



Tatura Children's Centre Family Handbook 2018

"High quality care in an educational play based environment"



The Philosophy of the Tatura Children's Centre is based upon the Reggio Emilia approach from the children's Centre's of Reggio Emilia, Italy. The philosophy embraces the image of the child as; a capable, confident, creative and active learner. We support this approach at TCC and will provide environments which are homely, friendly, nurturing, secure, safe, stimulating and aesthetically rich and which develop your child's knowledge, curiosity, imagination and independent thinking through exploration of their interests and ideas. This will be done through involvement in small and large groups and in project based learning.

We aim for the information in this Family Booklet and your child's room Curriculum booklet, provides you with a wealth of knowledge as we welcome you into our Early Childhood Community.

TCC acknowledges that we occupy the land of the Yorta Yorta Nation...

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Note: The National Regulations, National Quality Standards and TCC's Policy manual are located in the foyer for more information

Welcome to the Tatura Children's Centre

Dear Parents/Guardians,

We welcome your family to Tatura Children's Centre (TCC) and trust that as we enter this partnership in the care, education and development of your child, you will enjoy a happy, friendly and beneficial relationship with us.

As professional Early Childhood educators, we believe that a flexible and responsive approach assists us in meeting the needs of our families, enabling each child to develop to their full potential. We achieve this by providing high quality, professional education and care in nurturing, stimulating and secure environments.

We also believe that our children benefit from positive relationships between TCC educators and parents. TCC also consults with the wider community, other children's services and extensive professional networks to ensure our trained educators endeavour to deliver high quality curriculums.

TCC operates in accordance with standards and regulations as set by our local Department Education Early Childhood Development office (DEECD), Health and Family Services, the National and Early Years Learning Framework curriculums and the National Quality Standards.

TCC has developed policies in consultation with educators, families and the TCC Committee of Management. These policies cover all aspects of welfare and early childhood development. Parents are welcome to view these policies at any time. A copy can be obtained from the office on request or can be found on permanent display in our foyer area.

We have a large variety of resources, skills and knowledge to help children and families from culturally and linguistically diverse backgrounds, including indigenous backgrounds settle into our Early Childhood environment.

Please take the time to read our Family handbook, as it contains information about TCC's policies, procedures and the range of services that we offer to our families.

We strive to ensure that your time with us is always a positive experience for your family and we aim to make the transition from your home into the Centre as smooth as possible.

I look forward to sharing your child's early years with you and your family.

Kind Regards

Sheree Carver

TCC Centre Director

Our Vision

“High quality care in an educational play based environment”



Our Mission:

To ensure education, care, curriculum, practice and decision making at the Tatura Children’s Centre reflects the following fundamentals:

- Reggio Emilia- Inspirations, Practices and Principles
- The National & Victorian Early Years Frameworks- Practices, Principles and Outcomes
- Education and Care Services National Regulations and National Law

We implement an emergent curriculum and provide high quality programs for children from birth through to six years of age. We acknowledge the importance the educators, family, environment and community plays in our service and implements the above practices to build upon our curriculum. Our programs and curriculum are inspired by the above 3 early childhood practices and regulations and we are always striving to improve to ultimately facilitate a high standard of early childhood education within our service and community. The below principles are used as a guide for our program and curriculum.

Emergent curriculum & Project work:

An emergent curriculum is one that builds upon the interests of children. Topics for learning experiences are captured from conversations with children, through community, or family events, as well as the known age appropriate interests of children. We view all children as competent, resourceful individuals who are encouraged to direct their own learning. Projects are the emergent, ideas and interests which arise from the children. Projects may last one week or may continue throughout the year. Throughout a project, educators help children make decisions about materials needed and the direction of the experience. Through our emergent curriculum children are learning what they want to learn with the help of their parents, educators and community.

Collaboration:

Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to talk, compare, negotiate, hypothesize and problem solve through group work. Within the Reggio Emilia approach, different approaches toward the same investigation are all valued, and thus children are given access to many tools and media to express themselves. The relationship and collaboration with home, the Centre and community, we believe, all supports the learning for a child.

Teachers as Researchers:

The role of the teacher is that of a learner alongside the children. Within a teacher-researcher role, educators carefully listen, observe, and document children's work and growth and provoke, co-construct and stimulate thinking and peer collaboration. Educators are also committed to reflection about their own teaching and learning. Each childcare room has an Atelier, which is a common space where children can work on projects involving clay, playdough, beautiful papers, drawing materials or paints. The Ateliersista (the educator) sees these materials as languages that children use to construct many kinds of knowledge, even before they can speak. It is through these discoveries the children's learning is documented in Portfolios.

Children's Portfolios:

Documentation communicates the life of the Centre to those visiting the Centre including family and community stakeholders. It also provides opportunities for children to revisit the experience. Documentation is a process that involves observation, reflection, collaboration, interpretation and analysis. Portfolios include photographs, learning stories, pictures of constructions, interactions, friendships and relationships, developmental milestones and work samples.

While Individual portfolios are one instrument to help us observe a child's learning another is the use of Reflection journals which are visible in all childcare rooms. Documentation is used as an assessment of learning as well as advocacy.

Learning Environments:

Our environments are considered to be the "third teacher". Educators carefully organise space for small and large group projects and small intimate spaces for one, two or three children. Documentation of children's artwork and collections that children have made are displayed both at the children's and adult eye level.

Relationships with Children:

Developing positive relationships with the children is done by responding sensitively and appropriately to their needs. Conversations and positive interactions encourage communication and our environments reflect the cultures of the children. We encourage and promote positive behaviours, social and language skills and work in collaboration with children about their play experiences, routines and learning opportunities.

