



Child Care and Early Learning Parent Handbook

Studio 64 Group Child Care & Early Learning

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Parent Handbook

Welcome to Studio 64 Child Care & Early Learning

Our Parent Handbook explains information you will need to be aware of whilst your child attends our service.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the service operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

You and your family are welcome to visit our service at any time.

Service Information

Studio 64 caters for children aged 6 weeks to 6 years. We are open from 6:30am to 6:30pm Monday to Friday. We are closed on public holidays and for one week over the Christmas Period. Notice will be given when these days occur. We are currently licenced for 75 places which we chose to allocate across 4 rooms:

0-18m year old room - Babies	20 places	3-5 Educators	Ratio 1:4
18m-2 year old room- Juniors	10 places	2 Educators	Ratio 1:5
2-3 year old room - Toddlers	25 places	3-5 Educators	Ratio 1:5
3-5 year old room - Kinders	20 places	1-2Educators	Ratio 1:10

Contact Information

Phone: 6111 3072

Mobile: 0457 528 804

Email: southperth@studio64.org.au

Website: www.studio64.org.au

Centre Manager: Chanele Duscher

Studio 64 – About Us

At Studio 64 Child Care and Early Learning we aim to provide 1st class early childhood experiences that benefit the whole child. This includes support so the family unit can balance their childcare and work commitments through our unique services within the Studio 64 Group.

Studio 64 is a unique South Perth space that is designed to help make busy parents lives easier. Studio 64 will bring together a place for your children at our early learning service and for you, furnished offices and a number of other services all under the one roof (examples such as Hair and Beauty services, and a long day park so that parents can park, drop their children off and then ride the ferry into the CBD, beating the worst of peak hour and saving commute times).

Further details on our broader offerings outside our Early Learning Centre can be found on our website

We adhere to the Education and Care Services National Law and Regulations and our curriculum embodies the National Quality Standard and the Early Years Learning Framework. Our professional staff practice the Code of Ethics developed by Early Childhood Australia.

Early Learning Service Philosophy

See attached

Fees

Our Permanent Daily Rate is \$130

Further more detailed fees can be found on our website which has our full Fee Schedule for all Early Learning Services, Occasional Care, Furnished Offices, Boardrooms, and Interview Rooms etc.

Our fees are paid by direct debit on a fortnightly basis and are paid 2 weeks in advance. Fees are invoiced for session and whole days only. Parents are required to complete a direct debit form on enrolment.

Receipts will be issued on payment of your fees and a statement of account will be issued monthly via email.

Twins, Triplets (or higher order multiples) in your family? We understand the financial and logistical challenges you face with Early Learning costs and we have offers for P&DMBA members from time to time. Please contact us for more details.

On enrolment we will need your CRN for yourself and your child so we can register attendance and you can ensure that you are receiving the maximum entitlement, see www.humanservices.gov.au/customer/subjects/assistance-child-care-fees

Casual bookings are also available for your convenience. A cancellation policy of 24 hours applies to all casual bookings.

Child Care Subsidy (CCS)

Government currently offers a family subsidy (Child Care Subsidy) from the Family Assistance Office (FAO). The Family Assistance Office will assess parents' taxable income and a scale will be used to determine the amount of assistance each family will receive. The assistance may be claimed at a reduced Service fee or at the end of the financial year. Every family regardless of their income is entitled to this assistance.

CCS payments are determined and made directly by Centrelink. Studio 64 does not determine or take responsibility for any of the rules and guidelines set out by Centrelink. This information is a guide only.

To receive a CRN for you or your child/ren please call 13 61 50 or for information in languages other than English 13 12 02. Alternatively visit www.humanservices.gov.au

Please note that CCS is a government regimes and whilst we understand the current process and are happy to help with queries where possible, it is your responsibility to liaise directly with Centrelink in relation to your eligibility and CCS. Centrelink and or government may also change these regimes from time to time.

Allowable Absences

Currently, you can be paid for any absence from approved care your child attends for up to **42 days per child per financial year**. Additional absences beyond 42 days for certain reasons may be approved and paid. Please feel free talk to us about the additional absences if you are concerned you may go beyond the 42 days. Public holidays will be counted as an absence if the child would normally have attended the service on that week day, and fees will be charged for that day for the child.

