

THE FRIENDS' SCHOOL

**FRIENDS' EARLY YEARS
Handbook**

Long Day Care
Pre-Kinder
Outside Kinder Care
Outside School Care

PURPOSE AND CONCERNS **(FRIENDS' EARLY YEARS PHILOSOPHY)**

The Friends' School is a co-educational Quaker School based on fundamental values such as the intrinsic worth of each person, the recognition of "that of God" in everyone, the desirability of simplicity, and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social and spiritual development of each person in our care. We seek to help our students develop into men and women who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others, be strong in service and hold a global perspective. We believe that these aims can best be achieved with the active support of all members of our School community.

July 1998

This statement of purpose and concerns is used as a guide to planning and implementing all aspects of the teaching and learning program. The School's Purpose and Concerns statement articulates the values that guide our staff and children. It should be stated at the outset that these values are not exclusive to the Society of Friends as they find expression in many faiths. Nevertheless, the basic beliefs, which underline Quakerism, are separate from mainstream churches because of a different source of ultimate spiritual authority. The Friends' School in Hobart was founded in 1887 by men and women whose vision was to create an educational community in the tradition of Quakers. They wanted the school to encourage spiritual and intellectual growth and to operate in the spirit of family. More than a hundred years on we find some of our students are sixth generation students. Quaker schools have always been at the leading edge of educational development, so each previous generation was taught a different way. Even so, there is a strong common thread, for the early vision is still the School's inspiration. Quaker values pervade all aspects of school life at Friends'- we emphasise the intrinsic worth of each person, the importance of integrity, the need for peace and justice in our world and our mutual responsibility to develop a community of life-long learners.

We hope that all families who come to Friends' will feel they belong and that they have something to give others as well as receive. In the words of our motto *Nemo sibi nascitur*, we believe that 'no one lives for self alone' and that 'we are all members one of another'.

We aim to provide an energetic, positive and optimistic school in which people want to teach and learn. We want our students to begin their lifetime of learning with love, a sense of wonder and a spirit of inquiry.

John R Green, Principal.

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BACKGROUND

WELCOME

Thank you for choosing to enrol your child at Friends' Friends' Early Years.

Our goal at Friends' Early Years is to provide a caring, safe and secure environment in which children are offered developmentally appropriate experiences that encourage exploration and hands on learning. To this end, our child centred programs are based on the social, physical, emotional, cognitive, cultural and spiritual needs of each individual child and are guided by the Purpose and Concerns of The Friends' School.

Our dedicated, friendly and highly trained staff aim to foster your child's natural curiosity about the world around them, nurture their creativity and nourish their love of learning and of life.

Friends' Early Years has a family atmosphere that is created and sustained through the active participation of the families who come here. Please feel welcome to participate in one of our excursions, offer assistance in one of our rooms or make suggestions for on-going improvements. Friends' Early Years is to be seen as a genuine home away from home for all children and their families.

Should you have any questions, or require any additional information at any stage, please do not hesitate to contact us in writing or by telephone on (03) 6210 2276.

Yours sincerely



Mark Seager
Director of Friends' Friends' Early Years



John Green
Principal, The Friends' School

CENTRE DETAILS

Street Address

395 Argyle Street, NORTH HOBART, Tasmania, 7000

Postal Address

PO Box 42, NORTH HOBART, Tasmania, 7002

Phone

(03) 6210 2276

Fax

(03) 6210 2283

Opening Hours

7:30 to 18:00

Reception Hours

8:30 to 17:00

Periods of Closure

Friends' Early Years is closed on weekends, public holidays and over Christmas. The dates of our Christmas break are advised at the commencement of term 3.

SERVICES WE PROVIDE

Long Day Care (0 to 3 years)	
Infant Room (6 weeks to 18 months)	7:30 to 18:00, yearly
Toddler Room (18 months to 3 years)	

Pre Kinder (3 years to 5 years)	
Pre Kinder 1 (3 years to 4.5 years)	7:30 to 18:00, yearly
Pre Kinder 2 (3.5 years to 5 years)	

Outside Kinder Care (Kindergarten children)	
Before Kinder Care	7:30 to 8:30, each term
After Kinder Care	15:00 to 18:00, each term
Day Kinder Care*	7:30 to 18:00, yearly

Outside School Care (Primary school children)	
Before School Care	7:30 to 8:30, each term
After School Care	15:00 to 18:00, each term
Vacation Care (& Student Free days)	7:30 to 18:00, term breaks

**Day Kinder Care sessions provide day care for children in kindergarten on days when they do not attend school. We accept permanent bookings throughout the year or casual bookings during periods of school vacation and student free days. Only limited spaces are available.*

Provision for Special Needs

The enrolment of children with additional needs and disabilities is encouraged and actively supported with the aid of specially trained staff.

