



# BIRRA-LI PARENT HANDBOOK



CHANGING THE FUTURE, ONE SMILE AT  
A TIME :)

 08 9331 3737

 [www.birrali.com](http://www.birrali.com)



# Service Information

Birra-Li Child Care is a not for profit service catering for children aged six weeks to five years of age.

**Babies Room** - Approx. 0-18mths

**Toddlers Room** - Approx. 18mths -2.5 years

**Pre-Kindy Room** - Approx. 2 years –3 years

**Kindy Room** - Approx. 3 years -5 years

## Opening Hours

**Monday to Friday**

6.45am to 6.00pm

Closed on WA public holidays.



## Contact Information

**Phone:** 08 9331 3737

**Email:** birraliccc@gmail.com

**Website:** [www.birrali.com.au](http://www.birrali.com.au)

**Instagram:** birrali\_ccc

**Nominated Supervisor:** Tamara Radici

**Assistant Director:** Tamara Sabinasz

**Educational Leader:** Shanelle Cassir / Ashlin Brindley

**Chairperson:** Kara Doppelfeld

**Vice Chairperson:** Felicity Mander-Smith



# Flexible Daily Routine

6.45am - 8.00am

Free play and activities with all ages in the Toddlers Room.

8.00am - 9.15am

Free play and planned activities in separate age groups.

9.15am - 9.30am

Morning Mat Session - Group Activities.

9.30am

**Morning Tea**

10.00am - 11.15am

Free play and planned activities in separate age groups.

11.15am - 11.30am

Mat Session - Group Activities.

11.30am

**Lunch**

12.00pm - 2.15pm

Sleep / Rest time and quiet activities.

2.15pm - 2.30pm

Mat Session - Group Activities.

2.30pm

**Afternoon Tea**

3.00pm - 4.45pm

Free play and planned activities in separate age groups.

4.45pm - 6.00pm

Free play and activities with all ages in the Toddlers Room.



# Our Philosophy

## Children

We believe respectful, responsive and reciprocal relationships are central to the children's education and care. These relationships will always have priority over documentation if this takes away from the quality of care we provide.

## Families

At Birra-Li we value the relationships between children and their families. We see families as children's first and most important teachers. We engage in shared decision making, ensuring family views are respected.

## Educators

Each child has unique interests and strengths and will develop at their own rate. Our educators will include the children's perspectives in teaching and creating our programs to deliver experiences that enrich children's learning.

## Environments

We believe children learn best through their environments and when they are engaged in play. Our environments will reflect the children's interests and allow children to build their own knowledge and skills.

## Community

Being not for profit, we ensure our service is managed with the best interests of our children, families and community. At Birra-Li we foster relationships within our community and educate our children to ensure our families histories, cultures, traditions and knowledge are valued, respected and reflected in our service.





