



# SUNSHINE KIDDIES

EARLY LEARNING CENTRE

66 Conway Road, Bankstown NSW 2000

ABN: 33656877994

[www.sunshinekiddies.com.au](http://www.sunshinekiddies.com.au)



## Sunshine Kiddies Early Learning Centre

Is a privately owned and approved Long Day Care Centre. We provide care and educational programmes for children 6 weeks – 6 years old. It is a modern progressive centre with experienced, qualified and caring staff who will guide your child through their first steps on the road to learning.

We believe that all children are unique, and we are committed to the care and individual development of each and every child. It is our aim to extend and compliment the home by providing a happy, stable and secure environment in which each child develops towards their full potential.

Our simple but powerful rule is to provide your little treasures with the care that will always be more than you expect to be provided.

### Hours

The centre is open from 6:30am to 6:00pm, Monday to Friday. The centre operates 52 weeks of the year however, we are not open on Public Holidays.

### What to Bring for your child's first day

- A labelled Small School Bag
- A labelled Sheet-fitted or flat, blanket and any comforters if needed
- Spare clothes for the day and a hat
- Milk bottle plus Formula for milk bottles
- A labelled Dummy (if needed)
- Water drink bottle

### Centre Philosophy

Sunshine Kiddies Early Learning Centre strives to provide a safe and secure environment for all children. The centre prides itself on providing high quality, childcare and education, by offering highly trained and qualified staff. Our staff form relationships that are responsive, respectful and promote children's sense of security, belonging and becoming, encouraging them to explore the environment and engage in learning. Staff at Sunshine Kiddies Early Learning Centre develop and maintain respectful and supportive relationships and partnerships with the families and the community.

Working closely with the families help achieve quality outcomes for all children. We believe that taking an active role in our community, close communication and consultations contribute to children's learning and wellbeing. Our philosophy supports the various socio- economic, cultural and linguistically diverse families, whilst striving to meet the special and additional needs of children and their families.

Our staff form close relationships among themselves. They demonstrate effective leadership which promotes quality learning and development for the children. Our educator's skills are further enhanced through ongoing training, in both personal and professional development.

In our centre, the Early Years Learning Framework (EYLF) is an integral part of our resources, which intended to support our curriculum decision making and to do extend and enrich each child's learning from birth to transition to school.

Our educators focus on:

- Belonging, being and becoming and their links to learning partnership with families and the community to support learning reflective practice
- Curriculum decision making to foster children's learning in areas identified by five broad learning outcomes
- Facilitating children's transitions in the early years
- Developing cultural competence
- Australian Aboriginal and Torres Strait Islander, cultural competence
- Using theoretical prospective

## **Orientation**

As part of the Centre policy, we invite all families to attend an orientation before the commencement of your child's enrolment. Orientation involves the explanation of the following:

### **Our Daily routine**

Menu Planning  
EYLF Curriculum  
Policies and Procedures  
Immunisation  
Children's Lockers  
Parents Story Park app  
Parents involvement/EYLF  
Evaluation  
Family Input/Involvement

## **Physical Environment**

Our educators believe that the physical environment plays a critical role in keeping children safe, reducing the risk of accidents and injuries, contributing to their wellbeing, happiness, creativity and developing their independence. We also provide opportunities for the children to develop their fundamental movements through our Munch and Move program.

## **Story Park Family/Parent App**

All Families/Guardians will be invited to accept our Story Park app, providing families with a secure application to view photos and learning stories of their children's learning development with intentional teaching activities on play-based activities, based on the EYLF curriculum.

## Staffing Arrangements

Our Centre personnel are made up of qualified and experienced educators, co-ordinators, and certified supervisors. All our team members are involved with the program, supporting children's learning, health, safety and wellbeing.

## Relationships with children

Our educators and team members focus on building relationships with the children ensuring that we are responsive, respectful and we strive to promote children's sense of security and belonging. We strive to create an atmosphere which is relaxed and happy for the children.

