

**BURDEKIN
CHRISTIAN
COLLEGE**

**EARLY LEARNING
CHILD CARE
CENTRE**

BURDEKIN CHRISTIAN COLLEGE EARLY LEARNING CHILD CARE CENTRE

Address: 2-12 Melbourne Street,
AYR Queensland 4807

Phone: (07) 47835552
MOBILE: 0448427421 (after hours – before 8.00am & after
4.00pm)
FAX: (07) 4783526

E-mail Address: burdekincc@bigpond.com

Session Times: The Centre is open from 7.00am to 6.00pm
Monday – Friday

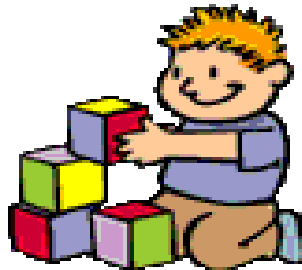
Opening Times: The Centre is open 50 weeks a year.
It is closed only through Christmas week and the
New Year week.



CONCERNS

The Burdekin Christian College Early Learning Child Care Centre is an activity of Burdekin Christian College. The Director is accountable to the Principal and the Board of Burdekin Christian College who are responsible for the oversight of the Burdekin Christian College Early Learning Child Care Centre.

If a parent has a concern they should approach the Director. If the concern is not resolved a parent can then approach the Principal of Burdekin Christian College. After that a parent can approach the Department of Families, Community Services and Indigenous Affairs. Ph: 4722 1110.



FEES:

- (A) **Enrolments Fee:** \$15.00 (**non-refundable**)
All bookings and enquiries to be made at the College office.
- (B) **Fee Structure:** \$4.50 per hour. The maximum number of hours to enrol your child per day is 4 hours.
- (C) **Accounts:**
These are given out on the first of the month and payable by the fifteenth of the month. Please pay all accounts at the College office
- (D) Fees **must be** paid regularly. If not, the College will apply its fee recovery policy.
- (E) **NOTE:**
The Child Care Benefit is paid for forty-two absent days. In some circumstances it can be paid for an additional twenty days.



AIMS:

- To provide a positive, friendly environment where each child feels comfortable to explore and try new things.
- To reinforce Christian family values.
- To teach with the philosophy that “Christ is the centre of all things”.
- To have the children develop spiritually, emotionally, physical, socially and cognitively.
- To provide an experience for children that is fun, safe and educational.
- Children will learn to respect and value each other’s differences while developing a positive environment to promote self esteem that is respectful to diverse cultures.
- The children will be encouraged to look after the natural environment.
- Through play and learning experiences the children will be encouraged to have a positive self esteem, to feel good about themselves and others.

OBJECTIVES:

- Develop socially through interaction within small groups, pairs and with adults.
- Develop physically through use of activities designed to promote development in the fine and gross motor skills, hand-eye co-ordination, balance and co-ordination in general.
- Be confident in speaking in pairs and to groups informally.
- Listen and concentrate for short periods of time.
- Understand that Jesus loves them.
- Take care of personal belongings and respect other’s belongings.
- Develop knowledge of basic colours, shapes and techniques for completing activities.
- Learn how to pray for each other.

EXCURSIONS:

During the year excursions appropriate to the children’s age level and interest will be arranged. Written permission for such excursions will be forwarded to you before the excursions.

Transport to excursions will be by bus or private vehicles. Parents will need to provide booster seats for children. Parents are encouraged to attend excursions. Parents will be allocated children to supervise, their own child plus 3 other children. The fifteen months to three years age group will not be going on excursions.

The Director will organise, facilitate and be in charge of all excursions. Kindy and Pre-Prep children unable to attend an excursion will stay at the Centre with the Group Leader of the younger age group.

Adult – Child Ratio is 1 adult to 4 children.



ATTENDANCE SHEETS:

Please sign the attendance sheet upon arrival and at departure. The Centre requires **written consent prior** to allowing any person other than the custodial parent/guardian to pick up children. Upon picking up your child please take them to a staff member before you leave. When a child is not collected the Director will telephone those numbers provided by the parent/guardian on their enrolment form.