Summary:

We believe at the Tatura Children's Centre that children must have some control over their learning, be able to learn through experiences, be given the opportunity to learn and explore with other children and have endless opportunities to express themselves. The concept 'children learn through play' is accompanied within the 3 main fundamentals of our philosophy.

Source: (a) Reflections, Reggio Emilia Principles within Australia Contexts, 2007, Permission Press.

(b) Victorian and National Quality Early Years Learning Framework Documents

(c) National Quality Standards, Education and Care Services Regulations & National Law

Our team of Educators

TCC Management



TCC Director (Mon to Thu)

Nominated supervisor

Educational Leader



TCC Director (Fri)

Certified Supervisor

Educational Leader



Certified Supervisor

Health and Safety Officer

Our TCC Educators believe in high quality care and education

“We encourage the children to learn through play as we believe children achieve outcomes for learning when children are encouraged to make their own choices in their play and learning”

Reggio Emilia

TCC Educators will form and encourage relationships with children and families as we believe this has 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 as children’s early learning influences their life chances.

Wellbeing and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning. (Early Years Learning Framework p.9).

Our Trained Educators will create a range of short and long term goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework for Australia and include:

- Mutual respect and empathy, concern and responsibility for self and others
- A sense of self worth and social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner and a love of learning

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; children’s first and most influential educators.

Management and Services

Background Information

The Tatura Children's Centre is a community based, non profit organisation which is run by a Parent management committee. TCC is licensed by DEECD. As such, we abide by the Children's Services Centre Regulations 2011 and Education and Care Services National Law Amendment Act 2017. We are a long day care centre and can cater for 103 children at any given time. Children from eight weeks to six years of age may attend on a full time or part time basis.

The aim of the Centre is to provide a high quality service that meets the needs of families within our Community. It is our policy to work side by side with families and guardians in the care and education of their children within the early years.

Early Childhood Rooms

Children are educated and cared for in one of the following rooms:

Nursery - (8 weeks – approx 16 months)	Toddler - (approx 16 months - 3 years)
3 year old Fun group (3-4 years)	
4 year old Preschool Green group Mon and Wed	Yellow group Tue and Thu

Centre contact and location details

Location: 5-9 Kerferd Street TATURA VIC 3616 Ph: 03 - 5824 1415 Fax: 03 - 5824 3384

Email: taturatcc@outlook.com Web: www.taturachildrenscentre.com.au

Centre Operation details

TCC is open for approximately 50 weeks of the year and closes for approx 2 weeks over the December\January period. TCC is open from 7:30am – 6:00pm Monday to Friday.

2018 Session times and Fee information (TCC fees will be reviewed in July 2018)

Long day care day:	7:30am to 6:00pm	\$107.00
Preschool Program	8:30am to 4:00pm	\$400 per term (2108)

Long day care fees note: All Early childhood accounts are either emailed or placed in your child's pocket in the foyer area. All correspondence is emailed to families to your designated chose email address and on occasion Community happenings, surveys and other TCC related information will be placed into your child's Communication pigeon hole in foyer area.

Preschool fees note: All current Health Care\Pension card holders, identified Indigenous or Torres Strait islanders are entitled to a Fee subsidy program from the Department. Please see the Director for more information

Enrolling your child into TCC

On confirmation of your child's enrolment at TCC, you will be given an Enrolment Package that will include enrolment forms and a Family Handbook. Only a child's parent or guardian can complete an enrolment form and it must include emergency contacts (within 30k radius of TCC) and signed permission to call an ambulance if emergency medical assistance is required. All forms must be completed and returned to the Director before your child commences care each calendar year. The Director will also discuss with you the individual requirements of your child and family so that we can make the time your child spends with us as enjoyable as possible. Please make sure you supply us with an appropriate email address as this is our main method of communication to ensure you are updated regularly on happenings within your child's room and TCC.

Please search for us on our Family only closed Facebook page and friend request us for approval. Seeing your child learning through play on a daily basis.

TCC Account and payment options

All Early Childhood accounts can be paid by either cheque, eftpos, cash or direct deposit.

If you would like to pay online, please use the following procedure to pay your account:

This is TCC's preferred payment option.

Open up your bank's payment transfer screen

Enter: BSB No: 063 547
ENTER: Account No: 10070925
ENTER: Account Name: Tatura Children's centre
ENTER: Your child's surname and first name
 For example: SmithMelanie
ENTER: Amount for payment

All accounts are issued on a fortnightly basis for the upcoming fortnight (2 weeks in advance). If at all at any time you choose to withdraw your child from care permanently, 2 weeks notice is required in writing. Your childcare care account must then be paid in full at the commencement of your child's last week of care before care can continue for your child's final week. Please ensure you read your account each fortnight and always check to make sure your 'multi child count' is correct. By making sure you receive the correct entitlements it will mean you will reconcile at the end of the financial year with Centrelink and not be in arrears with them financially.



TCC Closure periods

Full fees will be charged during absences, except for when TCC is closed which is public holidays, our annual 2 week close down period around Christmas and any allocated Professional development days regarding TCC educators.

FAMILY ASSISTANCE OFFICE

136150

Child Care Benefit (CCB) and Child Care Rebate (CCR)

Childcare Benefit (CCB) and Child Care Rebate (CCR) are payments made by the Australian Government to families to assist with the cost of childcare. These are available to all eligible families on a means tested basis. All families are required to contact the FAO on 136150 to process a claim for CCB and/or CCR before your child commences with TCC.

Before you can commence with TCC you must be “assessed for CCB\CCR by FAO” and attain a Customer Reference Number for yourself and for your child. Then please bring this information to the Centre so we can process your child’s enrolment with TCC to ensure your account reflects these rebates when issued.