Our educators engage in meaningful, open interactions that support the acquisition of children's skills for life and learning.

## Collaborative Partnerships with Families and Communities

Our educators and team members interact with families and their local community; we believe that plays an active role in our community and having close communication and consultations contributes to the children's overall learning and wellbeing.

## Leadership and service Management

We believe that effective leadership contributes to sustaining quality relationships and environments that facilitate children's learning and development.

Well documented policies and procedures, well maintained records, shared values, clear direction and reflective practices enables our service to function as a learning community.

## Centre's Policies / Procedures / Philosophies

Sunshine Kiddies Early Learning Centre has written policies and procedures. We encourage all parents and families to become familiar with these policies. A folder is kept in the foyer for your reading. A copy of the centre's philosophy is displayed throughout the centre, parents are invited to contribute to our centre's philosophy.

## Fees

Upon enrolment, all parents are asked to pay a once off administration fee of \$65 and a \$200.00 bond fee (refundable after 4 weeks' notice) a holding deposit of an amount equivalent to two weeks' attendance depending on the number of days your child is booked in to attend. This is to secure your child's position, and once this payment is made this automatically means a position has been confirmed for your child to commence on the date you request on the enrolment form.

This deposit is required to secure the position until the child commences and covers the last two weeks of fees when the child leaves the centre. Another two weeks of fees will be payable prior to commencement to keep the fees as two weeks in advance. If the family pays the holding deposit, then decides to withdraw their child within the first 6 weeks, the holding deposit **will not be refunded**, this also applies to withdrawal of any children within the first six weeks of the year and the last six weeks of the year. The notice period only applies to the weeks of the centre being open and in operation. Throughout the year there is a 4-week notice period which applies.

The cost per day at Sunshine kiddies Early Learning Centre varies depending on the age of the child. All fees according to the structure are subject to change at any time without notice and is referring to

the maximum full day fee, therefore a Centrelink subsidy will apply based on eligibility. The Child Care Subsidy (CCS) is available to all eligible families irrespective of their income. The family assistant office is responsible for the payment of CCS. CCS can be paid directly to Sunshine Kiddies Early Learning Centre and passed onto the parent as a fee reduction. The rate of CCS depends on the estimate of each family's annual taxable income, which is checked at the end of each financial year.

At the time, the FAO pays extra CCS to families who were underpaid or will ask families to repay any amounts that should not have been paid. Alternatively, parents can choose to pay full fees and claim the CCB as a lump-sum after the end of the financial year. Parents are required to apply for CCS through the Centrelink prior to their child commencing at the centre. Any parent who is one week or more in arrears may jeopardize their child's place at the centre. The centre closes for all public holidays and fees are charged as usual.

Regular payment of fees is essential and should be paid weekly, the statement sent to families is used to calculate all outstanding fees. This is most important for the centre to have continued operation. All commitments of parent's payments must be kept up to date and statements regularly reviewed by parents to ensure accuracy. Fees must be paid two weeks in advance on the first day or the beginning of each fee period, otherwise your child's place at the centre is jeopardised. Fees are payable even if your child is sick or on vacation or if it falls on a public holiday.

### How are fees paid?

Fees are paid strictly on a weekly/fortnightly basis always two weeks in advance, unless the arrangement are made with the office. Parents can pay either by Credit Card or direct debit facilities via the attached Direct debit form attached to the enrolment form. Direct payments into the bank account are allowed, please see the office for banking details. We also have direct debit authority forms in the office if you request these, please see management.

\*\*\* Fees are still payable if a child is sick or on holydays. Lieu days are **not** available for these absences\*\*\*

### Late pick up fee

If a child is collected from the centre after 6:00pm, a late fee of \$15 per child, until 15 minutes after 6pm. \$5 per 5 minutes will be chare thereafter on top of the normal daily rate.

### Outstanding Accounts

If accounts remain outstanding and need to be recovered by a Debt Collection Agency, parents will be required to also pay the fees of the service.

