



BEAUFORT
EARLY
CHILDHOOD
CENTRE

Information Booklet 2021



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Contact List

Beaufort Early Childhood Centre

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Office hours: 9:00am-4pm Mon to Fri during school terms
For after-hours emergencies please call 0400 089143.



Service Philosophy

We are a passionate community and family focused centre that provides a play based curriculum that fosters children's individual developmental needs and interests.

We provide a learning environment that supports and promotes our image of the child, as we believe that children are confident, capable, curious and creative learners. Through observing and implementing intentional and open ended educational experiences we set high expectations for the children in our service to achieve.

We acknowledge and support the importance of transitions, both within our service and into the wider school community.

We believe that young children learn through play, as it allows children to explore, identify, negotiate, take risks and create meaning within a social and secure setting.

As educators we create an inclusive, respectful environment that adheres to the Code of Ethics, Child Safety Standards and advocates the Rights of the Child. Our learning environments and curriculum are underpinned by the VEYLDF and EYLF.

Learning Frameworks

The National and Victorian learning frameworks provide a guide for educators to “extend and enrich children’s learning from birth to five years and through the transition to school” (EYLF, p.5). It’s emphasis is on play based learning that allows children to develop the skills they need for future success in learning.

It also emphasises the important role families play in the learning and development of their children and promotes partnership between the service and families. “The framework conveys the highest expectations for all children’s learning” which are expressed through five learning outcomes.

Outcome 1: Children have a strong sense of identity

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

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

Long Day Care Hours of Operation

Monday - Friday 8am – 5.30pm. In addition to the Online confidential Enrolment form, Parent/Guardians are required to fill in the BECC LDC Booking Form.

Defining Long Day Care

Long Day Care is primarily aimed at 0-6 year olds and is provided by a mix of early childhood qualified staff. Education and care programs are based on each child's development, interests and experience.

Beaufort Long Day Care also offers wrap around care. This type of care allows enrolled LDC children to attend the Kindergarten program at the Beaufort Early Childhood Centre. We also offer casual care - this is not a permanent booking and is not always available on the same days each week.

The Long Day Care program runs throughout the year including school holidays. The centre is closed for four weeks over December and January.

Settling In

For some children, the first day of Kindergarten or Long Day Care may evoke many mixed emotions ranging from excitement to anxiety. This maybe the first time they have had to separate from a parent or caregiver and come to terms with the demands of being in a group environment.

Some children cope better than others with separation anxiety and the educators are trained to support both the child and their parents during this stressful time. Please

be reassured that this is a normal part of emotional development for young children and you may ring the Centre at anytime to hear how your child has settled. A familiar teddy or toy from home may help to comfort your child in the early days.

Should you require further information or support with regards to separation anxiety, please feel free to speak with one of the educators in your child's room.

Term Dates

Term 1: January 27 – 1st April

Term 2: April 19th - June 25th

Term 3: July 12th - September 17th

Term 4: October 4th - December 17th

Public Holidays

Australia Day - January 26th

Labour Day - March 8th

Good Friday – April 2nd

Easter Monday - April 5th

ANZAC Day - April 25th

Queen's Birthday - June 14th

AFL Grand final Friday September 24th

Melbourne Cup Day - November 2nd

Arrival and Departure

Please be mindful of the hours of operation of the centre. It is important that children are not left in the care of educators outside of these hours. We do understand however that unexpected things happen that may cause a late pick up. Please contact the centre if this is the case so we can reassure your child if needed. A late fee will apply. Each room has an Ipad that needs you to log your child in and out at drop off and pick up. Please ensure any person collecting your child has been authorised on their enrolment form.

Communication

Newsletters and other notices are issued throughout the year. Each family will have a communication pocket located in the passageway. It is your responsibility to check these to ensure you do not miss out on important information.

If you are on Facebook, we also have our own page called **Beaufort Early Childhood Centre and Elizabeth Watkin Kindergarten** that you can join. This is a great way to keep up to date with information and newsletters.

Our service is also on Storypark, which you will be invited to join once your child is enrolled. This is a great platform for updates on your child's progress, programs at the service, special days and information.

ECKA Policies

Our Centre is governed by a number of policies that cover issues such as fees, collection and delivery of children, enrolment, parental access, privacy of information, sun protection, inclusion of children with additional needs and much more. Copies of these policies are kept in a folder in the foyer and are available at all times. **Please note that new regulations require that an official print out of your child's immunisation record is to be provided prior to commencing in any of our programs. This can be accessed through Medicare or through a MyGov account.**

BECC Parents and Friends Group

The parents and friends group is made up of families from our Centre and its primary role is to offer support to staff at the centre and to initiate fundraising and social activities throughout the year. We aim to meet at the start of each term.

