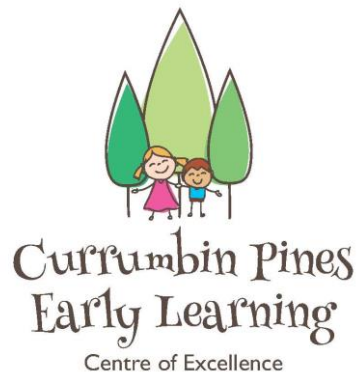


Kookaburras

(gahgun)
2 years to 3 years

Information Package 2022



Your Educators are:

Miss Isabela– Co Lead Educator
Miss Louise – Co Lead Educator
Miss Jasmine – Educator

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KOOKABURRA WELCOMING LETTER

Hello and welcome to the KOOKABUURA Room. This Introductory Package is designed to provide you with information relating to the operation and functions of the room. It is our hope that this information will answer some of your questions and alleviate some of your concerns. Please remember our door is open to you at any time and we look forward to getting to know both you and your child.

Your Educators

Miss Isabela

Co Lead Educator
Diploma in Children' services

Olá famílias! (Hi families) I am an excited and passionate person that is looking forward to leading the Kookaburras room.

I have been working with children for the past few years and recently finished my Diploma in Early Childhood Education and Care.

I have lots of energy and enthusiasm to engage in the children's learning and development. It is a pleasure to be a part of your children's live for the second consecutive year.



Miss Louise

Co Lead Educator
Diploma in Children's services

"Kumusta? I am from the Philippines and moved to Australia eight years ago. I have a diploma in Early Childhood Education and a bachelors degree in Psychology. I truly love and enjoy interacting with the children and supporting them during their developmental milestones. I believe that all the children should be given the opportunity to live a life full of love, values and engaging learning experiences. This is my second year in the Kookaburras room and I am very excited to be here and start a new journey full of learning and joy"



Miss Jasmine

Educator
Studying towards Certificate 3

Hi there, I am super excited to join CPELC and the Kookaburras' room. I am loving it so much and have already gotten to know so many of the wonderful children at our centre. I'm so excited for the future.



Opening & Closing Hours

Our full operating hours are 6.30am-6.30pm (various session times apply within these times). Since we are sharing this most important task of caring for, and assisting in the development of your most precious little one, we look forward to constant communication with you. Should you not be able to catch us during the day, the Owna app is available with all of your child's daily information such as bottles, sleep and toileting. You can even send a message throughout the day via Owna.

**Please note our centre closes from 24th December 2022 until 2nd January 2023. Only public holidays will be charged during this week.

Parent/Educator Communication

Our aim is to foster a relationship with you and your child. Strong partnerships with you, the family, contributes to the development and well-being of your child. Partnerships are strengthened when partners communicate their expectations, achievements and share a common goal. This link between parents and educators helps to meet the needs and interests of your children and it is our hope that together we can share the important milestones of your child. At the back of this booklet is a sheet titled "About Me..." Please complete this and return to the Room Educators on your child's first day. This form allows us to follow, as closely as possible, your baby daily routine.

Owna app

We use Owna app to communicate with families. We post daily updates, medication forms and much more. Just go to your app store to look for Owna childcare. Just look on Owna childcare app on your App store.

Your login will be your email and you can request your password.

Owna app informs you of your child's day and their activities each day. Using this system, educators can let you know about your child's sleep times, toileting and food requirements. Any messages or comments can also be input in the online messages.

Program

In the Kookaburras Room, we plan appropriately each day for each individual child, in accordance with the Early Years Learning Framework. We will plan your child's experiences based on family input and interests from home, combined with interests the educator has observed during your child's day in care.

Through your child's play based learning, educators use observations to document children's learning and scaffold their development through involvement and inclusion in the early childhood setting. As educators, to further encourage your child's development, we plan new experiences for your child and evaluate their progress. These observations will be recorded into an individual Progress Record Book. These books are available for families to look through at any stage of the year. Additionally, they can be viewed when we hold parent/educator nights which are held, generally, mid-year and end of year.

