

Bookings - 3 Year Old Pre-Kinder

Pre-Kinder enrolments are taken from the beginning of term 3 in the year before your child is to attend Pre-Kinder. A \$5.00 non-refundable admin enrolment fee is required. Your child must be 3 years of age before the 30th April, in the year he/she attends Pre-Kinder.

Pre-Kinder Fees

\$640.00 p/a to be paid in 4 equal installments of \$160.00

\$600.00 p/a per child, if 2 children attend from one family. E.g. Twins.

The Committee of Management fixes term fees prior to the beginning of each year.

Payments of fees are required prior to the commencement of each term

Employing of Qualified Staff Policy

As a restricted service the Hampton Park Community House employs qualified staff.

The Hampton Park Community House will ensure that the child/staff ratio as set out in Regulations 55 (2) and 55 (3) Children's Service Regulations 2009 will be met at all times.

Complaints

If you have any concerns about any aspect of your Pre-Kinder sessions please address them to:

1. The Co-Ordinator - Mrs Queenie Tirado.
2. The Chairperson of our Board of Governance by letter
Addressed to the Community house, P O Box 440 Hampton Park 3976, or by phone on 9799 0708
3. The Department Education and Training Ph:8765 5787
4. Your feedback about our services is highly valued. Please feel free to discuss your views with us at any time.

Hampton Park Community House

Auspiced by Hampton Park Care Group Inc. A587

16-20 Stuart Avenue
P.O. Box 440,
Hampton Park 3976
Phone: 9799 0708

Email: office@hamptonparkch.com.au
www.hamptonparkch.com.au

2018



Pre-Kinder Information for Parents

An Introduction to the Hampton Park Community House

The Community House originally began life in Hayes Rd. Hampton Park and moved to its present location late in 1987, opening to the people of Hampton Park in January 1988. The new house was made possible with the help of the Ministry of Housing, the Shire of Cranbourne, the Board of Governance and the people of Hampton Park, who have supported the programs offered by the House since 1978. Our house logo (on the front cover) is a representation of the house and the caring that is extended to all the people of our local community.

The House offers a variety of programs which are aimed at reaching the needs of our local community- these programs include Pre-Kinder groups, Childcare, crafts, learning programs, out of school hours etc. We also offer a family support service via referral.

The House is managed by a Board of Governance who receive funds from the Department of Planning and Community Development, Department of Human Services, City of Casey and from our programs. These funds are spent on salaries of staff and the costs of running the house e.g. electricity, telephone. The House, however, could not function without our volunteer helpers who supplement our paid staff e.g. receptionists, playgroup/ Pre-Kinder leaders.

Licensee is Hampton Park Care Group:

Responsible Persons: Mr John O'Callaghan

Primary Nominee: Mrs. Queenie Tirado

Nominees: Mrs. Sandra Palmer, Edith Schaaf

Our Aims and Objectives:-

1. To provide Pre-Kinder that meets the aims of the Hampton Park Community House.
2. To provide cost effective Pre-Kinder that meets the relevant childcare regulations, as required by the Department of Education and Early Childhood Development.
3. To ensure that the Pre-Kinder offers a program applicable to the Victorian Early Years Learning and Development Framework.

Sunsmart Policy

Our Sunsmart policy has been developed to ensure that all children attending the Centre are protected from skin damage caused by the harmful ultraviolet radiation (UV) rays of the sun. It is to be implemented throughout the year, but with particular emphasis from September through to April (inclusive).

We have in place the following policies:

- Late pick up Policy
- Asthma Policy
- Head lice Policy
- Sunsmart Policy
- Healthy eating Policy
- Anaphylaxis Policy
- Excursion Policy
- Managing children's behavior

A copy of all policies are available for parents to read on request

Food Handling

As a registered food handling organization, we now require parents to advise us before they bring in any food to be shared amongst the children. Any cooking done with the children will follow the appropriate food handling regulations. We have a healthy eating policy therefore parents should supply healthy choices for snacks. A list of appropriate food will be supplied.

Evacuation Procedures

Evacuation procedures are displayed in each room and will be implemented in the event of any emergency in the Community House. If you hear the alarm while in the House, please follow these procedures carefully and follow directions of Person in Charge.

Children will be evacuated to the south east corner fence of the Hampton Park East Pre- School by the Gazebo in the Hampton park Square. We shall await further direction from the Emergency Service Person-in-Charge. The Co-Ordinator in charge on the day will collect parent contact details and notify parents, coordinate volunteers etc. No one shall leave the marshalling area until the Person in Charge from the relevant authority has given the all clear to do so. Until then everybody must remain in the marshalling area.

FIRE DRILL

When conducting our fire drills. If performing a full house fire drill we may be required to take your child/ren to the Gazebo beside the Hampton Park Community House. This is our official evacuation area. The roll will be called and all children will be escorted back into the children's area of the Community House (Permission for evacuation covers this is in the enrolment form.)

Hours of Operation

Pre-Kinder Sessions: Am 9.30 am - 12.00 pm
(Monday, Wednesday Thursday & Fridays)

Pm 12.15pm – 2.45pm

(As required)

Before/After Kinder Care

Pre-Kinder children can access the occasional care program before or after their session and be signed in/out by our Educators if you require extra care. Occ/care fees apply for casual use or a rate of **\$17.00** for a permanent place each week for all term, **\$8.50** fee if absent payable each week.

