

Welcome to Alice’s Family Day Care

My name is Alice and my husband is John. We have two children, Lucas and Emily and we have enjoyed building good relationships with children and families.

I have been working in childcare since 1996 and have been working as an educator with Choices Family Day Care since January 2014. During this time, I have worked with children 3 months to 12 years old and children with differing needs, abilities and cultures.

It is my intention as an educator to provide a warm, loving, safe and secure family like environment - an environment where I can build a trusting relationship over time with each child and your family.

It is my hope that all children will have fun with the activities I provide and learn important developmental milestones through play. My program is displayed for you to look at near the sign in sheets each day.

As an educator I am committed to ongoing learning and professional development. I hold a Certificate 3 in Early Childhood Services. All adult occupants of my household have a current Blue Card and I hold current First Aid, CPR, Asthma & Anaphylaxis certificates.

I also have an understanding of the National Quality Standards, Policies and Procedures, The Early Years Learning Framework & My Time Our Place and in-service training such as:

Food & Nutrition

Child Protection

Positive Guidance

Risk Assessment

Safety, Health and Wellbeing

## Daily Routine

7.00am to 8.00am Children Arrive / Indoor Play / Breakfast

8.00am to 9.30am Free Indoor / Outdoor Play

9.30am to 10.00am Morning Tea

10.00am to 11.00am Outdoor Play (Weather Permitting)

11.00am to 11.45am Tidy Up / Books & Songs

11.45am to 12.30 pm Lunch

12.30pm to 2.30pm Sleep / Rest Time

2.30pm to 3.00pm Wake Up Time / Quiet Play

3.00pm to 3.30pm Afternoon Tea

3.30pm to 5.00pm Outdoor/Indoor Play, Clean up time & Parents Arrival

Our routine or rhythm remains flexible to meet the individual needs of all children in care. This is a generalised sample only as our program can change at the beginning of each year, with each season, when new children start or group dynamics.



**What to Bring Each Day**

Please ensure that the following items are provided each day for your child in a bag or backpack. Please ensure that all items are named.

    

 Hat Sunscreen Spare Clothes Nappies Shoes

**CLOTHING**

Children can play freely when their clothes are roomy and weather appropriate and it won’t matter if they get them messy. Clothes that are easy to take off and put on encourage independence and confidence in dressing themselves. Please ensure you have at least two spare changes of culturally and weather appropriate clothes.

**SLEEP AND REST**

All children will be encouraged to rest after lunch, though they are not

required to sleep. Please discuss your child’s routine with me. I follow

the Red Nose safe sleeping guidelines. Families are asked to provide

advice from a medical practitioner if it is recommended for their child

to sleep in a position contrary to the Red Nose recommendations.

**MEALS**

Choices Family Day Care encourages healthy eating for children in care and supports Breastfeeding mothers. Please supply at least 1 piece of fruit each day in your child’s lunch box. As meals are eaten as a group, I try to encourage healthy foods such as sandwiches, yogurts, fruit, vegetables etc. Water is the preferred drink for children in care and is available at all times during the day. If “Junk Food” is in your child’s lunch box, please be aware that this will only be offered after the healthy food is eaten.



**COMFORT AND/OR TREASURED ITEMS**

It is ok for children to bring a special comfort item to sleep or rest with. It is recommended that toys and other objects not be brought to care as there may be problems with sharing and or toys not being age appropriate for all children in care. I take no responsibility for any toys brought into my home that may end up broken.

**ATTENDANCE RECORDS AND COLLECTION OF CHILDREN**

You will be required to electronically sign your child in and out of care. An electronic device will be provided for you to sign in and out. You will first need to enter your phone number followed by a pin number of your choice. Children can only be collected by persons nominated on your Hubworks enrolment or a phone call from the parent with person’s name and photo ID shown upon collection. When you are picking up your child/children please note once sign out has occurred, the child/children become the responsibility of the parent.

**ABSENCES**

CCS is also not payable before a child physically commence care or after the child has physically finished care. Full fees may apply in this instance.

**LATE ARRIVAL AND DEPARTURE**

If you are late to collect your child or early to drop your child off and no prior arrangements with me have been discussed, a fee may apply (refer to fee schedule).

**CHANGES TO BOOKED HOURS**

Altering your booked hours must be negated with me two in advance. Any changes to your original contract have to be agreed upon by both educator and parent before changes take place.

Please discuss any changes of the booked hours with me. I may not be able to do extra care due to other commitments.

**PUBLIC HOLIDAYS**

Please discuss public holidays with me as they approach. I may not be available for some public holidays. In the event that I am not available you are encouraged to contact Choices Family Day Care on 3151 2007 as soon as possible to organise an alternative educator. A higher fee may be charged for public holidays and if alternate care is arranged, then you will need to pay the alternate educator for that day.