### Withdrawal Procedures

If a parent decides to withdrawal his or her child from the centre for any reason, at least 6 weeks' notice must be given (at the beginning and end of the year and a minimum of 4 weeks, during the year). Notice **MUST** be given to the office. Failure to notify will result in payment of these four weeks, regardless of the child's attendance. If parents wish to decrease their child's days, four weeks' notice must also be given. Parents are required to inform the centre if their child is absent for any reason. If a child is absent for a period of two weeks without notifying the centre, their position will be filled. To avoid the cancelation of your Child Care Subsidy, your child must attend up to the last day of their notice period or if this is impossible due to the child's sickness, a Doctor's Certificate must be provided, up until the last day (this is Centrelink requirement for the approval of CCS %).

### Allowable Absences

The Child Care Subsidy will be paid for a maximum of 42 absences per child per financial year. If a child has more than the allowable 42 days, then for any further absent days, parents will be required to pay full fees. If a child is sick and parents do not wish any sick days to count towards their 42 days, then a Doctor's Certificate stating the illness and period of sickness is required. Any other absences including family holidays will count towards the 42-day limit. Parents can view their allowable absence on their receipts when it is issued. If your child is absent from the centre for any reason, parents are required to sign an absent report on the QK kiosk located in each room.

### Education Program & Practice

The Early Years Learning Framework (EYLF) is the main focus of our learning curriculum. It guides interaction with children and families. It illuminates the experiences that are planned for children and the teaching and learning that occurs. Our program takes into account the child's strengths, capabilities, culture, interests and experiences.

### Children's health and Safety

We strive to provide an environment that provides for children's health and safety. We also focus on promoting each child's emotional wellbeing and provide support for each child's growing confidence and independence. The daily activities support children's individual requirements for health, nutrition, sleep, rest, relaxation, healthy eating, and physical activities. Our educators ensure that children are adequately supervised at all times and each child is protected from hazards and harm.

### Open Doors

The open doors policy as follows:

- O** Our centre is open at all times
- P** Please come and observe how we help your child's development
- E** Entry by you anytime is your guarantee of the continuing quality of our working practices and protection for staff and management reputation
- N** Never use a service where you are not welcome
- D** Don't hesitate to visit us
- O** Our centre is proud of the quality of the care we provide
- O** Our staff are qualified, experienced, trained and talented
- R** Rather than take our word for this
- S** See for yourselves

### Immunisation Policy

**Aim:** That immunisation is the simple, safe and effective Way of protecting people against harmful diseases Before they come into contact with them in the Community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

## Who is affected by this Policy?

Child, Parents, Family, Educators, Management, Visitors and Volunteers.

## Implementation

**The Australian Government Department of Health and Aging Immunise Australia Program**  
1800 671 811 or [www.immunise.health.gov.au/](http://www.immunise.health.gov.au/)

### **NSW Health -Local NSW Public Health Unit Contact Details**

<http://www.health.nsw.gov.au/publichealth/infectious>

## Immunisation Records

Parents who wish to enrol their child are required to provide evidence of their child's immunisation record. Parents are required to present the child's immunisation record at the time of enrolment. This information allows children at risk of catching a vaccine preventable disease, to be identified if there is a case of that disease at the service.

### **Acceptable immunisation records are:**

A written record of the immunisation that your child has received and the date that they received them.

An immunisation History Statement provided by the Australian Childhood immunisation Register (ACIR) is a valid immunisation record.

The original immunisation record must be completed and signed by a medical practitioner, a registered nurse, a registered midwife, an enrolled nurse, or a person authorised by the state/territory Health Department.

The Australian Childhood Immunisation Register (ACIR) maintains immunisation records for children up until their 7th birthday. You can obtain an ACIR Immunisation History Statement for your child by calling 1800 653 809.

The original immunisation record is usually kept in the personal health record book (called the 'blue book' in NSW). These books are usually given to parents at the time of their child's birth.

Each child's immunisation record should stay intact until your child reaches primary school. Do not remove any of the duplicate pages until this time. Parents need to provide the childcare service or preschool with two photocopies of their child's original immunisation record.

