

Knight Street Multi-Age Learning



Parent Handbook

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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 wellbeing 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.

Erín Tracey

Centre Director



Knight Street Multi-Age Learning Philosophy

“At Knight Street Multi-Age Learning our approach to learning and care is guided by theorists Vygotsky and Montessori as we believe our holistic and inclusive practices enhance learning through play. Children are respected, with educators demonstrating high expectations of their abilities. We provide a natural environment with emphasis on sustainability. Our programs are child-centered and scaffolded from previous and individual learnings. The vitality of social, emotional and language development is upheld throughout our multi-age environment that closely represents a home environment. Our families and communities play a large role in our service, as we strive to provide quality care and education in a safe and nurturing 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 an Educational Leader/2IC Shae, who is highly skilled and knowledgeable and available for families.

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

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



Centre Operations

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 organization and planning of each program under guidelines from the Education Leader. Leaders are allocated four hours of planning time per week to plan and evaluate each child's ongoing development.

Hours Of Operation

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

Fee Information

Daily - \$109

Kindergarten Term Fee - \$400

Twilight – 12 midday – 10:00pm \$115 6:00pm – 10:00 \$60

School Holiday Program Daily - \$70

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

Fees for the two weeks 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

Childcare Subsidy

The Australian Government is committed to ensuring that Australian families can access affordable, flexible and high-quality childcare. The Government provides several subsidies and programs to help with the cost of childcare, with the Child Care Subsidy being the main type of assistance that most families will use.

To be eligible for the Child Care Subsidy the following requirements must be met:

- the child must
 - ✓ be a 'Family Tax Benefit child' or 'regular care child' and
 - ✓ be 13 or under and not attending secondary school and
 - ✓ meet immunisation requirements
- the person claiming the Child Care Subsidy, or their partner, must
 - ✓ meet residency requirements and
 - ✓ meet the Child Care Subsidy activity test (or be eligible for an exemption) and
 - ✓ be liable to pay for care provided under a Complying Written Arrangement (their written agreement) with their childcare provider
- childcare must be provided by an approved provider in Australia and not be part of a compulsory education program, for example school.

There are exemptions for individuals who genuinely cannot meet some eligibility requirements.

The level of subsidy a family receives will depend on three factors:

- Income – a family's (both partners) combined income
- Activity test – what activities the individual and their partner undertake or exemptions that might apply and
- Service type – the type of approved childcare service used, for example Centre Based Day Care.



Curriculum

Knight Street Multi-Age Learning believes children learn and develop through play, as our philosophy indicates. Also, the National and Victorian Early Years Framework curriculum and the National Quality Standards and elements are used to guide our curriculum practices. We believe early childhood environments should be warm, caring and secure, 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 partnership 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 this 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.

How you can 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 to your child's educators.

Programs

Our Multi-Age Learning Centre 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 catering for different learning capabilities in a family like structure. Children can move freely through our indoor/outdoor programs where educators will provide assistance and support.

Our Dream program provides a relaxed and magical environment where babies participate in experiences to enhance their holistic development. They also can relax and unwind in the quiet and peaceful surrounds.

Our 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 30th of 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 Kinder is held for four hours each week at Rumbalara Co-Operative in Mooroopna. Children and Educators use the bushland as their classroom and all that nature has to offer as their resources.

Fungroup offers our three years old children the opportunity to participate in a small program in our Kindergarten room where we encourage children to develop key communication, learning and thinking skills. This will form the foundation of learning as they transition to Kindergarten the following year.

Our School Holiday Program runs throughout the school holidays commencing in January. This program is run between 7:30am – 6:00pm from Shepparton East Primary School. The children participate in a variety of community events based on their interests and development.

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 forms 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.

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 your 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 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 6:00pm 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 educator's.



Orientation

Prior to children commencing care, we encourage visits 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 environment.

The enrolment and child profile forms provide educators with essential information to learn about your child and assists 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 parent to stay in the room for a set period of time. We recognize 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 relationships necessary for a successful orientation.



Children's Belongings & 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 labelled. The children are responsible for their own toys.

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, 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 is 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 with 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 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.

Immunisation

As your child receives immunisations, could you please bring the centre an updated statement from Medicare. This enables the centre to have up to date information on your child's enrolment.

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 which 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.

6 SNNEWS

SHEPPARTON NEWS, WEDNESDAY, JULY 12, 2017

Forming special friendships

KNIGHT STREET MULTI-AGE LEARNING VISIT TO AVE MARIA VILLAGE FUN FOR YOUNG AND THE YOUNG-AT-HEART

By Siannie Kelly

There was plenty of giggling and laughter from young and old at Ave Maria Village in Shepparton on Monday.

Children at Knight Street Multi-Age Learning visited the residential care facility and were keen to involve everyone in their activities, which included blowing bubbles and playing with blocks.

For resident Margaret Matthew, having the children visit was a great way to spend the morning.

"I think it's lovely just to watch their little faces," she said.

Knight Street Multi-Age Learning educational leader Alicia McLean said this was the second time children had visited the village.

The aim of our visits is to

form relationships with the elderly and our children," she said. "We're just trying to make more connections with the community and ourselves."

"It's not a known thing for children to see the elderly out and about, they're always in their home... so it's good for children to see the stages of life and gain knowledge from them."

Ms McLean said they were hoping to continue the visits on a weekly basis so children and residents could form even stronger relationships.

"We're also hoping that Ave Maria will come to our service on a weekly or fortnightly basis," she said.

Ave Maria Village lifestyle co-ordinator Jan Christenson said it was great having children at the facility.

"We love it and the residents just love it."



Having fun: Oliver Collis Daniel, 3, with Bernie Cummins, 98.

Pictures: Holly Curtis



Reading: Edward Freeman, 5, and resident Margaret Matthew.



Learning: Resident Esther Wickham and Pyper Zurawski, 4.



Catching up: Resident Joyce Clarke with Harrison Baxter, 5.