



CREATIVE KIDS EDUCARE
CENTRE
FAMILY HANDBOOK

WELCOME....

to Creative Kids Educare Centre, Biggera Waters. You have chosen a high quality education and care centre. We look forward to a happy and successful partnership with you and your child.

Our Aim is to provide a warm and caring environment where all children can flourish and develop into well adapted and resilient young people. Having fun is priority at Creative Kids while utilizing the children's interests to develop age- appropriate milestones and new discoveries.

Centre Contacts

Miss Karrin - Centre Director

Miss Kylie - Assistant Director/Educational Leader

Days and Hours of operation

Open Monday to Friday 6:30am to 6:30pm

Open 51 weeks of the year we close for one week between christmas and new year. Closed all public holidays



"Keeping in touch and working together is the best way to ensure a high quality education for our children, and to help ensure their success not only in the centre and the early years, but also in life"

"SEPARATION ANXIETY IS A NORMAL
STAGE IN A CHILD'S LIFE."



SETTLING IN TO CARE

Introducing your child to care can be an emotional time. It is fair to expect some tearful goodbyes in the early days however; there are many ways to assist your child with this transition. Prepare your child by attending the centre for an hour or two a week to familiarise themselves with this new environment. This is also a great opportunity for you to spend time with the educators and centre director.

Understanding your child's needs and providing an environment that meets those needs is crucial. Our educators play an active role in gathering information from you and your family to create a smooth transition between home and the educational environment.

Communication between parent, child and educator is crucial in helping our families to adjust.

We encourage parents to participate in our programs, allowing them an insight into their child's day to day activities. Parents are welcome to spend time in the centre and share those special moments with their children or phone us during the day to check on their child's progress.

AMI ENTITLED TO GOVERNMENT ASSISTANCE

What is the Child Care Subsidy (CCS)?

The childcare subsidy is a financial assistance to cover the cost of child care. How much you receive depends on a number of factors, including your family's income, the age of your child, and the paid and unpaid activities, like your job or volunteer work, your family is involved in. Extra support is available for some families, such as grandparents and great grandparents, and families experiencing temporary financial hardship. The CSS is paid directly to providers to reduce the fees you pay.

To get the CCS you must:

- care for a child 13 or younger who's not attending secondary school, unless an exemption applies
 - use an approved child care service
 - be responsible for paying the child care fees
- meet residency and immunisation requirements

Your CCS is calculated using three components:

- Your combined family income
- Your level of activity, such as work, education, or volunteering
 - Your childcare provider's hourly rate

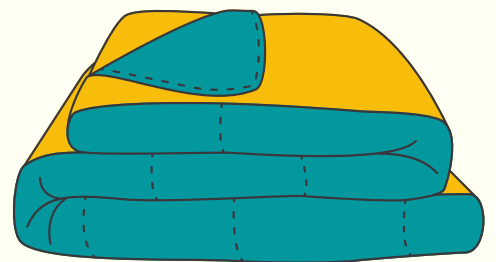
What to Bring to kindy

Change of clothes in case of
accidents or messy play



Drink bottle, and any milk bottles your
child requires through the day

Cot sheets for rest time



Any comforters your child will need
throughout the day such as a teddy or
dummy

What we provide

We provide all food including Morning Tea, Lunch and Afternoon tea please let us know of any allergies or special considerations as we will cater for this as well.

We use a Third party catering company Called Kids Gourmet food delivering our healthy meals daily. Ask us for a menu sample to see the yummy selection on offer.

We also provide all nappies and wipes at the centre.



Specialty Programs

Jumping Jim

Jumping Jim is a sports program structured for children ages 2-5years.

Using a range of different equipment for fun games and activities to introduce some basic skills in different sports. The children will learn basic soccer skills along with jumping, running, balancing and obstacles.

Japanese Lessons

Japanese is taught at Creative Kids, we are lucky enough to have our very own Japanese teacher who exposes the children to basic language through story and music.

Kindergarten Program

Curriculum is taught by a bachelor trained teacher Miss Danielle, who implements an innovative and educational kindergarten program to all children in preparation for primary school. The kindergarten program includes regular library visits to Biggera Waters State School where the children are involved in the borrowing process and are engaged in learning with the school librarian .

Uncle Allan

Uncle Allan is an Aboriginal Elder regularly visiting our centre allowing us to build connections with our wider community. With each visit Uncle Allan spends time with each room sharing games, stories, traditions and language of the aboriginal culture.



"CHILDREN LEARN MORE QUICKLY DURING THEIR EARLY YEARS THAN AT ANY OTHER TIME IN LIFE. THEY NEED LOVE AND NURTURING TO DEVELOP A SENSE OF TRUST AND SECURITY THAT TURNS INTO CONFIDENCE AS THEY GROW"

Centre Information

Fees and Enrolment

Our fees for rooms are \$120.00 for Babies and Toddlers and \$115.00 for our older age groups this fee is per day and charged before CCS. There is also a \$60 enrolment fee charged with the first weeks fees.

