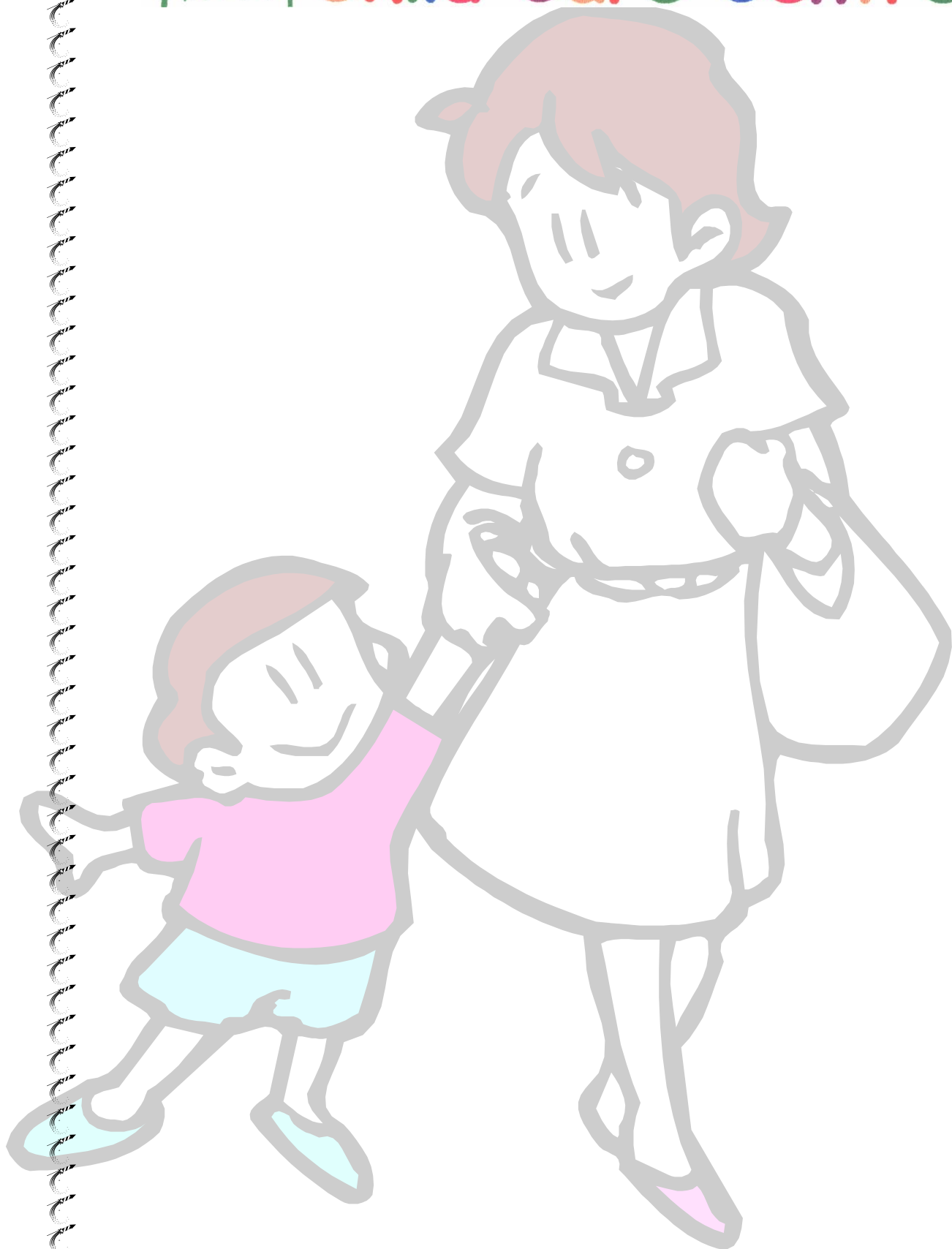




Kidz Kingdom Child Care Centre



PARENT HANDBOOK

Family Assistance Office: 13 6150

44 MOOLYEEEN ROAD
BRENTWOOD WA 6153

Ph : (08) 9364-2695

Fax : (08) 9315-1896

Email : kkcccwa@bigpond.net.au

CENTRE PHILOSOPHY

"At Kidz Kingdom Child Care Centre we treat each child and staff member as an individual and unique person. We endeavour to provide a home away from home through the provision of a safe and happy multi-cultural environment that has a warm and friendly atmosphere for each child and family.