MANAGEMENT AND STAFFING

Management Structure

Friends' Early Years is owned by The Friends' School and overseen by the Child Care Committee. The Director of Friends' Early Years manages the daily operations and staff of the centre. The Assistant Director of Friends' Early Years assists the Director with these responsibilities. Families wishing to offer feedback to the Childcare Committee can do so by contacting the Director or Assistant Director during normal business hours on (03) 6210 2276.

Staff Structure

Friends' Early Years staff hold the positions of Room Supervisor, Early Childhood Educator or Early Childhood Assistant. Room Supervisors and Early Childhood Educators hold an Early Childhood Teaching Degree or an Advanced Diploma in Childcare. Early Childhood Assistants have Certificate 3 in Childcare or are studying towards this qualification. All staff members have current safety screening and undergo regular Professional Development. Staff information is located near the door of each room.

Staff Ratios

Friends' Early Years maintains and exceeds the staff to child ratios stipulated by the Department of Education's, Tasmanian Licensing Standards*. These ratios are shown below:

Ratios for children 0 – 3 years

1:5 staff to child ratio with 1 qualified carer for every 10 children and 2 staff present when the number of children exceeds 5.

Ratios for children 3 to 5 Years

1:10 staff to child ratio with 1 qualified carer for every 20 children and 2 staff present when the number of children exceeds 6.

Ratios for children 6 to 12 years

1:15 staff to child ratio with 1 qualified carer for every 30 children and 2 staff present when the number of children exceeds 6.

First aid requirements

1 staff member with a current first aid certificate present at all times**.

**Friends' Early Years routinely provides extra staff members in order to ensure that quality of care is maintained in all circumstances. For example, extra staff are provided during all major excursions and as needed for children with special needs. Similarly, Friends' Early Years maintains a 1:10 ratio for the 6 to 12 age range.*

*** All Friends' Early Years staff have current first aid certificates, asthma training and epi-pen training.*

CENTRE GOALS

Children

To focus upon the active role of the children in building personal meaning and making sense of information.

To seek to promote development in the physical, social, emotional, linguistic and cognitive areas through fun activities involving music, visual arts, movement, language, literature, drama, maths, technology, science, health, equity and cultures, safety and the natural environment.

To aim to foster skills and behaviours such as creativity, curiosity, independence, decision-making and negotiating.

To provide our children with the opportunity to grow and develop in an environment that is welcoming, warm and stimulating with staff that are encouraging, loving and supportive.

To encourage the enrolment and participation of children with additional needs and disabilities who may be actively supported with the aid of specially trained staff.

Family

To appreciate the importance of family in children's lives and actively encourage family involvement in our Centre.

To strive to gain knowledge of the cultural and social background of each child and show respect for the culture, beliefs and language of their families.

Management

To attempt to create a relaxed, informal and open relationship between the management of Friends' Early Years and the staff, children, families and the community it serves.

Staff

To remember that the relationship between staff member and child is the crucial and integral element of the entire child-care and early learning process.

To aim to develop genuine, trusting and lasting relationships with the children in our care.

To undertake to be professional, caring, respectful and approachable.

To participate in regular professional development opportunities in order to maintain and expand our level of professional expertise.

To make every effort to be receptive, encourage parental feedback and strive to meet the needs of families and their children.

Social Issues

To strive to ensure that all children have equal access to quality child-care and early learning which meets and exceeds the specific needs and circumstances of the child and their family.

Play

To focus upon the importance of play-based learning to a child's development.

To facilitate play-based learning by providing children with independent or group play periods, appropriate resources and appropriate encouragement and challenges.

Programming and Evaluation

To aim to provide programs that reflect our centre's philosophy and goals.

To strive to provide programs that cater to the needs, interests and abilities of all children.

To endeavour to work collaboratively with children to plan and implement experiences.

To undertake to regularly evaluate our programs.

To be child centred.

Our Rights

All members of The Friends' School community have a right:

To make the most of their educational opportunities.

To be safe and free from harassment.

To be treated with respect.

To expect fair and reasonable behaviour.

To a clean and pleasant environment.