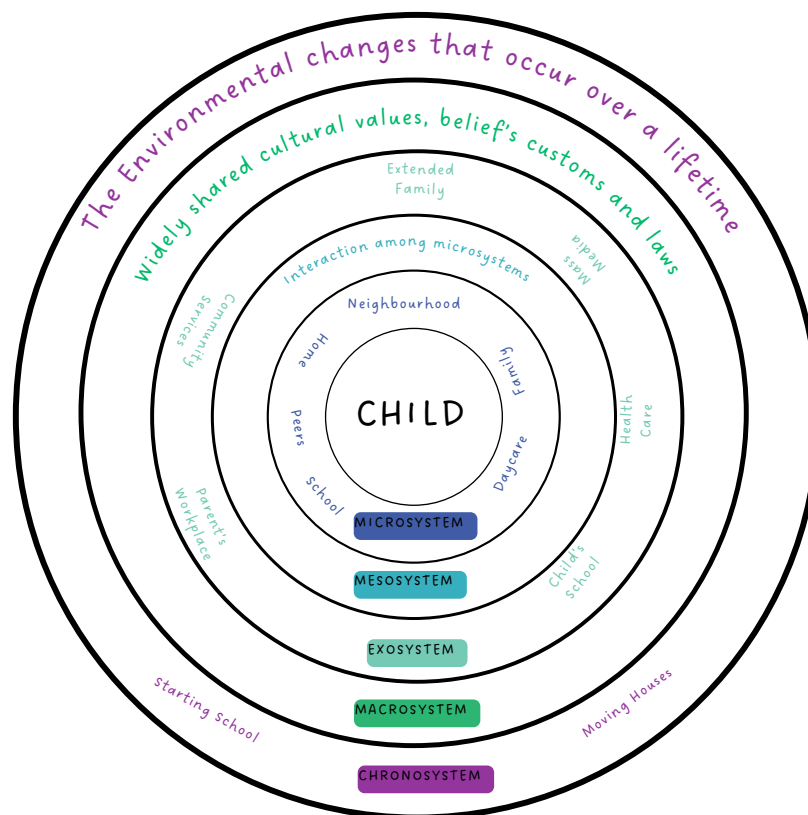
# Our Theorist

## Urie Bronfenbrenner

Bronfenbrenner sees the world in which the child grows as having a major influence on their development. His ecological systems theory views child development as a complex system of relationships between the child and their surrounding environments.

## Our Theory in Practice

- Educators foster positive relationships with children and families.
- Creating programs that reflect the needs and diversity of the society, culture and community in which our children live.
- Creating environments that support children to engage and interact with their peers.



# Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained at all times.

We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law.

We do not ask for personal information about you or your child from other professionals or organisations without your consent.

You are welcome to request a copy of the information we have on your child's file at any time.

# National Quality Standards

The National Quality Standard (NQS) sets a high national benchmark for Early Childhood Education and Care in Australia.

The NQS includes 7 quality areas that are important outcome for children.

**Quality Area 1** – Educational program and practice.

**Quality Area 2** – Children's health and safety.

**Quality Area 3** – Physical environment.

**Quality Area 4** – Staffing arrangements.

**Quality Area 5** – Relationships with children.

**Quality Area 6** - Collaborative partnerships with families and communities.

**Quality Area 7** – Governance and leadership.



# **CURRICULUM PLANNING**

## **EARLY YEARS LEARNING**

### **FRAMEWORK**

Fundamental to the Early years learning framework is a view of children's lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world around them.

## **BELONGING**

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

## **BEING**

Childhood is a time to be, to seek and make meaning of the world. "Being" recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

## **BECOMING**

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. "Becoming" reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.





## EYLF 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.

## Children's Portfolio's

At the end of each year you will receive a portfolio made up of your child's Learning Journey for that year. The portfolio will include, planning cycles, learning stories, artwork and any additional information relevant to your child's cycle of planning.

## Floorbooks

At birra-Li we use floorbooks to display our curriculum planning and to document children's learning. This along side our wonderful room displays of children's art work and curriculum participation will give you a great insight into your child's learning.

## Daily Communications

Your child's meals and sleep times will be on display at the end of the day on the whiteboard in your child's room.

# Physical Play

A healthy lifestyle is fundamental to children's development. Physical play is a vital part of everyday life and also maintaining a healthy lifestyle. Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We believe in providing children with a range of physical activities and experiences on a daily occurrence.

# Community Involvement

We welcome community involvement within our service and strive to support our local small businesses. We educate our children on the importance of community connection and continually find ways to learn about our environment.

# Fundraising

During the year there will be many opportunities for you to assist us with fundraising for our service. All money raised from fundraising assist's us with maintenance and the upkeep of our service and equipment. It also helps us keep fee's as low as possible for our families.

# Incursions and Excursions

We have many educational incursions throughout the year that we incorporate into the children's learning.

We connect with our community and occasionally go on excursions to local parks & meet with local childcare services. We also love meeting up with the residents next door at Breamar Village.



# Centre Events

We have regular centre events on different days of the week.  
Look out for our Events Calendar to keep up with all the fun.

# Sustainability

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practices into the daily operation of our Service, infrastructure and teaching.

In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in a recycling program, reducing energy and conserving water.