The centre recognises each child as a unique individual with their own specific needs, abilities and ideas. Each program is developed with the view of assisting the child's personal growth through allowing each child to develop their own skills and interests at their own pace. Carefully developed programs provide opportunities for exploration and creativity with staff facilitating and supporting each child's learning through experiences that challenge and embrace the child's knowledge. Our centres' programs provide opportunities for each child to learn about and appreciate their surrounding environment, activities and people around them.

Parental and family involvement is vital in the holistic development of each child and embraced by all staff. The centre encourages sibling interaction, which enhances the settling process for families and children. Staff value and respect each families' cultures and beliefs and provide children every opportunity to express themselves in every way they can.

Staff are diverse, multi-skilled professionals who contribute to a successful quality team and care environment. They are positive role models who are committed to providing excellent care for all children. The centre's staff are dedicated, compassionate and

wonderful listeners. They are always willing to further their skills through personal training and development, and to share what they have learned with other staff, families and children".

Welcome to our Centre. We at Kidz Kingdom Child Care Centre strive to create a stimulating atmosphere built on love, trust and harmony where the children will grow emotionally, socially, intellectually and physically.

This information booklet has been designed to give you all the necessary information about our Centre. For further information please contact our Non-Contact Coordinator.

Kidz Kingdom Child Care Centre is a privately owned Centre, caring for children aged from six weeks to six years on a fulltime and part-time basis. We also provide before and after school care and limited vacation care for preschool and primary school aged children.

The "licensee" and "supervising officer" of the centre are displayed on the centre license. Our "Person to Act in Place Of (PAPO)" our Supervising Officer is displayed beside the centre license.

HOURS

Kidz Kingdom Child Care Centre is open all year round, but will be closed on all public holidays. The Centre operates between the hours of 6.30am and 6.00pm Monday to Friday.