The Kookaburras' Room has a Daily Program that is displayed on our Noticeboard for families to peruse when picking up their children. It is also displayed on Owna. At the

end of each day the Educators in the room use critical reflection to evaluate the children's and educators' day, on the daily diary. This reflection helps the educators to look back over the day and gain information about what they can plan or re-do for the following day.

What to Bring at the Beginning of the Year

- On your child's first day, please bring in a detailed routine. This needs to include sleep times, bottle times, meal times. It can also include information such as your child likes to be patted to sleep, they have a story before bed, etc. This is very important as this will help the educators in the room to settle your child and keep the routines as close to home as possible.
- Completed "About Me..." form (see attached form at the end of this Booklet.)
- Bush Kindy pack: wet reusable bag, Reef shoes (acqua socks), long sleeve rash shirt to leave at the centre. You can find it at Kmart or Big W.

Please NAME and bring these items in during your child's first week at kindy.

Daily Requirements

PLEASE NAME ALL ITEMS TO PREVENT LOST PROPERTY

- Rest time comforters, e.g. dummy, teddy, blankie, etc
- A set of spare clothes
- Bed sheets
- 3-4 sets of spare underpants (if toilet training)
- Drink bottle (water and cups are provided as well).

Please take home drink bottles each day to be washed out to prevent bacteria growing inside them. If your child has milk to drink, please use a sippy cup instead of a bottle.

The Kookaburras' rest period is approximately 12-2pm. We request that children be dropped off or picked up before or after this time so the children sleeping will not be disturbed. Please notify the office if you know you will be arriving later than 10.30am.

Nappies & Wipes

The centre provides nappies and wipes for your child during their day at kindy.

Food Requirements

Meals at Currumbin Pines Early Learning Centre are prepared fresh on site every day by our own cook. The menu is designed by a qualified naturopath and nutritionist with the focus on providing the best, most wholesome, nutritionally balanced, home cooked meals, all made with love.

Our Kindy Kitchen philosophy includes:

- Selecting locally grown produce to reduce 'food miles'.
- Using fresh, minimally processed and minimally packaged foods.
- Using organic foods as a priority but not a necessity.

- Incorporating sustainable protein sources such as beans, lentils, chickpeas and chicken.
- Choosing sustainable seafood (www.marineconservation.org.au).
- Choosing to use no artificial anything – including colours, flavours and preservatives
- Conserving water in food preparation.
- Using environmentally sustainable and safe tableware.
- Raising awareness amongst children and parents of the importance of eating healthily and consciously, especially in the younger years as this is where food habits are formed for life.

Drink Bottles are to be named and placed in the trolley. Water is the preferred choice of drink for this age group in sipper cups or drink bottles only.

Lost Property

All unnamed lost property will be put in the lost property hooks located in the front gate. Please label all items to avoid this from happening.

Signing In and Out

Currumbin Pines Early Learning Centre uses the 'Kiosk' online attendance sign in system.

Parents/guardians must complete the childcare sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Subsidy (CCS).

Signing in/out is available via a tablet in our front office area. Parents/guardians with incomplete signing in or out records for any reason including absences will be unable to sign-in on their next attendance day until the previous booked day has been attended to.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian and we ask that you refrain from allowing children to touch the tablets.

News sheets to communicate any information will be placed on top of the lockers. These provide a good spot for you to let us know of anything you haven't had a chance to tell their teacher. Please make sure you provide us with a contact number for every day your child is in care. This form is situated next to the sign in sheets.

Birthdays

We consider these very special in our centre and to ensure everyone is included, we would like to request that you check with the room educators before hand for any special dietary requirements and provide something that everyone can have.

Personal Toys

Please **refrain** from bringing personal toys to kindy as children get upset when toys are lost or broken. Soft comforters are welcome for rest time.

Email

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of special events, room correspondence and other information relevant to your child & family. Sometimes our emails go to Junk boxes so please make sure you check those so you are receiving important information from the centre.

Incident Forms

If your child has an accident or is injured throughout the day, the witnessing teacher will complete an incident form. The incident form details the events which occurred and the action taken. Parents are asked to sign these forms as a way of guaranteeing that you have been notified of the event. These forms are done on the Owna app.

Medication

If your child needs medication, a Medication Form must be completed on that day, with all the relevant information (time, dosage, photo of medication etc.) and signed by you (the parent) before any medication can be administered. These are done on Owna app, but feel free to ask staff to help you complete them if you have any concerns.

