



Rudolf Steiner Child Care Centre

Parents Book

In Rudolf Steiner Education we believe that...

Every child is a gift from the higher powers, a gift to which one can lay no personal claim.

For a few brief years, one is permitted to guide and care for him/her until he or she goes out into the stern school of life with powers to choose his/her own path.

*The aim of all education must be self education.
Teachers strive to generate and nourish a genuine inner enthusiasm for learning within every child.*



80 Botany Street, Randwick 2031

Ph/fax: 9399 5278

Email- info@onceuponatimekindy.com

Welcome to our centre,

Your child's attendance days are:

Monday Tuesday Wednesday Thursday Friday

Your child's first day will be on:

We wish you and your child enjoyable, rich and valuable times in the centre.

Dear Parent,

Welcome to "Once Upon a Time" children's centre.

We look forward to having your child join our centre and we wish you a happy and fulfilling time with us.

We encourage you to read this booklet before your child starts the year.

You will find in this booklet essential information about the centre and our procedures and policies.

The full Policy Book is located at the main foyer and is available for parents to read and comment on. For more information, clarifications and suggestions please approach the director Tearza.

CENTRE PHILOSOPHY

We see the child in a holistic view. We recognise that the whole child contains within physical, mental and spiritual qualities. These qualities are all connected and influence one another and need to be nurtured and protected to allow the child to develop in a wholesome and positive way. We believe that every child has the right to live through childhood with its unique wonder images and creativity.

"Education should never work against a person's destiny, but should achieve the full development of his or her own dispositions." Rudolf Steiner

We see the child as a natural learner that observes, imitates and constructs meaning from what exists in the close environment. Each child is unique in the way they experience and build meaning of the world around them. The child acts in the environment through sense of agency, self-purpose and by being physically, mentally and spiritually active and involved.

In our centre we build the environment to provide a home-like atmosphere that is warm, loving, empathetic, responsive, supportive and unhurried. An environment that is also secure and predictable based on context of place, culture and connection to the child's world. We aim to reflect in our environment a wholesome care for the child's physical, mental and spiritual qualities as well as in the pedagogy of caring to the child.

We aim to create sharing and partnership relationships with the parent's community in caring and educating the child as well as caring for each other. As Educators, in the early childhood field, we understand the important role we have in the child's winding circle of attachment and our role in creating opportunities to widen the child's developing experiences.

Our centre's Pedagogy is based on understanding the important role of play in childhood. We particularly emphasise the child's Self-Directed Play as one of the prime ways in which children learn about the world and those who live in it. We see it as the real expression of the child's individuality and as always containing meaning and purpose for the child.

"Imagination is more important than knowledge." Albert Einstein

Our philosophy is strongly expressed in our pedagogy. We consider all aspects of the day as holding different qualities and rhythm. Together they create the whole day, week and year.

Our pedagogy is also influenced by Rudolf Steiner's spiritual and holistic view of the child, John Bowlby's Attachment Theory, Jean Piaget and Jerome Bruner's Theory of Cognitive Development.

We strive to further develop and widen our own skills and knowledge as early childhood educators in order to continually improve our environment and being a model worthy of imitating.

Our education's long-term aim is to support the child in developing inner strengths for a lifetime.

The uniqueness of our pedagogy lies not so much in what is taught but in how and when.

"Education, therefore, is a process of living and not a preparation for future living" John Dewey

Centre Operation and Policies

In this booklet we include summaries of important policies for your information. Full versions of the centre's policies are available for parents at the office.

Governance and Management

The centre set up as a private company and operates by Owner/Director. The management of our education and care service is overseen by the Director. The Director is accountable for the performance of the organisation.

Names and Photos of Director, Approved provider, Educational Leader, Nominated Supervisor, Certified Supervisor ("Responsible Person") are display at the Foyer.

The Director as the Nominated Supervisor oversees the operations of the Centre and ensures compliance with Legislation and Policy. The Director leads, guides and support a team which provides high quality Early Childhood Education and Care to children as well as is active in developing relationships which support families.

Educational Leader- the Educational Leader responsibilities are to head the development and implementation of the educational program and curriculum at our service.