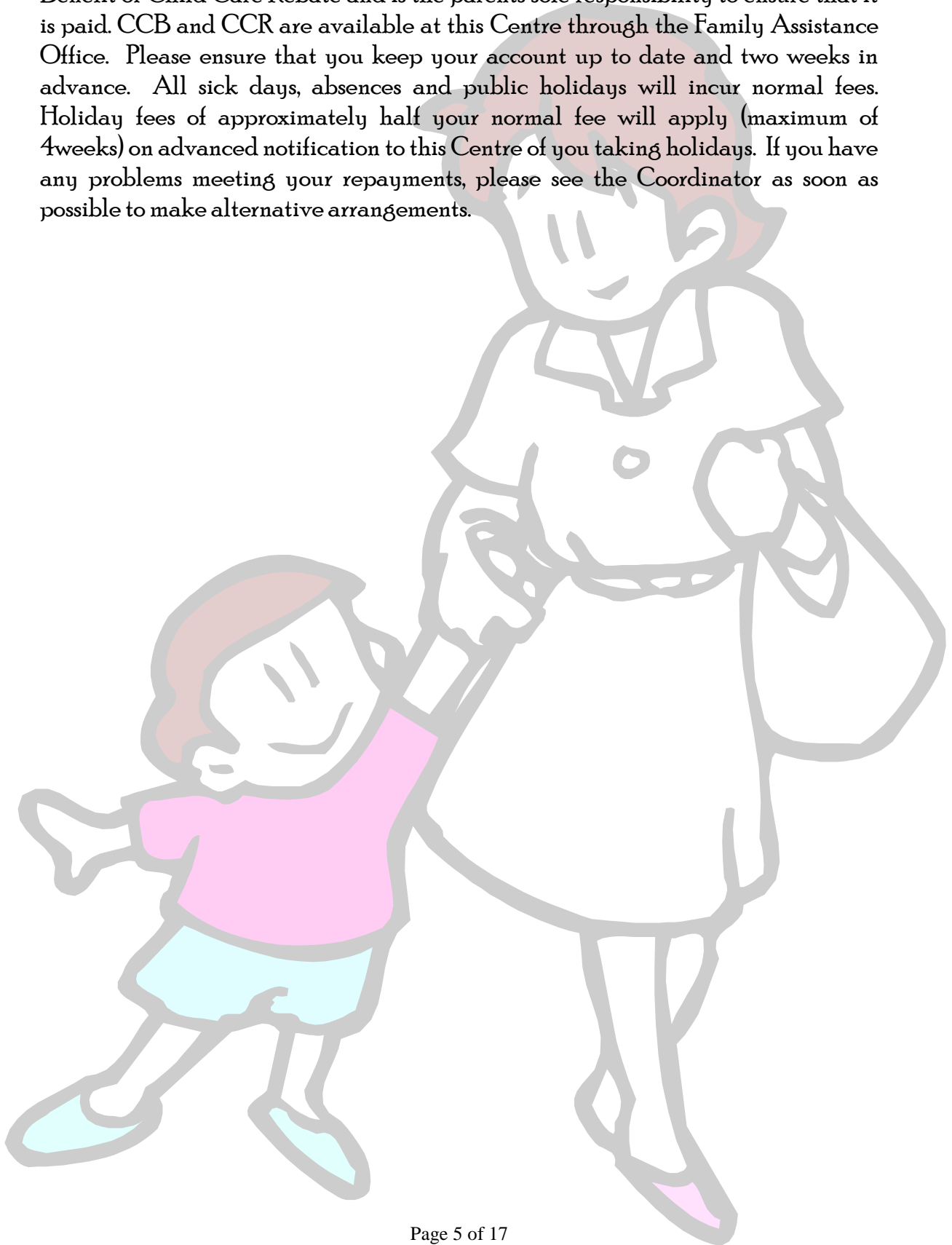
OFFICE

Nadene our Centre Coordinator is available Monday to Friday, as per the office hours sign displayed on the office window or by appointment. Qualified staff are available to take payments throughout the whole day.

FEES

Please call to discuss centre's fee structure.

A late fee will come into effect after the hour of 6.00pm of \$1.00 per minute. Parents, please be aware that this late fee is not claimable through Child Care Benefit or Child Care Rebate and is the parents sole responsibility to ensure that it is paid. CCB and CCR are available at this Centre through the Family Assistance Office. Please ensure that you keep your account up to date and two weeks in advance. All sick days, absences and public holidays will incur normal fees. Holiday fees of approximately half your normal fee will apply (maximum of 4weeks) on advanced notification to this Centre of you taking holidays. If you have any problems meeting your repayments, please see the Coordinator as soon as possible to make alternative arrangements.



ENROLMENT

Before your child commences at Kidz Kingdom Child Care Centre, you will be required to complete an enrolment form and child profile sheet. At this time you will also need to provide a copy of your child's birth certificate, immunisation records and your driver's licence for us to copy. Please keep the Centre up to date with immunisation records and immunisation updates as they occur. The Family Assistance Office may withdraw your Child Care Benefit and/or Child Care Rebate if they are not kept current.

Please notify the coordinator if you have any changes in address, contact number or guardianship. The Centre is to be advised immediately of any allergies or health problems and provide a medical certificate from the doctor. Enrolments can take place on a continuous basis throughout the year. Vacancies will be available in accordance with "Priority of Access" guidelines as determined by the Commonwealth Government. This means that places are allocated in the following order:

1. A child at risk or serious abuse or neglect
2. A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act
3. Any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on lower incomes
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

Although we try to accommodate everyone's needs, occasionally we may have a need to restructure the number of days allocated for relief in order to accommodate those on a higher priority as indicated above.

When the Centre has no vacancies, a waiting list will be kept. Parents on the waiting list will need to keep in contact with the Centre to remain on this list.

STAFF

Kidz Kingdom Child Care Centre is licensed for 51 children. The breakdown of staff to children is as follows and is required by the Children's Licensing Board.

0-2 years	12 children	1 Qualified & 2 Unqualified
2-3 years	13 children	1 Qualified & 2 Unqualified

3-6 years

26 children

1 Qualified & 2 Unqualified

The Centre will ensure that the staff: child ratio is as required at all times. Parents need to be aware that between the hours of 11.45am and 2.45pm, staff take their lunch breaks during the quieter time of the day i.e. children's rest time. The Centre is staffed by qualified, experienced and competent workers who have been selected for their ability to relate well with the children, combined with their skilled and initiative in programming, to meet the needs of the children in our care.

STAFF ILLNESS

The Centre acknowledges that sick staff will be excluded from the Centre to ensure that the children have a healthy environment and to reduce the risk of infection. Regular relief staff will replace caregivers who are absent due to illness where possible.

