

**What does it mean?**  
"Yuluwirri" is the Gamilaraay word for "Rainbow", in acknowledgement of the traditional owners of the land where Yuluwirri Kids is located.



**Yuluwirri Kids**  
Coonabarabran Preschool &  
Long Day Care Centre

2-6 Bandulla St  
PO Box 191  
Coonabarabran NSW 2357

Tel: 02 6849 2184  
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Connect 5/Yuluwirri Kids—Monkey Room:  
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Parent Handbook, Version 14, September 2018




Coonabarabran Preschool & Long Day Care Centre  
*Nurturing the Stars of our Future*



# Parent Handbook



**PLEASE NOTE:** It is our policy at *Yuluwirri Kids* that everyone entering and leaving the Centre wash their hands properly at the basins in the foyer.




### USEFUL TELEPHONE NUMBERS:

<b>Yuluwirri Kids Bandulla street</b> —Administration	<b>6849 2184</b>
<b>Robertson st campus</b> —Monkey Room mobile (Monkey Room Tuesday & Thursday only)	<b>0450 194 182</b>
<b>Yuluwirri Kids emergency number</b> (when office phones are out of order)	<b>0497 902 614</b>
<b>Warrumbungle Shire Council</b>	<b>6849 2000</b>
Family Assistance—Child Care Subsidy	13 61 50
Families NSW—Parentline & Early Intervention	1300 1300 52
Child Protection Helpline to report abuse & neglect -24hrs	13 21 11
Lifeline	13 11 14
Domestic Violence Line	1800 656 463
Mental Health Access Line	1800 011 511
Tresillian Parent Helpline	1800 272 736
IDEAS—Disability Information	1800 029 904
Poisons Information Centre	131 126
<b>Health Direct—Medical advice line</b>	<b>1800 022 222</b>
Coonabarabran Health Service	6849 1600
Coonabarabran Community Health	6849 1650
Coonabarabran Medical Centre	6842 3366
Warrumbungle Medical Centre	6842 3333
<b>EMERGENCY (Police, Fire, Ambulance)</b> <b>Or from a MOBILE PHONE</b>	<b>000</b> <b>112</b>

### SCHOOL STREAM APPLICATION

School Steam app, is now one of our method's of communication between our service and yourself.

#### How to get the School Stream app on your mobile device

1. From your mobile device go to the App Store (iPhone/iPad) or Play Store (Android), search for School Stream and download the app to your phone.
2. Make sure you agree to **push notifications**
3. Once School Stream has finished installing, open the app, type Yuluwirri Kids into the search then select our centre. For more detailed instructions go to [schoolstream.com.au/download](http://schoolstream.com.au/download)

4. Are your children attending different schools? Tap the school selector, select add a school, type the school name\* into the search then add. Jump between your children's schools by touching the school name/logo in the top blue bar, or switch schools from the slide-in menu.

### OUR TEACHERS/EDUCATORS/STAFF...

Our teachers work together to provide the education to which every child has a right. They commit to individual educational needs in order to release the unique potential that is present in every child. Our teachers endeavour to work with parents as partners in the continuing progress of their children's education. They strive towards "teaching excellence" in order to empower every child with the opportunity of a brighter future.

### IN CONCLUSION

Please be assured that our Educators are here to make your child's experience at Yuluwirri Kids a positive one, so they find it enjoyable and feel secure, as well as providing valuable life skills and education for their future.

**Excursions** may occur from time to time. Parents will be invited and encouraged to attend. Advance notice will be given and alternative arrangements will be made for children who are not involved.

**Incursions** may occur throughout the year. These can be a visiting performer, a community member sharing a skill with the children, a health professional. Some incursions may have a cost involved.

### **Pets and Animals**



Due to health regulations, parents are asked to seek permission from our Nominated Supervisor prior to bringing any animals into our centre.

### **Photography**

With parent permission, we will take digital photos of children so that parents can understand their child's time at our centre. We will use these photos as a tool in our observation of children to assist us in program planning. We will also use these photos in promotions and news items for Yuluwirri Kids including newsletters, social media, local paper, Coonabarabran Times, occasional Reports for government, and child care awards.



