



Maitland Children's Centre

15 Kilkerran Terrace

Maitland, 5573

Email: dl.6612.leaders@schools.sa.edu.au

Phone: 88322266

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Staff Team: **Director:** Louise Hanrahan; **Teacher:** Melissa Richards & Kim Black;
ECWs: Joanne Rawlings & Tammy Wharton; **Rural Care Workers:** Jasmine Stone, Michelle Weatherald, Rosemary Liebelt & Lisa Loffler

KINDERGARTEN SESSION TIMES:

Monday 8:45am - 3:00pm (fortnightly)

Tuesday 8:45am - 3:00pm

Wednesday 8:45am - 3:00pm

RURAL CARE SESSION TIMES:

Monday - Friday

Full Day 8:00am - 6:00pm

Morning 8:00am - 1:00pm

Afternoon 1:00pm - 6:00pm

After School Care 3:00pm - 6:00pm

RURAL CARE PROGRAM:

Rural Care is available at the Centre from 8am til 6pm Monday to Friday. The program offers up to 7 places for children between 0 -12 years old. Vacation care is also offered during school holidays. Please phone and speak to Louise to discuss your child care needs and enrolment.

WHEN YOUR CHILD STARTS PLEASE BRING:

A Bag We encourage children to be responsible for their own belongings and to keep them in their lockers.

Fruit 2 pieces to be eaten at fruit times, 10:00am and 2:30pm. Fruit stays in the bag so please pack with an ice brick during warmer weather.

Lunch A packed lunch in a separate lunchbox to be put in the fridge by staff. Please consult our Healthy Food and Drink policy when sending food. As we have an ANAPHYLAXIS and ALLERGY POLICY please NO NUT PRODUCTS such as peanut paste, nutella, sesame seeds & nuts and NO EGGS. Thanks.

Water Bottles A named water bottle placed on the shelf for easy access throughout the day.

Hat and Sunscreen A broad brimmed, bucket or legionnaire style hat is needed to be worn when the UV rating is over 3. Please ensure hats are in bags everyday. Please apply sunscreen before arrival at Kindy. Staff will assist children reapply at lunchtime when UV over 3. Sunscreen is available if required.

Labelled Belongings Please ensure all belongings are clearly marked with your child's name. Please keep toys and other valuables at

home due to high risk of such treasures being lost, broken or permanently borrowed.

Communication Book You will receive a book to be used everyday to write notes to staff and for staff to write notes to you. Please bring this daily.

Clothing Please send your child in comfortable clothing and footwear. Please dress in clothes that neither you or your child will mind if paint, mud or other messy materials should get on them. We encourage independence when going to the toilet, please avoid hard to undo belts etc. Please send a spare change of clothes in the instance of an accident or becoming wet during warm weather activities. We sell TShirts for \$12.00 and Jumpers for \$15.00 with the Centre logo on them.

ATTENDANCE:

Continuity is important. It is beneficial for your child's social, emotional development and establishes a good routine in readiness for school. Please notify the Centre if your child is unable to attend due to sickness, holidays, etc. We are staffed on attendance of children in the first 2-3 weeks each term, if your child is away we cannot count them and risk losing staff members.

ALLERGIES / MEDICAL CONDITIONS:

It is vital that staff are notified of any child's allergies and medical conditions (eg asthma) and the appropriate treatment. All staff are trained in First Aid. We are a NUT FREE and EGG FREE centre.

ENROLMENT DETAILS:

Please let staff know of any changes to your contact information. We need to have current information especially phone numbers in case we need to contact you.

ARRIVAL AND DEPARTURE OF CHILDREN:

Please bring your child into the building and use the sign in sheet provided. If someone else will be picking up your child please let staff know. If you are running late please phone the Centre on 88322266, so we can reassure your

Please feel free to talk with staff re any concerns, joys etc. you may have. It is our hope that the time you and your child spend at our Centre will be enjoyable and rewarding.

child that you are coming. It can be an upsetting time when all other children are leaving and your child isn't.

If your child has not been picked up after a session this is the procedure staff take:

- Wait 15 minutes then phone call to parents.
- If no response, phone call to emergency contacts.
- If no response and child still hasn't been collected staff will call the Police. Police are notified as the child is put into their care until parents can be located.

KINDY BUS SERVICE:

For rural children and Rural Care school children, a bus service runs between Maitland Area School to Maitland Children's Centre in the mornings and afternoons. Please discuss bus travel with a staff member. Permission is required from Maitland Area School to travel on DECD buses. A Private bus runs from the Maitland Lutheran School to the Centre.

MATERIALS CHARGE (FEES):

Full Time: \$70.00 (per term)

Early-Entry \$25.00 (per term)

Material charges need to be paid as these are used to purchase the consumables that children use everyday at Kindy. Fee payment plans are available, please speak to Louise to organise these.

RURAL CARE FEES:

Full Day: \$72.00

Half Day: \$36.00

After School Care: \$17.90

PAYMENT OF MONEY:

Invoices will be sent for the amounts owing. Payments can be cash or cheque put in a named envelope in the red locked box. Online payments can be made: BSB 105-040 Account no. 735741340 Account name Maitland Children's Centre. Please reference your invoice number and surname. Excursion, event or fundraising money needs to be placed in a labelled envelope in the red box.

NOTICES:

Please check your communication book daily for notes. Reminder notices will be near the sign in desk.

CURRICULUM / PROGRAM:

We are a play-based Centre where children have a choice of activities and learning experiences. Explicit teaching opportunities are also used. The curriculum program is displayed at the Centre. We encourage you to read about what is happening so discussions can occur with your child about what they have been doing. Our program is based in the Early Years Learning Framework - Belonging, Being,

Becoming. We also use the You Can Do It Program focussing on social / emotional development.

PARENT INVOLVEMENT:

We have termly rosters out for parents to add their name and come in to assist during a session. This includes preparation of resources or learning experiences; general maintenance tasks and interacting with the children. We also love your participation during fundraisers, special events and excursions.

GOVERNING COUNCIL:

You are welcome to come along to our Governing Council meetings which are held in Week 2 and 8 each term. Meetings have a time limit of 2 hours. Without a Governing Council the Kindergarten would have to close.

Parent Participation Group (PPG)

Join with other parents and be involved in supporting our Centre through the planning and organising of fundraising activities, special events and purchasing of resources for the Centre. These meetings are usually held once or twice a term.

BUS ZONE:

Is located in front of the Kindy on Kilkerran Terrace. Please keep this space free at the beginning and end of each day.

PLAYGROUP:

Run by parents on Friday mornings from 9:30 - 11:00am during the term. Membership to Playgroup Association is required and a weekly fee. Ask one of the staff if you would like more information.

NO SMOKING POLICY:

DECD has a "Smoke Free Environment Policy".

PARENT CONCERNS:

We pride ourselves in being available to talk 1:1, in a confidential manner on concerns that you have regarding your child. You may feel we are too busy to talk to you - if this is the case we can make ourselves available to discuss matters upon a mutually agreed time or after hours.

CENTRE POLICIES:

Food Supply and Nutrition Policy

Food Safety Policy

Skin Protection Policy

Hot Weather Policy

Hand Washing Procedure

Nappy Changing Procedure/ Toileting Procedure

Anaphylaxis and Allergy Policy

Use Of Buses Policy

Guiding Children's Behaviour Policy