Early Childhood Teacher- Our centre has an Early Childhood Teacher with 4 years university qualification. The Early Childhood Teacher is directly responsible in a day to day context to the Director or Nominated supervisor. The Early Childhood Teacher is responsible to lead and support the running and delivering educational programs that are based on the centre policies and philosophy, as well as maintaining accurate records.

Certified Supervisor ("Responsible Person")- A person who holds a supervisor certificate (a certified supervisor) is eligible to be appointed as the nominated supervisor of a service, or may consent to be placed in day-to-day charge of an education and care service in the absence of the approved provider or nominated supervisor (section 105). Certified supervisors are eligible to be appointed as the nominated supervisor of the service.

Staffing:

Our centre employs 6 Educators which are in direct contact with the children and the delivery of the program. In each group we have two Educators at all times: 1 Room Leader and 1 assistant. We also employ an early childhood teacher and extra Floater in a permanent relief role staff and as extra help.

All our educators hold a minimum of certificate 3 and above. At least one educator with First Aid Qualifications is at the during all operation times.

For the benefit of continuity of care and stability all the educators have a fixed shift during the year.

Hours of operation:

The centre is open from 8:30am to 5:30pm. We ask parents to bring and collect their child on time. Late collection fees will apply after 3 warnings at the rate of \$5 per 5 minutes after 5.30pm.

Our centre operates 48 weeks a year. We close for 4 weeks during summer break and during public holidays. Parents are notified about the operation dates and yearly events at the beginning of the year during the first parents meeting.

Channels of communication for parents

We are flexible with our approach to channels of communication. We understand that some parents working hours can restrict them from face to face communication and therefore we are available on an email: info@onceuponatimekindy.com, phone/fax- 93995278 and room communication diary. Please don't hesitate to approach us for any issue you would like to discuss; we are here for you and your child.

Answering Machine-We do our best to answer each call but at times it is not possible. If you get the answering machine please leave us a message as we listen to the messages every hour if the phone is not attended.

Suggestions Box is placed in the foyer. Please use it for anonymous (optional) suggestions, inquiries and suggestions.

Fees Policy: (For full Policy please refers to our Policy Book).

Fees must be paid four weeks in advance within the first week from getting the invoice. A receipt will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families account

Fee structure:

• Upon enrolment, families must pay a security deposit of \$300.

• Fees must be paid four week in advance.

• Fees are paid monthly in advance by cheque, direct deposit or cash.

• Fees are payable in advance for every day that your child is enrolled at the service. This includes sick days and family holidays but excludes periods when the service is closed and pupil free days.

Late Fees- Our closing time is 5:30 PM. Children can be collected from 3.30 pm. Please be punctual. Extra fees will be charge at a rate of \$5 for any 5 minutes late..

Child Care Benefit (CCB) and Child Care Rebate (CCR) are available to all families who are Australian Residents. To find out your eligibility and how much you could receive please visit Department of Human Services website:

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>.

Fees envelopes- every child has a named envelope placed near the Fees Box at the foyer.

You are asked to put your payment in a labelled enveloped into the box in the foyer. **Payments**- can be made by cheque or direct debit. **Cash payments** needs to be signed by the teachers or Director before placed in the fee box

Termination: Four weeks written notice ahead must be given or Four weeks fees paid in lieu of notice for any changes in your child's enrolment

End of the year leaving notice needs to be given by beginning of October of the year and leaving date needs to be by beginning of November. After that time, fees will be charged for full period until the official end of the year date.

Arrival and Departure Procedures (For full Policy please refer to our policy book)

To ensure maximum safety for your children, Please always shut gates and doors.

- It is compulsory that you sign the attendance sheet on arrival and departure, as these records are used in case of emergency evacuations and are legal documents. .
- If a person other than a parent is to collect your child, then they must be nominated by you in writing.
- You must notify during the day if there are changes in going home arrangement. Please share essential information briefly with your child's teacher.

- No child is to be picked up or arrive during rest time, between 12:00pm-2:30pm.
- To ensure your child best benefits from our program, please bring your child no later than 9:30am.