### **When you need a hand**

We want Yuluwirri Kids to support your family, and if we can help you in any way please ask us. If you have issues with older children, or health concerns, or are just having a bad day—our Manager is happy to spend time with you and try and be of assistance. We can organise extra days of care in cases of emergency and we may be able to provide parenting texts that



### **Welcome to Yuluwirri Kids!**

We are delighted that you have chosen to enrol with us. We appreciate that the early years are very important for your child's development and we intend to make their time here at Yuluwirri Kids both educational and enjoyable.

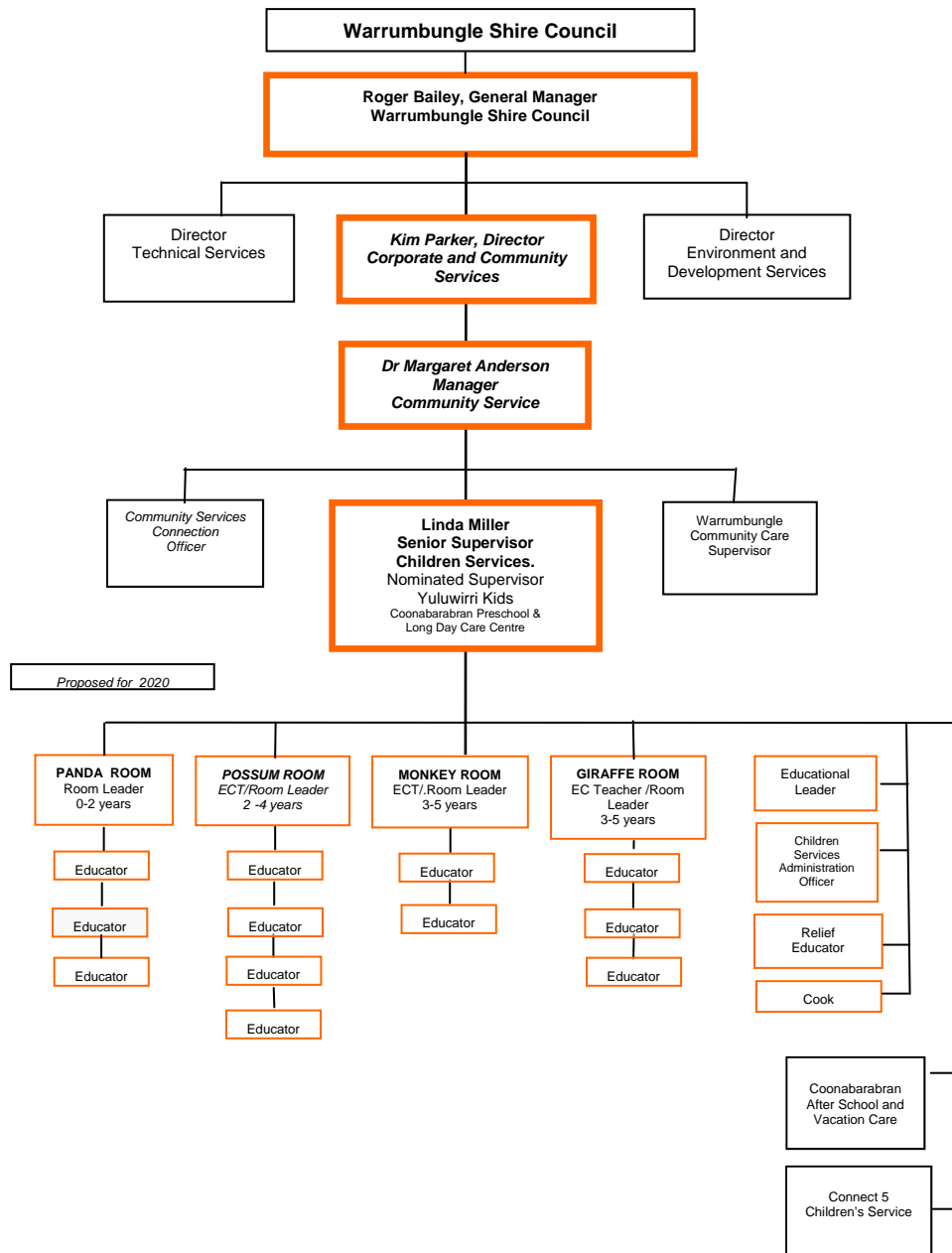
Yuluwirri Kids is a community childcare center, owned and auspiced by Warrumbungle Shire Council and staffed by a dedicated team of employees. We look forward to getting to know you and your family, as we watch your children grow and develop together.

