

# Knight Street Multi-Age Learning



Parent Handbook 2023

<b>Title</b>	<b>Page</b>
Welcome to Knight Street Multi-Age Learning	3
Knight Street Multi-Age Learning Philosophy	4
Our Statement of Values and Beliefs	5
Centre Operations	6
Centre Educators	7
Hours of Operation	7
Fee Information	7
Childcare Subsidy	8
Curriculum	9
What is the Early Years Learning Framework?	9-10
How can you contribute to your child's learning?	10
Nursery	10
Multi-Age	10
B.E.E.S	11
3-Year-Old-Kindergarten	11
4-Year-Old-Kindergarten	11
Enrolling your child	12
Signing in and out	12
Orientation	12
Children's Belongings and Toys	13
Late Pick up of Children	13
Allergies / Intolerances	14
Children's Health & Medication	14
Childhood Illness	14
Medical Conditions	15
Immunisations – 'No Jab, No Play'	15
Family Participation	16
Excursions / Bush Kindergarten / Regular Outings	16
Concerns and Grievances	17

## Welcome to Knight Street Multi-Age Learning

Dear Parents/Guardians,

At Knight Street Multi-Age Learning we are proud of our ability to provide high-quality care, education, safety and well-being through the program for children and look forward to a rewarding and enjoyable relationship with your family.

We have a team of dedicated educators, so we can offer continuity of care for your child while at the same time building strong relationships with families.

There are many experiences for your child to explore, experiment and extend their imagination in our flexible indoor/outdoor environments, which are specially designed with children's development and interests in mind.

Knight Street Multi-Age Learning operates in accordance with standards and regulations as set out by our local Department of Education and Early Childhood Development Office (DEECD), Health and Family Services, the National and Victorian Early Years Framework curriculums and the National Quality Standards.

Knight Street Multi-Age Learning has developed policies and procedures in consultation with educators, families and management. These policies cover all aspects of welfare and early childhood development. Parents are welcome to view these policies and procedures at any time. A copy can be obtained from the office on request or can be found on permanent display in the entrance foyer.

We hope that you and your child will enjoy your time with us and that the information in this parent handbook assists you with your commencement at our centre.

Please read this handbook carefully to familiarise yourself with our policies and procedures.

We thank you for your interest and look forward to building strong relationships with you and your child.

*Erin Tracey*

Centre Director



## Knight Street Multi-Age Learning Philosophy

“At Knight Street Multi-Age Learning our approach to education and care is of a holistic and inclusive nature, that seeks to encourage and engage children and families of all cultures and diversities.

We provide a homely feel and natural environment where possible, with a focus on social, emotional and cognitive development, as well as sustainability and obtaining family and community involvement.

Our Multi-Age dynamic allows siblings, extended family, and friends, to learn and grow together, through play-based learning experiences, created from each child’s individual needs and interests.

Educators demonstrate respect and high expectations for all children within our care.

We strive to provide quality care and education in a safe and nurturing environment, thus creating a child-safe environment.”



## Our Statement Of Values & Beliefs

Value –

- ✓ a friendly, natural and safe environment
- ✓ a program, that provides continuity from home to care yet flexible enough to meet individual needs and challenges of all children
- ✓ educators who are happy and develop strong relationships with children, families and community
- ✓ sustainable practices and understand the vital role we play in assisting young children and families to understand sustainability issues, concepts and practices. (Elloitt and Davis 2004)
- ✓ family participation/input in care and education programs within the service

Our Programs are –

- ✓ developmentally appropriate
- ✓ inclusive of all aspects of each child's development
- ✓ reflective of the multicultural nature of our Australian Society
- ✓ challenging, interesting and varied providing lots of choices
- ✓ evaluated regular
- ✓ available to families through an online portal where parents are encouraged in the process of planning, implementing and evaluating in a confidential and private forum

Our Educators are –

- ✓ committed to making children's welfare, happiness and safety their priority
- ✓ fair and consistent in their interactions
- ✓ accessible to parents and value their input and diversity
- ✓ caring and understanding of each child's needs, strengths and interests

Our Management is –

- ✓ committed to the children, families, educators and community
- ✓ accommodating to the needs of parents and educators
- ✓ approachable and trustworthy in their dealings with parents and educators
- ✓ organized and proficient in their business management
- ✓ provides leadership that inspires and motivates quality and interests

We believe parents need to be –

- ✓ open and friendly in their communication with educators and management
- ✓ supportive of the centre's philosophy and policies and procedures
- ✓ interested and involved in the participation of our programmed activities
- ✓ supportive in the process of planning, implementation and evaluation of the centre



## Centre Operations

Knight Street Multi-Age learning is a 60-place family operated centre.

