

Happy Valley Community Children's Centre Inc.



Parent Information Booklet

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Welcome to Happy Valley Community Children's Centre

On behalf of all our Educators and Management Committee we would like to take the opportunity to welcome you, your child and your family to the Centre. We hope that your time with us is filled with happy memories. We are honored to have you join our community and we appreciate the opportunity to support your child in their developmental journey. We aim to give all children a sense of belonging, being and becoming at the Centre and make the transition from home to childcare as smooth as possible.

We wish to take this opportunity to acknowledge the traditional custodians of the land. Happy Valley Community Children's Centre acknowledges and pays its respects to the Kurna people. We acknowledge the deep feelings of attachment and relationship of the Kurna people to country, and we respect and value their past, present and ongoing connection to the land and cultural beliefs.

Our Centre prides itself on the high-quality care we provide for the children. We are fortunate to have a very low turnover of educators which enables us to provide continuity to the children, enabling educators to form strong relationships with each child and their families. Educators have been chosen for their skills, knowledge, experience and passion within the early childhood field. Educators hold varying qualifications and are approved by the appropriate Government Departments. We are privileged to be connected to the wider community and provide care and education to many children through the first vital years of their life.

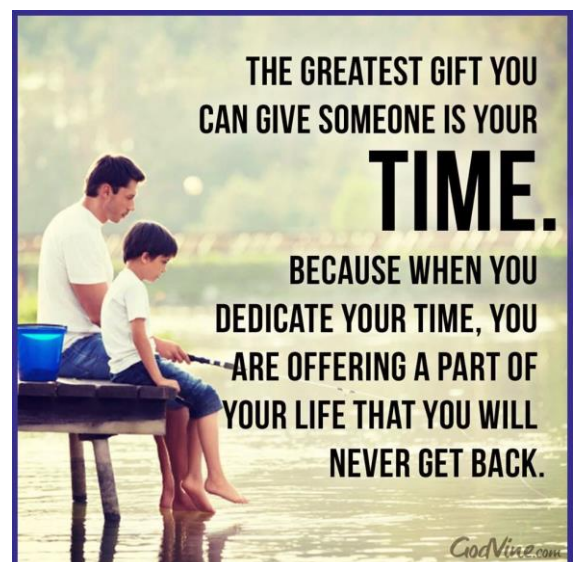
Happy Valley Community Children's Centre is a non-for-profit community-based organisation and we are fortunate enough to have a dedicated Management Committee who generously donate their time to the Centre. Without the help of the Management Committee and the parents that join the committee we would not have the wonderful Centre we do now. We wish to thank all parents who can be a part of the committee.

At Happy Valley Community Children's Centre, we welcome parents to be as involved as you can although we understand how busy your lives can be. We wish for parents to feel comfortable in this space and know that the Centre is yours to explore and be in with your child. If parents would like to share special skills, talents or their cultures we would encourage parents to speak to Team Leaders of their child's room. We know that a child's education starts at home with their family.

Throughout this booklet we will give an overview of the Centre and the general information of the centre. We hope that all this information will enable you to decide if our Centre is the best fit for you and your family. If there is a specific question or query, we have not answered through this booklet we welcome you to come in and have a chat, email or give us a call.

Our Mission Statement

As acknowledged Community Leaders we advocate the significance of the Early Years of Life.



Getting to know us!

Claire Austen – Director



Hi Everyone, my name is Claire and I have been fortunate to be a part of the Happy Valley Community Children's Centre family since 2011. I came to the Centre as a Team Leader and have been able to move in my roles to the Directors position. I have always had a passion to advocate for children and watch the children grow and achieve many milestones. My biggest achievement was becoming a Mum to our beautiful boy Zeke who also attended Happy Valley Community Children's Centre and still to this day sees it as his extended family. I look forward to meeting you all and sharing the journey with you.

Rebecca Smith – Assistant Director and Educational Leader



Hello, my name is Rebecca, but most people call me Bec. I have worked at Happy Valley Community Children's Centre since August 2013 where I started as a casual relief worker. I was then given the opportunity to become the Early Childhood Teacher in the Preschool Room in 2014. My passion is working with children to enable them to build strong and confident identities and offer them a rich play space where they can learn, develop and grow together. I was appointed Assistant Director and Educational Leader in July 2019 and have learnt so much in this short time. Although my passion is still working with children this new role is providing me opportunities to empower all educators at our Centre to offer the best start to all children's lives we come in contact with.