Each of our four rooms are specifically designed and resourced to suit the needs of each age group. In all our classrooms children explore ideas and theories using imagination, creativity and play. The centre is licensed by the NSW Department of Education operating under the Children Education and Care Services National Law Application Bill 2010 (Law), and the Education and Care National Regulations (Regs),

### **National Quality Standards**

The Australian Children's Education and Care Authority (ACECQA) oversees the implementation of the National Quality Framework (NQF) and works with the state and territory regulatory authorities to implement and administer the NQF aiming to raise quality and drive continuous improvement in education and care services.

## Organisation Structure of Yuluwirri Kids within Council



Your input is highly valued, and we hope you will feel comfortable enough to share your views with us anytime. A Grievance Procedure exists for parent concerns—forms are available at our office.

### Toileting

We are happy to support the toilet training of children. We encourage parents to discuss toileting needs and progress with our staff, so that we can support our children together.

### Positive Guidance

#### - (Behaviour Management)



Children will be encouraged at all times to show respect for one another and for the environment around them. Through positive communication with the children on a developmentally appropriate level, the children will become familiar with the limits and expectations for their behaviour.

Children will be encouraged to resolve their own conflicts through role-modelling and positive reinforcement.

Where required, children may be re-directed from the situation in which they are having difficulties, and children will be encouraged to verbalise the feelings and difficulties they are experiencing, and to empower them to become responsible for and to better manage their own actions.

The use of physical force or punishment will not be accepted or used at any time.

The staff at all times will maintain clear, consistent and realistic expectations for behaviour, which will assist the children in understanding and valuing these expectations. Staff will continue to be provided with opportunities for professional development in this area, to further develop their skills in positive guidance and appropriate strategies for behaviour management.

**Smoking** is prohibited in our centre—this includes our carpark and grounds.

**Sleep/Rest**

Sleep/rest time varies for each child. The babies rest when they need to. Other children are offered rest or sleep periods. It is a Government regulation that all children are encouraged to rest, but no child is forced to sleep. Please provide a sheet for rest time.



**Lost Property**

Play try and label all of your child’s belongings including their shoes, bags, sheets and clothing clearly. All **labelled** items which are found can be returned swiftly or will be placed in a basket in your child’s room. Please let staff know as soon as you think you may have lost something and this will make it a lot easier to identify and locate the item.

A lost property basket will be placed in the foyer for all **unlabelled** items. If after a reasonable period of time items have not been claimed, they will either be used at the centre for spares, or will be donated to a local charity.

All children will be encouraged to be responsible for their belongings and to store their belongings in either their locker or their bag.

**Parent Involvement**

We encourage parents to become involved in our centre in a variety of ways. First and foremost, you are always welcome to visit our rooms and observe our activities. We would also like to invite you to share some of your experience with our children. Maybe you can talk to us about your job and what you do. Maybe you can share a hobby with us or can help us cook, or show us photos.



We are also keen to have you talk to us about anything we are doing right, or anything that concerns you.

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## OUR CENTRE GOALS

### FOR OUR CHILDREN OUR GOALS ARE:

- To create an environment where children of all ages, genders, cultures and backgrounds feel safe, secure, happy and loved.
- To encourage children to develop by hands on experience where teachers guide and “play” becomes an education in itself.
- To foster individual development by planning programs that are the result of individual observations, and child initiated needs and interests. Educators will provide active learning environments, Intentional teaching, co-construct with children while they learn through holistic experiences.
- To engage children to develop a life long practice of caring for our environment and each other.