All children are entitled up to 42 days of absences per year before CCB entitlements become effected. These may be taken for more than one day at a time. **Also, please ensure you keep up to date with your child’s Immunisations, failure to do so can result in your CCB\CCR being cancelled by the FAO.**

All accounts are issued on a fortnightly basis for the previous fortnight your child attends. If at all at any time you choose to withdraw your child from care permanently, 2 weeks notice is required in writing. Your childcare care account must then be paid in full at the commencement of your child’s last week of care before care can continue for your child’s final week. Please ensure you read your account each fortnight and always check to make sure your ‘multi child count’ is correct. By making sure you receive the correct entitlements it will mean you will reconcile at the end of the financial year with Centrelink and not be in arrears with them financially.



Educational Program and Practice

What is Play at TCC?

At TCC we give your child many opportunities to Learn through Play. Play is defined as what children do when they follow their own ideas and interests, in their own way, for their own reasons and enjoyment. However, there is no one definition of play, but there are a number of agreed characteristics that describe play. Play can be described as:

- **Pleasurable:** play is an enjoyable and pleasurable activity. Play sometimes includes frustrations, challenges and fears; however enjoyment is a key feature
- **Symbolic:** play is often pretend, it has a ‘what if?’ quality. The play has meaning to the child that is often not evident to the Educator
- **Active:** play requires action, either physical, verbal or mental engagement with materials, people, ideas or the environment
- **Voluntary:** play is freely chosen. However, children can also be invited or prompted to play
- **Process oriented:** play is a means unto itself and children may not have an end or goal in sight
- **Self-motivating:** play is considered its own reward to the child.



There are many benefits to play. Children gain knowledge through their play and they learn to think, remember, and solve problems. Children increase their problem-solving abilities through games and puzzles. They can gain an understanding of size, shape, and texture through play, as they try to put a square object in a round opening or a large object in a small space. Books, games, toys and setups that show pictures with their matching words add to a child's vocabulary.

Play is the first opportunity for your child to discover the world in which they live. It gives children the opportunity to test their beliefs about the world and develop an understanding of their world. It encourages them to express their thoughts, ideas, interests and feelings through a variety of mediums. Play allows children to be creative while developing their own imaginations and this is important to healthy brain development. Imaginative/ dramatic play provides the children with the opportunity to take on a variety of characters, which helps them learn about the different roles in their family and community. They can also imitate their own life experiences; this can help them make sense of what has occurred and gives them a chance to reflect.

Play offers your child the ability to master skills that will help develop self-confidence and the ability to recover quickly from setbacks. For example, a child may feel pride in stacking blocks and disappointment when the last block makes the stack fall. Play allows children to express their views, experiences and at times, frustrations. Play with other children helps a child learn how to be part of a group. Play allows a child to learn the skills of negotiation, problem solving, sharing, and working within groups. Children practice decision-making skills, move at their own pace and discover their own interests during play.

Play is an essential and critical part of all children's development. Play starts in the child's infancy and ideally, continues throughout his or her life. Play is how children learn to socialise, to think, to solve problems, to mature and most importantly- to have fun. Play connects children with their imagination, family, peers, and educators. At TCC this is how your child will learn through play.

How our Curriculum at TCC works

We use aspects of Emergent Curriculum, this means the program is based on your children's interests and passions. However, Emergent Curriculum involves much more than simply providing a range of learning experiences that stem from children's interests or providing interesting materials and resources and assuming that play will develop. As Educators we take an active, intentional role in their learning using a balanced approach that combines children's interests and needs while focusing on the significant learning highlighted in the Learning Outcomes of the Early Years Learning Framework for Australia and the Victorian Early years learning Framework.

Initially, our program is mostly unplanned, it relies on Educators being available and engaging during play. To provide a high quality program we need to observe, document, brainstorm, reflect, and to be flexible and patient. Rather than starting with a lesson plan which requires a 'hook' to get the children interested, we start with the children's interests. This is not to say that we have no input, in fact we can have a general topic we think is important for children to explore and we purposely include certain materials or learning experiences related to it as jumping off points.

The daily program is documented in our Room Planning and Reflection Folders which you will be able to view at the end of each day. As well as the general write up of the learning experiences we explain what learning was achieved by undertaking those activities. This is also accompanied by photographs, reflections from your children both verbal and through drawings. There are also sticky notes next to our journal where we encourage you to write your thoughts, opinions and ideas about the program.

What is the Early Years Frameworks??

It is Australia's first national Early Years Learning Framework for early childhood education. The Framework itself is not a curriculum or type of program it is a guide. Therefore, it is open to interpretation and each Educator has their own understanding and ideas on how to implement the EYLF and VEYLF within our early childhood setting.

The Framework is based on the notion that children's lives are characterised by:

Belonging: knowing where and with whom they belong

Being: to be in the present moment

Becoming: what is required to become functioning members of society.

This Framework consists of 3 inter-related elements; Principles, Practice and Learning Outcomes.

Principles: The Framework provides us with 5 Principles to guide us in our work with children, in relation to our beliefs and values. They are to have; (1) Secure, respectful and reciprocal relationships, (2) Partnerships, (3) High expectations and equity, (4) Respect for diversity and (5) Ongoing learning and reflective practice.