Lynda Vegter – Administrative Officer



Hello, my name is Lynda and I have been working at Happy Valley Community Children's Centre since 2001. I am the administrative officer and work permanent part-time Monday to Thursday. I am married with two adult children. When I'm not working, I enjoy a wine and cheese adventure with friends or traveling the world. I enjoy working in the office as it gives me the opportunity to meet all the families and the children at the centre. Although our meetings might be brief, I have the opportunity to build relationships with the children and enjoy their visits to my office throughout the day. I am looking forward to meeting you all and helping with your transition into the Centre

Verity Packer - Cook



Hello, my name is Verity, but I much prefer to be called Vez. A little bit about myself; I am a single mum of a teenage son and daughter but happily co parent with their father. I have been working at Happy Valley Community Children's Centre since April 2008 where I job shared up until 2018 where I became the full time cook. I have a great passion for cooking healthy and nutritious meals and snacks for the children that attend the centre. I always enjoy receiving recipes and ideas from families and utilizing these ideas within the centre to offer a diverse menu. Please feel free to pop into the kitchen and have a chat about the menus, offer any ideas you may have or to get the recipes I use. I also enjoy talking to the children through the kitchen windows and I especially enjoy when they come and talk to me about what they ate throughout the day.

Our Philosophy

We believe that **Children** are central to our philosophy and that positive relationships, built on secure attachments, trust and listening to children is essential for a child's early learning.

We believe in valuing each child as an individual and acknowledge that parents know their child best. We work in partnership with families to support the home-culture and build on our understanding of their child.

We believe that by experiencing respect, kindness, fairness, acceptance and empathy, children can develop and learn to express these qualities themselves.

We believe our centre has an aesthetically pleasing, friendly atmosphere and that everyone who enters is welcomed and valued as an individual.

We believe the curriculum is negotiated by children, early childhood educators, families and the community and is inclusive of all routines, interactions and experiences.

We believe that children learn through play as they engage in exploration, imagination and experimentation and as they interact socially with adults and their peers.

We believe that during periods of transition, children and families should take as much time as they need to build trust with educators and to feel comfortable and secure in their environment.

We believe in promoting respect for all people by recognising and celebrating the similarities and differences, diverse backgrounds and abilities of everyone in our community.



General Information

Service Approval

The Centre has a service Approval to provide education and care for seventy (70) children aged from 6 weeks to school age each day.

Assessment and Rating

The Centre has successfully completed its Assessment and Rating process under the National Quality Framework. The Centre was assessed at Exceeding Quality Standards in December 2017.

Hours of Operation

The Centre is open Monday to Friday from 7:00am to 6:30pm each week, excluding public holidays. Our Centre offers families half day care, long day care as well as before and after Kindy care in the Preschool Room. Due to regulations children cannot be left at the centre before 7:00am.

- **Full Day Care**

This session is run from 7:00am to 6:30pm.

- **Morning Session**

This session is run from 7:00am to 12:45pm. Due to our service approval of 70 children we do require children to be picked up by no later than 12:45pm

- **Afternoon Session**

This session is from 12:45pm to 6:30pm. Due to our service approval of 70 children, families cannot drop their children off before 12:45pm

- **Before Kindy Care – Preschool Room**

This session is run from 7:00am to 8:30am. Educators within the Preschool room will collect Kindy children and walk them through the back of the centre to the Kindy at 8:30am and sign your child out of childcare and into Kindy.

- **After Kindy Care – Preschool Room**

This session is run from 3:00pm – 6:30pm. A Educator from Kindy will bring your child back through to childcare and sign them into the centre for families.

The Centre closes for a period over Christmas/New Years. This decision is made in consultation with our Management Committee and parents are notified in a timely manner the dates of closure.

For any child remaining at the centre after their booked session is completed, there will be a late fee charge of \$1.00 per minute. The fee will be added to the next account.

If you are consistently late picking up your child from their session, 12.45pm or 6.30pm, there will be an initial \$30 fee applied and then \$1 per minute thereafter every time you are late.



