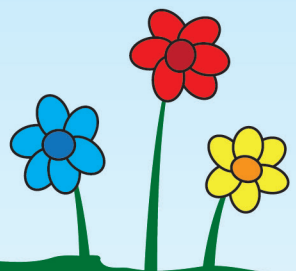


Maryland Care and Early Education Centre

Children always come first

INFORMATION BOOKLET





WELCOME TO OUR CENTRE

“Children Always Come First”

At Maryland Care and Early Education Centre we endeavour to provide the highest quality care and education for all children aged 6 weeks to 6 years. We recognise the importance of a safe, secure and consistent environment that supports trust and familiarity as well as active exploration of both natural and built environments.

In relation to the children: We believe all children are unique, valued and capable learners with varying learning styles. We encourage children to learn by doing and they are supported by trained educators and teachers who strive to promote high levels of self-esteem and independence in each child.

“There I done it!!” Harpah, aged 3.5 years announced as she completed the sequencing task unaided.

In relation to families: We acknowledge the importance of a strong partnership with families and ensure communication is open and respectful at all times. We invite families to share goals and become involved in the centre in a way they feel comfortable and secure.

In relation to the community: We value the importance of being part of the community and establishing wider community networks. As a community based centre, we strive to make connections and foster strong partnerships with local schools and services to promote community involvement and a sense of belonging.

“Do you have to go and put fires out now?” Liam aged 5 asked Firefighter Craig at the fire truck visit.

In relation to the program: We believe that play is the most important work young children can do. We use the Early Years Learning Framework as a basis for our planning and programming for each child. Educators are viewed as facilitators of play and provide a variety of age appropriate activities, interesting room arrangements, a choice of learning centres and enticing group projects

In relation to the environment: We believe the environment is the third teacher and value the importance it plays in children's development. Our environments are aesthetically pleasing, challenging and promote risk taking and messy play. We provide an all-weather play program and believe that there is no such thing as bad weather only inappropriate clothing. We incorporate the use of natural play spaces (reserve) and man made spaces (playground) into our program along with promoting sustainable thinking and environmentally sound practices throughout the centre.

"Why did the mushroom grow in the grass?" asked Ethan aged 3 whilst in the reserve.

This document was created in conjunction with children, families, educators and management of MCEEC 2017

Maryland Care & Early Education Centre is a community-based, non-profit organisation, established since 1986; the building is owned by Newcastle City Council and managed by a committee of dedicated parents.

Maryland Care & Early Education Centre is a 52 permanent place Long Day Care Centre. The service operates 49 weeks a year, 5 days per week.

At Maryland Care & Early Education Centre we provide the highest quality care and education for all children. We recognise the importance of providing a safe, secure and consistent environment that supports trust and familiarity. As a non-profit community centre we are focused on your children, not profits.

We are dedicated to providing the best quality care and education available through the use of modern and up to date equipment and facilities and dedicated qualified staff.

Staff are trained in early childhood development and education, have first aid certificates and child protection training. Our staff design programs to reflect your child's individual needs and interests based on the Early Years Learning Framework (EYLF) programs are designed to encourage children in all areas of development – social, emotional, language, physical (fine and gross), intellectual and self-help.

Each child has an individual portfolio and developmental record which documents their learning and development and also includes special moments and milestones during their time at Maryland Care & Early Education Centre.

Families are welcome at the centre at any time and we aim to work in partnership with all families in order to provide the best possible environment for children to grow and learn.

Location: 34-36 Boundary Road, Maryland NSW 2287

Telephone: (02) 49 517 783

Email: office@marylandchildcare.org.au

Hours of Operation: Monday- Friday, 7:30am -5:45pm

Age Groups: Amaroo Room for 6 weeks-2 yr olds
Buddina Room for 2-3 yr olds
Coodinda Room for 3-5 yr olds

Staff:

All our educators are trained in Children’s Services and are highly motivated and dedicated to quality care. Our educators complement our Service with their diverse training in the industry and possess varying qualifications including:

- Bachelor of Education (Early Childhood)
- Bachelor of Teaching
- Advanced Diploma of Children Services
- Diploma of Children Services
- Certificate III of Children Services
- Inclusion support
- All key personnel possess Senior First Aid qualifications & Asthma & Anaphylaxis training, with trainees acquiring them through the course of their training.

