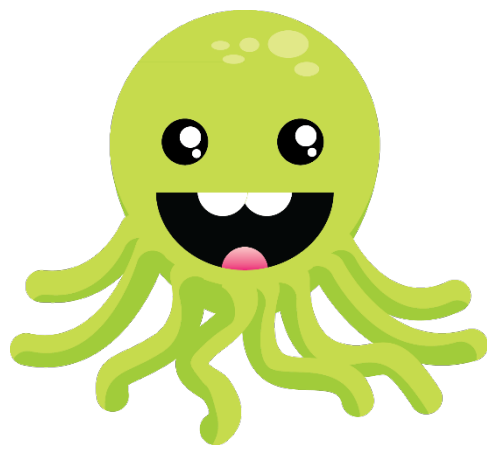


WELCOME TO THE



OCTOPUS

ROOM

Hello and welcome to the Octopus room. We believe that it is very important that we maintain a high level of parent involvement and communication, so please let us know if you have any concerns, questions or suggestions. We will do our best to help you as we aim to make your and your child's time at Scallywags an enjoyable experience.



Julie Cloughessy

My name is Julie and I am the Lead Educator in the Octopus room. I have a Diploma in Children's Services and have been here at Scallywags for 14 years, I enjoy working with the children & parents. I attend regular seminars & workshops to keep me up to date with advancing knowledge and ideas in the early childhood sector. I aim to give children all the love, care and attention they deserve while at the centre. I look forward to working with you and your child throughout this year.

Sandra McCracken

My name is Sandy. I have been at Scallywags for 20 years and absolutely love my job. I have a small family consisting of a son and daughter. I have completed my Diploma in Childhood Care and Education and fill in for Julie when she is on leave. I have experience in all age groups at the centre and I look forward to educating and caring for your child while creating a safe and happy environment. I am here to assist you in making your time at Scallywags as enjoyable and welcoming as possible.

Pockets

These are located in the hallway outside the door. Every child will have a pocket. Please let us know if you cannot see your child's. Some of your child's artwork, receipts, newsletters and notes will be placed in the pocket, so please check daily. Newsletters will now be emailed each month unless a copy is requested

Sheet

We have white hooks outside our room to store the sheet bags. When you arrive please place your child's named sheet bag on hooks. We will send sheet bags home weekly and we ask that you send them back the next time your child attends. Full time children are welcome to leave their sheet bags for the week. Sheets must be taken home at the end of the week to be washed.

Accident Forms

These are filled out for you to sight and sign when your child has an accident. They will be placed near the sign in and out folder and require a signature. PLEASE NOTE: These forms must be left at the centre.

THINGS TO BRING

A named bag with;

- a change of clothes according to the weather
- 2 sheets during summer and a small blanket for winter
- a wide brimmed hat to stay on our hat rack.

A clear plastic lunch box with;

- at least one piece of fruit/yoghurt/cheese
- sandwich or something similar for lunch (we can reheat left over meals)
- items for afternoon tea
- Please Note: the amount you bring will depend on the time your child will be spending at the center. Please ensure your child has enough food. To help us make sure that your child's things are kept together, we ask that you name everything.

PARENT INVOLVEMENT

We encourage as much parent involvement as possible. This is achieved in many ways including;

- Our open door policy- Please feel free to stay and observe how we play and learn.
- If you have any special talents that you would like to share please feel free to come and let us experience them. For example, to speak a second language, cook something special, play an instrument, etc.

ABOUT OUR ROOM

Sign in/out folder

This can be found on top of the lockers. It is important to remember to sign in and out to assist staff. Please let a staff member know if you have dropped off or are picking up your child/children so that all children are accounted for. All absent days, including public holidays also require a signature.

Suggestion Box

We have a suggestion box with paper available for anyone who might have any ideas or comments about our room. We see all comments, both positive and negative, as a chance to reflect and improve.

Parent Communication Book

If we are unavailable (haven't started work yet or left for the day), please write a comment to us. This book allows us to communicate with you.

Medication Form

Prescribed medication by your doctor can only be given to your child if you have filled out a medication form. Please ask a staff member for one. Medication is stored in a locked box in the fridge (please ask staff for the key).

Our notice board

The board is situated inside the Octopus room. We try to keep it full of ideas and information that may assist you in your parenting role.

Lost Property

This is all placed in the basket on top of the lockers. This is emptied once a month and placed on a table for you to view. Any toys or belongings brought to the center unnamed are not the responsibility of staff.

Hat Area

In our room we have a hat area with hooks that allows everyone's hat to be aired and available with ease when going outside and coming in. To ensure your child is always covered up we ask you to leave your child's hat at the center and take it home on the weekends to wash.

Sunscreen

To help your child to be sun smart we encourage children to apply their own sunscreen. Please assist your child to apply their sunscreen each morning.

Lockers

Please put your child's belongings all in the one locker so they can be easily found.