Orientation

Families are invited to call and book times for tours of the centre at 10:00am or 2:00pm which will be conducted by the Director, Assistant Director or Team Leader of the Centre. When a family has accepted a position for their child/ren at the Centre, there will be an orientation schedule organized between the family and the Centre. **There is a confirmation fee of \$50 which will need to be paid upon commencement of your visits. This fee is to secure your child's position in our Centre and is non-refundable.** There are three orientation visits the children will do before they commence care.

Visit 1: Families are welcomed into the centre and taken to their child's room, they are introduced to Staff members in the room, and they are encouraged to stay with their child in the room for a 20-minute stay and play.

Visit 2: Families bring their child into their room and settle their child into the room. We encourage parents/guardians to stay for about 10 minutes before saying goodbye and making their way to our staff room for a cup of tea/coffee. Educators will help as much as possible though this separation process.

Visit 3: Families bring their child into their room and settle their child. Parents and guardians are encouraged to bring along a bag with supplies in it for their child for this visit if possible. Once your child is settled Parents/guardians can leave the centre for 1 hour while their child has their visit.

If at any time through these orientation visits your child becomes distressed, we will come and get you to help resettle them into the new environment. If families feel their child is not settling into the new environment, we can organize more orientation visits as needed.

Front Door Access

Our Centre is fixed with a pin code pad located to the right of our front door. Families will be given this code on their starting day at the centre by administration. Alternatively, Families can request a swipe card to use. All visitors will be required to ring the doorbell to be let into the Centre.

Arrival and Departure

Each Child must be signed in and out daily. This is a requirement by the Government. This can be done in the foyer on the Centre's tablets using your unique code. This code will be provided to families upon commencement at the centre. It is imperative each family member uses their own unique code to sign their child in and out, please do not share codes. If you are unsure of your code, please speak to administration and they will be able to assist you. Alternatively, there is a paper copy between the tablet's families can utilize.

Please advise educators if someone different is collecting your child from our service. If they are not one of your authorized collection contacts, we will require them to provide photo ID to confirm they are to collect your child. We do understand issues may arise during the day and plans change at the last minute, if this happens please give us a call and we will work with families. If someone is coming to collect your child and we have not been notified, we will call the parent/guardians to confirm the pickup.



In the unlikely event that a child is not collected by an authorized person by 6:30pm the Centre has a Delivery and Collection of children Policy we adhere to. If you would like more information about this please see the Policy and Procedure folders located in the foyer.

Priority of Access

The following Priority of Access Guidelines must be used to allocate available childcare places where there are more families requiring care than places available:

- Priority 1:** A child at risk of serious abuse or neglect
- Priority 2:** A single parent or both parents are employed, seeking employment or training/studying for future employment.
- Priority 3:** To support the families who utilise the Happy Valley Kindergarten.
- Priority 4:** Those children or parents with a continuing disability or incapacity.
- Priority 5:** Parents at home with more than one child below school age and single parents at home.

If you require more information about priority access, please speak to administration or the Director.

Child Care Subsidy (CCS)

CCS programs provide financial assistance to eligible families to assist with childcare costs. CCS is generally paid directly to the service to be passed on to the families as a fee reduction.


Families make a co-contribution to their childcare fees and pay the service the difference between the fee charged and the subsidy amount. To be eligible for CCS there are some basic requirements that families must meet including income and activity hours. To find out more information visit education.gov.au/childcare or phone 13 61 50.

Additional Child Care Subsidy (ACCS)

ACCS (Child wellbeing) is a payment from the Australian Government for families who need practical help with the cost of childcare to support their child's wellbeing. Eligibility for ACCS is determined by the service and parents can receive a higher subsidy for up to six weeks.

The subsidy is paid directly to the centre to reduce the cost of childcare for the family. Eligible families will receive a subsidy equal to the actual fee charged by the service.

CCS eligibility requirements also apply to ACCS.



**”CHILDREN ARE NOT
A DISTRACTION FROM MORE
IMPORTANT WORK.
THEY ARE THE
MOST IMPORTANT WORK.”**

*John Trainer, M.D.
Our Muddy Bootser*

Fees

The Management Committee of this childcare centre sets the fees, based on a break-even budget. You will be required to pay fees for all permanently booked and occasional care, regardless of whether your child attends their session.

