



HEYFIELD KIDS HOUSE

Information Booklet



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WHO ARE WE?

Kids House is a small childcare centre located in Heyfield, Victoria. In our room you will find a wide variety of different play and learning tools that encourage play based learning.

Outside you will find a large outdoor play space that includes a bike track, playground, sandpit and plenty of space to run around and explore the outdoors.



At Kids House we encourage sharing and positive interaction between children ,and educators. We pride ourselves on creating a welcoming and caring environment that supports both children, and their families. At Kids House we encourage creative skills through art, music and outdoor play as well as encouraging the development of self-help skills and having lots of FUN.

**We currently run from Tuesday- Friday, 9AM-2PM.
Age group 12 months - 4 years.**

OUR EDUCATORS



Nat, Talana, Tammy, Michelle, Shelley

Michelle Brooks (Co-Ordinator)-Diploma of Childcare

Tammy Leighton(2IC) - Diploma of Childcare

Shelley Judd- Cert. 3 in Early Childhood Education and Care

Talana Leighton- Diploma of Early Childhood Education and Care

Natalie Riley- Cert. 3 in Early Childhood Education and Care.

OUR PHILOSOPHY

Our Centre philosophy reflects our values and beliefs.

At Kids House we endeavor to create a setting which children will find comfortable and secure. We will offer an abundance of opportunities for self-discovery, supporting children's individual needs, interests and abilities.

We believe children have the right to be treated equally and with respect, regardless of culture, ability or gender. Early education is fundamental for future learning. Our programs are designed to prepare children for their transitions through kindergarten, school and beyond helping them become confident, independent active members of our society.

OUR PHILOSOPHY IS:

- to provide a safe, well supervised environment for children to play, learn and develop.**
- to provide educational and creative programs based on individual, group interests and observations.**
- to run within the Children's Services Regulations 2009.**
- to enrich children's awareness of the environment and a sense of connection to the natural world around us.**
- to provide a total learning environment where children are free to observe, experiment and explore.**
- to promote honest and open communication with our families.**
- to promote healthy eating now to set them up for future well-being.**

YOUR FIRST DAY!

Welcome to Kids House!

We understand that going somewhere new for the first time can be a little overwhelming. For this reason we have put together this page to help you feel a bit calmer.

Morning drop off

When you arrive at the Heyfield Community Resource Centre you will see a gate at the front, head through the gate (closing it behind you to keep our little ones safe). In the morning families gather inside the gate and at 9am, an educator will head out to invite you in. Once you are inside, head straight past the office and you will see the Kids House room door to your left. Your first drop off will be a good time to have a chat, and share any important information with educators regarding your child's routine or any other information you feel would assist us in caring for your child.

Afternoon pick up

Kids House is open until 2pm but you are more than welcome to collect your child any time before then if required. Just head into the Resource Centre the same way you did in the morning. You will then need to put the code into the door (you will be given this on your first day) to enter. Once in the room an educator will discuss your child's day with you and answer any questions you may have.

WHAT TO BRING TO KIDS HOUSE.

- Morning tea and lunch (more info on next page)
- Drink bottle with water
- Nappies and wipes (if not toileting)
- Spare changes of clothes for both warm and cool weather, including socks (extra changes if toilet training)
- Sunscreen (if allergies mean your child is unable to use ours)
- A hat



Please ensure that all of your child's belongings are clearly named.

LUNCH BOXES

Please note that Kids House is
NUT FREE.

We know how hard it can be to come up with new lunchbox ideas to keep your children excited, so we've put together a few ideas.

Please note that Kids House has a healthy eating policy. This means no lollies, lolly type snacks or chocolate.

Morning tea ideas

Fresh fruit
peaches fruit cups, puree fruit cup.
yoghurt, custard.
Boiled eggs/vegetable sticks/dip.
Cold meat, Kabana and cheese.
Tiny Teddies, Shapes or chips.
Muesli bar, muffin bars.
Muffins, banana bread, pancakes.
rice crackers, Clix, Cruskits.
Salada with cream cheese or other spread/toppings
dried apricot/ sultanas.



