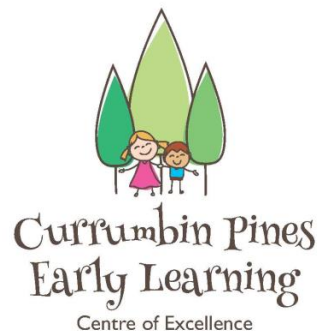
**Miss Donna and Miss Ashleigh**

Junior Kindy Room Educators

# Daily Checklist

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- Have you communicated your needs or your child's needs to the educators of your child's room?
- Have you signed your child in for the day?
- Have you completed the day sheet for your child?
- Have you checked your child's communication folder?
- Are your fees up to date?
- Are your family details up to date?
- Does your child have everything that he/she will need for the day?
- Have you read the notice board?
- Did you say goodbye to your child?
- Did you sign your child out for the day?
- Did you speak to your child's educators about his/her day?
- Did you check your child's portfolio this week?



# Your Child's First Day

The first day at a child care centre can be quite overwhelming and daunting for some families. We are here to support the transition for your child and your family. There are so many things to think about; what to expect, how long do I stay when I drop them off, what should I pack, how should I dress them? Our friendly, experienced and caring educators are here to help you and your child settle in on your first day. We have put together a little checklist below to help you prepare for the big first day!

## What to expect on the first day

First days can bring nerves and mixed emotions. It is natural to feel anxious as this is a big change for you as a family. Our Nominated Supervisor/Owner, Miss Kylie, and educators will explain the process of dropping off your child and saying goodbye throughout your orientation and first day. They may also call or email you throughout the day letting you know how your child is settling in and what activities they have participated in. At any time throughout the day if you are curious as to how your child is going, call the centre and ask to talk to the educators in the classroom and they will be able to update you every step of the way.

Before you know it your child will be showing you to the classroom and waving goodbye independently as they see their new friends and get involved in the many activities they will experience!

## What to wear

We promote sun smart practices throughout Currumbin Pines Early Learning Centre. When you are dressing your child for their day consider:

- 🍷 Tops and dresses that cover the shoulders and as much of the arms as possible;
- 🍷 Closed toe shoes or sandals with a back so they don't slip off; and
- 🍷 Clothes that have the potential to get a little messy at times even though we try and prevent it with the use of smocks!

## What to bring

- 🍷 Change of clothes, all clearly labelled;
- 🍷 A jumper or jacket in case the weather changes, clearly labelled;
- 🍷 A sun safe hat which covers your child's ears, neck and face, or our kindy hat supplied to child at enrolment, clearly labelled;
- 🍷 Comfort item such as teddy, blanket, dummy (in a sealed container) or family photo;
- 🍷 Bottles;
- 🍷 Formula or expressed milk (if required);
- 🍷 Sipper cups or water bottles;
- 🍷 Any medications - this will need to be given directly to the office on arrival and placed in the Nominated Supervisor's refrigerator.

At Currumbin Pines Early Learning Centre, we are committed to offering exceeding quality of care to every child that attends our centre. We pride ourselves on providing an engaging and nurturing environment for both yourself as parents and your very precious children. We feel very privileged to join in partnership with you and establish a very stable foundation of education for your child.