Practices: We draw upon research and theories about how to teach, educate and how children learn. We then use our skills and knowledge in regards to building and nurturing relationships, curriculum decision-making, teaching and learning and put it into action. There are 8 Practices outlined in the EYLF that we incorporate into how we educate and care for your children. They are; (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: The 5 Learning Outcomes are broad and observable, each of the Outcomes contain key components (sub outcomes). They acknowledge that children learn in a variety of ways and vary in their capabilities and pace of learning. They aim to look at a child as a whole person, the outcomes are:

Area 1: Children have a strong sense of identity

Area 2: Children are connected with and contribute to their world

Area 3: Children have a strong sense of wellbeing

Area 4: Children are confident and involved learners

Area 5: Children are effective communicators

We incorporate all the elements of the two Frameworks into our curriculum, approaches to education and interactions. As a result, your child is receiving high quality programs that will help them develop in all areas, preparing them for their journey in life. If you would like to know more about the elements of Early Years Learning Framework's we would be happy to provide you with further information or explain them to you in person.



How you can contribute to your child's learning!!

- Bring in photos and stories of what your child has been doing within the family and Community
- Complete 'Memorable Moments' sheets located in all early childhood rooms
- Verbally exchange information on your child's interests, strengths and needs to your child's educator or\and by using the room Communication sheets and white boards
- Ask to see your Child's developmental Portfolio regularly

Indoor Learning Environments

Nursery

Licensed for 8 children between the ages of 8 weeks and approx 16 months

The primary focus of the nursery is to meet the individual needs of children within a nurturing, secure, responsive and stimulating environment created in the room. We have 2 educators every day helping the children to develop positive self concept and self esteem by providing a variety of experiences suitable for individual children's interest and abilities. We nurture children's interest in the world they live in by providing a caring environment, which allows them to grow as individuals. As children engage within our indoor and outdoor environments and activities, we listen, observe, interpret and document children's learning. We believe children learn through play and provide a variety of natural materials, furniture and experiences to foster their interests and development further.



What to bring and do on arrival\departure:

- ***Bring 7 labelled named nappies per day or leave a stack in your child's designated nappy box which is our preferred option. We will advise you when your container is getting low of nappies***
- ***Hat for outdoor play, which can be left at TCC***
- ***Spare clothes which are appropriate for summer and winter months***
- ***Appropriate shoes at all times; no thongs or crocks***
- ***Labelled comfort items ie. blankets, dummies and bottles (including teats, lids)***
- ***Drink bottle for water which can be left at TCC and is washed daily***
- ***Your TCC Communication book. Please place it in the designated Communication box daily to be completed.***

The Nursery's email address is: nurserytcc@gmail.com

A Nursery Curriculum booklet can be obtained from the Office on request

Toddler

Licensed for 24 children between the ages of approx 16 months and 3 years

The Toddler Room is an engaging environment where children are cared and educated for by 6 educators daily. We work close with our families to provide a play based program that encompasses all areas of children's interests, developmental needs and individual learning styles supported by the National and Victorian Early Years Learning Frameworks.

Our philosophy is to work in partnership with children and families to assist each family feel a part of our community through having input into our program and excursions and incursions.

The children have daily opportunities to engage in the arts and crafts, literacy and books, the indoor\outdoor playground, construction, maths and science and sensory experiences. Establishing routines for individual children as well as small and large groups assists to develop the children's wellbeing, identity and self help skills. Its a fun and engaging room, where the educators offer both planned and spontaneous activities in a caring nurturing atmosphere.



What to bring and do on arrival\departure:

- **Bring 5 labelled named nappies per day or leave a stack in your child's designated nappy box which is our preferred option.**
- **Labelled spare clothes and underwear especially if toilet training**
- **Hat for outdoor play, which can be left at TCC**
- **Appropriate shoes at all times; no thongs or crocks**
- **Labelled comfort items i.e. blankets, dummies, teddies**
- **Drink bottle for water which can be left at TCC and is washed daily**

The Toddler's email address is: toddertcc@gmail.com

A Toddler Curriculum booklet can be obtained from the Office on request

3 year old Fun group

3 year old fun group room- licensed for 33 children

The fun group room educators endeavour to create a loving, safe and challenging environment for each individual child as they discover, grow and develop. Children are continuously encouraged by the educators to develop their individual self-help skills of eating, dressing and toileting themselves and therefore developing their Wellbeing. In the Three year old room they are learning about themselves, establishing their own Identity, developing a sense of independence within their world and within the wider Community.

We offer a wide variety of experiences ranging from pasting, painting, drawing, home/corner, dramatic play, block play while ensuring our children are Learning through their play. Our spontaneous and intentional mat times include songs and stories and discussions on various topics which engages children to further develop their social (sharing, taking turns) and language (communications and listening) skills while also teaching them of the value of being a part of our Community.

This is the year we encourage children to develop key communication, learning and thinking skills. This will form the foundation for learning as they transition to Preschool the following year and for lifelong learning.



What to bring and do on arrival\departure:

- **Labelled spare clothes and underwear. No thongs or crock shoes**
- **Hat for outdoor play, which can be left at TCC.**
- **Drink bottle for water which can be left at TCC and is washed daily**

The Fun group's email address is: fungroutcc@gmail.com

A Fun group Curriculum booklet can be obtained from the Office on request

Preschool room

4 year old Preschool\Long day care- licensed for 33 children

Our Preschool room offers children a comprehensive play based emergent curriculum based around the Early Years Framework Outcomes and TCC's Curriculum. The children are continually developing their readiness for school through the key learning areas of our curriculum such as the Arts, Language and literacy, Mathematics, Science, Technology, Health and Physical education, Languages other than English and Studies of Society and the Environment.

The Preschool children are introduced to different learning concepts through both child and educator initiated experiences. These develop and change throughout the year as their skills develop. The children are given many opportunities to go on excursions (ie dance and music sessions). Parents are also welcomed to be involved with excursions, coming along on visits to Primary schools and of places of interest within our local Community. In Preschool we have high expectations for each child as they get ready for their foundation year. We recognise that every child can learn, but some children require different opportunities and support to do this. By working with families we endeavour to support and extend children's learning. More information regarding on TCC's Preschool program can be attained in our Preschool Handbook. Please see the office if you'd like a copy.



