



# IMPORTANT INFORMATION

Parent Handbook 2020

## PREPARING YOUR CHILD FOR OSHC CARE

Orientation is an important start for your child and family to connect to our Service. We encourage each child to attend the Service in the company of a family member before they start the day with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the centre, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with the Nominated Supervisor or Responsible Person so that they can develop strategies with you to support the transition from home to the Service. You are welcome to take photos of your child/children only in our environment to show and discuss at home.

Communication between home and the Service must be open and happen frequently to best support your child during this time. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting, more so for the family, not the child. We understand this and offer support through phone calls during the session, photos and open communication.

## SAYING GOODBYE

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents/guardians have gone. What works best is a set routine, so try to establish the care routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This will gain trust from the child, not only in you but in the Educator who is reassuring your child about their day and when you will return. Rest assured, we'll contact you if your child becomes distressed.

## TOYS

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day. If your child brings personal items in from home the staff will place them in a safe place for collection by parents/guardians. **No responsibility can be taken for lost or damaged items brought in from home.**

## BEHAVIOUR GUIDANCE

Educators follow a Behaviour Management Policy that extends across the whole Service giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others, property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy, please ask Educators and refer to the Policy manual.

## PHYSICAL PLAY

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles
- Improve strength and balance
- Develop Flexibility and coordination
- Develop Fundamental Movement Skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development

## SUSTAINABILITY

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure and teaching.

In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an

engaging, fun and exciting manner. We do this by including children in discussions about sustainable practice, encouraging them to participate in a recycling program, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible. Please see our sustainability wall in the middle room of our centre.

## **REST AND SLEEP**

Rest and sleep routines vary according to individual needs. We provide a quiet room with a TV and couch which allows children to quietly remove themselves from physical play and to rest, watch a movie or have a nap. Please feel free to discuss your child's rest or sleep needs with Educators.

## **BIRTHDAYS**

Children's birthdays are a special day that they often like us to celebrate. If parents/guardians wish the Service to celebrate their child's birthday, they may provide a cake or individual treats (nut free). The staff will encourage children to sing "Happy Birthday".

## **EDUCATOR RATIOS AND QUALIFICATIONS**

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators will hold First Aid qualifications, have Working with Children Checks completed and attend monthly Educators' meetings.

Our Educators are continually evaluating how our curriculum meets the educational needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.