To gain new knowledge and to develop social and academic skills.

Our Responsibilities

All members of the Friends' School community are responsible:

For respecting the rights of others.

For treating others with respect.

For behaving in a fair and reasonable manner.

For respecting property.

For maintaining a clean and pleasant environment.

For ensuring that our rights are respected.

*We believe in the Quaker concept of 'letting your life speak.'
Independent, inquiring and involved, Friends' students are well equipped for further
education and life beyond the School.*

CURRICULUM

Overview

Friends' Early Years provides a child-centred program. Using written and photographic observations we take your child's ideas, interests and questions and use them to form the basis of an organised but flexible curriculum. Utilising a variety of learning approaches we strive to create programs which provide a balance of quiet and active experiences, individual and group experiences, indoor and outdoor experiences, planned and spontaneous experiences, child-initiated and adult-directed experiences.

Specialist Teaching Programs

Friends' Early Years supplements its curriculum with a specialist teaching program. Dedicated art and music classes are conducted in all rooms twice per week. In the Pre-Kinder program, we also provide twice weekly physical education and library classes. Regular excursions form part of our standard curriculum.

Primary Care Giving Programs

Friends' Early Years runs a primary care giving program in our Infant and Toddler rooms. The program aims to ensure that your child is linked to a staff member who assumes the main responsibility for their care. This system encourages the development of trusting and secure relationships between Friends' Early Years and your family.

Pre-Kinder Programs

Friends' Early Years operates in partnership with Morris – Friends' Primary Years and the sequential teaching program begins formally in our Pre-Kinder classes. Early childhood teachers lead a team of dedicated staff in the provision of a high quality pre-kinder program specifically designed to help your child ease into their Kindergarten year.

Learning Stories

To document and understand your child's learning, Friends' Early Years uses a research tool called 'learning stories'. Learning stories are based on the learning narratives of Dr Margaret Carr from Waikato University in New Zealand (Carr & Podmore 2000, Carr 2000, Podmore & Carr 1999).

Learning stories document and assess your child's learning in the form of a story telling narrative. The focus is on the positives. The stories tell what your child 'can do' rather than what they can't do.

Learning stories are more interesting and engaging than an anecdote and more lively than objective field notes. Learning stories can include pictures, dialogue and interviews with your child. You can also become involved, by writing your own learning stories about your child.

“Good stories, be they direct or indirect, give us valuable insights into the sense making component of learning” (Engel 2000).

Child Portfolios

Friends' Early Years staff will compile an individual portfolio for your child. These portfolios are developed during the course of the year, combining photographs, work samples, art work and *learning stories* to create a unique and informative record of your child's time at our centre.

You may view your child's portfolio at any time and may take the portfolio home to peruse at your leisure. You are also encouraged to add to your child's portfolio by inserting photographs, work samples and stories from home into your child's portfolio.

In this way the portfolio provides the basis for a meaningful connection between your family and Friends' Early Years, with both parties contributing to and gaining insights into your child's learning journey.

At the end of the year, the portfolio is given to your child.

Program Displays

Each room displays its fortnightly program on a wall near the attendance sheets. The program displays the learning activities that have been planned for that fortnight, grouped under five specific learning strands. The program also shows which developmental areas, learning areas, skill areas and physical areas are being addressed. Similarly it explains how previous program evaluations, child observations and direct child input have influenced the fortnightly program. Each fortnight's planned outdoor and 'regular' activities are also shown.

Further Information

Further details about the Friends' Early Years curriculum can be found on the display board at our reception area. Alternatively you can peruse the displayed programs, talk to a staff member, or visit the room and watch as your child participates.

ENROLMENT PROCESS

ENROLMENT

Application for Admission

To enrol your child at Friends' Early Years you will need to fully complete, sign and return the Friends' Early Years Application for Admission form. Completion of this form will place you on the Friends' Early Years waiting list, allowing us to call you when a suitable place becomes available. Upon completion of the Application for Admission form, we encourage families to visit Friends' Early Years. Please contact Reception on (03) 6210 2276 so that a time and date can be arranged.

Management of the Waiting List

Friends' Early Years manages the waiting list in accordance with the priority of access guidelines established by the Australian Government for childcare and early learning centres. The Friends' Early Years priority of access guidelines can be found on the back of the Application for Admission form and also on the Conditions of Enrolment sheet.