Please call the centre on 5537 9989 with your CCS percentage and number of eligible hours and we can quote you your exact fee. If you don't have a CCS percentage, please call the Family Assistance Office (FAO) on 136150.

Fees are payable for all booked times whether the child attends or not. This includes regularly booked days that fall on public holidays. No fees will be charged when the Centre is closed over the one week Christmas period except for the public holidays. Please refer to our Fees Policy for further information.
Payments will only be accepted via debit success.

Our centre follows the priority of access guidelines for child care services set out by the Queensland government

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities:

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.



Our Program

The Creative Kids program is based around the National Early Learning Framework for children from birth to five years (Early Years Learning Framework (EYLF) Belonging, Being and Becoming) where quality play based learning, builds success for life. An information booklet on this framework is available from the office.

This means in practice that we provide opportunities for children to select their own experiences from a range of choices, giving them control over their environment. We provide a balance of indoor and outdoor experiences that allow children to naturally progress through their own unique stage of learning while scaffolding individual children's learning to achieve the best possible outcomes.

The program for the pre-Prep group is in keeping with the Queensland Kindergarten Learning Guidelines. Staff members negotiate the curriculum with the children and actively seek input from parents with regard to their child's likes, interests and events that occur in the home.

Children's interests are developed into a broad theme through which curriculum goals are achieved by introducing appropriate language (both oral and written), maths and science concepts. Careful planning to introduce these topics while children are playing provides a vibrant education which has real meaning for the child.

Throughout the year, staff compile a digital portfolio for your child to keep at the end of the year. Parents are welcome to chat with their child's carers about the program including their child's development.

Parent Participation

Parents are welcome to join in our program at any time. We value parental involvement and the skills you can share with us. Your child will benefit from your participation in the program, even if it is for a short time at the beginning or the end of the day.

Whilst we acknowledge that parents from time to time wish to talk extensively with staff, appointments should be made to allocate the most suitable times so that staff can give their time to the children in their care. We value parental input into our policies. We regularly issue policies for feedback and look forward to parents taking the time to understand and provide input.

"Play is our brain's favourite way of learning"

Our Staff

At Creative Kids Educare Centre we are proud of the accomplishments and formal training of our caring team and their devotion to their roles. Our staff are highly qualified and come from a range of diverse backgrounds. This continuity of care adds to the family atmosphere at Creative Kids, which our families consider an important part of their child's experience. Staff are actively encouraged to participate in further education and training and in-service and other professional development activities, thus ensuring our staff stay at the forefront of early childhood education. For the information of parents and visitors, staff names and qualifications are displayed at the entrance to each room.

We Currently have five age groups within the centre, age groups and child to staff ratios are as follows:

Babies- 6weeks to 15months with a ratio of 8 children to 2 educators

Toddlers - 15months to 2yr with a ratio of 8 children to 2 educators

Juniors - 2yr to 3yr with a ratio of 10 children to 2 educators

Seniors - 3yr to 4yr with a ration of 11 children to 2 educators

Preschool - 4yr to 5yr with a ratio of 11 children to 2 edcators

Delivery and Collection of Children

When arriving with your child to the centre, please ensure that you do the following:

- Log in and sign your child in at the QikKids sign in/out kiosk at front counter;
- put your child's bag in their locker;
- apply, or assist with applying, sunscreen to your child's face and other exposed skin (you may do this at home if you prefer) see our Sun Safety Policy at the end of this handbook;
- sanitise your and your child's hands, to minimise the spread of germs between home and the centre;
- speak to a carer about anything that may impact on your child's day.

When collecting your child from the Centre, please:

- Log in and sign your child out at the QikKids sign in/out kiosk at front counter
- collect your child's belongings, including any wet clothes or artwork; and
- ensure that your child's carer is aware of your departure.

PLEASE NOTE: It is a requirement in the CWS agreement with centrelink that you sign your child in and out everyday

Service Policies and Procedures

Educators are expected to adhere to the Service's policies and procedures and to ensure that all stakeholders act in accordance with them. We hope that you will feel comfortable enough with staff and/or management to approach us with comments and questions about our service, including complaints. Your participation helps us to improve the service and may lead us to change our policies and procedures. Copies of all policies are available in each classroom or from the office.

Responsibilities of Parents:

- Parents are requested and encouraged to apply sun screen to their children's exposed skin each day on arrival or prior to attending the Centre.
- If parents are providing a hat for their child to wear, a legionnaire or broad brimmed hat that protects the face, eyes, neck, ears and crown of the head is essential. This hat must be clearly marked with the child's name.
- Parents are requested to dress children in clothing that will provide adequate protection from the sun.

Immunisation Policy

Parents are required to provide particulars of their child's immunisation on enrolment and to keep these records updated. While the Centre encourages parents to immunise their children against communicable diseases, children who are not immunised are able to attend the Centre unless there is an outbreak of a particular disease (refer to exclusion list). If an outbreak of a particular disease (such as measles, mumps, etc.) occurs, unimmunised children, or children whose immunisation status is not known, will be excluded from the Centre for the protection of all children and educators who are attending the Centre, until the outbreak has ceased. Full fees are payable during this period.