You can access your child's absence record on your online statement by selecting '**View Child Care Details and Payments**' on your [Centrelink online account](#). You can also do this using the [Express plus Families mobile app](#)

Cessation of Care

Please note that if your child is absent leading up to and including their last day of care – CCS will not be paid by Centrelink for any of these non-attended days. Please see reception if you require more information in regard to cessation of care.

Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the new national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in Western Australia. To contact our Regulatory Authority, please refer to the contact details below:

Western Australia

Department of Local Government and Communities, Education and Care Regulatory Unit

Address:

Level 1, 111 Wellington Street

EAST PERTH WA 6004

Website: www.dlgc.wa.gov.au Phone: (08) 6551 8333

Service Closing Time and Late Fees

Please be aware the current Program closes at 6.30pm. A late fee is incurred for children collected after 6.30pm.

The fee is \$2 per child for every minute and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the program until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, then we will contact the Police, as per regulations, to take responsibility of your child.

Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained always.

To plan programs for your children we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

Photography

You will be asked in your enrolment form if you consent to your child being photographed. Please tick yes/no.

Photographs can provide for great reflection for the children and family group of our service, and lovely memories of all the activities we have participated in throughout the year. A picture tells a thousand words.

Giving consent to your child being photographed allows us to do this. Your consent extends only to your child being photographed for purposes of their learning, programming, group observations etc. Your child's photo may be displayed for children and families to see in their physical allocated room wall and in the secure individual and group observations and activity images through Storypark.

We will not use your child's visible image, in a public forum for advertising (such as social media, public website etc.) or for any event/media public purposes without your prior written agreement. Any Images that are used have children's faces blurred where they are not recognisable.

Consent can be withdrawn at any time.

It goes without saying that parents are not to take photos/images of any other child at the centre other than your own, for the privacy and security of all children.

Routine Pram Walks Along South Perth Foreshore

You will be asked in your enrolment form if you consent to your child participating in regular routine pram excursions in the local area as described below. This permission will remain effective until the centre receives and receipts written notice to the contrary, or at the expiry of 12 months.

- The route, time of departure and return, as well as the duration of the excursion may differ slightly day to day.
- Routine Pram Walks will be within this area depicted below by map.
- Children will not exit the Pram (unless to be comforted and held by staff if upset).
- Duration of the walk will always suitable for the conditions and the age of the children (walks will be under 30 mins).
- Minimum Staff ratios are maintained.

- Staff take a mobile phone and are contactable during excursion.
- Children will be adequately seated and properly restrained in the Turtle Pram.
- Precautions are taken to avoid unsavoury and extreme weather conditions and staff will be equipped with appropriate necessities such as first aid kit, sun screen, water bottles and emergency contact information of children on the Pram Walk



Other than the above pre-approved Routine Pram Walks, children will not be taken on excursion unless a separate written and signed permission has been obtained from an adult who responsible for a child. Participation in excursions is not compulsory and appropriate arrangements will be made for those children remaining at the Services. N.B. a situation where a child is taken from the Service for medical treatment is not an excursion.

