



Learning Kids

Montessori Lithgow



QUALITY AREA 6: Collaborative Partnership with Families

Welcome

Our Family Handbook provides important information you need to know to ensure the best possible start to quality education and care at

Learning Kids Montessori Lithgow.

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Welcome to Learning Kids Montessori Lithgow Handbook. The aim of producing this document is to facilitate parents' access to information that they need concerning their child starting at Learning Kids Montessori Lithgow childcare center.

This document is to be read in conjunction with the Parent Code of Conduct, the Child Protection, Behavior Management, Anti-Bullying, Grievance Resolution and Duty of Care Policies. By enrolling your child into Learning Kids Montessori, parents and guardians automatically agree to adhere to and to have a good understanding of these policies and an awareness of the contents of all policies and procedures.

It is hoped that parents find these documents informative and helpful. However, should further clarification be required, please feel free to discuss these with the Nominated Supervisor.

1. INTRODUCTION

Learning Kids Montessori is a new Child Care Centre in Lithgow and has developed a good in Early Childhood Education following Montessori philosophy. Montessori pedagogy follows the natural development of the child as it enables children to become confident and independent learners.

Our Montessori classroom is carefully prepared, enabling children to foster a love of learning by engaging in spontaneous and purposeful activities. The children naturally develop their abilities to concentrate while progressing at their own pace under the guidance of a Montessori trained educator.

More information is available from our website at www.learningkidsmontessorilithgow.com

2. SERVICE HOURS

Operating hours: 8:00am- 5.00pm (Mon - Fri)

Closed: Saturday, Sunday and Public Holidays

Parents can drop and pick their child at any time under the operating hours.

3. CONTACT INFORMATION

Phone: (02) 63512059

Email: admin@learningkids.com.au

Address: 208 Mort Street, Lithgow NSW 2790

4. SERVICE POLICIES AND PROCEDURE

You will find a copy of our Service policies and procedures on our OWNA app or you can ask our Nominated Supervisor. We expect our staff and families to always adhere to our policies and procedures to ensure we maintain compliance and abide by the National Law and National Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances. We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to the needs of our families and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

5. OUR COMMITMENT TO CHILD SAFETY

Our Service is committed to ensuring the safety and wellbeing of children is always maintained whilst being educated and cared for by educators and staff at Learning Kids Montessori Lithgow. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm, and neglect. We understand our responsibilities and statutory duty of care to adopt and comply with the National Principles of Child Safe Organisations and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our staff carry out their responsibilities as mandatory reporters as required by law under the Children and Young Persons (Care and Protection Act 1998) and maintain up to date with knowledge of child protection law and child protection training.

Our staff are recruited through an extensive screening process to ensure they display the right personal qualities and experiences to provide high quality supervision and care to child in addition to holding a validated Working with Children Check.

We have a zero tolerance for inappropriate behavior towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our Nominated Supervisor if you have any concerns.

6. CODE OF CONDUCT

The Code of Conduct establishes the standards for all employees of our Service. Employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's Code of Ethics. The values that underpin our work ethic include equality, respect, integrity and responsibility.

7. THE STAFF

Learning Kids Montessori recognises the importance of a quality workforce in early childhood education. Our Staff are well qualified and familiar with all aspects of Montessori philosophy and pedagogy. The Service aims to continue to maintain Staff that can provide the best possible teaching and learning experiences in early childhood education.

The team comprises of:

- Service Approval: Naresh Kumar and Deepmala Kaushik
- Centre Manager – Shubham Kaushik
- Nominated Supervisor: Deepmala Kaushik
- Educators: Cherylann Pereira, Pavani Chekuri, Shivani Chauhan, Shivika Kaushik

8. NATIONAL QUALITY FRAMEWORK

Our Service complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law and National Regulations, The National Quality Standard and a rigorous assessment and rating system. Our educational program and

curriculum are based on the Australian Early Years Learning Framework (EYLF). We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our service to identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement.

Additional information about the NQF can be found at [ACECQA/nqf/about](https://www.acecqa.gov.au/nqf/about)

9. EARLY YEARS LEARNING FRAMEWORK (EYLF)

The Early Years Learning Framework (EYLF) was developed to ensure all children in early childhood education and care settings across Australia, experience quality teaching and learning through play-based, holistic learning. The EYLF is made up of learning outcomes, principles, and practices which educators use in their documentation of children's learning and in their reflection and planning. Fundamental to the EYLF is a view of children's lives as characterised by *belonging, being and becoming*.

