

# Korin Korin

Child and Family Centre

## Family Handbook



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## Introduction

This handbook is a summary of our policies and procedures at Korin Korin Child and Family Centre.

Please read this handbook thoroughly and feel free to ask if anything in the document requires further clarification.

For further details on our policies and procedures, please ask to read our policy handbook.

Our Centre has an open door policy and you and your family are welcome to visit the Centre at any time.

## Management at Korin Korin



Aisha Bal (Executive Manager Early Years) and Rachelle Burke (Centre Coordinator and Educational Leader) will be overseeing the running of the program.

Aisha oversees both our Early Years Programs (Heidelberg West and Wollert) whereas Rachelle Burke oversees the operations of the centre on a daily basis.



We also have highly skilled qualified kindergarten teachers in each program, supported by two experienced assistants.

Please feel free to contact Rachelle if you have any queries on 9450 0971 or ([rburke@cps.org.au](mailto:rburke@cps.org.au)).

## Kindergarten Hours

### Kangaroo Group (4 year old)

Monday 8.45am - 4.15pm  
Tuesday 8.45am - 4.15pm

### Goanna Group (4 year old)

Wednesday 11.30am - 4.30pm  
Thursday 11.30am - 4.30pm  
Friday 11.30am - 4.30pm

### Kookaburra Group (4 year old)

Wednesday 8.45am - 4.15pm  
Thursday 8.45am - 4.15pm

### Wombat Group (4 year old)

Monday 11.45am - 4.45pm  
Tuesday 11.45am - 4.45pm  
Friday 11.45am - 4.45pm

### Possum Group (4 year old)

Wednesday 8.30am - 10.30am  
Thursday 8.30am - 10.30am

## Wominjeka (Welcome)

Welcome to Korin Korin Child and Family Centre.

The Centre would like to acknowledge the Traditional Owners of the land on which we are gathered and pay our respects to their both past and present. 'Korin Korin' is the Aboriginal (Wurundjeri) word for 'grow'. The name was selected in recognition of the traditional owners of the land, and secondly, because it reflects what will be occurring at the Centre and the broader community. The children will grow, the kindergarten programs will grow, our services and supports will grow and the local community itself will continue to grow.

Korin Korin Child and Family Centre is operated by the Children's Protection Society (CPS). A non-government organisation with no political or religious affiliations, CPS is an evidence based, dynamic, diverse, independent and voluntary child and family service governed by a board of community members, servicing children, young people and families.

For further information about the services offered by CPS please see our website at [www.cps.org.au](http://www.cps.org.au)

## Our Vision

CPS's mission is for all children and young people to thrive in resilient, strong, safe families and communities.

Korin Korin Child and Family Centre reflects this vision by providing a high quality early childhood service that walks alongside families to support each child's learning and development. The Centre aims to promote children's connection with their community and to provide strong foundations for each child to reach their full potential.



## Our Philosophy

### Belonging & connection to the community

Korin Korin Child and Family Centre aims to promote a strong sense of belonging and connectedness for all children and their families. We celebrate diversity and welcome the traditions, knowledge and experience that families bring to our Centre.

### Relational based learning

We believe the best way to foster children's learning and development is through their relationships with their family, community, teachers, Educators and peers. Relational based learning is shared, sustained engagement; conversations, thinking together and joint interactions. Our staff enact a holistic approach to learning through these back and forth (serve and return) interactions that support children's learning across all developmental domains.



### Play based program

We believe that all children have the right to play. Play is a child's first language, and their most natural way to learn and explore the world. Korin Korin Child and Family Centre provides a play-based program that promotes all the domains of development through an engaging, challenging and inspiring learning program. Play supports learning in all curriculum areas including literacy and numeracy, as well as higher order thinking processes like creativity, problem solving, decision making and resilience.

We view children as competent learners who bring a wealth of experience to the Centre. Our program is committed to a balance of child-led, and adult-initiated learning, created with a knowledge of children's strengths, interests and abilities. Our play based approach is committed to engaging children as active participants in learning with a focus on instilling the joy of learning for life!

### High quality

Korin Korin Child and Family Centre is committed to high quality programming, environment and relationships. High quality means a program that supports effective learning for all children, is run by exceptional staff and fosters responsive relationships with all children and families. We strive for best practice through ongoing learning, reflection, development and innovation. Our Early Childhood Professionals enact the values of CPS and are committed partners in each child's learning and development.

### Partnerships with families

We believe families are children's first and most important Educators. We know that children learn through their relationships and we value the input of families and their participation in our program. Korin Korin Child and Family Centre promotes a partnership approach where families are encouraged to be actively involved in their child's learning.

### **Integrated services, care and support for families**

CPS has a long history of supporting families to be strong & resilient. We know that the best support systems work together and walk alongside families. Korin Korin Child and Family Centre is well placed to support families through all the milestones and challenges of raising children by linking families with available activities and services, and by supporting family to family connections.

