

Ballina River Street Children's Centre Inc.

Preschool & Occasional Child Care

12 River Street (P O Box 346)
BALLINA NSW 2478

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www.riverstreetpreschool.com.au

Our Aim

Ballina River Street Children's Centre (BRSCC) aims to provide high quality Early Childhood Education, care and support services for young children and their families.

The staff and management aim to implement best practices, focused on what we believe is in the best interests of children.

Our aim for high quality practice will reflect the National Quality Framework, including the National Quality Standards, the Early Years Learning Framework (belonging, being & becoming), the Early Childhood Australia Code of Ethics, and our knowledge of current research and information

WELCOME

BALLINA RIVER STREET CHILDREN'S CENTRE offers the community of Ballina a Preschool and Occasional Child Care service.

The Parent Management Committee employ early childhood educators who plan programs with the belief that children in their early childhood years learn best when they are actively engaged with others, with the physical world and with materials provided.

The early childhood educators at BRSCC develop relationships with children that are respectful and responsive to each child's strengths interests, capabilities and backyards, and that each child to develop to their full potential.

Constructive, everyday interactions and shared learning opportunities form the basis of relationships, educators build with each child. These relationships provide solid foundation from which to guide and support children as they develop the self-confidence and skills to manage their own behaviour, make decisions and relate positively and effectively with others.

Educators in both the Preschool and the Occasional Child Care services will provide a learning environment that takes into account all children's social, cultural and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances). The intent is to ensure that all children have equitable access to resources and participation and opportunities to demonstrate their learning and to value difference.



ABOUT US

HOURS and DAYS of OPERATION

The Centre's Preschool operates to 4 school terms during the year with closure for 2 weeks at the end of each term, except for Christmas when the Centre closes for 5 weeks re-opening at the end of January.

Occasional Child Care remains open during end-of-term breaks, closing only for Public Holidays and the January vacation period.

As the length of each term, and the timing of Easter, varies from year to year, please check for dates we are closed, including dates for Public Holidays and Ballina Cup Race Day, which will be given at the time of enrolment.

PRESCHOOL

A Preschool day operates from **9am to 3pm** Monday to Fridays.

*An **Early Start** is available from **8.30am** for working parents or emergencies at an extra fee, and a **Late Finish** is available until **3.30pm**. An Early Start/Late Finish slip must also be filled out as you arrive. These are available at the Sign In area.*

*An early arrival from **8am** is available for families but must be booked in as a permanent booking prior to utilising this time. Please see Tracey or Maxine in the office.*

OCCASIONAL CHILD CARE

Occasional Child Care is open from **8:30am-3pm**.

Hours of care available throughout the day will be dependent upon availability, each child's age and developmental needs.

This is held in the River Room

on

Thursdays and Fridays only

(also used by *Little Pelicans Playgroup* on other days)

THE CENTRE'S HISTORY

River Street Children's Centre has operating for over 30 years. It began operating at this location (12 River St) in 1980 in a small "cottage", originally a NSW Maritime Services Board residence. The cottage, since then, has undergone extensive renovation and extension in response to the growth of Ballina and was officially opened, as it exists now, on 27 November 1993, by Ms June Wangman, who at the time, was the Head of Studies at the Institute of Early Childhood Macquarie University.

WHAT IS A COMMUNITY MANAGED CHILDREN'S CENTRE?

Ballina River Street Children's Centre Inc. is a community based children's service, not a private business. The Centre is managed by a Parent Committee consisting of elected representatives from the Annual General Meeting held toward the beginning of each year, to which all parents and staff are invited.

The Management Committee, consisting of:

- the Executive team – President, Secretary, Treasurer, Vice President,
- and, three other elected parent representatives,

has the responsibility, along with the Centre Manager, of the total management of the service. Obligations relating to the management are of a legal, financial, employment and policy nature. The Centre's Management will focus on sustaining a service that reflects quality practices as opposed to focus on profit margins.

The Centre is registered as an Association under the 'Associations' Incorporation Act 2009' which provides the legal identity for an organisation such as this.

LICENSING and FUNDING

The NSW Department of Education & Communities (DEC) is responsible for the regulation and funding at this children's service. The Management Committee therefore must remain accountable in relation to the Service Approval and the Funding by signing the '*Early Childhood education and Care Grants Program Funding agreement*' and '*Annual Performance Report*'.

All monies received by the Centre (funding, fees and fundraising) are directed back through the Centre to maintain and sustain this community service at the highest standard of quality possible.