We offer a high-quality educational program for children in a caring and nurturing environment.

Our Centre Director Erin is highly qualified, being employed at Knight Street Multi-Age Learning since 2000, and with four children of her own, she will be on hand to answer any questions that may arise.

In addition, we have a 2IC Shae, who is highly skilled and knowledgeable and available for families.

We are lucky enough to have had Catie join the team as our Educational Leader. Catie leads the delivery of the curriculums and programs while ensuring all educators have opportunities for growth and development.

Knight Street Multi-Age Learning's educators are highly qualified and experienced to ensure that the safety, wellbeing and happiness of the children remain the highest priority.

Our centre is licensed and regulated by the Department of Education, Employment and Workforce relations in Victoria, contact details for the relevant department is displayed in the foyer for your convenience.

Our centre is operated under the National Education and Care Act & National Education and Care Regulations to ensure operational standards are met. Knight Street Multi-Age Learning is registered with the Australian Children's Education and Care Authority and with the Family Assistance Office Childcare Scheme, which provides funding and fee relief to families.

For further information with your childcare needs contact us at:

Knight Street Multi-Age Learning

164 Knight Street,

Shepparton, 3630

Ph 03 5831 8911

Email [info@kscc.net.au](mailto:info@kscc.net.au)

Facebook - <https://www.facebook.com/knightstmultiagelearning>



## Centre Educators

Our educators hold your child's welfare, safety and happiness as their main priority. All educators are highly qualified with one of the following certificates –

- ✓ Certificate III of Early Childhood Education and Care
- ✓ Diploma of Early Childhood Education and Care
- ✓ Advanced Diploma of Children's Services
- ✓ Bachelor of Early Childhood Education

We encourage and support educators to continue their professional development within the workplace through formal studies, short courses and on-the-job training.

Our centre meets all the staffing requirements set out by the Department of Education and Early Childhood Development in Victoria.

Domain Leaders are responsible for the organisation and planning of each program under guidelines from the Education Leader. Leaders are allocated planning time each week to plan and evaluate each child's ongoing development.

## Hours Of Operation

Knight Street Multi-Age Learning operates Monday to Friday from 6:30 am – 6:00 pm. We are closed for all gazette public holidays.

## Fee Information

Daily - \$115 (a small annual increase from 1<sup>st</sup> July 2023)

The following information is general information regarding payment of centre fees.

Fees for the two weeks of attendance are due and payable on the first day of attendance at the centre and thereafter your account should be kept in advance.

Fees are paid by iDebitpro and forms for this are completed on enrolment. Fees are to be paid for all days in advance. Should your account fall into arrears, the accounts manager will arrange a payment plan for you to bring your account up to date.

Our accounts manager is Keira who can be contacted on [accounts@knightstreetmultiage.com.au](mailto:accounts@knightstreetmultiage.com.au)



## Childcare Subsidy

Childcare Subsidy (CCS) is a means-tested subsidy paid directly to KSMAL as a fee reduction. There are 3 factors that will determine a family's level of CCS, which include a:

1. Combined family income
2. Activity test for both parents
3. Service Type

Transitioning to CCS requires families to provide information and confirm current details by using your Centrelink online account through myGov. Before you can commence with KSMAL you must be "assessed for CCS by FAO", obtain a Customer Reference Number for yourself and for your child and present KSMAL your CCS assessment approval letter.

All children are entitled up to 42 days of absences per year before CCS entitlements become affected. These may be taken for more than one day at a time. **Also, please ensure you keep up to date with your child's Immunisations, failure to do so can result in your CCS being cancelled by the FAO.**



## Curriculum

At Knight Street Multi-Age we believe that children learn and develop through play, as our philosophy indicates.

We also follow the National and Victorian Early Years Framework curriculum and the National Quality Standards and the elements that are used to guide our curriculum practices.

We at Knight Street Multi-Age believe early childhood environments should be warm, caring and secure to promote independence and build self-esteem and self-knowledge in each child. By acknowledging, preserving and protecting children's rights, a child's individuality and creativity will be encouraged.