ALL medication needs to be placed by the parent in the refrigerator in the Nominated Supervisor's office and the Medication Register (located on the fridge) completed. If medication does not need to be refrigerated, then it is placed in the locked cupboards clearly labeled "Medication" in each room.

NO MEDICATION WILL BE ADMINISTERED WITHOUT A label and MEDICATION FORM FILLED OUT BY THE PARENT.

Panadol and Ibuprofen could be given when associated with teething or broken bones. However, if your child requires Panadol every 4 hours, then it would be beneficial to keep them at home for a nice rest.

Please be aware that we are not allowed to administrate medication off the counter such as cough syrup or essential oils. It is a requirement to have a doctor prescription/label on medication given.

NO MEDICATION IS TO BE LEFT IN THE CHILDREN'S BAGS, this includes asthma puffers, etc., as it a danger to other children at the Centre.

Sick Days

When your child is not feeling well, it is best to keep them at home as they will only spread their germs and make everyone sick. We are sure you would appreciate other parents doing the same. If your child is away, please update your child's attendance on Owna app to let us know as soon as possible, as there are a lot of parents waiting for make up days.

Please also inform us if your child has had any type of illness, even over the weekend or non-kindy days, as we need to be aware of any possible infections within the room. This will help us to prevent the spread of illness to other children. It can be done via our Owna app.

If your child is away sick with a contagious illness, a Medical Clearance must be provided to staff before the child can return to the Centre. Children who are away sick with **vomiting or diarrhea must not return to the Centre until 48 hours after the illness has ceased**. Your co-operation in this matter is greatly appreciated and helps to keep our Centre and children healthy.

Following the impact of Covid-19 pandemic, we introduced an additional policy that children with cold symptoms such as constant runny nose (wiped more than 3 times in less than 15 minutes), coughing and high temperatures must go home and return to the centre after 24 hours after the symptoms have ceased.

Make Up Days

If you are after a specific day for a make-up day, please notify the educators and they will check their diary and hopefully help you out for that day. If there is no day available, we can write it down and let you know if one becomes available. Please remember that make-up days are a privilege, not a right. Unfortunately we can not guarantee a make up day and fees must be paid up to date to receive one. In the case of parents needing days for work commitments, they will have preference over non- working parents. Make up days are only available if someone is away from kindy, making a spot available. Please phone the centre if your child is going to be absent.

Events

Throughout the year we have numerous functions such as Mother's Day, Father's Day, Easter, Parent/Educator Interviews, Christmas Concerts etc. These are designed for parents, children and educators to get together socially and professionally to enhance relationships and to create an understanding of each other's roles in the lives of your children. The Kookaburras' Room also participates in monthly educational shows (prices vary from \$4.50). The cost of these events will automatically be surcharged to your account, unless you advise us otherwise.

Program Guidelines and Portfolio

Each child has their own portfolio which is kept at the centre and is available for parents to view upon request. Your child's developmental book contains various types of observations on your child such as learning stories, jottings, photos, observations, anecdotal, running records and interests extended and interpreted. We base these observations on the children's developmental milestones and interests which we have observed or parent's suggested interests. If you could write down your child's interests for the day on the sign in sheet, that would be very helpful in our planning and programming. We implement the Early Years Learning Framework in our programming, principles and practice as educators. We feel it is important for your children to feel a sense of **belonging** within their environment and for them to take time to enjoy **being** in order to make meaning of the world around them. It is then that they can develop their interests and construct their own identities to **become** so they can fully and

actively participate in their environment. We implement the Early Years Learning Framework's principles and practices which focus on assisting all children to make progress in relation to the 5 Learning Outcomes. As educators, we recognise the learning outcomes are most likely to be achieved when we work in partnership with families, as families are the children's first and most influential teachers. Educators are responsive to all children's strengths, abilities and interests. Our Centre Philosophy aims to respect and value the individuality of each child in our care and to provide a nurturing and safe environment where children can feel comfortable and secure.

Grievance Procedures

Our goal in the Kookaburras' Room is to work as a team, communicating well with both educators and parents. You are encouraged to speak to the educators concerning any problems. All parents' concerns will be taken seriously and will be dealt with in the best possible way. We believe a problem shared is a problem solved.

