

Kingdom Kids

Early Learning Centre

Parent Handbook



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SECTION 1 – Centre Information



Address

Cnr Amy Johnson Ave and McMillans Rd
Marrara NT 0813

Postal Address

PO Box 84
Karama NT 0813

Contact Numbers

Kingdom Kids mobile	0428 159 384
Kingdom Kids Office Line	8920 2020

Email

kingdomkids.mcc@ntschoools.net

Website

kingdomkidselc.nt.edu.au

Operating Hours

College Office Hours	8.00am to 4.00pm
Early Learning Centre	7.00am to 6.00pm

SECTION 2 – Mission and Vision

1 Governance and Structure

Marrara Early Learning, Kingdom Kids (Early Learning Marrara) offers a preschool program within an approved Long Day Care service. Marrara Early Learning, caters for students from 3 to 5 years. We share the Marrara Christian College Vision and Mission Statements and Core Values, as outlined in the College Strategic Plan. A copy of the Policies and Procedures Manual for the Marrara Early Learning is available online or from the Centre.

2 Philosophy

We seek to provide an extension of the Christian environment of the home, by the process of learning so that spiritual, academic and social growth is integrated.

We seek to base all living and learning experiences upon the truths of Scripture. Children are given the freedom to lead their own learning and develop individual understandings of who God is, as seen through and reflected in His glorious Creation. As educators, we believe we are appointed in this place by God and are called to nurture and guide the students in our care to seek truth in all things as they grow in understanding of themselves and their place within God's world.

God has created each child with individual interests, abilities and insights. We acknowledge that each man, woman and child was created uniquely to reflect the glory of God in many different, beautiful ways. We realise that children often understand and accept God, His Kingdom and His Creation much more clearly and accurately than adults (Matthew 18:3). Children have an unhindered ability to perceive God's love, beauty and presence in their everyday lives through their interactions with nature and others within their learning environment.



We believe in a Christ-centred, child-led educational experience. Our program is responsive to the needs and interests of the children in our care, reflecting their ideas and choices in a flexible model. Educators ask questions, discover children's ideas, hypotheses and theories, and provide occasions for discovery and learning. As teachers, we consider ourselves partners in learning and delight in discovering and learning more of who God is with the children.

Our interactive learning environment is designed to create a sense of awe and wonder of Creation, allowing children to discover, create and grow with limitless learning possibilities available each day. Learning stories (or projects) may continue for days or weeks, being carefully guided by teachers to extend children in their learning, knowledge and understanding.

Parents and community members are valued, and given opportunities to not only view programming documents, but to mould and participate in these. Educators seek to forge strong partnerships with parents and others within the wider community, enriching children's learning experiences and providing teachers with expert knowledge within the learning environment. In this

way, children are given the best possible opportunities to learn. Further, parent participation enables children to feel safe and secure in their learning environment.

*We believe that our Early Learning Centre provides an environment in which children can experience a true sense of **belonging** as they are loved by God and are part of His family. We believe that in this environment, students will feel secure in **being** the person that God has designed them to be. We believe that in this environment, children are **becoming** people who seek and fulfil God's master plan, for their lives, all for God's glory.*

This Philosophy Statement provides the foundation for all activities, policies and procedures. Wherever there is uncertainty as to the ELC's policy or procedure on any issue, we use these principles and philosophies to help clarify. The written policies and procedures of Marrara Early Learning have been developed, and will be monitored and reviewed with these values in mind and in accordance with the National Quality Framework.

3 Program

Our Centre provides a program that is developmentally appropriate to the needs of all children attending our service based on the Early Years Learning Framework (EYLF). Our program is designed to stimulate individual development of each child's social, physical, emotional, spiritual and intellectual potential, including literacy and numeracy and creativity.



Our caring educational team works together to create a joyful atmosphere and an environment which is responsive to the needs of each individual child and the group as a whole, reflecting the philosophy and goals of the Centre.

Staff members are provided with opportunities to further their knowledge of child development theories and practice by attending regular professional development and in-servicing.

The program is balanced to provide for indoor/outdoor learning experiences, quiet/active times, individual/small group/large group times, times for group and individual interests, children with special needs, being flexible to allow for spontaneity and the unexpected. Different cultural heritage and ethnic origins of the children attending the Centre will be reflected in the program.

Programs are displayed and families are able to view and discuss any aspect of the program with staff. Families are encouraged to contribute into the program especially by informing us about your child's current interests, fascinations or any exciting news from home.