Knight Street Multi-Age learning recognises that children's first and most important learning happens with their family. We support partnerships between our attending families and our professional educators to assist your child in their growth and development. Through Planning, educators can gain insight into your child's interests and strengths. We strongly believe by gaining insight we will be able to provide a variety of challenging and stimulating experiences on a daily basis for your child to enjoy and learn from.

## What is the 'Early Years Learning Framework?'

It is Australia's first national Early Years Learning Framework for early childhood education. The Framework itself is not a curriculum or type of program it is a guide. Therefore, it is open to interpretation and each Educator has their own understanding and ideas on how to implement the EYLF and VEYLF within our early childhood setting.

The Framework is based on the notion that children's lives are characterised by:

***Belonging***: knowing where and with whom they belong

***Being***: to be in the present moment

***Becoming***: what is required to become functioning members of society.

This Framework consists of 3 inter-related elements; Principles, Practice and Learning Outcomes.

**Principles**: The Framework provides us with 5 Principles to guide us in our work with children, in relation to our beliefs and values. They are to have; (1) Secure, respectful, and reciprocal relationships, (2) Partnerships, (3) High expectations and equity, (4) Respect for diversity and (5) Ongoing learning and reflective practice.

**Practices**: We draw upon research and theories about how to teach, educate and how children learn. We then use our skills and knowledge regarding building and nurturing relationships,

curriculum decision-making, teaching and learning and put it into action. There are 8 Practices outlined in the EYLF that we incorporate into how we educate and care for your children. They are (1) Holistic approaches, (2) Responsiveness to children, (3) Learning through play, (4) Intentional teaching, (5)

Learning environments (6) Cultural competence, (7) Continuity of learning and transitions, (8) Assessment for learning.

**Learning Outcomes:** The 5 Learning Outcomes are broad and observable, each of the Outcomes contains key components (sub outcomes). They acknowledge that children learn in a variety of ways and vary in their capabilities and pace of learning. They aim to look at a child as a whole person, the outcomes are:

Area 1: Children have a strong sense of identity

Area 2: Children are connected with and contribute to their world Area 3: Children have a strong sense of wellbeing

Area 4: Children are confident and involved learners

Area 5: Children are effective communicators

We incorporate all the elements of the two Frameworks into our curriculum, approaches to education and interactions. As a result, your child is receiving high quality programs that will help them develop in all areas, preparing them for their journey in life. If you would like to know more about the elements of Early Years Learning Framework's we would be happy to provide you with further information or explain them to you in person.

## How can you contribute to your child's learning?

Upload photos and stories of what your child has been doing within the family and community in your child's portal on EarlyWorks. Comment and contribute to the planning and evaluation process through your portal and verbally exchange information on your child's interests, strengths and needs with your child's educators.

## Nursery

The nursery provides a welcoming and nurturing environment where children aged 6 weeks to 18 months participate in experiences to enhance their holistic development. They can also relax and unwind in the quiet and peaceful surroundings with each educator developing a circle of security with these children. We also support the children's sense of security and belonging within the nursery room with consistent educators throughout their day.

## Multi-Age

Our Multi-Age room provides a home-like environment consisting of mixed groupings of children from 18 months to 6 years of age. This provides a welcoming and nurturing environment where children are supported in their interests and abilities whilst caring for different learning capabilities in a family-like structure. Children can move freely throughout our indoor/outdoor space and programs where educators will provide assistance and support.

## B.E.E.S Program

The B.E.E.S program is for the ages 3-5 years old; it runs on Wednesdays each week. The program has a strong emphasis on teaching children sustainability & the importance of nature conservation. The children will be involved in a range of activities that open their minds to the natural beauty & wonder of their surrounding environment.

## 3-Year-Old Kinder

Our 3-year-old kindergarten program offers our three-year-old children the opportunity to participate in a small program in our kindergarten room where we encourage children to develop their key communication skills, problem-solving skills and cognitive development. These will form the foundation of learning as they transition to kindergarten the following year.



## 4-Year-Old Kinder

Our 4-year-old kindergarten program offers children the opportunity to learn the skills to enable a smooth transition to school. This program is run by a Bachelor Qualified Early Childhood Teacher. Children turning four years of age before April 30<sup>th</sup> of the same year are eligible to participate in our four-year-old kindergarten program.

