

## Peninsula – Newsletter Term 2 2019

### Welcome to Term 2

We are so excited to see so many new faces and just as excited to see all our familiar faces back this term.

Each term we aim to focus on a mini project which is based on the children's recent interests or experiences. This term, following our recent visit to the Reptile Park, we will be exploring reptiles. The children have enjoyed getting involved in these experiences and we are seeing lots of reptilian inspired art works appearing in our arts and craft area. Interestingly several of our children and staff members have reptiles as pets at home and we have been lucky enough to have them visit the Centre for the children to view and pat.



#### Staffing Wall

Have you viewed our wall of valued staff members? Located on the storeroom door in our main playroom, the display allows you to familiarise yourself with our current team. We do have a few casual staff who do not work every day, so please be aware you may get asked for ID on collection of your child.

#### Vacation Care

Our Vacation Care program is coming along for next holidays, keep an eye out for the program in your child's school bag over the next few weeks. Please don't leave bookings till the last minute as you may miss out on a spot. We have a new process for Vacation Care bookings on page 3.

#### Fire Drills and Lockdown Drills

As part of our procedures we do conduct random fire drills and evacuation drills. We aim to speak to every parent when this happens although this is sometimes not possible. If your child comes home to discuss this please reassure them they are only drills so they know what to do in case of an emergency, it's just to keep them safe and feeling secure.

## Administration (NQF Area 7)

### Fees

All fees must be paid two weeks in advance if you are a permanent family or by the end of each week if you are a casual. We will not be accepting any fees **after 6pm** to allow us to reconcile our baking before closing time. Our Centre has EFTPOS for your convenience. Please remember that **24 hours notice** of absence must be given for casual families or two weeks' notice for permanent families or you will be charged for this booking. Last year we introduce a non-notification fee which will be applied each time a parent/guardian doesn't advise the service that their child is not coming. Invoices will be sent weekly to all families, and an SMS will be sent for families in arrears.

### Sign In and Out of Service

As this is a legal requirement only Parents/guardians and authorised contacts can complete this action, **please do not let your child do this for you.**

Please ensure that you do not provide your sign in and out details to anyone as each time a person details are used to sign in and out a child, these are provided to CCS each week when we upload our attendances and absences as our legal requirement. If you would like another person to be authorised to collect your child please add them to your enrolment form and resubmit this through to the service, alternatively if this is a once off situation you can provide the person's full name, address and contact number to the service and we can provide them access for that session only.

### Policies Review

As an Approved Provider of an Education and Care Service working under the National Regulations our Service must have Policies and Procedures (R168). As we continue to improve our Education and Care Services, we value your feedback through this process. We will be emailing our 5 Policies each month over a 9month period. This process commenced in March and will finish in October. We value all families' feedback regarding our ongoing management of the service and would appreciate your input into these documents.

### Appessment (NQF Area 6)

All families have the opportunity to be linked to our programming App Appsesment. We will be recording aspects of your child's day through this program. Please let the staff know if you have not received this link, so we can check your email address and re-send this through to you. We encourage all families to "like" the documentation as they view so that we can see who is using the app. We also love to receive comments and would also encourage families to provide us with ideas to include in our program.

## Staffing (NQF Area 4)

Our staffing is as follows:

	Before School	After School
Monday	Denyelle, Mandy & Jenny	Denyelle, Mandy, Moira, Madeline & Zoe
Tuesday	Denyelle & Mandy	Denyelle, Moira, John, Zayly & Sharon
Wednesday	Denyelle & Sharon	Denyelle, Moira, Mandy, Zoe & Sharon
Thursday	Denyelle, Mandy & Sharon	Denyelle, Moira, John, Zayly & Sharon
Friday	Denyelle & Sharon	Denyelle, Moira, Jenny & Sharon

All our educators are available for you to share information about your child or to discuss any concerns regarding your child. Denyelle and Mandy are all able to assist with fees, bookings and other administrative tasks

## New Vacation Care Booking Process (NQF Area 7)

Our Service has been looking at ways to improve the process around Vacation Care bookings since the new legislative requirements came in July 2018 especially around the “8 week rule”. The Service will end all enrolments for children who only attend Vacation Care at the end of the holidays to avoid the enrolment ceasing after we have already quoted a family.

