



*Discover the difference...*

# *Parent Handbook*

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[www.youngdiscoverers.org.au](http://www.youngdiscoverers.org.au)  
ABN: 43 139 430 934

## *“The Young Discoverers Family”*

- ***Young Discoverers Helensvale***

*39 Discovery Dve, Helensvale*

*5529 7888*

*...Our very first centre established in 1996*

- ***Young Discoverers Highland Reserve***

*25 Rose Valley Dve, Highland Reserve*

*5519 3476*

*...Our second Long Day Centre established in 2013 as part of a  
Community Hub project within the Highland Reserve  
Community.*

- ***Young Discoverers OSHC***

*58 Highland Way, Upper Coomera*

*5570 7155*

*...Originally established within Highland Reserve State School  
in 2012, OSHC has recently relocated into a much larger,  
brand new purpose built facility directly behind the HRSS. This  
new facility is incorporated within a second Community Hub  
project supporting the rapidly growing community  
of Highland Reserve.*

- ***Young Discoverers OSHC Emmanuel***

*1 Birmingham Road, Carrara*

*5561 4005*

*...Located within the grounds of Emmanuel College we are  
pleased to be adding to our Young Discoverers family whilst  
supporting our new friends within the Emmanuel College  
Community.*

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## INTRODUCTION

Welcome to Young Discoverers Highland Reserve, a modern, spacious and extremely well-equipped Child Care Centre. Young Discoverers is proudly owned and operated by CrossLife – a baptist Church and is committed to providing unsurpassed standards of excellence in the care and development of children. We offer you and your child the very best in facilities, staffing and programming and our hope is that, through the quality care of children, we can also encourage, assist and support the entire family.



Our high standards of care and generosity of resources leads to very satisfied families and a very stable staff base. Many of our staff have worked here since opening in 2013 with some of them having been with the Young Discoverers family for many years before that! This stability is almost unheard of in childcare!

Young Discoverers has a policy of non-discrimination and seeks to reflect the multicultural nature of our society, as well as promote equality of opportunity for all. Therefore, all children are welcome here, regardless of sex, ethnicity, religion or ability.

It's great to have you as part of our family!

## CENTRE DESCRIPTION

Young Discoverers Highland Reserve is licensed under the National Quality Framework and must comply with all of its regulations, for example; with requirements about activities, experiences and programs, numbers of staff and children, and staff qualifications.

You will find details of this in each group's individual room handbook and throughout our Policies.

Young Discoverers Highland Reserve caters for up to 70 children, between the ages of 0 weeks and six years, and has a Before School Care, After School Care, and Vacation Care program for school aged children.

As you enter the front gate you will find Reception, then the Rooms are to the right starting with the junior rooms.

## HOURS OF OPERATION

Young Discoverers Highland Reserve is open from: 6.30am to 6.30 pm  
MONDAY TO FRIDAY 52 weeks a year and is closed only for gazetted public holidays. Unlike most centres, we **do not charge fees for public holidays**.

## MISSION STATEMENT

"We are committed to providing the highest quality, family oriented early education and care by nurturing children in an environment of Christian love and care".



## PHILOSOPHY

Young Discoverers was established to provide high quality, family oriented child care and early education that understands the needs of the individual child and family and seeks to holistically provide the best start for all facets of a healthy, productive life. We seek to provide an environment of love and care that aligns with our Christian Faith. Our practice is underpinned by the values statement "Love... always protects, always trusts, always hopes, always perseveres." 1 Corinthians 13:7

We recognise that Australia is a diverse society, composed of people from a variety of ethnic and social backgrounds. To enhance our children's sense of 'belonging' we support an awareness and acceptance of individual cultures and values of all members within our child care community. Our program actively encourages an inclusive approach that promotes tolerance and the pursuit of knowledge regarding different abilities, needs, backgrounds and cultures.

We enrich our children's sense of 'becoming' when we incorporate our community history within our daily practice. The indigenous background of our region connects us with our heritage and allows us to understand the value of social justice as we move forward. For this reason we will actively incorporate our indigenous heritage within our centre life. This includes

maintaining connections with the indigenous community in our region. (The major language group of our region is Yugambeh.)

Our team of educators deliver teaching and learning experiences that are based upon a depth of knowledge of early childhood education theories and practices. It is expected this knowledge base will remain current through ongoing teacher development through a variety of means including reading, networking and attending professional development opportunities in partnership with management. Through reflective practice our educators ensure that they remain relevant to the needs of the learning environment.

The early childhood years form the building blocks for a child's future development. We embrace the "Early years Learning Framework (EyLF)", "Queensland Kindergarten Learning Guideline (QKLG)" and "Framework for School Age Children (FSAC)". We hold the values of 'belonging, being and becoming' as essential to the holistic development of children.

We recognise the value of children's play as a crucial factor in their 'being'. Our program is play based with the provision of intentional and thoughtful learning opportunities. We seek to provide rich opportunities for exploration and give children the time needed in these spaces to gain maximum benefit. We understand that the needs of our children are ever changing and as such our educators provide a flexible and spontaneous environment that captures the learning opportunities as they present.

We view child care as an extension of home life, and see our role as complementary to that of the parent; working together for a common goal to best meet the needs of the child. It is our desire to help children develop at their own rate with new experiences that challenge them and invite curiosity. All children have a right to feel safe in their learning environment. Our educators will work with children and community members to protect and enhance the safety of each child regardless of circumstance.

We find great joy in observing our children mature and develop, with confidence, to their full potential. Children are precious gifts and we are privileged to care for them, assisting them as they launch out into life. We are proud to serve our community as a ministry of CrossLife - a baptist Church.

## STAFFING

At Young Discoverers, we have professional, highly qualified and caring staff committed to providing your child with the very best care available. Staffing will comply with all the relevant practices, codes of conduct and regulatory requirements of the Department of Education, Early Childhood Education and Care for both qualifications and ratios. Each staff member possesses a current First Aid Certificate, Fire Training Certificate and Suitability card. Our staff will also participate in various in-service training programs to further develop their skills and knowledge within the Child Care industry.

Every Lead Educator at Young Discoverers is also provided with childfree time each week to enable them to prepare high quality and relevant programs for the children in their care. During preparation times and any other times that staff is required to leave a room, we have permanent “floating” staff that are free to replace them.

That way, there will always be two teachers caring for your child at all times. Please note our ‘Staff Information’ wall as you enter the building for up to date staff qualifications and rosters.