What to bring and do on arrival\departure:

- **Labelled spare clothes and underwear. No thongs**
- **Hat for outdoor play, which can be left at TCC. Drink bottle for water which can be left at TCC and is washed daily. All children enrolled in the 4 year old room are to bring a piece of fruit each day for morning tea (regardless if they are a long day care or Preschool child)**
- **All Preschool children are encouraged to purchase a TCC Preschool shirt (at cost price) to assist your child in understanding the concept of wearing a uniform before they transition to Primary school.**

The Preschool email address is: preschoolattcc@gmail.com

A Preschool Curriculum booklet can be obtained from the Office on request.

Environment and Sustainability Practices

One of the most important responsibilities we can do as Early Childhood Professionals is to support young children to retain the sense of awe and wonder that they are born with, to add to that desire to nurture and protect what is beautiful, and to encourage them to appreciate that there are many possibilities for honouring life and wonders that the world holds.

(Stonehouse, 2016, pp72-72)

Within our learning environments we have a holistic approach to promoting sustainability. That is, our program is concerned with more than just the environmental education, taking a ‘whole centre’ and ‘whole of child’ approach to education and sustainability.

Junk materials are an important resource in TCC’s curriculum (see TCC’s environmental sustainability policy). We can turn just about anything into a work of art!!!!

Parents are requested to collect interesting junk materials that may be useful within our early childhood rooms. Things that are used by us include Boxes, Wrapping paper, Wool, Bark, Wood cut offs, Buttons, Egg cartons, Corks and Scrap paper.

It is important that children have opportunities to explore the World in which they live. By including chickens and fish into our environments, cooking using the chickens eggs and being involved in the feeding and cleaning of their environments, the children are learning the skills of care and empathy. It’s important for young children to understand our environments as a whole, the habitants within our world and most importantly the importance of respecting the World in which we live.



Outdoor learning environments

Our clean and aesthetic natural outdoor yards give our attending children the opportunity to touch and sense the world around them. Outdoors there are many activities we engage in to encourage children to think about the environment and the world in which we live. These include looking after our vegetable garden, worm farm, compost recycling bin and watering our gardens with recycled water. We believe that Children should engage in Physical activity regularly to both enjoy the fresh air while also engaging in healthy age appropriate amounts of exercise. TCC has 4 outdoor learning environments which we are committed to maintaining and upgrading as required to ensure they are aesthetically pleasing and stimulating for our attending children.

Nursery



The physical environments and overall atmospheres will support your child's learning. The design of the physical space will encourage your child to take risks, be physically challenged and to have opportunities to explore large open spaces with hideaway areas.

(NQS PLP Newsletter- 'An environment for Learning' 2012)

Toddler



It is our role as educators to think about how our environments can be used to encourage positive interactions between educators and children. All of TCC's educators play an important role in teaching and guiding the children within our natural settings by modelling respect, care and appreciation for our environments and by embedding sustainability into our daily routines and practices.

(DEECD Newsletter NQF- Natural environments June 2014)

3 year old Fun group



Setting up outdoor spaces with learning in mind demonstrates that play can be a catalyst for learning everywhere. This involves setting up each space to encourage, support, and challenge children to explore, investigate, problem solve, imagine, create and experiment. When our educators actively engage with children and experiences, learning is deepened and extended.

(NQS PLP Newsletter- 'An environment for Learning' 2016)

Preschool



Partnerships with Families and Communities

Arrival and Departure

In the foyer of TCC are the arrival and departure sheets that must be completed each day your child is in care. The parent or adult (over the age of 18 years) dropping off or collecting your child, must complete the form confirming the time of arrival and departure with a signature. These records are used in case of an emergency or evacuation.

Only authorised persons (over 18 years) listed on your child's enrolment form may sign in and collect your child. If someone from the list is collecting your child and is unfamiliar to educators, they will be asked to produce identification. This is procedure to ensure your child's safety and will not be waived nor will any exceptions be entered into regarding this policy. All parents\guardians who have 4 year old children attending TCC will sign their children in and out in the 4 year old room between 8am-5pm. All correspondence will be placed in your child's pocket in the Centre foyer area or within the Preschool room child pockets.

Late Pick up of Children

Being on time is important. Many children soon begin to expect parents to arrive at a certain stage of the day. Therefore, we encourage all parents to contact TCC if they are going to be late to ensure children do not become anxious about your return. If your child is having difficulty settling in to TCC, please discuss this with either an educator in your child's room or the Director.

Parents are encouraged to contact their emergency contacts to arrange alternative transport for their child, if they themselves cannot collect their child. Parents are requested to inform educators who will be collecting your child at drop off and expected arrival time.

A late pick up fine will be charged at the rate of \$2.00 per minute per child, which will appear on the next fortnightly account if departure time exceeds the Centres closing time of 6:00pm. We kindly remind parents that we close the doors at 6:00pm and therefore require departures to occur before this time to ensure you have enough time to gather your child's belongings and discuss your child's day with an educator.

Orientation

Prior to children commencing care, we encourage a visit from both the child and parents/guardians. This provides an excellent opportunity for the child and parents/guardians to familiarise themselves with educators within the Centre and the environment.

The Enrolment and Child Profile forms provide educators with essential information to learn about your child and assists educators in getting to know them. The aim of this is to ensure an effective curriculum is carried out to meet the individual needs of every child according to their age, stage of development, interests and needs.