SETTLING CHILDREN INTO THE CENTRE

Settling children into the centre will be tailored to meet both the needs of the child and the parent. Parents are welcomed visitors at the centre at all times. As your child is settling in, parents are encouraged to leave their child for short periods of time. Gradual increase in the time may help the child to feel reassured that their parents will be returning for them. The centre will ring and notify a parent, if a child is upset and too distressed at any time. Several pre-enrolment visits are encouraged at our centre. This will allow both parent and child to meet the staff that will be involved in the care of your child.

PROGRAMMING

Developmentally appropriate programs and activities are provided for all the children. They are designed to stimulate the development of each child's social and emotional, physical, cognitive, language and general needs of the individual child. The program's are developed by the qualified staff member and displayed in each room. The program may be changed weekly or fortnightly, and at times may include outings, excursions and incursions. Please feel free to discuss programs with the Qualified Staff in your child's room.

OUTINGS AND EXCURSIONS

When children are going on outings and excursions you will be required to fill in an "Excursion Authorisation form" before your child can participate. Excursions may incur an additional cost to your fees - excursions are not compulsory. All parents of children involved will be notified of any planned outings in advance.

DAILY SIGNING IN/OUT AND COLLECTION OF CHILDREN

It is a requirement of the Child Care Licensing and Standards Unit that **ALL** children **MUST** be signed in (on arrival) and signed out (on departure) in the register provided. All sick, holiday, occasional absences must be signed for. Your child must be handed over to a staff member and the staff needs to be notified when you arrive to pick up your child. **Only** authorised persons can collect your child, unless prior arrangements are made with the Coordinator or Qualified Staff. Failure to sign your child in and out each day may result in your Child Care Benefit/Child Care Rebate being cancelled. If someone other than yourself will be dropping or picking up your child, please let them know that they will need to sign the register.

Staff and Management at Kidz Kingdom Child Care request that children are not brought to the Centre prior to our advertised opening hour i.e. 6.30am. We would also appreciate if every endeavour were made to collect your child from the Centre by the advertised closing time i.e. 6.00pm. Crisis care will be called if children are at the centre after 6.30pm and we have not been able to contact parents or emergency contacts.

NAMING OF ARTICLES

All items sent or worn to the Centre **MUST** be named with waterproof ink pen. The Centre takes **NO RESPONSIBILITY** for lost items.

CUSTODY/ACCESS PROVISIONS

It is the responsibility of the legal guardian to decide who brings the child to the Centre or collects the child. Copies of custody or access documents must be supplied to the coordinator.

GUIDING CHILDREN'S BEHAVIOUR

Management and Staff at Kidz Kingdom Child Care Centre aim to be positive and consistent in our approach to discipline within the Centre. To help us achieve this, the following three step warning system shall occur.

