



Little Kids Academy

Parent Handbook

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Welcome

We would like to thank you for choosing Little Kids Academy, and look forward to the opportunity of caring for your child.

Overview

Little Kids Academy is under new management, has undergone a name change and has been fully refurbished to provide the most up to date equipment, technologies and learning spaces as required by your children to gain the best experience out of their days at the Academy.

At Little Kids Academy we cater for children between the ages of six (6) weeks and six (6) years old.

We are open from 7:30am until 6:00pm Monday to Friday for 49 weeks per year, we close for three weeks over the Christmas period and on all Public Holidays.

We offer a clean, safe and nurturing environment, complete with a terrific team of staff who are dedicated to providing the very best of care for your child.

Our school readiness program has been designed by highly trained and experienced teaching staff, in conjunction with the Early Years Learning Framework, ensuring that all of our Children are ready for the transition to school.

Hours of Operation

We are open from 7:30am until 6:00pm Monday to Friday for 49 weeks per year, we close for three (3) weeks over the Christmas period and on all Public Holidays.

About Us

Little Kids Academy is committed to providing the highest level of education and care for your child. Our Centre will be an extension of your family and home and therefore together we will develop your child's potential to prepare for life's journey. Little Kids Academy is privately owned and operated. A privately owned centre brings with it a focus on attention to detail. The owner is active in the day to day running of the centre and is open to suggestions at any stage from families about how we can improve our service to you.

Our centre is approved for CCB.

The Centre is licensed for a maximum of 39 children on any one day.

Healthy, well balanced and nutritious meals are provided. We provide morning and afternoon tea and a hot meal for lunch. We cater for allergies when preparing meals and the centre is a total nut free environment. A copy of the weekly menu is always on display in the foyer of the Centre.

A drink bottle with water is also required. If you have multiple children at the centre please provide a drink bottle for each child.

For babies, pureed solids are provided. You are required to provide milk (formula, breast, skim, full cream) in clearly marked bottles for the day. The bottles are to be handed to your child's room leader of a morning upon arrival so they can be immediately refrigerated. They will be washed out and sent home for you daily.

A minimum of five (5) nappies or pull-ups are to be provided for each day of care.

Our Centre is divided up into three rooms as listed below. There is a room leader for each room and additional staff make up the numbers to adhere to strict licensing guidelines.

ROOM	AGE RANGE
Nursery	6 weeks – 2 years
Early Learners	2 years - 3 ½ years
Prep	3 ½ years – 5 years

Children move between rooms depending on their ages and availability, and your fees are automatically adjusted to reflect these changes.

Centre notice boards, displays and regular newsletters are used to inform parents of upcoming centre events. Parents are invited to share their ideas with us at any time.

Our centre has an 'open-door policy'. Parents are welcome to phone us or pop in at any time to check on the well being of their child.

Our Philosophy

We believe Little Kids Academy:

- Provides a safe and secure environment for children, staff and families to develop positive relationships with others.
- Embraces diversity, with respect to individual culture, language, physical ability, background, beliefs, religion, lifestyle choices, class, family structure, physical appearance, gender and age.
- Offers an enriching curriculum with opportunities for both intentional teaching and spontaneous learning.
- Provides a holistic approach to education, incorporating the knowledge, experiences, strengths, needs and interests of each individual child and family.
- Provides opportunities for children to develop secure attachments, based on a foundation of trust, consistency and open communication.
- Offers opportunities for the children to develop a connection with the natural environment and a positive, hands on approach towards sustainability.
- Fosters positive lifestyle choices, incorporating healthy eating and physical activity.

We believe children:

- Should be encouraged to accept, celebrate and respect the diversities within our community.
- Should be given opportunities to express their feelings and ideas in order to foster positive self-esteem and develop a strong sense of identity.
- Are active contributors to their world, forming meaningful connections with people, places, technologies and both natural and processed materials.
- Are confident and involved learners and should be encouraged to take an active role in making decisions that affect them.

We believe our educators:

- Are passionate about education and this is reflected in our policies, practices and programming decisions.
- Have the responsibility to advocate for the rights of each individual child.
- Actively collaborate with families and the wider community in order to provide a high quality of education and care.
- Are qualified and experienced and strive to improve their current practice by engaging in regular professional development.
- Work together as a team, building on each other's diverse knowledge, strengths, experiences, views and attitudes in order to foster a culture of continuous improvement.
- Engage in critical reflection as both individuals and a team to improve and build upon current practice.

We believe our families and the community:

- Are a child's first and most influential teachers.
- Are made up of diverse cultures, values, beliefs and practices which should be celebrated and reflected within our learning environment.
- Provide authentic learning opportunities and are essential to achieving positive learning outcomes for children.