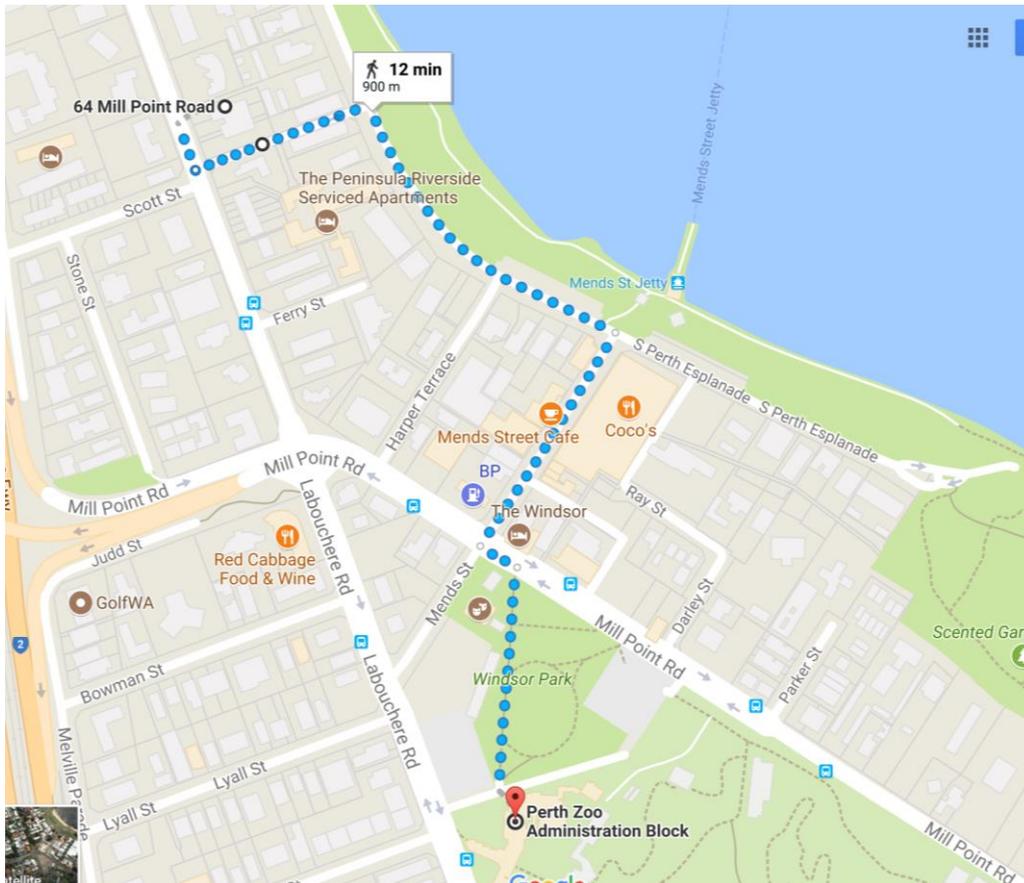
Zoo – Excursion (Semi Regular)

You will be specifically asked in your enrolment form if you consent to your child participating in semi regular Zoo Excursions to The Perth Zoo located at 20 Labouchere Rd, South Perth.

This permission, as selected in your Online Enrolment Form, will remain effective until the centre receives and receipts written notice to the contrary, or at the expiry of 12 months. Note:

- The route, time of departure and return, as well as the duration of the excursion may differ slightly day to day.
- The children will follow the route to the Zoo depicted in the map below.
- Children will not exit the Pram on the Journey to the Zoo (unless to be comforted and held by staff if upset).
- Minimum Staff ratios are maintained.

- Staff take a mobile phone and are contactable during excursion.
- Children will be adequately seated and properly restrained in the Turtle Pram.
- Precautions are taken to avoid unsavoury and extreme weather conditions and staff will be equipped with appropriate necessities such as first aid kit, sun screen, water bottles and emergency contact information of children on the Zoo Excursion.
- If the route is compromised (road works etc) an alternate route may need to be used on the map below
- A risk assessment will be completed before each excursion to the Zoo



Service Policies and Procedures

You will find a copy of our service policies and procedures in the office. You can also use the parent PC to access them via

<https://www.dropbox.com/sh/7rxhbih1zds0hr8/AAAysvD-ZIjxjgl8FPSprNga?dl=0>

We expect our staff and families to adhere to our policies and procedures always to ensure we maintain compliance and abiding by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management approve them to do so because of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and welcome any feedback from you as a parent.

Enrolment Information

Prior to commencing at our service, you will be required to complete all enrolment documentation

It is essential we have up-to-date information in case of an emergency. It is important that you notify the nominated or certified supervisor of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

It is essential that we have copies of your child's birth certificate and immunization status. We are also required to have certified copies of any court orders relating to the child.

Goals for your child at our Service

Educators' practices and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and educators work together in partnership to support young children's learning. Children's early learning influences their life development path.

Wellbeing and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning.

We can create a range of short and long term goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework and include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; children's first and most influential educators.

Educators and Non-Contact Staff

At Studio 64 Child Care and Early Learning our team is so very special to us. Our Early Childhood Educators are passionate, professional and competent. It takes special individuals to care for and support children in their development and we hand pick only the best!

We welcome feedback (good or constructive) on our friendly staff, however please direct these to the room leader or Centre Manager.

In line with The Education and Care Services National Regulations, the Educators at Studio 64 have qualifications in Early Childhood and are either Early Childhood Teachers, Diploma Qualified Educators, Certificate III Educators or currently working towards a qualification.

Educational Program

We follow the Early Years Learning Framework as per our programming policy. This is Australia's first national Early Years Learning Framework for early childhood educators. The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school.