Arrival and Departure (for the safety and well being of your child)

****BEFORE** leaving your child in our care we must have your completed enrolment form (renew each year and updated as necessary).

- ❖ On arrival the parent/guardian must sign in on the attendance sheet and record the time with a signature. On departure the parent/guardian must sign out and record the time.
- ❖ These sheets are our evacuation record in case of an emergency and it is essential that they are filled out accurately as required by our governing regulations.
- ❖ Deliver your child to an Educator when you arrive and make sure that a Educator is notified when you take your child home. It is the House policy that no child shall remain in Pre-Kinder in a distressed state for an extended period of time. Every effort will be made to contact parents.

If you cannot collect your child yourself tell your Educator and have the relevant information recorded and sign against it. Make sure your child is also aware of these plans.

The Community House is a smoke free zone. Please do not smoke within the building or the children's play area.

Late Children

If Children are not collected by the nominated person 10 minutes after the session has finished, people listed as emergency contacts on your child's enrolment form will be called to collect your child.

If you are detained from picking up your child for any reason, it would be appreciated if you would please contact the Community House.

Fees for Late children

Children collected from childcare after sessions end will be charged \$1.00 per minute for the first ten minutes and \$4.00 per minute after that.

Therefore if you were 15minutes late you would incur a \$30.00 late fee.

The community house has a duty of care to users however Educators are not legally responsible for children outside set hours. Therefore, if a child is not collected one hour after the normal closing time then the relevant authorities will be notified if emergency contacts are also unavailable.

Absentees

If your child is away please phone reception so we can let their Educator know. Any child who has not turned up for the first two weeks of term and there fees for that term have not been paid will forfeit their spot. Please note: Due to limited numbers we do not offer make-up classes.

General Information

- * Dress your child in comfortable play clothes and sturdy shoes - no thongs please
- * A change of clothes is a big help in case of accidents
- * We have a Sunsmart policy (hats required all year particularly Sept. to April) Sunscreen should be applied at home before your session.
- * In winter a coat for outdoor activities.
- * Clothing likely to be taken off (jumper, coat etc.) should be well labeled.
- * Your child will need to bring a healthy snack (fruit, dry biscuits etc.) and drink in a named container for their morning or afternoon snack. This will fall in line with our Healthy Eating Policy
- * If you are interested in volunteering, Please speak to the Kinder Leaders. We are always pleased to have families involved in their children's activities

Managing Children's Behaviour

Our behaviour management policy is based on providing a democratic atmosphere where the key components are *Social Equity, Mutual Respect, Trust, Shared responsibility, Co-Operation and Encouragement*

All Educators are directed to encourage the positive aspects of all children's behaviour. When children are displaying negative behaviour they will be redirected to another activity until they are able to participate in an acceptable manner. If the negative behaviour continues children will need to stay by the side of a staff member for a couple of minutes. Parents will be informed of any persistent behaviour problems.

Enrolment

On or before your child's first visit to childcare, parents/guardians must complete an enrolment form. Forms are available from reception or childcare staff. Please advise us if any of the information given changes ie; address telephone numbers. It is now a requirement that we must have a current "**Immunization Status Certificate**" to attend childcare.

Illness

- Please do not bring a child who is ill to Pre-Kinder. If unsure please speak to staff on duty.
- Notify the Co-Ordinator immediately if an infectious condition is diagnosed. Common infectious diseases will be notified to parents via a notice on the notice board or general memo. Any more serious communicable disease may be notified to parents via a general meeting with health advisors available. Any immunization preventable disease will be reported to the Department of Education and Training according to regulations.
- Consult with the Co-Ordinator before bringing your child back to Pre-Kinder. Some conditions may require a certificate of health before the child can return. Requirements are listed in the Pre-Kinder room.
- If your child becomes ill whilst in our care, we will notify you to collect your child. If you are unable to be contacted we will contact your emergency contact person.
- Medication will be administered by the Educators when parents have filled out and returned the medication form.

We Believe the Adults Role in the Program is to:

- To provide a safe, caring environment
- Nurture the children in their care
- Be responsive to the individual children's need
- Interact with children at their level
- Optimise the childrens learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes
- Manage children's behavior through encouragement and positive reinforcement

Our Early Childhood Vision

At Hampton Park Community House we believe that:

Each child is a unique individual;

- Childrens identities are closely connected with their family, culture and community;
- Developing a strong & positive sense of self-identity is crucial:
- Each child has a right to make their own choices & decisions;
- Each child learns & develops in their own way and this fosters our program;
- Each child learns best when they feel safe & secure;
- Children learn from other children as well as experimenting and finding things out for themselves;

Early Childhood Program

Our Aim is to provide all children a safe and secure play-based learning environment

The Early Years learning framework underpins our program

Educators notice, recognize and respond to children's learning and development based on a combination of principles, practices and the 5 learning outcomes which acknowledges that children;

- Have a strong sense of identity;
- Are connected with and contribute to their world;
- Have a strong sense of well being;
- Are confident and involved learners;
- Are effective communicators.

We plan to optimize the childrens' learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes.