



# **Bullfrog Children's Centre**

## **Family Information Handbook**

**145 Woronora Road  
Engadine 2233**

*'Leaping into a better Future'*

## Welcome

Welcome to Bullfrog Children's Centre. We look forward to working with you to provide a quality early childhood education and long day care centre. At Bullfrog's we believe that all children have the right to the highest quality care and education.

Bullfrog Children's Centre is privately owned and operated by Kimberly and Cameron Wheatley. Kimberly is an Early Childhood Teacher, Special Educator, wife and mother of four boys.

Monday to Friday, in our 2 – 5year old room we have 25 children. We are an Approved Provider administered by the Australian Children's Education and Care Quality Authority (ACECQA).

### Contact Details

Phone: 02 8521 6005

Email:

General inquire - [admin@bullfrogcc.com.au](mailto:admin@bullfrogcc.com.au)

Accounts – [accounts@bullfrogcc.com.au](mailto:accounts@bullfrogcc.com.au)

Owner – [kimberly@bullfrogcc.com.au](mailto:kimberly@bullfrogcc.com.au)

### Hours

7.30 – 5.30 Monday to Friday. We are closed all public holidays and for 3 weeks over Christmas

### Staffing

Please meet our staff

**Owners:**

Cameron and Kimberly Wheatley

**Approved Provider:**

Cameron Wheatley

**Director / Nominated Supervisor:**

Kimberly Wheatley

Bachelor Education Special Needs

Batchelor Teaching Early Childhood

**Co-Director / Nominated Supervisor:**

Renaë Kidd

Diploma in Early Childhood Education and Care

**Educational Leader/Educator**

Chantelle Maloney

Batchelor Teaching Early Childhood

Batchelor Teaching Primary

Part time

**Educators**

**Diploma in Early Childhood Education and Care:**

Beth - full time

Cass – part time

**Certificate III in Early Childhood Education and Care:**

Maz – part time

Ivy – part time

Abbey – part time

## Australian Children's Education and Care Quality Authority (ACECQA)

ACECQA is the government authority monitoring and enforcing our practices:

Governed by both the:

- o Education and Care Services National Law Act 2010
- o Education and Care Services Regulations 2011

Measured by:

- o National Quality Framework

### The National Quality Framework (NQF)

NQF comprises of 7 Quality areas. Please find a brief list below of the new Quality areas as of January 2018:

1. Educational program and practice - implementation of the Early Learning Years Framework (EYLF).
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership.

Further information can be found:

In our parent library or <http://www.acecqa.gov.au/home/>

## Child Care Subsidy

We are registered to administer your Child Care Subsidy.

Families are required to organise their Subsidy through MyGov. For more information please go to <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

As the first step families will need to provide us with the Date of Birth and CRN of the parent and child. Families will also be required to fill out a Complying Written Agreement (CWA). Below details are the steps required to ensure that your subsidy is claimed correctly. If you have any questions please discuss these with Kimberly or you can call Centrelink about Child Care Subsidy and other family payments on 136 150, from Monday to Friday, 8am-8pm, including for staff assistance in completing the claim form.