Behaviour Guidance

2 year olds like to explore the world as they are in the process of learning that their actions have a cause and effect. This may mean that they push with the intention of seeing the effect of their action without understanding they are causing hurt. If this happens we will redirect the child and simply explain to the child that we are "gentle with our friends" and settle them into another activity. We will tell the child what we would like them to do e.g "we sit on chairs" instead of saying what we don't want to do "no climbing on tables" and "walking feet inside" instead of "no running". We will praise the children on their safe play and positive behaviour instead of concentrating on the negatives.

If we have any concerns about your child's behaviour we will arrange a quiet time with you to discuss any concerns.

Saying Goodbye – Some Helpful Hints

Give yourself some extra time so that you can settle your child in, as your child may feel anxious if you are in a rush. Developing a routine gives your child security to predict upcoming events. If your child becomes upset when separating, tell them you love them and give them a time when you will be returning, "I love you and I will see you after Afternoon Tea". If you sneak out you will build a feeling of mistrust and will make your child more reluctant to leave you. Once you have said you are going, don't return as this confuses your child. Remember you are welcome to call us at any time if you have concerns about anything, and we are always willing to help. We are looking forward to working together with you and your family.

Outdoor Nature Play and Education (ONPE)



ONPE is a program which introduces, broadens and extends on children's learning and development about the natural world. Derived from the Forest Schools in Europe, ONPE is about children getting close to nature, exploring and discovering flora and fauna first hand as well as supporting children's wellbeing through outdoor exploration. ONPE is also a wonderful way for children to recognise the place that the bush has within our

culture and Australian history, in particular the significance the land holds in Aboriginal culture.

At CPELC, we believe that the wider community is a wonderful resource which helps to support the development of our children's knowledge and understanding of the world and provides a brilliant foundation as our children become global citizens.

Our ONPE program has allowed us to be recognised as a Nature Play Education Provider by Nature Play QLD in 2020. Nature Play QLD is a collaborative organisation, working with partner groups to encourage the Queensland community to value nature play, and support families to prioritise it in children's lives. The primary role is to advocate the nature play message and to increase access to nature play resources, events and programs for Queenslanders. We are so proud of being able to work innovatively and collaboratively to make nature play an integral part of childhood for all of our children.

The children are given opportunities to learn new skills and knowledge within the fence through nature investigations and experiences that support managed risk taking, such as the fire pit, slack lines, muddy play. Such an innovative Beach/Nature program allows children to be supported to become independent learners through inquiry based play in nature in the community.

As an addition, we have a dedicated Sustainability role as an asset to our service and it is evident with many connections to community through Clean Up Australia, World Environment Day, Seabird Rescue, learning about Bees, and so many more extra curricular learning experiences. Our service has implemented a holistic approach to embedding nature pedagogy within the service.

The children will have an opportunity to explore the wonders of our natural world and all that it has to offer. The children will be able to walk, run, climb, jump, touch, gather, dip and skip. At times we will offer the children additional materials to support their investigations, such as sketch pads, baskets and magnifying glasses.

*** Parents must sign a permission form before children are able to go for Bush Kindy. Permission form is attached to the end of this Handbook. If you have any questions about BK, please ask your child's educators or our Nominated Supervisor, Daniele.

SUNSCREEN

Parents must apply sunscreen before or when arriving at CPELC. All Educators and children will apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

Kookaburras Broad Goals

Fine Motor skills

- F1 Picks up an object using pincer grip
- F2 Places an object in and out of a container
- F3 Stacks two or more objects (blocks)
- F4 Turns two or three pages of a book at a time
- F5 Manipulates play dough
- F6 Scribbles with crayons, paint or pencil
- F7 Strings large beads
- F8 Completes a 1-2 piece puzzle
- F9 Rolls a ball

Gross Motor

- G1 Moves to music
- G2 Walks up and down stairs with help
- G3 Walks to a ball and kicks it
- G4 Pushes, pulls or carries a toy while walking
- G5 Throws a ball
- G6 Rides a tricycle without using the pedals
- G7 Walks along a wide balancing beam
- G8 Balances on one foot
- G9 Runs with ease
- G10 Walks with ease