Bush kindergarten is offered as part of our program and our aim is to reengage our children with the outdoors and participate in unstructured, natural activities, engaging with a range of local outdoor experts such as rangers, Yorta Yorta Elders and Landcare Organisations. Bush kindergarten is held each Monday for 4 hours in bushland at Moira Park. Children and educators use the bushland as their classroom and all that nature has to offer as their resource.



## Enrolling Your Child

On confirmation of your child's enrolment at Knight Street Multi-Age Learning, you will be given an enrolment pack that will include enrolment forms and a family handbook as well as other service information. Only a child's parent or guardian can complete an enrolment form and it must include an Immunisation Statement from Medicare. All forms must be completed including the direct debit form and returned to the centre director before your child commences. The director will also discuss with you the individual requirements of your child and family so that we can make the time your child spends with us as enjoyable as possible.

## Signing In & Out

Knight Street Multi-Age Learning use icheckin which is a digital form of signing in and out. On your child's first day this will be set up with you. icheckin is situated in the foyer and you will need to have your mobile phone on you to set this up. You will need to digitally sign your child in on drop off and out on pick up.

Only authorized persons (over 18 years) listed on your child's enrolment form may collect your child. If someone from the list is collecting your child and is unfamiliar to educators, they will be asked to provide identification. This is the procedure to ensure your child's safety and will not be waived nor will any exceptions be entered into regarding this policy.

## Orientation

Prior to children commencing with us, we encourage a visit from both the child and parents/guardians. This provides an excellent opportunity for the child and parents/guardians to familiarise themselves with educators within the Centre and the environment.

The Enrolment and Child Profile forms provide educators with essential information to learn about your child and assist educators in getting to know them. The aim of this is to ensure an effective curriculum is carried out to meet the individual needs of every child according to their age, stage of development, interests and needs.

To assist with the orientation process, we discuss with each family how orientation will take place. A family may choose to introduce their child through shorter days until the child seems settled. Another option may be for the guardian to stay in the room for a set period of time. We recognise that this is individual to each family, and we will discuss this during the enrolment process.

Some children may be assisted by bringing a special toy or blanket in from home. This is also something that can be discussed during enrolment so that educators are fully aware of the individual needs of your child. We understand that leaving your child for the first time can cause anxiety for some parents, therefore, it is important that both parents and educators work together to build the special relationship necessary for a successful orientation\transition.

## Children's Belongings and Toys

Children sometimes enjoy bringing toys from home. This is fine, if the item is a comfort item, however, do not allow your child to bring 'precious' toys which may be damaged. **All toys must be clearly named. The children are responsible for their own toys.**

## Late Pick Up Of Children

Being on time is important. Many children soon begin to expect parents to arrive at a certain stage of the day. Therefore, we encourage all parents to contact the service if they are going to be late to ensure children do not become anxious about their return. If your child is having difficulty settling, please discuss this with either an educator in your child's room or the centre director.

Parents are encouraged to contact their emergency contacts to arrange alternative transport for their child if they themselves cannot collect their child. Parents are requested to inform educators who will be collecting their child at drop-off and expected arrival time, this person is also to bring along a photo ID. A late pick-up fee will be charged at the rate of \$2 per minute per child, which will appear on the next fortnightly account if departure time exceeds your booking session. We kindly remind parents that we close the service at 6:00 pm and therefore require departures to occur before this time to ensure you have time to gather your child's belongings and discuss your child's day with the educators.



## Allergies/Intolerances

PLEASE NOTE: due to some children being highly allergic to peanuts, Knight Street Multi-Age Learning is a **peanut aware** service. We ask that parents DO NOT send anything containing peanuts for their child to eat. This includes peanuts, peanut butter, muesli bars etc. ALL allergies/intolerances indicated on your child's enrolment form must be accompanied with a doctor's certificate and action plan, so that we can ensure your child's individual health requirements are being met adequately.

## Children's Health & Medication

Knight Street Multi-Age Learning has a medication record form that must be completed and signed by the parents. This form includes details of dosage, and time of administration and educators must also complete a section when they have followed instructions. Medication must come to the service in its original container dispensed from the chemist and be within the expiry date with the child's full name. Prescribed medication must have a medical label with the child's name on it who being administered the medication.

Educators will assist you in completing the form and answer any questions you have regarding the medication policy.

All Asthma/Anaphylaxis plans must be accompanied by a plan signed by a doctor.

