



Information for Parents

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Welcome to Boorowa Early Education Centre

Boorowa Early Education Centre (BEE Centre), is a community operated early childhood centre offering a nurturing and educational program for children aged 0-5yrs. It is licensed to care for up to 76 children per day, across a unique structure including both Long Day Care and Preschool Services. The Centre also provides an out of school hours service, after school and during school holidays.

We believe that children learn through building secure relationships, play-based experiences and active exploration and interactions with their peers and educators. To support this, the BEE Centre provides a warm, welcoming and stimulating environment to promote children's cognitive, physical, social and emotional development.

Each day is planned to provide the children with the foundations of *Belonging, Being and Becoming (EYLF, 2009)* with the safety and security of routine, whilst at the same time allowing the children the freedom to be in the moment, play and engage with life's joys, and explore and extend on their individual learning needs and interests.

We hope that over time we become part of your extended family and that your time with us is enjoyable and rewarding. We look forward to creating lots of fond memories with you as we watch and support your child on their learning journey.

From,
The Centre Director, Centre Manager, Educators and Support Staff of BEE Centre 😊



Care Options

At the BEE Centre we are fortunate enough to be able to offer multiple services to support the needs of the children and families within our local community.

Long Day Care Service	0-5yrs	50 weeks 8am-6pm	\$90 per day Child Care Subsidy available
Preschool Service	36mths-5yrs Eligibility criteria	NSW school term dates 8.30am-4pm	\$70 2-day enrolment Concessions available for Low Income Health Care Card Holders and children identifying as Aboriginal and/or Torres Strait Islander. Medicare claimable receipts available
After School Care Service	School Aged children 12yrs and under	NSW school term dates 3.15pm-6pm	\$25 per session Child Care Subsidy available
Holiday Care Service	School Aged children 12yrs and under	NSW School Holidays and most pupil free days 8am-6pm	\$55 per day Child Care Subsidy available

General Information

Management

As a community centre, Boorowa Early Education Centre is run by a volunteer management committee in conjunction with the Association Members. The committee is elected annually and is responsible under the Association's Constitution, for the management of the affairs of the Association including finance, fees, general maintenance and the provision and replacement of equipment and resources. All parents are strongly encouraged to become Association Members when their child commences enrolment. Membership of the Association is only \$1 in the first year and this entitles members to participate in the decision making affecting the Centre. Please ask the Director for an Association Membership form if you have not received one.

BEE Centre Operating Costs

The BEE Centre Operating costs are largely met by the fees charged for education and care. In addition to this government funding supports operating costs, and the service actively seeks financial grants to contribute to special projects and resources throughout the year.

Hours of Operation

The Centre is open from 8:00am – 6:00pm Monday to Friday 50 weeks of the year.

Families are expected to arrive by 3.50pm to collect their child from the preschool service and by 5.50pm for children being collected from the long day care & OOSH services. This allows enough time to collect your child and their belongings, speak to educators and sign out before the service closes. The service is ONLY licensed to have children and families on site until 6:00pm.

We have a shut-down period at the conclusion of each year for approximately 2 weeks. You are not required to pay fees for this period.

Our Preschool and OOSH Services are closed during NSW school holidays. Our long-day care program will continue to operate as normal, and there may be availability for children enrolled in the Preschool Service to book casual days into the Long-Day Care Service during the school holiday periods. Holiday Program is offered for school age children during the NSW school holidays.

We are closed all public holidays. If your child is normally booked on these days you are still required to pay fees on these days.

Facilities

Currently the BEE Centre provides early childhood education and care for up to 45 children, each day, from birth to five years.

The children are grouped into the following classes:



Baby Bee Room - birth to 2 years - Up to 10 infants with three educators.

Busy Bee Room - 2 – 3.5 years - Up to 15 toddlers with two educators.

Bumble Bee Room - 3.5 – 5 years - Up to 20 children with two educators.

Bigger Bee Room – Primary Aged - Up to 15 school age children with one educator.

Educators in each room include a Diploma Qualified Room Leader supported by a co-educator with a minimum Certificate III qualification. Our Bumble Bee Room has a Bachelor Qualified Early Childhood Teacher. Educators are supported by a number of co-educators who cover lunch breaks and non-contact time, as well as a pool of regular relief educators providing a consistent learning environment for the children.

The Centre is purpose built for an early-years learning environment and is complimented by a fabulous outdoor space.