To assist with the orientation process we discuss with each family how orientation will take place. A family may choose to introduce their child through shorter days until the child seems settled. Another option may be for the parent to stay in the room for a set period of time. We recognise that this is individual to each family and we will discuss this during the enrolment process.

Some children may be assisted by bringing a special toy or blanket in from home. This is also something that can be discussed during enrolment so that educators are fully aware of the individual needs of your child. We understand that leaving your child for the first time can cause anxiety for some parents, therefore, it is important that both parents and educators work together to build the special relationship necessary for a successful orientation.

Transition of Children between rooms

TCC is committed to providing an organised and gradual transition process tailored to each child's developmental needs and which is sensitive to the wishes of the family.

When the room's educators have assessed that a child may be ready for transition to the next room, they will discuss this with the TCC Director. If it is agreed that a child is ready for transition this will be discussed with the parents, who will also be presented with an assessment and transition plan. It will then be the parent's decision as to whether the transition will take place at that time.

During the orientation process information will be provided to educators in the new room which will include a developmental summary, aspects of routine that needs to be maintained and any other information necessary to ensure the child will be comfortable in their new setting.

All of this information is available to parents and we welcome parents input into how their child is adjusting to the new room or strategies that may assist the process.



Children's Belongings and Toys

Children sometimes enjoy bringing toys from home. This is fine, if the item is a comfort item, however, do not allow your child to bring 'precious' toys which may be damaged. Toy guns or weapons **must not** be brought under any circumstances. **All toys must be clearly named. The children are responsible for their own toys.**

TCC's Children's Clothing

TCC has a wide variety of TCC labeled items which can be purchased at *cost price*. These include drink bottles, hats, t-shirts and jumpers. All items come in a variety of TCC colours and are able for viewing and purchase in our Centre foyer area.



Communication Board and Message sheets for families

These are available in Toddler, 3 year old and 4 year old rooms. On arrival please take one if you would prefer a written description on your child's day. These are great when you have an authorised person (other than yourself) picking up your child. They will make sure you receive accurate information on your child's day and keep you well informed while also giving you the opportunity to communicate any message to your child's educators. Furthermore, all rooms are equipped with a Communication board. This is used by both educators and families to communicate and record information on a daily basis. Information can include medication times to be given, food consumed, sleep/rest times, the authorised person picking up and happenings from your child's day.



Family Participation (TCC Closed Facebook page)

Childcare is a family affair. By joining in you'll make some good friends amongst other parents and recognise that Childcare is a very happy stage in your child's learning experience. Here are some ways of becoming involved:

- Keeping informed about what is taking place at TCC – you can do this by checking notices in the foyer, reading office/room newsletters, asking questions about the operation of TCC.
- Join the Management Committee – this group meets once a month and is responsible for the management of all aspects of TCC. Without a Parent Committee of Management TCC would be unable to operate and therefore value all families to seek out information from the office for more information on becoming a member.
- Fundraising- donating goods, helping to organize events

Children enjoy seeing their Parents\Guardians involved in our Community. We appreciate your involvement in many ways which can include verbal, written, email or by phone.

The Tatura Children's Centre has a website which has been developed by management as a useful resource to exchange information between our families. You'll see the website is always being updated with newsletters, special events photos, TCC happenings, menus and more.

Please Friend request us on our CLOSED Facebook page for families. You will see daily happenings about your child's adventures. We have found the introduction of this communication tool as being invaluable for families. ***MUST DO!!***

TCC WEBSITE: www.taturachildrenscentre.com.au

Relationships with Children

Positive Behaviour Guidance Techniques

At TCC all children are encouraged to develop those social skills which will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviours. Children are encouraged to interact with their peers in such a way that they will have the opportunity to develop a range of strategies and responses to enable them to operate safely and happily within the group.

Educators are aware of the social skills of the children and so implement experiences which will encourage the development of these skills, as appropriate for that group of children. Educators will take into account the age and skills of the child when any conflict situation occurs. If a conflict situation arises, educators will initially try to determine the reason why the child is displaying negative behaviour. They will then intervene in a way that is positive and appropriate for the situation.

Ways that the educators may intervene include:

- * Redirecting the child
- * Offering choices to the child
- * Acknowledging the child's feelings
- * Offering the child an activity that will help them "let off steam"
- * Explanations to the child as to why their behaviour is inappropriate
- * Re-arranging the space or situation to avoid over-crowding and show clear boundaries
- * Encouraging the children to talk about their feelings

Educators will always deal with any situation in a calm, positive manner, expressing their disapproval of the behavior, but not of the child. If a behavior issue arises the Director will speak confidentially with the parents of the child and together a plan will be developed relating to the management of their child's behaviour.



Risk assessments and Excursions

Excursions within the local community provide a great opportunity for Children to extend their experiences beyond TCC. Excursions are planned as part of TCC's curriculum and parents and families are notified of upcoming excursions a month in advance. Risk assessments are always done before an excursion occurs to identify any risks that the excursion may pose to the safety, health and wellbeing of any child and detail how the identified risks will be managed and minimized. Educators will ensure parents are fully aware of the details surrounding all excursions beforehand and permission forms need to be signed prior to the excursion. We encourage all parents to be involved in TCC's planned outings as without your involvement we would not be able to enjoy these planned events. For these excursions to occur TCC's policy requires a parent to child ratio of 1:2 for children under 2 years and 1:3 for children over 3 years.

Nutrition and Active Play

Nutrition

We believe when young children are provided with and encouraged to eat healthy and drink sufficient water they are on the right path to healthy loving, good dental hygiene and overall wellbeing with the energy to play and learn.