Korin Korin Child and Family Centre will work collaboratively with local primary schools to ensure positive and well supported transitions into Kindergarten and onto school.

### **Environment and sustainability**

As custodians of our planet we hope to build on children's innate connection and respect for nature and living things. Our program will embed the principles of sustainability as well as connecting children to the environment through the use of natural materials for learning and exploration. The program will give the children a valuable insight in to how to appreciate and care for the environment. In partnership with adults and their community, children will share responsibility for our planet now and into the future.



## Code of Conduct

We are committed to the protection and wellbeing of the staff, parents and children in our care and believe that the maintenance of a safe and secure environment is essential.

There are certain behaviours that we are unable to accept due to the duty of care we must provide for all present within our service.

- These behaviours include: physical violence, verbal abuse, threatening behaviours, sexual harassment and racism.
- We strongly recommend that hitting and smacking children not be used as a form of disciplining your children, particularly whilst using this service
- e. We encourage you to speak to staff about alternative ways of dealing with undesirable behaviours. Children rely on significant adults in their lives to learn new skills and to patiently support them in this process. Consequently, adults have a responsibility to provide positive and appropriate discipline for children in their care.
- We understand that raising a family can be a difficult and stressful task. However we strongly recommend that you consult Centre Management when you need assistance with issues which are affecting the wellbeing of you and your family.
- Please refrain from using inappropriate and offensive language while in the surroundings of the centre and the building
- We are committed to fair and equal treatment of all individuals that come into the centre environment regardless of age, ethnicity, religion, sexual orientation and socio-economic background.
- Should staff or service users have any concerns about the way they are treated or should you witness behaviour you consider to be offensive or abusive you are encouraged to discuss these concerns with:

<b>Dave Vicary</b> Executive Director Operations Telephone: 9450-0900	<b>Aisha Bal</b> Executive Manager Early Years Telephone: 9450-0972	<b>Rachelle Burke</b> Centre Coordinator Telephone 0400 497 947
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## Arrivals and Departures to the program

Please note the program commences at the designated start time and the room will open at the time the session commences. Parents/guardians are responsible for their children outside of all session hours, including when their child is not signed into the program.

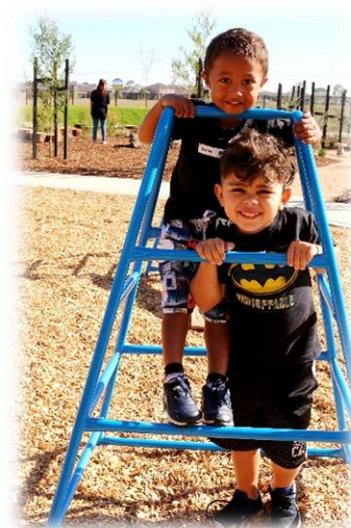
For more information please see our Arrivals and Departures policy

## Secured entry into centre

All families will be provided a security code to obtain entry into the centre. Security codes should be kept confidential and not shared with anyone. Security codes will be changed on a yearly basis.

## What to bring

- A change of clothing that is weather appropriate, multiple changes if your child has recently commenced toilet training. Please remember to label your child's belongings.
- A sun smart hat (broad brimmed or legionnaires)
- A bag
- A winter coat and warm hat for winter
- A packed lunch with a drink bottle, and a snack for morning tea / afternoon tea. Please refer to the healthy lunch box fact sheet for ideas when providing nutritious meals for your child.



## Toys from home

We encourage children to bring items of interest to share with others during group time, especially if it is related to our program (i.e. George shared a shell that he found near her Nanna's place and Sarah brought in a bird's nest which was passed around the group during morning meeting). Items ignite debate, reflection and discussions, which can extend the children's understanding and springboard into other exciting learning opportunities.

However, when toys from home are brought into the Centre it can bring angst to the children, either because they have been lost, broken or used to exclude others. Therefore, we ask your support in encouraging your child to leave toys at home. A soft toy is still appropriate to bring for rest time and sometimes children bring a toy to the programme upon arrival and then place them in their bags. This is acceptable as we respect that toys are a part of a child's own identity and can serve as a connection between home and the Centre. If unsure, please don't hesitate to speak with us.

## Birthdays

Birthdays are a very important part of a young child's life. A birthday is a great source of excitement and we are delighted to celebrate this with your child. You might like to come and join in the celebration as well (we request that no additional food or drink is bought in to mark this celebration.)

## National Quality Standard

The Centre operates under the National Quality Framework (NQF) which drives continuous improvement and consistent practices that promote positive outcomes for children, families, Educators and the Centre itself.

The National quality standard is a benchmark for the quality of education and care services. The National quality standard is divided into seven quality areas;

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management



The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service.