## Staff and Qualifications

### LICENSEE

Young Discoverers Limited

### EXECUTIVE DIRECTOR & EDUCATIONAL LEADER

Miss Lisa *B. Teach (P); Adv Dipl Children's Services*

### DIRECTOR (Nominated Supervisor)

Miss Lisa *B. Teach (P); Adv Dipl Children's Services*

### DIRECTOR

Miss Alina *Diploma Children's Services*

### EDUCATIONAL MENTOR

Miss Skye *Diploma Children's Services*

### ADMINISTRATION

Sonia Franck & Rowena Sardeson

*BABIES/TODDLERS*

Miss Donna	<i>Diploma Children's Services</i>
Miss Rhe	<i>Studying Cert III Children's Services</i>
Miss Bohdi	<i>Cert III Children's Services</i>

*JUNIOR KINDY*

Miss Karina	<i>Diploma Children's Services</i>
Miss Sam	<i>Diploma Children's Services</i>
Miss Grace	<i>Studying Cert III Children's Services</i>

*SENIOR KINDY*

Miss Skye	<i>Diploma Children's Services</i>
Miss Vanessa	<i>Studying Diploma Children's Services</i>
Miss Wendy	<i>Diploma Children's Services</i>

*PRESCHOOL*

Miss Abbie	<i>Early Childhood Teaching</i>
Miss Caitlyn W	<i>Diploma Children's Services</i>

*BEFORE & AFTER SCHOOL CARE*

Miss Alina	<i>Diploma Children's Services</i>
Miss Ava	<i>Studying Cert III Children's Services</i>

*FLOATS/RELIEF STAFF*

Miss Bec	<i>Diploma Children's Services</i>
Miss Stephanie	<i>Diploma Children's Services</i>
	<i>Studying B. Ed (Early Childhood)</i>
Miss Brooke	<i>Studying Cert III Children's Services</i>
Miss Gabby	<i>Studying Cert III Children's Services</i>
Miss Sonia	<i>Cert III Children's Services</i>
Miss Jess	<i>Adv. Diploma Children's Services</i>

*INCLUSION SUPPORT*

As above, and others as needed ☺



## BOARD OF MANAGEMENT

Director's: Stephen Knott, Ruth Clarke,  
Karen Dunnnett

Members: Stefan Maslen and Matthew  
Hunt (ex officio), Lisa Selvey (Observer)



The Board acts on behalf of CrossLife – a  
baptist Church who act under the  
leadership of Baptist Union of Qld.

## Staff Ratios

Young Discoverers caters for 70 children per day in separate group sizes, with staff levels developed and implemented through The National Quality Framework.

Qualified staff members teach in each room with the following Ratios: (for more information about staff please refer to room handbooks and staff information wall in foyer).

Room	Age	Child/Staff Ratio
Babies/Toddlers	0 weeks to 2 ½ years	Under 2 years: 4 children / 1 educator Under 2 ½ years: 5 children / 1 educator
Junior Kindy	2 years to 3 years	5 children / 1 educator
Senior Kindy	3 years to 6 years	11 children / 1 educator
Preschool	3 years to 6 years	11 children / 1 educator
OSHC	5 years to 12 years	12 children / 1 educator

*(These numbers are adjusted and kept in strict accordance with The National Quality Framework.)*

## Lead Educators

Lead Educators are responsible for the daily educational program of each room. The programs are based on individual assessments and observations of each child in the group. The Director of the Centre or the teacher in charge then supervises these programs. Both the Centre Director, as well

as the Lead Educators are available should you wish to discuss any matter about your child's care, progress or wellbeing. For extended discussions please make an appointment to ensure uninterrupted time.

Parents or Guardians, please feel free to ask for information about any of the following:

- A general description of the activities and experiences given by the service.
- Our service's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved. Please see "Our Philosophy" in Section 5 of this handbook.

### Assistant Educators

Most of our Assistants are Diploma qualified and are therefore able to act in the role of Lead Educator during holiday periods or sick time. Some of our Assistants hold a Certificate 3, or are in training to receive their Certificate 3. Our staff members work together as teams so that you will often notice Lead Educators and Assistants sharing tasks.

### Students/Visitors

From time to time you may find that trainees and students, as well as occasional volunteers are present in the centre. This is quite normal and all such persons shall be under the supervision of the Director and the Teacher in charge. All students/volunteers who are not school age are required to hold a suitability card. Students/volunteers will not be directly responsible for children and as such will not be left unsupervised.

### Chaplains

We are so very blessed at Young Discoverers Limited to have a chaplain service available to our children and parents alike. They are a wonderful resource and are ready to assist in a multitude of ways both practically and emotionally...



If our chaplaincy service can serve you in any way please speak with your Centre Director...

## ENROLMENT PROCEDURES

Parents are invited to attend the Centre to be given a tour at a time mutually convenient to the Director/Administrator. We recommend this occur between 9:30 -12:00 as this is the most active time throughout the centre. At this time, parents will be able to discuss concerns and desires, as well as collect enrolment forms, etc. Please inform the Director if you are a priority 1 or 2 family.

A non-refundable fee of \$50.00, is payable on enrolment.

**Priority 1** – a child at risk of serious abuse or neglect

**Priority 2** – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test

**Priority 3** – any other child

## ENROLMENT FORMS

Once enrolment is confirmed, parents are required to complete the forms and return them to the Centre. Please ensure that you supply current address, telephone contacts, names of emergency contact persons, as well as those persons whom you may send to collect your child from the Centre. We will check identification of any unfamiliar person picking your child up so this information allows identified people to pick up your child without us having to disturb you. We will issue re-enrolment forms when necessary to keep our records up to date.

### Information Required for Children's Files

At time of enrolment we will require information that could be vitally important if your child becomes ill or injured whilst in our care. This information update is imperative to us as it will allow us to provide the best quality care and it will assist us to act in your and your child's best interest at all times.



- Current telephone numbers and address on enrolment form
- Emergency contacts and telephone numbers in case you are unable to be contacted
- Written permission to administer children's paracetamol by an authorised person in case of high fever or severe teething pain

- Immunisation Details: Please attach a copy of your child's immunisation record. This must be in the form of an official record issued by the Australian Childhood Immunisation Register or a letter from a recognised immunisation provider (e.g. a GP or immunisation nurse).

To be eligible for the Child Care Subsidy children must be immunised according to the standard vaccination schedule, be on an eligible catch-up vaccination schedule, or have an approved exemption from the immunisation requirements.

For more information about the immunisation requirements for Child Care Subsidy, contact Centrelink ([www.centrelink.gov.au](http://www.centrelink.gov.au)).

N.B. Not providing this information will result in exclusion from care in the event of the occurrence of an illness on the Immunisation Schedule. Normal fees will apply during absence.