We aim to provide children with the skills and knowledge required to become environmentally responsible.

# Communication & Parent Involvement

At Birra-Li, we have an open-door policy where we welcome families at all times. We value and encourage your input into your child's learning journey. Communication is paramount to building the strongest foundation for your child.

We look forward to communicating with you at drop off and collection times but also understand this can be difficult. Please feel free to contact us at any time via phone or email. We can also arrange a time for you to chat with your child's educator if needed.

We understand how busy our families are but if you have a spare moment and would like to come and join us, we welcome your participation.

Reading stories, cooking experiences, music, art and craft. If you have a special talent or celebration, come and share it with us. There is nothing that will make your child feel like they belong more than your participation.

# Policies and Procedures

Copies of our policies and procedures are available at any time for reading.  
There is a list in the foyer.

If you wish to have a copy emailed to you or printed for you, please let management know and we can assist you with this.



# Enrollments

Prior to commencing at our Service, you will be required to complete all enrolment documentation. Please understand that it is essential we have up-to-date information in case of an emergency.

It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information.

It is essential that we have copies of your child's **Birth Certificate** and **Immunisation Records** before your child starts. We also require a copy of any court orders relating to the child. **Please note children who have not been immunised, will not be permitted to attend the service.**

**Please note: If you wish to cancel you enrollment or reduce days, four weeks notice is required.**

## Orientation Visits

Orientation is an important part of your child's transition into care.

We encourage each child to attend the Service for two orientation visits before they commence care with us. This gives you and your child the opportunity to meet educators, gain an understanding of our room routines and to provide educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with their room leader so that they can develop strategies with you to support the transition from home to the Service.

It is very normal for difficult drop offs in the first few weeks, we will always call if your child is unable to settle. We strongly recommend shorter days at the beginning and a gradual increase in hours each week to assist with a positive transition.

## Rest and sleep time

Rest and sleep routines vary according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide mattresses for children and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with their room leader.



# What to bring?

Your child will require a backpack for their belongings. We encourage you to bring your child to choose their backpack as this will help them identify their belongings. Please ensure you pack the following items all clearly labelled with your child's name:

1. Backpack
2. Water bottle
3. Change of Clothes
4. Wide Brimmed Hat (to leave at the service)
5. Dummy (If required)
6. Comforters (If required)
7. Sleep Bag (If required)
8. Bottles
9. Formula in a labelled formula dispenser.

\*\*\* All nappies, wipes & bedlinen are included in the daily fee.

# Meal Times

Morning Tea, Lunch and Afternoon Tea will be provided for your child each day.

Our menu is located in the foyer and also in your child's room. Menus rotate on a four weekly basis to provide plenty of variety for our children.

We provide a summer and Winter menu which have been created in consultation with a pediatric dietician.

Weetbix will be provided to children who arrive between 6.45am - 7.15am. If your child is arriving after this time, please ensure they have had breakfast.

**No outside food is permitted in the service.**

# What to wear?

At Birra-Li we love to have fun and get messy. Please ensure your child is dressed in appropriate clothing for this. Non-restrictive clothes that are easy for them to play in but also provide sun safety are recommended at all times.

Appropriate shoes like sneakers or sandals need to be worn. Thongs are not permitted.

Your child will require a wide-brimmed hat that can stay at the service. This is essential for effective sun safety.



## Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine. If possible, being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This will gain trust from the child, not only in you but in the educator, who is reassuring your child about their day and when you will return.

*Rest assured; we'll contact you if your child becomes distressed.*

## Toys

Our Service has an abundance of toys, and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on educators to track numerous toys throughout the day.

## Sun Safety

Children and educators will wear wide-brimmed hats and appropriate clothing when outside. Educators will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun. (SPF 50+) sunscreen will be applied as per suns smart recommendations.

If your child is sensitive to sunscreen, please notify your room leader. You are more than welcome to provide your own sunscreen for your child.





