



PLAY TO LEARN

Early Learning Cen

Parent Handbook



247 Main Road Toukley NSW 2263
02 4397 1683
playtolearn@bigpond.com

Dear Parents and caregivers,

I would like to take this opportunity to personally welcome you and your child to our centre. Play to Learn Early Learning Centre is a privately owned child care centre and has been part of our local community since 2006. It is licensed by The Department of Education and Communities. to cater for 36 children from 6 weeks to 6 years. Our centre strongly values ongoing communication and a shared partnership with families in order to develop your child to their full potential.

We anticipate a very happy and rewarding time will be experienced by you, your child and the staff as we share in this special time of your child's life. Your child will experience high quality care and education within a stimulating, caring and secure environment.

We have an "open door policy" whereby we encourage parents to discuss any issues of concern and also feel free to be involved in any aspect of our day.

Our programmes are designed and implemented to enhance each child's individual development needs as well assist them to master new skills and abilities. The staff have been chosen for their ability and excellence in all aspects of care and education. We believe that working and forming positive relationships with our families will result in a more enriched and valuable experience here at Play to Learn Early Learning Centre.

We will give your child quality CARE- care that responds to your child. This care may be a cuddle; it may be a specific activity which is designed for your child's cognitive development; it may be a nappy change; it may be a musical experience; it may be friends to play with; it may be spending time getting to know your child's interests. Quality care is intertwined with education and developmental support. Quality care is everything- it is looking at your child and wondering about them, listening to them and being there for them. The care required for your child may differ from day to day as they grow, learn and become more independent, however our commitment to high quality will never change!

We hope that your child and your family enjoy their connection to our centre.

Jade Luci

Owner/Approved Provider

Stella Smallwood

Nominated Supervisor

Our Philosophy

As our centre continues to grow and more families join our community, and as our team of educators further develop professionally, our philosophy is revisited and adapted to reflect the needs and beliefs of all of our stakeholders. At this time, our philosophy is as follows;

At Play To Learn Early Learning Centre:

We believe that every child is important.

We understand that every child is unique and develops at their own pace. We cater for this through our educational programs that are fun, stimulating and based on the children's interests and abilities.

We see ourselves as a community.

The Play To Learn community consists of children, families and staff. We also aim to be a valuable part of our local community exposing our children to local services and places as well as bringing in and utilising local services within our centre.

We welcome all families and value their input.

We welcome all families and aim to cater for the varying needs of all of our families. We recognise that the families of our children are the most important "teachers" in their lives and work to incorporate their knowledge of their children and their aspirations for their child into our centre and programs.

We acknowledge and respect differences.

We celebrate the differences that we find within our community by sharing, respecting and appreciating values and insights.

We are helping to create a better tomorrow.

We encourage a "green" way of living through teaching respect for the world around us as well as our centre environment.

We help children get on the right track to a healthy lifestyle.

The meals provided are fresh, nutritional and well balanced. We ensure health and hygiene are always our top priority in the kitchen.

We treasure the invaluable input of our team.

We utilise the combined experience and education of our staff members which is the essence of success of our centre.

We prepare children for their future.

We give children the self-confidence, skills and abilities to be ready for their life outside of our centre.

Opening Hours and Children's Booked in Times:

Play to Learn Early Learning Centre opens at 7:00am and closes at 6:00pm, Monday to Friday. Our centre closes for all public holidays.

Your child's booked-in times are determined by your working hours plus any necessary travelling time. Non working parents are encouraged to use the service between 9:00am and 4:00pm. Staff work on a roster basis and to ensure the centre maintains the required staff: child ratio. Parents must adhere to their booked-in times.

Orientation

It is important that both parents and staff work together to develop a partnership necessary for successful adjustment to child care. That is why the staff at the centre advocate the following steps for a smooth transition.

Ways to help your child:

- Visit the centre, meet the staff with your child a few times before your child's first day. Come and share an hour of morning activity time with your child, staff and the other children.
- Request centre information and newsletters be sent to you prior to commencement to become familiar with the centre.
- On your child's first day, make time to stay and play, gradually easing them into their day at the centre.
- Act confidently; your feelings may influence how your child feels.
- Establishing a good relationship with the centre staff is essential.

Your Child's First Day

It is important that you talk to your child about coming to the centre and what they should expect.

Some children are happy to leave their parents as soon as they see all the play opportunities, however, others may be more shy and reluctant.

Whatever the case, be positive and reassuring, but be honest. This is very important to your child.

Please remember to **say good-bye** to your child before leaving and reassure them you will be back soon to take them home. There is nothing more distressing for a child than their parent/s leaving whilst they are playing. This can create a feeling of mistrust and even abandonment.

An anxious parent makes for an anxious child. If you have any concerns about leaving your child, please talk to the Nominated Supervisor.

And remember, we are only a phone call away. You may ring the centre to see how your child is getting along at any time.

Arrival:

- Place a piece of fresh fruit in the basket in foyer, hand milk bottles to staff member.
- Sign in on class roll.
- Fill in medication sheet if required and give medicine to staff.
- Help child place bag in child's individual locker and put their name tag in place.
- Apply sun cream to child on arrival.
- Assist child with wearing of hat if children are playing outside.
- Assist your child with washing their hands.
- Settle your child with a staff member before leaving, please DO NOT leave your child alone in the room.
- Remember to inform staff if you will be at a different place than usual and provide a contact number for that day.
- Please let staff know any information, which may affect your child's day i.e. They had a late night and may be tired today.

Departures:

It is very important that the centre is aware of any change in the departure routine of the child. Children will not be allowed to leave the centre with any person who has not been verified as an approved contact person for that family. Parents must make arrangements for the centre to hold a signature of the person and also ensure that the person brings some form of identification with them that we may photocopy and keep as a reference.

Staff **MUST** be informed if your child is to be collected by someone other than the parents. All persons collecting a child must be over the age of 18 years.

When departing:

Please feel welcome to talk to a staff member about your child's day.

- Always let a staff member know that you are taking your child.
- Sign out and write the time on the class roll.
- Check and sign medication/accident forms and collect any medication from the kitchen.
- Clear your child's locker and remove name tag.
- Check that your child's personal belongings are complete.
- Check your child's information pocket.
- View the photo slideshow with your child.

What to Bring

PLEASE ENSURE ALL OF YOUR CHILD'S BELONGINGS ARE CLEARLY LABELLED.

Each day your child's bag will need to contain the following;

- A piece of fresh fruit which is placed in the fruit basket in the foyer and used for the children's morning tea.
- A hat (broad rimmed or legionnaire style) remember even on rainy or cloudy days.
- 2-3 complete spare changes of clothes, including underwear.
- A set of cot sheets; one fitted, one flat.
- A water drink bottle.
- Milk bottles made up and labelled (or formula powder measured in separate container accompanied by bottles of fresh water).
- A comfort cuddly toy if required.
- Dummy (if required)
- Nappies- minimum of 5 per day.

All of our centre policies and procedures are given to families in digital format upon enrolment. A hard copy is always available in the centre foyer.

Please take some time to familiarise yourself with our policies and feel free to ask any questions at any time.