## OSHC LAKESIDE Enrolments

All OSHC enrolments (Before School Care, After School Care and Vacation Care) are submitted through an online enrolment form.

<https://youngdiscoverers.org.au/highland-reserve-ols-enrolment-form/>

Moving forward we hope to simplify all enrolment processes for families by providing a digital platform to enrol...

## Requirements for Child Care Subsidy

The enrolment form asks for your Customer Reference Number (CRN) with Centrelink and also your child's CRN. These are very important, as together with the dates of birth, form the basis for your enrolment with Centrelink and the subsequent downloading of any applicable CCS payments to your account. Full details regarding the Childcare Subsidy can be found at [www.education.gov.au/childcare](http://www.education.gov.au/childcare).

You will need to:

- Lodge a claim for Childcare Subsidy, ensuring that the Customer/Guardian is the person listed with Centrelink for your family...
- Confirm through your "myGov" account, children details, centre details, days of attendance etc...

- Request your CCS percentage – this will enable us to estimate your weekly child care payment amount...

## MILESTONE CHECKLIST

All children will have at least two checklists of the milestones relevant to their age completed in a year and parents will be notified of any areas of concern as soon as they are identified. At times the outcome of these will reflect a need that your child is ready to be promoted to the next room. Before such a decision is made, the Lead Educator, Admin staff, and/or Director will approach you for your input and suggestions. The final decision to move a child to another level is made by the Director and will always be in the best interests of your child and in accordance with regulations. We value the need to provide ongoing stimulation imperative to your child's development. For this reason your child could be moved up to another room as soon as the need is identified.

## ADDITIONAL NEEDS

At Young Discoverers, every child is regarded as a unique person, with individual interests, patterns of learning and rates of development. We therefore cater for a range of “additional needs”, including cultural, social, family, religious, language, intellectual, physical development and dietary differences. In other words, our commitment is to develop programs with sufficient flexibility and stimulation to enable your child to develop to the very best of his or her potential. We encourage your support and the support of outside agencies to best help the needs of your child. Young Discoverers has been highly recommended to parents of special needs children by agencies such as ISA, Disability Services Qld and Gold Coast Family Support.



## PARENT/TEACHER INTERVIEWS

Through the year there will be the need to arrange interviews with parents to enable us to:

- Get to know you on a more personal basis

- Gain valuable insight and background information on your child in care
- Gain valuable insight and background information on your child in their family relationships and behaviour at home
- Obtain ideas on areas such as developmental needs, in order to maintain levels of consistent care in the home and school environment
- Support each other and form a team relationship for the enrichment of your child's learning
- Provide information on Centre management, policies and program planning

Appointments may be arranged either by the Director, Group Leader or the Parent.

## QUESTIONS AND CONCERNS

We understand that the care, education and wellbeing of a child is of utmost importance and an area of sensitivity to parents. As a parent, you are well within your rights to seek to find out more, and if necessary, question the quality of care your child is receiving. In the first instance, we encourage any parent to approach the Lead educator who is taking care of your child to discuss their care and then clarify any questions or concerns. If you feel that your concerns have not been addressed adequately, then do not hesitate to approach the Director, who will tend to the matter as soon as possible.



At any time parents and guardians are encouraged to ask for information regarding the following:

- i. A general description of the activities and experiences given by the service
- ii. The service's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved.
- iii. The goals about knowledge and skills to be developed through the activities and experiences.

## Young Discoverers Grievance Procedure

At Young Discoverers we aim to offer the highest quality services. However, for a variety of reasons, situations can arise that cause stress. If at any time you find yourself feeling concerned or confused about anything, we welcome your input.

We ask that all issues be discussed with respect, grace and consideration for all involved. Staff are here to provide the best quality care and education for your children and are very open to hear constructive criticism that can help the centre provide a continuously improving environment.

**The centre has a zero tolerance policy on bullying. If families choose to approach children, staff or other families with violence and aggression, either verbal, emotional or physical, they will either be offered counselling and/or may be asked to terminate their enrolment/employment at the centre immediately.**

Following is our grievance procedure that will help if you have any questions that need answering! Please follow these steps and don't hesitate to escalate a situation to the next level if you don't feel like you have been heard or responded to as you would have hoped. We believe that all problems have positive solutions if we communicate well and work together as a team.

- **Speak to your classroom teacher:** (07) 5519 3476
- **Speak to Centre Director:** (07) 5519 3476

Alina Hamilton: [alina.hamilton@youngdiscoverers.org.au](mailto:alina.hamilton@youngdiscoverers.org.au)  
 Lisa Selvey: [lisa.selvey@youngdiscoverers.org.au](mailto:lisa.selvey@youngdiscoverers.org.au)  
 Chrissy Jones: [chrissy.jones@youngdiscoverers.org.au](mailto:chrissy.jones@youngdiscoverers.org.au)  
 Lynda Squires: [lynda.squires@youngdiscoverers.org.au](mailto:lynda.squires@youngdiscoverers.org.au)

- **Fill in a confidential complaints form (located near fee box).**

*You only need to sign this if you want feedback, all complaints will be addressed.*

- **Contact Executive Director:**
  - Lisa Selvey: 0414 692 868  
[lisa.selvey@youngdiscoverers.org.au](mailto:lisa.selvey@youngdiscoverers.org.au)
- **Contact Board of Management**

- Stephen Knott: 0411 514 080

[Stephen.knott@youngdiscoverers.org.au](mailto:Stephen.knott@youngdiscoverers.org.au)

- **Department of Education, Early Childhood Education and Care:**

**GOLD COAST OFFICE**

**PO Box 492, Oxenford 4210**

**Level 1, 340 Hope Island Road, Hope Island**

**Telephone: 5656 6688**

**Email: [southeastregion.ecec@det.qld.gov.au](mailto:southeastregion.ecec@det.qld.gov.au)**

We want to offer all the support you need as you enter the world of child care. If you have any concerns, your teachers AND Directors want to help! Thank you for helping us be the best we can be!

## YOUR CHILD'S PROGRAM

For more extensive individual information on your child's program please refer to the appropriate room handbook. All rooms have a handbook and staff are happy to give you one. If you don't have a copy for your child's room, please ask your Lead Educator or reception.



Every early childhood education teacher will have a slightly different approach to their program. Each Lead Educator brings to their program individual skills and experiences, therefore variations within the classrooms will occur.

Things to look out for:

- Each room has displayed its daily routine. Please feel free to view it.
- Information about developmental milestones is displayed.
- Information about your teachers and their backgrounds.
- Communication strategies
- Your child's art work will be displayed at various times. Displays will change constantly.
- Programs are provided for parents to view in each room. You are invited to discuss the activities with the Lead Educator in charge.