Each child's learning and development is documented. Learning stories are shared with parents and the program can also be used as a conduit for communication.

We encourage families to enquire about:

- ✓ A general description of the activities and experiences given by the Centre
- ✓ The Centre's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved
- ✓ The goals about knowledge and skills to be developed through the activities and experiences.



4 Program Goals

Goals for the Centre

- To provide a quality environment where children and their families feel welcome.
- To meet the social, emotional, physical, spiritual and cognitive needs of our children in a positive, warm, safe and caring environment.
- To provide well-balanced educational and developmentally appropriate early childhood programs.



Goals for the Children

- To be respected as individuals and to feel welcome, safe and accepted each day.
- To have fun while learning via a combination of immersion in play-based programs and teacher scaffolded experiences.
- To have their needs met via access to a wide variety of developmentally appropriate activities and learning opportunities, caring staff, quality resources and environments.
- To be free to express themselves creatively and enjoy their early childhood years.
- To build positive relationships with their carers and peers.
- To assist children in their development and readiness for Transition through the embedded play based program and close partnership with the Primary school.



Goals for Families

- To develop positive, open, honest, respectful and harmonious communication with staff and the Centre.
- To have the needs of their children met appropriately in a safe, warm, caring environment.
- To support the Centre's aims and philosophies and contribute to the environment in a positive way.

Goals for Staff

- To be part of a cohesive team committed to provision of quality early education and care.
- To feel accepted, included and valued.
- To develop positive relationships with children, families and colleagues.
- To provide developmentally appropriate programs and experiences for all children in their care.
- To model positive health, safety and behaviour practices.
- To maintain and demonstrate a committed, professional attitude and approach to their role as a staff member.
- To be actively involved in professional development.



SECTION 3 – General Information

1 Aims

We seek to provide:

- a safe, nurturing environment where children can grow and develop through interactions with quality programs, resources and quality Christian caregivers and where their families feel welcome
- each child with opportunities to develop qualities of compassion, respect, tolerance, dignity, self-worth and confidence
- opportunities for children to learn, grow and develop in their own time through the use of play-based programs which are designed to enhance and support the developmental needs of each child
- a quality integrated Christian curriculum as part of The Early Years Learning Framework.

2 Marrara Christian College Enrolments

Enrolment in ELC does not automatically guarantee enrolment into Marrara Christian College (MCC). Please contact the College office if you are interested in receiving enrolment information and a Prospectus.

The Marrara Christian College Council has made Marrara Early Learning Kingdom Kids part of the preference list for families applying for a place to MCC. Although it does not guarantee a position in Transition, it is advantageous. For instance, if two children are on par with each other and competing for one position at the College, the child enrolled with Marrara Early Learning would receive the offer over another child from a different Centre or preschool.

Children wishing to be enrolled in Transition must turn five (5) by 30 June the preceding year. Enrolment applications for Transition aged children are always available from the Marrara College main office and should be returned asap and definitely prior to commencement in Transition. In Term 2 there will be an information night and you will get a Welcome pack with an application included, for your convenience.

3 Cancellations and Amendments to Placements

Two (2) weeks' notice, in writing, is required for any cancellations. Should the child not attend and you are claiming Child Care Subsidy, you must sign for days not attending. Failure to give appropriate notice may result in full fees being charged for these days/weeks.

If you would like to change the days that your child attends the Centre, please submit your request to the Centre Director in writing giving two (2) weeks' notice. Any changes will be subject to availability and priority of access (as detailed in Section 3) will apply to any waiting lists. This ensures that the needs of families with work commitments will be addressed. Families in crisis also receive priority on waiting lists.

4 Childcare Subsidy

Childcare Subsidy (CCS) are available for eligible families and is means tested. To register for CCS contact Family Assistance Offices on:

136 150 (or 131 202 for multilingual services)
Mon – Fri 8.00 am – 8.00 pm

Family Assistance offices are situated at Centre Link offices, Medicare offices and ATO access and enquiry sites.

It is important that your contact details are current and up-to-date. Should you have a change of address, phone number, emergency contact or other change of details such as medication, please inform staff immediately.

5 Christian Curriculum

Marrara Early Learning, Kingdom Kids is part of a Christian college and one of our aims is to bring children into a relationship with God. At Marrara Early Learning Kingdom Kids, children will listen to Bible stories, sing Christian songs, pray simple prayers and say grace before meals as a gentle introduction to Christianity and as a support for Christian families. Children are encouraged to participate in age-appropriate ways.

