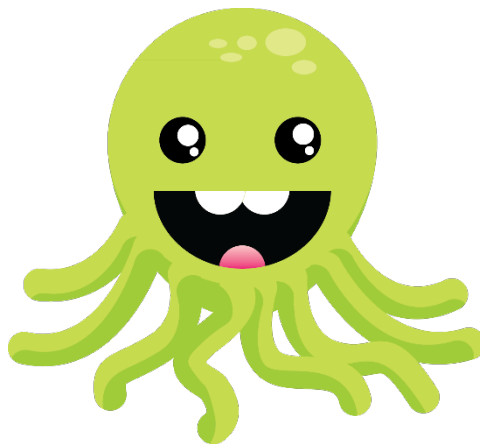


*WELCOME
TO THE*



*OCTOPUS
ROOM*

Hello and welcome to the Octopus room. We believe that it is 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

Settling Your Child In

We understand that parting from your child 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 child 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 at 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 Octopus Room and to share with us any concerns or questions you have about your child’s education and care.



Children's Communication Pockets and Noticeboard

The pockets are located just across from our entrance in the hallway. Notes, artwork, and other important notices will be placed in your child's named pocket. Please check each day of attendance the noticeboard located in the foyer.

Room Newsletter

The newsletter will be available on Educa. This will highlight special events and activities that we have been involved in or are coming soon. If you would like to add to the newsletter, please see educators.

Observations and Programming

Our curriculum links to the Early Years Learning Framework and is flexible and individualised, considering the importance of catering for the unique needs and routines of each child. Observations of each child provide us with information that we use to plan experiences to support their learning and development. The daily program is available on Educa. You are encouraged to add to your child's educational profile and upload photos and comments to Educa. Please see educators should you wish to access the program at the centre.

Art Folios

A fee of \$6.00 is payable for your child's art folio. This will be presented to you at the end of the year and will contain photos and art from throughout the year. Please pay this fee at the front desk when your child has commenced.

Parent Involvement

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 at any time and observe or join in the program. If there are any interests your child has or an activity you would like the children to complete, please let us know.

If your child is learning a second language, please inform us and provide us with key words that we can share with the other children.

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

Please Name All Belongings

To avoid belongings becoming misplaced, lost or mixed up, please ensure all your child's items are labelled including pacifiers, water bottles, bags, sheets, clothes and lunch boxes. As you can appreciate, we have many belongings to keep track of and children often have similar items.

Lunch Box Suggestions

The following are only suggestions. Be guided by your child's age and development and only send food that your child has tried at home and likes. We keep only basic food at the centre for emergencies.

Morning tea/Afternoon Tea (at least 2 items per meal)

- Yoghurt, custard, baked custard, rice dessert
- Cheese - sticks, slices, grated or chopped
- Fresh fruit
- Fruit bars or sticks (however, these can have concentrated sugar)
- Crackers
- Pikelets, fruit bread

Lunch

- Sandwiches (no peanut butter/Nutella)
- Rice cakes
- Pasta, baked beans, spaghetti
- Vegies to be heated
- Leftovers to be heated
- Yoghurts, custards, rice puddings
- Fruits

Please do not send nuts as we are NUT FREE due to allergies, chips, lollies, cakes or sweet biscuits

Drinks

- Water is provided at each meal and at intervals throughout the day. Water is preferred for good dental hygiene and to quench thirst.
- milk

No cordial, soft drinks or concentrated fruit drinks as these have a high sugar content.

What to Pack

- **Disposable nappies** (if required) – at least 8 for the day or undies for our toilet trainers
- **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** – You can supply your preferred brand of sunscreen however; we do supply a generic brand sunscreen. If you are happy for this to be used on your child, please indicate your decision 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.
- **Comfort item** – if required, please send your child's pacifier or comfort toy **every day** they attend.
- Water bottle

Health Policy

If your child becomes ill while at Scallywags, we will contact you or one of your emergency contacts to collect them. We also ask that you keep your child home until they are fully recovered. If your child has a contagious illness, we will require a doctor's certificate advising that they are able to return to care.

Medication

All prescribed medications require a chemist's label before we can 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. Never leave medication in your child's bag.
- **Prescribed medications** must have a **chemist label** that shows your child's name, name of the medication, dosage, frequency of administration and the expiry date.
- A **"Medication Form"** must be completed each day with the assistance of a staff member for all prescribed medications and non-prescribed medications that are to be applied to or inside the mouth e.g. teething gels.
- A **"Non-prescribed Cream, Lotions or Powder Form"** must be completed for all other medications.
- An Action Plan from your child's doctor is required for those with asthma, anaphylaxis, diabetes or epilepsy. An **"Emergency Long Term Medication Form"** and **"Medical Risk Minimisation and Communication Plan"** will also need to be completed.

Daily Arrival Procedure

- Sign in at the desk in the foyer.
- Write any messages into the communication book located on the lockers.
- Place food and water bottles into the fridge. Name everything – a marker lives on the lockers. Remember to check the fridge each afternoon for uneaten foods and water bottles.
- Put your child's sleep bag onto the hooks in the hallway. Sheets go home at the end of each week for washing.
- Any medications must be discussed with an educator and the appropriate forms completed. Medications are stored in a locked container – please see educators for assistance when collecting your child.
- Apply sunscreen to your child upon arrival as we have outdoor play from 8.00am in the warmer months. Sunscreen is located on the lockers.
- Collect their hat from near the bathroom.
- Put nappies and spare undies into the storage area.
- Help your child to wash their hands.

Hand Washing

Please wash your child's hands on arrival and departure at the centre. This assists in preventing the spread of infectious illnesses into and/or out of the centre. Soap and paper towel are in the children's bathroom.



Octopus Daily Routine

6.30 – 8.00	Indoor play
8.00 – 9.30	Outdoor play
9.30 – 10.00	Morning tea
10.00 – 12.00	Indoor play and lunch
12.00 – 2.00	Rest time and quiet activities
2.00 – 3.00	Afternoon tea and indoor play
3.00 – 5.00	Outdoor play and packing up
5.00 – 6.30	Indoor play and snacks

The schedule varies for summer and winter months.

Our routine varies slightly each day to suit the children's interests and needs. We have a variety of activities including group times, music, stories and games as the children request them throughout the day.