We are committed to providing a developmental and educational program which caters for each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement to gather a comprehensive and holistic view of the child.

We know that children learn effectively through play and this is supported by Educators who are diligent in their responsiveness to each child. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment which challenges, supports and nurtures a child's development.

If we as Educators have any areas of concern, we will inform you and advise where help may be pursued, e.g. speech therapist. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

Portfolios

Every child will have a personal, confidential portfolio comprising of;

- Child's Profile
- Any goals from families and Educators
- Observations
- Objectives for further development

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. Your child's portfolio is accessible through the Storypark app along with the curriculum and reflections.

Upon enrolment you will receive an invite to join us on Storypark. From there you're able to invite friends, family and anyone else you wish to view your child's fun and learning with us.

If you are having trouble accessing Storypark or would like to use our facilities to do so please speak with one of our friendly Educators.

Parent Participation

The Service has an *Open-Door Policy* and seeks and encourages families to be as involved in the Service. This can range from evaluating and adding input to your child's program and observations, volunteering within the Service and/or sharing skills & experiences that the children and the program will benefit from.

You may receive emails from us from time to time in relation to activities that may call out or further parent/family input, for example

- **Family Skills, Interests and Talents**
- **Occupation/Hobby Talk**

We welcome all parents to the Service to talk about their occupation or hobby (e.g. music, craft, cooking). Everything parents do interest children and you are their most important person in their world. These talks are the best educational resources you can provide for the Service. We may use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

- **Reading session (especially good for grandparents)**

Children love to be read to. If you or your parents have the time please contact your room Educators to organise a day for reading.

- **Special Events**

Our Service organises special events throughout the year. Keep an eye out as your child is sure to be a star!

However we note that your involvement can be as formal or active as you like (and as time permits).

Your home culture is most welcome in our Service. We would appreciate you sharing with our Service aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

We can arrange meetings with your child's Educator at a time that suits you throughout the year and also offer email, SMS, Facebook, any other means of communication and pride ourselves on strong verbal communication on a daily basis.

If, for any reason you question or do not understand any aspect of the Service or your child's experience we encourage you to speak directly with our Centre Manager.

Parents are welcome to visit or call the Service at any time. If you have any suggestions or ideas on how we best can work together in the Service, please let us know.

Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed when discussing your child's day.

We have many types of communication we can use to communicate with families, which may include:

- ✓ Phone calls to your work
- ✓ Emails and Texts
- ✓ Letters
- ✓ Face to face
- ✓ Informal meetings and daily collection chats/handovers
- ✓ Formal meetings
- ✓ Storypark which includes programming, images and observations.

Court Orders

Parents must notify the Service if there are any Court Orders affecting residency of their children and a copy is required for the Service.

Without a Court Order, we cannot stop a parent collecting a child.

Our Menu

We provide healthy, nutritious meals at the centre. Our Food Safety Program is available for you to view which does state that outside food is not able to be brought into the centre. We provide morning tea, lunch, afternoon tea and a late snack. For those children being dropped off prior to 7.30am breakfast is also available.

Arrival and Departure

Access to each room upon arrival at the service will require a passcode at the door, this will be assigned to each family on enrolment and will be changed regularly.

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. We use a digital sign in and out process located in each room.

All children must be left with a staff member upon arrival, you may be required to drop off to another room to ensure that all children are adequately supervised during the early morning period.

In addition to signing out electronically, please ensure a staff member is notified when your child is leaving the centre. This ensures you get important information about your child's day and guarantees responsibility and information is handed over via best practice.

No child will be allowed to leave our Service with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor in writing. All persons authorised for pickup of a child/ren (excepting parents/guardians) are required to show identification via a drivers licence or photo id.

Parking

We have a total of 7 bays signed and allocated to Studio64 Early Learning "Drop Off and Pickups".

Where possible, we are designed to assist the multi parent - for example we have 3 "Multi Drop Off" car parking bays which are wider to cater for parents dropping off more than one child.

Preparing your child for attendance

Orientation is an important start for your child and family to connect to our service. We encourage each child to attend the Service in the company of a family member before they start care with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with their assigned Educator so that they can develop strategies with you to support the transition from home to the Service. Communication between home and the service must be open and happen often to best support your child during this time.

Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. Being well organised and avoiding a rush usually results in a calm start to the day.