LUNCH IDEAS

- Tuna and crackers
- wraps e.g. meat and cheese
- Sandwiches e.g. spreads, meat and cheese, salad, sprinkles
- Platter foods e.g. cheese, ham, vegetable sticks, kabana, crackers, dip
- 2 minute noodles,
- Plain pasta with grated cheese and ham
- Tin spaghetti/baked beans
- Any left overs, such as spaghetti Bolognese, chicken and pasta, meat and veg, lasagna, sausages or pizza
- Quiche
- Chicken nuggets/cocktail Frankfurt's
- Fried rice/savory rice
- Party pies/homemade sausage rolls) if your child likes sauce, please send in a container
- Continental pasta

Please ensure lunch and morning tea are separate. For example sandwich in a separate container or zip lock bag.



What is OWNNA?

OWNNA is our online enrolment system. Upon beginning the process of enrolling your child, you will receive an email containing a link to our online enrolment form. Once submitted this form is added directly into OWNNA.

Once enrolled, you will also receive an invite to use the OWNNA app. This app is mostly used to share any imported information or upcoming news with families and also gives you the opportunity to make note of any upcoming absences directly into our system. You can also view your account balance.

You will also see your educators using OWNNA to sign your children in and out of the center at drop off and pick up times.

If you require assistance or have any questions regarding OWNNA please don't hesitate to ask.

CHILDCARE SUBSIDY.

What is the ChildCare Subsidy

The Child Care Subsidy (CCS) is a government assistant program put in place to help families with the cost of childcare.

The subsidy is paid directly to Kids House to reduce the fees you pay.

You can find out if you are eligible for ccs by visiting the services Australia website.

It is your responsibility to apply for CCS, we will also remind you to do this upon starting at Kids House. If you do not claim, or are not eligible for CCS, you will be required o pay the full daily fee. Need help with CCS? Just ask us!

FREQUENTLY ASKED QUESTIONS

How do I make fee payments?

Payments are made directly to the Heyfield Community Resource Centre. This can be done via direct debit or eftpos in the office.

How do I end my child's care at Kids House

Whilst we will be very sad to see you go, we do understand that circumstances change. We ask that 2 weeks notice be given for ending your child's enrolment.

Is Kids House open on school holidays?

Yes, Kids House continues to operate throughout school holidays. However, Kids House does close for 4 weeks over Christmas.

What happens if an educator is away?

Unfortunately there may be days where we have an educator away due a variety of reasons, including illness and we cannot find a replacement. Due to our legal requirement to meet the child:educator ratio we may have to ask some families to keep their child home for the day. To ensure that it is fair to all families we rotate the families to ensure that the same families are not being asked regularly. If this occurs, you will not be charged for the day

If my child is away due to illness or parent choice, do I still have to pay?

Unfortunately if your child is away due to parent choice or illness, you will still be charged for the missed attendance.

ILLNESS POLICY

The wellbeing of each child is the highest priority and children must be kept home if they are unwell.

We have a first aid kit that is checked and restocked each year.

Key staff undertake a first aid course every 3 years with a refresher in CPR every year.

Parents will be notified if their child becomes unwell and will be asked to pick them up as soon as possible. Every effort will be made to make the child comfortable until a parent arrives.

If possible the child will be moved away from the other children to reduce the spread of sickness.

Parents must notify the Centre of any contagious diseases as soon as a doctor has diagnosed the child.

If a child has an infectious disease they will be excluded for the time noted on the INFECTIOUS DISEASES LIST. The Wellington Shire and the Department of Education and Early Childhood Development will be notified of the illness and a letter from your doctor will be needed for the child to come back to the Centre.

If it is necessary to seek urgent medical attention for any child, parents will be notified immediately and an ambulance called. If a parent is not able to be contacted the emergency contacts will be accessed. In the event of an ambulance being called the parent is responsible for all costs incurred.

Any illness will be noted in the illness book with date, time, what happened and a spot for the staff and parent to sign when the child is picked up.

ILLNESS PROCEDURE

If a child has a

-temperature of 38 (or above)

-vomits,

-has diarrhea,

-a rash

-becomes listless or just generally not themselves....

parents will be contacted to pick the child up from the Centre. Staff will record the date, the time and the action taken by the service in a book that will need to be signed by the parent or other person picking up the child.