### FOR OUR FAMILIES & THE COMMUNITY OUR GOALS ARE:

- To respect the differences between families and promote positive attitudes and values about gender, ethnicity and social backgrounds.
- To encourage the involvement of parents, family and the community in our centre as much as possible because we respect and value the important contribution they can make.
- To encourage positive communication between all parties through informal conversations, as well as formal daily records and noticeboards, monthly newsletters, Advisory Committee meetings and social events.
- To provide a quality service which meets the needs of all families, and offers a support system for parents.

Most importantly, staff at Yuluwirri Kids have a genuine love for children and have patient and caring natures. Staff meet regularly to discuss centre policies and we encourage all staff to engage in professional development activities.

### Visitors & Volunteers

From time to time visitors and students attend the service and are under the supervision of our staff at all times. Working With Children Checks are requested.

### Additional Needs



In consultation with parents and other professionals, we will plan appropriate programs and care to integrate the needs of all of our children. Children with special needs will be assessed on an individual basis.

### Emergency & Evacuation

Emergency and evacuation procedures are displayed in each room. We have fire drills and evacuation practice every term at various times on various days. Please familiarise yourself with our procedures and if you are involved in an evacuation please follow staff directions.

### Carpark Safety

Please drive slowly and carefully in our car park. Watch for children at all times. Reminder, not to leave children unattended in cars.

Please make sure you close all gates and doors behind you for security purposes and **always hold your child's hand from the car until inside the Centre**. Do not allow any hazardous toys or items to come to our centre.

### Sun Protection

We have a sun safety policy to ensure the welfare of our children. It is essential that children wear hats and sunscreen whenever they are outdoors. Staff will model sun safety, and hats are provided at Yuluwirri Kids to ensure all children have the opportunity to play

## POLICIES

### Priority of Care

Our centre follows the Commonwealth of Australia guidelines for priority of access where there are more families requiring care than places available. When filling vacant places we fill according to the following priorities:

*Priority 1:* a child at risk of serious abuse or neglect

*Priority 2:* a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test

*Priority 3:* any other child.

Within these main Priority categories, priority is also given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families on lower incomes
- Families from a non-English speaking Background
- Socially isolated families
- Single parent families



### Social Justice

We support equal access for all children.

We will assist children to develop positive gender, racial, cultural and individual identities. We encourage the involvement of all families and seek to integrate the customs and values of many cultures. We aim to integrate the needs of children with physical or learning disabilities.

### Staffing

We know that our staff are the key to our success. We are very proud of the professional attitudes and caring natures of our employees. All of our staff have appropriate qualifications with many also with extensive experience in child care.

### Parent Orientation Checklist

Enrolment time can seem like information overload. Please use the checklist below to monitor your information collection and feel free to ask us anytime to assist you.

Do you know:

- How to sign in and out of the "sign in sheets"?
- The names of your child's teachers ?
- The contact numbers for our centre ?
- The opening and closing times ?
- The procedure to follow when someone else picks up your child ?
- What to do if your child is absent ?
- What procedure is followed in the event of your child's illness ?
- How to access our centre policy and procedures information ?
- How to pay your weekly fees ?
- What you need to pack each day ?
- How to complete the Medication Form ?
- Immunisation information ?
- Where your family pigeonhole is ?
- Where visitor toilets are situated ?
- Where menus are displayed ?
- When sleep/rest times are ?
- Where to find the weekly program for your child's room?

## GENERAL INFORMATION

### Hours of Operation

We are open from 7:30 am to 5:30 pm Monday to Friday. The service is shut down for 3 weeks over the Christmas-New Year period, in addition to public holidays.

Day Care students attend between the hours of 7:30am and 5:30pm whilst the centre operates.

Preschool students attend between 8:30am and 4:00pm, 40 weeks of a year, in line with NSW school terms.

### Room Organisation

Our centre provides Early Childhood Education and Care for children from the age of 6 weeks to commencement of school age. This includes a preschool program.

0-2 Years Panda Room	up to 11 children
2-3 Years Possum Room	up to 20 children
3-5 Years Monkey Room	up to 20 children (two day week)
3-5 Years Giraffe Room	up to 26 children

### Signing in & out

Signing in and out each day is a legal requirement and a safety issue, please ensure we have current contact phone number in case of emergencies. Please take your child to an Educator upon arrival, and do not leave them unattended in a room.