Our Staff

All of the Centre's current staff is displayed in the foyer of the Centre along with their Photo, Qualifications and Experience. As staff may change from time to time, this display will always be kept updated.

You will be introduced your Child's Room Leader and subsequent staff upon your Centre Inspection and / or Enrolment to make you familiar with your Child's day to day primary carer(s).

Enrolment Fee

There is a one off \$ 50 enrolment fee per child, which is payable when a secured position becomes available for your child at Little Kids Academy.

Fees

A \$ 200 security bond is also to be paid upon enrolment and will be used first if fees fall into arrears or if you leave the centre without issuing the required written fourteen (14) days notice.

Fees are paid fortnightly and in advance. Our current fee price is;

- **Nursery** room for 0-2 year olds \$ 100 per day
- **Early Learners** room for 2-3 ½ year olds \$ 95 per day
- **Prep** room for approx. 3 ½ -5 year olds \$ 90 per day

Fees are required to be paid by Cash, Eftpos (Chq or Sav accounts only), or Direct Credit (EFT). Unfortunately, we cannot accept personal or business cheques.

Our bank details for Electronic Funds Transfers are as follows;

Account Name: Little Kids Academy

BSB: 062-136

Account Number: 10390463

Reference: Your child's full name

If you fall into financial hardship, please make an appointment to see the Director, who will endeavor to work out some options with you.

The centre reserves the right to terminate a child's position at the centre if parents fail to pay childcare fees. Any fees that fall into arrears by more than fourteen (14) days will be subject to an additional \$50 fee per week or part thereof, until the debt is cleared. Any third party agencies that are required to be enlisted to chase any bad debt will incur a fee to Little Kids Academy, which in turn, will be passed on to you the Parent / Carer.

What to bring

- A backpack or school bag, which should be clearly labeled with your child's name so it is easily identified by both your child and the staff. If you have more than one child in attendance at the centre, please bring one bag per child.
- A hat to wear outdoors that offers good sun protection for your child's face. We have a strict No Hat No Play policy at the centre, which carries through all year round, so hats are still required in the winter months. Your child's hat should be clearly labeled.
- A single fitted bed sheet for your child to lie on at rest time, along with a top sheet or warmer blanket (on colder days). All bedding must be clearly labeled. Any comforters used at rest time should also be packed for the day and will be returned into your child's bag after rest time to ensure it is brought home.
- At least one complete change of clothing appropriate for the weather / season. Any wet clothing will be rinsed out, placed in a plastic bag and popped into your child's backpack. If your child is toilet training, it is suggested that you pack a few additional pairs of underpants and bottoms in case of accidents.
- For your child's safety, please ensure that your child is wearing comfortable and appropriate foot ware, for running, climbing and playing at the Centre. Shoes should be secure on their feet and cover most of their foot. Preferably No Thongs.
- Please do not send your child to the Centre in clothes that are difficult for them to dress or undress themselves. At Little Kids Academy we encourage "self help" skills and "independence", and it can sometimes be quite stressful if they are unable to manage their own clothing (particularly if they are toilet training).
- If your child is in nappies or pull-ups, you will need to provide 5 of either of these a day. They will go into your child's pigeonhole and will be used throughout the day.
- If your child has bottles (please ensure these are clearly labeled). They should be already prepared with your milk of choice and are to be handed to one of your Child's teachers when you arrive for the day, so they can be immediately refrigerated. For older children, a drink bottle filled with water is required. It will be refilled as required throughout the day.
- Please do not bring your children's toys from home, unless they are bringing it in for "news" or "show and tell" activities as advised by the staff. In this case they will be kept in the office for safe keeping until required. Staff cannot be responsible for any toys that are brought into the Centre that get lost or broken.

Care and Education

Our Centre provides child-centered, play-based programs. Our highly trained staff develops these programs that are based on The Early Years Learning Framework. The Early Years Learning Framework has been developed by the Council of Australian Governments and forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. The curriculum is viewed not simply as a series of activities for children, but rather as the full range of experiences provided for children and their families at the Centre. The Early Years Learning Framework provides direction for educators in early childhood settings to facilitate children's learning. It conveys the highest expectations for all children's learning from birth to five years and the transition to school. These expectations are communicated through five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The curriculum encompasses all the learning experiences and routines that occur at the centre throughout the day. The activities and experiences within the program are designed to stimulate and enhance all areas of children's development. These activities will be provided in both the indoor and outdoor environment, in small/large group and individual sessions.

Play is central to children's development and we provide opportunities for both structured and spontaneous activities. Play is a child's unique way to learn about their world and is a means of expressing knowledge from previous experience.