- All programs include an 'inside program' with components of social play, language, music, puzzles, games, blocks and art. An 'outside program' is incorporated each day with opportunities for children to develop physical and social skills. The programs are balanced with rest and eating times.

## Daily Write-ups

To answer your queries as to what your child will be learning at kindy, it is helpful to discuss some of the activities readily available to your child and explain what your child is learning from them. These activities are always displayed in your room on the weekly program and written up in an overview of your child's day. Please see your child's educators to familiarise yourself with where this is kept.

Please do not hesitate to see your child's teacher if you would like more information on your child's program. The Lead Educators spend many hours observing and assessing the needs of your child and program planning for them. These reports are confidential and may be viewed by parents/guardians on request.

## Play

Play is a child's work! "Play" has a legitimate and crucial place in all early childhood educational programs. In line with latest research and government policy we are using the "Early Years Learning Framework" as our base curriculum. Consequently, our programs, facilities and the physical environment of the Centre provide opportunities for:



- Observation of the environment through exploration and experiment.
- Language development through language 'in use'.
- Social development through interaction with other children and adults.

- Decision making and problem solving through interaction with materials, equipment, peers and human resources.
- Gaining positive self-esteem and confidence.
- Development of physical skills through a range of gross (large muscles) and fine (small muscles) motor development activities.
- Expressing feelings in socially acceptable ways.
- Learning to function in the world around us, within group rules.
- Musical appreciation.
- Art appreciation.
- Discovery of the environment and community in which we live.

We offer a large variety of activities – puzzles, paint, collage, clay, play dough, building blocks, toys for water and sand experiences etc. All children are engaged in language experiences through stories, dramatic play and music, which are designed to widen their understanding and concepts.



Through the use of various materials in areas such as art, collage, cooking, puzzles, blocks, Lego, storybooks, etc., children develop skills which are the foundation of later learning.



The outdoor area is designed to encourage children to develop confidence and self-concept through gradual mastery of their own bodies and a range of physical skills such as balancing, climbing, running, jumping, throwing and catching. All of these contribute to the optimum 'whole' development of each child. Positive social attitudes are encouraged through group activities, in which they share, take turns and treat others, including adults and peers, with respect, equity and consideration.

## FEES & ADMINISTRATION

On enrolment you will be asked to pay your \$50 non-refundable booking fee (per family) and to pay your first two weeks of fees. It is imperative that

you keep your fees one week in advance to avoid building up a large and sometimes confusing bill. You will be charged full fees until we have received confirmation of your CCS from Centrelink. We will back date to the date indicated where permitted and credit any extra fees paid to your account. Please see an up to date fee schedule displayed at reception.

## Procedures to Remember

- Before School Care fees include the provision of breakfast (if necessary) and transport to designated schools.
- After School Care fees include the provision of afternoon tea and transport from designated schools.
- A \$10 penalty (on top of normal fees) will be charged to any ASC cancellations not received by 2pm.
- Police will be notified by if children are not accounted for in a reasonable time frame.
- Fees for all rooms are charged per session, regardless of how many hours are used.

## Waiting List

If upon inquiry to the Centre there are no spaces available for your child, your name can be placed on the waiting list. This does not guarantee a place for your child, as we cannot foresee the availability of places within the rooms. As places become available we will make contact with you. If you pay a booking fee to secure a position in advance and change your mind, the booking fee will not be refunded.

## Paying Your Fees

Payments are to be made weekly, fortnightly or monthly as long as you are always one week in advance.

Weekly statements, detailing amount payable, are emailed out to families, usually on a Thursday. Paper statements can be made available should you prefer and will be placed into your child's "Parent Pocket" located on the wall near/in your child's room.

## Procedures for Payment

From 1 July 2023, families using child care must pay the gap fee using electronic means.

Payment can be made via EFTPOS, or credit card (Visa/MasterCard). Credit card forms are available next to the fee box if you wish to set up a regular payment.

**If using EFTPOS/ Credit Card please ensure you write your child's name on the top of the "Merchant copy" receipt issued and place it in the fee box... (Very Important to ensure that your payment is applied to your account!)**

For payment by internet our account details appear on the bottom of your statement. Use child name as reference.

Cash Payments are unable to be accepted from 1 July 2023.

## Extra Activities

Extra activities that require payment, (such as "Little Big Sport"), must be paid in separate labelled envelopes and kept separate to the fees. They too, can be posted in the Fee Box with your name and purpose of payment clearly printed on the envelope.



When you chose to enrol children in extra activities, the coordinators of the program take full responsibility of the children until they are signed back in. If you do have any concerns about your child's care whilst at these programs, please talk to the program coordinator directly and then to us.

Fees charged for shows will be charged as a surcharge/excursion on your fee statement. Notification by staff will be given for all shows and if you DO NOT wish to be charged you will need to advise reception prior to the show.

## Overdue Fees

If fees are not kept up to date the centre reserves the right to cancel your child's enrolment. If you are having financial difficulties that affect your ability to pay fees, come and speak to the Director or Executive Director to arrange a payment plan. As part of this plan it may be suggested that you drop some days for a period of time to make payments more manageable.

Enrolments at the start of a new calendar year will be conditional upon outstanding fees being paid in full. Failure to pay may result in your account being forwarded to a debt collector. Any debt recovery costs to Young Discoverers will be added to the family's outstanding fees.

### Late Pick-Up Fee

Please Note: A late pick-up fee will be issued if children are collected after 6.30pm. This fee is \$10.00 for every ten minutes or part thereof and is able to be made higher for repeat offenders at the discretion of the Director. (Form to be signed at the time of pick-up). This fee covers 'overtime' wages for staff.



### Cancellation of Child's Placement

It is the policy of Young Discoverers that two week's written notice be given on cancellation of your child's booking. Fees are required to be paid in full prior to the cancellation date. Children must attend on their last enrolled day to be eligible to receive CCS.

### Holidays

Because we cater for working and non-working parents, our Centre is open all of the year with the exception of official public holidays. Families who are going away for holidays and would like to ensure retention of their child's enrolment at the Centre may do so by paying a discounted Holiday Fee for up to 20 days annually. Two weeks' notice in writing is required in order to be eligible for half fees and your normal fees need to be up to date. Please enquire at the front desk for our notification form.



Please note: there is a Child Care Subsidy limit of 42 days per year allowable absences set by Commonwealth Government guidelines. Once the first 42 absence days have been used, CCS is payable for any additional absences if your child is sick and has a doctor's certificate. For an explanation of any other exceptions please talk to reception staff. Once the child has reached 42 allowable absence days, CCS is not paid for any further



absence. That means, for example, if your child has 50 unapproved days off in a financial year we will have to charge you full fees for the last 8 days.