Accounts are processed on a weekly basis and fees are payable weekly.

Fees are to be paid by Electronic Funds Transfer:

1. EFTPOS or credit card by Administration or Team Leader
2. Bank Deposit into our Parent Fees account. Account details are on all Tax Invoices.
3. When the payment has been recorded the receipt for the amount processed will be on your next account.

Please see the fee schedule at the end of this booklet for further detail and refer to the Fees Policy for information regarding the payment of fees.

Two working weeks' notice in writing is requested if you no longer require childcare at our Centre.

Late Collection Fee

The Centre closes at 6:30pm sharp. We ask families to arrive at the centre in enough time to collect your child and have any notes of their day passed on before 6:30pm. If your child is at the centre after 6:30pm there will be a late fee of \$1.00 per minute that will be charged. If you are consistently late picking up your child from their session, 12.45pm or 6.30pm, there will be an initial \$30.00 fee applied and then \$1.00 per minute thereafter every time you are late. Please refer to the Centre's Fee's Policy for more information.

Child Care Subsidy for absences from childcare

It is a condition of approval and continued approval for Child Care Subsidy (CCS) purposes that services comply with Family Assistance Law. Absences occurring at approved childcare services are governed by the *A New Tax System (Family Assistance) (Administration) Act 1999 (the Act)*.

CCS is paid in certain circumstances when a child is absent from childcare and a fee is still charged for those sessions of care that the child did not attend. The Act specifies the two types of absences for which CCS can be paid – initial 42 absence days and Additional approved absence days.

Each child is eligible to receive CCS for an initial 42 absence days per financial year. These absences can be used for any reason, provided care would otherwise have been provided on the absence day. We recommend illness certificates be given to admin staff for confirmed sick days.

About the Rooms

Room Names	Ages	Child Numbers
Infant Room	6 weeks – 16/18 Months	12
Junior Room	16/18 Months – 2.5 Years	21
Kinder Room	2.5 Years – 3.5 Years	19
Preschool Room	3 Years – 6 Years	30

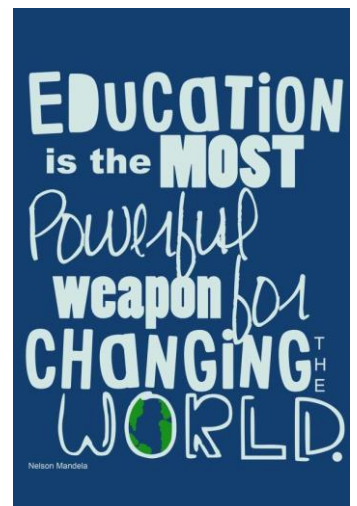
The transitioning of children between the rooms is dependent on the developmental readiness of the child, parent requests, educator observations and the children's friendship groups.

Early Childhood Educators

Being a nationally accredited centre, we employ high quality educators who advocate the significance of learning in the early years of life. The educators within the Centre are committed to providing a kind and nurturing environment and offering experiences that are age appropriate. The centre encourages educators to attend professional development to expand their knowledge in areas that interest them as well as supporting educators to advance their qualifications. Educators have a deep knowledge and understanding of the EYLF, National Quality Standards, Policies and Procedures and Code of Ethics. You can find educator photos, names and positions in the foyer and encourage families to introduce themselves to them. Throughout the Centre the educators in the rooms are made to be as consistent as possible for continuity to the children. This provides support to the children and families and educators have the ability to create strong relationships between the children and families.

Our early childhood educators have a range of approved qualifications including:

- Bachelor in Early Childhood Education or equivalent
- Diploma of Children's Services or equivalent
- Advanced Certificate in Child Care or equivalent
- Certificate 3 in Children's Services
- As well as a wide range of life skills and experiences



Students, Volunteers, Work Experience and Visitors

The Centre recognises the importance of student placements and volunteers as being consistent with the long-term training of educators in the provision of quality childcare. As a result, students frequently attend on placement from TAFE and the Universities, and school students on work experience. Each student will display an 'About Me' page on the room they are in and introduce themselves to the families. All students, volunteers and work experience people are required to wear a name badge for easy identification. They are required to follow our Centres policies and procedures, dress code and a given a thorough induction to the centre before they start their placement. Students and volunteers are unable to be left alone with children at any time and they do not count as a part of childcare regulation ratios. We do encourage our students and volunteers to be a part of the room program and offer support when they are implementing sessions they have planned as a part of their studies.

