



Welcome to the INFANT ROOM



HAPPY VALLEY COMMUNITY CHILDREN'S CENTRE INC
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INTRODUCTION

Welcome to the Happy Valley Community Children's Centre's Infant room. The information presented in this booklet will introduce you to the routines and procedures we have implemented to make your child's time in our care a comfortable and enjoyable experience. We appreciate that each infant has their own routine at home and, so that we can follow your routine as closely as possible, we have also put together an 'infant care information' sheet for you to fill out and return to us when your child enters into care. Any questions you have about care in this room are answered in the booklet, and the educators welcome the opportunity to discuss with you personally, the expectations you have of them whilst your child is in their care.

The infant room has been set up to care for children between 6 weeks of age and 16-18 months (or until they are developmentally ready. Continuity of educator's is a high priority, so that the infants built up trust and early attachments.

PHILOSOPHY

We aim to provide an environment that is warm, caring and nurturing, where an infant can develop trust in themselves and others. Their physical and emotional needs will be met promptly and sensitively, by responsive, respectful, loving adults, who will provide many opportunities for reciprocal one-to-one interactions with each individual child. We believe in actively encouraging the infant to use his/her senses of touch, sight, sound, taste and smell to gain information of his/her world and the people in it. We believe that each infant's emotional well-being is paramount, and that once he or she feels comfortable and secure in the environment, they will be challenged, through play, to explore, discover and problem solve. We believe that without secure attachments children do not learn. As individuals early experiences and interactions with their special adults create patterns of behaviour and expectations for others-peers, teachers, other adults – throughout childhood; they shape the child's personality. In all interactions with infants, we facilitate social and emotional, language, cognitive (intellectual) and physical development.



SETTLING INTO THE INFANT ROOM

ORIENTATION VISITS

Prior to your child starting care in our centre, we recommend orientation visit for each family and your child, so that you both can familiarize yourselves with the educators and surroundings. During these times, you can observe the interactions between educators and children and talk to educators about individual care needs for your child.

Orientation visits are important to foster the developing relationship between your child and the educators. These visits are important as they enable you to see how your child reacts to his/her new environment and give the opportunity to share information about your home routine and any concerns you may have about your child entering care.

We recommend three Orientation visits, increasing over time. First visit is approximately 20 to 30 minutes you stay with your child. Second visit is you settle your child, then leave your child staying with the centre for approximately 30 minutes. Third visit is for an hour this is when you can drop your child off and leave the centre for an hour.

SEPARATION

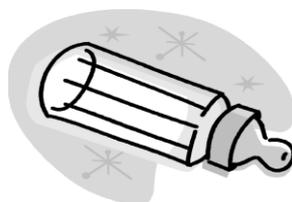
We understand that this can be a difficult time for both the parent and the child and that each child will respond differently to their parent leaving. We have found that prolonging goodbyes very often unsettles the child and the parent and suggest that you adopt a set routine of giving your child a hug and a kiss, say goodbye and then leave. The educators will assist you in this separation process by taking your child and directing their attention to an activity in the room. We encourage parents to contact us a little later if they are anxious about how their child has settled.

YOUR CHILD'S BELONGINGS

When choosing a bag for your child's belongings, we encourage you to limit the size to one that will fit in the box provided. Name tags are provided for the boxes and we ask you to attach your child's name tag to a box when you arrive. When packing your child's bag, we ask you to include sufficient clothing to accommodate weather changes during the day and to allow for soiling. We would appreciate your child's bag and all clothing being named.

NAPPIES

The management committee asks parents to supply sufficient disposable nappies to accommodate their child's time in care. We suggest a bank of 5 nappies per day. This enables parents to choose the type/brand/size of nappy that best suits their own child's needs.



BOTTLES/FEEDER CUPS

It is very important that all bottles of formula or milk are placed in the fridge in the room as soon as you arrive, as we are very mindful of the fact that bacteria multiplies quickly if formula or milk is left unrefrigerated, which could lead to your child becoming ill. We also encourage that your child has his/her own feeder cup or bottle for water so your child receives adequate water intake.

PLEASE WRITE YOUR CHILD'S INITIALS ON ALL BOTTLES WITH A PERMANENT TEXT AS MANY OF THE BOTTLES ARE THE SAME. Please let educators know when you are placing bottles in the fridge as they will date the bottles in line with our policy.

DUMMIES

Once again, many dummies are the same, and your child's initials on the back of it will ensure there is no chance of it getting mixed up with another child's. A small box, with your child's name on it, is supplied to keep his/her dummy and/or empty bottles separate from other children's during the day. Please note we do not have a supply of spare dummies.

