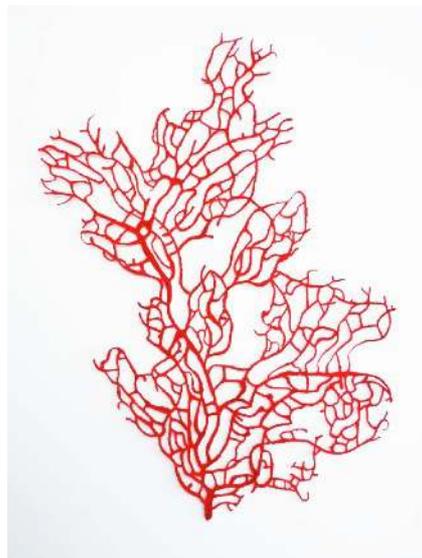




Starfish Room

Information Booklet



Welcome to the Starfish Room

Helen O'Sullivan - Room Leader

Hello and welcome to the starfish room for 2018. My name is Helen O'Sullivan and I will be your child's group leader. I look forward to meeting welcoming your family and child.

I have been working in the child care industry for over ten years and I have seven children of my own. I have a Diploma in Children's Services and have been at scallywags for nine years.

Settling Your Child In

We understand that parting from your baby for the first time can be stressful. At Scallywags, we encourage you to **Stay and Play**. Prior to your child starting at the centre, you are welcome to visit with them as often as you like. These visits are informal and allow both you and your child to become familiar with us and become accustomed to our routines and experiences. After starting at the centre, we also encourage you to phone during the day to check on how your baby is settling in. Please discuss any concerns that you may have as we are here to assist you during your transition into the centre and throughout your entire stay with Scallywags.

Open Door Policy

Scallywags Child Care Centre has an “Open Door Policy” which means that we are happy for you to visit the centre at any time. We invite you to visit us in the Starfish Room and to share with us any concerns or questions you have about your child’s education and care.



Goals of the Starfish Room

- To value each child is a unique individual
- To provide a play based program based on input from educators, families and children
- To provide an environment where children and families feel a sense of belonging
- To demonstrate respect for every child in both our actions and words

What We Aim to Achieve

- A warm, friendly and inviting atmosphere where children will feel secure and be happy in their surroundings
- An environment that caters for the needs of all children and encourages healthy development of physical, emotional, self-help and social skills
- Create an environment where family and community participation is welcomed and encouraged.
- An environment where interactions between children and staff are positive, encouraging and friendly
- Safe, secure and clean space to maximise children's play and interest in life
- A flexible program to meet the needs and interests of each child through encouragement and age appropriate activities.

What You Need to Bring

- Disposable nappies, at least 8 for the day.
- Nappy wipes (if you have opted not to use ours) which are used for your child only.
- Spare clothes - at least two sets suitable for the current season. We do tend to get messy so keep your best clothes for at home. Please ensure shirts are sun safe with sleeves, no sleeveless tops/dresses or singlet style tops. Warm footwear is required in winter months.
- A Legionnaire or wide-brimmed hat. No baseball caps, as they are not sun safe.
- Sunscreen - There are sunscreens made specifically for babies' delicate skins. If you prefer to use one of these, please test it first and send it in for your baby. We do supply a generic brand sunscreen at the centre. If you are happy for this to be used on your baby, please indicate on the enrolment form.
- Cot sheets, preferably a fitted bottom sheet and a top sheet for Summer. In winter, a small blanket instead of the top sheet. No doonas, padded quilts or pillows as these are unsafe for babies according to SIDS findings. Sleep gear should be named and placed in a named small bag or pillowcase which can be hung on your child's hook in the sleep room.
- Favourite toy, comforter, blanket or dummy if they have one.
- Enough food and drink for the day (morning tea/lunch/afternoon tea)
- Bottles, already prepared or boiled water in the bottle with formula to be added as needed. Bottles need to be named and must have caps over the teats for hygiene reasons. Prepared bottles are to be placed in the fridge shelving and not in the fridge door.
- Bottle, sipper cup, straw cup (whichever your child uses) for water throughout the day.