Formal Acceptance of Available Place

Upon verbal acceptance of an available place, Friends' Early Years will temporarily reserve the place and forward you an enrolment package. To formally accept the place and/or to reserve the place for up to 20 working days, you will need to complete, sign and return the Enrolment Form and Conditions of Enrolment sheet by

the date specified in the package. The cost of reserving the place is 50% of the normal booked session fee.

Formal Enrolment and Child Care Benefit Discount

To formally enrol at Friends' Early Years you must contact the Family Assistance Office on 136 150 to obtain Customer Reference Numbers for both yourself and your child. Once you have contacted the Family Assistance Office, they will send a letter to you with your Customer Reference Numbers and Child Care Benefit assessment details (where relevant). Once you have received this letter you must provide a copy of the letter to Friends' Early Years so that we can create a formal enrolment for your child. When you contact the Family Assistance Office, you may be asked to provide them with one or more of the Friends' Early Years provider numbers as shown.

Long Day Care (0 to 3 years)	
Infant Room (6 weeks to 18 months)	407 107 149 K
Toddler Room (18 months to 3 years)	

Pre Kinder (3 years to 5 years)	
Pre Kinder 1 (3 years to 4.5 years)	407 107 149 K
Pre Kinder 2 (3.5 years to 5 years)	

Outside Kinder Care (Kindergarten children)	
Before Kinder Care	407 107 149 K
After Kinder Care	
Day Kinder Care	

Outside School Care (Primary school children)	
Before School Care	555 009 843 T
After School Care	555 009 842 X
Vacation Care and student free days	555 011 393 H

Conditions of Enrolment

Full details of the Friends' Early Years Conditions of Enrolment are enclosed within the Enrolment Form. These conditions should be read thoroughly prior to signing your child's enrolment form.

ORIENTATION

First Visits

Once you have formally accepted a place at Friends' Early Years, you should contact Reception on (03) 6210 2276 to confirm a start date for your child and to arrange some orientation visits prior to your child's first day. Orientation visits are conducted during the session time of your child's reserved place and are charged at 50% of the normal booked session fee.

The Room Supervisor and her staff will be aware that your child is commencing care. They will ensure that your child is settled into the program in a friendly and relaxed manner.

Communication

We strongly encourage you to talk with our staff whenever you leave or collect your child from our centre. Open communication between staff and your family is a vital component to the provision of quality childcare and early learning.

Environment

Friends' Early Years strives to provide a friendly and relaxed family environment for both your child and your entire family.

ROOM INFORMATION

INFANT ROOM

Individual Communication Booklets

When your child commences care in the Infant Room, you will receive an Individual Communication Booklet. This booklet is used by Friends' Early Years staff and you to share information about your child. This Communication Booklet will go home in your child's bag at the end of each day and we ask for this booklet to be returned each day your child is in care.

Meal Times

Process

Friends' Early Years staff sit and talk with the infants so that meal times become a happy and social experience. Staff help the younger infants by feeding them with a spoon until they are ready to feed themselves. The older infants are encouraged to feed themselves. Please talk with staff about your child's individual dietary needs and keep staff informed when you introduce a new food to your child's diet. The staff in the Infant Room will document each child's eating habits in their Individual Communication Booklets.

Times

Friends' Early Years staff follow the individual routines of your child.

Nappy Changing

Your child's nappy is checked regularly. Please ensure you pack enough nappies for the duration of your child's booking.

Sleep Time

Sleep time occurs in one of the Infant Room's two, temperature controlled cot rooms. Your child is provided with their own cot and bedding. Soothing music is played and

the lights are dimmed. Your child's primary caregiver sits with your child and helps them go off to sleep by rubbing their back or tummy, or telling them a story until they drift off to sleep. Each cot room is electronically monitored when in use and your child is checked every 15 minutes by their primary caregiver. When your child wakes, their primary caregiver will check their nappy and dress them. Your child will be offered quiet experiences until they are fully awake and ready to join the afternoon program.

Things to Bring

In the Infant Room, Friends' Early Years asks you to bring:

Clearly labelled expressed breast milk or formula.

Clearly labelled baby bottles for feeding.

Clearly labelled spare clothes in case of accidents.

Nappies and/or plastic pants.

Baby wipes.

Where applicable, any 'comforter' that may provide security for your child.

A clearly labelled bag.

Where applicable, a clearly labelled lunch box, or similar, containing meals for your child to eat through the day. For example, baby cereals, pureed vegetables or fruit (etc.)

Warm hat and coat depending on weather.

As a SunSmart Centre, Friends' Early Years asks for the following:

A clearly labelled, broad brimmed hat.

