



WORLD of KIDS

Early Learning

Family Handbook

World of Kids Mandurah
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World of Kids Mandurah
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Department of Human Services: 13 24 68

Service ID number: TBA

Service Approval: SE-40013618



The educators at World of Kids Mandurah welcome you and your family. The service is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.

Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a curriculum that responds to the children's individual needs and interests. The educators are responsible for creating an atmosphere and environment which is responsive to the physical, emotional, intellectual, social and special needs of each individual child and to the group as a whole which reflects the philosophy and goals of the service. The program is child centred, and takes a 'hands on' approach, with educators acting as facilitators who create an environment and experiences which are stimulating, safe, nurturing and fun. The program will include indoor and outdoor learning experiences, quiet and active times, individual, small and large group times, time for group and children's special interest activities and be flexible enough to allow for spontaneity.

The centre is licensed for 72 children:

- 0 - 2 years 1-4 Educator/Child Ratio
- 2 - 3 years 1-5 Educator/Child Ratio
- 3 - 5 years 1-10 Educator/Child Ratio

We are open from 6.30am to 6.00pm Monday to Friday excluding public holidays and we close for a short time over the Christmas period.

We offer quality care and our doors are always open for family members to visit. We offer care for children aged 0 - 5 years old, and also have available FUN-A-RAMA our Outside School Hours Care for children 4 – 12 year old's located at many schools around the local area.

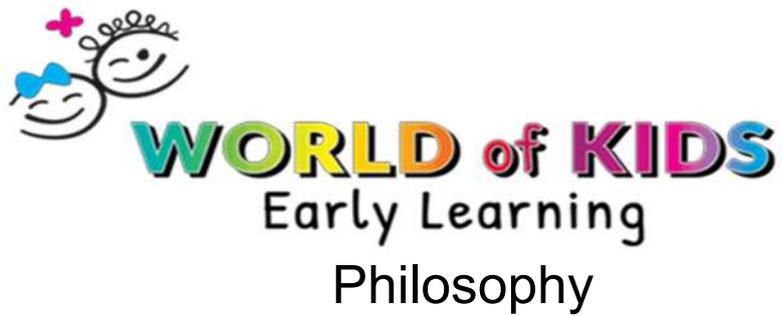
The centre is staffed by skilled and experienced Educators who act as a team to provide care for the children.

- Owner/Approved Provider - As the Approved Provider - is responsible for the overall running of the Centre.
- Nominated Supervisor – is responsible for the running of the Centre and educators.
- Qualified Educators - qualified educators with a Diploma/Bachelor in Early Childhood Education.
- Assistant Educators - carers support the qualified educators in caring for the children.

Our service is government assisted and we follow the guidelines of the National Quality Framework overseen by The Education and Care Regulatory Unit.

Once again, welcome we hope your experience and time with us will be both happy and beneficial, and if you ever need to speak with myself I will always be available.

Susan Scarle
SERVICE PROVIDER/OWNER
0410 539 189



We believe children are competent, capable and active participants in their own learning. We endeavour to provide a loving, stimulating and a respectful environment, which nurtures and promotes each individual child to be a successful learner.

We aim to:

- Promote the child's physical, emotional and spiritual wellbeing and that all creative elements are considered.
- Provide an environment that creates a sense of belonging, where children, staff and families can develop self-confidence, feel valued and connected to others.
- Provide opportunities for children to play, explore, investigate and experiment in a safe and secure environment.
- Enable children to learn to respect and care for living things through understanding and participating in the nurturing of the environment.
- Be responsive to the children's individual and group learning needs.
- Accept, respect and value individual needs and cultural backgrounds and provide an inclusive program enhancing children, families and staff's awareness of and respect for cultural differences and similarities and of the local community and the facilities available.
- Acknowledge and respect family/community involvement within the centre. Families and community groups will be welcomed and encouraged to feel an integral part of the Centre.
- Employ staff who possess knowledge of the emotional and developmental needs of the children and support them in continuous professional development.

ENROLMENT

Families are required to complete the enrolment form prior to commencing care at World of Kids Mandurah. We also ask that parents amend any details when necessary.

REQUIREMENTS

All personal items are to be labelled with the child's name; each child will need to bring:

1 piece of fruit each day to put in our Fruit bowl.

- **0 – 2** Change of clothes x2
 1 set of fitted cot sheets and a pillow case
 Sun hat (bucket, wide brim or legionnaire style)
 Nappies for the day (minimum of 5)
 Bottles (labelled) water
 Bottle (labelled)

- **3 - 5** Change of clothes x2
 1 Set of fitted cot sheets and a pillow case (if
 necessary) sleep nappy if needed
 Sun hat (bucket, wide brim or legionnaire style)
 Water bottle (labelled)

For health reasons, all children are required to bring a top and base sheet if they have sleep requirements, we use the pillow cases to keep their sheets in.

We have plenty of toys here at World of Kids. Please do not bring toys from home as they can get lost or broken. (World of Kids are not responsible for lost or broken belongings).

We also ask that a yearly contribution of a bottle of Sun cream 30+ and a box of tissues is required per family.

CLOTHING

Please dress your child in play clothes as we do have several experiences that are wet and messy. Always include an outfit of the opposite season and an outfit of that season e.g. If it is summer - include another summer outfit and perhaps a cardigan, as it may get cold. Always have in mind the weather (sunny, hot, wet etc.) Please ensure all clothing is clearly labelled with your child's name.

CURRICULUM

The World of Kids curriculum is guided by The Early Years Learning Framework promoting its principles and practices and providing opportunities for children to "Belong, Be and Become" within World of Kids. Guided by the National Framework we aim to promote and acknowledge children's learning outcomes through a play based curriculum. Curriculums are displayed in each room.