Children grouping

Our centre is licensed for 32 children. We group the children according to age and developmental stage. One group is for children between the age 2- 3.3 years old and the other for children between 3.3 and over. The reason for the age grouping is because we believe that the younger children will benefit from smaller group size with more opportunities for 1:1 attention, slower pace and calm environment. We limit the number of children per day to maximum 12 in this group.

The older children benefit from a wider selection of friends, more independence and at times an active pace of play and activities.

Confidentiality and Privacy Policy

We respect your privacy

In order to provide you with the highest standard of service our organization is required to collect personal information from you about your children and parents/guardians before and during the course of a child's enrolment in our service.

We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act. For more information please refer to Policy Book.

What information do we collect, why and how is it used?

Basic details are usually collected directly from parents such as your names, address, phone contacts but it is also necessary for staff to collect details regarding your child's name, date of birth, medical, details, health, routines likes and dislikes which make up a personal profile.

We assure you that:

- This information will only be used by our child care professionals in order to deliver your child's care to the highest standards
- It will not be disclosed to those not associated with the care of your and we will provide access without undue delay
- You may ask to seek access to the information held about you and your child and we will provide access without undue delay
- This access might be inspection of your child's records or by providing copies of information
- There will be no charge made for requesting this information but there may be fee levied to cover the cost associated with the processing of this request
- We will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete and up to date
- We will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure
- Our staff are committed to respect these principles at all times
- If a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have written consent from you and a Director of the Centre.

All privacy related comments, feedback or complaints should be directed to one of the Centre's Directors.

Dealing with complaints and Grievances procedures (For full Policy please refer to our Policy Book).

We listen to complaints and encourage parents to tell us when they have notice something that they don't like so we can improve our services for them.

All complaints will be dealt with a positive and mature manner. We will follow up all comments, feedback or complaints within 14 Days and resolve them to maintain our high standards of service provision.

We developed Procedures for dealing with Parent/Staff conflict or complaints:

- The parent needs to discuss the problem with the relevant staff member concerned as well as the Director.
- A Customer Complaint Template will be filled.
- If the parent still feels action is necessary after discussion with relevant staff member they should take matter up with the Director.

Procedure for dealing with Parent/management conflicts

- The parent should discuss the problem with the Director.
- If the parent still feels action is necessary after discussion with the Director they can contact the **NSW Early Childhood Education and Care Directorate on 1800 619 113**

Our aim is to provide you and your child with the best service possible, however, things can happen and mistakes can be fixed. Please help us to improve our service by letting us know where we can improve and change.

Safety and Emergency (For full Policy please refer to our policy book)

The centre's evacuation **procedure** is on display in the entrance way, kitchen, office and each room. Please make sure you get familiar with the fire exits in the building.

Safety issues Parents need to be aware of:

- The **entrance gate from Middle St**, is closed from 10am till 3pm every day. You will need to ring the bell if you come between these times.
- Please don't leave children unattended in the car when dropping off or picking up your child from the centre.
- Children to be taught how to wash hands thoroughly after using toilet and prior to eating.
- Office door will be kept locked when unattended.
- Adult Toilet to be closed with the hook at all times.
- Kitchen door will be kept closed at all times and locked when unattended.
- All staff and children to wear hats outdoors, throughout the year.
- Children will be taught not to run on paved areas.
- Make sure the front gate is closed at all times
- Please Park Legally when bringing/picking your child from the centre.

Accident Procedure (For full Policy please refer to our policy book)

We do our best to prevent accidents and injuries to happen. However, they are part of childhood and at times are unpreventable. If your child has an accident at the centre, the Educators will call you as soon as possible. You will be given an Injury Report form to read and sign.

The children are carefully supervised throughout the day. You are encouraged to read the centre's safety policy in the policies folder.

At least one staff person trained in First Aid is present at the centre at all times.

Regular Excursions- Parents are required to sign on a separate Permission form.

Our centre has regular walking excursions during the year. As part of our commitment to Get Up and Grow policy, we take the children outside of the centre for vigorous physical activities, getting to know the surrounding environment and have fun. ***The Regular Excursion is- the children's playground in Middle St. Route (to and from)- From the centre up Middle St and back. Number of Adults Involved- 3 staff for each children Group Team (2) Floater (1) and any parents***

joining. Number of Children Involved- up to 20 in older group, up to 12 in younger group.