Regulatory Authority: Australian Children's Education & Care Quality Authority (ACECQA)

- Guides and implementation of the NQF
- Publishes guides and resources for the sector, parents and community
- Establishes, publishes and maintains national registers including approved providers, approved education and care services and their ratings and certified supervisors.
- Promotes the consistent application of the National Law across all states and territories
- Provides national oversight of the NQF and ensures consistency

State Regulatory Authority -NSW Department of Education and Communities

- Administer the National Quality Framework
- Issue approvals and supervisor certificates
- Assess services against the National quality Standards
- Monitor and enforce the National Law
- Review and investigate complaints

Early Childhood Education and Care Directorate Northern Team: Ballina Team

120 Dalley Street

PO Box 4192, Goonellabah NSW 2480

East Lismore NSW 2480

Fax: (02) 66223301

Regional Operations Manager: Rosie Wheaton 66223310

Administrative Assistant: 66223315

The Regulations cover the minimum standards of care and protection for children, stating the minimum level of staffing for our Centre as well as the minimum level of qualifications required by staff. Ballina River Street Children's Centre remains committed to providing a service of high quality by using Regulations as a minimum standard only.

The level of staffing and qualifications of the staff will be considerably higher than the Department regulations wherever and whenever possible.

FEES

For full explanation of FEES please read the Fees Policy available from the website and the preschool Office.

For Preschool children Fee Statements will be issued at the beginning of each school Term. Payment may be made at the Office on Monday, Wednesdays & Fridays ONLY or by direct deposit/Internet banking (please see office for account details).

The 'Late payment of Fees' will incur a late fee, please read the Fee Policy.

State Government funding is not adequate in relation to the requests for reduced fee rates. The Centre's capacity for reducing fees is therefore limited. Some fee relief is available depending on families' combined gross annual income. An application must be completed, with proof of income submitted to the Centre Director when requesting a reduced fee rate.

Occasional Child Care fee payment is to be made on the day of care for the hours of care used, to the staff member who is receipting Fee payment on that day. Parents using 2 days and paying by Direct Deposit can pay for both days on the Friday, fees must be paid by 5pm Friday each week.

CHILD CARE BENEFIT

Child Care Benefit (CCB) is currently paid at two rates:

- Maximum rate CCB (for approved care),
- Minimum rate CCB (for registered care)

With the Federal Government's introduction of Child Care Benefit, Preschool and Occasional Child Care services like ours are known as **registered care** and only the **minimum rate CCB** is available from this Centre for both the Preschool and the Occasional Child Care services.

The Centre is **registered** with the *Family Assistance Office* and our *Carer Reference or Provider Number* is:

407-968-708H

Claims must be made by parents at the Family Assistance Office by completing the appropriate claim form and providing a Child Care Benefit RECEIPT.

The ***CCB Receipt will be issued*** for your Preschool and/or Occasional Child Care Fees ***UPON REQUEST*** at the end of each school Term.

Please note: Only one receipt for both services will be accepted by Centrelink and an administration charge of \$2.00 will be applied to your fees if the CCB receipt needs to be reissued. These will be placed in your Parent Folder which can be found near the Sign In & Out book.

PLEASE CHECK YOUR FAMILY'S ELIGIBILITY WITH THE FAO
(Family Assistance Office),
BEFORE ATTEMPTING TO MAKE A CLAIM!

Enrolment Information:

Please ensure Enrolment Information package is completed and returned to the centre before your child's first day at the centre. Make sure all information required has been completed and all signatures and emergency contacts details are current.

Privacy and confidentiality

Ballina River Street Children's centre recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships, in accordance with the Australian Privacy Principles (APPs) 2014, www.oaic.gov.au. We will maintain private and confidential files for educators, staff, children and their families and develop appropriate systems for storing and disposing of such records. We will ensure the information in these files is used only for the purposes of education and care of the child enrolled in the service, and only shared with relevant or authorise people as defined within authorizations of the Education and Care Services National Regulations.

Quality Area 7: Leadership and Service Management - Element 7.3.1 Records & information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

The Privacy Collection Statement is available in your enrolment package and our Privacy and Confidentiality Policy can be viewed from our website or within our office. Please see Maxine or Tracey for more information.

Immunisation

As of January 2014 NSW Legislation regarding vaccination for children attending Early Childhood Services has changed. Please make sure you have all the current up to date immunisation for your child as from the 1st of January, 2014, all enrolments (everyone) will have to supply the centre one of the following forms:

- a) An up to date Immunisation Record or proof that the child is on a recognised catch up schedule, in the form of the child's **Immunisation History Statement**.
- b) A 'Vaccine Refuser' form (formerly called a 'Conscientious Objector' form) which must be signed by both the parent/guardian of the child and a General Practitioner, after the GP has discussed the issues with the parent and provided them with risk/benefit facts regarding vaccination and immunisation.