A Quality Improvement Plan (QIP) is in place and will be reviewed on a regularly basis

## Duty of Care

CPS Educators recognise and respect their commitment and responsibility in the care of children in the service. Each Educator will commit to providing quality services for children, being mindful of their duty of care.

The UN Convention on the Rights of the Child cites the following:

- Children are dependant and therefore more vulnerable.
- They have low visibility
- They have multiple needs that they cannot meet themselves
- They are more affected by others inactivity
- They have no direct social or political power

This places early childhood Educators in a relationship that requires distinct responsibility and trust. Educators recognise this is a powerful and important aspect of the work and are guided by the duty of care principles.

## Priority of Access

As with all service provisions at CPS, access and equity would be paramount in the inclusion of all children and families at risk of abuse and neglect. Our policy ensures that places are allocated to families based on specific Priority of Access Guidelines.

## Policies and Procedures

We have provided a short summary of our policies in our family handbook. For the full policy, please see the Child and Family Centre Policy Folder located in front reception.

### Acceptance and Refusal of Authorisations.

Under the National Law and Regulations, the Child and Family Centre is required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met.

These circumstances include but are not limited to:

- Children leaving the service premises (Regulation 99)
- Children being taken on excursions (Regulation 102).

For further details see the Acceptance and Refusal of Authorisations Procedures.

### Communicating with your child's Kindergarten Teacher

As a number of children will be arriving and departing at the same time, if you require a lengthy conversation with your child's kindergarten teacher, please inform them so they can make an appropriate time with you. Your child's kindergarten teacher will arrange a time with you to discuss goals for your child and their time whilst in the kindergarten program.

### Compliments, Complaints and Grievances

Korin Korin Child and Family Centre strives to create a working environment where all members of staff, clients and other stakeholders are treated with dignity, courtesy and respect.

CPS encourages an organisational culture that invites feedback on how its services are being delivered by the people accessing these services and staff within the organisation. This includes welcoming compliments, suggestions and complaints as part of its continuous improvement cycle.



### Emergency Management Plan

The purpose of the Emergency Management Plan is to provide a detailed plan of how Korin Korin Child and Family Centre will prepare and respond to emergency situations. The plan documents the potentials threats, risks, current control measures in working to create a safe environment for the Educators, families and children at the centre.

For further information please refer to our Emergency Management Plan.

## Enrolment and Orientation

At Korin Korin Child and Family Centre, we believe that families are a child's primary influence and have strong beliefs and values regarding the education and care of their children, and the experiences in which their children should be able to participate (Guide to the National Quality Standard, p141, ACECQA).

We provide families with an opportunity to have a thorough orientation at the Child and Family Centre to ensure that we meet the family's needs and allow the family and child the opportunity to feel safe and secure in the level of education and care we provide.

Korin Korin Child and Family Centre is committed to promoting fair and equitable access for all eligible children to attend kindergarten.

For further details please see our Enrolment and Orientation Policy and Procedures.



## Excursion Policy

Excursions provide unique opportunities for learning and support the development of the Kindergarten program. Excursions allow children to recognise that there may be increased risks in unfamiliar environments, and can give children considerable autonomy within negotiated predetermined limits. This provides them with valuable opportunities to develop their life skills and learn about their wider community.

For further information please refer to our Excursion Policy and Procedures.

## Fee Policy

The Department of Education and Training provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. The centre is required to charge fees to meet all additional costs incurred by the centre in the delivery of a high quality education and care program.

For eligible families, children are able to attend a four year old kindergarten program free of charge, or at a minimal cost.

The Department of Education and Training also provides funding to assist eligible three year old Aboriginal and Torres Strait Islander children, and children known to Child Protection or referred to Child FIRST, to access kindergarten programs at no cost.

For further details please see our Fee policy and related fee schedule.



## First Aid Policy

Korin Korin Child and Family Centre recognises that we have a responsibility to protect the health and safety of each individual at all times.

The first aid policy and practices are designed to

- Preserve life.
- Ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- Monitor ill or injured persons in the recovery stage.
- Apply further first aid strategies if the condition does not improve.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

There will always be an Educator on site with Level 2 first aid, asthma training, anaphylaxis training and current CPR.

For further details please see our First Aid Policy and Procedures.

## Food and Nutrition Policy

Adequate nutrition is important in the early years, as this promotes good health and growth. Young children develop eating habits that last into adulthood and therefore it is important that children and families are educated on the benefits of healthy eating.

Korin Korin Child and Family Centre is registered with the Smiles 4 Miles initiative program to assist the service in providing and promoting healthy eating and good nutrition. The centre will share information for families that reflects the Australian Dietary Guidelines (National Health and Medical Research Council, 2013 - Australian Dietary Guidelines).



As per the regulations, water will be available to drink at all times, both indoors and outdoors.