Proposed Duration- 1-1.5 hours

Items to Be Taken by the Service (mobile phone, emergency contact details, etc)- Mobile phone, emergency parents contact List, First Aid box, Disposable Gloves, Tissue Box, Wet wipers, Water and plastic cups. Items to Be Taken by the Children- Sun hat

Nutrition (For full Nutrition Policy refer to Policy Book)

Meal Times are a celebration in our centre. We light a candle and say a verse. The children help in setting/cleaning duties and a family atmosphere is encouraged

Our service aims to promote healthy lifestyles, good nutrition and the wellbeing of all of children, educators and families using procedures and policies. We also aim to support and provide adequately for children with food allergies, dietary requirements and restrictions and specific cultural and religious practices.

Lunch

Our centre has a qualified cook who **prepares nutritious vegetarian** lunches and afternoon teas in accordance with the Australian Nutritional Guide for Children.

We do our best to accommodate children's allergy requirements in consultations with the parents and following an Allergy Management Plan from nutritionist or a doctor.

Morning tea is prepared in the classes by the staff and children and includes fruits that the children bring to share each morning or porridge we prepare during the cold months.

Lunch The centre's menu follows the principles of Macrobiotics cooking eg: seasonal appropriate ingredients, wholesome menus, use of fresh and local products and minimal use of sugar.

Afternoon tea provided at 3.30pm and includes wholemeal sandwiches with vegemite and cream cheese.

Late Afternoon tea serves at 5.00pm and contains fruits and sandwiches.

Drinks: cow milk and filtered water are served three times a day. Filtered water is available for children during outdoor play as well. Parents are welcome to bring any special drinks for their child as Soy milk, Rice milk or Lactose free milk. **We discourage the use of juices or sweet drinks are not allowed in the centre.**

No Nuts Policy- Our centre has a. Please make sure that you don't bring and products that contains nuts.

Birthday cakes needs to be nuts free and preferably without icing and chocolate

Bringing food from home - needs a consent from the Director and will need to be according to the centre's Nutrition Policy.

Immunisation (For full Policy please refer to our policy booklet)

The centre will minimise the spread and risks of infectious disease in the child care setting by using standard infection control precautions against transmission of infection.

- Parents enrolling a child into the centre must provide approved evidence of immunization.
- The immunisation status of all children will be held on record for the prescribed period of time. If no evidence of immunisation is provided, the child is taken not to be immunised against any of the vaccine preventable diseases.
- Non immunised children will be excluded from the centre for the duration of the outbreak determined by the NSW Health Department (at the parents expense, all fees will still apply to keep the child's position at the centre)
- The Authorised Supervisor will endeavor to keep abreast any community vaccine initiatives, and communicate these to the centre families.

When not to send your child to the centre:

A child who is not well needs to be cared for in the quiet and warmth of their own home, however much they want to come to kindy!

- If a child has a temperature of 38.5 the night before (even if they woke up without it, it can return during the day)
- If a child has an infectious illness the child must be kept at home until cleared by a doctor's certificate.
- Diarrhoea and vomiting are both viral diseases and contagious. Children will be excluded from the centre for the 24 hours after the condition has cleared.
- In case of illness during the day parents must collect their child immediately when contacted by the centre.
- Other contagious conditions such as Conjunctivitis, Impetigo, Head Lice and Worms must be cleared up completely before a child returns to the Centre

Exclusion Policy

Children who are not immunized may be excluded during outbreaks of some infectious diseases even if the child is well. **Please refer to the Centre's policy book for a list of Exclusion guidelines.**

Sourced: Commonwealth Of Australia (2001) Staying Healthy in Child Care under the Public Health Act 1992,

Medication Policy Summery- *(For full Policy please refer to policy book)*

- Medication is administered to a child **only from its original packaging.**
- **Medication is only administered to a child** enrolled for the centre with the written permission of the child's parent or legal guardian and filled a **Medication Authority Form.**
- **The administration of homeopathic, naturopathic,** has to meet the above guidelines.
- We **can't administer any over-the-counter** or non-prescribed medications.
- In the case of medication being required in **an emergency without prior consent,** ensure every attempt is made to secure consent from the child's parent or legal guardian, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000.
- **Medication is securely stored in a locked** cupboard away from access by children. Medication that requires refrigeration (e.g. eye drops, antibiotics, syrups) should be stored at the back of the top shelf, in a separate compartment, or in a childproof container.