Cognitive Development

- C1 Gets a ball that has rolled out of sight
- C2 Understands many words
- C3 Understands simple directions
- C4 Points to five body parts
- C5 Matches similar toys
- C6 Turns a familiar picture the right way
- C7 Uses his or her own name
- C8 Listens to a short story
- C9 Recognises self in a photo
- C10 Matches a picture
- C11 Matches a sound to an animal

Self-help Skills

- S1 Helps dress-undress self
- S2 Drinks from a cup
- S3 Uses a spoon
- S4 Chews food well
- S5 Washes and dries hands with help
- S6 Places hat on head and takes it off

Language Development

- L1 Uses two word sentences
- L2 Tries to sing songs
- L3 Points at and names familiar objects
- L4 Uses words that tell what people and things are doing
- L5 Uses words that tell about people and things
- L6 Copies four words that are said
- L7 Asks questions by rising intonation and end
- L8 Answers yes or no to questions
- L9 Talks to other children
- L10 Asks for more
- L11 Says own name

Social/Emotional Development

- E1 Uses some gesture (waving)
- E2 Hands a toy to someone
- E3 Expresses affection to familiar adult-child
- E4 Recognises self in mirror
- E5 Explores without putting objects in mouth
- E6 Shows emotions; happy, sad, angry, tired
- E7 Tries to comfort others
- E8 Separates with ease from parents
- E9 Greets peers and teacher
- E10 Participates in solitary parallel play
- E11 Accepts affection from familiar adult child

Kookaburras Daily Routine 2022

Time	Routine
6.30 - 8.30 am	Centre opens. Combined Age Group Outside Play. Weather permitting, otherwise combined play in the Toddlers 2 Room.
8.30 am	Transition to Junior Kindy Room.
8.50am-9 am	Washing hands and morning tea
9:30 am	Group Time
9.45 am	Planned inside activities
10.30am – 10:50am	Free Flow Indoor/Outdoor Backyard
10.50 am	Small group transition to wash hands
11.00 am	Lunch
11.30 am	Rest time children who don't sleep will be encouraged to have a rest for at least 30mins and then they can do some quiet activities such as drawing, reading and puzzles.
1.30 - 2.00 pm	Nappy change/toileting/hand washing/sunscreen – Play outdoor front yard. Actions songs, movement
2.30 pm	Afternoon tea, hats on
3.00– 4.00 pm	Transition to front yard for combined age group outside play (weather permitting)
4.00 pm	Nappy Change or Transition to Bathroom - Toilet Routine and Hand washing
4.45 pm	Transition to PK room Hand washing and Late snack
5.15 – 6.30 pm	Free play as a combined age group until pick up time

PLEASE NOTE:

All children have their own routine and this is just a general routine of how the day will run. All children will have opportunities to participate in the various activities that are supplied for each day.

INDIVIDUAL CHILD PROFILE - Kookaburras 2022

Child's Name:	D.O.B.:	Gender:
Parent's Name/s:		
Sibling's Name/s:		
Family's Cultural/Ethnic Heritage:		
Family's Special Customs or Traditions:		
Language/s Spoken at Home:		
If child has English as their second language, please list the following key words in your language.	Food:	
	Drink:	
	Toilet:	
What interests, talents, cultural abilities do you have that may be relevant to our program?		
What interests does your child have?		
What has your child recently achieved? i.e. greets others, makes bed, etc.		
What would you like your child to achieve in the next 6 months?		
Does your child have any speech problems, hearing difficulties or behavioural problems?	Yes/No	
	Details:	
Special circumstances or considerations that we should know about:		
Does your child have any fears. i.e. storms, water, balloons?	Yes/No	
	Details:	
Does your child separate easily?		
Is your child toilet trained?		
Does your child have a comforter? i.e. a blanket or special toy?		
Any other comments:		

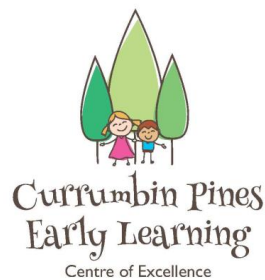
Thank you for taking the time to fill in this profile.