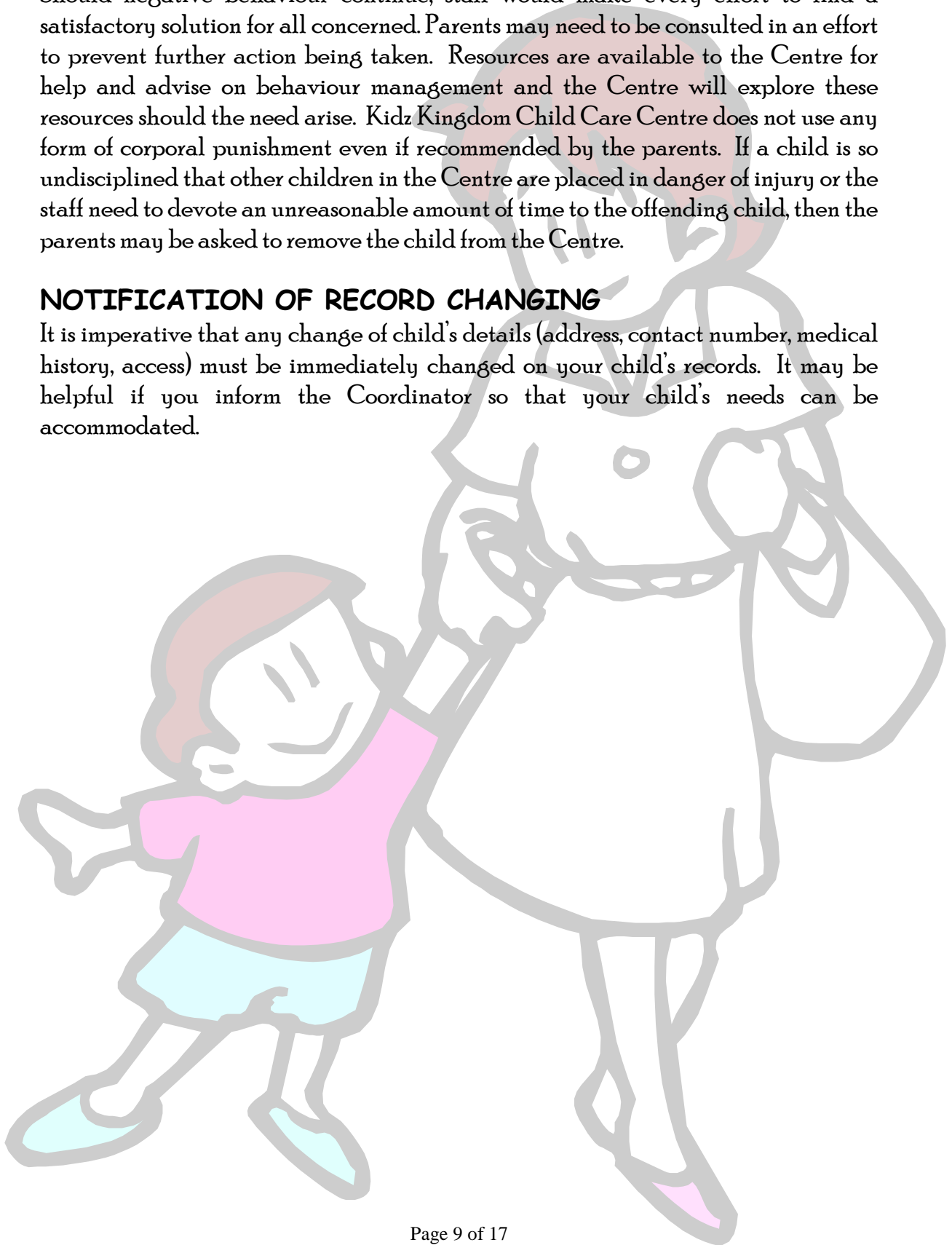
1. Explanation – Why a particular behaviour is not acceptable.
2. Reminder – Remind the child of step 1 and inform of step 3 if behaviour continues.

3. Action – Remove the child from the problem area and redirect to another activity.

Should negative behaviour continue, staff would make every effort to find a satisfactory solution for all concerned. Parents may need to be consulted in an effort to prevent further action being taken. Resources are available to the Centre for help and advise on behaviour management and the Centre will explore these resources should the need arise. Kidz Kingdom Child Care Centre does not use any form of corporal punishment even if recommended by the parents. If a child is so undisciplined that other children in the Centre are placed in danger of injury or the staff need to devote an unreasonable amount of time to the offending child, then the parents may be asked to remove the child from the Centre.

NOTIFICATION OF RECORD CHANGING

It is imperative that any change of child's details (address, contact number, medical history, access) must be immediately changed on your child's records. It may be helpful if you inform the Coordinator so that your child's needs can be accommodated.



SUMMER AND WINTER

Kidz Kingdom Child Care Centre is a SunSmart Centre as recognised by Cancer Council WA. Parents are asked to ensure that their child has a SunSmart hat (bucket, wide-brim or legionnaires) to wear whilst in the centre.

Please provide at least one spare set of appropriate seasoned clothing.

MEALS

A weekly menu is displayed for you. We provide morning tea, lunch and afternoon tea. If your child has any allergies or special dietary requirements (must be supported by a medical certificate) please advise staff of your child's needs. Kidz Kingdom has Food Safe and CHCCN3C.

SMOKING, DRUGS AND ALCOHOL

Smokers must extinguish cigarettes before entering the premises and anyone affected by drugs or alcohol will not be permitted to enter, including parents, staff and management.

We have a duty of care to children attending our Centre and we may refuse to release children to persons who are clearly intoxicated or affected by drugs. Your cooperation and understanding in these matters will be appreciated.