Sun Protection Policy *(for full Sun Protection Policy refer to Policy book)*

- From November until April children will be kept inside between 11.00am and 3.00pm daylight savings time.
- All Educators and children will have access to 30+ broad spectrum sunscreen. This will be applied to the children 20 minutes before exposure to the sun. Parents are encouraged to apply sun cream to their children's face, neck, and arms before arrival at our centre
- Children are to wear hats at all times during outdoor play.
- Children will have access to drinking water to avoid dehydration
- Collars and sleeves will be seen as important in the choice of clothing worn. Educators will change children into protective clothing if so required

What children needs to bring to Kindy :

- **A piece of fruit to share.** Place them in the fruit bowls in each room.
- **Beds, linen and sleep areas** will need to comply with the Australian Safety Standards and Children's Services Regulations 2011. Fitted cot sheet, child size blanket and small pillow are required: A fitted cot sheet and blanket clearly marked- in named calico bag.
- **Sheets and blankets as well as the bag with clothes will be sent home at the end of your child's attending days to be washed and returned to the centre.**

Please make sure your child has the following spare clothes:

- **sturdy footwear-No tongs or gum boots (only as spare pair)**
- **Inside slippers all year round**
- **2 pairs of socks**
- **2 pairs of pants (1 short and 1 long)**
- **3 pairs of underwear**
- **2 'T' shirts**
- **1 long sleeves shirt**
- **Jumper or a cardigan is a must.**

Parents must ensure that at least one complete change of clothes is provided each day. These should cater for changes in weather.

A sun hat to be kept at the centre clearly marked- please refer to the centre's Sun Protection Policy. Our policy "No Hat, play in the shade" will be endorsed.

Nappies: 4 disposable nappies a day, they need to be **clearly marked** with the child's initials and placed in the nappies container in the room.

How to dress your child to Kindy?

The Centre's Clothing policy (for full Sun Protection Policy refer to OHS Booklet)

In keeping with our sun protection policy and safety requirements, the centre aims to encourage parents to dress their children accordingly.

Clothing Guidelines:

- **For sun protection:** the wearing of a Pre-School hat, t-shirts or dresses with collars and sleeves that are made from closely woven natural fibre.
- **Try to choose clothes that are loose and easy to move in** (that are manageable by your child) at toilet time (clothes with belts or braces are difficult for children to manage so we discourage these items) being worn at the centre.
- As children will be doing quite a lot of climbing and running so **shoes that grip well are a good idea. Thongs and other open-toe shoes are dangerous and are not permitted.**
- All clothing that children wear to the centre should be **clearly labelled with their name.**

Sleeping Policy Guidelines: (for full Safe sleeping Policy refer to Policy book)

Children at the centre are encouraged to rest during the day, but no child can be or will be forced to sleep. Children in the older room who sleep during the day will be given a bed to sleep on. Children in this room who do not want to have a sleep will be resting on their beds for approx. ½ hour. Educators will be flexible when trying to accommodate parental requests about sleep. The decision made at the time by Educators will be decided by the needs of the child, i.e.: yawning, drowsy children will obviously need the opportunity to rest even though the parent has requested otherwise. Children still asleep at 2.30pm will be gently coaxed to wake-up

Orientation Policy and settling your child into our centre

Every child is an individual and varies in reacting to this period of starting at a new place and separating from the parent. The settling period can be stressful for both developed a procedure to follow in need:

Talk to your child positively about coming to the centre and share the child with the preparation for it. Visit the centre as often as you can before the starting date.