Birthday/ Celebrations:

Birthdays and cultural celebrations are very important in a child’s life, and we like to make them as enjoyable as possible. Please feel free to send along a store bought cake on your child’s birthday. Please note, due to allergies within the centre, birthday cakes

must list all ingredients on packaging. We also provide the option of purchasing a store bought ice cream cake with your permission for a small cost which is added to your fees.

Safety:

The following precautions must be followed if the Service is to be a safe place for your children.

- Gates, latches and doors must be kept shut at all times and only opened by adults;
- Please do not allow your child to open the gate or to enter your security code for you;
- Plastic bags, glass jars or other dangerous items are not to be brought into the Service and must not be left in children's bags;
- Medication for your child should not be left in their bag, always hand this to a staff member (including ventolin);
- Maryland Care & Early Education Centre is a SMOKE FREE & ALCOHOL FREE zone.
- We ask that adults conduct themselves as respectable role models and do not swear on the Service grounds.
- Please do not park in spaces designated as 'staff only' car parks.
- Please be very wary especially when reversing in the car park, due to small children walking.

Communication:

Please read all notices and signs when entering the centre. Check for up-coming events of interest and special requests.

Each child has an information pocket where notices, newsletters and accounts will be placed for your collection. It is extremely important that you check this each time you visit the Centre as it is an important key to communicate. We request that an email address be provided as we primarily send notes and information via email. We also communicate using the Team App to share upcoming events and reminders.

Each room has a communication book for parents and family members to give feedback on our daily programs, your child's interests and thoughts on experiences provided. We encourage families to talk with their child's educator at the beginning and end of each day.

Our foyer contains a variety of information including: Provider details, ratings and assessment details, centre policies, our quality improvement plan, staff qualifications, centre philosophy, community notices, committee meeting minutes, parent library and any other information relevant to the centre. Please ensure you check the notice boards

regularly to stay up to date with information. Some of this information is available to be sent to you via email at your request.

Your child's first day:

We understand that it is difficult for you to leave their child for the first time, and encourage parents to call throughout the day to check on their child's progress. Please communicate with your child's educators about your child's needs and interests or any worries that you may have about your child settling in. Please be reassured that your child will receive plenty of nurturing and attention throughout their time at Maryland Care & Early Education.

Parent Concerns:

We are here for you and your child. We encourage parents with any concerns to bring them to the attention of the Director immediately so they can be dealt with promptly. We aim to address any concerns immediately, the emphasis being placed on resolving the issue in a professional manner. A 'Complaints and Feedback' policy has been included in this handbook for further information.

Personal Toys:

It is Centre policy that all toys from home are not brought to the centre. Toys from home can be lost or broken and it saves a lot of heartache if these items are left at home. We encourage children to bring nature items and other items of general educational interest. Soft comfort toys for rest time are acceptable but preferably need to be left in their bag until the time for rest.

Lost Property:

Please name all items of clothing including socks, shoes and underwear and sheets to assist Centre staff to locate the owner.

Change of Details:

Please notify the Centre of any changes to your contact or child's details. It is important to maintain up-to-date contact details at all times. A 'Change of details' form is located in the foyer.

Our Policies:

Our Centre policies and procedures can be found in the front foyer. We recommend that you take the time to read these. If you'd like a copy of any particular policies please see office staff to arrange this.

Sun Safety:

Please apply sunscreen to your child before arriving at the Centre as it needs to be applied at least a half hour before exposure to the sun for the best protection. Sunscreen will be re-applied during the day by staff. We supply sunscreen here at the service for your convenience. Should your child be allergic to this sunscreen, we ask that you send specific sunscreen to leave at the service for your child.