Clothing that protects your child from the sun whilst outdoors. For example: tops with collars, sleeves to the elbow or longer and longer style shorts/skirts.

That your child be given an application of SPF 30+ broad-spectrum, water-resistant sunscreen before attending Friends' Early Years and that you pack a supply of sunscreen in your child's bag.

TODDLER ROOM

Meal Times

Process

Friends' Early Years staff sit and talk with the children so that meal times become a happy and social experience. The children are encouraged to feed themselves, with assistance provided by staff as and when required.

Friends' Early Years kindly asks that you provide a piece of fruit for our fruit basket on each day that your child attends. The fruit will be shared at morning tea.

Times

In most instances, meals are prepared in accordance with the daily routines in each room as displayed near the attendance sheet. However, where applicable, staff will feed your child in accordance with the individual routines and dietary needs of your child.

Sleep Time

Sleep time happens in a warm, relaxed environment that gives your child the opportunity to revitalise their energy. Your child is provided with their own sleep mat and bedding. Sleep occurs in a quiet area of the room. Soothing music is played and the lights are dimmed. Your child's primary caregiver sits with your child and helps them go off to sleep by rubbing their back or tummy, or telling them a story until they drift off to sleep. If your child no longer sleeps during the day they will be offered other quiet experiences during rest time. When your child wakes, their primary caregiver will check their nappy or help them with toileting before assisting them to dress. Your child will be offered quiet experiences until they are fully awake and ready to join the afternoon program.

Things to Bring

In the Toddler Room, Friends' Early Years asks you to bring:

Clearly labelled drink container.

A piece of fruit each day to be cut up and shared at morning tea.

Clearly labelled spare clothes in case of accidents.

Nappies and/or plastic pants, if required.

Baby wipes, if required.

Where applicable, any 'comforter' that may provide security for your child.

A clearly labelled bag.

A clearly labelled lunch box, containing a healthy morning tea and/or lunch and/or afternoon tea.

Warm hat and coat depending on weather.

Runners or shoes with 'good grip' soles. Friends' Early Years prefers that children do not wear thongs or open-toe shoes.

As a SunSmart Centre, Friends' Early Years asks for the following:

A clearly labelled, broad brimmed hat.

Clothing that protects your child from the sun whilst outdoors. For example: tops with collars, sleeves to the elbow or longer and longer style shorts/skirts.

That your child be given an application of SPF 30+ broad-spectrum, water-resistant sunscreen before attending Friends' Early Years and that you pack a supply of sunscreen in your child's bag.

Toilet Training

If you would like your child to start toilet training at Friends' Early Years, please discuss the signs of readiness to toilet train with your child's primary caregiver.

PRE-KINDER ROOMS

Meal Times

Process

Friends' Early Years staff sit and talk with the children so that meal times become a happy and social experience.

Friends' Early Years kindly asks that you provide a piece of fruit for our fruit basket on each day that your child attends. The fruit will be shared at morning tea.

Times

In most instances, meals are prepared in accordance with the daily routines in each room as displayed near the attendance sheets. However, where applicable, staff will feed your child in accordance with the individual routines and dietary needs of your child.

Rest Time

Rest time happens in a warm, relaxed environment that gives your child the opportunity to revitalise their energy. Rest time occurs in a quiet area of the room.

Soothing music is played and the lights are dimmed. A staff member sits with the children and helps them to rest by telling them a story. Children who do not wish to rest (or whose parent's do not wish them to rest) are offered other quiet experiences during rest time. Bedding and sleep mats are available for any child who still requires a sleep.

Things to Bring

In the Pre-Kinder Rooms, Friends' Early Years asks you to bring:

Clearly labelled drink container.

A piece of fruit each day to be cut up and shared at morning tea.

Clearly labelled spare clothes in case of accidents.

Plastic pants, if required.

Where applicable, any 'comforter' that may provide security for your child.

A clearly labelled bag.

A clearly labelled lunch box, containing a healthy morning tea and/or lunch and/or afternoon tea.

Warm hat and coat depending on weather.

Runners or shoes with 'good grip' soles. Friends' Early Years prefers that children do not wear thongs or open-toe shoes.

As a SunSmart Centre, Friends' Early Years asks for the following:

A clearly labelled, broad brimmed hat.

Clothing that protects your child from the sun whilst outdoors. For example: tops with collars, sleeves to the elbow or longer and longer style shorts/skirts.