The grounds upon which a parent/ guardian can refuse vaccination are: a valid medical exemption (e.g. the child has a condition in which he/she is immune-suppressed, or is a severely allergic to a component in the vaccine); religious exemption; personal or philosophical exemption.

It will no longer be sufficient to have a child's Blue Book sighted. The centre must have a copy of one of the above forms in their possession.

In the case of a vaccine-preventable outbreak, all non-immunised children will have to remain at home for the duration.

Where do parents/guardians get a copy of their child's immunisation record?

- Medicare Online Services
- By requesting a statement to be mailed out (ph 1800 653 809)

For more information on immunisation go to- <http://www.immunise.health.gov.au>

On your child's first day at the centre

WHAT TO DO

Arrival and Departure

Children must be accompanied into and taken out of the Centre by an adult. Children **MUST** be signed in and out and taken to one of the child's teachers to be greeted or farewelled to ensure we have knowledge of the child's presence or departure to or from the centre.

PLEASE DO NOT LET CHILDREN OPEN AND SHUT GATES...
this is a safety procedure!

PLEASE REMEMBER TO SIGN YOUR CHILD IN AND OUT
of the Centre each day!

Please read the '**Delivery and Collection of Children & Acceptance & Refusal of Authorisation Policy**' (policies can be found in the office or on the website). **Authorisation to collect forms** can be found near the sign in sheets and must be filled out & given to your child's teacher.

WHAT TO BRING

- A bag for your child's belongings.
- A spare set of clothing in the bag in case of soiling or weather changes.
- Drinks and food required for your child during the day, with an emphasis on good nutrition (For further information on Nutrition read the '**Nutrition/Food/Beverages/Dietary Policy**'), all lunch boxes will be packed into the fridge in your child's room. (Please pack a plastic lunch box only as we have limited fridge space).



- **We are a NUT FREE Centre- No peanut/other nut butter or nuts** allowed at the centre, many children have serious allergies which may be life threatening. (As per our Anaphylaxis Management Policy)
- A bottle of water each day.
- A hat (centre to provide hat on child's first day) replacement hat- \$10
- EVERYTHING CLEARLY LABELLED (with your child's name).

Also for Preschool:

A Rest mat cover and storage bag (standard cot sheet fitted) must also be provided if your child is going to sleep, please discuss this with your child's educator. (May not be required; please discuss with your child's teacher)

Also for Occasional Child Care:

Any nappies, 'trainers', bottles, comfort toys etc. needed by your child whilst in our care at the Centre during your absence.

Medication Information:

PLEASE DO NOT PUT MEDICINES IN YOUR CHILD'S BAG!
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For further information please ask to view or request a copy of the '**Medication and Medical Conditions Policy, illness policy, Health, Hygiene and infectious control and infectious diseases policies**' from the website and/or paper copy from the office

CHILDREN'S ABSENCES

A phone call in advance, or on the day, of your child's absence is appreciated.

For Preschool, fees remain payable during absences (this includes exclusion for non-immunisation reasons). Notice of departure from the Centre's Preschool must be given with 2 weeks' notice OR 2 week's fees paid in lieu of that notice. Full fees must be paid for departures after December 1.

For Occasional Child Care cancellation of a booked place for your child must be before 9am making way for another child on that day. Parents will often ring to check for cancellations on the day they are seeking care.

Children's clothing

Please make sure all clothing, particularly hats, shoes and jumpers are **marked clearly with your child's name**. This really does save upsets as many children's clothing and footwear are similar.

Comfortable PLAY clothes are best – *very good clothing* would not be appropriate for your child to paint and play in around water and sand, playdough and clay....and remember....*long dresses* are very difficult to climb and crawl in, and *overalls* are not easy for children to take off independently when in a hurry.

Although we do have aprons on hand for children to wear during craft activities, often paints and pastes still do get wiped onto clothing. These are most usually water soluble, however some paint colours at times, do not seem to wash out completely.

For this reason, PLEASE, help your child dress in clothes you won't mind her/him getting dirty.

Birthdays and Celebrations

We recognise and respect the importance of birthday celebrations and welcome the opportunity to do this as a group with your child and the class group. Please feel welcome to bring a cake to share remembering it will need to be shared amongst about 20 friends. A

single layer cake or individual patty cakes are very suitable for sharing. Please remember we are a 'nut-free' children's centre.