Please allow few days for a gradual settling period. Most of the fear and anxiety of the child around separation is the concern that the parent won't be back. We found that a gradual settling is the most effective one:

On the first of these days you and the child will spend the morning together with us from 9am to 12pm and will leave after lunch. This will give you and your child the chance to be involved in the day and get to know the staff and the routine.

On the second day, if you feel happy about it, you will leave the child for 1-2 hours when we have an outside time, before going inside. Reassure the child that you are going to come back before lunch, take your child to his teacher, say goodbye and leaving straight away. You must come back exactly on time. Praising your child how proud you are of him/her. The separation periods will gradually increase to a whole day stay.

Separation anxiety is absolutely normal, but hard to cope with. Persistence is worthwhile as your child will eventually settle in.

If your child is upset and we will not be able to comfort him/her within ½ an hour, we will call you and ask you to come back or speak to your child on the phone. It is the best way to build a trust relationship.

You are encouraged to phone as often as you like during the day to hear how things are doing.

Behaviour Guidance (For full Policy please refer to our Policy Book)

The centre aims to guide children to develop a positive self discipline based on understanding and appreciation of other children/people's needs, rights and feelings .In doing this the Educators are conscious of each child's developmental level and set themselves as model to children to follow.

The child in the early childhood years gradually develops an awareness of him/her self as a separate being. At the same time awareness to the immediate and wider environment starts to take place. For the child it's a time to explore and interact with the environment. An important part of the child's self concept depends on the positive or negative reactions that she/he gets from the surrounding; therefore, **it is very important to positively guide children to develop an acceptable behaviour and self discipline.**

Educators use positive techniques of guidance, redirection and reinforcement rather than promote competition, comparison or criticism. They aim to recognise why a child behaves in a certain way and then encourage more acceptable forms of behaviour.

Consistent, clear rules will be established, explained to the children and understood by adults. The environment is non punitive and accompanied by explanation of expectation.

Educators work with the children to develop self discipline and to achieve positive behaviour. They aim to foster behaviour based on control of self and understanding and appreciation of other people's need, rights and feelings. In doing so the Educators are conscious of each child's development state.

The Centre's educational program (For full Policy please refer to our Policy Book)

We build our daily program striving to achieve a healthy balance between structured and unstructured activities, active and quiet activities, whole group, small group and individual activities.

We prefer Small group activities and we established a play based curriculum. All staff is trained in ways to talk with children and become aware of the importance of children's imitation as a learning tool. We promote positive and respectful relationships and communication between children, staff and parents by showing a first hand example. We believe it is important to establish healthy rhythms and habits that express reverence towards food and an appreciation of nature and related festivals.

We see imagination, creativity and wonder as essential to the early childhood stage and their development is encouraged by free play. We aim for at least 90 minutes uninterrupted play so that the child has the time to unfold his/her imagination and we prepare the environment accordingly.

Another part of our programme are domestic activities and every day we have a main activity such as bread making, cleaning, and gardening. Artistic activities included in our program are: water colour paintings, beeswax modelling and occasional festival activities such as making lanterns, butterflies, kitties and more.

An important part of our programme is our circle time and story-telling times.

Circle time is based on imitation, music and movement, which combine harmoniously with a beginning, middle and end.

Story-telling particularly characteristic of our program is that stories are told and not read from a book. The teachers create stories and use different props in telling them and create a special atmosphere for story-telling time.

General daily rhythm is:

The daily rhythm is repeated and the day flows smoothly and predictably so the children feel secure and relaxed within.

8:30 am- 10.15am free play inside (winter) outside (summer)

10.15am-10.30am pack away and ready for outside/inside Circle Time

10.30am-12.00am free play inside (winter) outside (summer) and morning activities

12:00pm- 2.30pm Lunch & sleep/rest time/Wake up

3.00pm-4.00pm story time Afternoon Tea

4.00pm-5.30pm Outdoor play /Afternoon snack/ indoor play

The weekly rhythm

In the weekly rhythm we include different artistic activities which are taking place on certain days. For example, Monday might be a bread making day, Tuesday painting day and so forth. We rotate the days every two to three weeks, so all children can experience the range of the activities. Other activities which are part of our week will include movement, music, painting, drawing, gardening, walking excursions and more.

