

# Lizzards Preschool



## Family Handbook

**Lizzards Preschool and Long Day Care**  
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In this handbook we have included:

- A copy of our philosophy
- Some information about us
- Some information about what we need before you can start at Lizzards Pre-school
- A copy of our Confidentiality Policy
- A copy of our Fee Policy
- A copy of our Accident and Emergency, Illness and the Management of Unwell Children Policy
- A copy of our Medication Policy

We have policies and information on every area of our centre's operation and keep copies of these in our Family Resource Library. If you ever have any questions or would like any additional information regarding Lizzards preschool, please do not hesitate to ask.

Mellissa, Heidi, Tahila, Louise, Bec and Courtney.

## **Lizzards Preschool: Philosophy**

At Lizzards Preschool our goal is to care for and support children and families so they may reach their utmost potential. In a unique bush setting we place an emphasis on play-based learning in natural environments with sustainability embedded in our program and practice. We believe the early years are a time for children to enjoy and have fun, but are also critical for development that sets foundations for lifelong learning and success. We believe an environment rich in relationships and meaningful experiences will support children's learning and development. In our ever-diversifying communities, we also hope for all children to feel valued and respected so that they too will value and respect all others.

We respect the diversity of each child, family, educator and community member, and through the building of positive relationships we aim to create a developmentally and culturally appropriate environment and program. We aim to collaborate with families, children and community members to create continuity between the home and centre, foster children and families' sense of belonging, and support the diverse needs and requirements of all involved.

We encourage children's awareness of the local community and with an understanding of the many different ways that children learn, we aim for children to reach their full potential in all developmental areas. We believe it is important for children to develop a positive sense of self as well as an understanding of others.

We aim to achieve this through:

- Providing a safe, warm and inviting environment where interactions with children are warm, sensitive and responsive
- Following the National Quality Standard, Regulations, Laws, Early Childhood Australia's "Code of Ethics", and upholding children's rights as documented in the "UN Convention on the Rights of the Child"

- Creating an inclusive environment, accessing any relevant support and services to facilitate the inclusion of all children, families and educators
- Valuing the diversity that exists within our service as well as the diversity that is not reflected in our service
- Valuing and respecting Indigenous members of our community through various experiences and ensuring we complete our “Acknowledgement of Country” every morning mat time.
- Regular discussions and various displays of people and places in our community
- Offering a variety of play, planned and spontaneous activities and experiences
- Providing a variety of natural play experiences and opportunities, and to talk about sustainability and caring for the environment
- The building of positive relationships amongst educators, children and families
- Regular information exchanges with families and external services also offering support to children and families
- Seeking input from children and families on decisions relating to the centre
- Recognising and responding sensitively to children’s thoughts and emotions
- Encouraging children’s emerging autonomy and independence through daily experiences, routines and activities
- Educators engaging in meaningful conversations and interactions with children and their families.
- Educators committed to modelling positive and appropriate behaviours
- A commitment to the continual improvement of our service and the professional development of our educators
- Fostering impartiality amongst children, families, educators and the wider community with a variety of learning experiences and opportunities
- Maintaining a high quality standard of documentation processes and ensuring each child is supported to participate in the program.

The program at Lizzards will encourage active learning and be planned according to the interests, needs and experiences of the children at our service. The program is greatly influenced by our emphasis on play-based learning, and the outcomes in the Early Years Learning Framework (EYLF). The five outcomes of the EYLF are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
  - Children are confident and involved learners
  - Children are effective communicators

## About Lizzards Preschool

### Operation

Lizzards preschool is a licensed long day care centre operating within the hours of 7.00am to 6.30pm. We are open 49 weeks of the year, closing only for a three-week Christmas and New Year break. We offer Long Day Care (7.00am-6.30pm) for \$89.00 a day. If eligible, both Child Care Benefit (CCB) and Childcare Cash Rebate (CCR) can be claimed using our service. We are licensed to have 29 children a day between the ages of 2 and 6. Lizzards preschool is owned and operated by Mellissa Amirilayeghi and has been open since 1994.

### Our Educators

The educators at Lizzards preschool are highly qualified, experienced and always learning:

Mellissa Amirilayeghi: Director and Nominated Supervisor- Bachelor of Nursing, Post Graduate degree of Midwifery and a Master's Degree of Child and Family Health.

Courtney Macklan: Certified Supervisor- Diploma of Children's Services.

Heidi Hosseinpour: Currently completing diploma in children's services.

