



Welcome to our Care & Education Centre Parent Handbook



Service Reference No. 407 350 209K

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Contents

A brief history of Carinya 1981 to 2014.....	1
Welcome from the Centre Director/Nominated Supervisor	3
Introduction	6
Statements and Philosophies.....	7
Mission Statement.....	7
Vision Statement	7
Philosophy	8
Education, Curriculum and Learning.....	12
Early Years Learning Framework (EYLF)	14
Our Staff and Educators at Carinya.....	17
The Daily Routine	21
Children's Rooms	21
What To Bring	22
General Information.....	24
Arrival and Departure	24
Policies and Procedures	25
Parent Management Meetings.....	26
Quality Assurance	26
Fees	27



Above: "Blue Mountains Welcome" by Karen Maber

A brief history of Carinya

1981 to 2018

Carinya Neighbourhood Children's Centre Inc. was first established in 1981 when a group of interested parents wanted a service that offered a quality care and education program with a safe, nurturing, home-like environment to provide occasional and long day care.

The mothers lobbied the Federal Government and received grants to purchase and renovate No. 16 Raymond Road, Springwood. Some years later, the property next door, No. 14 Raymond Road, Springwood was also purchased and renovated. (Later on to include OOSC and vacation care for five to twelve year olds as well.) These two services are

*We offer **occasional care, Long Day Care**
and a **Preschool room.***

*Our hours for care and education are from
7 am to 6.30 pm, Monday to Friday.*

run separately.

Carinya became the first 'stand alone' not-for-profit, parent-managed children's service in the area.

Carinya grew from a 25 place to a 55 place and is a multipurpose service catering for children aged 0 to 6 years of age. We offer occasional care, Long Day Care and a Preschool room. Our hours for care and education are from 7 am to 6.30 pm, Monday to Friday.

Carinya is an Incorporated Association.

A condition of enrolment is that a parent or guardian of each family user of the service becomes a member of the association as per our Constitution. A small annual fee of \$5.00 is charged per family after the Annual General Meeting, usually held each year in March.

Carinya is operated in accordance with the requirements of the Australian Children's Education and Care Quality Authority (ACECQA) and Licensing and Regulatory guidelines. We continue to strive to provide high quality care and education in accordance to the National Quality Framework.

Welcome from the Centre Director/Nominated Supervisor

Welcome to Carinya. It is a daunting task to find the right child care service for your child and if you have chosen Carinya, I hope that your child settles quickly and finds their days in care at Carinya to be happy and productive ones.

The caring and professional staff team here at Carinya will strive to ensure that your child will be safe and cared about, giving them the opportunity to develop intellectually, socially and emotionally, as well as to gain self help skills. By respecting the children's individuality and teaching them to respect themselves, others, and the environment, as well as encouraging them to enjoy the Early Years Learning Framework Curriculum we provide, I feel safe in the knowledge that Carinya will have implanted a love of life, self and learning.



There are Carinya policy books available at the centre for you to read which will assist you in becoming acquainted with our centre and its philosophy and goals.

I would like to encourage you as parents/guardians to become involved with Carinya. Please feel free to enquire as to how you may increase your involvement in this community based, not-for-profit service.

This Parent Handbook briefly outlines some important information you will need to be aware of. Carinya as a not-for-profit, community based centre is an Incorporated entity and as such, once enrolled you will be a member of the Association as per our

Constitution. We encourage parent involvement and leave it up to you in regards to the level of involvement you feel comfortable with. Our Parent Orientation Package and procedure will further provide you with a clearer understanding of the centre.

We look forward to a wonderful and rewarding partnership with you as we guide your child's development and learning during the important early childhood years and in their preparation for school. By working together with you we provide a happy and safe atmosphere where your child can express themselves freely and show their individuality, while experiencing a strong sense of *Belonging, Being and Becoming*.

Introduction

Carinya's goal is to provide a friendly environment with staff genuinely interested in developing each child's individual potential. The staff work as a team to maintain and ensure the high standard of quality and care that is the right of all the users of the service, where children's welfare and happiness are always the priority.

Carinya Neighbourhood Children's Centre offers the following services:

- Long Day Care
- Preschool
- Regular educational and fun events (excursions / incursions)
- Breakfast
- Morning tea
- Lunch
- Afternoon tea
- Late snacks
- Catering for special dietary needs
- Birthday celebrations

Statements and Philosophies

Mission Statement

Carinya Neighbourhood Children's Centre Inc. aims to provide children below school age with **accessible, affordable, high quality education in a caring, safe and stimulating environment** and to support parents and guardians in child rearing, inclusive of children with disabilities, in a non-sexist, anti-bias, non-racist service.

Vision Statement

Carinya is a Koori word meaning 'Happy Place'.

Carinya is a happy meeting place for children, families, guardians and members of staff.