Miss Isabela, Jasmine and Miss Louise

Kookaburras Room Educators

Daily Checklist

- Have you communicated your needs or your child's needs to the educators of your child's room?
- Have you signed your child in for the day?
- Have you completed the day sheet for your child?
- Have you checked your child's communication folder?
- Are your fees up to date?
- Are your family details up to date?
- Does your child have everything that he/she will need for the day?
- Have you read the notice board?
- Did you say goodbye to your child?
- Did you sign your child out for the day?
- Did you speak to your child's educators about his/her day?
- Did you check your child's portfolio this week?



Your Child's First Day

The first day at a child care centre can be quite overwhelming and daunting for some families. We are here to support the transition for your child and your family. There are so many things to think about; what to expect, how long do I stay when I drop them off, what should I pack, how should I dress them? Our friendly, experienced and caring educators are here to help you and your child settle in on your first day. We have put together a little checklist below to help you prepare for the big first day!

What to expect on the first day

First days can bring nerves and mixed emotions. It is natural to feel anxious as this is a big change for you as a family. Our Nominated Supervisor/Owner, Miss Kylie, and educators will explain the process of dropping off your child and saying goodbye throughout your orientation and first day. They may also call or email you throughout the day letting you know how your child is settling in and what activities they have participated in. At any time throughout the day if you are curious as to how your child is going, call the centre and ask to talk to the educators in the classroom and they will be able to update you every step of the way.

Before you know it your child will be showing you to the classroom and waving goodbye independently as they see their new friends and get involved in the many activities they will experience!

What to wear

We promote sun smart practices throughout Currumbin Pines Early Learning Centre. When you are dressing your child for their day consider:

- 🍷 Tops and dresses that cover the shoulders and as much of the arms as possible;
- 🍷 Closed toe shoes or sandals with a back so they don't slip off; and
- 🍷 Clothes that have the potential to get a little messy at times even though we try and prevent it with the use of smocks!

What to bring

- 🍷 Change of clothes, all clearly labelled;
- 🍷 A jumper or jacket in case the weather changes, clearly labelled;
- 🍷 A sun safe hat which covers your child's ears, neck and face, or our kindy hat supplied to child at enrolment, clearly labelled;
- 🍷 Comfort item such as teddy, blanket, dummy (in a sealed container) or family photo;
- 🍷 Bottles;
- 🍷 Formula or expressed milk (if required);
- 🍷 Sipper cups or water bottles;
- 🍷 Any medications - this will need to be given directly to the office on arrival and placed in the Nominated Supervisor's refrigerator.

At Currumbin Pines Early Learning Centre, we are committed to offering exceeding quality of care to every child that attends our centre. We pride ourselves on providing an engaging and nurturing environment for both yourself as parents and your very precious children. We feel very privileged to join in partnership with you and establish a very stable foundation of education for your child.

EXCURSION NOTICE

Name of Location:	Creek and outside Kindy Room Creek		
Description of Location:	Mangrove, sand Beach, Rocky Slopes, Large trees, Grass area, Water.		
Address:	Currumbin creek		
Date of Excursion:	TBA	Time of Departure:	09:30 am
Estimated time of arrival:	10.20 am	Estimated time of return:	11 am
Cost (per child):	\$0	Cost (per adult):	\$ 0
Travel will be by:	Walking		
Safety restraints required:	no	Ratio: 1-3	3-5yrs-1:8
Special requirements:	Enclosed shoes (reef shoes), hats, shoulders covered tops and change of clothes.		
Educators in charge in excursion (1 educator will be carrying a mobile phone):	Koalas teachers and educators.		
Transport leaves Currumbin Pines at:		Transport arrives at:	
Transport leaves to return at:		Transport arrives at Currumbin Pines at:	
Anticipated number of children:	8	Ratio: 1-4	
Risk assessment completed.	Yes		
<i>Parents are welcome to attend. We will be in need of parents to help supervise the children. RSVP required</i>			

Please detach and return to the office with payment by ____/____/____

I, _____ give permission for my child, _____ to attend the excursion to the Currumbin Creek area adjacent to CPELC.

ongoing weekly from 4th January 2022 throughout the year of 2022.

My parent/guardian contact number on the day is:

Parent / Guardian signature: _____ Date: ____/____/____