Collection of Children:

We will only allow parents or persons stated in writing on the enrolment form or emergency form to collect your child/ren. If you are unable to collect your child from the centre yourself, you will need to ring and let staff know the changes for that day. Photo identification will be required by any person collecting a child who is not known by staff.

Fees and Holidays:

Before enrolling you will need to obtain a customer reference number (CRN) for both yourself and the child who will be attending our service.

Upon enrolment families are required to pay a security deposit (two weeks of fees) as well as one weeks fees in advance. Your account needs to stay in advance at all times. An invoice will be sent via email fortnightly. Failure to keep fees in advance may result in termination of child care.

It is preferable that fees be paid through our ezi debit sytem. For those families eligible your Childcare rebate (CCR) can paid directly to the centre.

Full fees will apply until the centre receives a letter stating that you are eligible to receive Child Care Benefit (CCB).

Fees must be paid for everyday your child is enrolled at the centre, regardless of attendance. This includes days where your child is absent, due to ill health or holidays taken.

Should you wish to terminate your child’s placement within the centre, you will need to give two weeks written notice to the Director.

Fees are not charged for the three weeks over the Christmas/ New Year break when the centre is closed.

Current Fees (subject to change):

Amaroo Room:	6 weeks-2 years	\$101 per day
Buddina Room:	2-3 years	\$101 per day
Cooinda Room:	3-5 years	\$99 per day

Allowable Absences:

Each family is entitled to 42 days of absence per year while claiming Child Care Benefit. An absence day may be defined as;

- A sick day;
- Holiday;
- Or occasional absence.

Once the 42 days have been taken full fees will apply.

If your child is absent due to illness and has a medical certificate, these absences will not count towards the allowable absence.

Late Fee:

Maryland Care & Early Education Centre closes at 5:45pm. Arrangements therefore must be made to collect all children by this time.

Where a parent fails to collect their child by the closing time, a late fee of \$40 for the first 15 minutes and \$1 per minute there after be charged. This will appear on your next invoice.

What we provide:

- A nutritious morning tea, lunch, seconds, afternoon tea and a late snack
- Cows milk , soy milk and rice milk (water is available all day)
- Nappies
- Sunscreen
- Insect repellent
- Panadol (In the case of an unexpected high temperature)
- Paw-paw cream and Sudo cream for nappy changes

What to Supply for Your Child:

Children should be dressed in clothes suitable for play. In our experience if children have to worry about getting their clothes dirty the enjoyment of play may be lost. Aprons are provided for paint and messy play activities. Please provide a labelled raincoat and gumboots for your child in the wet seasons.

Elasticised waisted shorts or pants allow each child to become independent at toilet times. Your child will need to bring the following each day:

6 weeks-2 years

- 2 cot sized sheets
- A change of clothes
- Spare underwear
- A broad brimmed hat all year round
- Water bottle or cup with lid
- Dummies for comforting (if needed)
- Formula and bottles (if needed) must be provided. Please ensure all bottles are clearly marked with your child's name. If your child is on cow or soy milk an empty bottle is fine.
- Suitable shoes for safe play. Thongs are not acceptable as they are deemed dangerous for climbing frames.

2years-3 years

- Small pillow for quiet/ rest time
- 2 cot sized sheets
- A change of clothes
- Spare underwear
- A broad brimmed hat all year round
- Water bottle
- Dummies for comforting (if needed)
- Bottle if needed (We provide cows & soy milks)
- Suitable shoes for safe play. Thongs are not acceptable as they are deemed dangerous for climbing frames.

3 years- 5 years

- Small pillow for quiet/ rest time
- 2 cot sized sheets
- A change of clothes
- Spare underwear
- A broad brimmed hat all year round
- Water bottle
- Suitable shoes for safe play. Thongs are not acceptable as they are deemed dangerous for climbing frames.

Thank you for taking the time to read this information, as it has been prepared especially with you in mind. We hope that the information contained is informative and educational.

We look forward to getting to know you and your child/ren. If you have any further questions, please feel free to come in to discuss these with the Director.