### Family Pigeon Holes

Each family is given a pigeon hole for communication of information such as newsletters, invoices, receipts, letters, permission slips etc. Increasingly, these are being provided via emails and Schoolstream app. Please check these regularly.

Pigeon holes are located in reception as you walk into the centre. For families who utilise only the Monkey Room, your items will be placed in your child's bag.

If a child has been excluded from attendance they must remain at home with parents for the minimum period and the symptoms have subsided, or a doctor has verified in writing that there is no possibility of contagion.

\* Information is provided from '[Staying Healthy in Child Care - 5th Edition](#)'.

\* Excludable illnesses include: Chicken pox, Cold Sores, Vomiting, Diarrhoea, Rubella, Hepatitis A, Influenza, Measles, Mumps, Whooping Cough, Conjunctivitis, Ring Worm, Impetigo, Scabies, Strep Throat.

### Immunisation

In order to enroll at the service we must have received an Australian Childhood Immunisation Register (AIR) Immunisation History statement as evidence of current Immunisation or medical exemption.

To ensure children do not have an adverse reaction to their immunisation needle while in our care, we ask that children do not attend the centre until 24 hours after it has been administered

Please note, NSW Government has passed legislation commencing 2018 to no longer accept a conscientious objection upon enrolment. Parents/ Guardians who fail to provide the required documents will not be permitted to enroll their child in the service

To qualify for Child Care Benefit, all children must have completed age-appropriate immunisation.

### Injury and Accidents

Although we take all care possible, from time to time our lively little ones do have minor accidents. Any child who sustains an injury or is involved in any incident whilst at our centre will be treated by staff and an Incident Form will be completed for parent viewing and signature.

Any serious accident or injury will be treated by emergency care, and parents will be notified immediately.





## Long Term Medication

For children on long term medication we require a Management Plan from a doctor. If medication is administered to the child before attending the Centre we require a Medication Form to be completed to outline when the last dosage was given to your child.



## Illness

Children in group care situations often catch more illnesses than children who are at home. This is because there are more opportunities to come into contact with children who are ill. Do not be surprised if your child seems to be ill more often in the first year - especially if this is their first time in group care.

On the upside, we find that children tend to have less sickness after they are here longer - perhaps they build up their immunity through prior exposure to infection.

If your child is sick while in care, we will contact you and ask that you collect them from care as soon as possible. It is important that you have alternate care arrangements should this occur.

Our Centre can be a busy and sometimes noisy place, so children who are ill do not cope as well. While we can isolate and nurse a sick child until mum or dad arrives, we unfortunately do not have the staff resources to do this for an extended period.

If your child is sick or it is suspected that some other illness is developing, it is advisable not to bring them into care.

We can provide additional information on when the child can return to care - our prime objective is to protect the child who is ill and the other children who are in care\*.

Department of Health guidelines provide the basis of our strict **exclusion period** for children who have communicable illnesses\*.

## Personal Belongings

Lockers or bag hooks will be available to house your child's belongings. Please place all bags there. Apart from provision of a comforter item to help with security, personal toys are not encouraged in the centre. It is difficult to supervise the sharing of "treasures" and we cannot accept responsibility for such items. Please do not encourage children to bring toys from home.

Also, please label all belongings including drink bottles and comforts so items can be returned to you.

## Programs

At Yuluwirri Kids we encourage our children to learn through play.

We regularly observe all of our children and make provision in our programs to cater for their individual needs and interests. We include a variety of developmentally appropriate activities in our plans for each day, and children are free to choose which experiences they would like to enjoy.

Our role is to guide and support children as they learn things for themselves through play. Each day includes indoor and outdoor activities and experiences with art and craft, music and movement, language and numeracy, and science and social education. Our programs are always flexible to allow spontaneous, child-initiated activities to occur. Staff always model and encourage sharing, cooperation, appropriate communication and other pro-social behaviors.



## WHAT TO BRING EACH DAY



### UNDER 3's

- Extra set of labelled clothes, and pant for toilet training,
- Labelled sheet and blanket,
- Labelled bottle/drink bottle,
- 6 Disposable nappies labelled,
- Comforter,
- Dummies need to be stored in a labeled container
- Labelled prepared bottles and formula dispenser
- Nutritious [baby] food - (This is Optional, otherwise we will provide infant meals) Please keep us informed each time you introduce a new food.