Louise Brouwer: Certificate III of Children's Services, Inclusion Support Worker.

Tahila: 12 month trainee completing her certificate 111 in children's services.

## **Our Program**

The program at Lizzards is greatly influenced by our philosophy supporting play-based learning, and the outcomes in the Early Years Learning Framework (EYLF). The five outcomes of the EYLF are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Our program will encourage active learning and be planned according to the interests, needs and experiences of the children at our service.

## **Documentation**

Documentation of children's learning is extremely important to us as it makes children's learning visible and allows us to share with families what we have been doing. Documentation at Lizzards:

- Individual scrapbooks-a collection of children's work, photos and observations from throughout the year. These are given out at the end of each year.
- Individual developmental records kept in educator folders. These help us to gain an understanding of each child's development, interests, strengths etc. If you ever want to see your child's records please feel free to ask.

- Day books- these books are written everyday and tell you what we have done throughout the day.

These are added to each day and are on display on the bench every afternoon.



## Welcome to Lizzards Preschool

First of all we would like to welcome you and your family to Lizzards preschool. We look forward to you starting with us here but before you do there are a few things we need. Before your child can start at Lizzards we need to:

- Sight your child's birth certificate.
- Have a completed enrolment form (usually completed during orientation).
- Have a record of your child's immunisation history (this can be obtained by visiting your local Medicare office, calling the "Australian Childhood Immunisation Register" on 1800653809, or going online to [www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)).
- Have Customer Reference Number's (CRN's) for your child and a parent/guardian, and ensure you have been assessed for Child Care Benefit (to get assessed for Child Care Benefit and get your Customer Reference Number's you can either go into your local Centrelink office or call the "Department of Human Services" on 136150).

While we provide most things here at Lizzards, there are a few things we need you to bring each day. Things you need to bring with you each day to Lizzards:

- A piece of fruit or a vegetable to share.
- A suitable sunhat for outside play (wide brim or one that covers the back of the neck).
- A change of clothes (or several if toilet training ☺).
- Nappies (if applicable).
- Any special toys, blankets etc. that may help your child with the settling in process.
- A drink bottle with your child's name

If you have any questions please do not hesitate to ask one of us. We are always happy to help!

## **Lizzards Preschool: Confidentiality Policy**

All permanent, part time and casual educators are aware that all information regarding the children and families at Lizzards preschool is strictly confidential. Anything discussed at meetings or within the service will not be discussed with anyone outside the centre. Educators are aware that the discussion of children with their families is to be done privately and not in front of other families.

Parental/Guardian consent will be gained before any information concerning children is shared with external professionals. Educators within Lizzards preschool will have access to children's files unless otherwise instructed by families and exchange of information consent is given to share this information.

Records concerning children will be kept for the periods specified and in the manner advised by Regulatory Authorities.

Children are to be signed in and out each day. Only authorised people are to collect children from the centre and must be nominated on the enrolment form for an individual child. Authorised people must be specified on the enrolment form and be a minimum of eighteen years of age. Educators must sight appropriate identification (licence, passport etc.) where needed.

Policy created July 1995

Policy updated October 2016

Policy to be reviewed October 2017

### Sources:

- Early Childhood Australia [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Australian Children's Education and Care Quality Authority [www.acecqa.gov.au](http://www.acecqa.gov.au)

## **Lizzards Preschool: Fee Policy**

The daily fees at Lizzards preschool for 2017: \$89.00, long day (7.00am-6.30pm)

All meals are provided at Lizzards preschool, we just ask that you bring a piece of fruit or a vegetable for sharing each day your child attends.

As Lizzards preschool is an approved provider offering Child Care Benefit (CCB), there are “Priority of Access” guidelines to which we must adhere. The priority guidelines are as follows:

**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.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or who or whose partner is on income support
- Families from a non-English speaking background
- Socially isolated families
- Single parent families

The Childcare Cash Rebate (CCR) is also available to eligible families. This can be paid directly to Lizzards preschool to reduce your preschool fees by up to 50%.

Fees are required to be kept two weeks in advance at all times. Our method of payment is via direct debt for parental gap contributions. A direct debt form will be provided upon enrollment. Fees will be direct debited on a fortnightly bases, and a statement will also be provided fortnightly.

Should you want to end an enrolment (or part there of) at Lizzards preschool, you are required to give two weeks notice. Please also note that if your child does not attend the service for the days on which notice has been given, you will not receive CCB and you will be required to pay full fees for those days. Fees are still payable for absences due to illness or holidays. All absences must be signed for. Fees are payable for public holidays that fall on your child's day/s.