One copy is kept by the childcare centre or preschool and, second copy is forwarded to the state/territory Health by the centre.

Alternatively, two copies of the Australian Childhood Immunisation Register (ACIR) Immunisation History Statement may be provided. The centre must be able to quickly access immunisation records and determine who has not been immunised. If there is a case of a vaccine preventable disease, and your child has not been fully immunised for that disease, they may be excluded from school or childcare for a period of time.

## Catering for Children with Overseas Immunisation Records

Overseas immunisation schedules often differ from the schedule recommended in Australia and a child may require extra vaccination to be up to date with the Australian schedule.

Parents are responsible for having their child's overseas immunisation record transcribed onto the Australian Childhood Immunisation Register (ACIR), if your child is less than seven years of age.

A medical practitioner, registered nurse, registered midwife, enrolled nurse, or a person authorised by the state/territory Health Officer may transcribe overseas immunisation records.

### **Exclusion Periods**

Whilst the centre actively encourages children, educators and family members using the service to be immunised, we recognise that immunisation is not compulsory.

If a child's immunisation record is not provided upon enrolment and if it is not updated by the parents, or if the child has not been immunised against certain diseases, then the child will be recorded as being not fully immunised by the centre.

If you cannot provide an immunisation record for your child, you may provide a statutory declaration stating either that your child has been immunised or that you don't know if your child has been immunised for each disease on the schedule. For your child to be fully immunised, your child needs to have received all vaccines recommended for their age as part of the National Immunisation Program (NIP).

- Homeopathic immunisation is not recognised. If a child is not fully immunised and has been in contact with someone with a vaccine preventable disease outside of the centre, they may need to be excluded from the centre for a period of time.
- It is the responsibility of the families to inform the centre that the child has come in contact with someone with a vaccine preventable or infectious disease.
- Occupational recommendations apply for the immunisation of educators at the centre. As there are no mandatory requirements under the law for educators to be immunised, the centre must follow the following requirements that our centre has developed:
- The exclusion periods requirements above apply to all educators.
- Educators who are not immunised may use their best judgement to decide whether they exclude themselves from the service during an outbreak of an infectious disease.

### **Immunisation Related Payments for Parents – Child Care Benefit**

The benefit applies to children who are fully immunised.

The initiative ensures parents are reminded of the importance of immunising their children at each of the milestones, for parents to receive benefits without their child being fully immunised, your healthcare provider needs to certify that:

Your child has a medical reason not to have a particular vaccination, or your child has had a disease and has natural immunity; or

1. A particular vaccine is unavailable.

Information on how a child's immunisation status affects payments made to a family, and more information on exemptions is available on the following website: -

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

2. Parents are responsible for payment or fees while their child is excluded under all circumstances.

**Current Immunisation Schedule is displayed in the Centre- National Immunisation Program  
Schedule 1 July 2020**

Age	Disease	Vaccine Brand
<b>Childhood vaccination (also see influenza vaccine)</b>		
<b>Birth</b>	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital) <sup>a</sup></li> </ul>	H-B-Vax® II Pediatics or Engerix B® Pediatics
<b>2 months</b> Can be given from 6 weeks of age	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13®
<b>4 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> <li>Rotavirus<sup>b</sup></li> <li>Pneumococcal</li> </ul>	Infanrix® hexa  Rotarix® Prevenar 13®
<b>6 months</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib)</li> </ul>	Infanrix® hexa
Additional dose for children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal</li> </ul>	Prevenar 13®
<b>12 months</b>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> </ul>	Nimenrix® M-M-R® II or Priorix® Prevenar 13®
<b>18 months</b>	<ul style="list-style-type: none"> <li><i>Haemophilus influenzae</i> type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>	ActHIB® Priorix-Tetra® or ProQuad® Infanrix® or Tripacel®
<b>4 years</b>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> </ul>	Infanrix® IPV or Quadracel®
Additional dose for children with specified medical risk conditions <sup>c</sup>	<ul style="list-style-type: none"> <li>Pneumococcal<sup>d</sup></li> </ul>	Pneumovax 23®