6 Enrolment and Booking Procedures

After your online enrolment is received, you will be contacted to arrange an interview and tour prior to confirmation of your child's enrolment in the Centre. Upon confirmation of your enrolment, the Finance officer will ensure all paperwork is completed and ask you to make payment of a two (2) weeks deposit via Kangaroo Time. Please download the app.

Placement will only be confirmed after all paperwork and the deposit is finalised, and there is a place available for your child. The deposit will secure a place for up to 3 months. A cancelled enrolment will result in a forfeit of the \$300 deposit.



7 Fees

- Fees are charged fortnightly and need to be kept two weeks in advance. When wanting to roll a child's enrolment over into the new year, two weeks fees must also be kept in advance to secure the child's position.
- Payment is over 48 weeks and an arrangement can be made for a reduced rate for a family holiday. A discount for up to four weeks of holidays per year is offered at a 30% fee reduction. Refer to Section 3 – Holidays/Absences. **Written notice** of intent to take holidays and holiday dates is required **two weeks** in advance, to be eligible for the 30% fee reduction.
- Please see the Fee Schedule for Fee Rates on our website.
- Fees are payable for Public Holidays, but not during the 4 – week Christmas break when the Centre is closed.
- If your child is away sick, full fees are charged as a place is still being held for your child.

8 Hours of Operation

- Monday to Friday: 7.00am to 6:00pm
- The Centre will be open throughout the year, except for Public Holidays and four weeks during the Christmas/New Year holidays.
- Kingdom Kids Marrara is licensed to cater for up to 44 children per day. It is a requirement of the universal access program that preschool aged children be enrolled for a minimum of 3 days per week.
 - ❖ Children can attend 5 days a week, or
 - ❖ Children can attend 3 days a week, or
 - ❖ Children 3 years, can attend 2 days a week
- Parents have the choice of having their child attend for Preschool hours (8.15am – 2:45pm) or Long Day Care hours (7am – 6pm).



9 Holidays / Absences

The Centre is closed for a four-week period at Christmas at no charge to families. However, payment for the first 2 weeks after the Christmas holidays is required to keep your place into the New Year. Each family is also entitled to a further four attendance weeks (i.e. number of days regularly booked per week) of holidays, which will be charged at a 30% discounted rate. Absences outside of this period will be charged at the usual rate. Please notify the staff in writing of any planned absences as soon as possible.

10 Late Fees

A late pick up fee (after 6pm) will be charged at the rate of \$25.00 for the first 10 minutes or part thereof, followed by \$2.00 per minute thereafter. Please ensure that you contact Centre staff as soon as possible to notify of a late arrival. Additional fees will also apply if drop off or pick up is beyond the child's schedule. See the Fee Schedule for further details.

11 Licensing

Our Early Learning Centre is approved under the Education and Care Services (National Uniform Legislation) Act 2011. We comply with all requirements and our policies and procedures are developed accordingly. A copy of the Child Care Act, Regulations and the National Quality Framework are available upon request. More information can be found at: <http://www.acecqa.gov.au>.

12 Lost Property

Any lost property is held in the lost property bin which is located in the outside Parent Area. Parents are encouraged to check the lost property bin on a regular basis. Please note that once a month we will collect all items that have not been claimed and donate them to charity.

13 Parental Involvement

As an integral part of the Marrara Christian College community, our ELC aims to bring together different ideas and experiences to benefit our children. We actively encourage parents to work in partnership with the ELC by sharing knowledge about their child, volunteering, contributing to making decisions, suggesting improvements and engaging in fundraising opportunities. Please speak to the Centre Director about ways you can be involved. An Ochre Card will be needed for regular involvement.



14 Parking Set Down and Pick-Up Arrangements

There is short and long term parking available on the College site, however only short term parking is available directly at the front of the ELC. This short term area is for ELC use ONLY, and is to be used for a maximum of 10 minutes. Please respect these spaces and use the long term parks if you intend to stay longer.

It is important for the safety of our children that parents park in the marked parking areas only, not around the Kiss & Drop area. Parents **must** escort their children across car parks and/or roads.

Please note: Parents **cannot** use the 10 minute drop off zone if waiting for older children to enter/leave the school. Please use the other car parks for this purpose.