EMERGENCY AND FIRE EXITS

Each child shall regularly participate in fire drills. If parents are in the Centre at the time of an emergency drill or fire drill, please follow the directions given to you by the qualified staff or follow the emergency exit plans displayed in each room.

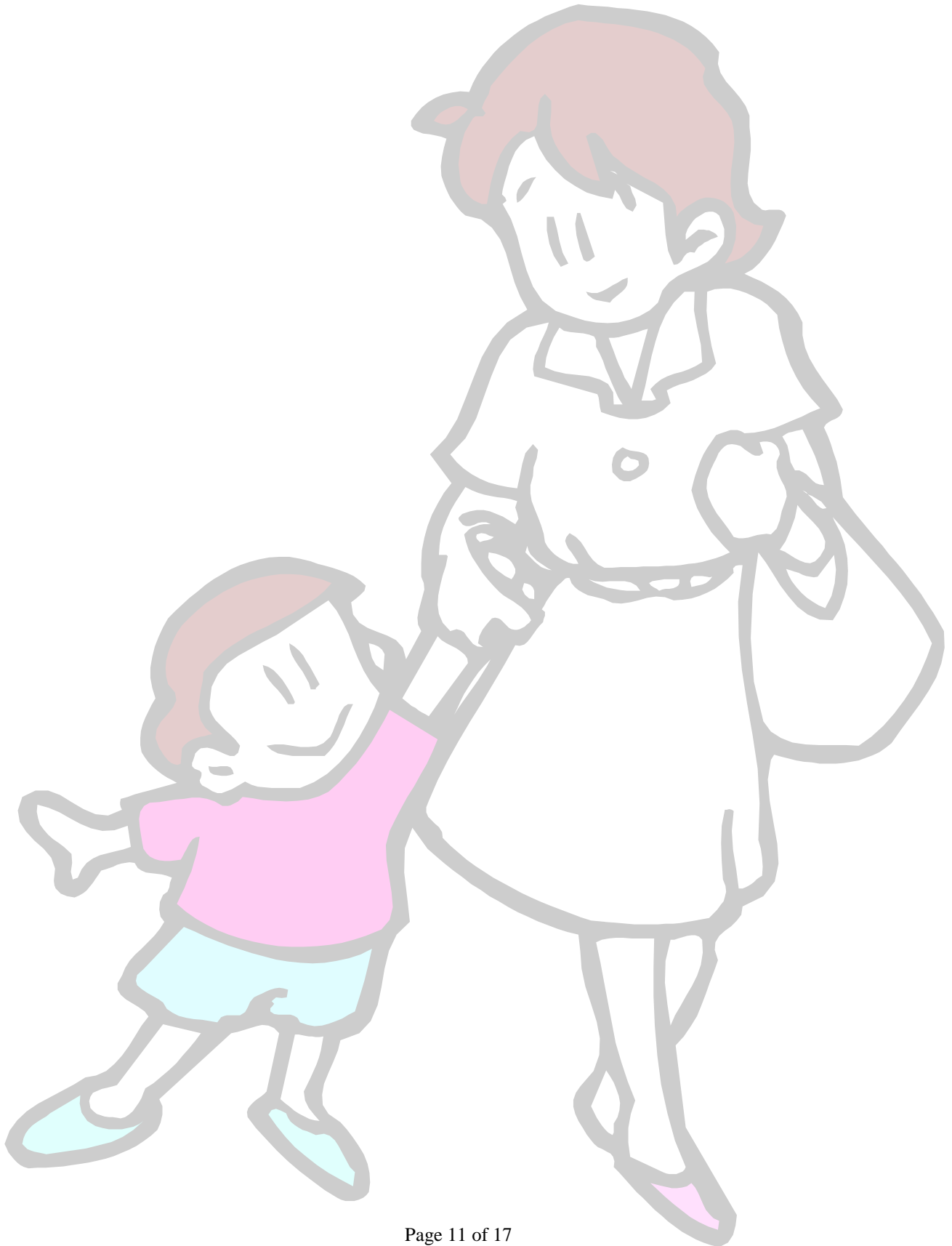
MULTICULTURALISM

As we live in a multicultural society, Kidz Kingdom Child Care Centre is strongly focused on providing a multicultural-based program. Not only do we recognise the importance of teaching children about their own cultures, but to also expose them to other cultures. This is achieved through a variety of experiences that are incorporated in our program's to promote a multicultural acceptance within our children.

