



February/March 2016 Newsletter



Staff

We would all like to welcome Sally-Ann in Koala room and Kerrilee, our new book keeper to the team. We look forward to getting to know each other and work alongside one other.

New families and children

On behalf of all the staff at The Range Children's Centre, we would like to say a very big welcome to all our new families. We look forward to a fun and eventful year ahead watching and assisting your children grow and achieve.

Christmas thanks

On behalf of all the staff at The Range we would all like to say a very big thank you to those families who gave us special gifts at Christmas time. They are very much appreciated.

Fee Statements

Your fee statements will be emailed to you every 2 weeks.



2017 Fees

Our long day care fees are \$101 per day

3 year old kinder is \$465

4 year old kinder is \$390

Children's Pockets

Please make yourself aware of your child's pocket. They are located on the walls just outside your child's room with their name on the front. If you are having trouble locating your pocket then please come and talk to a staff member.

Information/newsletters from educators or management will be put in them and for some it is where you will find your invoice.

If you have more than one child attending the centre they will then share the eldest child's pocket.

Kinder groups and times:

4 yr old Green group: Tuesday and Thursday 8:30am – 4pm

4 yr old Yellow group: Wednesday and Friday 8:30am – 4pm

3 yr old Orange group: Monday 9:30am – 4pm



Kindergarten Term Dates

1st term: Tuesday 31st January – Friday 31st March

2nd term: Tuesday 18th April – Friday 30th June

3rd term: Monday 17th July – Friday 22nd September

4th term: Monday 9th October – Friday 22nd December

Car Park Safety

Just a reminder to all families that the car park has a speed limit of 5kms.

Please be careful when entering and exiting the car park as children sometimes detach themselves from their parents and can run off. Also please keep an eye out for pedestrians on the foot path.

Email

If you have changed your email address, please inform management so that we can update our files.

Centre Policies

The centre policies are located in the office. If you're wanting to view them please feel free to ask the office staff.

Emergency evacuation procedure

For those that aren't aware, every month an allocated room will call a drill within the centre. This could be a pretend fire or lock down. These drills allow children and staff to be prepared and aware of all the procedures if at any time a real emergency may occur. When we have a fire drill we evacuate to our drill meeting points either in the koala/kookaburra yard by the amphitheatre or in the fairy garden/entry area. These are drill meeting points only. In case of these events being real where we may need to evacuate, we exit the building to our onsite assembly point which is in the corner of the carpark, opposite the entry gate. If we need to evacuate offsite, we then proceed to our secondary safety assembly point. This is located next door over at the funeral home car park – Nelson Bros funeral home.

In the coming months we will be calling a drill evacuation and proceed to our genuine emergency evacuation procedure points being in the carpark and then proceeding over to the funeral home carpark. In order to complete this task we will need to complete a risk assessment and also all children will have to have a consent form signed by their legal guardians to leave the centre.



If you're interested in reading our emergency management plan it is located in the foyer, opposite the office on the notice board. Alternatively please feel free to have a chat to the staff.

Children's Portfolios

Signing in and out

It is important that you sign your child in and out of the centre as a part of our regulations. It also allows educators to monitor which children are present or absent so that in case of an emergency we can account for all the children.

Your child has a portfolio that emerges throughout the year as your child grows. Within the portfolio you will find documentation of your child's learning and development as well as plenty of art creations. You are welcome to take the portfolios home as long as you sign them in and out so they aren't misplaced. Room Leaders update them regularly.

Late Collection Policy

The centre closes at 6pm. This means that you must have LEFT the centre by 6pm.

For every 5 minutes after 6pm that a child is here a late fine will be imposed. The late fine currently stands at \$10 for the first 5 minutes (or part thereof) and \$15 for every 5 minutes thereafter. If a family is late 3 or more times within a 3 month period the third and subsequent fines will be doubled.

Parents should phone the centre if they are going to be late as it can be distressing for a child to be left waiting alone and courteous to staff whom are caring for your child. On collection of your child, parents are required to sign the late book and the imposed fine will be added to the next fee statement.

Sun Smart

Please remember to send a hat along each day or leave one here if you are comfortable to do so. Caps are not suitable as they do not offer adequate protection from the sun.

Strappy tops and dresses are also not suitable as they leave too much skin exposed. If your child insists on wearing these items of clothing they will be required to wear a t-shirt over the top or underneath the garment.

If your child requires their own sunscreen, please bring it in and leave it in your child's room clearly labelled.



Buying and Selling Days

If you are wanting to buy or sell a day please notify Kerrilee in the office preferably via email as soon as possible so that the day can be offered to someone who has requested it.