15 Payment of Fees

Parents pay fees by direct debit through Fat Zebra occurring weekly, fortnightly or monthly. Fat Zebra is a part of our Centre administration package via Kangaroo Time. Information about Fat Zebra is given during the enrolment process.

Parents are reminded that there are to be no outstanding balances at the end of each calendar month. Fees are always invoiced two weeks in advance, (also to hold your place over the Christmas Holidays). Where fees are not paid in full, the Centre reserves the right to suspend the child's place.

16 Priority of Access

The Australian Government has Priority Access Guidelines for allocating places as follows:

- 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 under section 14 of *A New Tax System (Family Assistance) Act 1999*
- Priority 3 any other child

Priority should also be given to the following children within these main categories:

- Children of Aboriginal or Torres Strait Islander families
- Children in families which include a person with a disability
- Children of low income families
- Children from families of culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents

17 Signing In/Signing Out and Arrival/Departure

Arrival

In accordance with government regulations it is required that a parent (or authorised adult over the age of 18) must sign in electronically using the iPad or via their phone using the QR code found at the parent sign in area. Initially, parents will be asked to set up a pin through the iPad via Kangaroo Time. Once the pin code has been setup, parents will use this to sign their child in each morning. An educator will sign in a child if the parent forgets.

Departure

In accordance with government regulations it is required that a parent (*or an adult over the age of 18 that is authorised to collect the child*) must sign their child out of care each day. Please sign your child out electronically on the iPad provided or in the book located next to this if the iPad is not working.

If a person other than the authorised adult stated on the enrolment form is to collect the child, the Centre Director must be notified. A copy of the person's ID will be kept in the child's file. Additionally, if the person coming to pick up your child has not been noted as an emergency contact prior verbal or written authorisation is required to be given to the Centre Director or the child will not be able to be released to that person.

If the person coming to collect your child is unknown to staff, they will be required to show some form of photographic ID (e.g. Drivers Licence). The Centre will also need to receive prior permission (verbal or written) from the parent before the child will be released.

18 Staff

- Staff members are committed Christians, committed to and passionate about supporting and partnering with parents through the provision of quality early childhood care and education.
- Staff members hold or are working toward appropriate early childhood qualifications, current First Aid Certificates and training.
- Staff members have a current Working with Children clearance (Ochre Card) and current police check.
- Staff members seek to provide developmentally appropriate programs and experiences for all children in their care.
- Staff members maintain and demonstrate a committed professional attitude; participate in ongoing training, and model positive health, safety and behaviour practices.
- Regular staff meetings are held to ensure a team approach to, and consistency in, educating and caring for the children in care.

19 Staffing

There will be a minimum of two staff on duty at all times. The Centre Director is usually based at the Centre during core hours. If the Centre Director is not at the Centre, a staff member, who is a Responsible Person, will be designated to assist with the day to day running of the Centre. Staff hours of duty, meal breaks and non-contact times are staggered to ensure appropriate adult/child ratios are maintained throughout the day. Information about staff names, qualifications, rosters, etc. is displayed on a notice board in the Parent Area.

20 Lunches



Children will need to bring a packed lunch to ELC each day, and a piece of fruit (fresh or dried) or vegetable to enjoy for morning tea. Morning tea fruit is placed in the kitchen on a designated fruit platter each morning as students arrive. Please ensure that your child's morning tea is placed in a labelled container so that it can be easily returned to their owner.

If attending Long Day Care hours, children will also need to pack afternoon tea.

The ELC has a refrigerator in which the children can place their lunchboxes to keep food fresh.

21 What to Bring to Kingdom Kids Marrara – A Checklist

It is important for your child to be comfortably and appropriately dressed dependent on weather conditions and activities that they may participate.

You will need to provide the following items when bringing your child to the Centre. Please ensure that all items brought to the Centre are **clearly labelled with your child's full name**.

- Drink water bottle – insulated will keep the water cool
- Hat (with broad brim)
- Sun safe clothing i.e. T-shirt with sleeves, not singlets
- Footwear - Shoes which are secured to their feet. Thongs without back straps are not safe
- A jacket must be packed at all times in case of weather change, or if children become too cool in the air-conditioning
- Please pack at least **one full change of spare clothing**, more if toilet training (this includes underwear, shirts, pants, socks).
- Fleecy blanket and **small** cushion for rest time
- Comfort item if applicable for rest time only.
Please note: Clothing that should **not** be worn at the Centre includes long skirts, necklaces, bangles, long hair ribbons, thongs or super hero outfits

A uniform shirt (\$25) and hat (\$15) are available for purchase through the College office.