What to Bring

All children will be required to bring:

- Morning and afternoon snack, lunch, bottles/formula
- Nappies
- A complete set of clean clothing
- Sun Hat (from September - April) The centre does provide hats, that are labelled with your child's name and kept at the service, but if you would prefer to send your own you are welcome to.
- Warm clothing (Winter months)
- Comforters or special items

Please ensure all items are clearly labelled with your child's name. Your child requires a bag or backpack which is large enough for their lunch box, drink bottle and a change of clothing. This is to be placed on your child's locker upon arrival at the centre. For older children, comfortable, non-restrictive clothing which allows children to toilet independently is advised.

We do provide messy play experiences during both indoor and outdoor play. Please ensure your child is dressed suitably for this kind of play. Children also need to wear footwear that provides good protection for gross motor play such as climbing, running and jumping. Long dresses are inadvisable for the same reason. During Sunsmart months children are also required to wear tops with sleeves.

Due to children's allergies, **we ask that you do not pack**

nut products in your child's lunchbox. We encourage healthy, nutritional eating habits and ask that your child's lunch box contents reflect this practice.

Birthday's: We enjoy celebrating your child's special day at the Beaufort Early Childhood Centre and a cake or an alternative option (e.g.; balloon) are always a welcome treat!

(Please check with your child's teacher regarding group numbers and allergies prior to sending a cake along.)

Celebrations: There are important celebrations in early childhood that are meaningful to children & families, and become an integral part of our centres own culture. 'Sometimes' foods may be part of such celebrations but children will be educated that these foods are to be consumed in moderation as endorsed by the smiles for miles program.

Health, Medication, Accidents and Emergencies

Please do not bring your child to either Kindergarten or Long Day Care if he/she is not well. We appreciate that many children will want to come regardless of sickness, but it is unfair to expose other children to possible illness and unreasonable to expect your unwell child to cope with the demands of the programme.

We also need to be notified of any infectious disease, as we are required to inform other families of any

contactable illness. This includes head lice.

Medication may be required by your child during their time at the centre. Staff are able to administer the medicine providing you fill out an authorisation form. Please note that by law, we can only administer medication that is in its original container, prescribed specifically for your child and the dosage requested by you must not exceed the recommended dosage on the container.

Children with asthma, anaphylaxis or any other medication condition are required to have an action plan signed by their doctor before they begin which will be activated in an emergency.

Accidents do happen despite our care and attention and should your child require urgent medical attention, an ambulance will be called and you will be notified immediately. This will be recorded in the *accident & emergency book* for you to read and sign and the Department of Early Childhood Education and Care will be notified.

Mild injuries are treated by staff qualified in the delivery of first aid and recorded in the *accident and emergency book* for you to read and sign at the end of the session.

The staff are trained to know what to do in the case of an **emergency** such as fire. Evacuation drills are held once a term to familiarize the children with the procedure.

Evacuation Procedures

The first staff member alerted to an emergency needs to blow the whistle (that's located on a hook near each room's telephone). This will alert all staff and children in the Centre that they need to evacuate the building.

Kindergarten Room

Teacher:

Collects emergency pack (located on the hook by the storeroom door)

Collects keys (hanging on cord with whistle)

Staff member 2 (Additional Qualified or Co-educator)

Collects attendance book

Helps gather and reassure children

Echidna Room

Room Leader:

Collects emergency pack (located under drink trolley)

Collects keys (hanging on cord with whistle)

Staff members 2 (Additional Qualified or Co-educator)

Collects attendance book

Helps gather and reassure children (all children to hold onto length of the rope, located near the storeroom door)

Long Day Care Kookaburra Room 2

Room Leaders/ Teacher:

Collects emergency pack (located on shelf above the microwave)

Collects keys (hanging on cord with whistle)

Staff members 2 (Additional Qualified or Co-educator)

Collects attendance book

Helps gather and reassure children- children are placed in one cot.

Any additional staff/volunteers/students/parents, helps gather and reassure children and direct them to necessary exit.

All staff to take their personal phone where possible and centre mobile, located by sink in kinder room.

Evacuation points are the car park or the oval behind the centre. It is the responsibility of all staff to ensure that all children are accounted for.