Curriculum

The Early Years Learning Framework (EYLF) is Australia's national framework for early childhood educators. Fundamental to the framework is a view of children's lives as being characterized by *belonging*, *being* and *becoming*. Experiencing *belonging* – knowing where and with whom you belong – is integral to human existence. Childhood is a time to be, to seek and make meaning of the world. *Being* recognizes the significance of the here and now in children's lives. Children's identities, knowledge, and understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. *Becoming* reflects this process of rapid change that occurs in the early years as young children learn and grow.

The framework puts children's learning at the core and comprises three interrelated elements: Principles, Practice and Learning Outcomes. The five learning outcomes within the EYLF are designed to capture the integrated and complex learning and development of all children. The outcomes are:

- ◆ Children have a strong sense of identity
- ◆ Children are connected with and contribute to their world
- ◆ Children have a strong sense of wellbeing
- ◆ Children are confident and involved learners
- ◆ Children are effective communicators

Educators plan programs which cater for the developmental needs of individual children as well as their interests. Room programs are on display and the family's input is both encouraged and valued. Detailed information on programming for each age group is outlined in the individual room information booklet.

Educators are willing to discuss your child's progress, and if you wish to do so, please arrange a time that is mutually convenient.



Excursions

As part of our curriculum, children are taken out for excursions to promote and extend their learning. The enrolment form contains a permission slip for outings such as walks in the local area. These local community walks allow the children to gain a further understanding of the world around them and is a great opportunity for the children to use different skills such as navigation. For more extensive outings where transport is required a more detailed consent form must be filled in by parent/s or guardian/s. All excursions have a risk assessment completed which parents are able to read at any time.

We encourage parents to be a part of excursions as much as practical. To do this each parent will be required to have a Working with Children's Check. For more information about this please don't hesitate to ask.

Guidance and Behaviour Management

As educators we work at creating an environment that will limit conflict by giving children choices. Conflicts are handled in a constructive way that will guide children to develop skills in problem solving and developing independence. We acknowledge the uniqueness and potential of each child and aim to engage only in practices that are respectful and provide security.

A copy of the **Positive Guidance Policy** is available upon request.

Accident and Illness

The Centre aims to provide a safe and secure environment for the children. Detailed safety checks of the Centre are performed each morning to prevent accidents from occurring. In the case of illness, head injury or a significant accident every attempt will be made to contact the child's parent/s or guardian/s in the first instance. An ambulance will be called if required and an educator will accompany the child to hospital if the parents are unavailable. The centre has ambulance cover that covers accidents only and **not** pre-existing medical conditions such as asthma & anaphylaxis. We encourage you to take out ambulance cover for your children before commencing care.

Educators are trained in first aid and are able to treat children with minor injuries. An accident register is kept by the educators in each room, recording the date, time of the accident, and the nature of the injury, who treated the child and what treatment was given. The child's parent or guardian is required to initial this record and will be contacted if necessary.



Health

Your child's natural build-up of resistance to infection happens gradually. This normally happens when a child moves into the wider community - for example childcare, sessional kindergarten and school. The Centre has a comprehensive Incident, Injury, Trauma & Illness Policy and Procedure. Copies are available on request.

Please contact the centre as soon as an infectious disease is diagnosed. The safety of the other children at the centre is of utmost importance. We request that you abide by the prescribed incubation period, detailed in the *Immunisation Policy and Procedures*, or until a doctor's clearance is received.

Medications

- All short- or long-term medication to be given to children requires a prescription or a Medication/Action Plan signed by a Medical Practitioner.
- Medications must be given directly to an educator on duty and the administration of medication form filled out with the name of the medication, the dosages and any other instructions including the time to be given.
- Medication must **NOT** be left in children's bags for safety reasons.
- Medication must be in its original container, complete with doctor's label with the child's name, as educators are unable to administer prescription drugs unless they are prescribed for the said child.
- All creams, teething gels and over the counter medications need to be accompanied by a Medication/Action Plan from your Medical Practitioner.

We have an Illness Register at reception. If you wish to be contacted in the event of an infectious illness in the Centre, please see admin staff.