Lizzards preschool is open for 49 weeks of the year, closed only for a three-week period. No fees are charged during our annual three-week closure over the Christmas and New Year period. Dates for this closure will be given at the beginning of term four.

Children must be collected by 6.30pm or a late fee will be charged at a rate of \$20 per five minutes past 6.30pm. Due to licensing and insurance we cannot legally accept responsibility for children outside of our hours of operation.

We are required to keep immunisation records for all children attending our service. Upon enrolment we will request this information and we ask that you provide updated information as your child's immunisation is also updated. All immunisation records are confidential. Should an incidence of a vaccine preventable disease occur at Lizzards preschool, those children whose immunisation is not up-to-date or those we do not have up-to-date records for, may be excluded from the service with full fees payable.

Re-enrolment for the following year is not automatic and you will be required to re-enrol your child. Notification of when and how to do this will be relayed via newsletters.

Policy created June 1994    Policy updated October 2016    Policy to be reviewed October 2017

#### Sources:

- "Priority of Access" information <http://deewr.gov.au/priority-allocating-places>
- Australian Children's Education and Care Quality Authority [www.acecqa.gov.au](http://www.acecqa.gov.au)

## **Lizzards Preschool: Accident and Emergency, Illness and Management of Unwell Children Policy**

At Lizzards preschool we are unable to allow unwell children to attend. Children are to be kept home (and will be sent home) if suffering the following:

High Temperature	Head lice	Mumps
Vomiting	Diarrhoea	Infectious hepatitis
Diphtheria	Severe skin rash or irritation	Chicken Pox
Measles	Rubella	Impetigo
Cold Sores	Ring worm	
Conjunctivitis	Excessive discharge from the eyes, ears or nose	

If your child becomes unwell and we are unable to contact the primary caregivers, we will contact the “extra contacts” mentioned on the enrolment form. For these reasons (and others) it is extremely important that contact information is kept up to date. Please notify us of any changes to contact details so we can amend these on the enrolment form. Lizzards preschool will ensure that immediate and appropriate action is taken in any emergency or accident involving children, families, educators, volunteers and visitors to our service. In the event of a serious accident or medical emergency involving a child at Lizzards preschool, contact will be made with a parent/guardian as soon as possible; appropriate documentation will be completed, and notification given to the licensee and appropriate authorities.

Our enrolment forms gain permission for us to seek appropriate medical treatment for children in the event of an accident or emergency. This section also specifies that parents/guardians will accept liability for any costs incurred while seeking medical treatment. If we do not have this consent we are unable to have your child enrolled at our service. If a child requires immediate medical treatment that involves leaving the service, an educator will accompany them and a parent/guardian contacted as soon as possible.

Policy written August 1995    Policy updated October 2016    Policy to be reviewed October 2017

Sources:

- Australian Children’s Education and Care Quality Authority [www.acecqa.gov.au](http://www.acecqa.gov.au)
- National Health and Medical Research Council [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

## **Lizzards Preschool: Medication Policy**

We understand that there are times when children will require the administration of medication. Providing children are well enough to attend Lizzards, we are happy to administer labelled and prescribed medications.

Medication will only be administered if:

- A medication form is completed and signed by a parent/guardian
- Medication is in its original packaging and labelled clearly with the child's name
- Medication is given directly to an educator who will then place the medication in a locked box in either the fridge or medication cupboard.
- No medication will be administered without parent/guardian consent.
- Medication administered will be vigilantly checked to ensure the correct medication and dosage is given. Another educator will countercheck this, and both educators upon administration of any medication will sign the medication form.

If medication is required on an on-going basis, a covering letter from a registered health professional stating medication, dosage and reason for administration will be needed.

If your child is diagnosed with asthma we will require you to complete an Asthma action plan as recommended by Asthma Australia. We will need to keep a supply of the asthma medication/s on the day/s your child attends. For children with severe allergies and/or at risk of anaphylaxis, we will require an anaphylaxis plan or Doctors instructions with any prescribed medications kept in supply on the days the child attends.

Policy created September 1997   Policy updated October 2016   Policy to be reviewed October 2017

Sources:

- Australian Children's Education and Care Quality Authority [www.acecqa.gov.au](http://www.acecqa.gov.au)
- National Health and Medical Research Council [www.nhmrc.gov.au](http://www.nhmrc.gov.au)