BEHAVIOUR POLICY:

Strategies for discipline are used to guide and encourage the children.

- Staff should display positive role models for the children as well as encourage and promote desirable behaviour.
- Consistent management of children's behaviour.
- Praising children for their desirable behaviour, rather than criticism and comparison.
- Positive techniques used to redirect and reinforce the appropriate behaviour.
- Realistic guidelines, appropriate expectations for the child's age and giving choice when appropriate.
- Co-operative, helpful behaviour is encouraged and staff work toward building children's self esteem and competence.

The strategies put in place are to encourage self control and confidence in children. When the strategies for discipline are not working, the child/ren will be removed from the situation. During this time out period they will be under supervision. If conflicts continue without resolution, the child's parent/guardian will be contacted and discussions held to rectify the behaviour.

ASSESSMENT:

The usual assessment technique is observation.

PROGRAM:

Burdekin Christian College Early Learning Child Care Centre follows a set timetable. This includes indoor activities eg. craft, puzzles, construction, story telling, singing, rhyme and an active outdoor program.

All children are encouraged to participate in set activities and then are free to make their own choice.

At the Centre there is a Christian input into the program in the form of grace at meal breaks, some Christian songs and stories, a devotional time, and a Christian outlook regarding themes and attitudes.

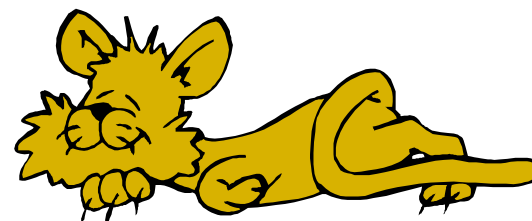
SLEEP/REST PAUSE:

It is a requirement of the Licence that the children have a rest time. Rest pause time will be as follows:-

Toddler Group: – 11.30am – 1.30pm

Pre-Prep/Kindy Group: – 12.30pm – 2.00pm

Please provide your child with two sheets and pillow for rest times. You will need to launder these regularly.



FOOD REQUIREMENTS:

Children are required to bring all food for the length of their stay. Either fruit, yoghurt, sandwiches etc. **NO JUNK FOOD PLEASE. (No rollups, chips, lollies, peanuts, chocolates).** Children may bring their own drinks and water will be supplied.

PORTS/BAGS:

All children **must have** a suitable port marked with the child's name as many bags are the same.

HATS:

All children **without hats will not be** able to play out in the sun. Please keep in mind we do have water play (wet days).

CLOTHING:

Please dress your child in play clothes as these do tend to get dirty or stained even with the utmost care. Send a spare set of clothes in a plastic bag and ensure all personal belongings are clearly marked with your child's name. **CHECK** your child's belongings at home time.

SHOES:

Please ensure that your child wears suitable footwear to the Centre. The Centre suggests closed in shoes.

BIRTHDAYS:

On your child's birthday it is optional to bring along a simple cake to share with friends.

SPECIAL TOYS & BELONGINGS:

Do not bring special toys from home as they can be lost or broken. Soft toys for sleep time is permissible.

PARENT INVOLVEMENT:

To assist your child in a smooth "settling in" period, it is suggested that you have a look around, stay and join our activities for a short while. It is felt that communication between staff and parents is vital in ensuring the happiness and well-being of your child.

The Centre believes in the individual approach, and this can be fostered when staff are aware of important happenings in children's lives – eg. dad is away, sickness, special events, etc.

The Centre views parents and teachers as partners in the nurture and education of your child. Parents are the primary caregivers and role models for their children. Parents are encouraged to visit their child's Centre through an 'open door' policy.

Parents are able to come and spend some time assisting in the Centre voluntarily. They are required to sign in and out and must wear a visitors badge on these occasions. (Available at the office of the Child Care Centre).