**\*NOTES**

1. Pneumococcal vaccine is funded under the NIP for children born from 1 January 2005.

2. Four doses of Hib vaccine are due at 2, 4, 6 and 12 month of age when “PRP-T Hib’ containing vaccine is used.
3. Meningococcal C vaccine is funded under the NIP for children born from 1 January 2002.
4. Varicella vaccine is funded under the NIP for children born from 1 May 2004.
5. Rotavirus vaccine is funded under the NIP for children born from 1 May 2007.
6. Three doses of Rotavirus vaccine are due at 2, 4, and 6 months of age when RotaTaq vaccine is used.
7. Four doses of Pneumococcal vaccine are due at 2, 4, 6 and 18 months of age when Synflorix vaccine is used.

### When should you keep your child at home?

Temperatures, loose bowel movements, thick runny noses, coughing, restless nights etc. are all indicative that your child is unwell. All parents and caregivers have the responsibility, not only to their own children, but also to all other children and staff at the centre to keep their children home when they are sick. The close proximity of children and staff within the centre makes the risk of cross infection very high. We emphasise that we need all of the parent’s co-operation to keep illness to a minimum. If your child has not well, please kept them at home.

### Administration of Authorised Medication

**Aim:** All educators can safely administer any medication as necessary to children with the written authority of the child’s parents. It is important to follow strict procedures to promote the health and wellbeing of each child using the service.

### Implementation

The centre will ensure that the administration of authorised medication record is complete for each child using the service who requires medication. A separate form must be completed for each medication if more than one is required. Medication may only be administered by the centre with written authority signed by the child’s parent or other responsible person named in the child’s enrolment record that is authorised by the child’s parents to make decisions about the administration of medication. In the instance that the child’s registered medical practitioner prescribes a medication, the centre must ensure the medication is administered appropriately.

Medication must be approved by the child’s parents including the following: -

- Original container. Medication will only be administered from the original container.
- Original label that is clearly readable.
- Child’s name clearly on the label.
- Any instructions attached to the medication or related to the use of the medication.
- Any written or verbal instructions provided by the child’s registered medical practitioner.

Any person delivering a child to the centre must not leave medications in the child’s bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.

### Emergency Administration of Medication

In the event of an emergency, the centre must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.

In the event of an emergency and where the administration of medication must occur, the centre must attempt to receive verbal authorisation by a parent of the child named in the child’s Enrolment Form who is authorised to consent to the administration of medication.

If a parent of a child cannot be contacted, the centre must attempt to receive verbal authorisation from an emergency contact of the child named on the child's Enrolment Form who is authorised to consent to the administration of medication.

If none of the child's nominated contact can be reached, the centre must contact a registered medical practitioner or an emergency service by dialling 000.

In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

## **Children Belongings**

Items of clothing should be labelled with your child's name. An Artline pen is a good waterproof marker for this purpose. Staff and management respect each child's and families' clothing preference including cultural clothing however, the following is a guideline for families regarding suitable clothing for play experience, both indoors and outdoors:

- Please ensure that your child wears old casual clothes when attending the centre, a top with sleeves and knee length shorts or skirt for summer and a long pants and a jumper/coat for winter.
- We consider that singlet tops, dresses with straps and short skirts do not provide adequate sun protection. Old clothes are preferable as children may become involved in messy activities and some staining may occur.
- We recommend packing a change of clothes in case of any unforeseen event or a change in the weather. Please bring a broad brimmed hat, and please ensure that your child has covered-in shoes. Thongs or clogs are not appropriate to wear at the centre, as they are considered very dangerous when children climb, run and play outside.
- As we are encouraging, self-help skills, we encourage families not to send your child in overalls, or belts. They can be too hard to get off when in a hurry to get to the toilet. Please label all clothing and items with your children's name.