We would encourage all pregnant women to advise admin staff of your pregnancy so that you can be contacted in the event of an infectious illness in the Centre that may potentially be harmful to your baby. This information is confidential.

It is of utmost importance that we have ACCURATE daytime contact telephone numbers, in case of illness or accident.

Sun Protection



We are a Sun Safe Centre and advocate sun protection for all children and adults. We do this by encouraging children and adults:

- To wear legionnaire or broad brim hats
- To apply broad spectrum sunscreen regularly
- To avoid direct exposure to the sun during peak ultraviolet radiation times
- To wear appropriate sun safe clothing, e.g. shirts, tops and dresses that have backs, sleeves and collars and for children, shorts or shirts that come to the knee
- To explore their environment or to participate in activities in shady areas

Educators will encourage children to wear their sun safe hat and to play in shaded areas during the day. Throughout the curriculum we implement sun safe discussion with all of our children and the importance of being sun safe. We encourage children to apply their own sunscreen which is then checked by educators. This is a great opportunity for learning for the children.

Safety and Emergency Procedures

Your child's safety is of upmost importance to our Centre. Children are regularly involved in evacuation and in-vacuation practices to become familiar with the sounds and signals Educators will give them through these times in an emergency. Throughout the centre we have procedures in regard to these posted for you to see our procedure in such an event. Parents will be notified in the foyer if there has been a drill that day for you to have discussions with your child.

Food

The Centre has a Nutritional Policy which incorporates the guidelines from Nutrition Australia providing 50% of the recommended daily intake of nutrients for children. This policy has been written in conjunction with a local nutritionist. Copies are available on request.



Please speak to an educator caring for your child if you have any problems or your child has special dietary needs.

The Centre provides a variety of food for the children throughout the day at approximately 2-hour intervals. Each room has a slightly different routine in their food times, and we encourage parents to look at room routines to be familiar with this. The structure for each day consists of

7:45am – 8:15am	Breakfast – toast and toppings and weetbix
9:00am	Fruit – a variety of seasonal fruit is offered
11:00am – 11:30 am	Lunch – varying meals are provided please refer to daily menu
2:00pm-2:30pm	Snack – this varies each day please refer to daily menu
4:00pm	Sandwiches – variety of toppings

We offer a summer and winter menu. The weekly menu is displayed in the foyer near the sign in and out station. We encourage parents to read the menu and if there is any ideas/recipes you wish to see in the menu to speak to the cook.

Please note that we are a nut and egg aware centre.

Breastfeeding



At our Centre we have a dedicated area for mothers who wish to continue breastfeeding their child. There is a rocking chair located in a cot room for mothers to utilize and if needed they can place their child into a cot if they require a sleep after.

General

Clothing

We encourage families to dress their children in suitable weather condition clothes. When packing your child's bag, we do ask families to pack multiple changes of clothes (weather appropriate) and ensure everything is labeled. Please remember that activities the children can participate in could mark or stain clothing. We ask families to pack a spare pair of shoes for their child especially if they are toilet training. We do ask families to be mindful of the footwear they send their children in and encourage enclosed shoes.



Toileting/toilet training

Educators will consult with families through this process and take cues from the child and family of when toilet training may commence. Educators can have conversations with families on their observations around their child's readiness or interest they have seen in toilet training through routine nappy changes.

Educators will work closely with families to make the transition of toilet training in the home to childcare as smoothly as possible. Children are encouraged to sit on the toilet and follow through with flushing the toilet and washing hands at the end of the process. Through this time, we do ask families to pack extra underwear, pants/skirts, socks and footwear for their child as accidents do occur.

Nappies

Our Centre does not supply nappies and parents need to supply sufficient nappies for each day your child is in care. We recommend packing a minimum of 6 nappies per day. This enables parents to use a brand that best suits their child.

Toys from home

We discourage children from bringing toys from home into our Centre as it can lead to disagreements between children and the toy may be broken while at childcare.

We do understand that some children have comforters they require for settling and sleeping. This can be brought and needs to be kept in the children's baskets/bags when they are not needed.