Your part as a participating parent

- To become an active member of the association by attending 2-3 general meetings a year. The AGM is held in March where office bearers for the year are elected. All parents are encouraged to stand for positions on the committee. Monthly meetings are held at the Centre. It is through these meetings that you can keep up to date with the happenings of the Centre and be part of the decision-making process.
- To take an interest and play an active part in all Centre affairs and fundraising activities.
- Attend and participate in special events throughout the year including. Mother's & Father's Day celebrations, End of Year/Christmas Celebration, working bees, transition to school nights, parent information nights etc.

Policies and Procedures

We are constantly developing and reviewing policies and procedures as part of our ongoing commitment to improve the practices of the service and ensure the provision of high-quality care and education for your child and family. We encourage you to become familiar with the centres policies.

As part of your enrolment pack you will receive a copy of the Orientation, Enrolment and Transitions Policy, Health and Exclusion Policy, Food and Nutrition Policy, Arrival, Collection & Authorisation Policy and Fee Collection Policy.

All other policies and procedures are available to you at any time. The Centre Manager/Director can provide a copy to you upon request, alternatively there is a hard copy located in the front office.

We encourage all families to contribute to our ongoing cycle of policy review, by taking the time to read policies up for review and make comment or suggestion where appropriate. A folder is located in the front office of policies for review for families to refer to.

Communication

Families have a number of ways in which they can communicate with the BEE Centre and vice versa.

Written Communication

- Each room provides written communication about their child's day. Please see educators in each room for more details.
- Sign in and out form – short messages can be left on a clip board located in each room
- Newsletters bi-monthly provide a snapshot of the goings on of the centre, upcoming events and other important information for parents
- Email – The Centre Director and Centre Manager can be contacted via email.
- You family is assigned a 'pouch' at the commencement of their enrolment located in the front office, and notes, newsletters etc. are placed in here.
- Documentation of your child's learning is recorded in the rooms programming book, as well as through stories using our online documentation program.

Verbal Communication

- We welcome you to briefly share information with your educators or the Manager/Director upon arrival or collection of your child.
- You can contact educators throughout the day by phoning the centre on 02 6385 3467.
- For more detailed conversations about your child's learning or routines, or concerns that you may have please arrange a suitable time in advance to ensure that the educators prepared and are able to spend an appropriate amount of time with you.



Fees

All families are required to pay fees for each booking at our Centre. Fees may vary depending on the Service in which you enrol your child.

Before enrolling in Long Day Care and/or Out of School Hours and Holiday Care, families are asked to obtain a Customer Reference Number (CRN) for each child they wish to enrol and for the parent/ guardian registered through the Family Assistance Office (FAO). Families will be required to pay full fee amounts until your subsidy has been recognised by our software system which is linked directly with the Family Assistance Office.

Payments

The preferred method of payment for fees is via weekly or fortnightly Debit Success payments. An application form will be provided to families upon enrolling. For all enquiries regarding payment please see administration staff.

The assigned parents and/or guardians are responsible for the payment of all fees, including fees during periods of absence. Fees are payable for public holidays. Families are not charged for the shutdown period at the end of the year.

Fees are due at the end of your weekly or fortnightly billing cycle.

Accounts

Accounts are distributed monthly via email. As a part of your enrolment you will be provided with a copy of the Fee Collection Policy.

Late payments

If your account is overdue and regular payments are not being made it will be passed on to the Management Committee for further action.

(The Management Committee holds the right to forfeit or alter a child's enrolment within our Centre if accounts are not paid).

Non-payment

When the Centre is required to recover outstanding monies owed to them, all contact information on the child's enrolment form will be passed onto the debt collector and debt collection fees will be added to the outstanding amount.

What to do in you are unable to pay fees

Families experiencing difficulties paying their fees should contact the Centre Manager to discuss their circumstances as soon as possible – but no later than 14 days after the date from which the outstanding amount was due.

Absences

Please contact staff if your child will be absent from the Centre for any reason.

Each child can have up to 42 unexplained absences per financial year and still be eligible to claim the Child Care Subsidy. If a child is to have any more the 42 unexplained absences absence in any one financial year the family will be unable to claim the Child Care Subsidy and will be required to pay full fees.

Changing days or ceasing enrolment

Families are required to fill out a Child Ceasing Care or Changing Days Administration Form. A minimum of two weeks' notice is required for any child ceasing their enrolment. If a family fails to give two weeks' notice the family will be charged two weeks fees at full rate.