Many other events in your child's life will be important and there are many ways of celebrating them – the birth of a new brother or sister, a granny come to stay, a special holiday, a first tooth falling out, something specific to your own family culture, and many more. If you share this information with us we will make certain an appropriate "celebration" of that event will occur – it may simply be by sharing 'The news' with the class group, sharing photos, or painting a picture with a documented story.

Excursions

Due to the need for high adult to child ratios when leaving the Centre, and the high cost of public transport, excursions are minimal, although still viewed as a valuable part of our program when and where possible.

A risk assessment will be carried out for an excursion before permission is sought. The risk assessment will identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks. Risk assessment information is available to view by parents upon request.

Any Routine or Non Routine Excursion planned requires the Centre to give parents advance notice and seek written parental permission.

Occasional Child Care children will NOT leave the Centre for an excursion of any type. For further information please ask for a copy of the Excursion Policy and the Emergency Procedure Policy.

PARENT INVOLVEMENT

Parents and other family members are encouraged and given the opportunity at all times to be involved within the Centre at a level and in a way, which best suits each individual. From nominating to participate at Management Committee level, to assisting with Fundraising, or simply sharing time with your child, children's friends and teachers at the Centre – *the door is always open and parents are always welcome.*

Communication

Communication between parents and staff is crucial to the well-being of the children and to ensure all work effectively together. By sharing information, parents and educators/staff members can work together to meet your child's needs.

Newsletters

Newsletters are distributed fortnightly via website/email or into parent information folder found near your child's Sign In & Out sheet, and near the Sign In area for Occasional Child Care parents. Please make sure you READ the newsletter to ensure you remain informed of current and upcoming events, and general Centre happenings.

Noticeboards

Noticeboards are also display current information specifically related to the Centre OR the local community. Notice boards can be found on the front verandah and on the website.

Informal/formal discussions

Discussions with your child's teacher, about the day's events, your child's development, or anything else, may happen regularly as you arrive with or return to collect your child. These discussions are generally a brief sharing of information. For more time to discuss your child's on-going development in greater detail, we suggest you make a time suitable to you and your child's teacher for a more **Formal discussion**, preferably at a time when you are able to talk without your child.

Educational Program and digital technology

The Educational Program is displayed near the door of each room for you to read as you return to collect your child. Teachers will record specific activities, both planned and unplanned/spontaneous, that occurred during the day with your child's class group to give you the knowledge of 'what they have been up to' in your absence. This then helps to give you a starting point when chatting with your child about "what did you do today?"

We also have Digital photo frames and computers that display pictures/video of your child's day or tell a story about their day through their own voices.

CHILDREN'S DEVELOPMENT

At River Street Children's Centre our educational practices are guided by the Early Years Learning Framework. This is Australia's first national Early Years Learning Framework and the aim of this framework is to extend and enrich children's learning from birth to five years and through the transition to school.

The framework forms the foundation for ensuring that children in all early childhood education settings experience quality teaching and learning. It has a specific emphasis on play based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Fundamental to the Framework is a view of children's lives as characterised by *belonging, being and becoming*.

Principles:

1. *Secure, respectful reciprocal relationships*
2. *Partnerships*
3. *High expectation and equity*
4. *Respect for diversity*
5. *Ongoing learning and reflective practice*

Practice:

1. *Holistic approaches*
2. *Responsiveness to children*
3. *Learning through play*
4. *Intentional Teaching*
5. *Learning environments*
6. *Cultural competence*
7. *Continuity of learning and transitions*
8. *Assessment for learning*

Learning Outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world

3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

The Framework supports a model of curriculum decision making as an on-going cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of each child.

Working in partnership with families, educators use the Learning Outcomes to guide their planning for children's learning.

The diversity in family life means that children experience *belonging, being and becoming* in many different ways. They bring their diverse experiences, perspectives, expectations, knowledge and skills to their learning.

Educator's practices and relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and educators work together in partnership to support young children's learning.

(Information sourced from *BELONGING, BEING & BECOMING*, The Early Years Learning Framework for Australia, copies available from the office produced by DEEWR)

Children's Individual Developmental Documentation Folders.

Whilst working with your children, teachers will be engaged in careful observation and documentation (collected in your child's *Developmental Documentation Folder*), of the children's on-going development with particular focus on:

- What they are doing
- How they are doing it; and
- Who they are doing it with

Teaching staff will focus on processes, interactions and relationships with valuable information gathered by observing what the children are doing and talking about, information from parents, what is going on in the community, and interests expressed directly by the children.

A meeting to discuss your child's development and documentations about your child may be made at any time with your child's teacher. This time should be suitable to both parent and teacher and away from the "busyness" of children's play.