Other ways parents can participate are:-

- Special occasions such as Grandparent's Day, Sports Day, etc.
- Excursions.
- If you have any talents or skills that you would like to share with the children, please let the staff know.
- Sharing in cultures

Working with children requires a current Blue Card.

PUNCTUALITY:

Children do become quite concerned and worried if parents or carers arrive late or if they are left after the other children are gone. Please endeavour to arrive at the Centre on time to pick up your child or phone if you are going to be late.

HYGIENE:

Staff are expected to maintain an acceptable personal hygiene standard. Staff must not handle food when they are suffering from a disease which is likely to be transmitted through food. Staff should be diligent in ensuring their clothing and body does not contaminate food or food surfaces. Staff and children are to wash hands before handling food. For hand washing to be effective, soap and running water should be used and hands should be thoroughly dried on a single paper towel.

Staff are required to thoroughly wash their hands:-

- Entering the building.
- After handling body fluids.
- After nappy change.
- After using the toilet.
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CLEANING AND SANITISING:

Food preparation areas will be cleaned daily as well as before and after food preparation, eg. surfaces and equipment that comes into contact with food. Drinking and eating utensils will be cleaned and sanitised before and after use.

Toys used by children will be cleaned and disinfected regularly.

MISHAPS:

If a child has a mishap they will be showered and changed into clean clothes. Any clothes that the children soil or wet will be rinsed clean as possible and then placed in a plastic bag for sending home to parents.

STAFF

Our Centre Director is Mrs Jayne Clark. Mrs Clark has a Bachelor of Education specialising in Early Childhood. She is the Group Leader for the Pre-Prep and Kindy.

The Group Leaders for the Toddlers are Mrs Mary Anne Haller and Mrs Susan Oakes. Mrs Haller has ten plus years experience. She is endorsed as a Group Leader and has completed her Diploma in Community Services (Children's Services).

The Assistants are Mrs Tracey Westwood who is currently studying her Certificate III (Children's Services) and Mrs Susan Oakes who has completed her Certificate III in Children Services. Also Miss Toni Smallman and Miss Geraldine Henaway who are both currently studying Certificate III (Children's Services).

Miss Brooke Vucetic is our After School Care Group Leader. She has a Bachelor of Education.

Ms Katrina Wilson is employed as a Relief Assistant. She is studying Certificate III in Community Services (Childcare).



HEALTH POLICY:

It is the policy of Burdekin Christian College Early Learning Child Care Centre that all children be up to date on vaccinations.

DEALING WITH INJURIES:

All staff at the Burdekin Christian Early Learning Child Care Centre are required to have a current Intermediate First Aid Certificate. In case of an accident needing medical attention an ambulance will be called. Staff will administer first aid to the injured and the parents/guardians will be notified immediately.

Bumps and abrasions will be treated by staff and details will be recorded in an Incident Report. The parent of any child receiving attention is expected to read and sign the Incident Report.

If there is a serious accident where a child requires hospitalisation or the death of a child, the nearest office of the Department of Families, Community Services and Indigenous Affairs will be notified within one (1) working day.

ILLNESS AND INFECTIOUS DISEASES:

The Centre retains the right to exclude children regarded by the staff as either a risk to the health of the other children or who are obviously unwell. Parents are asked to notify the Centre if their child or another family member has a contagious illness. The Centre requests that unwell children should remain at home as it does not have the facilities or the personnel to care for them adequately.

Should a child become ill during the session, the parent/guardian (or emergency contact person) will be notified so that the child may be taken home. Health rules must be adhered to.

The exclusion periods and conditions for the better known childhood ailments are as follows.

- Diarrhoea: Exclude for 24 hours after the child last showed sign of diarrhoea.
- Chicken Pox: Until fully recovered or at least 7 days after the last spots appear.
- Conjunctivitis: Until all discharge has ceased.
- German Measles: Until fully recovered or at least 7 days after the rash appears.
- Head Lice: Children are unable to attend the Centre with live head lice. This may involve being sent home from the Centre or being kept at home until effective treatment has been applied.

Smoking cigarettes in the Centre Facility or grounds is prohibited.



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Prospectus