SECTION 4 – Policies and Procedures

This section provides a brief overview of several key policies and procedures of which you need to be aware. If you wish to view full length policies and procedures, these are available within the Centre. Personal copies are available upon request.

1 Assessment Process

The National Quality Framework has been established and applies to Early Learning Centres. This system is also linked to the Child Care Benefit scheme and ensures that childcare centres provide and maintain quality relationships between children, staff and families in an environment that nurtures, stimulates and guides the development of each child in care. This system has a set of National Quality Standards that all centres need to abide by and are assessed on.

2 Arrivals and Departure Policy

Children must be accompanied to and from the Centre each day by an adult (over 18 years of age). Parents are required to sign children in and out each day electronically. All absences must be signed for upon return to the Centre. Persons (other than the parents) collecting children must be on the Authorised List and known to staff members. If the staff members do not know an authorised person they will ask them for photographic ID (e.g. Drivers licence) to ensure the safety of your child. Please ensure that you close doors to the rooms as you leave and keep a close eye on children as you enter and leave the Centre – particularly around the car park vicinity. Parents are welcome to stay until they feel comfortable to leave the Centre, but please settle your children with appropriate staff members and leave the room decisively. A quick and positive goodbye will allow your child to begin their settling process and enjoy their day.

3 Behaviour Management Policy

At Kingdom Kids Marrara, we reflect the EYLF and the Peacewise philosophy by taking a positive approach to guiding children's behaviour and understand that children can express themselves through their words and actions, and that their behaviour forms part of their overall development. Each young child is coming to terms with being part of a larger social group and they are learning social skills and behaviours as part of their everyday interactions. The following guidelines are used to outline our role as carers and educators when it comes to supporting the development of these skills.

Interactions between staff and children shall, at all times, be warm, positive and meet the needs of each individual. Positive reinforcement and role modelling is encouraged to guide behaviour and support children's social and emotional learning. Behaviours should be guided in a gentle and supportive way to ensure that the needs of the group are maintained without encroaching on the needs of the individual child or children.

At no time are staff members (or visitors) permitted to speak or behave in an aggressive or threatening manner, nor are they permitted to handle a child in a rough or negative way. Staff members are proactive in their approach to behaviours and deal with each situation as it arises and seek assistance where necessary. Programs are designed and implemented to support children's developing social skills and should include adequate and appropriate equipment and materials for children to engage in active, social play.

Parents are to be kept up to date with behavioural issues and the strategies in place to minimise or discourage negative behaviours. The Centre Director will contact parents to advise of any concern and arrange open discussions and problem solving sessions to support all involved.

The following are strategies which may be used at our Centre to guide children displaying unexpected behaviours such as hitting, kicking, pushing, spitting, biting, pinching, scratching or throwing things at people:

- A discussion between the staff member and child about what they did or said and how they could have handled the situation more positively (either at the time of the incident or shortly after when everyone is calm);
- discussions about consequences of actions and behaviours and their impact on others – at all times emphasising the positive rather than the negative;
- for younger children – removal from the situation and redirection with a toy/activity;
- one-on-one interactions – where staff can discuss and model appropriate behaviours;
- Staff will use social stories delivered via puppets or books to reinforce appropriate behaviour and values;
- Staff will interrupt inappropriate aggressive behaviour to protect all involved.

4 Celebrations

We support and value the celebration of special events throughout the year. We celebrate birthdays, weddings, births and other social/cultural events such as Mother's Day, Father's Day, Grandparent's Day, NAIDOC Week, Prayer Week and Book Week. We also acknowledge Easter and Christmas as significant Christian events and celebrate them in a non-commercial way.

Parents are welcome to suggest other important events that could be celebrated as part of our curriculum.



5 Child Protection Policy

Marrara Early Learning is aware of its duty of care and responsibility for the welfare and well-being of students in its care, and recognises the need to protect children from inappropriate behaviour. A copy of our Child Protection and Risk Management Policy can be found in the Policies and Procedures folder or online.