### Public Holidays

In keeping with the practice of all Kindergartens and Preschools, we do close for public holidays. As a service to our families and due to our centre being church run and a not for profit organisation, we **DO NOT charge fees for public holidays.**

### Government Assistance

Young Discoverers Highland Reserve participates in the Commonwealth Government's Child Care Subsidy Scheme (CCS). Australian residents using child care provided by accredited child care services are entitled to apply for a CCS percentage. The Child Care Subsidy helps create a more affordable system of child care. It supports workforce participation and respite and developmental care for children whose parents are not in the workforce.

Families receiving CCS will have this applied as a reduction to their fees directly from Centrelink.

For more information regarding the Childcare Subsidy we recommend visiting [www.education.gov.au/childcare](http://www.education.gov.au/childcare).

It is preferable that this is done prior to your child attending this centre. It is the responsibility of the parent to ensure that fee assessments are current and accurate at all times.

Full fees will be charged until the Centre receives notification of your CCS entitlements from Centrelink. On enrolment to the Centre you will be asked for your CRN and date of birth and for the CRN & date of birth of your child.

### Assessment and Rating Process

All child care centres that offer government fee reductions must meet the National Quality Standards. The assessment process ensures centres operate in an ethical way that meets the needs of children



Australian Children's  
Education & Care  
Quality Authority™

on all levels. If you would like to know more about the assessment process, please ask a staff member.

### Arrival/Pick Up Procedure

Please escort your child to his/her teacher when you arrive at the Centre, and ensure the staff member is aware that you are there. **Under no circumstances is a child to be left at the gate.**

### Digital Sign In/Sign Out

It is very important that sign-in /sign out is completed each day by a parent or guardian. This digital format is a licensing requirement and must be completed at the beginning and/or end of each day. This is not only proof of your attendance but, in the unlikely event of a fire, it is our record of exactly who is in the building. Sign in kiosks (I-Pads) are located at the Centre entrance. Please see staff if you need some assistance...



Children should be dropped off and picked up **ONLY** by authorised adults who have been nominated on the enrolment form. If you or a nominated person cannot pick the child up, you must advise us in writing or by telephone and inform the 'collector' that they will be required to show identification. Photo identification will be required by the Centre before your child will be allowed to leave if the attending staff member does not recognise the collecting adult - even if this adult is one of the child's parents.

### Custody Orders

Parents are required to inform the Director/Teacher of existing custody orders and the circumstances mentioned in regard to the child/children attending the Centre. Staff members at the Centre have no legal control over either parent picking up their child, even if a separation or grievance is occurring. Please support us with the necessary custody orders so we can support you more fully. Please maintain current telephone numbers, home address and alternative phone numbers and contact persons in case of illness or an emergency. If a parent with a custody order



against them presents at the centre, staff will call the police immediately and then contact the other parent.

### Parent Notices/Social Media

Notices, newsletters and accounts will usually be emailed directly to your nominated email address. However from time to time incidental notices may be placed in your child's "Parent Pocket". These are usually located in or near the entrance to your child's room. Please check your Parent Pocket regularly.



We also utilise additional forms of communication such as social media as a means to ensure that every effort is made to keep all lines of communication open at all times. Of course if you would like to receive information in an alternative format please just let us know!

There are also various notice boards throughout the Centre. Check these for special events of interest and upcoming activities. Please feel free to add your suggestions for special events, etc. and place these in the Fee Box. Yellow communication forms (next to the fee box) are there for suggestions/ comments on anything!

### Some Helpful Hints in Saying Goodbye

Allow time so your child can show you things and places that interest him/her. Say "Goodbye" firmly when you are ready to leave. If you would like to stay and play for a little while to help your child adjust, tell him/her "I am going to stay with you and draw a picture and then I will have to go to work". It is important to do what you have said you will do and then say "Goodbye" firmly. Try not to prolong your farewell. Say, "I'm going now. I'll be back at ? pm". Give them a kiss and a hug and then leave. Always farewell the staff so they too, know that you're leaving. This is a signal for them to give a little extra support to your child should he/she need it at that time. Please don't 'sneak off' as this may lead to problems next time!

All members of our staff strive to give consistent loving care to your children and provide them with a happy environment, rich with learning experiences. However, parents and children need time to adjust. It is helpful not to leave and return to the room during the settling in period, as this may undo the staff's effort to settle the child. We will phone you if your child does not settle quickly and please feel free to call us during the



day for an update. If you are having difficulties with separation talk to the staff and the director and they will advise you further.

## DAILY REQUIREMENTS

**REMEMBER: PLEASE LABEL ALL YOUR CHILD'S BELONGINGS**

### Children under two years of age (Babies/Toddlers)

- Young Discoverers Highland Reserve currently supply disposable nappies however if a particular brand is preferred then a sufficient supply of these need to be provided
- Trainer pants (named)
- Bottles and formula - we recommend using containers that have segments so that you can pre-measure and send only what you need
- Personal comfort items (ie. Sheepskin, toy, etc. clearly labelled)
- A set of sheets (named)

NB: Cot Sheets are supplied for those infants under 15months and sleeping in centre cots

- Spare clothes in case of mishap – several
- Sun hat all year round – supplied upon enrolment with replacements available to purchase as required...
- Shoes
- We will provide and use nappy wipes. Ensure you inform staff if you have special requirements

### Children over two years of age

- A full change of clothes (named)
- Water Bottle (named)
- A sheet and/or blanket (named)
- Sun hat all year round
- Shoes
- Pillow is optional and only for older groups
- We encourage show and tell so items of interest are valued. No toys are to be brought to Kindy as they could get lost or broken. For show and tell ideas please see your teacher; however as a



general guide we suggest 'God Made' items are wonderful! (see Section 13.7 for more information on treasures from home)

## Hats

A hat is provided for your child upon payment of your booking fee. Hats must be worn outdoors at all times. If your child does not bring a hat, your child will be encouraged to play in the shaded areas for safety reasons. Please assist us by checking that your child comes with a wide brimmed hat every day. We also require sunscreen to be applied prior to arrival at the Centre, as the children often have their first session outdoors. Please refer to the "Sun Protection Policy" in Section 21 of this handbook.



***Don't forget hats and sunscreen!***

***Even when it's winter we still have to remember to be Sunsmart!***

**☺ No hat, play in the shade is always the rule ☺**

## Bedding

Measurements for beds are:

540 mm – 1265 mm and can have corners of base sheet for easy fitting.