Please Name All Belongings

To avoid belongings becoming misplaced, lost or mixed up, please ensure all of your child's belongings are labelled including dummies, bottles, food, bags, sheets, clothes, shoes, hats etc. As you can appreciate, we have many belongings to keep track of and children often have similar items so your assistance with this is appreciated.

Daily Arrival Procedure

- Place your child's bag in a locker.
- Sign your child in on arrival and out when you collect him/her. The **Sign In/Out Sheets** are located on top of the lockers. If your child is absent for a day, it is necessary that you sign for the absent day when your child next attends.
- Complete the **Room's Daily Questionnaire**, a brief form located in a pocket hanging on the noticeboard above the lockers. This questionnaire provides us with important information about your child's routine e.g. when he/she awoke, when next bottle is due, a contact number for the day etc. The lower part of this form will be placed in your child's bag at the end of the day with added information about how your child spent the day and if there is anything they require etc. A **Message Book** is also located on the top of the lockers and if you have additional messages about your child for the staff.
- Place bottles and **food in the fridge** in the Room's kitchenette. Please **name your child's food/drink** at home when you are preparing it or use marker pen located on top of the lockers near Sign In Sheet. Separate your child's food into the two containers in the fridge (marked morning/afternoon tea and lunch). When collecting your child in the afternoon, remember to check the fridge for any uneaten food/bottles which needed to remain refrigerated and therefore could not be returned to your child's bag.
- Hang your child's **sheet bag** on the hooks in the Sleep Room. Take your child's sleep gear home to wash on the last day of their attendance for the week.

- If your child has medication for the day, please see us so that you can complete a **Medication Form** and we can lock the medication away safely.
- **Apply sunscreen** to your child either before leaving home or on arrival at the centre as we have outdoor play from 8.30 a.m. If you are using the Centre's sunscreen it is located on the locker next to the Sign In Sheet.

Hand Washing

Please wash your child's hands on arrival and departure at the centre. This prevents the spread of germs in and out of the centre. Soap and paper towel are located in the Nappy Change Room.

Health Policy

If your child becomes sick while at the centre, we will telephone you at work or home to collect him/her. We also ask that you keep them home until they are fully recovered. If your child has a contagious illness, when returning, he/she will require a doctor's note advising that they are fit to attend the centre again.

Medication

All prescribed medications require a chemist's label before we are able to administer these to your child. All other medications require your child's name clearly labelled on the product. This includes teething gels, sunscreen, mosquito repellent, powders and nappy rash creams.

- Medication must be given to a staff member and be in its original bottle. Medications will need to be safely locked away by staff and must not be left in your child's bag. This includes nappy creams, powders, and teething gels.
- Prescribed medication labels must have your child's name, name of medication, dosage, frequency of administration and the expiry date.
- A Medication Form must be filled out before medication can be given. Please see a staff member for a form when you arrive for the day. You do not need to fill out a Medication Form for Nappy Creams or teething gels.
- Action Plans – if your child suffers from asthma, anaphylaxis, diabetes, epilepsy or another medical condition you will need to provide us with an Action Plan from your child's doctor.

Children's Communication

Pockets

These fabric pockets are located outside the main Starfish Room door hanging on the wall. Notes, artwork and other important notices will be placed in your child's named pocket. Please check your child's pocket each day they attend.

Room Noticeboard

Please check the noticeboard above the bag lockers for any important information or news. Each month we will feature an informative topic e.g. Fire Safety, Poisonous Plants, Dental Care etc. Please take the time to read this information.

Room Newsletters

A newsletter will be emailed every month with news relevant to the room e.g. special activities we have been doing, coming events and birthdays for the month and news for parents concerning the centre. If you wish to see us about anything in the newsletter please do so.

Observations and Programming

We use a program which follows the Early Years Learning Framework and is flexible and individualised, taking into account the importance of catering for the unique needs and routines of each baby. Observations of each child at play or during routine times provides us with information so that we can plan experiences for them which will help them learn and develop. The experiences we program cover all areas of development – cognitive, physical, language, and social/emotional. The Daily Program is displayed on the room notice board, please approach us if you have any questions about it or suggestions for activities.