PLEASE NOTE: Educators will not administer the first dose of any medication.

## Childhood Illness

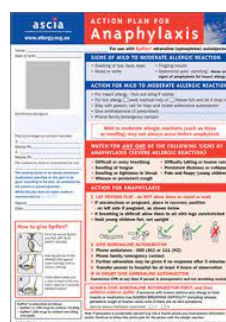
In the event of your child becoming ill at the centre, educators will telephone you or if you are unable to be contacted your emergency contact, to inform you of your child's condition and you may be required to pick up your child. Children will be kept comfortable with an educator until you arrive (within 30 minutes). There will be times when your child is too sick to cope in a group situation and needs to rest quietly at home. If your child is suffering from a contagious condition, they will be unable to return to care until symptoms have ceased. Exclusion times are set by the Health Department and apply to all infectious diseases. Please refer to our exclusion table in the foyer for a list of Infectious Diseases. Please call us if your child is not attending for the day.

## Medical Conditions

It is vital that we are aware of any medical conditions including diabetes, epilepsy, allergies, eczema, asthma, and risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any allergy or asthma on the enrolment form.

Our service requires a Medical Action Plan or Asthma / Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement at the service.

To ensure the safety and wellbeing of your child, these action plans need to be updated every twelve months.



## Immunisations – ‘No Jab, No Play’

As a requirement to confirm your child's enrolment, you must provide proof that the immunisation status of your child is current. You may provide any of the following: Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR) OR Immunisation Status Certificate from a medical doctor or local council immunisation with the required information.

We are required by regulation to refuse enrolment if your child's immunisation is not current. (Exceptions apply.)

The health of your child also relies on the health of all the members of the family in your household. Adult vaccination is offered in Victoria under the National Immunisation Program to eligible adults. Victoria also funds some specific vaccines for eligible adults who are at high risk for certain vaccine-preventable diseases such as hepatitis B, rabies/lyssavirus, rubella, diphtheria, and tetanus. For full details of the Immunisation Policy, please refer to our Policy and Procedures Manual. For information on the necessary immunisation for your child and the appropriate age to receive it, please refer to the Department of Health National Immunisation Program Schedule at <http://www.immunise.health.gov.au/>

<https://www2.health.vic.gov.au/public-health/immunisation/.../no-jab-no-play>

## Family Participation

At Knight Street Multi-Age Learning we promote family involvement. Family involvement is valuable for your child and gives you an opportunity to share in their experience, to join in, and observe the things that make up the day.

We encourage families to communicate with the educators about their child's adventures at home, so we can bridge that continuity of home and care.

Most of the communication between educators and families occurs at an informal level as parents drop off and pick up children, family members and educators need to be aware of the importance of passing on information that helps both parties better anticipate children's behaviour.

Appointments can be made at a mutually suitable time for you to speak to your child's educator. Your comments and suggestions are very important to us, so please comment on any of our policies and procedures. Family members are welcome to participate whenever possible by reading a story, playing and sharing their skills and participating in excursions with the children at our centre.



## Concerns and Grievances

Knight Street Multi-Age Learning will protect the rights of families and educators to have grievances raised and resolved by making a genuine effort to establish an atmosphere of trust and open communication between all parties, so grievances can be dealt with constructively. In the first instance, we encourage you to discuss your concerns firstly with your child's educators. If they are unable to answer your concerns to your satisfaction, please see Erin the centre director. For matters concerning adherence to the Education and Care Services National Regulations, families may also contact the:

**Authorised officer- Hume Area Quality Assessment and Regulation Division**

**Tel: 0383929500 or Email: [hume.qar@edumail.vic.gov.au](mailto:hume.qar@edumail.vic.gov.au)**

All complaints will be handled with the strictest confidence and every attempt will be made to satisfy a parent's concerns promptly. For further information please refer to the 'Dealing with complaints' policy.



## Excursions / Bush Kindergarten / Regular Outings

Excursions are an important and valuable part of learning in early education. They expose a child to a range of different experiences and help them to observe and understand the world around them. For any excursion or regular outing in our community, we will complete comprehensive risk assessments to minimise any identified risks as part of our planning for excursions. We provide information about the excursion to parents in advance and require written authorisation for each child to participate in an excursion or regular outing.

Authorisation for regular outings will be gained once every 12 months or whenever any of the circumstances of the transport may change.