A small pillow may be brought in for older children, (3-5's).

*NB. An elasticised cot sheet is ideal for the bottom sheet.*

Sheet bags, pillows etc. must be in a cloth bag and are to be placed in the designated area in each room. Sheets will be sent home weekly for washing.

**REMEMBER:**  
**PLEASE LABEL ALL YOUR CHILD'S**  
**BELONGINGS...**

## Children's Dress

Please dress children in appropriate clothing. Remember, children are hard at 'work' here and often the most beneficial learning experiences come from messy play e.g. working in sandpits, digging patches, water play, finger painting, clay, etc. The activities at the Centre do, by their very nature, involve coming into contact with paints, glue, sand, mud and water!



While every precaution is taken to prevent clothing from becoming damaged, it is not possible to ensure complete protection for every busy child. Please ensure that your child wears clothes suited to a busy, creative day. Avoid sending expensive clothes or clothes of sentimental value. At least one change of clothing should be included – two sets for juniors, and as many underclothes as may be needed by your child in the course of a normal day.

Overalls and braces are not recommended, as children find them difficult to handle and are unable to get in and out of them easily at toilet times. Shorts or track suit pants with elastic waist, t-shirts, wind cheaters, etc. are ideal.

***Please no singlets or strappy clothes where shoulders are exposed.***

### **Amber Necklaces**

Amber Necklaces are commonly used for child pain relief, however, they also carry risks that have prompted a government warning. For the following reasons we discourage the use of this product and we cannot allow children to sleep with these necklaces on. **Necklaces will be removed in all circumstances during sleep time and at any time when staff feel they could create a hazard.**

The warning notice was issued after ACCC testing of several of these products indicated that they could break into small parts and therefore present a choking hazard to children under three years of age.

*“The necklace can pose two potential hazards from strangulation and choking. Strangulation may occur if the infant has the amber teething necklace permanently fastened around their neck, especially when they are sleeping. A choking hazard may occur if the necklace breaks and releases the small beads.”*

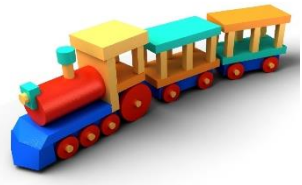
- Supervise the infant when wearing the necklace
- Remove the necklace from the infant when the infant is unattended even if it's only for a short period of time
- Remove the necklace from the infant while sleeping during the day or overnight
- Do not allow the infant to chew on the necklace consider using a less risky form of pain relief
- Always seek medical advice if you have any concerns about your child's health and well-being.

## Lost Property

Please check the lost property box regularly for items belonging to you. Naming all items, including socks, shoes and underwear, can help staff in locating the owners of lost property. A lost property box can be found in each room. Parents, at no time, are permitted to open and search through other children's bags or preparation areas. These are private areas accessible by staff only.

## Treasures from Home

It would be appreciated if children did **NOT** bring toys from home unless required for special days. Toys from home can easily get lost or broken and we cannot take responsibility for these. Please name anything that your child needs to bring from home. It is advisable not to send in special spoons, bowls, etc. for the same reason - we provide these at the Centre. It saves a great deal of heartache if anything of financial or sentimental value is left at home!



No child is permitted to bring toys that promote or display violence to the Centre (such as guns / Power Rangers / Pokémon). We seek to discourage children from unnecessary exposure to violence. However, we do

encourage children to bring natural items ('God Made') and other items of general educational interest.

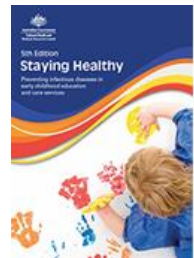
## PROCEDURES IN CASE OF ILLNESS

### Absences due to Illness

If your child is sick or unable to attend, you must notify your child's Lead Educator or the Director. These days must be paid for in full. If your child has been absent for more than two weeks without notification, we will attempt to contact you and, if this is not successful, we are obliged to fill your child's place with another child from the waiting/list.



Child Care Subsidy will be paid by the government for up to and including 42 allowable absence days for each child per financial year. Allowable absence days may be taken for any reason. (Section 12.9 has more information under Holidays).



It is not uncommon for children to get sick, particularly when they are very young and have not acquired the natural ability to fight infection and build up immunity. In an effort to provide a quality service and the best possible care for your children, we have put in place the following procedures to prevent the spread of illness and infection.

For exclusion periods relating to infection we follow the 'Staying Healthy in Childcare' guidelines as set by the Nation Health and Research Centre. A poster that lists conditions and minimum exclusion periods is on display in the hallway for your perusal (opposite reception). These exclusion periods apply to staff as well as children.

We keep a register of all contagious conditions experienced and a sign at the entry has a list of current conditions that are in the centre at any given time. Notices are also placed in affected rooms.

Staff members teach and model hygiene practices that assist in restricting the spread of illness. Toys are regularly disinfected and bedding is sent home weekly to be washed. You are welcome to read through our policies

located at reception for further information. (We will even make you a cuppa whilst you do so!)

## Procedure

When a child appears to be unwell i.e. is particularly quiet when normally active and social, the Lead Educator will discern whether or not the child is displaying other symptoms consistent with a child who is unwell. The following general guidelines will be used:

- Taking the child's temperature.
- Observing whether the child is pale, coughing or has coloured nasal or eye/ear discharge, or has an unidentified rash (other than eczema).
- Observing whether the child is lethargic and has an unusual lack of appetite.
- Asking the child if he/she feels unwell or has a pain (in the tummy, head etc).
- Observing whether the child is irritable, vomiting, diarrhoea, etc.

If the child displays any of these symptoms, the child is taken to the Director who checks the symptoms. The Director, Assistant Director or Lead Educator will decide if it is appropriate to call a parent.

Phone calls regarding sickness will be either information calls; stating that your child is displaying possible symptoms but doesn't have to be picked up; or more urgent calls; stating that your child is displaying symptoms indicating a contagious condition and needs to be picked up as soon as possible. Depending on your child's symptoms, your child may have restricted contact with the group until collected.

The Director has the right to refuse re-entry if the child is still unwell or appears to be contagious. A doctor's certificate may be requested if there is disagreement as to whether or not your child is contagious.

## Medication

If your child needs to have medication for the day, please inform your child's Lead Educator and fill out the necessary forms.

### For Prescription Medication:

Medication for children given either regularly or from time to time **MUST BE ACCOMPANIED BY WRITTEN INSTRUCTIONS FROM THE PRESCRIBING DOCTOR.**

The instructions may be in the form of a label attached to the medication. Medication must be clearly named and in its original container. Parents will be required to sign a permission/instruction form stating the name of the medication, the dates, the times to be administered and the dosage. Medication must be directly handed to the Lead Educator and will be stored either in the fridge or on top of the fridge in a locked container in the kitchen.