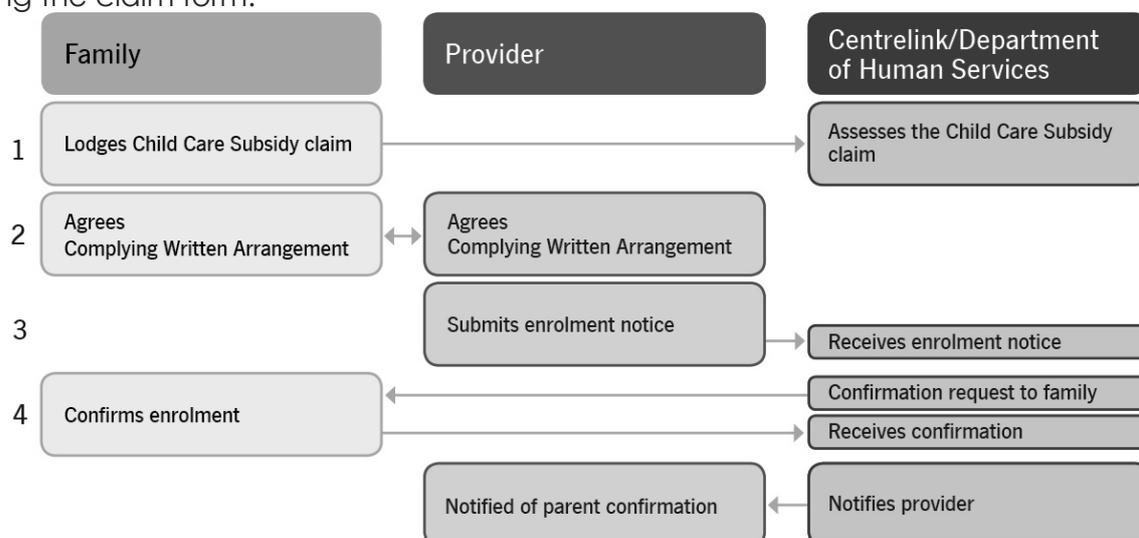


Figure 2: Summary of the four main steps to enrol a child with a child care provider when claiming the Child Care Subsidy from Centrelink

## In the Frog Pond

### Grouping

We are a one class room centre, which we call the Frog pond. This room has three age groups that spend the majority of the day grouped together. For intentional and spontaneous teaching groups, time is assigned to meet the current needs of the children enrolled.

Group	Age
Froglets	2 – 3 years (approximately)
Red Dragonflies	3 – 4 years (approximately)
Purple Dragonflies	children going to school the following year

Each group participates in free play and structured experiences in both individual and small group contexts.

### Our Program

The early childhood stage of development is the foundation for a child's future. We believe there are many influences and situations in which children learn. Bullfrog Children's Centre aims to provide an environment that complements all children's out of care surroundings.

At Bullfrog Children's Centre we believe in interest-based learning. Through the interests of each child, our Educators will provide a developmentally appropriate play orientated program that caters to the individual needs of each child.

An element of the National Quality Framework is our implementation of the Early Years Learning Framework (EYLF).

### Early Learning Years Framework (EYLF).

(EYLF) describes the principles, practice and outcomes essential for supporting and enhancing young children's learning from birth to five years of age, as well as their transitioning to school. The EYLF has a strong emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. <http://www.acecqa.gov.au/early-childhood-in-australia/learning-frameworks/>

The 5 learning outcomes are:

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

There are 8 aspects of learning that are interwoven and interrelated:

Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic.

Educators observe, plan and reflect all learning outcomes and aspects daily.

### Kinderloop

Each child will have an individualised online journal that displays your child's observations, program, learning outcomes and reflections, through a parent log in system.

All content is created in a private Kinderloop profile for Bullfrog's owned by us and each family is invited to have access to their child's Kinderloop via the app, free of charge. More information can be found at <http://kinderloop.com>.

### School Preparation Program

We believe that school preparation starts with the preparation for life. Children need to feel valued and have positive self-worth from a young age. Additionally, independence and self-help is encouraged from the day of enrolment. Furthermore, our educators will provide a school preparation program to all children the year prior to going to school. This program will include shop excursions, crossing practice, school visits, writing and posture experiences and continued self- help skills.

More detailed information is provided at our annual school information night.

## Starting at Bullfrogs

### Orientation

Our orientation dates are a time for you to bring your child to play and familiarise them with the environment. It is a good idea to let them use the toilets and meet our educators.

Please bring your child's completed enrolment form, a piece of fruit and water bottle for morning tea.

Should you be unable to make the orientation dates allocated please let us know so alternative arrangements can be made.

### Settling into day care

It is of the utmost importance that you feel comfortable and happy with your choice of care. 'A happy parent is a happy child'.

When it comes to settling your child, these tips can help:

- \* ensure ample time to get ready and get to kindy – avoid the rush
- \* try to get to kindy 10 minutes early and calmly unpack, spending 5 minutes playing at an activity with your child.
- \* when you are ready to go, say goodbye, give one cuddle and kiss and go.
- \* for the first few weeks we recommend, if possible, that you arrange to pick up your child by 3.30pm. This is so your child has less exposure to other parents dropping off and picking up their child, which can make some children upset. We understand that you may have work commitments and this may not be possible.