It is important to tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This gains trust from the child, not only in you but in the Educator who is

reassuring your child about their day and when you will return. Rest assured that we will ring you if your child is distressed.

What to bring to the Service

Please see attached sheet for a handy quick summary guide.

For independence, we work towards all children being able to recognise and open their own bag. A nappy bag is best for those under 2yrs. Back packs are a great choice for 2yrs onwards, it can be a nice idea to let them be involved in selecting the bag and taking ownership of it. Please ensure it is large enough to hold all their belongings and is clearly labelled.

Anaphylaxis

Mild, moderate and even severe allergic reactions to foods, stings and bites are common in children, thankfully the worst outcome is rare.

Foods are the most common cause of allergies in infants and young children. Estimated rates of food allergy are between 5-10% in infants, preschool age and school age children. Food allergies may become evident during the first 12 months when a child is given a food for the first time.

Common food allergens in children

- peanuts
- fish and shellfish
- tree nuts (e.g. cashew, hazelnut, walnut, Brazil nut, almond, pecan)
- wheat
- cow's milk and other dairy foods
- sesame
- egg
- soy

Most children grow out of cow's milk and egg allergies before they reach school age or during the primary years, however, peanut, tree nut and seafood allergies tend to persist.

Despite the best efforts of all concerned to prevent children at risk of anaphylaxis being exposed to allergens, the possibility of exposure cannot be eliminated. Even if there is no child enrolled who is known to be at risk of anaphylaxis, it is possible that an initial episode could occur unexpectedly in a child not previously diagnosed as having a food allergy.

*The above information is taken from the **Anaphylaxis Guidelines for Early Childhood Education and Care Services**. It was developed by the NSW Department of Education and Communities with the assistance of the NSW Ministry of Health. In developing the guidelines the Department consulted with peak stakeholder groups represented on the Department's Early Childhood Education and Care Reference Group.*

For these reasons, we are an **Allergy Aware Service**. This means we ensure we minimise the risk of exposure to allergens by having **a nut free environment**, *involving parents and guardians in the management strategies for any children enrolled with anaphylaxis, ensure staff have training and knowledge in allergies and anaphylaxis emergency procedures, ensure clear communication within the service regarding children attending with medical plans and generally raising awareness of allergies and anaphylaxis amongst the service community and children in attendance.*

Please make sure to discuss any concerns you may have about your child and possible allergies with the Centre Manager and Service Staff in your child's room.

Breastfeeding

This service supports breastfeeding. We have comfortable feeding chairs located in the Babies room and our Parent/Interview room for those able to feed anytime during the day. Families that are breastfeeding should speak to the nominated or certified supervisor to be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult our nominated or certified supervisor to be aware on how we need the formula prepared and stored.

Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable, easy to wash clothes so that they feel free to join in all the activities and to develop independence. Sometimes our play experiences can get a bit messy so please dress children in “day care appropriate clothes’ not their best outfit. Shoes also, need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her.

Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves

If you have any individual clothing needs/ preferences for your child please communicate this through your Child Care Plan

Spare clothes

Every now and then accidents occur and it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child’s bag...just in case! Perhaps a few spare sets if your child is toilet training.

Toys

The Service has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

Children’s Nails

During play children’s nails can sometimes pose a risk to other children. We request that your child’s nails be trimmed and kept at a short length whilst attending the service.

Behaviour Guidance

Educators follow a Behaviour Management Guidance which extends across the whole Service giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If you require further information on this, please ask Educators and refer to the policy file.

Rest and Sleep

Rest and sleep routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide cots, mattresses and sheets for children. Sleep bags for infants and small blankets for older children can be brought in and are a great idea in the cooler months. Your child may wish to bring a security item to have at rest time. We play soft music and regulate the temperature via reverse cycle air-conditioning during sleep times. Please feel free to discuss your child’s rest or sleep needs with Educators.

Family Photo

We like to display family photos in each room. This is a strong and valuable tool in our environment for your child to connect to. It helps them to feel that they and their family are valued and that their family is as much a part of the Service, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our environment.

Sun Safety

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturers recommendations. We ask that if possible children come to the Service with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application. We supply sunscreen but please provide your own if your child has an allergy/intolerance and therefore requires their own sunscreen brand.

Sun Hat

A sun protective hat must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

When should I not send my child to the Service?