From the educational leader

Welcome to a new and exciting year. This year the children will be exploring a whole range of new and exciting concepts. STEM. Have you ever heard of this acronym? It is often used in industry and in recent years it is being referred to more in schools and early education. STEM stands for Science, technologies, engineering and maths. Recent research has shown that these areas are lacking in education, particularly with girls. Many early childhood settings are introducing these concepts to stimulate interest and learning in these fields as it is likely in years to come there will be a shortage of skilled people working in these areas.

We have already started the ball in motion with some training with our facilitator Catharine Hydon. We have added STEM to our program which is displayed in all rooms which you are welcome to have a look at. You are also welcome to have a chat to any educator about STEM. It is early days at the moment and we are just beginning to explore this area of education ourselves. There is an excitement in the air as educators learn more and then transfer this knowledge to the children. If you have any questions, ideas or require further information please speak to your child's Team Leader or Janice/Nellie



Important Dates

Thursday 26th January centre closed — Australia Day

Monday 13th March centre closed— Labour Day

Friday 14th April and Monday 17th April centre closed — Easter

Tuesday 25th April centre closed—ANZAC Day

Monday 12th June centre closed—Queens Birthday

Staff training

In the next couple of weeks all staff will be updating and refreshing their CPR and Anaphylaxis training.

New child safe standards

Victoria has introduced compulsory minimum standards for organisations that provide services for children to help protect children from abuse.

The Child Safe Standards form part of the Victorian Government's response to the **Betrayal of Trust Inquiry** (the 2013 Parliamentary Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations). Education, awareness raising and helping organisations to create and maintain child safe environments will be the initial focus of the Child Safe Standards.

The new standards are as follows:

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

Standard 2: A child safe policy or statement of commitment to child safety.

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Standard 5: Processes for responding to and reporting suspected child abuse.

Standard 6: Strategies to identify and reduce or remove risks of child abuse.

Standard 7: Strategies to promote the participation and empowerment of children.

For more information please visit <http://www.dhs.vic.gov.au>

Hobsons Bay Immunisation Evenings

2017

Tuesday 24th January

Altona Meadows Library 5pm—7pm

Tuesday 14th February

Altona Meadows Library 5pm—7pm

Tuesday 14th March

Williamstown Town Hall
5pm—7pm

Tuesday 28th March

Altona Meadows Library 5pm—7pm



Sustainability

We are always happy and looking to accept donations of appropriate items that are clean and in good condition for art and craft, the sandpit and home corner experiences. Please ensure there are no food scraps left inside.

We are unable to use egg cartons, toilet rolls or items that “may contain traces of nuts.”

If you are doing any gardening at home and have pulled out some reusable plants we are happy to take donations of plants as we are always seeking to extend our garden.

Every day after the children finish a meal they are encouraged to put their scraps into a bucket for Catherine to take home to her chickens and another bucket for their water to take outside and water the plants. We also have a compost bin and a worm farm which the children take turns to put their apple cores and other appropriate scraps into.

If possible, we are also asking for donations of clean pillow cases, clean drawing paper and clean towels for water play.

Home Toys

As part of the settling process we are happy for your child to bring in a named home toy. However, after your child has settled, they will be asked to place the toy in their bag as we realise that losing a toy or breaking it can cause distress.



If there is no need for the toy to be brought in then we don't encourage bringing it along.

If you are bringing in a home toy please make sure it is clearly labelled and be aware that there is a possibility it may accidentally be broken or lost.

Birthday Cakes

When it is your child's birthday, we are happy for you to bring a cake for your child to share with their friends at afternoon tea time. It would be greatly appreciated when purchasing a cake that it is from a supermarket where packaging is clearly labelled with a list of all ingredients. We recommend Coles or Woolworths. The centre will NOT be able to accept home made cakes. Mud cakes, ice cream cakes or mini individual cupcakes are ideal.

If you have purchased a cake please hand the receipt and the cake to Catherine or Ann in the kitchen so they can store it in the fridge and keep the receipt for proof of freshness.



School project—Melbourne homeless collective

The school project is an initiative from Melbourne homeless collective providing essential school items to children displaced by domestic violence.

We are collecting the following items throughout the year:

Geometry kits - protractors	Plain Backpacks	Lead pencils	Pens all colours	Exercise books
Calculators	Lunch boxes/bags	Gel pens	Coloured pencils	Pencil cases
Scrap books	Drink bottles	Note books	Coloured textas	Other stationary—rulers, erasers, sharpeners etc.



Catherine and Ann are our centre's cooks. They prepare all the children's food daily. We cater for all the children's dietary requirements/allergies and religious choices. We have monthly rotating menus that are nutritionally balanced and promotes healthy eating. The Range operates 2 menus, Summer and Winter. Currently, we are serving the Summer menu. Please refer to the easel outside the kitchen for the daily menu. If your child has any requirements we are not aware of then please let the room educators and the kitchen staff know.