Philosophy

Carinya Neighbourhood Children's Centre Inc aims to provide a homelike atmosphere within a caring and stimulating environment, focusing on each child's individual needs, with particular consideration for the interest and aptitude of each child, one that supports families to achieve their expectations of high quality care and education.

Carinya provides an environment that is safe, where children are valued and cared for, one that encourages them to have fun by exploring,

discovering and experiencing their world and recognizing each child as a unique individual, with a right to grow with a positive self image.

We offer regular excursions to locations such as the local library, Post Office, nearby Aboriginal sites, and bush walks. Carinya takes an active part in the community by being involved in events such as Foundation Day, etc. Through this, children are enabled to experience the world around them and be involved in their community. The service also provides many incursions, which are part of the centre's programmed activities, and meet the aims of the Early Years Learning Framework and Curriculum Framework.

The Educators, Parent Management Committee and all other members of staff at Carinya respect and take into consideration any cultural, socioeconomic situations, disabilities, or any other differences of individuals who come into contact with the centre. Each child at Carinya, regardless of gender, race, religion, physical ability or aptitude, is given the same opportunities as every child. The educators ensure that each child is exposed to a wide range of

cultural experiences and ensure that a conscious effort is given for girls and boys to have equal verbal interactions and activities. Educators actively discourage gender stereotypical behaviours. **A climate of co-operation, rather than competition, is promoted within the centre.**

Parents are assumed to be competent and caring in raising their children, and are recognised as unique individuals entitled to their thoughts, opinions, beliefs and lifestyles. They have a right to expect that their cultural and/or religious practices be respected. Parental involvement in the program is encouraged and welcomed.

Educators offer information, resources and support where appropriate. Educators and parents need to work co-operatively to obtain the best results for all children in our community.

Each child at Carinya, regardless of gender, race, religion, physical ability or aptitude, is given the same opportunities as every child.

Children at Carinya will gain a respect for the environment through hands-on learning experiences. Educators will plan experiences and activities that introduce the children to environmental concepts such as recycling, composting, tree planting, gardening and water conservation. Environmental topics and issues will be discussed with the children in everyday practice.





Education, Curriculum and Learning

Carinya's excellent team of Early Childhood Educators follow the Emergent Curriculum and the Early Years Learning Framework. Our professional, qualified early childhood educators ensure the children's education, interests and care are incorporated into a quality program, in partnership with our families, **working together towards individual goals for their children.**

Providing for their best educational outcomes for the children in care at Carinya requires our educators as trained professionals to be committed to a curriculum which offers an educational program that contributes to the child to have a strong sense of identity and wellbeing, to be connected with and contribute to their world, be a confident learner and effective communicator.

We value feedback and encourage input from families; this enables us to embrace expectations, by responding to and respecting parents' views regardless of gender, race and cultural background, religious beliefs and intellectual or physical abilities.

Carinya has an open door policy which offers families the opportunity to view the centre's environment at various times throughout the day. This gives families the opportunity to get the feel of the centre and give feedback, which allows us further opportunity to embrace families' expectations and circumstances.

Early Years Learning Framework (EYLF)

Outcome 1: Children have a strong sense of identity

Children:

- feel safe, secure, and supported.
- develop their emerging autonomy, inter-dependence, resilience and sense of identity.
- develop knowledge and confident self identities.
- learn to interact in relation to others with care, empathy and respect.

Outcome 2: Children are connected with and contribute to their world

Children:

- develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
- respond to diversity with respect.
- become aware of fairness.

- become socially responsible and show respect for the environment.

Outcome 3: Children have a strong sense of wellbeing

Children:

- become strong in their social and emotional wellbeing.
- take increasing responsibility for their own health and physical wellbeing.

Outcome 4: Children are confident and involved learners

Children:

- develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.



- develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesizing, researching and investigating.
- resource their own learning through connecting with people, place, technologies and natural and processed materials.
- transfer and adapt what they have learned from one context to another.

Outcome 5: Children are effective communicators

Children:

- interact verbally and non-verbally with others for a range of purposes.
- engage with a range of texts and gain meaning from these texts.
- begin to understand how symbols and pattern systems work
- express ideas and make meaning using a range of media.
- use information and communication technologies to access information, investigate ideas and represent their thinking.



Our Staff and Educators at Carinya

During the thirty-eight years of Carinya's operation **we have proudly earned a fine reputation for our low staff turnover.** We recognise that our educators are paramount in the provision of high quality care and education for the children at the centre.

The Nominated Supervisor and the Educational Leader ensures Carinya's educators are up to date

with current standards and regulations. Carinya has a Professional Development Policy to ensure staff regularly undertake training to update current skills and qualifications.

We actively teach children in a safe, loving and caring environment, where they have the opportunity of **BEING** confident, present and engaged in the learning moments.