For more information please see the Fee Collection Policy.

Daily Procedures

Before your child starts

Before your child formally commences their enrolment at the BEE Centre it is important that you come to the service for a number of orientation visits and stay with your child for short periods of time. This will help you to get to know the educators, routines and other children in the group. It is also an important opportunity for the educators to get to know your child and their unique requirements, and helps to familiarise your child with the educators and the environment ensuring a smoother transition once their enrolment commences. Discuss with the Centre Director and educators in your room to arrange a suitable time for this to occur.

Your first day

Some children may become distressed when being left at the service for the first time, this is completely normal and generally disappears as the child begins to form a connection to people and the environment. We encourage you to come a little early on the first day so that you have time to settle your child and feel comfortable before leaving.

When it comes to leaving your child with us we ask that you do not prolong your goodbyes. Reassure your child that you will be returning and leave with positive words of encouragement. Please do not leave without saying goodbye.

Your child's teacher will encourage you to touch base with the Centre throughout the day to check on your child, however please rest assured that you will be contacted should your child become distressed or not show signs of settling.

Arrival and Departure

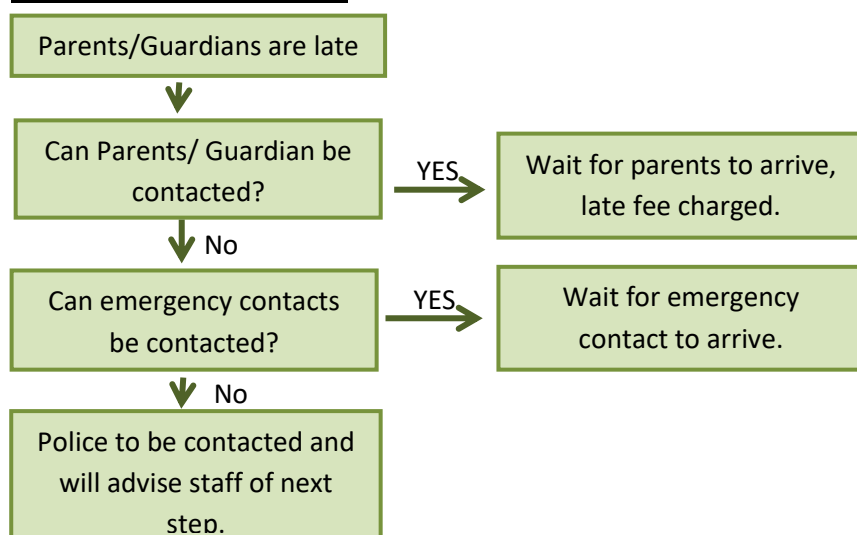
It is a Government Regulation that your child is signed in and out of the service and actual attendance time recorded using the kiosk in the front office.

Our educator's responsibility for your child begins when your child is signed in by the parent or guardian, and ends when they are signed out before leaving each day. Please make sure that you leave your child with an educator each day upon your departure from the centre.

Upon departure it is a requirement that your child is only collected by one of the contacts listed upon your child's enrolment form. If you do require another person to collect your child from our service you will need to alert staff supplying the full name and address of the allocated person before your child is collected. This will allow staff to check I.D upon their arrival to our service and ensure the safety of your child.

Families will be charged a late fee of \$15 per fifteen-minute block if children are not picked up at the required time.

Procedure for late pickup



What to Bring

Baby Bees Room 0-2yrs

- A sun safe hat which covers your child's face, neck and ears
- Several changes of clothes
- All food items
- Comfort item (if required), such as a toy or blanket
- Dummy in a sealed, named container (if required)
- Bottles, clearly labelled – formula, breast milk or cow's milk/milk alternative
- Cream or powder (if required)
- Water bottle with a lid or a Sippy cup
- Any medication – **please give these to Centre staff to manage directly.**

Busy Bees Room 2-3yrs

- A sun safe hat which covers your child's face, neck and ears.
- Several changes of clothes
- Fruit for morning & afternoon tea to share
- Packed nutritious lunch
- Comfort item
- Dummy in a sealed, named container (if required)
- Sleeping sheet set or blanket for nap time
- Bottles, clearly labelled (if required)
- Water bottle, clearly labelled
- Any medications – **please give these to Centre staff to manage directly.**

Bumble Bees Room 3-5yrs

- A sun safe hat which covers your child's face, neck and ears.
- Change of clothes
- Fruit for morning & afternoon tea to share
- Packed nutritious lunch
- Comfort item
- Sleeping sheet set or blanket for nap time (if required)
- Water bottle, clearly labelled
- Any medications – **please give these to Centre staff to manage directly.**

*Please see our Sun Safe Policy and Food and Nutrition Policy for more information about appropriate clothing and packing a nutritious lunch for your child.