### For Non- Prescription Medication:

Non-prescription or over the counter medication may be given at parent/guardian request as per Medicine Administration Consent Form only if staff have confidence that the medicine is appropriate to the situation. If staff have any concerns as to the type, amount duration etc. of medicine given they will insist on instruction from a medical practitioner before they administer.

Medication can be administered from its original container, with the original label and instructions and before the expiry or use-by date, and in accordance with any instructions attached to the medication (NQF regulation)

In the event of your child running a fever or teething whilst attending the Centre, all efforts will be made to Contact a parent. If we are unable to do so, then appropriate methods will be taken to lower the child's temperature. This may include the administration of **paracetamol**, in doses that are appropriate to the Child's age and weight. If you are happy for us to take such steps, where we feel it is appropriate, please sign the **MEDICATION AUTHORISATION** form. They



are attached to your child's enrolment form and copies are also available at reception.

**Please Note:** No medication will be administered unless these instructions are given. The medication forms must be filled in when your child arrives and completed on a daily basis. The medication must be in the original bottle/container. No single doses are to be handed to a Lead Educator, or left in bags or added to bottles. Parents must be accompanied by an Educator, when picking up their medication from the kitchen.

**\*\*** If a child is absent due to illness, normal fees are still payable.

## Immunisation

The government has linked the payment of CCS to immunisations for all children attending child care.

For more information about immunisations and how they affect your ability to claim CCS please contact the immunisation related enquiries line on 1800 671 811.



If your child still does not meet the immunisation requirements, your CCS will cease until Centrelink requirements have been satisfied.

If an epidemic of a particular illness arises, the Centre has the right to refuse entry of an unimmunised child. We strongly suggest that you check with the recommendation by the National Health and Medical research Council regarding the immunisation of all children.

**NB.** All staff are encouraged to keep up to date with immunisations including Hepatitis A. If staff are not immunised they will also be excluded in the event of an infectious disease outbreak.



## HEALTH AND SAFETY

### Health and Hygiene Practices

The licensee must ensure that employees observe strict health and hygiene practices that have regard to current community standards and current information provided by relevant government departments, to minimise health risks to children and staff at the Centre.

### Universal Precautions

“Perform a task as if all the recipients of the service were infected, even in the absence of signs or symptoms of illness” (Taylor and Taylor cited Kendall and Moukadden – Young Children – 1992).

### Emergency and Evacuation Procedures

Please familiarise yourself with the evacuation procedures that are displayed in each room in the Centre.



If the fire alarm/bell is ringing, do NOT enter the car park or the building. If you are in the building, follow the instructions of the staff in that room.

Fire drills are run at least quarterly, so the staff and children are familiar with the evacuation procedure. These drills are usually without notice.

The Centre keeps all records of evacuations, along with documentation of all fire equipment checks. Staff complete annual fire training where they learn correct use and handling of fire equipment. The fire department also attend the centre annually to observe our fire drills and provide any necessary feedback in improving them.

### Fire Drill Procedures Checklist

- Administration Staff /Director /Staff Sound fire alarm (Bell kept at reception)
- Person sounding alarm to phone the Fire Brigade



### ALL STAFF

- Aware of all exits
- Aware of Fire Extinguishers
- Aware of use of Fire Extinguishers

## ALL STAFF AND CHILDREN

- Toddlers/Administration staff to gather all Toddlers and carry/wheel outside
- All groups – aware of evacuation routes
- All groups – aware of safe assembly areas
- All groups – aware of the need to walk quickly – DON'T RUN
- All groups – to exit as quickly and quietly as possible
- Lead Educators to make a 'roll call'/ 'head count' as soon as a safe area is reached

## Fire Instructions

The Director/person who finds the fire gives alarm throughout the Centre using the fire bell and calling out and notifies the Director.

The Director tries to put the fire out and calls the Fire Brigade.

All rooms have keys for gates attached to their emergency fire bags.

Lead Educators, from each room, take their roll and gather their children using methods appropriate to their age group and calmly walk to the meeting place.

Assistants, from every room, close all windows and doors that face outdoors, if possible, and assist the Lead Educators with the children sitting them on the curb and calling the roll.

The Director double checks internal areas for any children, staff or parents wandering and makes sure windows are closed, if possible, before joining the group outside.

## INJURIES AND ACCIDENTS

All injuries, regardless of severity, will have an accident/incident report written by the witnessing /attending teacher. These reports will be placed in your child's communication pocket and need to be signed by a parent/guardian and returned by placing in the fee box at reception. These reports are kept confidentially on site. If you require a copy of your child's accident report, staff will be happy to copy it for you



records. Please ensure your contact details are kept up to date (including emergency contacts) in case of emergency.

The centre is not responsible for any incurred expenses. To read this policy in its entirety, please ask at reception to look through our policies folder.

### Procedure for contacting family - injury

Procedure for contacting family in the event of an injury:

All injuries resulting in swelling and bruising or bleeding beyond that of a scratch or graze require notification calls to parents/guardians.

Contact messages need to be clear; stating “Hi this is (name) from Young Discoverers. An injury has occurred, it is (briefly describe if appropriate). Please call us back when you receive this message.” When possible the Centre Director, Executive Director or responsible person on duty needs to make this call.

If we are unable to reach parent/guardian within a reasonable period (up to 20 minutes depending on severity of injury) emergency contacts must be contacted, leaving similar message to above.

If attempts to contact families fail, staff will make the decision as to the need to seek medical advice. This decision will take into account the severity of the injury as judged by the staff member and the individual needs of children. As every attempt will be made to contact you, in the event of not being able to, staff will not be held accountable for making a decision contrary to what your judgement would have made.

For a **MINOR INJURY** to a child, visitor or staff member, the following procedure will apply...

- Reassure child/adult injured and apply general first aid
- Remove cause of injury (if relevant) and ensure environment is safe
- Ensure other children are being supervised (call for assistance if necessary)
- Notify the Centre Director as soon as possible after the event.



- Notify the family, either by phone during the day or at the end of the day (see 'Procedure for contacting family in the event of an injury' above).
- Complete an Incident and Accident Form and have the parent/guardian sign this report at the end of the day to verify that they have been notified.

For a **MAJOR INJURY** to a child, visitor or staff member the following procedure is to be followed...