The educators work as teams in the four rooms and as a whole, they are committed to making the children's day **happy, safe and educationally stimulating.**



Ongoing Staff Training:

- Senior First Aid Certificates
- Anaphylaxis and Asthma Certificates
- EYLF curricular update
- Workplace Health and Safety
- Child Protection
- Safe Food Handling
- Reflection and Recording

Educators strive to teach children positive social skills, empowering them in **BECOMING** confident with their peers and within the wider community, as well as in trying new things.

All our qualified, skilled and experienced educators work rotating shifts for the eleven and a half hours Carinya operates each day; 7 am to 6.30 pm, Monday to Friday. **We ensure continuity of care with the staff roster.** A monthly roster can be found on display in the rooms.

The Carinya staff:

- Director/Nominated Supervisor
full time position
- Clerical & Financial Administrator Tues, Wed, Thurs. 24 hr
- Cook Qualified 5 day per week. 23 hr
- 1 Reg Nurse Mon, Tues, Thurs.
- 7 Assoc. Diplomas in Early Childhood
- 3 Early Childhood Teachers
- 2 Infants and Primary Teachers
- 2 ECC Certificate Three in Early Childhood
- 2 ECC Cert Three Trainees

The Daily Routine

While the routines of each room and age group will vary, the same aspects are contained in each. Each room will display their routine and program based on the children's interests as part of the educational and developmental programs operated by all of our Educators. These are available for parents to read.

Children's Rooms

Room Name	Age Range	Capacity per day
GUMNUT NURSERY	0-2	12
BILBY ROOM	2-3	14
KOALA ROOM	3-4	15
EMU ROOM Preschool	4-6	14

Each of our rooms have core staff of three Early Childhood Teachers and qualified educators to ensure consistency and familiarity for our children and families. We also boast a Registered Nurse who works in the Nursery.

In accordance with our 'Sun Safe Policy', Carinya provides sunscreen and Carinya hats. We also supply disposable nappies.

What To Bring

All items must be clearly labeled

- Three changes of clothing for 0-3's and two changes of clothing for 3-5's
- Comfortable, enclosed slip-proof shoes.
- Any special nappy or rash cream needs to have a medication form filled out.
- A comfort item for rest time if required.
- Sheet set in a sheet bag
- Your child's bottles/sipper cup with the right amount of sterilised water. (0-3's)
- Water bottle for 3-5's (We provide purified water)
- Formula stored in a separate container (0-2's)
- If required, dummies – no dummy chains.



General Information

Carinya Neighbourhood Children's Centre Inc. is open for eleven and a half hours per day, 48 weeks per year, and caters for children aged from 6 weeks to 6 years of age.

Arrival and Departure

For safety and security reasons, all children must be signed in and child handed over to staff on arrival. Children also must be signed out, with times noted. No child will be allowed to leave our service with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor. Carinya is flexible on arrival and departure times as noted on Enrolment Form, and within the operating hours of the service. If times need to be varied, please advise staff so that the correct child/staff ratios apply. We suggest that families arrive at least ten minutes prior to closing time.



Policies and Procedures

Carinya has a comprehensive centre policy book. Policy books are available at the front desk and in the office for your convenience. The Parent Enrolment Package contains relevant policies for new families. Carinya's policies have been developed using our Licensing Guidelines, Regulations, National Quality Standards, parent and staff input, as well as specialist agencies and organizations. Our centre policies are constantly under review so they remain relevant to the community, the children in our care and regulatory guidelines. We encourage all our families to become familiar with our policies and actively be part of the review process.

Parent Management Meetings

Meetings are held on the every second Tuesday of each month at 7.30 - 9 pm. New members are always welcome. The Agenda and previous Minutes are posted up on the Parent Notice Board.

Quality Assurance

Carinya Neighbourhood Children's Centre Inc. is involved in the new National Quality Standard (NQS) assessment process. This process is managed by the Department of Education and Communities (DEC). Information about assessment and ratings can be found at www.acecqa.gov.au.



The Parent Management Committee, Educators and parents have input into the process of improving the service we provide to the children and families. As all our educators are Early Childhood Professionals

we put every effort into running a service that is up to date with latest studies, research, government policies and procedures. Staff attend training sessions that are either held in-house or externally to further improve our practices, as per Carinya's Professional Development policy. Parent surveys also keep us informed as to any improvements parents would like to see implemented.

Fees

Carinya is open Monday to Friday from 7 a.m. to 6.30 p.m. We are closed on public holidays and fees are not charged for these.

- Occasional Care is offered if vacancy exists
- Fees are the same across the centre for the 0-5's Long Day Care, Preschool and Occasional Care.
- Fees are reviewed each year
- As at March 2017 our fee is \$94.00 per day.
(Child Care Benefits apply)



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