10. EDUCATIONAL PROGRAM

We have 2 classrooms

2-3-year-old room - Toddlers

3-6-year-old room – Pre-school

We are committed to providing a developmental and educational program which caters for each child's individual needs, abilities and interests. Our educational program is delivered through an intentional, play-based pedagogy aligned to the Montessori education approach and Early Years Learning Framework (EYLF).

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions, Montessori materials and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts, and questions. We encourage children in promoting their independence and self-help skills by assisting within the Montessori daily routine and involving the children in interest-based projects to further enhance their learning and knowledge.

11.HEALTH AND HYGIENE

We understand children have bouts of sickness; however, they should remain home until fully recovered so as not to infect others. If children are on a brief course of medication, they should stay at home and need to inform to Nominated Supervisor. In the case of absence, the Service should be notified.

If a communicable disease is contracted by a child (e.g., conjunctivitis, head lice, mumps, measles, etc.), the Service should be notified as soon as possible. Parents are urged to check their child's head regularly for any evidence of nits and/or lice. If any evidence is found, please notify the Service, and commence immediate treatment. It is advised that a child stay away from the school until all evidence of the nits and/or lice has gone. Please be mindful of incubation periods. Exclusion periods for communicable diseases should be checked with the GP or doctor. Accidents, allergies, medical conditions, and medical consent details must also be kept up to date.

Learning Kids Montessori Lithgow has a strict policy on sun protection. "No hat, no outside" applies to all children. A broad-brimmed hat is required for every child for outdoor play, excursions, and picnics. The school provides additional sunscreen to be used by all children and staff. Please be consistent with always encouraging the application of sunscreen, so it becomes a habit.

We are dedicated to maintained cleaned environment continuously in our Service. We have all cleaning checklist for outdoor, indoor, kitchen and toilets which held health and hygiene policy. We regularly sanitise our resources, furniture and carpets in the absence of children.

12.MEDICAL CONDITIONS- ALLERGIES, ASTHMA, DIABETES OR EPILEPSY

It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, asthma and risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any allergy or asthma on the enrolment form.

Our Service requires a Medical Management Plan or Asthma/Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement at the Service. In consultation with the Nominated Supervisor, you will be asked to develop a Risk Minimisation Plan and Communication Plan to assist our educators and staff. Any prescribed medication that your child may require must be provided each day they attend our Service. To ensure the safety and wellbeing of your child, please update your child's Medical Management Plan/ Action Plan every 12-18

months or whenever a change in their medication or treatment occurs. (Australasian Society of Clinical Immunology and Allergy) (ASCIA).

13. DIAGNOSED DISABILITY

If your child has a diagnosed disability, please speak to our Nominated Supervisor prior to enrolment. We provide a supportive and inclusive environment that allows each child to fully participate in quality education and care. We aim to develop and sustain supportive relationships with families and encourage discussions about how we can support your child to have equitable access to resources and participation. If your child has a National Disability Insurance Scheme (NDIS) package, we may need your consent to contact services and/or therapists who are working with your child to seek information regarding their learning plan to support continuity of learning.

Our Service may be able to apply for additional support through the [Inclusion Support Program \(SIP\)](#) to assist your child's access.

14. IMMUNISATION

The Public Health Act 2010 requires all families to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) for their child prior to enrolment in an early childhood education and care service. The immunisation history statement must show that each enrolled child is up to date with immunisations for their age.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Immunisation Register (AIR).

The only unimmunised children who can be enrolled in childcare (after 1 January 2018) are those who are on a recognised catch-up schedule or those who are unimmunised due to medical reasons as described in the Australian Immunisation Handbook. Parents must provide an AIR Immunisation History Form or an AIR Immunisation Medical Exemption Form upon enrolment.

In the case of an outbreak of any vaccine preventable disease, management will contact families as soon as possible. We ask that families immediately inform our Service if someone in their family is diagnosed with an infectious disease to help minimise the risk to other children, families, and educators.

We are legally required to notify the Public Health Unit of any cases of vaccine preventable diseases occurring at our Service. For an up to date immunisation schedule, please refer to your enrolment pack.