Hygiene

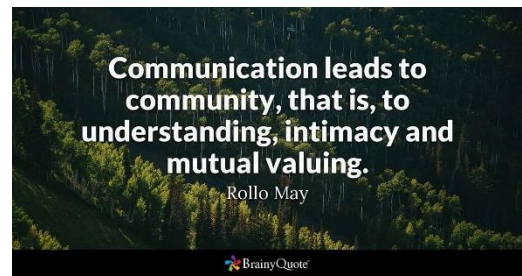
Our Centre encourages children to learn good health habits and hygiene through encouragement of washing hands before eating food, after toilet use or after blowing their noses. Educators are there to role model hand hygiene as well as hygiene around eating and sharing food or utensils. Our Centre is cleaned 5 nights a week by an external cleaner (out of hours) and toys, play equipment, change areas and toilets are cleaned throughout the day and after use.



Communication

Communication is key between families and the Centre. Families are the most important influence in a young child's life and know their child best. Educators need to work closely with families to share information to achieve the best outcome and learning for every child. Some of the different methods of communication we use are;

- informal conversations
- telephone calls
- Email
- Letter in pockets
- Communication books in each room
- Seesaw (application)



Rest times for children

We know that each child is unique, and their needs vary greatly. Educators will have conversations with families around rest times for their child and what families wish that to look like. As each child is different, rest time across the centre looks different. We follow our SIDS training closely and ensure babies are placed on their backs for sleep at the end of the cot and no pillows, doonas or bumpers can be present in the cot. If children sleep with a comforter, once they have fallen asleep this will be removed, which is in line with our SIDS training. For more information, please talk to room educators.

Family Pockets

In the foyer there are pockets that each child is assigned to when they start childcare. These are used for letters the Centre sends home to families, to pass on notes/information and to put accounts in. We ask families to check this pocket each day they are in.

Policies and Procedures

The centre has an extensive list of policies and procedures that underpin what we do at our Centre. These can be found in the foyer and are available for families to look at or upon request can be copied to be taken home.

We are always going through our policies and procedures and amending them in consultation with families. In the foyer we have a space where families can read and make comments on policies and procedures that are being amended. We encourage families to provide feedback in the development of the policies and procedures.

Australian Sign Language (Auslan)

At our Centre we use Auslan to communicate with educators and children. This supports the children who are nonverbal and those learning to communicate. Educators teach children different signs to help them throughout their day and communicate effectively. Throughout the centre we have a variety of visual aides to assist children to communicate effectively.

Management Committee

The Management Committee is responsible for the overall operation of the centre. The Committee consists of a Chairperson, Secretary, Treasurer, Director, Assistant Director, Staff Representative, Family Stream representative and Research Stream representative alongside parents who are interested in the running's of the Centre.

The Management Committee meets once a month to discuss and make decisions relating to the operation of the Centre. These are open meetings, and you are encouraged to attend. The minutes of these meetings and the date of the next meeting is displayed in the foyer for your perusal and comment.

To ensure that the workload is evenly distributed, the Management Committee is divided into areas of responsibility and Streams are formed. These are as follows:

Families Stream – Supports the centre to provide and maintain a safe, secure and aesthetically pleasing environment. Encourages families to be involved in the centre through fund raising and marketing activities that promote a sense of community spirit.

Research Stream – Responsible for researching and applying for grants applicable to the centre and reviews the constitution and philosophy as required. Records and updates the Centre's operational policies and supports the assessment process.

Parent participation is encouraged in all the streams. If you are interested in joining a stream that will enable you to contribute to specific areas of Management, please see the Director.

Parent Involvement

This is your centre to enjoy with your children. Parent help and participation send a positive message to your child that you feel comfortable in this environment, and you are here to support them in their learning adventure. We know parents' lives can be busy and have other commitments impeding on your involvement and we understand this. Our aim is to ensure parents feel comfortable in our Centre and are able to share anything with us. Some ways parents can be involved in our Centre can include;

- Parent help
- Cultural connections
- Management committee
- Policy reviews

If you are thinking about your child and wondering how they are please feel free to telephone to speak to room educators, we are here for you.

Every child has an inner timetable for growth—a pattern unique to him... Growth is not steady, forward upward progression. It is instead a switchback trail; three steps forward, two back, one around the bushes, and a few simply standing, before another forward leap --

Dorothy Corkville Briggs



NurtureandThriveBlog.com