6 Clothing

Please send your child to Kingdom Kids Marrara dressed appropriately for weather conditions. We do ensure children wear smocks for messy play, but please understand that they do get paint, glue and other products on their clothes from time to time. Whilst this generally washes out easily, special or cherished clothing items should remain at home. Enclosed shoes are recommended especially for our bush play and gross motor play activities held outside of our ELC classroom. All children must bring a broad brimmed hat for outdoor play. In the interests of sun safety, children without hats will be expected to play in the shade, which may limit their play choices at outdoor time. A minimum of t-shirt length sleeves is required for adequate sun protection.

Please ensure that all clothing is labelled with your child's name.

We ask that parents **do not** bring their child wearing "super hero" type costume (e.g. Batman capes and mask) as we find this can accelerate children's behaviour in a negative way.

7 Code of Conduct Procedure

At Kingdom Kids Marrara parents and guardians are encouraged to be in partnership with the Centre to ensure the best possible outcomes for all children. Effective family-centred partnerships are based on mutual trust and respect, and shared responsibility for the education and care of young children at our Centre. As we work together in partnership of the all-round development of your children, our hope is that they will thrive spiritually, socially, emotionally, culturally and physically. In the aims, the staff and parents are seen as a team, bringing students into a significant relationship with Christ and with themselves, their local community and their environment.

In an effort to develop and maintain high quality working relationships with the staff of the Centre, parents are asked to honour:

A Commitment to the Centre by:

- supporting the Centre's ethos, policies and practices;
- working positively in partnership with the Centre;
- maintaining an attitude of mutual respect and courtesy in supporting the values of the Centre;
- abiding by the Centre's restrictions on smoking and consumption of alcohol on Centre grounds or at Centre events.

A Commitment to Children, Parents and Families by:

- respecting the diversity of children and family units in which they live
- respecting the privacy of students and their families by maintaining confidentiality in relation to student issues which may occur when visiting the Centre
- maintaining an attitude of mutual respect and courtesy in communication
- avoiding physical contact with children that may cause the child to be uncomfortable or perceived as inappropriate
- avoiding conflict of interest

- abiding by laws and policies which promote the well-being of children, families and the community.

A Commitment to Staff by:

- endeavouring to operate within an atmosphere of trust, mutual respect, courtesy and Christian community
- communicating openly in a spirit of cooperation and trust; making appointments, where possible
- informing staff of any changing family situations that may impact upon your child's learning
- speaking privately to your child's educator or the Director if you have an issue regarding the operation of the Centre
- having your child prepared and equipped for learning.

8 Communication Policy

There are regular notices emailed home as well as items of interest on noticeboards in the parent information area. A parent communication book is available at the sign in table for day to day messages. Please take the time to speak to the teacher caring for your child, but be aware that staff members on duty are actively supervising children so if you need to talk to them at length you will need to arrange a time when they can be available. Please contact the Centre Director if you have any concerns or queries about the staff, our Centre, or its policies and procedures.

9 Emergency Procedures

The personal safety and security of children, staff and visitors is of prime importance. Emergency procedures, drills and evacuations are carried out on a regular basis to ensure that staff and children are aware of, and understand, such evacuation and emergency procedures. Parents or volunteers who are on site during such a drill are required to participate fully. Exits are clearly marked and evacuation procedures are displayed on the wall of the classroom. We also practise Lockdown procedures where all staff and children retreat to one room and stay out of sight until the 'emergency' is over. These practices are always talked through with the children to avoid alarm.

10 Excursion/Incursion Policy

To support the programs and enhance learning, we may arrange for a variety of shows, performances and displays to visit our Centre throughout the year. At times the educators may decide to use the facilities of the College e.g. a visit to the Library, assembly or another class. Notification of the planned events will be via Kangaroo Time.

11 Food Allergy Policy

Kingdom Kids is an allergy aware ELC and from time to time we are made aware of food allergies or dietary requirements present amongst children enrolled in our ELC. As awareness of these issues arises, we will endeavour to ensure that all steps are taken to enhance the health and safety of all children in our care.

Families are encouraged to inform staff and/or management about any such requirements or special needs and to discuss this with us at any time.

12 Grievance Policy

If you have any concerns, complaints or suggestions, please contact the Centre Director to make a time for an appropriate discussion. We appreciate your input and will do our best to rectify any concerns you may have about the Centre, program, staff or children. Alternatively, you may wish to complete a Grievance/Complaint Form. Please notify us as soon as possible of any problems you may be encountering, so that we can work with you to achieve a mutual resolution in a prompt manner. The Principal or Senior Director Education are available to discuss issues if you have concerns that the Centre Director cannot resolve. You may also contact the Regulatory Authority on 89993561 or email on qualityecnt@det.nt.gov.au.