For further information please refer to our Food and Nutrition policy.

## Governance and Management

The Executive Director of Operations at CPS is the Approved Provider of both services and oversees the running of the Child and Family centres.

The approved provider has appointed a nominated supervisor of the Centre.

The nominated supervisor oversees the daily operation and the day to day management of the Centre and is aware of their legal obligations in this position. The nominated supervisor's contact details are documented and displayed on the noticeboard located in the main reception area.

The Approved Provider has appointed an Education Leader at each service. The Education Leader is responsible for leading the development of the curriculum on a daily basis. The Education Leader's contact details are documented and displayed on the noticeboard located in the main reception area.

For further information please refer to our Governance and Management policy.

## Hygiene

Children will be encouraged to wash their hands on arrival to the program, before and after eating meals, playing outdoors, and after being involved in sensory play, sneezing/ blowing their noses. Our teaching team will role model appropriate hygiene practices to ensure the minimisation of cross contamination is maintained.

For more information please read our Hygiene policy.

## Illness Policy

Korin Korin Child and Family Centre will train Educators in appropriate procedures in identifying and managing cases of illness in children

If there is an occurrence of an infectious disease at the centre, relevant families will be informed, as per the Immunisation and Health Related Exclusion Policy.

Korin Korin Child and Family Centre encourages families to assess their child's health before attending the centre. Families will be notified to collect their children if they are unable to participate in the program due to illness.

For further details please see our Illness Policy and Procedures.

## Interactions with Children policy

At Korin Korin Child and Family Centre, children will be encouraged to explore, be curious and make decisions about what they do. Children will be supervised at all times, both in and outside. They will be encouraged to use and explore the variety of spaces available to them. Educators will support children to understand where they belong as part of the Centre, their family, and the wider community.

Constant supervision and knowing the whereabouts of children at all times is part of each Educator's duty of care. Children will learn the skills to care for each other, their environment and the community. Educators will support children to identify and express their emotions in healthy ways. Educators will always engage with children, and each other in a positive, respectful manner that values diversity and promotes learning opportunities.

For further details please see our Interactions with Children policy.



## Medical Conditions Policy

Serious medical conditions including asthma, anaphylaxis, and diabetes need to be effectively managed to ensure that children's individual needs are supported at all times. The management of such medical conditions needs to include the child, the parents, the Educators and medical professionals. With effective management of medical conditions children will be able to participate in all aspects of the program.

At Korin Korin Child and Family Centre we ensure that each child's allergies or medical conditions are documented on the enrolment form prior to enrolment or on diagnosis.

Each child that has been diagnosed with an allergy, risk of anaphylaxis or another medical condition will be required to have a relevant Action Plan (available from Australian Society of Clinical

Immunology and Allergy Inc. (ASCIA)) an EpiPen® (if required) and other supporting medication (if required) and will require a signature from the Doctor and a photo of the child/adult for easy identification.

For further information please refer to our Medical Conditions Policy.

### **Parent and Family Involvement**

The active involvement of all families using the centre is strongly supported and encouraged. All families and guardians are welcome and encouraged to attend the centre and spend time with us. We welcome involvement with program events, cultural celebrations and with providing input into their child's program and progress throughout their time with us.

Korin Korin Child and Family Centre fosters an open communication process between Educators, parents, children and community.

Parents are welcome to speak to their child's Kindergarten teacher or the co-educators after the program or if suitable arrange a separate time to meet with them.

### **Providing a Child Safe Environment**

Korin Korin Child and Family Centre aims to provide a child safe environment where all children are valued and feel safe.

We are committed to

- Encouraging and respecting the views of children who access the Centre.
- Listening to and acting upon concerns that children or their families raise.
- Ensuring that the health, safety and wellbeing of the child is protected at all times.
- Taking all reasonable steps to ensure the safety and protection of children.

For further information please see our Providing a Child Safe Environment Policy.

### **Sun Smart Policy**

Korin Korin Child and Family Centre recognises that balanced exposure to UV radiation is important for overall health and wellbeing. Children, families, Educators, volunteers and visitors should be protected from the sun when the UV index is 3 or above.

Korin Korin Child and Family Centre will ensure that when the UV is 3 or above, a combination of sun protection measures will be used. Families will be requested to sign a sun screen consent form to provide permission for Educators to administer sun screen to children on a regular basis. Children will be encouraged to wear a hat that protects their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats.

For further information please refer to our Sun Smart Policy.

### **Water Safety**

At Korin Korin Child and Family Centre we believe that water play for children is beneficial in developing literacy and numeracy skills as well as scientific discovery abilities, life skills and environmental awareness.

Similarly, we also recognise and understand that children require close supervision when playing near water and will ensure that adequate risk assessments are conducted before water play occurs.

For further information please refer to our Water Safety Policy.

## Korin Korin Child and Family Centre

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