Scrapbook

A fee of \$6.00 per child is payable for your child's portfolio scrapbook. This folder will be presented to you at the end of the year and will contain your child's art works, photos taken throughout the year etc. Please pay this fee at the front desk when your child has commenced.

Parent Involvement/Input

We acknowledge that parents are the most important caregivers to their children and the most knowledgeable about their routines, needs and experiences. We value any information you give us regarding your child and look forward to working with you in providing quality care and education. In our room, you are welcome to visit any time and observe or join in the program and activities. If there are any particular interests your child has or a particular activity you would like us to do with the children, please let us know.

If your child is learning a **second language**, please let us know and provide us with key words or phrases we can include in the daily program.

We encourage parents to join in the centre activities and share any talents such as sewing, cooking, music or other hobbies that you feel would be of interest.

Special Events Form

We love to hear about special events your child experiences e.g a birthday/other celebration/outing (e.g. to the beach, park, zoo, train ride/holiday/special visitor etc. We will provide you with a **Special Events Form** where you can attach a photo and a few sentences about the event. We are then able to talk to them about the event and possibly plan play activities from this information.

Foods

Please do not send any peanut paste, nutella or nut products in your children's lunch boxes. Please ensure special event shared food items do not contain nuts. Where possible, a list of ingredients should be attached to the item. This is to safeguard those children who have allergies. No popcorn is allowed for children in the Starfish room.

Lunch Box Suggestions

The following are only suggestions, be guided by your baby's age and development and only send food which your baby has tried at home and likes. We keep only basic food at the centre for emergencies. Also please send food which you know your baby can eat safely without choking.

Morning Tea/Afternoon Tea

- Yoghurt, custard, baked custard, rice dessert
- Cheese sticks, cheese slices, cheese (grated or chopped)
- Fruit – fresh, stewed, pureed. Bananas can be sent unpeeled, but please peel and chop other fruit. Citrus, grapes, sultanas and pieces of fresh apple are not recommended for babies under 12 months due to choking hazard.
- Fruit bars, fruit sticks
- Softer crackers e.g. Clix, Saos
- Teething Rusks
- Plain biscuits e.g. Arrowroots
- Pikelets, muffin, fruit bread

Please provide at least 2 items for morning tea and 2 items for afternoon tea.

Lunch

- Sandwiches (no peanut paste or Nutella)
- Rice cakes with spread
- Pasta, Baked beans, spaghetti
- Vegetables – pureed, chopped
- Tinned or bottled baby dinners
- Yoghurts, custards, rice puddings
- Jelly, fruit

Most children enjoy 2 items for lunch e.g. sandwich/hot dinner followed by custard or fruit.

Please do not send potato crisps, nuts or lollies to the centre.

Drinks

- Boiled water is provided at each meal. Please send a bottle/sipper cup/straw cup whichever your baby is able to drink from. We will refill the cup/bottle with cooled boiled water throughout the day.
- Juice has a high acid content and is known to cause tooth decay. Water is preferred for good dental hygiene and to quench thirst.
- No cordial or soft drinks please due to high sugar content and tooth decay.

Starfish Daily Routine

Summer

6.30 to 8.30	Indoor play
8.30 to 9.30	Outdoor play
9.30 to 10.00	Morning tea
10.00 to 11.00	Indoor play
11.00 to 12.00	Lunch
12.00 to 2.00	Rest time
	Free play
2.00 to 3.00	Afternoon tea
	Free play
3.00 to 4.00	Outdoor play
4.00 to 4.30	Pack away outside
4.30 to 6.30	Drinks/Snacks inside
	Free Play

All children will be treated as individuals. Nappy change, toileting procedures and rest periods will be carried out to each child's individual needs.



Starfish Daily Routine

Winter

6.30 to 9.30	Indoor play
9.30 to 10.00	Morning tea
10.00 to 11.00	Outdoor play
11.00 to 12.00	Lunch
12.00 to 2.00	Rest time
	Free play
2.00 to 3.00	Afternoon tea
	Free play
3.00 to 4.00	Outdoor play
4.00 to 4.30	Pack away outside
4.30 to 6.30	Drinks/Snacks inside
	Free Play

All children will be treated as individuals. Nappy change, toileting procedures and rest periods will be carried out to each child's individual needs.

