



Long Day Care Centre, catering for 0 – 6 year olds

Open 7am – 6pm

13-15 Carrington Circuit, Leumeah 2560

Phone – 46 259940

little.greenfrogs@hotmail.com

Parent Handbook

Welcome:

We would like to welcome you and your family to Little Green Frogs Pre School. We are a family owned and operated Centre, which offers care and learning for children between the ages of 6 weeks and 6 years. We also cater for before and after school care. We trust that you will find the staff warm, friendly and dedicated to providing quality care for your child.

To ensure that the transition from home to the centre runs smoothly, we need to work together, sharing information about your child and the centre. We have prepared this information booklet to help you understand how our centre operates. We hope that the time you and your family share with us will be a fun, happy, and rewarding experience.

Hours of Operation:

Our hours of operation are 7:00am to 6:00pm Monday to Friday. We are closed on all public holidays, and close for approximately 2 weeks over the Christmas period.

Enrolment:

An enrolment form needs to be completed for each child you wish to enroll. Please ensure you fill in all of the information on the enrolment form, as this helps us to better understand your child's individual needs. Please remember to keep us updated with new details whenever your family situation changes (eg phone number, pick up details)

Documents required upon enrolment are

- Child's birth certificate (for staff to sight)
- Child's immunization records

Orientation

Every child will take a different amount of time to settle into group care. Our objective is to ensure you and your child has a positive enrolment experience. One way to help your child with their transition into Little Green Frogs is by having an orientation visit. You will be able to spend time in your child's room, and talk to the staff. These visits are from 10am-11am. Children will normally feel more comfortable on their first day after some orientation time, and will be familiar with the new environment.

First Day

We understand you and your child may feel some anxiety about the first day of care and separation. Both parents and children need time to adjust. Here are some helpful points for your first day at Little Green Frogs Pre School.

- Prepare your child's schoolbag together and make this a fun experience.
- Have lots of positive discussions a few days before about the excitement of playing with new friends, and enjoying lots of new experiences and activities.
- Use the names of your child's caregivers during discussions.
- Ensure you say goodbye to your child, and don't prolong the farewell.
- Let staff know when you are leaving.
- Make phone contact during the day, to see how your child is going.

What To Bring

To make sure your child's day runs smoothly, it is important to bring some key items to Pre School.

- A school Bag
- At least 2 spare changes of clothes, including socks (more if toilet training)
- Hat
- Cot sized top and bottom sheet in a pillowcase
- Drink bottle filled with only water

(Babies)

- Bottles
- Dummies (if needed)
- Nappies

Arrivals & Departures

- It is the responsibility of the parent/guardian to sign their child/ren in and out of the centre, on a daily basis. This is a legal requirement. The sign in/out books are located in the front foyer.
- Children will only be allowed to leave the premises with people pre-nominated on the enrolment form, and over 18 years of age. If your child needs to be collected by someone other than those listed, prior notification will need to be received by phone or in writing. An ID check will be carried out, before the child can leave with the named person. Please note ID checks will also be carried out on an authorized person (i.e those named in the enrolment form, if staff have not met or seen that person before.)

Fees

- The centre is registered with the Family Assistance office and offers CCB to families who are eligible. Please see staff for more information.
- Upon enrolment you are required to pay \$100.00 security bond per child. This bond is refundable, and will be credited to your fees at the end of the year. Payments of fees need to be made weekly or fortnightly. When paying by cash, please place money in an envelope with your child's name, the amount you are paying and the date. Please note fees are still payable when your child is away sick and public holidays. We are not able to offer make up days if your child is away.
- Eftpos and direct deposits into the bank are alternative payment options.

Withdrawal

- If you wish to withdrawal your child from Little Green Frogs, you will need to give 2 complete weeks notice. All fees need to be up to date upon withdrawal.

Late Collection Fee

- A late collection fee of \$5 for the first five minutes and \$1 for every minutes after that is charged if children are collected after closing time of 6pm. The late collection fee goes towards staff overtime and covering the cost of maintaining two staff members at the Centre until the child is collected.

Illness & Medication

- Childcare is not the place for a sick child. The best place for a sick child is at home. The centre will only administer medication that is prescribed by a Doctor. Non Prescribed medication will not be administered by centre staff.
- A medication form will need to be completed by a parent/guardian. You must complete dosage amount, time to be administered and sign. Medication needs to be handed to a staff member, and not left in your child's bag. Medication must be in its original prescribed container, with original pharmacy label. The label must have the child's name, dosage and expiry date clearly written.

If your child becomes sick during the day at the Centre, we will notify you, and ask you to collect your child as soon as possible.

If your child is suffering from a contagious condition you will be required to provide a doctors certificate on their return to the centre. We require children to be well, no vomiting, high temperature, diarrhea, and eating normally 24 hours before returning to school. Do not send your child to school if he/she has

- High temperature
- Conjunctivitis (discharge from the eye)
- Diarrhea, Vomiting
- Green discharge from the nose
- Impetigo (school sores)
- Head lice, Worms
- Chicken pox,
- Measles or mumps

Sun Protection

Little Green Frogs Pre School is a Cancer Council 'Sun Smart' Centre, therefore we aim to promote a positive attitude towards skin protection. The centre provides sun cream, and we will ensure that each child has sun cream applied, and has a suitable hat on before going to play outdoors. Please provide a hat for your child, each day they attend, either a broad rim hat, or a legionnaire style hat. If your child has an allergy to common brands of sun cream, parents will need to bring in an alternative for your child.