At TCC we provide many ways for your child to learn about healthy eating, nutritious food and drinks and of the importance of regular exercise. To ensure we are doing this effectively we adhere to:

- The National Quality Standards for Early Childcare Education and Care for children in long day care centres
- The Healthy eating and Oral Benchmarks of the Healthy Together Achievement program
- Nutrition Australia recommendations
- Smiles for Miles Dental hygiene program for Preschool children

www.healthytogether.vic.gov.au

At the entrance of Jenny's Kitchen a copy of our menus are displayed and copies can be taken if desired. Our Meals contents guide is also available which gives you a detailed list of the food items included in each meal and snack. A menu can also be viewed in your child's Early childhood room. We always welcome any suggestions or recipes to ensure your child's individual needs can be catered for to the best of our ability. **Please remember only milk and water can be consumed on TCC premises at all times.**



Health Plans- Individual Children- Allergies & Intolerances

All Allergies\Intolerances indicated on your child's Enrolment form must be accompanied with a Medically approved Action Plan form so we can ensure your child's individual health\medical requirements are being met. ***"The only reliable way to determine if diet is playing a role is by people being placed on a temporary elimination diet under the supervision of a dietitian or medical practitioner. If the diet helps, this is followed by challenges under controlled conditions to identify dietary triggers so that they can be avoided in the future".*** www.allergy.org.au.

Therefore, if you would like your child's dietary or Medical needs catered for at TCC a Medical Practitioner will need to complete and provide either a TCC Approved Action or a Medical Certificate. For example, allergic reactions may be in relation to gluten, dairy Anaphylaxis or Asthma. These forms can be obtained from TCC.

Please note TCC is a NUT FREE Premises.

Birthdays and Special Occasions

Celebrating special occasions are an important part of TCC's curriculum. However, to ensure we meet standards set by the Food Safety Act, all items of food brought into the centre must be purchased from a Registered business with the list of Ingredients provided on the packaging.

Should parents wish to supply birthday cakes for children:

- * The cake is not to contain cream and must be purchased from a registered food premises in the original container and include the list of ingredients ie: bakery
- * Home made cakes, biscuits and slices are not permitted as they do not comply with Food Safety regulations.

All cakes should be delivered to an educator who shall ensure that they are covered, stored in the refrigerator and meet the above requirements as set by the Food Safety Act.



Children's Health

Children's Medical\Medication needs

TCC has a medication record form that must be completed and signed by the parent. This form includes details of dosage, time of administration and educators must also complete a section when they have followed the instructions. Medication must come to TCC in its original container and be within the expiry date with child's full name. Prescribed Medication must have a Medical label with the child's name on it who is being administered the medication.

If there is a concern about dosage the parent will be notified and the matter clarified before the administration of the medication. Educators in your child's room will assist you in completing the form and answer any other queries you have regarding our medication policy. Please hand all medications to educators as it poses as a danger to other children if left in bags. Educators will report to the parent any problems with the administration of medication. (e.g If it was rejected or spat out by the child.) All Asthma\Anaphylaxis Plans must be accompanied with a plan signed by a Doctor.

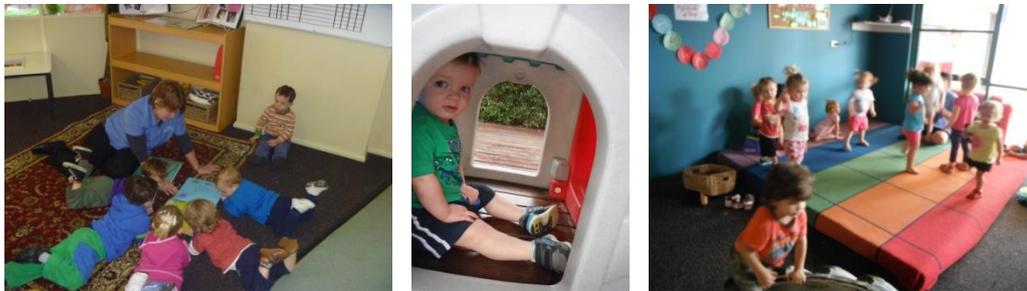


Childhood Illnesses and exclusion periods

In the event of your child becoming ill at the Centre, educators will telephone you or if you are unable to be contacted your emergency contact, to inform of your child's condition and you may be required to pick up your child. Children will be kept comfortable with an educator until you arrive.

There will be times when your child is too sick to cope in a group situation and needs to rest quietly at home. If your child is suffering from a **contagious** condition it is expected that he or she **will not** attend Childcare. Exclusion times are set by the Staying Healthy in Childcare 5th Edition resource for Early Childhood Services. Please refer to TCC's exclusion table in TCC's foyer for a list of Infectious diseases and their related exclusion periods. Please call us if your child is not attending for the day.

Source: www.stayinghealthyinchildcare.org.au



Immunisations- No Jab no Play

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Benefit, the Child Care Rebate and the Family Tax Benefit Part A end of year supplement.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

The Maternal Health Centre located at the opposite end of TCC's complex provides immunisation and information about protecting your child against harmful diseases that can cause serious complications and sometimes death.

Nine diseases can be prevented by routine childhood immunisation. They are:

Diphtheria-Tetanus-Whooping Cough, Mumps, Hepatitis B, Haemophilus Influenza type b (Hib), Polio, Meningococcal, Measels, Chicken Pox and Rubella

As your child receives immunisations, could you please bring to the Centre your updated immunisation books or health statement. This enables the Centre to have up to date information on your child's health details to ensure the health and safety of all within our service.

Source: <https://www2.health.vic.gov.au/public-health/immunisation/.../no-jab-no-play>

Safe Sleep Rest Practices

TCC is aware of SIDS and practices precautionary measures, as advocated by the SIDS foundation, to reduce the risk of cot death.