- Assess the situation and ensure the safety of self, other children, visitors and staff (remove other children from the area)
- Remove any hazard/danger or call emergency services.
- Reassure child/person injured and apply general first aid
- Notify or get someone else to notify the Centre Director or Executive Director immediately.
- Call ambulance if necessary\* (\*broken bones, loss of consciousness, extreme bleeding, obstructed breathing, allergic reaction, seizures or any other condition that appears to need urgent medical attention- it is always better to be over responsive to an injury rather than under responsive).
- Notify parents/emergency contacts by telephone to collect child/adult or meet ambulance at local hospital.
- Staff member to escort child to receive medical treatment if family member not present.
- Send emergency information with child/adult (enrolment form), details of accident, details of first aid administered and any comforters (soft toy, blanket, bottle, nappies).
- Cordon off area or remove equipment where accident occurred until the area/equipment can be checked for safety to ensure no further incidents.
- Complete an Incident and Accident Form and ask parent/guardian to sign form to confirm notification of accident.
- Contact an Early Childhood Officer at the Department of Education, Early Childhood Education and Care as soon as possible to explain the situation and follow their advice. Ph: 5656 6688

- Complete all required forms, starting with SI01 Notification of serious incident. Forms available on ACECQA website: [acecqa.gov.au](http://acecqa.gov.au).

## EXCURSIONS AND COMMUNITY VISITORS

From time to time community visitors such as the fire brigade, police, puppet shows, etc. will visit the Centre. Excursions are also arranged to places in which the children have interest and that have educational value.

**Parents need to sign “permission forms”** before children can be included on such excursions. Those not wishing to attend may choose to stay at the Centre under supervision. Parents are encouraged to join us on excursions at all times to assist in the supervision of children. The Director, or person authorised by the Director, is always in charge of the excursion.

Provision of car seats are parents’ responsibility for outings.

Parents need to sign forms for programs such as Dancing and Intro to Tennis and understand that their child, if involved in such a program, is the responsibility of the visiting teacher during the lesson.

### Excursions and Outings (Vacation Care)

Parents need to sign “Daily Excursion Form” before children can be included on such excursions.

The Vacation care program is always available six weeks prior to the holiday period. Children attending regular BSC and ASC days will get priority for their days in the first two weeks after the program is distributed. In this period all other children will go on a waiting list and places will be distributed four weeks prior to the holidays in order of waiting list. The program may be subject to changes due to unforeseen circumstances.

It is the responsibility of the parent to peruse the program and book children in for activities appropriate for the child. All children booked into the holiday program must attend the allocated activity, as it is not usual policy for School aged children to stay at the centre. Activities will be planned with regard to interests and needs appropriate to the variety of ages we cater to.

## FOOD AND NUTRITION

### Meal Times

In every room time is set aside in our daily routines for children to sit down for meals. Meal times are times of enjoyment and relaxation. At Kindy we will not put pressure on your children to make them eat. Please support us in this.



Throughout the day children are encouraged to communicate their need to 'graze' and are then encouraged to do so. Meal times are a pleasant time where children are encouraged to talk to each other and to the staff.

During meal times children have opportunity to learn about other cultures, through watching what other children eat and talking about unusual meals, and they experience the enjoyment of a social dining setting! Meal times also provide an excellent opportunity to discuss good nutrition with children.



### Nutrition

Good nutrition is an important part of our daily program. In addition to the normal requirements for growth and physical development, quality food, will also help children concentrate better and enhance their capacity to learn. Studies have shown that there is a link between certain foods and behavioural challenges. If your child seems to be effected by various food types it is best to get medical advice on which foods they should avoid.

As a general rule foods that are heavily processed, high in fats and saturated fats, salts, preservatives and/or sugars should not be a part of your child's daily diet.

We are pleased to provide meals for your children sourced from an outside provider, Kids Gourmet Food. The menu is on a 6 week rotational basis and is delivered daily to the Centre with strict temperature controls and food handling techniques adhered to at all times.

Meals are included in your daily fee... ☺ (Morning Tea, Lunch and Afternoon Tea) Should you have any dietary restrictions due to allergies etc, or foods that are to be avoided for any cultural reasons please ensure that you speak with Centre Director, Miss Alina. Our food providers are very accommodating and will ensure that your needs are met. A full menu is available to peruse at any time... please simply ask!

- **Drinks – Our preference is for you to send water only for your children.**



### Birthdays / shared food

We encourage parents to let their children share their special day with their friends. Cupcakes are the best choice for celebrations. Children will blow out candles on either a slice of the cake, or an individual cupcake to avoid contaminating other children's food.

It is important that staff have up to date information regarding your child's nutritional needs. If your child has allergies, please ensure staff are aware. So your child doesn't feel left out during celebrations, please provide an alternative that can be stored in the freezer.

From time to time, programs will involve sharing food to learn about things such as other cultures, nutrition, etc.

### Dental Care

Preschool and Senior Kindy dedicate regular parts of their program to teaching and discussing dental care. This can involve visitors from the community, such as dental nurses, coming in and talking to us. All rooms encourage children to rinse their mouths by drinking water after meals as a dental health practice.

### BREAKAGES

In the event of deliberate breakages of toys or equipment owned by the Centre or another child, (in circumstances outside of teachers control) the child's parent will be formally notified and asked to assist in payment or part-payment to replace the item.

## PARENT RESOURCE ROOM

We have a Resource Centre for the use of parents which is open every day. This service provides books, tapes and videos for families to loan. The resources available are predominantly parenting resources. The resource room also contains our clothing exchange. This is a service established by families which allows you to bring in clean, unwanted children's clothing and exchange them for more appropriately sized clothes. Completely Free of charge!

## WEEKLY EXTRACURRICULAR PROGRAMS

For the children at the Centre:

- Little Big Sport Soccer



## PARENT INVOLVEMENT

At Young Discoverers we promote a loving family atmosphere. For this reason we welcome parent participation.

We would like to think of Young Discoverers as an extension of your own family and we would like you to feel free to join our daily activities, (e.g. Cooking, puppet-making, music, etc.), look into our busy, happy and creative classrooms and see your child at play (work).



If you feel you have a special skill or talent you would like to share with the children, or if you simply have some time on your hands, we would love for you to come along and share with the Young Discoverers family. Also, collecting junk for art and helping with the social functions.



Our centre is committed to supporting your whole family and as a ministry of CrossLife – a baptist Church we have access to resources that could make a big difference.

If you require support in your parenting journey please speak to Miss Alina who will be pleased to assist!



## POLICY & PROCEDURE MANUAL

***Our Policy & Procedure Manual can be found on our website....***

***[www.youngdiscoverers.org.au](http://www.youngdiscoverers.org.au)***

***We would love your feedback!***