Our Educators observe the children on a regular basis, evaluate their needs and interests and plan for opportunities to expand their thinking and build new understandings. We recognize that children will demonstrate their learning in many different ways and will develop at their own unique individual pace.

When planning to meet the needs of each individual child, parents/guardians knowledge of their child will be considered as a valuable resource. Educators will consider each child's background and family life, when developing programs to meet their needs. Parents / Families will be informed about their child's development through verbal communication on a regular basis.

We operate an open-door policy, where parents and family are welcome into the centre at anytime. Parent participation sends a strong message to your child that you support them and are part of the childcare environment. There are many levels of parent participation and we appreciate that time is of a premium for all parents, but are willing to accommodate any form of involvement you may desire to assist you and your child.

Attendance

A sign in/out folder is located at the entrance of the centre. The folders are categorized into rooms and all children must be signed in on arrival, and out on departure, and document the time at which this occurred. This is to be completed for each day that your child attends the centre.

Parents have a duty to inform staff if a relative or friend is collecting your child and written permission is required if they are not listed on your enrolment form.

Little Kids Academy should be notified by 9am if your child is sick and will not be attending the centre on their assigned day. Prior notification of any scheduled Family Holidays should also be advised. Please note that full fees are payable if your child is sick, or is on holidays.

Parking

For safety reasons, please do not block the driveway. The drive in / drive out drive-thru is for a quick pick up. If you are planning on spending longer inside the centre, please park out on the street so as not to hold anybody else up in the drive-thru zone.

Complaints

A detailed "Complaints Policy" is located within our office. Please feel free to ask to have a copy of this policy at any time. We do ask that you address complaints through the appropriate channels as outlined in our policy. We do believe that every Parent / Carer has the right to complain about any issue they are feeling uneasy about and all complaints will be addressed.

Communication

Parent Pockets are located in the foyer of the centre and are identifiable by your child's photo on the front. These pockets will contain various communication including fee receipts or reminders, newsletters, invitations etc. A notice board / screen in the entry will also provide detailed information on the daily activities at the centre and any other information that may be required to be shared.

Please take the time to read any correspondence from the centre to ensure that you are kept up to date on current and future events.

Immunisation

The centre is required to maintain up-to-date immunisation records for all children attending the centre. Parents are requested to supply proof of immunisation upon enrolment. This is located in your blue book, or a copy can be distributed to you by your GP or local Medicare office. Families are responsible for advising the centre of any updated immunisations.

Settling in

The settling in process is as individual as your child. Some children adjust quickly to new situations, while others may be sad, upset or severely distressed and take a lot longer to settle in. This is normal. Reassure and be patient with your child. Allow them time to adjust to their new environment, their teachers and their new peers. Usually, once the child understands that their Mum, Dad or Guardian is always going to return, and they become familiar with our daily routine, they will settle down and thoroughly enjoy their time here at Little Kids Academy.

Injury and Accident procedures

Even in the safest environment, accidents and injuries do occur. All of our staff members have current first aid certificates, and shall endeavor to manage injuries appropriately according to their training. Any accident that may occur at the centre will be recorded on an Incident/Accident record. If your child has sustained an injury throughout the day you will be required to sign the record, indicating that you have been made aware of the incident. A copy of this report may be given to you for your own records. If deemed necessary, and the injury is more serious, you will be contacted immediately. If you cannot be contacted and your child requires urgent medical attention, we will take the necessary steps required. If needed, an ambulance will be called. Any medical expenses incurred including dental will be the family's responsibility.

Emergency Procedures

An emergency evacuation plan is displayed at each exit of the centre. We have regular fire/evacuation drills to teach the children what to do in case of an emergency. The aim of these scenarios is to ensure that in the event of a real emergency, the children can be evacuated quickly and safely.

Visitors/Incursions

We believe that visitors and incursions are a vital part of extending upon our daily program. You will be advised in advance of any planned visitors or incursions to our centre, which may include a visit from the local librarian, a "Joey Presto" magic show, Kindifarm, or visits from our local emergency services.

Parents will be required to give permission for their child to participate in such activities, and when applicable these permission notes will be placed into your communication pockets. Visitors or incursions will be organised on different days of the week, to ensure most children are able to enjoy the addition to the program.

Sun Protection

All children must wear a hat when playing outside. It is the parent's responsibility to pack a hat in their child's bag. Please also pack a roll-on sunscreen for your child. If no sunscreen is provided, the staff will apply the centre's sunscreen. Please note that our strict No Hat No Play policy runs throughout the whole year including the Winter months.

Clothing

Please do not send your child to the Centre in clothes that are difficult for them to dress or undress themselves. At Little Kids Academy we encourage “self help” skills and “independence”, and it can sometimes be quite stressful if they are unable to manage their own clothing (particularly if they are toilet training).