Many of our activities, songs, and stories pick up seasonal themes. For example we may dry apples in autumn, dip candles in the winter, plant spring bulbs and etc.

Working with the changing seasons of the year and celebrating the festivals builds up a yearly rhythm.

Daily repetition

We commence and conclude with the same verse each day. The same morning circle, generally relating to season or approaching festival, is repeated for three or four weeks. This daily repetition enable the children to learn poems, songs and action play by imitating, heart stimulating memory, sequencing ability, vocabulary and to develop a clarity of speech. Gestures and movement as well as finger play are incorporated into our songs and verses.

Centre's Festivals

Four times a year the centre's community comes together to share one of the seasonal festivals, Autumn, Winter, Spring and Summer. These builds up our yearly rhythm and create a sense of community and belonging for families and teachers. We warmly invite your family to participate in our festivals.

Birthday's celebrations

Birthdays are a special time for celebration in our centre. We celebrate it usually in the afternoon (3.00pm) with special atmosphere and activities.

You are welcome to bring a birthday cake to share (No nuts and preferably not icing or chocolate) for afternoon and to share the celebration with us. Please speak to your child's teacher about a mutual convenient time.

Television and the young child

The influence of television can be quite visible in the child's play. It influences the child's play and fixes it to the images of the television characters. We feel quite strongly about it and ask you not to let your child watch T.V. in the morning before kindy. We would like to talk more about the role that television in family life and to encourage you to find alternatives to television.

Toys from home

We choose the toys that the children play with much thought and care. We ask you not to bring any toys to kindy. This will avoid any unnecessary conflict. Toys to sleep with are allowed as long as they stay in the bag until rest time.

Parents Involvement (For full Policy please refers to our Policy Book)

Parents are welcome in the centre at all times.

You may like to participate by reading a story, helping on an excursion, playing and sharing skills with the children.

The Educators seeks your feedback and suggestions on the program. The Director and the Educators are available to answer queries during appropriate times or arrangements for meeting.

There are several ways in which parents can be involved in the program:

- Participation in regular parentø updates by giving ideas, recipes, poems, information, editing and typing.
- Participate in parentø evenings organised by the director and Educational Leader.
- Coming to share a morning or part of the day with us.
- Coming to share a childø birthday.
- Coming to share and to help in a number of social events that are organised each year, and the centreø special celebrations. These generally occur out of work hours and all family members are welcome.
- The centre also consults with parents on an ongoing basis. This occurs through the suggestion box, annual general meeting, and surveys.

Regular songs that we sing during the day

For Bread making

Sunbeam Sunbeam, all the way toí .

Rolling rolling ball of dough,
Round and round the table we go,
Rolling rolling ball of dough,
All the way to í

For washing the feet

Fishes in the water birds in the air
Stones in the field
Let me wash your feet.

Before the Meals

Let us call the Fire fairies
Fire fairies come to us
Bringing fire from the suní

Welcome, Welcome, Welcome to our
table
Welcome, Welcome we all fold/ hold
hands together.

Earth who give to us this food
Sun who makes it ripe and good
Dear earth dear sun
Thanks we give to everyone.
Blessing on the meal and a happy
happy day, and peace upon the earth.

Circle Time/Gathering the children around the teacher

Come to the circle where dreams are found,
Take my hands, we dance around,
Hello, hello, hello, hello, here we are and round we go.

Morning welcoming song

Good morning dear earth and good morning dear sun,
Good morning dear stones and dear flowers everyone,
Good morning dear animals and the little birds in the trees,
Good morning to you and good morning to me.

Before story time

Mother of the fairy tales
Take me by your silver hand
Take me in your silver boat
Sail me in silently afloat
Mother of the fairy tall
Take me to your shining land.

My pigeon house
I open wide
and let all my pigeon free
They fly around from side to side
and perch on the highest tree
And when they come home from their
merry merry flight they close their
eyes and say goodnight
Coo, coo, coo, coo

Pack Away Song

Its time now, its time now
Time to pack away the room now
Little gnomes are working, working,
working Little gnomes are working all
day long
Working and tidying
Working and tidying
Little gnomes are working all day long