**OUTINGS AND EXCURSIONS**

Regular Routine Outings and Excursions are activities which may be organised by the service or myself.

These may include -

\* Art Gallery

\* Play session in the park.

\* Schools

\* Library

\* Other educator’s places for play sessions

My regular routine is completed on an annual basis and will be explained to all parents at the interview. It will be updated as necessary. All children will be in age appropriate car seats. For excursion not on the regular routine form, a separate excursion permission form will be available for parents to sign.

**MEDICATION**

Please inform me of any medication that your child has had prior to coming into care. This includes Panadol, Demazin, Polaramine and Asthma inhalers etc. No medication will be administered without prior written consent from parents. A permission form needs to be filled out and signed for each medication to be given to your child. I can give you forms to take home so you can fill them out before you come.

Prescribed medication must have the child’s name, date, quantity of medication and times or specific intervals at which the medication is to be administered clearly visible on the medicine’s label.

Please ensure you do not leave medication, sunscreen or any other poisonous substances in your child’s bag. Please give to your educator to place in a locked cupboard or container.

**ILLNESS OR CONTAGIOUS CONDITIONS**

Parents are asked not to send their children to care if they are unwell and are to make their own alternative arrangements for care when a child is sick. Children cannot be taken into care if they have any of the following: -

* Green runny nose
* Excessive eye discharge
* Rashes
* Fever
* Persistent cough
* Vomiting or Diarrhoea
* Within 24 hours of having antibiotics

Please refer to the “Staying Healthy in Child Care” book for exclusion times for infectious diseases. <http://www.nhmrc.gov.au/guidelines/publications/ch55>. Exclusion may be inconvenient but necessary for the health and wellbeing of the children in care and my own family. An educator may ask for a doctor’s clearance if unsure that a child is fit to attend care or return to care after an illness. If your child becomes ill whilst in care, parents will be notified ASAP but no medication can be given unless I have written permission. Please inform me of any medication that your child has had prior to care.

**SICK DAYS, PUBLIC HOLIDAYS AND DAYS ABSENT**

If your child is unable to attend care for any reason, please ensure that you phone as soon as possible. If your child is booked in on a public holiday and doesn’t attend or is sick, payment is still required for that day. Upon returning to care, please ensure that you sign in for the day or days absent. If I require time off for illness I will endeavour to inform you as soon as possible. I will inform Choices Family Day Care and they will try to find alternate care for your child. CCS is paid on a limit of 42 days absent days per financial year, if your child is sick and sees a doctor whilst absent, it is recommended to please obtain a doctor’s certificate so that the absent days are refunded to the allowable 42 days of absence.

**INCIDENT OR INJURY**

In an emergency situation, medical help will be sought immediately by an Ambulance if necessary. In case of minor incidents, you will be informed on collection of your child.

**BEHAVIOUR MANAGEMENT**

I use Positive Guidance for appropriate behaviour. Parents and educators MUST work together, to deal with persistent issues. Parents and educators should discuss expectations and preferred methods for behaviour management at regular intervals as the child develops. Age appropriate, constructive and positive reinforcement will be used during care so that the children build a positive self-image.

The following are techniques I use when unacceptable behaviour is about to occur or does occur: -

* Active Listening (To determine the cause of behaviour)
* Distraction
* Redirection
* Problem solving

**HOLIDAYS**

If I am taking holidays, you will be notified at least 1 month prior to the time. If you require alternate care for that period, please contact **CHOICES FAMILY DAY CARE** on **31512007** for this to be arranged.

Notice is required from parents taking holidays. Full fees apply. Your holidays will be included in your allowable absences of 42 (absent) days per year. 100% of your CCS applies to these days.

**PAYMENT OF FEES**

Fees may be paid weekly or fortnightly (as arranged) and are due on the day agreed upon. Just as you have commitments to meet and would expect your employer to pay you on time, I also have financial commitments and rely on my income to meet these commitments.

**TERMINATING OF CARE**

Parents and Educators are asked to give TWO WEEKS notice of terminating care. If two weeks’ notice is not given, full payment in lieu will be required.

**PARTNERSHIP WITH PARENTS**

If at any time you would like to discuss your joy or concerns about your child or the care being provided, please feel free to talk to me. A mutually convenient time can be arranged outside of care hours so the child does not have to be present for this discussion.

Please remember some topics should not be discussed in front of any of the children I have in care

You are also welcome to contact Choices Family Day Care’s Coordinators on 3151 2007, at any time to also discuss your joy, problems, concerns and feelings with the staff.