MEDICATION

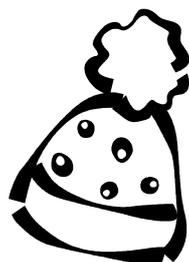
The centre has comprehensive policies on administering medication and procedures for accidents and illness, copies of which are available on request. Under no circumstances are medications to be left in your child's bag for obvious safety reasons. All short and long term medications must be accompanied by a Medication Authority Form signed by the doctor and have a chemist label on with your child's name. We can supply you with forms or they are available from our website at www.happyvalleyccc.com.au.

SUNSCREEN

It is the policy of the centre that all children must have a 15+ sunscreen applied and wear a hat when going outside. The infant room educators make sure that each child has sunscreen on and the sunscreen we use is paba free and can be used on sensitive skin. We ask parents to include a brimmed, or legionnaire's hat (named) with their child's belongings, which will be returned to their bag each day after use.

COOLER WEATHER

During the cooler months, there are many days that are warm enough to go outside for short periods. We ask parents to make sure they pack a warm hat and a jacket in their child's bag so that the children can enjoy our outside environment on these days.



ROUTINE TIMES

MEALTIMES

In the Infant Room each child's individual feeding times will vary. We ask you to provide the educator with written details of your child's feeding routine (see routine sheet at the back of this booklet). Breakfast is offered to infants up until 8:30 am, after this time breakfast is usually not offered. Around 9.00am children are offered morning tea, commonly a fresh fruit platter. Our cook provides a variety of hot meals at lunch time using Nutrition Australia guidelines. We ask parents to supply their own infant's bottles of formula or milk for the day which as mentioned before, needs to be named, dated and placed in the fridge when you arrive. The room will provide water through the day for children who are drinking from a training cup/bottle. Meal times provide the opportunity for a wide range of interactions between children and educators that are enjoyable, positive experiences. Please fill out the routine list at the back of this booklet and return to an educator, so we can follow your child's home routine as close as possible

SLEEP TIMES

The sleep needs of children cared for in the infant room vary greatly. Our aim is to keep as close as possible to each individual child's sleep routine at home. Safe, well designed cots are supplied with clean sheets which are replaced as soon as a child gets up. The sleep rooms are kept at a comfortable temperature and are well ventilated.



Educators will follow closely your routine you have for child. This may include self-settling, bottle for sleep or to be patted. Children are checked regularly at short intervals we also have cot monitors. Should your child have a special toy or blanket that they take to bed at home, we suggest that you include it to help them settle and feel secure. Please feel free to talk to educators about your child's sleep needs.

CURRICULUM

We program using the Early Years Learning Framework (EYLF). This is a national curriculum and is based on Belonging, Being and Becoming. This assists educators in their curriculum planning to consider the distinctive characteristics of learners and learning at stages in their development and education in care.

Upon starting care each child has a learning story folder. This folder has all your child's development and learning documented through-out their time in care. This folder goes with the child to each room and then can be kept by families when children leave the service. Please feel free to look through your child's folder at any time.



TRANSITIONING

Educators have discussions on the child's readiness to transition to the Junior Room. Children need to be developmentally and emotionally ready for this transition. Educators will transition with children while they adapt to the new environment and educators. Parents are also encouraged to bring their child in to visit the Junior Room with their child at transition times.

PARENT PARTICIPATION

We aim to make families using the service feel welcomed and valued and to encourage families to be active in the life of the centre. The infant room encourages parents with special skills or talents and interests to share within the program. Educator's value family contributions to the program and to their child's progress, these contributions are considered when programming and documented in your child's learning stories.

COMMUNICATION

The Infant Room educators are always available to talk to parents personally about the needs of their child and to discuss any concerns you may have. We would appreciate it if parents could inform us when they arrive if there is a change for that day in the usual sleeping and feeding patterns, change of departure time and any factors that may cause them to be unsettled, such as an unsettled night, teething, minor health problems such as a cold, or that they have had their immunizations.

INFORMATION BOARD

An information board is provided in the room to detail your child's sleep and feeding times and any comments regarding your infant's day in care. This daily note is then placed in your child's bag each day for you to refer to when you get home. Please feel free to help yourself from the daily communication wall if it is not in your bag already.



Listen to the mustn'ts, child.

Listen to the shouldn'ts,
the impossibles,
the won'ts.

Listen to the never haves,
then listen close to me...

Anything can happen, child.
Anything can be.

Shel Silverstein