Written information about your child is confidential and may only be accessed by Centre staff and the child's parents.

You are encouraged to read and add to your child's *Developmental Documentation Folder* regularly . Children's Folders are found in your child's room. Please ask your child's teacher/educator for assistance. This folder will be given to your family at the time your child leaves the Centre or at the end of each year. You will be asked to sign a letter of receipt to ensure we meet our licensing regulations

National Quality Standards

BRSCC works towards providing a service that meets the highest level of the National Quality Standards.

The National Quality Standard will improve quality through guiding principles: these principles are:

- The rights and best interest of children are paramount
- Children are successful, competent and capable learners
- Equity, inclusion and diversity underpin the framework
- Australia's Aboriginal and Torres Strait Islander cultures are valued
- The role of parents and families is respected and supported
- Best Practice is expected in the provision of education and care services

RATING AND ASSESSMENT

The National Quality Standard comprises quality areas, standards and elements, there are seven quality areas including:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Some of the key changes include:

Each service will receive a rating for each quality area and an overall rating. These ratings will be displayed by the service and will be published on the website of the Australian Children's Education and Care Quality Authority (ACECQA) website www.acecqa.gov.au

A New Ratings System

A five point ratings scale

- Excellent rating (highest level)
 - Exceeding National quality Standards (the second highest rating level)
 - Meeting National Quality Standard
 - Working Towards National quality Standards
 - Significant Improvement Required
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POLICIES

Ballina River Street Children's Centre Inc. operates to a set of policies which have been developed (and continue to be developed) by Management Committee members, Staff, and parents.

These policies are essentially a set of guidelines which outline what happens and what is expected to happen within our service. The following list of policies can be found on the website or a paper copy at the Office.

- Acceptance & Refusal of Authorisations
- Privacy and confidentiality policy and statement.
- Enrolment and Orientation
- Educational Program
- Centre Philosophy
- Medication and medical conditions
- Illness
- Sun safety
- Child protection
- Excursions
- First aid
- Nutrition/Food/Beverages/Dietary requirements
- Anaphylaxis Management
- Asthma Management and many more

Current Department Regulations and accountability documents require the development of policies which are accessible to families within the Centre.

Clear policies regarding the operation of the Centre allow staff and management to make decisions more easily and from a sound, objective basis.

All policies will be revised periodically with changes possibly being made in response to legislation, funding agreements, the circumstances of families at the Centre, and individual needs of the families, the service and the staff.

BRSCC *Centre Policies* are available from our website & at the Office. You are most welcome to view or request specific policies to be copied. Please refer to the list policies included in this booklet as they are essential reading.

Periodically a policy may be printed for parent information or review in the Newsletter, or added to the website notice board.

STAFF TEAM/QUALIFICATIONS

CENTRE DIRECTOR and EARLY CHILDHOOD TEACHER

Maxine Smith - Nominated Supervisor

Bachelor of Teaching (Early Childhood)

EARLY CHILDHOOD TEACHER

Carly Smith – Certified Supervisor, Educational Leader

Bachelor of Teaching (Early Childhood)

TEACHING STAFF

Jenny Hayes

Diploma of Community Services (Children's Services)

Tracy Rice

Diploma of Community Services (Children's Services)

Melissa Layton

Diploma of Community Services (Children's Services)

Emily Betts

Diploma of Community Services (Children's Services)

Nikki Daley

Certificate III in Children's Services

Lisa Rabbitt

Certificate III in Children's Services

Georgia Wilkinson

Certificate III in Children's Services

Keira Audsley

Certificate III in Children's Services

OFFICE ADMINISTRATOR

Tracey Wheeler

Certificate IV in Business Administration

SUPPORT AND RELIEF STAFF MEMBERS

In the absence of regular staff team members or when in need of extra staff, relief/casual staff will be employed wherever and whenever needed.

Kelvin Scandrett

Certificate III in Children's services

Shantelle Clark

Certificate III in Children's Services

Staff Team Location 2015

Preschool Rooms

PALMS ROOM TEACHING TEAM

Carly Smith (Teacher)

Jenny Hayes

Nikki Daley

Georgia Wilkinson

GARDEN ROOM TEACHING TEAM

Maxine Smith (Teacher)

Tracy Rice

Emily Betts

Lisa Rabbitt

Keira Audsley

Occasional Child Care: River Room

Melissa Layton (OCC Coordinator)

Georgia Wilkinson (Assistant Coordinator)

Keira Audsley

Shantelle Clark

Office Administrator

Tracey Wheeler Office open Monday, Wednesday, Fridays
(9am- 3pm)