15. INCIDENT, INJURY AND TRUMA

We aim to minimise the risk of accidents and injury as much as possible however through play, exploration and adventure, children sometimes have accidents. We always have an educator with a First Aid, emergency asthma, anaphylaxis management and CPR qualification on shift always we provide education and care to children. First Aid kits are located throughout the Service.

In the event of a minor injury, first aid will be provided as required. An *Incident, Injury, Trauma and Illness Record* will be completed and when you collect your child, you will be notified about the injury and asked to acknowledge and sign the record. If your child injures their head, even if it is a small bump, you will be contacted to advise you of the injury. Our educators will continue to monitor your child closely and advise if you should come and collect them.

If an injury or incident is serious and we believe urgent medical attention is required, the Nominated Supervisor will contact you immediately. If we cannot contact a parent or guardian, we will attempt to contact an authorised nominee for consent. Where you or your authorised nominee cannot be contacted, we may call an ambulance. If you are unable to meet the ambulance at the Service, we will send one of our educators/staff members to accompany your child in the ambulance.

Please note that Ambulance cover is the responsibility of each family.

An *Incident, Injury, Trauma and Illness Record* will be completed, and a parent will be required to acknowledge and sign this record. A copy of any documentation from the hospital or treating doctor will also be requested. Our Service will also be required to notify the Regulatory Authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our Approved Provider and the Regulatory Authority to follow up the incident and actions taken by our Service.

16. WHAT TO BRING

- Children need to bring their lunch with clearly name labelled boxes which need to be kept in the fridge nearby children lockers.
- Children need to bring a hat which is compulsory and must be worn every day.

- Children need to bring bed sheets and blanket which can stay in service for a week and must go back home every Friday for a wash.
- Children between age 2-3 need to bring their own nappy and nappy rash cream if it is prescribed.

17. WHAT WE PROVIDE

- We provide Morning and Afternoon daily, which includes fruits and vegetables with healthy snacks options.
- We provide a bed to each child and bedding will be provided by parents.
- We are dedicated to sun safety, so we provide additional suns cream for outdoor play.
- We provide a safe and secure environment fully occupied with Montessori resources for your child development.
- We provide all physical development resources and equipment to foster children fine and gross development.

18. CLOTHING

Children can wear any casual clothes to attend our service, including a hat, however, we encourage wearing T-shirt, pants, bottoms, shoulder covers shirts, jumpers and trousers for winters. Please ensure that the children are comfortable and can toilet themselves with the pants or skirt they have on.

Please provide your child, a full set of spare clothes, including underwear and socks, which should be packed in the child's school bag and a jumper in the event of the weather turning cold. It is recommended that children wear clothing with sleeves and apply sunscreen before coming to school. Children will not be permitted to play in the Sun without a hat on.

Children should wear well-fitting shoes or sandals that can be worn outdoors and which they can take on and off on their own. Gumboots are only permitted if it is raining. Hats, lunch box, bedsheet and bags should be clearly marked with the child's name.

19.SCHOOL SUPPLIES

We encourage parents if they can provide the service with stationers and resources supplies which include following things as below.

- Scissors, scrap papers, cardboards, markers, etc.
- Books, magazines, calendars, etc.
- Toy care, digital tools for kids, etc.

20.SHOW AND TELL

Our Service has 'news' where the children can bring an item of interest from home to show the other children, preferably not a toy. Different groups of children are on roster to bring interesting news items. This show and tell roster are on the notice board outside the classroom door.

21.TOYS AND COMFORTERS

Children are not permitted to bring toys to school. They may, however, bring in comforters only for sleep time or rest time. Staff will encourage children to leave comforters alongside the news basket until they need them.

22.PHOTGRAPHS AND SOCIAL MEDIA

As part of the enrolment process, we will also ask for your permission to take photographs and video of your child during daily activities and excursions for sharing with our parent community through social media and/or to promote our Service to the community through marketing and promotional materials. Photographs and video may also be used as part of our observation and programming process.

23.EXCURSION AND INCURSION

There will be two excursions and two incursions per year. Prior to each excursion and incursion, parents will be asked to complete Permission forms. There will be a minimum ratio of 1:4 adults to children on excursions. Once an excursion or incursion has been selected by the teaching staff, parents will be notified.