## **Meals**

All meals are provided for the children throughout the day, consisting of the appropriate daily nutritional requirements. All food is of high quality and prepared to meet the children's needs. Please inform staff of any special diets or food allergies that your child may have. For children arriving prior to 8:00am, cereal will be provided, however we encourage parents to take time to feed their children breakfast at home as it is a very important part of the child's day. Morning and afternoon tea offer the children a wide variety, including biscuits, cheese sandwiches and fruit as well as a selection of drinks including milk and water.

Lunch often consists of a variety of cooked meals or sandwiches as well as a drink of water. The centre caters for children's likes and dislikes as well as incorporating them into the menus, a multicultural and seasonal essence. Children less than twelve months of age are given fresh mashed or pureed vegetables (depending on their stage of development). Weekly menus are displayed in the foyer for the parents to view. At the end of each day, parents are informed of their child's eating patterns via the daily charts.

Late afternoon tea is provided for those children whose parents are working and are collected late in the day. This often consists of something simple to keep the children going until dinner. Please let the centre staff know if you have any suggestions for the weekly menus.

## **General Information**

Parents please take extra care when driving in and out of the car park. Be aware of movement in the car park and that children can be unpredictable. Children should **never** be left alone in the car or unsupervised at any time in the car park. Parents should be alert when leaving the centre and lead the child by the hand at all times. Children must be accompanied right into the building. Please do not drop them off and let them make their own way in. Parents should advise staff of their arrival and sign/out of the QK Kiosk.

Children are to be collected from inside the building. Please do not expect to meet them at the gate. Advise staff that you are collecting your child and sign the "pick-up" sheet. Young adults under the age of 18 years are not permitted [by DoCS] to be responsible for the drop off/collection of the children. The first day at anything can be quite frightening, even for the best of us. To assist your child to settle easily on their first day, we ask that you stay for about 10-20 minutes and join in some kind of activity with them.

When your child has settled in and the time comes for you to say goodbye, your child may become upset. Children do not stay upset for a very long time but will find it harder if you prolong it or they sense that you are upset too. Remember to say goodbye quickly and tell your child you will be back in no time at all, your child will settle happily into the centre. Feel free to ring up at any time and check on your child.

If your child is going to be collected from the centre by another person, parents **MUST** inform the centre staff and also provide a signed declaration for the release of your child with the nominated person who should show ID if they are not known to the centre staff. Children will not be permitted to leave the centre with any unauthorised person.

If your child is absent from the centre for any reason, parents are asked to phone the centre as soon as possible to inform centre staff. If your child is sick, please let staff know so that similar symptoms can be observed in other children.

Parents are required to sign their children in on arrival and sign them out on departure each day they are at the centre. If your child is away for any reason, parents are required to sign absent for childcare entitlement purposes.

Staff are here to provide the best quality care for all children and if parents have concern it is best if it addressed immediately.

Toys, money and items of value are not to be brought to the centre. Staff are unable to take responsibility for such items that children bring to the centre. To maintain a centre of exceptional quality, staff and parents are required to adhere to certain policies and procedures. Children do become attached to the books, toys and games they play with at the centre. If they happen to take these items home, please do not hesitate to return them as soon as possible, if vital components are missing the toy or game is rendered useless.

Staff are always willing to talk with parents both at pick-up & drop off times – provided it doesn't prevent them from attending to the children in the care at the time. If at these times it is not possible you can schedule a time for an interview with your child's educator to discuss matters or review your child's progress. At the time staff will be available out of -hours to conduct Parent/Educator interview for the convenience of parent who cannot talk with them during the day.

It is the responsibility of all parents to inform the Family Assistance Office of any changes to family circumstances, income etc. which affect your Child Care entitlement. If your Child attends another approved Long Day Care service or Family Day Care, you are required to complete a Parent Statement form for CCS purposes.

**We hope that your child's experiences at Sunshine Kiddies Early Learning Centre are rewarding and most enjoyable. We look forward to a long and happy association with your child and family and know we will share many enjoyable experiences with you and your child on their road to growing and learning.**