The new process for vacation care will be as followed to ensure effectiveness around the CCS Legislations and Service Practices.

1. Family provides the service with their booking form
2. Service will link the child’s enrolment to CCS and email the Parent/guardian to confirm their child’s enrolment on mygov
3. Parent/guardian will confirm their child’s or children’s enrolment on mygov and email the service to confirm that this has been completed.
4. Service will check the families CCS eligibility and email a quote for Vacation Care, advising that payment is to be made upfront to confirm their booking.
5. Once family has paid the booking they will email a receipt of payment to the service.
6. The Service will email the parent/guardian confirming their booking.

We strongly encourage all families to ensure their booking forms are provided to the Services by the second last week of the Term which will be the 28<sup>th</sup> June 2019. This will allow the Service and Families efficient time to complete the above process without stress.

Please understand if you are absent on your last Vacation Care day and will not require care for at least another 8 weeks, CCS will not be paid for these absences and you will be charged at full rate as per CCS legislation. Please understand that when we issue statements in advance this may not have the full fees charged for the absence as this is generated from CCS and can take up to 8 weeks when your enrolment is then deemed as “ceased”. If you are anticipating being absent for your child’s first or last day, please notify the service so we can ensure we manually calculate your end of care statement. The Service will require a medical certificate and to be notified by 7:30am the morning of the absence in writing to cancel your Vacation Care booking and not be charged.

For further information the Child Care Provider Handbook which can be found at

[https://docs.education.gov.au/system/files/doc/other/child\\_care\\_provider\\_handbook.pdf](https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf)

## Reminders

**Hats** Please ensure your child brings their school hat every day, if a child does not have their hat they can wear a spare hat where we are able to provide one, as our spare hats must be washed after each use, to prevent the spread of head lice.

### Refillable Drink Bottles

It's important for your child to have a refillable drink bottle every day for Vacation Care. As the Service goes on outings most days, we at times only have access to drinking water taps and not bubblers so the children need to be able to fill up their bottles to drink out of.

**Spare clothes** Please remember to have spare clothes in your children's bags each day, even the older children need a change as they can get wet clothes at times, during play.

**Labelling Items** To avoid confusion and mix-ups, please ensure drink bottles, hats, clothing, lunchboxes are labelled clearly with your child's name on the **outside** of each item.

## POSITIVE LANGUAGE ALTERNATIVES

### *to tame a child's tantrum*

Calm down.	→	How can I help you?
Stop crying.	→	I can see this is hard for you.
You're ok.	→	Are you ok?
Be quiet.	→	Can you use a softer voice?
Don't hit.	→	Please be gentle.
Stop yelling.	→	Take a deep breath, then tell me what happened.
Don't get upset.	→	It's ok to feel sad.
That's enough.	→	Do you need a hug?
I'm over this.	→	I'm here for you.

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## Summary of key benefits of Nature Play

See more at: <http://www.natureplaywa.org.au/programs/nature->

- Children who play regularly in natural settings are sick less often. Mud, sand, water, leaves, sticks, pine cones and gum nuts can help to stimulate children's immune system as well as their imagination.
- Children who spend more time outside tend to be more physically active and less likely to be overweight.



- Children who play in natural settings are more resistant to stress; have lower incidence of behavioural disorders, anxiety and depression; and have a higher measure of self-worth.
- Children who play in natural settings play in more diverse, imaginative and creative ways and show improved language and collaboration skills. Single use, repetitive play equipment becomes boring quickly.
- Natural, irregular and challenging spaces help kids learn to recognise assess and negotiate risk and build confidence and competence.
- Children who play in nature have more positive feelings about each other.
- Bullying behaviour is greatly reduced where children have access to diverse nature-based play environments.
- Symptoms of Attention Deficit Disorder are reduced after contact with nature.