Clothing

During the day your child will participate in many different activities. To enable them to thoroughly enjoy these activities, please dress your children in comfortable and easy to manage clothes. We provide aprons for craft and messy play. Be mindful of what your child is wearing, and whether they are able to run, climb, and play in the clothes they are wearing. Please remember to pack a change of clothes, including socks and more if your child is toilet training, in your child's school bag. Please label all items of clothing with your child's name. Shoes need to be securely fastened. Sandshoes or sandals are ideal

Thongs & Clogs are not permitted at
Little Green Frogs Pre School

Toilet Training

Staff will follow your wishes regarding toilet training. Please ensure we are kept well informed with toilet training progress at home. We are more than happy to introduce this to your child at Little Green Frogs. This would be discussed with you prior, and you will be asked to bring in additional sets of clothing.

Staff are always present to offer encouragement and help children become successful in toilet training, and make it a pleasant experience.

Behaviour Management

Staff guide each child's behavior in a positive way. Staff role model desirable behavior (eg, thank you for walking inside) Children are made aware of limits and acceptable behavior (appropriate to age) when starting at Little Green Frogs. If a child needs time away from the group, a teacher will take them to a quiet area in the room to reflect and settle. Children will never be physically disciplined or isolated.

Meals

The meals provided are prepared by our onsite cook , who is trained in child nutrition, ensuring that meals are well balanced with the essential vitamins and nutrients that growing children need.

- We also cater for children with allergies or religious beliefs

Breakfast	7am – 8am
Morning Tea	9.30am
Lunch	11.30am
Afternoon Tea	2.30pm
Late Afternoon Tea	4.30pm

- Children are requested to bring a piece of fresh fruit each day of attendance

Birthdays

- Birthdays are an exciting time for children and we enjoy celebrating with them, due to having a number of children with allergies we are not permitted to allow cakes to be brought in from home. Our cook will make and decorate a cake at the cost of \$5. (please put money in an envelope and mark accordingly)
- Please let a staff member know at least one week prior before the menus are set.

Programs

- Children learn from actively exploring their environment, play and hands on opportunities. Discovery and exploration is made possible when trained and experienced staff provide stimulating environments. Our programs are based on the children's strengths, interests, and abilities. We encourage families to complete weekend journal and follow up activities are planned for during the week.
- The learning environment maximizes a child's participation and provides a positive emotional environment. The children participate as a group, individually, and in small groups throughout each day. Children's individual development is recorded in individual portfolios, which will be handed out at the end of the year.
- A school readiness program is offered to those children going to school and we celebrate this milestone with a bbq graduation ceremony at the end of the year.

Toys

- Parents are asked not to allow their children to bring toys in from home. Comforters are more than welcome. Little Green Frogs is well equipped with a wide variety of educational toys.

Parent Participation

Parents and families input are highly valued in the effective running of the centre. We try to involve out parents/carers in everything that we do, and hope that in return you are interested and involved in the centre. The centre promotes an 'Open Door Policy', so please feel free to drop in at any time. If at any time you can call in and read a story, or would like to do something special with the children, please don't hesitate to let us know. Throughout the year we like to hold special family functions so that children, parents, and staff can have time to socialize and form relationships that are positive for the children.

Communicating with Centre Staff

Effective communication between yourself and the Centre plays a vital part in the overall development of your child. We ask that you share any information that could affect your child's daily and overall needs. Various ways we can communicate with you are via communication pockets located in each room, parent notice board located in the foyer, newsletters, posters, telephone, communication books and verbally on arrival and departure. The Centre also has a suggestion box located in the foyer. We welcome any new suggestions and ideas that will further enhance the efficient running of the Centre.

Staff

We have a team of dedicated individuals, who have an absolute love of children. Our objective is to retain our staff and offer an exceptional working environment. Staff training is imperative in order to stay up to date with current child care practices. External courses and in-services are offered to all Little Green Frogs Staff. Staff meetings are held monthly and are also a forum for training. All staff must undertake a working with children check before commencing employment. All staff hold current First Aid Certificates.

Grievances

Little Green Frogs encourages positive relations between families, management and staff. If a parent has a grievance or issue, we invite you to speak to the Director, who will gather information from all involved.

Accidents & Injury

We are at all times committed in providing your child with a safe and healthy environment, but should your child have an accident while in attendance staff will complete an accident form. Parents will be given a copy of this report to keep. The parent/authorised person collecting the child must sign the report. If the accident is of a serious nature, you will be contacted immediately. If a child requires emergency medical attention it will be sought immediately, any medical costs are parent's responsibility.

Accreditation

Little Green Frogs participates in the National Quality Standards system. NCAC and Community Services assess qualitative issues including educational program and practice, children's health and safety, physical environment, staffing arrangements, collaborative partnerships with families and communities, leadership and service management.

Conclusion

Thank you for taking the time to read this handbook. It is important that you have a clear understanding of our procedures. We welcome your feedback, involvement and interest in all matters relating to Little Green Frogs Pre-School.