**Nappies are supplied and Sudocrem is available where required.

All possessions and articles of clothing that are likely to be removed, should be clearly marked with your child's name

It is important to put your child into clothes that you don't mind getting dirty or accidentally stained. Your child may choose to participate in creative or 'messy' experiences that may result in their clothes getting paint, mud etc. on them. The educators take care to protect clothing where possible but accidents can happen 😊

Children's Health and Safety

Accidents/Incidents

When a **minor** incident occurs first aid will be administered by an educator trained in Senior First Aid. An *Incident Form* may be completed by the educators, and you will be notified either by phone or upon arrival to collect your child. You will be asked to read and sign the *incident form* to acknowledge that you have been notified.

If a **major** incident occurs educators will contact emergency services first, you will be notified as soon as it is safe and practicable to do so, the safety of all children and staff is our first priority. In the event of your child requiring further medical treatment, an educator will accompany your child in the ambulance to the hospital. Parents are responsible for all costs incurred.

Immunisation

All children must be either:

- Fully immunised for their age or,
- Have a medical reason not to be vaccinated and provide evidence to that affect.

Parents must provide an up to date copy of their child's immunisation record upon initial enrolment and after further vaccinations. If families are unable to provide current immunisation records they will be excluded from care until they can be provided.

Children will be excluded from the service for a period of 24hours following any immunisation, due to the risk of contagion and to monitor for adverse reactions.

Medication

ALL medication must be signed in by the child's parent or guardian upon arrival. NO medication will be administered if it has not been signed in and handed directly to an educator. If your child requires prescription medication it must be presented in its original container, with the child's name and dosage required clearly labelled on a pharmacist's label. Staff will also need to see the expiry date.

Over the counter medication must be clearly labelled with the child's name and have been authorised by a qualified pharmacist detailing the current dosage and the time frame that the child requires the medication.

Medication used in the prevention of ongoing conditions such as asthma, will be accompanied by a medical action plan, signed by a medical professional.

Fever reducing medication (Panadol) may be administered to a child after verbal permission has been received by a parent over the phone, for children presenting with a temperature of over 38°C. Children are then required to be collected from the centre ASAP, and within one hour. Children are not to remain at the centre after medication has been administered.

MEDICAL CONDITIONS: All families with children diagnosed with a medical condition, including asthma or anaphylaxis MUST provide the BEE Centre with an action plan, written and signed by a doctor/medical professional. ALL required medication must be left at the service whilst the child is in attendance. All medication must be in date and have a pharmacist's label with the child's name and instruction for use clearly displayed.

A risk management plan may also need to be made by the BEE Centre in collaboration with the family and medical professionals.

Please refer to the Medication Policy for more information

Exclusion from the Centre

Temporary Exclusion

Your child may be temporarily excluded from the centre if they are unwell or suffering from a contagious infection, as per our Health and Exclusion Policy. You can find more information online at: <https://www.nhmrc.gov.au/guidelines-publications/ch5> or by speaking with the Centre Director or Responsible Person on Duty.

Your child will be excluded from the Centre if they have been administered fever reducing medication, for a period of 24 hours after the last administration and once the child is well.

Your child will be temporarily excluded from the service for an exclusion period, if there is an outbreak of a contagious illness that is vaccine preventable that your child has not been immunised against.

Permanent Exclusion

The BEE Centre Management Committee reserve the right to exclude your child or family for the following reasons:

- Non-payment of fees
- Breaches to the Family Code of Conduct
- Repeated late collection
- Failure to comply with the Service Policies

Educational Program and Practice

The National Quality Framework (NQF)

The National Quality Framework was introduced in 2009 to establish a national framework for Early Childhood Education and Care. The Australian Children's Education and Care Quality Authority (ACECQA), was established to oversee the new system and guide its implementation. One facet of the framework is the National Quality Standard (NQS) which sets a quality benchmark by which centres are rated against to ensure that all children have access to high quality care and education. The Boorowa Early Education Centre is currently rated at 'Meeting' the expectation of the NQS.