### 3-5 YEAR OLDS

- Extra set of labelled clothes
- Labelled sheet and blanket for rest time
- Labelled drink bottle for water only
- Specialty milks

## Dental Hygiene

We believe that good habits start at an early age.

We will encourage good dental hygiene through our nutritional food policy and by encouraging the “swish, swish, swallow” method of rinsing mouths with clean water after meals. Our dental health program will educate children on the correct method for the brushing of teeth.



## Medication Guidelines

We urge parents to administer medication at home if possible. Prescribed and over the counter medication which parents wish staff to administer must be accompanied by a prescription label on the bottle which contains the following:

- Name of child
- Current date
- Name of medicine
- Amount of dosage
- Previous Dosage
- Time dosage is to be administered *-Please ensure the medical practitioner identifies on the prescription label if the medication is to be given in a Day being a 24 hour, 12 hour or 8 hour period. Otherwise Educators will administer as our centre Policy being a Day is defined as a 24 hour period.*

Medication parents wish staff to administer must be written into the Medication form available in each room with above details. All medication must be given to staff to keep in a locked box and out of reach of children.

Non-prescribed medication must have a prescription label printed by the Pharmacist with this information on it also. It must also be entered in the Medication form, with details of dosage etc provided in writing by the parent. All medication and forms must be handed to a staff member.

## Drinks

We offer and encourage the children to drink water often.

Our nutrition policy hopes to support children as they learn healthy eating habits. We would ask that you not send any other drinks, including flavored milk, juice, or cordials. We hope you will understand if we send these items home.

*Special food / drink requirements—If you child has any allergy, intolerances or cultural requirements in relation to any food, please notify the Manager or Cook so a suitable alternative can be made available.*



## HEALTH & HYGIENE

### Handwashing

Our hygiene policy centres on regular handwashing with soap, sanitary toileting, physical cleanliness and continual cleaning of rooms and resources. We model and teach hygienic behaviour for our children.

*Please note - it is our policy that everyone entering and leaving the Centre must wash their hands at the basins in the foyer, as shown on the poster on the wall.*



## SETTLING IN

Children adjust to changes differently—so do parents!

For some, attending a new centre will be an easy transition, and for others the process may be a little harder. Our staff are experienced in dealing with the anxiety of separation. We will do our utmost to support our children and our parents as we establish a routine that will help our families feel comfortable and help our children feel safe and secure.

We suggest that prior to your child's first full day of attendance you visit our centre a couple of times. If parents are able to spend a short while with their child in their new room, this can help children adjust more easily. During these short visits, try and watch your child interact with others rather than play with them yourself. When you leave the centre talk about the experience. Develop a positive concept about attending our centre. Children model what they see in adults. If parents are smiling and happy and seem relaxed about child care, it is probable that children will feel the same. In a similar manner, a stressed and agitated parent can increase a child's distress.

If you are able, we suggest that you leave your child for a shorter period of time at first, and gradually increase their stay at our centre to a full day. In this way, children can become accustomed to their new room, new friends and new routines gradually.

Children of different ages react differently to changes in carers.

For infants up to eight months, it is usually a smooth transition. For children from eight months to three years it is usual for



crying, clinging, or even screaming to occur. They are trying to express their feelings of concern—they are not sure if they trust you to come back. They learn very quickly of course that you do return. For children 2-5 years they will usually model their parent's views and feelings.

When you leave your child, we suggest that you develop your own routine that leads to your farewell. Routines make children feel secure. They will learn very quickly that you will come back as part of the child care routine!

A separation routine might be:

- 1 “Let’s sign your name in the book / unpack your bag / put your hat on etc.”
- 2 “Now we will see Miss Mary”
- 3 “OK, Mum is going to work now...see you after your afternoon tea.”
- 4 Kiss goodbye and leave smiling.

You may wish to send a comforter from home to help security. You may wish to hand your child directly to a carer, for a hug. Feel free to discuss your routine with your child’s teacher/educator.