Our service is a busy and demanding day for the bodies and minds of our children, we are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care.

To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes, skin lesions, cold sores,
- Irritability, unusually tired or lethargic
- a contagious illness,
- communicable disease,
- temperature over 38C
- nose, eye or ear discharge,
- head lice or nits,
- severe coughing,
- yellow skin or eyes.

Please do not bring your child to the Service if they display any of the above symptoms. If a child becomes ill whilst at the Service, the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

Please inform the Educators if your child has had Panadol or Neurofen within 24 hours prior to care for a temperature. It is extremely important that staff members are aware if a child has had either medication so we do not re-administer and potentially overdose.

The other consideration is that medication of any type should not be added to a child's bottle.

If your child has been away due to illness, please check with the Service as to whether you will need a Dr's certificate before your child returns.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re: exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

Condition	Exclusion
Hand, foot and mouth Disease	Until all blisters have dried.
Hib	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Herpes – cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu-like Illnesses	Exclude until well.
Measles	Exclude for at least 4 days after onset of rash.
Meningitis (bacterial)	Exclude until well.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Poliomyelitis	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
Salmonella, Shigella	Exclude until diarrhoea ceases.
Streptococcal infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

If your child is unimmunised per our records, then they will be excluded until the threat has passed.

Immunisation

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Benefit, the Child Care Rebate and the Family Tax Benefit Part A end of year supplement.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements. Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements. Families eligible to receive family assistance payments and have children less than 20 years of age, who may not meet the new immunisation

requirements, will be notified by Centrelink. For an up to date immunisation schedule, please refer to your enrolment pack.

You will be required to provide a copy of your child's immunisation record upon enrolment. Please ensure this record is updated with us each time there is a change to your child's immunisation record.

Medication

Prescribed medication can only be administered to a child if it is labelled for that child and not out of date. Non-Prescribed medication can be administered by Educators if it's in its original packaging is suitable for that child's age/weight, it must also not be expired.

On arrival at the Service, families, must give the medication to Educators for **safe storage** and **complete a medication authorisation form**. *Under no circumstances should medication be left in children's bags.*

Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. The Service has a procedure the staff follow to minimise allergic reactions.

The Service requires an Action Plan filled in by your Doctor to assist in managing your child's needs. The Action Plan is to be updated every 6 months.

Accidents

The nominated supervisor will contact parents immediately if a child is involved in a serious accident at the Service. As a matter of extreme importance parents must ensure that the Service has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed an educator, the Nominated Supervisor and by the parent.

Emergency Drills

Throughout the year, the Service will hold emergency drills which occur at any given time throughout the day. Educators will be trained in emergency evacuation procedures. An emergency escape plan is displayed in every room.

Children's Safety

- **Never leave children unattended in cars while collecting children from the Service.**
- **Cars parks are dangerous places for children. Always hold children's hands when arriving and leaving the Service.**
- **Never leave a door or gate open.**
- **Never leave your children unattended in a room.**

- Children are not permitted into unauthorised areas such as the kitchen and laundry areas.

Workplace Health and Safety

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Nominated Supervisor immediately.

Educator Ratio and Qualifications

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. The majority of Educators hold First Aid qualifications, all have Working with Children Checks completed and attend Educators' meetings.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