TOYS AND SPECIAL THINGS

We do not encourage children to bring toys and other special treasures into the Centre, as they may get broken or lost. Exception being special blankets or teddies/dolls to use at sleep time. It is not a responsibility of the staff to look after

children's personal possessions. We recommend that all items be named.



ILLNESS AND INFECTION

We regret that we are unable to care for sick children.

It is important to protect children from infection as much as possible, so the Centre will comply with the Health Department Guidelines for exclusion from Child Care during the following illnesses;

CHICKEN POX Incubation period 14 days. Exclude until crusts have separated from blisters (usually 5-6 days).

CONJUNCTIVITIS Exclude until discharge from eyes has stopped.

DIARRHOEA Exclude until there has not been a loose bowel motion for 24 hours. The Centre reserves the right to ask a child to be removed immediately after two consecutive diarrhoea motions.

HEAD LICE Exclude until effective treatment has been given and hair is free of eggs and lice.

HIGH TEMPERATURE It is advisable to keep your child home at least 24 hours following any illness involving high temperature, to ensure that the condition has abated before the child returns to the Centre.

INFECTIOUS HEPATITIS Incubation period 14-60 days. Exclude until a medical certificate of recovery is produced.

MEASLES Incubation period 10-14 days. Exclude for 4 days from appearance of rash.

MENINGITIS Exclude until a medical certificate of recovery is produced.

MUMPS Incubation period is 18 days. Exclude until symptoms have subsided.

RUBELLA (German Measles) Incubation period 14-21 days. Exclude until least 5 days from the appearance of the rash.

SCABIES Exclude until a medical certificate of recovery is produced.

SCARLET FEVER Exclude until a medical certificate of recovery is produced.

SCHOOL SORES Exclude until antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.

UPPER RESPIRATORY TRACT INFECTION Probably the most common condition suffered by small children. Exclude until symptoms subside and while on medication.

THRUSH Exclude until a medical certificate of recovery is produced.

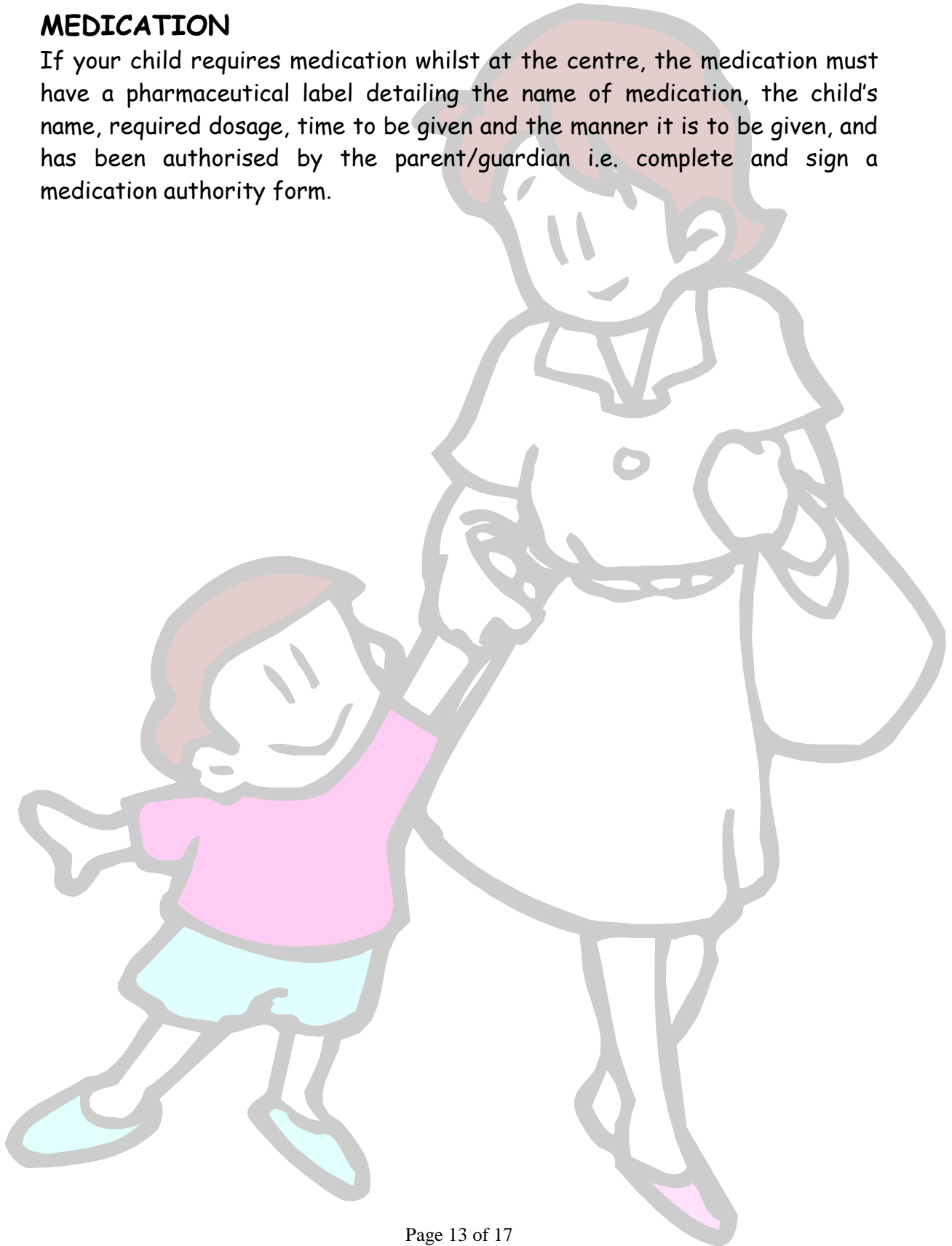
VOMITING The Centre reserves the right to request collection of a child who has vomited twice.