The child will be separated from the rest of the children (if possible) to stop sickness being spread from one child to another, while we wait for them to be picked up.

If a parent is unable to be contacted the others to be notified on their enrolment will be contacted.

If it is deemed necessary to ring an ambulance all medical costs will be incurred by the parents.

SUN SAFE POLICY

We know that too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage.

Kids House will

- ensure all children, and educators are protected from over-exposure to UV radiation.**
- ensure the outdoor environment provides shade for children, and educators.**
- ensure children are encouraged and supported to develop independent sun protection skills.**
- support duty of care and regulatory requirements; and support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.**

1. Seek shade

Management makes sure there is a sufficient number of shade structures in the outdoor area, particularly in high-use areas. Children are encouraged to choose and use available areas of shade when outside.

Spare hats will be provided to any child that doesn't have one.

2. Slip on sun-protective clothing

Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts for their child. If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors.

SUN SAFE POLICY CONT.

3. Slap on a hat

All children are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.

4. Slop on sunscreen

SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.

Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).

To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.

Sunscreen is used between November to the end of April.

When enrolling their child, families are: informed of the service's SunSmart policy; asked to provide a suitable sun protective hat, covering clothing and required to give permission for educators to apply sunscreen to their child. If permission is not granted for any reason, a parent or guardian is required to sign the sunscreen waver form to remove this responsibility from Kid's House Heyfield. Staff and visitors will wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses; apply sunscreen; and seek shade whenever possible.

HEALTHY EATING POLICY

Our healthy eating policy is encouraged to promote a child's normal growth and development, by using and promoting appropriate food choices. Dental Health should be considered when planning, providing or encouraging healthy eating choices.

Staff promote safe eating habits within the Centre, for example example: no running whilst eating, being seated whilst consuming any form of food. (Staff will also be seated if eating at meal times) Staff will supervise all children thoroughly whilst eating.

If a child has an allergy to any given food, staff will be seated with the child at meal times.

All staff will be made aware of the allergy and shown an action plan, where needed. There will be a notice viewable to all families suggesting, where possible not to bring the product into the Centre.

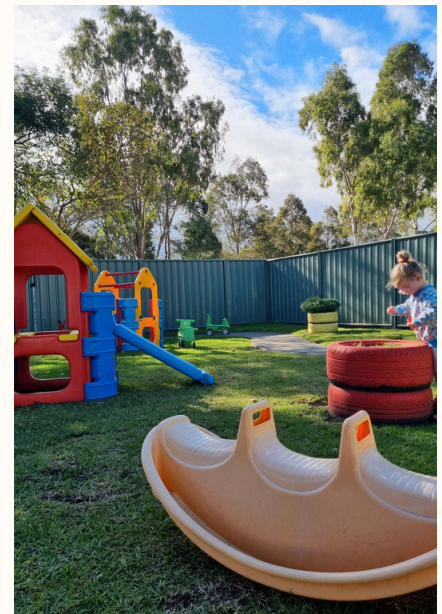
If a child requires a bottle of formula/cow's milk, the parent is required to pre fill the bottle, or have a measured amount of formula and water ready for mixing, the bottle must be clearly named and have a lid. We encourage all drink bottles to have only water. This makes it easier for staff to have plenty of water available to the children at all times.

Please pack your child for the day,

- Small snack for morning tea (fruit is highly recommended)
- A sandwich, or meal that can be heated in the microwave, such as rice crackers, or salad for lunch
- A drink of water (this can be consumed at any time during the day)

As we encourage healthy eating within our Centre we ask that NO lollies or chocolate are to be packed in your child's lunch box. If these items are found staff will remove from their lunchbox until after lunch with a note to let parents know not to send these

PHOTOS



CONTACT

**Heyfield Community Resource Centre
5 George Street, Heyfield.**

Ph: 03 5148 2100

**Email: kidshouse@heyfield.net
facebook.com/kidshouseheyfield
www.heyfieldcommunity.org.au**

**Direct debit payments
Account Heyfield Community
Resource Centre**

BSB: 633000 (Bendigo Bank)

Account number 112013644

**Please put your first and last name as
the payment reference**