Summary of additional Key Enrolment Terms and Conditions - Fees

1. A staff member must be notified of the arrival and departure of children at the Centre. All children are to be signed in and out by an authorised person. I understand that my child will only be allowed to leave the centre with an authorised person over the age of 18.
2. All children must be collected from the Centre by the Centre's closing time or the end of a session for Casual and Occasional Care. A late fee will apply if children are collected after 6.30pm as per above. I understand the necessity to notify the centre if I am going to be late and if my child is unable to attend on that day. If late collection is consistently occurring four weeks' notice will be given before your place is relinquished.
3. Studio 64 require all payments for childcare fees to be made through our direct debit service.
4. Fees are due TWO weeks in advance upon enrolment and then fortnightly in arrears. Two weeks written notice is required to cancel your position or make changes to your enrolment. If this is not done then two weeks will be added to your final account to compensate this period. Please refer to the Fee Policy Agreement.
5. Casual days off, sick days and public holidays are still payable for all permanent positions, however Studio 64 may agree to apply the holiday discount for holiday leave booked and notified in advance for up to two weeks leave per year.
6. Late Fees: I have read the STUDIO 64 GROUP FEE POLICY and agree to abide by the conditions set out in this Policy while my child is attending any of the Studio 64 Group services. I understand that my failure to comply with this policy will result in my booking being cancelled with two weeks' notice given by the Centre Manager or the General/Business Manager.
7. Any child suffering from an illness which may be transferred to other children or staff shall not be accepted into the Centre. Once such illness is identified the parent/guardian shall be contacted and requested to resume responsibility for that child. Exclusion periods are determined by The Department of Health Booklet Communicable Disease-Guidelines for Teachers, Local Authorities and Child Care Centres. The child will be accepted back into the centre upon provision of a clearance certificate from a medical practitioner. Parents/Guardians are expected to inform staff if their child has been diagnosed with a communicable disease.
8. Child Care Benefit and Child Care Rebate may be available as per above but until the Centre receives written notification of both the Family and Child CRNs, the parent/guardian will be responsible for the entire fee. CCSCCS is the Parent/Guardians responsibility to maintain and the Centre will only apply the assistance from the notified date from the Department of Human Services.
9. Any changes of my child's details or any details that appear on the enrolment form must be made known and recorded with the Centre Manager immediately or on a change of details form.
10. I agree to bring my child to the Service with sunscreen applied and give permission for staff to reapply sunscreen throughout the day. (If your child has sensitive skin and would prefer they use their own sunscreen please bring a spare tube to remain at the Service - clearly labelled with your child's first and last name).
11. I have read the Parent Handbook and am familiar with the Service's Policy Manual located in each room and in the office. I agree to follow, support and abide by these Policies and am aware that staff members are available to discuss with me any policies that I do not fully understand. I know that if I have any suggestions that I am able to make this suggestion in person to a Room Leader or Centre Manager
12. Studio 64 Group retains the right to refuse entry to any child or parent, who display aggressive or unacceptable behaviour that poses a threat to children, educators or other centre visitors, that attend this service.

Parent Acknowledgement

I/We have read this handbook carefully.

I have completed the enrolment form at the Service. I have read and agree to comply with the requirements set out in this handbook, the additional Terms and Conditions and in the Service's policies.

Family Name	
Parent Name	
Child/ren's Name	
Parent Signature	



PHILOSOPHY STATEMENT

We are dedicated to taking care of the whole family.

Studio 64 adopts a family first approach placing importance on the wellness, care and happiness of the whole family. In addition to providing an exceptional education and care facility for children, we assist families to balance their work and early learning needs by offering serviced offices and other parent convenience offerings - all under the one roof. An example of this is the unparalleled opportunity for a mother to continue to feed her baby whilst making the smooth transition back to work.

Our foundation relies on the Early Years Learning Framework, National Quality Standards and the Early Childhood Australia – Code of Ethics, so that equity, inclusion and diversity underpin our daily practices. This begins from the moment the child and family attend our Stay and Play Orientation program and we explore the unique needs of each family. We value the importance of this first meeting and shared decision making as it is the foundation of future success for each family and child as they begin to develop a sense of belonging and security.

Ongoing scientific research proves that the first five years of a child's life are critical in brain development. By providing rich learning experiences in a safe and nurturing environment each child develops a strong foundation of future learning skills as well as social and emotional abilities.

The development of the brain is use dependent. This means that it requires particular experiences and stimulation to form connections which correspond to specific skills/functions. Play is the basis of this stimulation and is the focus of our curriculum

This objective is achieved in our Centre by allowing the excitement of learning to develop by providing an interesting, stimulating and innovative environment that allows each child the freedom of choice and develops their curiosity. Learning through play helps each child master and repeat important skills in an unstructured manner. Our children area also introduced to sequential and structured learning within the core learning areas of Early Literacy and Language,

Early Numeracy, Practical Life Skills, Music and Creative Expression, Sensorial exploration, Science, Physical Development and Emotional and Social Development.