The Early Years Learning Framework (EYLF)

The EYLF forms the foundation for our services curriculum and daily program. It guides educators in their practices and assessment of children's learning and development with broad outcomes to support all children.

Our Curriculum

At the BEE Centre we run a play-based program based on children's individual needs, interests, ideas, knowledge, culture and beliefs. Educators respond to the children's natural curiosities and use intentional teaching strategies to support and extend children's learning. Educators use their professional knowledge and engage in practices that reflect best-practice and contemporary theories and approaches to ensure that the children receive a high-quality learning experience. They work in a collaborative manner, sharing ideas and reflecting on curriculum as a team as part of our ongoing commitment to continuous improvement.

Online Portfolio

The BEE Centre uses an online portfolio tool. This program enables educators to capture observations and learning stories and upload this information into a secure online platform where parents have access to the child's learning journey. See further information in your enrolment pack.

Our Philosophy

Children's lives are characterised by Belonging, Being and Becoming (EYLF, 2009)

We believe that...

Children have the right to belong to a family and community that is safe, supportive and nurturing.

Children have the right to be in the moment, enjoy being children and immerse themselves in the world around them.

Children have the right to quality education and care that is responsive to their individual need and supports them to grow, learn and develop becoming active participants in society.



We believe that children have the right to feel a sense of belonging within the BEE Centre, a family and the community. Educators aim to create a physical and social environment that is safe, supportive and nurturing to enable all children to thrive.

Working in partnership with families is integral to a child's development. The BEE Centre strives to be a place of belonging for children, families and the community. "It takes a village to raise a child," (African proverb), and therefore the relationships that form within our community are central to what we do.

Educators believe that quality education and care in the first five years of a child's life helps to build strong foundations for learning and development throughout life. These early years a time for children simply to be, "to engage in life's joys" (EYLF, 2009), build relationships with others, and immersed themselves in the wonder that is the world around them. Children have the right to long periods of uninterrupted play that is meaningful, challenging and supported by quality learning environments, both indoors and outdoors, and quality natural and made resources.

Children are competent and capable learners who are curious about their world. Educators nurture children's individuality and scaffold their learning by embracing these natural curiosities.

Educators understand that all children learn and develop in different ways and times and are responsive to the children's needs and interests. They are intentional, deliberate, purposeful and thoughtful in their curriculum planning. Educators provide a play-based curriculum and understand and support the tremendous learning that can occur through children's play.

Educators advocate for the rights and wellbeing of children within the service and community.

They are supportive, adaptive and committed to equity. The BEE Centre acknowledges the diversity within our community and is proactive and innovative in our approach to providing quality and affordable care for all children.

The BEE Centre is an environment where educators base their practices on current knowledge and best practice within the early education and care sector. They are supported to stay abreast of contemporary theory and approaches through reflective practices and professional learning.

Educators share their knowledge with other educators, families and children and challenge, support and affirm each other in their pedagogy and practice. The BEE Centre and its educators are committed to continuous improvement.

Written in consultation with all Educators of the Boorowa Early Education Centre.

Dear Families,

The Management Committee, Staff and students welcome you and your family to the BEE Centre.

The BEE Centre has wonderful and dedicated staff that make every day very special for you child. The staff are supported by a Management Committee that oversee the governance and financial operations of the Service.

The BEE Centre holds its Annual General Meeting in March of every year and parents and carers are encouraged to come along to share in the successes of the BEE Centre. The BEE Centre is always interested in hearing from people who would like to be part of the Management Committee as there are often vacancies each year.

During the year the Management Committee meets on a monthly basis to make many decisions concerning issues such as the level of staffing, fees, policy setting and the provision of equipment and resources. It is also responsible for gaining access to and maximising grant funding and importantly, coordinating fundraising activities.

Fundraising is vital to ensure we are able to purchase new and modern resources. During the year parents may be asked to contribute time and/or resources to various fundraising efforts. You are encouraged to provide whatever assistance you can towards these fundraising activities to make them successful events.

We hope that you and your family settle in well and take advantage of our beautiful and caring centre.

Members of the Management Committee are always open to feedback and ideas and you can find a list of the current Committee Members in the front foyer at the BEE Centre and on our web site. You can also contact the Management Committee by email at secretary@beecentre.net.au.

Kind Regards

Wendy Tuckerman
President



Welcome again to the BEE Centre!

Thank you for choosing us to care for your child.