## Accidents

The Nominated Supervisor will contact parents immediately if a child is involved in a serious accident at the service. As a matter of extreme importance parents must ensure that the service has up to date emergency contact numbers. An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator, the Nominated Supervisor and by the parent.

## Emergency Drills

Emergency Drills are held regularly throughout the year, to familiarise educators, staff and children with emergency procedures. An emergency evacuation plan will be displayed in every room and at the entrance of the service.

## Children's Safety

- Never leave children unattended in cars while collecting children from the service.
- Always hold children's hands when arriving and leaving the service.
- Never leave a door or gate open and always close doors behind you.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen and laundry areas.



## CCTV

CCTV is installed throughout the service in all play rooms. No CCTV is in any toileting, bathroom or nappy change facilities. Footage will only be accessible by authorised personnel or the Nominated Supervisor if necessary. Footage is only stored for a very short amount of time before being deleted.

## HEALTH INFORMATION

### When to stay at home?

We are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care. To try and prevent the spread of disease, please monitor your child's health and watch for:

- A consistent, runny nose
- High temperature above 38 degrees
- Diarrhea
- Redness, swelling or discharge coming from the eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic



Please do not bring your child to the service if they display any of the above symptoms. If a child becomes ill whilst at the service, the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date and time of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend the service if they have had Paracetamol or Ibuprofen within 24 hours for a temperature. It is extremely important that staff members are aware if a child has had either medication, so we do not re-administer and potentially overdose the child. (In the enrollment form it is optional to allow educators to administer paracetamol in the case a child develops a high temperature (over 38 degrees) and parents / emergency contacts are not contactable within 20minutes.)

Medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from the service for the first 24 hours to allow the child to rest and to ensure your child does not experience any reaction to the antibiotics.

If your child has been away due to illness, please check with the service as to whether or not you will need a certificate before your child returns.

## Asthma & Anaphylaxis

It is vital that we are aware if your child suffers from any allergies or has been diagnosed with asthma. Families are required to explain any allergy or asthma symptoms on the enrolment form as well as provide us with the diagnosis from the doctor.

The Service requires An Action Plan filled in by your doctor to assist in managing your child's needs, prior to enrollment.

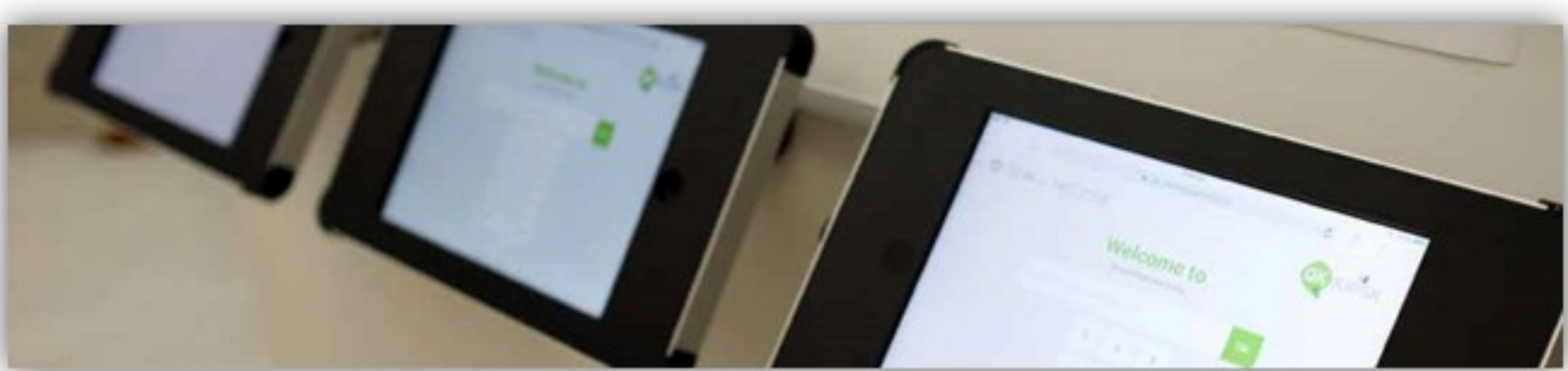
The Action Plan is to be updated every 12 months.

## Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless a doctor provides the service with written authorisation. Educators can only administer medication to a child from its original packaging with a pharmacy instruction sticker. On arrival at the service, families must give medication to educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.







## **Drop off and collection**

Parents must notify the service if there are any court orders affecting their child and a copy is required for the service prior to enrollment. Without a court order we cannot stop a parent collecting a child.

For safety and security reasons ALL children must be signed in on arrival and signed out on departure using the iPad in the foyer. The times must be noted. Please note, not signing your child in and out of the service will affect your CCS payments.

No child will be allowed to leave our service with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor.

Anyone under the age of 18 is not permitted to collect a child from the service.

## **Service closing time and late collection**

Please be aware the Service 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 this time. The fee is \$15 per child for every 15 minutes or part thereof. The late fee is strictly adhered to, as two staff members are required to remain at the service until all children are collected.

If reasonable effort has been made and 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, we will contact the Department of Communities and the Police to take responsibility of your child. We recommend that you arrive at least 10 minutes before closing time to ensure you can gather all your child's belongings and speak to the educators about your child's day before 6pm.



## 42 Allowed Absences

You will still receive Child Care Subsidy for any absence from approved care for up to 42 days per child, per financial year. Additional absences beyond 42 days for certain reasons may be approved. Please talk to us about the additional absences.

Public holidays will be counted as an absence if the child would normally have attended the service on that day.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your Centrelink online account. You can also do this using the Express plus Families mobile app.

It is extremely important that you regularly check your MyGov account as Centrelink may send you tasks and messages requesting you to update your details with them and notify them of any changes to your entitlements. It is important to understand that it is your responsibility to manage your CCS with Centrelink.

### IMPORTANT INFORMATION

If you are absent for **8 consecutive weeks** your Child Care Subsidy enrolment will cease, and you will not receive Child Care Subsidy for any of the period that you were absent. This will mean you will be required to pay full fee to the service for the full 8 weeks, unless a special circumstance is applied by Centrelink.

**If you your child does not attend their first day of care you will not** receive any childcare subsidy for this day or any consecutive days following this day that your child does not attend.

**If your child does not attend their last day of care**, you will not receive childcare subsidy for this day or any consecutive days leading up to this day that your child does not attend.

If you **leave Australia for six weeks or more** your Child Care Subsidy will also cease as above, and you will be required to pay full fee for the full period you were absent.

# Child Care Subsidy

Our full fee is: \$167.00 per day, before Child Care Subsidy (CCS) has been applied.

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 register attendance and ensure that you are receiving the appropriate subsidy.

Families are required to complete the online Child Care Subsidy assessment via the MyGov website prior to starting at the Service. This will determine your eligibility and level of Child Care Subsidy entitlement.

Child Care Subsidy is a means-tested subsidy paid directly to the Service.

There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

1. Combined Family Income
2. Activity Test for both parents
3. Service Type

If you are eligible for Child Care Subsidy, we will only charge you the gap fee. It is essential that you check statements each fortnight to ensure there are no changes to your Child Care Subsidy payments. This will affect your gap fee and the amount you will need to pay.

Families need to ensure they are regularly updating their activity hours with Centrelink and follow all other Child Care Subsidy requirements (E.g., completing your tax on time) Errors with Child Care Subsidy payments are not always back dated so PLEASE CHECK YOUR STATEMENTS.



# Payment of fee's

## Birra-Li Account Details

BSB: 066 163

Account Number: 10829493

Narration: Please ensure you use your child's full name as the narration for your payment.

Statements will be emailed to you on a fortnightly basis. You will not receive a separate invoice.

We strongly recommend setting up a direct bank transfer to our account to ensure payments are made on time. Please note that all fees are charged two weeks in advance, please ensure your payments allow for this.

**On behalf of Birra-Li Management, We would like to thank you for reading our Parent Handbook. If there is ever anything you need, our door is always open. You can also contact us via email or phone.**