13 Health and Wellbeing Policy

Marrara ELC seeks to support the general health and wellbeing of all children who attend the Centre. We actively promote and model healthy eating and hygiene practices. Staff members incorporate nutritional education, health and wellbeing information into their programs.

Food

Parents are encouraged to send healthy food in their child's lunchbox and include a variety of foods. Children are encouraged to make healthy choices from their lunchboxes and try a variety of foods. Staff members also support health care practices and actively discuss dental care with the children as part of their program. Due to allergy issues with children at the Centre, **no peanut or chocolate** products can be brought into the ELC. This includes products that contain the label 'may contain traces of nuts.'

Sickness or Accident

Staff members at the Centre maintain up to date first aid qualifications and have knowledge of child illnesses and symptoms. For the safety and well-being of all, and in line with ELC and College Policies, we are unable to accept your child if he/she is ill.

What Will Staff do if Your Child Develops Symptoms While at the Centre?

As soon as a staff member becomes aware that your child is unwell, they will contact you. As staff members do not have the facilities to take care of sick children adequately for any length of time, and infection can move swiftly through a group, we will ask you or an emergency contact to come **immediately**.

If we are unable to contact the parent or emergency person, an Ambulance or medical attention will be sought, if necessary, without parental consent.

Please see NT Health Time Out Information Sheet – displayed in the Centre, for a list of common childhood illnesses which may cause your child to be excluded from Childcare.

Please contact the Centre Director on Ph: 0428 159 384 if your child will not be attending due to ill health.

Medicines

All medication will be administered by Centre staff. Legal requirements for administering medication are such that the instructions provided should be written on the medication container by the pharmacist at the medical practitioner's direction. Staff cannot administer medication without these instructions: verbal instructions and handwritten notes will not suffice. The instructions on the medication container need to indicate the child's name and the specific times at which medication is to be administered, as well as the quantity of medication to be administered. In the case of the sudden onset of a temperature of 38 degrees and above, parents will be notified to pick up and take their child home.

Written permission must accompany any medication, and our Centre Medication forms (long or short term) must be completed giving staff approval to administer any medication.

Hygiene

For the ongoing and general health and wellbeing of the children, high standards of general hygiene are maintained. Staff are qualified in food handling as per Regulation and take all necessary precautions. They also ensure that the children wash their hands thoroughly, before handling and eating food. Staff members also follow the same procedure after giving first aid, after toileting a child and after contact with, or cleaning of, body fluids. There is no sharing of eating utensils or bedding. Tissues are provided by the Centre for children and staff to use. Liquid soap and paper towels are in each bathroom and children are educated about appropriate hand washing techniques.

Staff members employ universal precautions when dealing with blood or bodily fluid spills. This requires the use of gloves, appropriate cleaning materials and disposal of all soiled items. All cleaning products used are specifically suited for use in the childcare environment and where possible are non-toxic. Cleaning cloths are colour coded for their specific uses and the Centre is cleaned daily by a cleaning service. Spot cleaning is carried out by the Centre staff to ensure the environment is appropriately maintained. Bathrooms are continually checked throughout the day and activity rooms are maintained in a neat, tidy manner.

General

Children are reminded to use good health practices – such as covering mouths when coughing, not sharing food or utensils, using a tissue when necessary and washing hands thoroughly before eating and after using the bathroom.

These types of self-help skills are an integral part of each child's development so please assist us by reminding children and supporting these healthy practices at home. Northern Territory Health Department brochures and fact sheets are available at the Centre for parents to access up to date information on a range of health issues.

14 Immunisation Policy

To improve immunisation rates, the Government has linked payment of Child Care Subsidy to children's immunisation status. To receive this CCS, children must be up to date with their immunisation or CCS payments will cease and families will be required to pay full fees until CCS is reinstated. The Family Assistance Office administers these requirements. The Centre also keeps records of each child's current immunisation status – please provide a copy and keep us updated.

15 Inclusion Policy

We welcome all families and their children into our community and will do our best to provide for their wide-ranging needs. We support the concept of 'inclusion' for children who may have additional needs and we have developed links with a range of support networks that assist with the implementation of appropriate programs and resources.

