



## Welcome to Bottleforest

Bottleforest Long Day Care Centre is a 45 place long day care centre and provides care and education for children from Birth to 5 years. We have three rooms within the service the Bush babies for children 0-2years, the Snugglepots for children 2-3.5year and the Cuddlepies for children 3-5years.

Our service is governed by the Australian Children's Education and Care Quality Authority (ACECQA) and regulations set by ACECQA are administered by the Department of Education and Community Services (DECS). Being an Approved Service means that parents can receive Government Child Care Subsidy to which they may be entitled. You may call Centrelink on 13 6150 between 8am and 8pm Monday to Friday for more information or call 13 1202 for information in languages other than English.

We are open from 7am to 6:00pm, Monday to Friday, we are closed for 2 weeks over Christmas and new year and public holidays. Lynda our wonderful cook is here 5 days a week creating wonderful meals for all the children. We provide children with cereal for breakfast before 8am, morning tea a hot lunch, afternoon tea and a late snack at 5:15. We cater for children with allergies (please make some time to speak with Lynda during your orientation if any allergies are present) and we are an allergy aware service and we ask that products with nuts aren't brought into the centre.

Families are encouraged to visit the service regularly and contribute to the children's program in any way they can. We use an app called Hub Hello, here you will be able to view daily journals of photos and individual observations created around your child's learning. The centre curriculum is informed by the Early Years Learning Framework: Belonging, Being and Becoming. The children experience language & literacy, music, movement, maths & science experiences. Self-help skills, independence and social skills are fostered inclusively throughout the day and a big focus is placed on children's interpersonal development – the most vital foundation for starting school and life skills.

Our Preschool Program also holds a strong focus on Transition to School. This covers not only academic and social development, but Big School Awareness as well. We read books about Big School, visit local schools taking a tour of the grounds, and also invite local School Students and Teachers to visit us and to tell us more about Big School. We also implement PreLit a phonological awareness skills based early literacy preparation program for pre school children in the year before they go to school. It is designed to complement a play-based learning environment and provides early childhood teachers with the tools necessary to teach pre-literacy skills and concepts in a fun and engaging way. The program aims to prevent young children experiencing reading difficulties in the first place, by providing preschool children with a thorough grounding in the essential pre-literacy skills that they will need when they begin formal schooling.

The centre employs Degree, Diploma and Certificate III qualified staff, with all other staff completing their Children's Services Qualifications. Bottleforest Long day care Centre encourages its entire staff to participate in regular in-service training.

Staff to Child Ratio in the Birth to 2 age group (Bush Babies) is 1 staff to four children. The 2-3s room (The Snugglepots) have three staff working with up to fifteen children and the Cuddlepies Preschool Room (3-5s) have two staff working with up to 20 preschoolers.

## *Bottleforest Long Day Care Centre*



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Remember to pack a sun hat, water bottle and spare changes of clothing (for cool and warm weather). Parents of babies and toddlers pack baby bottles (with formula or breast milk) and 4 nappies each day which we will store for you. Please bring a fitted cot size sheet and a sleeping bag/suit for children under 2 years and a light blanket or top sheet for children in other rooms. We would greatly appreciate it if everything that your child brings to the service is labelled. Please bring a wet bag in case of soiled or wet clothing.

Staff can administer medication prescribed only by a G.P., only if they are well and have been on the medication for more than 24hours (refer to our illness and exclusion policy) If your child requires medication while in care, please deliver the child's medication to a staff member upon arrival and fill out a medication administration form each day. The staff will store and administer the medication accordingly.

Our centre policies are designed to ensure that our practices and standards not only adhere to but surpass the standards required by The Australian Education and Care Quality Authority (ACECQA). Parent participation in policy review is imperative, especially in keeping parents informed of changes to policy. Parents are often notified of changes to policies through email and announcements on Hub Hello.

In the week prior to your child's first day, we encourage you to bring them in for an orientation play hour from 10-11am. A guardian must stay with the child during this orientation, this allows children time to explore the environment whilst seeing a trusted caregiver engage with the environment and educators, this helps build a sense of trust within the environment and may help with settling in period for children.

The link below features Centre Policies that concern parents and families, however please feel free call or email should you require any further information.

<https://bottleforestldc.com.au/enrolment-policy-page>