NOTE: Please do not be offended if we ask you to leave. We understand that it is difficult to see your child upset, but it is in their best interest to leave quickly. Children need to feel secure and learn separation in order to be independent.

**PLEASE RING ANYTIME OF THE DAY TO SEE HOW THEY ARE GOING.**

### Family involvement

We value all family involvement.

Once your child has settled at Bullfrogs and you feel that coming and going with no tears is feasible, please feel free to spend time at the centre with your child. If you have an expertise that you would like to share please let us know.

### Communication

A two way open line of communication is essential in providing quality care to all children.

Ways we can all share information:

- \* In person
- \* By phone
- \* Via email
- \* Using the Sharing of Information Form
- \* Through Kinderloop

### General Centre Rules

Safety is our priority. Please note the following safety rules:

- \* Children are to never leave the centre without an authorised person, who is on your child enrolment form and is over 18 years.
- \* Please wear shoes when accessing and visiting the site. Children will be allowed to take off their shoes during most outdoor play activities and rest time.
- \* Please shut both the gates behind you!!!
- \* Never leave children in the car.
- \* Older siblings are restricted from using our centre play equipment.
- \* Older siblings enrolled at Engadine West PS are not permitted to wait at the centre for you to arrive.
- \* Our car park is for Kindy drop off/ Pick up only. Please park on the street if you are dropping off and picking up from Engadine West Public School.

## What to bring

Please remember to provide the following things for your child while at Kindy:

- \* At least one spare set of clothes including shorts, t-shirt, socks. Please keep in mind that the weather can be unpredictable some days so ensure a warm jumper and long pants are also packed.
- \* Spare undies and extra sets of clothes are essential if your child is toilet training.
- \* Nappies if needed (3-4 per day) or for rest (1 per day).
- \* Sheet set for rest time.

Remember we like to have fun, play and sometimes get a bit messy. Please keep in mind that your child will be participating in painting and art/crafts and, even with our aprons on, we can still make mess.

### \* Meals

- Drink bottle filled with water. Should you provide juice for your child, as guided by dental and health authorities, it is advised to water down at a rate of 1 part juice to 3 parts water. Please note that all juices have to be placed in the fridge and will be provided for your child at lunch time.

- Morning tea – Fruit break

- Lunch – we are more than happy to heat any meals you provide.

- Afternoon tea – Fruit break

We would like to promote and encourage healthy eating so please ensure your child has a healthy nutritional lunchbox i.e. fruit, yoghurt, and sandwich. Please note that no chocolate or junk food is allowed at Kindy.

### **Additionally, we are a NUT AWARE CENTRE**

We have many children who have allergies please observe this rule at all times.  
Please DO NOT send food containing nuts.

**Please ensure that all your child's belongings are clearly labelled with their name.**

## Healthy eating

Please ensure that your child is supplied healthy food in their lunch box. We encourage foods from the five food groups:

- \* fruit
- \* breads, cereals, rice, pasta, noodles
- \* dairy products - milk, yogurt, cheese
- \* vegetables and legumes
- \* lean meat, fish, poultry, eggs

## Clothing

Sensible clothing is essential. Below are things to consider when helping your child get dressed in the morning:

- \* All children will be encouraged to use climbing equipment – skirts and thongs are not recommended and children will not be allowed to climb in thongs.
- \* Art and craft activities will be readily available and encouraged – going out clothes are not recommended.
- \* Sun safety – We are a sun smart centre. Sun screen will be reapplied throughout the day, but families are to apply at drop off each day. Covered shoulders and  $\frac{3}{4}$  clothing is required as per our policy. Singlet tops are not to be worn.

## General Information

### Behaviour guidance

Our behaviour guidance is based on encouraging children to be self-thinkers and respectful of others. Children will be guided by rule making and these rules will need to be followed. Staff will supervise and interact with children at all times while giving positive praise to encourage acceptable behaviour. As a strategy to promote positive behaviour, children will be provided with activities that are stimulating, interesting and appropriate to their needs.

### Birthdays

Celebrating birthdays is a very exciting time for all children. We enjoy this celebration but please only send plain iced cupcakes or ice blocks ONLY. All cakes and ice blocks must come with a list of ingredients. If your child is anaphylactic or has other dietary requirements you will be required to provide your own cupcakes that can be placed in our freezer ready for birthday occasions.