These measures are:

- We use cots that meet the current Australian Standards (AS2172)
- Babies will sleep on their back
- A baby's feet will be placed close to the bottom of the cot
- We use a firm mattress and pillow

Source: www.sidsandkids.org/safesleeping



Breast and Bottle Feeding

Our Service supports mothers who wish to provide breast milk to their children whilst in our care.

A parent can provide expressed breast milk or request a copy of our Breast and Bottle Feeding Policy if you would like more information.

When a parent comes to breast feed their child while in our care, a comfortable arm chair will be provided. TCC supports mothers with children Bottle feeding whilst in our care. Parents are encouraged to provide sterilized bottles of cool water and educators will add formula to each bottle prior to a feed. Alternatively, these can be bought in made up and placed into our Nursery Fridge. Bottles are to be clearly labelled daily with the child's name and date. Formula is to be measured prior to attending care or clearly labelled the amount to be measured.

Source: www.breastfeeding.asn.au/bf-ino/breastfeeding-and-work/caregivers-guide-breastfed-baby

Children's Safety

Evacuation drills and Procedures

We regularly practice emergency procedures with your child. This is a great way to teach them about fire, stranger danger and being safe. We will let you know when we have had a practice so that you can talk about this with your child.

Reporting of Children's Health and Wellbeing

TCC is committed to the health and wellbeing of all children using our service. All educators of TCC are mandatory reporters and will therefore report concerns to the Victorian police and/or Department Human Services. A protocol for reporting child abuse\neglect\concerns has been developed in consultation with the Department of Human Services and DEECD. These contact numbers are available to all educators and families if needed:

- Child First\Child Protection: 1300 854 944
- Department Human Services Wangaratta: 1800 650 227 After hours: 131278
Children's Service Advisor at DEECD Shepparton: 58321500

Custody and Access

- If a parent is experiencing difficulties associated with custody and access, please discuss this with the Director. Parents\Guardians need to provide TCC with a copy of any court orders to ensure educators can legally follow through and abide by those orders. Please ensure the Director is notified of any changes to court orders. Parents\Guardians should provide a list of people who are allowed contact with the child and a contact person from DHS or Child Protection for the Director to liaison with (if applicable).
Educators are in the best position to support families if informed.

Staffing arrangements- TCC Educators and Students

Educators

TCC has always taken pride in being able to attain and retain high quality Early Childhood educators. TCC's Director (Sheree Carver) has been the Director for over 10 years and she is supported by a range of qualified experienced educators.

TCC's roster plans for educators being absent due to illness, annual leave or RDO's. We use minimal relief educators as we aim for consistency of care within our Service. All educators employed by TCC engage in a rigorous employment orientation procedure. This includes verification of an approved Police check, Working with Children's Check and training Certificates. All TCC employees have a Level 2 First Aid, Asthma\Anaphylaxis training, Food Handlers Certificates and a minimum qualification of a Certificate 3 in Early Childhood Services. More information on your child's Educators can be found in the foyer area on the 'Employee Profile Board'

Students

TCC encourages employed educators to further their studies. It is important Early Childhood educators are always striving to improve their knowledge on Early Childhood development through either formal qualifications or through the attendance of workshops and professional development opportunities. This is not only important to an employee's self worth but to ensure our service continues to be a leader within the Goulburn Valley as a service providing care and education by qualified Early Childhood educators.

Service Management

TCC Policies

TCC's Policy manual reflects TCC's aims, objectives, National Law Act, National Quality Standards, TCC's Philosophy, National Early Childhood Frameworks and Recognised Authorities. TCC's policy document is reviewed annually with individual policies being reviewed as needed prior to the annual review date. Policies have been developed in consultation with educators, parents, Management Committee and Health and Early childhood professionals. Please refer to our Policy manual or Parent information board in our foyer area for further information on specific TCC policies such as Behaviour Management and Grievance policies. All policies are displayed in the foyer on the Parents Information board and in the Policy manual located near the sign in/out registers. Our educators are happy to discuss our policies and we appreciate comments and suggestions.

Concerns and Grievances

The Tatura Children's Centre will protect the rights of families and educators to have grievances raised and resolved by making a genuine effort to establish an atmosphere of trust and open communication between all parties, so grievances can be dealt with constructively. In the first instance we encourage you to discuss your concerns firstly with your child's educators. If they are unable to answer your concerns to your satisfaction please see TCC's Directors (Sheree Carver or Terrienne Miller).

For matters concerning adherence to the Education and Care Services National Regulations 2011, families may also contact the:

Authorised officer- Hume Area

Quality Assessment and regulation Division

Tel: 0383929500 or Email: hume.qar@edumail.vic.gov.au

All complaints will be handled with the strictest confidence and every attempt will be made to satisfy a parent's concerns promptly.

For further information please refer to the 'Concerns and Grievance' policy.

Emergency and Family Assistance Contact Numbers

POLICE AMBULANCE	Victoria wide:	000
HOSPITALS	Shepparton:	58322322
POISONS INFORMATION (24 hrs)		13 11 26
LIFELINE		13 11 14



PARENTLINE		13 22 89
KIDS HELP LINE		1800 551 800
GV FAMILY CARE		5831 1217
RELATIONSHIPS AUSTRALIA		5821 1846



GV MENTAL HEALTH		5832 2111
GV COMMUNITY HEALTH		5831 2012
GRIEFLINE (Noon – midnight)		9596 7799
FAMILY ASSISTANCE OFFICE		136150
MATERNAL AND CHILD HEALTH CENTRE		132229