16 Meals

It is expected that parents provide a healthy packed lunch and an insulated drink bottle filled with water to meet their child's daily requirements. Time is set aside in the daily program for morning fruit time, lunch and afternoon tea. We support healthy eating practices and encourage parents to send a nutritious lunch.

Please do not send items such as chocolate, chocolate flavoured items, lollies or chips. These items will be returned home with a reminder note that they are not to be brought to Kingdom Kids Marrara for consumption.

We love to celebrate birthdays and special occasions and on these days you are welcome to send along something to share with your child's friends, or come in for the celebration. Cupcakes are preferred.

If your child has a dietary requirement, please bring a few cupcakes which can be stored in the freezer.

17 Medical Conditions Policy

At enrolment we require families to disclose any medical conditions, developmental delays or differences of their child, including a medical management plan from the child's doctor. Staff and parents will collaborate in creating a medical conditions risk minimisation plan and communication plan in order to provide the best medical care for the child.

18 No Smoking Policy

We have a strict 'No Smoking' policy which covers all areas of the College and Early Learning.

19 Open Door Policy

We operate an OPEN DOOR POLICY. This means that parents and family are most welcome into the Centre at ANY TIME. Parent participation sends strong, positive messages to your child that you support them and are a part of their childcare environment. There are many ways that parents can be involved such as sharing a hobby or interest, talking about your job, joining in during cooking/craft activities or parent helpers in the classroom. We appreciate that time is of a premium for all parents, but we warmly welcome any form of involvement you may be able to offer. Please talk with the teacher and we will make a time for you to share with the children.



20 Privacy and Confidentiality Policy

All information held at the Centre remains private and is stored appropriately in accordance with the Privacy and Confidentiality Policy. Whilst we actively encourage and support parent participation and involvement in the Centre, details of staff, children and their families remain confidential. Parents or visitors are asked to maintain a high level of confidentiality in their interactions and discussions. We are not at liberty to give out phone numbers or other personal details.

21 Record Keeping Requirements

Kingdom Kids Marrara must keep information relating to the child in care:

- Child's name, address, sex, birth date
- Parent or Guardian details
- Emergency contact details
- Details of authorised persons
- Day and time of booking
- Health details
- Special requirements relating to culture or religion
- Requirements arising from any disabilities
- The child's primary spoken language
- Details of any Parenting Court orders
- Name, address and contact details of child's doctor or hospital
- Instructions from parent/guardian relating to medication
- Permission given from parents/guardian for emergency care
- Particulars of any incidents or accidents while at the Centre
- Particulars of any treatment given while at the Centre



22 Rest Time

Kingdom Kids Marrara has a rest period each afternoon. All children are required to spend this time on their bed either resting or sleeping. A fleecy blanket and small pillow with a pillow slip will be required for use on each day of attendance. Children's bedding is washed regularly at the Centre.



23 Special Toys/Belongings

It is strongly recommended that you do not allow your child to bring toys or precious belongings to the Centre. Staff cannot be responsible for such items and they often tend to cause disruptions among the children. One small, cuddly item may be brought for rest time only. We have a little saying at the Centre that helps children understand this rule:

“Toys from home stay at home
Toys from school stay at school”

24 Students/Volunteers

From time to time, there will be students or volunteers from schools or universities working or completing practicums under staff supervision. It is important for students to gain practical hands-on experience and we support their needs in conjunction with the relevant training institutions. Students are fully supervised at all times. All volunteers and long-term visitors are required to have a current Working with Children Card (Ochre Card).

25 Sun Protection Policy

Staff model and encourage children and families to use “sun safe” practices, such as playing in shaded areas, applying sunscreen and wearing wide brimmed hats when outside.

We support healthy sun safe practices. Programs are structured to ensure that children are not in the playground during the hottest part of the day.

Parents are asked to apply sunscreen before their child arrives each day.

Staff will reapply sunscreen before going outside in the afternoon. If your child is unable to use the sunscreen provided by the Centre, please bring a labelled container of appropriate sunscreen to be left at the Centre for reapplication.

26 Toileting

Ideally children will be toilet trained before commencing at the Centre. We do not have change table facilities. While staff understand that children have accidents it is an expectation that all children will be competent with their toileting skills. All children must have at least one change of clothes in case of toileting accidents.

27 Workplace Health and Safety

Kingdom Kids Marrara is committed to maintaining a safe environment for children, staff and visitors. Checks of the building, playground and equipment are carried out regularly by Centre and Maintenance staff to ensure any problems are detected and rectified quickly.