Our Centre

- Acknowledges the need to assist busy parents balance their work and childcare commitments by creating a work and care environment that sit alongside each other.
- Recognises the fundamental importance of the first five years of a child's life as highly formative and the foundation that shapes all future learning and development.
- Has spacious free flow areas allow the children to have the space to express themselves creatively and develop their fundamental movement skills.
- Has facilities and Equipment are extensively audited, maintained and monitored regularly to adhere to the Education and Care Services Law and National Regulations.
- Owner/operator and Business Manager are onsite regularly to ensure the Centre Manager is supported in providing continuity of service to all families.
- Recognises that our communities are very important influencing factors for our children, and that diversity and multiculturalism are strengths and add to the unique qualities of our society.
- Is passionate about the holistic health and wellness of children and implements this through healthy nutrition & physical movement, and robust hygiene, safety, illness awareness & prevention.

Our children

- Are individuals that are unique and deserve respect and love and we supplement their emotional and social development by listening to them and their parents when making decisions that affect their learning and daily experiences.
- Are assisted to foster their independence and self-regulation by introducing opportunities to make their own choices, attempt tasks themselves and take on increasing responsibilities.
- Curiosity and wonder is enhanced by the prepared environment and the daily program that introduces ways for each child to experiment, explore and take calculated risks.
- Are encouraged and supported to have meaningful and reciprocal relationships between themselves and their peers, educators, families and communities.

Our educators

- Value the importance of a child's first five years, we ensure that our educators fully understand that the skills that are developed during this time greatly influence success in later life.
- Understand the brain has critical and sensitive periods when particular experiences are necessary to stimulate development of specific brain functions. Many of these experiences occur through children's relationships with their families and significant caregivers. This means that a positive educator/child relationship is essential for children's learning and development.
- Are carefully selected and have extensive knowledge and experience in the field of Early Childhood Education. We adhere to strict and appropriate staffing levels for excellent supervision and provision of quality care.
Establish smooth, consistent yet flexible routines and transitions to ensure each child's wellbeing and sense of agency is met.
- Will undertake personal and professional learning and reflective practice on a regular basis to improve their own practise and the curriculum they offer.
- Communicate effectively with their peers, management, families and communities to promote the children's best interests.
- Are kind, nurturing and methodical during the care and education of the children in their care.
- Are very proud of their cultural backgrounds and understand that multiculturalism is about community participation, inclusiveness, celebrating diversity, respect and a sense of belonging for everyone.

Our Curriculum

- Provides large periods of unstructured play and periods of intentional teaching within our carefully selected learning areas for optimal learning success.
- Identifies, documents and reflects on each child's interests, ideas, goals and needs.
- Includes the design and planning of learning experiences to further extend each child's interests, ideas, goals and needs.
- Implements, assesses and further evaluates teaching and learning therefore completing the full circle of the Early Years Learning Framework cycle.
- Carefully monitors each child's developmental milestones so that we can plan for meeting the milestones accordingly and make ongoing progress towards the learning outcomes that need to be reached in intentional and meaningful ways.



STARTING WITH US.... QUICK SUMMARY SHEET

Documents you must have completed and provided before your first day:

- Your completed signed enrolment form
- Birth Certificate
- Immunisation Record
- Direct Debit Authority Form
- Signed Parent Handbook Form

What to bring:

Backpack or bag containing:

1. At least one change of clothes (An extra few sets and pairs of undies if toilet training) (Please ensure all clothes labelled)
2. Comfort item (if required), such as a sleep comforter or blanket (Please ensure Child's belongings are clearly labelled.)
3. Dummy (if required) in a sealed, named container or zip lock bag
4. We supply full cream cow's milk so a bottle is all that is required if your child is over 12mths. Breast or Formula Milk is to be provided;
 - a. Breast Milk- Clearly labelled bottles of expressed milk with child name, date and time it was expressed (Please hand over to staff personally for storage when arriving.)
 - b. Formula- Either a whole unopened tin or small container
 - c. Clearly labelled bottles, enough for a clean one each feed
5. Water bottle with a lid or a Sippy cup
6. A sun safe hat which covers your child's face, neck and ears
7. Any medications – please give these to centre staff to manage directly. Please include any written medical plans, allergy action plans etc.
8. Outline of your child's routine (if any changes since enrolment form) Please provide this in writing or email through to southperth@studio64.org.au
9. Sleep Time (if required by your child)
 - a. SID's approved sleeping bag/sack for infants
 - b. A blanket for colder months (for toddler and kindy children only)
 - c. Any comforters your child is used to having
10. All items clearly labelled

Please note – Studio 64 provides nappies. If you have a preferred brand you may choose to provide your own nappies. Please inform staff if you will be providing nappies for your child.