24.PARENT TEACHER INTERVIEWS

Formal parent/teacher interviews are conducted once a year. Parents are welcome to make an appointment at given time to discuss any concerns they may have about child development.

25.HOW WE COMMUNICATE

We document our educational program and children's learning to share with families through a variety of platform including OWNA Programming portal, OWNA daily reflection, OWNA Child portfolios, children work displays on the classroom wall, and email communication.

Our educators communicate with parents about the child's day, activities and general developmental progress through conversation and observation. We also share our ideas and child development progress through Parent Teacher Interviews, reports, online documentation, newsletters, and annual Parent Information Evenings.

26.SERVICE ADMINISTRATION OFFICE

The school telephone (02) 63512059 is to be used by the teachers for school matters and for emergencies involving the children.

Service Office hours are 8am – 4pm from Mondays to Fridays. If parents need to ring the school to advise of an absence or late arrival or collection, please leave a message.

Contacting the Service by email is the most efficient manner of communication for non-urgent matters: admin@learningkids.com.au

Any queries in relation to fees, should be addressed to our Finance Provider provider: admin@learningkids.com.au

27.PAYMENT METHOD

Parents/guardians are required to complete a Direct Debit form upon enrolment. Fees will be deducted **fortnightly**.

Please note that additional \$10 charges will apply for any failed transactions as a result of insufficient funds.

28.FEES

Fee Per Day \$105.00

Enrolment fees- \$0
Refundable bond – Two weeks full fees

29.Child Care Subsidy (CCS)

Child Care Subsidy offers assistance to families to help with the cost of child care aged 0-13 years. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

1. Combined annual family income
2. Activity test – the activity level of both parents
3. Service type – type of childcare service and whether the child attends school

Families who wish to receive Child Care Subsidy as reduced fees must apply through the [myGov](#) website. This includes completing the Child Care Subsidy activity test. Child Care Subsidy is paid directly to our Service to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the difference between the fee charged by our Service and the subsidy amount received. This is called the 'gap fee'.

On enrolment we will need the Customer Reference Number (CRN) of the person linked with the child, along with the child's CRN so we can confirm the attendance and ensure that you are receiving the appropriate subsidy.

30.COMPLYING WRITTEN AGREEMENT (CWA)

A Complying Written Agreement (CWA) is an agreement between our Service and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must approve the enrolment information within the CWA via the [MyGov website](#).

31.WITHDRAWAL FROM CARE/REDUCING ENROLMENT DAYS

We require 4 **weeks** written notice to withdraw and/or reduce enrolment days for your child/ren from any permanent booking. Please see the Nominated Supervisor to obtain the required form to complete. Children are not able to attract CCS for any days after the last day your child physically attends our Service. *There are*

some circumstances where CCS can be paid after the last day your child physically attends with an approved reason.

32.SERVICE CLOSING TIME AND LATE COLLECTION FEES

Please be aware our Service and program closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after 6.00pm.

The fee is **\$15** per child for every 15 minutes or part thereof and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the Service until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, we may need to contact the Police or other authorities to take responsibility of your child.

33.PERMANENT AND CASUAL BOOKINGS

Permanent bookings are an ongoing booking that:

1. remains the same from one week to the next
2. must remain unchanged for a minimum of **3 weeks**
3. are chargeable regardless of attendance (**unless you have provided the adequate notice to take up a make-up day**)

Casual bookings are one off bookings that:

1. can be booked at the last minute for emergency care. This is provided that we have vacancies. If there is no vacancy, we will put your child on a casual waiting list and will contact you if a vacancy becomes available
2. are designed to support families taking on casual work and shift work

can be cancelled at no cost, provided 24-hour notice via email is given

34. ORIENTATION

Orientation is an important start for your child and family to connect to our Service. We encourage each child to attend our Service in the company of a family member before they start their first day with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to put your child's belongings, provide educators with additional information about your child and how we can best support their transition and settling in period. The Nominated Supervisor will contact you to arrange suitable times and days for visits.

35. FAMILY INVOLVEMENT

Parents, grandparents, and other family members are encouraged to share their unique cultures, talents, or skills within the Service. This may include incursion demonstration professional skills, cooking, sewing, knitting, and gardening.