### Health and Sickness

For the wellbeing of all children and educators we will be strict in implementing our illness policy. If your child has had a temperature, been vomiting and/or had diarrhoea within 24 hours of their enrolled day, they are not permitted to attend care.

**SHOULD YOUR CHILD NEED PANADOL FOR ANY REASON TO START THEIR DAY AT KINDY PLEASE DO NOT SEND THEM.**

Please also note that it is up to the discretion of educators to encourage collection of a child. Should educators feel that your child is unwell and is placing other children and educators at risk, you will be asked to collect your child.

You are additionally required to ring the centre to notify them if your child is going to be away. On return you will be required to fill out an absent from care form.

### High temperature

Should your child have a temperature, they are required to be absent from care. Your child's temperature needs to be within normal range for a minimum of 24 hours before they can return to care.

A high temperature is 38°C, or above.

### Immunisation

It is a requirement that all children be immunised. Immunisation paperwork needs to be provided on enrolment and children will not be allowed to start until it is received. Between enrolment and finished, when your child has an updated immunisation a new record needs to be provided.

### Rest time

Children who sleep will need to bring their sheet bag and place it in the sleep basket. Specific sheet sets are required and are available to buy for \$40.00.

### Sun safety

All children will be provided with a Cancer Council approved hat on enrolment. This hat is to be left in your child's bag and only taken out for washing. Should your child's hat go missing, a fee of \$10.00 will be charged to your account for us to replace the hat.

Dressing your child in a sun safe way is imperative and families are required to apply sun screen on arrival. Staff will reapply sun screen at regular intervals throughout the day, determined by our sun safe policy.

### Toys

All toys from home that are not comforters are to remain at home or in the car. Additionally, if your child takes home any of our Kindy toys please return to Kindy on your child's next attending day.

## General information continued

### Parent participation

We love when parents and family members come along to activities or general care days. Additionally, if you have a specific skill or interest that you would like to share please chat to us to make a time.

### Grievances

Grievances are taken very seriously. All complaints need to be written, placed in an envelope and put into the communication box. All complaints will be addressed appropriately and in a timely fashion.

### Confidentiality

Please note that what goes on in the centre stays in the centre. All management, educators, and families are to adhere to our confidentiality policy. Access to a child records is only permitted by authorised persons. Please contact staff or management if you have any concerns or wish to access your child's records.

### Fees

Fees are to be paid 2 weeks in advance. Fees are processed with direct debit through Debitsuccess and our software Qikkids. Families will be provided with necessary paperwork and will be aware of fees and charges. Please note that consistent fees in arrears may result in termination of your child's placement. Should you be having difficulty paying your fees please contact Kimberly to discuss options.

### Late Collection Fee

Due to licensing, council and insurance restrictions we are only permitted to care for children between 7.30pm – 5.30pm. Please note that we have a late fee of \$20.00 for the first 10 minutes, or part thereof, and \$2.00 for every minute after that. Please note that there is no warning and a late fee will be charged at the discretion of rostered staff. A maximum of 3 offences per calendar year will be tolerated and on the fourth, termination of placement will be enforced.

### Parent's role when entering and departing from the centre -Safety!

Please remember the following when entering and departing from the centre. As adults we should role model safety. Please:

- \* Hold your child's hand when entering and departing the centre.
- \* Ensure that your child does not leave your side.
- \* Regularly remind your child of road safety.
- \* Use the crossing to cross the road, showing your child stop, look, listen, and walk.
- \* Be aware that other children are accessing the site, take care when entering and leaving the car park. Please ensure that you always enter and leave the car park forward facing.

**\*\* ALWAYS SIGN YOUR CHILD IN AND OUT \*\***

**If you do not sign in or out daily, we cannot claim Child Care Subsidy!!**

This will be electronic and must be completed in order for us to claim

### Notice of Leaving

We require two weeks' notice should you choose to leave our service, with the exception of 4 weeks' notice between 1<sup>st</sup> November and 31<sup>st</sup> January. Please note that notice period excludes time when the centre is not open. Please note that it is a requirement that your child attends for the full two weeks or full fees will need to be charged. This is a Department condition when ceasing care.