For your child’s safety, please ensure that your child is wearing comfortable and appropriate foot ware, for running, climbing and playing at the Centre. Shoes should be secure on their feet and cover most of their foot, preferably - No Thongs.

News Days

Children in our Prep room will be given a specific day of the week for their news. We will provide weekly / fortnightly topics based around our weekly programming or the children can pick a topic they would like to share with us.

Food and Nutrition

The centre believes that healthy eating habits need to be instilled in children from a young age, and we wish to encourage this in children while they are in our care. The centre will provide healthy and nutritious meals, which include Morning and Afternoon Tea, and a hot meal for lunch. Please view our weekly menu, which is on display on our notice board. Please note that Little Kids Academy is a “nut free” zone.

Food allergies in children are becoming increasingly common. Children who have had a previous anaphylactic episode should be identified upon enrolment. Parents will be asked to complete an ‘Action Plan for Anaphylaxis’ in consultation with their child’s practitioner. This form will be required to be completed in full and signed off prior to your child commencing care at Little Kids Academy.

Rest Time

Every child is encouraged to have a rest and quiet time after lunch, and listen to quiet music or read books. You are required to bring labeled bed linen including a fitted sheet and blanket in colder months in a bag or pillow case, as well as any item your child may require to make them more settled at rest time. We understand that every child’s needs vary, and if prefer your child doesn’t sleep, please do not hesitate to let us know.

Celebrations and Birthdays

We encourage families to let their child share special celebrations with us at the centre. Mother's day, Father's day, Christmas, Easter and Birthdays are all celebrated. Please feel free to send in a birthday cake for your child, which can be shared amongst their friends and celebrated together.

Please understand that the centre also aims to provide a multi-cultural perspective by delivering a curriculum that is accepting of the cultures in our wider community. If for cultural or other reasons you do not wish for your child to participate in any of these celebrations please indicate this upon enrolment and speak to centre staff.

Administration of Medication

If your child requires medication of any description, a "Permission to administer Medication" form must be completed and given to your child's room leader. These forms are available from the office – please The following information is required – the name of the medication, dosage required and time required for medication to be administered. This form must be completed correctly and **signed by a parent or guardian**. Failure to complete the form correctly, or sign it **will** result in the medication not being able to be administered to your child.

Medication must be brought into the centre in the original bottle, which should be clearly labeled to ensure correct medication is given to the right child. Non-prescription medication cannot be administered to a child unless a doctor's certificate is provided. Additionally, siblings may not share medications; only medications prescribed to an individual can be administered to them regardless of whether they have the same symptoms as their sibling.

Asthma

If your child suffers from Asthma whether mild or severe, an Asthma Management Record Card must be completed. This is completed in conjunction with your child's Family Doctor and should be returned to Little Kids Academy either prior to their enrolment. All staff have been trained and are competent in administering asthma medication.

Illness and Disease

The health, safety and well being of children, families and centre staff at the Little Kids Academy is our greatest priority. Our staff reserves the right to refuse attendance to, or to send home from care any child that is considered unwell. If your child becomes unwell at the centre or shows signs of a contagious / infectious disease, we will contact you immediately and you will be required to collect your child from the centre. If you are unable to be contacted, we will contact those people listed as emergency contacts on your enrolment form. We ask that you please adhere to this policy, and do not send your child if they are unwell. You are required to pay full fees for the days that your child is not in attendance due to illness

Child Sickness and Exclusion

According to our Sickness Policy, children need to remain absent from the Centre for at least 24 hours after commencing antibiotics, or after suffering from, but overcoming vomiting, diarrhea or a fever / high temperature.

Your child should remain at home, and not return to the Centre until deemed fit by a Medical Professional who provides written consent for the following complaints;

- * Chickenpox
- * Diphtheria
- * High Temperature
- * Ringworm
- * Whooping Cough
- * Measles
- * Tonsillitis
- * Vomiting
- * Dermatitis
- * Impetigo
- * Scarlet Fever
- * Conjunctivitis
- * Diarrhea
- * Hepatitis
- * Herpes Simplex Virus – Cold Sores
- * Head lice
- * Mumps
- * Scabies
- * Croup
- * Ear Infections
- * Hand, Foot and Mouth Disease
- * German measles

Information Updates

Please inform the Director or Authorised Supervisor of any changes to your personal details such as your address and contact numbers. It is important that we always have current contact details in case of an emergency.

A copy of any Court Orders and or Restraining orders must be given to the Director or Authorised Supervisor upon enrolment or as instated.

Confidentiality

Please note that all personal information including health related information provided to the centre remains STRICTLY CONFIDENTIAL. All records are kept securely to prevent the accidental access to those not specifically required to view any documentation relating to Centre Families including visitors to the Centre.