Important Information for Parents / Guardians.

To help families settle in quickly we have compiled a list of the centre’s main procedures we hope this list will help you and your family to become familiar with all the procedures and help you to smoothly transition into our Centre.

❖ **Parent Notes:** In each room there are pockets on the large cupboard doors containing important information and artwork for each child. Please ensure these are checked and emptied daily. Your Child’s pocket is behind their name.

❖ **Sign In/Out:** Above the Locker you will find the sign in/out book. Please ensure you sign your child in and out each day. You need to write the time, your full name (clearly) and then signature. If you are not signing in/out correctly you may not be entitled to your CCB. If your child is away can you please write “away” and acknowledge the absence by signing the day your child was away. If you know your child is going to be away in advance that week it would be appreciated if you could write away and sign.

❖ **Communication Book:** Sometimes on arrival you may find it hard to talk to a staff member as they may be talking to another parent or settling a child or you may be in a hurry to get to work. In these cases we have a communication book located next to the sign in book. Please feel free to write any information you wish staff to know about the needs of your child. This information may be:

- my child is missing a water bottle
- My Child really enjoyed the Bee song
- Can you please make sure my child has a sleep today.

   **Staff will check this book daily.**

❖ **Rest Time:** As part of our Centre licence the Children must have a rest period. Our rest period is from 12:30-2:30. In the rest time we include lunch so most of the time children are laying on beds after 1:00 and packing up around 2:15. Your Child is required to bring sheets for this time. Cot sheets fit our beds best. We ask that these sheets come in a pillow case or Library bag. As we do not have a lot of storage we appreciate it if these bags can be kept small. If your child needs a pillow they may bring a small cot pillow. At the end of each day it is also appreciated if you can take these home as our storage space is limited.
Wet clothing: In each room there is a wet clothes container. In the event of an accident, wet or soiled clothes will be kept in this container which is located on the shelf above the sink in each bathroom. It would be greatly appreciated if these could be taken home at the end of the day.

Lost Items: In each room there is a white basket labelled Lost Property. This basket can be found in the last shelf of the lockers. Any items left behind will be placed in the basket. When you notice something is missing please let staff know as soon as possible. The sooner we know the more likely we will find it. Feel free to call us if you get home and notice something has been left behind.

Clearly Named Children items: Please ensure all items brought to the centre are clearly labelled with your child’s name including sheets, hats, socks, shoes, shirts, shorts, dresses, jumpers, pants, underwear. This helps us look after your child’s belongings.

Water Bottles: Please ensure your child has a water bottle each day filled with water only. There is a box for water bottles in each room which is generally located near the front door. Please make sure your child is familiar with their own water bottle and that the water bottle is clearly named.

Hats: Children need to bring a hat each day. We encourage children to wear a board brim hat and ask that these also are clearly named. We suggest these are taken home each day and kept in their bags to stop the spread of Nits. No hat no play.

Lunch Boxes: Our Centre encourages healthy eating habits. We suggest morning tea two of the following items: a piece of fruit, yoghurt, muesli bar, small patty cake or slice, carrot sticks.
- Lunch: Sandwiches, left over’s from dinner (we are able to heat meals), Corn/Rice crackers, salads.
- Drinks: We encourage children to drink water. If you feel your child needs something other water then they may bring a small popper. We suggest that they bring Milk in a small water bottle and keep it in the fridge with their lunch.
- Afternoon tea: If your child is attending for a full day we ask that you pack a small separate lunch box for afternoon tea and pack similar things to what is suggested for Morning tea.
**Absence:** If your child is away it is appreciated that you call the centre and let the Director know. If your child is unwell please let us know so we can keep and record and watch for other children showing any symptoms. If you are going away during term it is also appreciated if you could let us know this also staff know what is happening in your child’s life and will be able to talk to them about it. If for some reason your child has decided that he/she does not like Kindy/Pre Prep anymore please talk to us about this as we will be able to work with you and your child to help change this situation.

**Illness:** If your child is unwell or shows any signs of not being 100% it is appreciated by other parents and staff that you do not send your child to Kindy/Pre Prep. If your Child arrives at Kindy and staff do not feel that your child is 100% we will call you and ask you to collect your child. We need to do this to stop infection from spreading as we find infection spreads very quickly among small children.

**Toys:** We ask that you do not allow your child to bring toys into the centre. If your child has a comforter toy for rest time they may bring it along and keep it in their sheet bag until rest time. **Your help with this is much appreciated.**

If you have anything you are unsure of or any issue please feel free to come and see the Director or a staff member. Also if you have any suggestions for things that you feel could be done better or things you would like to see around the place or in the program please let us know either by speaking to staff or placing a little note into the fee/suggestion box. All suggestions are welcome as we strive to improve the quality of centre and programming.
**Fees**: Fees are to be kept two weeks in advance. Each Tuesday afternoon statements are emailed or printed and placed in your child’s Pocket. The statement displays the amount due. If you do not understand the statement please see the Director to help explain the statement. The statements can be hard to understand at first.

**Direct Debit**: Payment is to be made by direct debit only. Please ensure you have filled out the centre direct debit form before starting with the centre. Direct Debit can be set up for payments to be taken out of your account or off your credit card monthly, fortnightly or weekly. Please advise Director of which options suits your family and what day you would like the payments to come out of your account.