We use an App called Kept Me which families can access to see photos of children's days, daily routine (children under 2) and children's portfolios.

OUTINGS

Incursions and Excursions will be offered as a part of the curriculum. They will range from visits by police officers, nurses or a visit to a park. A written consent form will be required from parents for any outings for children.

IMMUNISATION

We encourage parents to immunise their children against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines even if the child is well. This is to limit the spread of infection and to protect all children.

MEALS

WORLD OF KIDS IS AN "ALLERGY AWARE" CENTRE

Meal times are guided by the children's needs and are flexible see below for examples:

- Morning Tea 9.00am – 10.00am
- Lunch 11.00am – 12.00pm
- Afternoon Tea 2.30pm – 3.30pm

Nutritious meals will be provided for the children, with the five food group requirements. The centre will provide morning tea, lunch, afternoon tea and late snack. Fruit is available throughout the day for the children. Our menu is displayed near the kitchen.

Any special dietary requirements are met as much as possible. Please advise the centre of any special needs.

Birthdays will be gladly celebrated, if you wish to provide a shop bought cake, but please discuss with educators first.

Any formula, milk and bottles are to be provided by parents. Any milk needs to be in a long-life bottle and opened onsite or in formula form. The bottles will be made onsite and sanitised daily.

ARRIVALS AND DEPARTURES

We ask that children are brought to and collected from the centre at the booked times. When changes occur, please contact the Nominated Supervisor. This will enable us to make sure staffing is within the correct ratio.

A late fee of \$2.00 per minute will be made for any child left after 6.00pm. This is to cover overtime wages of educators.

Each child must be signed in and out of the centre each day. A written consent form must be filled in if you wish your child to be picked up by someone else and they must have photo ID.

Each child must be handed to an educator when being dropped off and an educator must be advised when a child is being picked up.

FEES - All Ages

| | |
|----------------------|-------------------------------------|
| Full Day | \$90.00 |
| School Day | \$80.00 (between 8.00 am – 4.00 pm) |
| Half Day AM | \$60.00 (Space permitting) |
| Before School | \$25.00 (6.30am - 9.00am) |
| After School | \$35.00 (2.30pm - 6.00pm) |

There is a one-off booking fee of \$20.00 to be paid on enrolment.

PAYMENT OF FEES

Our payment method is Direct Debit utilising Debitsuccess. The Direct Debit form must be returned alongside enrolment forms prior to start date. Fees are paid one week in advance at all times. If you are unable to do this, please advise the Director or Nominated Supervisor and an alternative time can be arranged. In the case of a declined payment, the full declined amount must be paid prior to the date of next payment.

Parents eligible for Federal Government Fee Relief must provide Customer Reference Numbers to enable them to receive fee relief from the centre. Full fees must be paid until this requirement is met.

One weeks' notice in writing must be given to cancel your permanent booking. If this is not adhered too, normal fees will be charged. Days cannot be swapped or cancelled due to staffing and placement reasons. If available additional days can be given upon request.

Over the Christmas period when the centre is closed, parents will be notified in advance of closure dates. Any days that are **not** public holidays that the child would normally be booked in will **not** be charged during this time.

If your child is absent without notification and your fees are outstanding, the centre reserves the right to allocate your child's placement to another child. When fees are paid to date, the enrolment will stand until that paid period ends. **NO** payment of fees will result in your child being withdrawn from the centre.

Sick days are fully charged for. Public Holiday days can be switched to another day in that week (spaces permitted).

MY FAMILY LOUNGE – CASUAL BOOKINGS

- Book in casual days for your child straight from your phone
- Access an online calendar where you can see live availability within our centre
- Manage bookings for one or more children from a single log in
- Record your child as 'absent' in advance for a permanent session
- Cancel a 'casual day' where the session is no longer required
- A cancellation Fee will apply if cancelled within a **NO REFUND** period
- Activate notification Alerts!

HEALTH AND SAFETY

A written consent is to be obtained prior to any medications being given to your child and prior to any medical attention required for your child.

For the protection of well children and for the staff, sick children are asked to be excluded from care until the infectious period is over. In the case of child becoming ill or injured at the Centre, all efforts will be made to contact the parents and emergency contact people. If this is not possible, World of Kids will contact emergency services e.g. Ambulance.

All medication is to be handed to the Qualified Educator and not to be left in your child's bag. All educators have been advised that unless there is an "Authority to Administer Medication" form completed by the parents, medication will not be given to any child.

FAMILY INVOLVEMENT AND COMMUNICATION

For the children to gain maximum benefit from attending the service, family input is most important. It is also important to develop and maintain open communication between guardians, educators and children to ensure the service is meeting family needs.

- Family are encouraged to read all notice boards, which provide information on issues, which are current for the centre and the Early Childhood field in general.
- During the year the centre organises informal social events for families, these are a great way to get to know other families and also the educators. We encourage families to attend these get togethers to find out a little more about the centre and to establish friendships with other families that your child will meet at the centre.
- Families are welcome to seek advice, assistance or information from the Director or the most Senior Educator or to make an appointment for any confidential issues.
- Ongoing information, sharing between educators and families is encouraged to allow shared responsibility of attaining each child's individual potential. Confidentiality will always be our priority.

PRIORITY OF ACCESS

The Commonwealth Government has set specific priorities of access to childcare services. The Commonwealth Government requires the centre to provide access to the service according to the following priorities. This means that when the centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.

- First priority:** Children at risk of serious abuse or neglect.
Second priority: Children whose parents satisfy the Government work/training /study test.
Third priority: Any other child

FAMILY CONCERNS

Families are encouraged to approach their Qualified Educator whenever they have a concern about any matters regarding the centre or their child.

If you are not completely satisfied with the way your concern has been handled, please see the Director.

The Education and Care Regulatory Unity

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