

Welcome to the Starfish Room



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 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 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 as 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 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 encouraging, positive and friendly.
- Safe, secure and clean spaces to maximise children's play opportunities.
- A flexible program that adapts to the day to day needs and interests of all children.

Please Name All Belongings

To avoid belongings becoming misplaced, lost or mixed up, please ensure all your child's items are labelled including pacifiers, 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.

What You Need to Pack

- **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 especially 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 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. No doonas, quilts or pillows as these are unsafe for babies according to SIDS research. Sleep gear should be named and placed in a small bag or pillowcase.
- **Comfort item** – if required, please send your child's pacifier, blankie or comfort toy **every day** they attend.
- **Bottle, sipper cup, straw cup** (whichever your child uses) for water throughout the day.

Daily Arrival Procedure

- Sign in at the desk in the foyer.
- Complete the room's **Daily Questionnaire** – a brief form located on the lockers. This provides us with important information about your child's routine. For example, when they should sleep, when they are due a bottle etc. A message book is also located on the lockers for any further information.
- Place bottles and food into the fridge located in the kitchenette. **Name everything** – a marker lives on top of the fridge and on the lockers. Remember to check the fridge and your child's basket each afternoon for uneaten foods and bottles.
- Hang your child's sleep bag on the hooks in the cot room. 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 8.30am in the warmer months. Sunscreen is located on the lockers.

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 nappy change area. For younger children, please wipe their hands using the provided nappy wipes in the room.

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 and oral medications such as teething gels 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 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 and oral medications including teething gels** 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-pre-scribed 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.

Children's Communication Pockets and Noticeboard

The pockets are located just outside our door in the hallway. Notes, artwork and other important notices will be placed in your child's named pocket. Please check each day of attendance. Located near the kitchen, the noticeboard is where you will find information such as informative topics relevant to your child. Please take the time to read this information.

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 baby. 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.

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

Sleep and Rest

Our airconditioned cot room is checked every 10 minutes when children are sleeping.

We update our Sleep and Rest Policy annually and follow the Red Nose Guidelines. A copy of the guidelines is available upon request.

- No pillows or cushions or cot bumpers are to be used. Sheets and blankets are to be firmly tucked in so they cannot be pulled over baby's face.
- Children are placed at the bottom of the cot. All children are placed on their backs to sleep until they can self-turn onto their stomachs if they wish.
- No teething or cultural necklaces are to be worn in the cot.
- No hoodies or clothing that may cover a child's face is worn during sleep times.

Many Child Health & Safety Organizations do not recommend babies having a bottle in their cot when being placed for sleep. The issue of baby having a bottle to go to sleep is not part of the Red Nose Safe Sleep guidelines, however, there is consistent information & recommendations to suggest that this may not be good practice. If this is your child's method of settling at sleep time, please discuss with educators how we can support your child as they transition into the centre.

Lunch Box Suggestions

The following are only suggestions. Be guided by your child's age and development and only send food that your baby has tried at home and likes. We keep only basic food at the centre for emergencies. Also, send food that doesn't pose a choking risk to your baby such as carrot, popcorn, grapes, or chopped apples.

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

- Yoghurt, custard, baked custard, rice dessert
- Cheese - sticks, slices, grated or chopped
- Fruit – fresh, stewed, pureed. Bananas can be sent unpeeled.
- Fruit bars or sticks (however, these can have concentrated sugar)
- Soft crackers such as Clix/Sao
- Teething rusks
- Pikelets, fruit bread

Lunch

- Sandwiches (no peanut butter/Nutella)
- Rice cakes
- Pasta, baked beans, spaghetti
- Vegies – pureed, chopped
- Tinned, bottled or sachet baby dinners
- Yoghurts, custards, rice puddings
- Fruits

Please do not send nuts (due to allergies), chips, lollies, cakes or sweet biscuits.

Drinks

- Boiled water is provided at each meal and at intervals throughout the day.
- milk

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

Starfish Daily Routine

6.30 – 8.30	Indoor play
8.30 – 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 free play
2.00 – 3.00	Afternoon tea and free 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.

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