Most importantly, do not leave without saying goodbye. This might leave your child feeling abandoned. Rushing in and out, or lingering too long is also not recommended. When you have said goodbye, be firm and leave quickly.

Feel free to phone to check your child’s progress. It can be traumatic for parents to leave a crying child, and our imagination can be much worse than reality. Children usually settle within five minutes of parents leaving.

Children are very adaptable. Our staff are kind, patient and understanding. Settling in may take a little time, but it will usually become easier and more pleasant with each visit.

## FOOD & NUTRITION

### Food Service

Yuluwirri Kids provides a nutritional food service for all children. A weekly food plan will be available in our foyer, the week prior to delivery for parent information. Meals are prepared at Yuluwirri Kids and transported to the Monkey Room.

Water will be provided with all meals. Parents may bring a healthy and nutritious **breakfast and supper** for staff to serve to children prior to 8:00am and after 4:30pm or a light breakfast and supper will be offered to the children provided by the kitchen.

If your child has any special dietary requirements or allergies, please advise the Supervisor and our Cook—by completing a special dietary requirements form. In some cases an individual child’s risk management plan may be required.

### Nutrition Policy

All food served to our children needs to be healthy and nutritious. All parents providing food need to follow healthy eating guidelines. **We have a NO NUT POLICY.** Please do not send nuts or nut bi-products such as peanut butter or nutella etc.



### Food—Babies

It is a requirement that staff do not mix any formula or baby bottles. Bottles should have the correct amount of measured water and the correct amount of formula in a formula dispenser. Please make sure that all bottles and food for babies are prepared at home. Bottles cannot be reused, so you will need to supply as many bottles as the child needs for a day. If you are breast feeding your baby, please feel free to come up during the day to feed your baby or alternately send express milk for you child. All items should be clearly labeled.

## Early & Late Fees

\$1.00 per minute per child will be charged if a child is in attendance outside the Preschool hours (8.30am to 4pm) & the Long Day Care hours (7.30am to 5.30pm),

## Absences

If your child is absent from the centre for any reason, please make sure that you contact the centre to let us know as soon as possible. Fees are still payable for each day that your child is enrolled to attend (*including public holidays*).

Under Child Care Subsidy (CCS) each child is entitled to 42 days of allowable absences across all approved early childhood services each financial year. Prolonged consecutive absences may not receive CCS. *For further information regarding this please see refer to the Family Assistance Office website, or telephone 13 61 50.*

## Termination

In the event of terminating your child's enrolment, please advise our office staff in writing, at least two weeks prior to final day of attendance. Two weeks notice must be given when changing days or leaving the Centre or full fees will be charged for this period.

Please note that Child Care Subsidy can only be claimed until the last date of physical attendance, so if you do not attend during your notice period you will be charged full fee.



## FEES

### Fee Structure as at 1st July 2019

Annual booking fee           \$35 per child  
Preschool & Long Day Care fee schedules apply, please refer to enrolment package for full fee details as this may vary according to funding arrangements.

### Fee Payment Guidelines

To secure a place at our centre a \$35 enrolment fee is required.

Fees are charged one week in arrears. Invoices will be given out each week and we require that invoice to be paid that week. We encourage families to pay **in advance**. Fees are payable for all booked days, including **public holidays** and **absences** due to holidays or illness. Invoices and accounts will be found in your child's personal pigeon hole every week.

Fees may be paid by **direct deposit or eftpos**, at Yuluwirri Kids or Please make sure all payments are referenced with *YK LDC or PRE & Family name*.

If you wish to pay by **cash** or **cheque**, you are able to make payments at the Warrumbungle Shire Council office in John St. Please ensure you take a copy of your invoice with you.

If fees are in arrears and a payment plan has not been agreed on with Management then you will be placing your child's enrolment at Yuluwirri Kids in jeopardy with termination notices being given.

### Holidays

Long Day Care Students are eligible for up to 4 days of holidays per enrolled day. (e.g. a 2 day/week booking would be eligible for 8 days holidays) During holiday absences you will be charged your normal weekly fee to hold your child's place until your return. **To apply for the reduced holiday rate, two weeks notice is to be given in writing and your fee account must be paid up to date.**

No fees are payable for the three week Christmas shut down period.