WHOOPING COUGH Incubation period 7-14 days. Exclude for 4 weeks or until a medical certificate of recovery is produced.

We recommend a child recovering from an illness, obtain a medical certificate prior to re entering the Centre.

MEDICATION

If your child requires medication whilst at the centre, the medication must have a pharmaceutical label detailing the name of medication, the child's name, required dosage, time to be given and the manner it is to be given, and has been authorised by the parent/guardian i.e. complete and sign a medication authority form.



CHILD CARE LICENSING AND STANDARDS UNIT

This is the body that regulates the childcare industry. Should you need to contact them for any reason, their telephone number is **6210 3333**.

ACCREDITATION

We are registered with the National Accreditation Council, and are involved with the National Accreditation process.

Throughout the year, the Centre will organise opportunities for parents to attend the Centre. Newsletters are issued quarterly giving groups the opportunity to update parents on the progress and program in their child's room. The newsletter will also provide parents with the Centre and general information, as well as meeting dates and special occasions.

IMMUNISATION

Immunisation of all children attending the Centre is encouraged. If proof of vaccination cannot be produced for a child during an outbreak of infectious disease at the Centre, the child shall be excluded for the appropriate period of time. On enrolment, parents are asked to provide proof of immunisation for their child. It is important to keep the centre up to date when your child has additional immunisations.

SLEEP/REST TIME

It is not compulsory for children to have a sleep during the day. However, a rest time is encouraged. Sleep/Rest time will normally be between the hours of 11.30am and 2.00pm. Babies will try to follow the sleep patterns that they have at home.

CHILD ABUSE

As the Centre is bound by our duty of care, we do need to take the appropriate action if child abuse is suspected.

PARENT PARTICIPATION

Parents, you are our greatest source of information with regards to your child. To give your child the best opportunity for development, childcare staff and parents need to work together.

If you would like to become more involved in the manner by which your child is cared for in our Centre, why not consider one or more of the options below;

- Join in organising social events.
- Help collect bits and pieces.

- Spare a little time to join your child in play/story time etc.
- Share a special interest with the children.
- Come on an excursion with the Centre.
- Any ideas you may have that we could include in the program would be appreciated.

If you can think of a way in which you could be more involved in the Centre and you have a little spare time, please come and see us.



PARENT CONCERNS

In order to offer the best possible care for your child we need to be able to keep the lines of communication open. If you have any concerns please speak to your child's Qualified Caregiver. If you are not satisfied then please feel welcome to approach the Non-contact coordinator or write to the Owner by placing a letter in the fees/suggestion box.

TERMINATION OF CARE

In order to be able to provide the opportunity for families in the local communities and surrounding areas, we ask that you provide the centre with two weeks written notice when you no longer require care for your child.