That your child be given an application of SPF 30+ broad-spectrum, water-resistant sunscreen before attending Friends' Early Years and that you pack a supply of sunscreen in your child's bag.

OUTSIDE KINDER HOURS CARE

Meal Times

Process

Friends' Early Years staff sit and talk with the children so that meal times become a happy and social experience.

Times

For After Kinder Care, afternoon tea is scheduled for 15:30.

For Day Kinder Care*, meals are prepared in accordance with the daily routines in the room as displayed near the attendance sheet. However, where applicable, staff will feed your child in accordance with the individual routines and dietary needs of your child.

**Day Kinder Care sessions provide day care for children in kindergarten on days when they do not attend school. We accept permanent bookings throughout the year or casual bookings during periods of school vacation and student free days. Only limited spaces available.*

Things to Bring

For Outside Kinder Hours Care, Friends' Early Years asks parents to bring:

After Kinder Care and Before Kinder Care

Normal school belongings.

Clearly labelled drink container.

Day Kinder Care

Clearly labelled drink container.

A clearly labelled bag.

A clearly labelled lunch box, containing a healthy morning tea and/or lunch and/or afternoon tea.

Warm hat and coat depending on weather.

Runners or shoes with 'good grip' soles. We would prefer that children do not wear thongs or open-toe shoes.

As a SunSmart Centre we ask for the following:

A clearly labelled, broad brimmed hat.

Clothing that protects your child from the sun whilst outdoors. For example: tops with collars, sleeves to the elbow or longer and longer style shorts/skirts.

That your child be given an application of SPF 30+ broad-spectrum, water-resistant sunscreen before attending Friends' Early Years and that you pack a supply of sunscreen in your child's bag.

Transfer of Children To and From School

After Kinder Care:

A staff member escorts your child from the Kindergarten to Friends' Early Years. Friends' Early Years requests that you remind your child and your child's kindergarten teacher that they will be attending After Kinder Care at the start of any day for which they are booked.

Before Kinder Care:

A staff member escorts your child from Friends' Early Years to the Kindergarten. Your child will be directly transferred to the immediate care of the Kindergarten teachers.

OUTSIDE SCHOOL HOURS CARE

Meal Times

Process

Friends' Early Years staff sit and talk with the children so that meal times become a happy and social experience.

Times

During term, afternoon tea is scheduled for 15:30.

During periods of school vacation, meals are prepared in accordance with the daily routine as displayed near the attendance sheet.

Things to Bring

For Outside School Hours Care, Friends' Early Years asks you to bring:

After School Care and Before School Care

Normal school belongings.

Clearly labelled drink container.

Vacation Care

Clearly labelled drink container.

A clearly labelled bag.

A clearly labelled lunch box, containing a healthy morning tea and/or lunch and/or afternoon tea.

Warm hat and coat depending on weather.

Runners or shoes with ‘good grip’ soles. We would prefer that children do not wear thongs or open-toe shoes.

As a SunSmart Centre, Friends’ Early Years asks for the following:

A clearly labelled, broad brimmed hat.

Clothing that protects your child from the sun whilst outdoors. For example: tops with collars, sleeves to the elbow or longer and longer style shorts/skirts.

That your child be given an application of SPF 30+ broad-spectrum, water-resistant sunscreen before attending Friends’ Early Years and that you pack a supply of sunscreen in their child’s bag.

Transfer of Children To and From School

After School Care

After School Care is conducted from the Frank Wells Hall, located on the Morris campus and immediately adjacent to the Prep and Year 1 classrooms. For this reason, children may make their own way to After School Care.

Your child is asked to go directly from school to the Frank Wells Hall at the end of each day. Friends’ Early Years requests that you remind your child and your child’s primary school teacher that they will be attending After School Care at the start of any day for which they are booked.

Before School Care

Before School Care is conducted from the Friends’ Early Years Building. Immediately prior to the commencement of the school day, children are allowed to make their own way to class.

CENTRE INFORMATION

A TO Z

Administering Medication

If you wish Friends’ Early Years to administer medication to your child, you need to complete and sign an Authorisation to Administer Medication form. On the reverse side of this form is the Administration of Medication record, which the administering staff member and the witnessing staff member will complete after the medication has been given to your child. When you collect your child, you will be asked to sign this record. The Friends’ Early Years Authorisation and Administration of Medication guideline may be obtained from reception.

Behaviour Guidance

Behaviour guidance is applied within an atmosphere of positive re-enforcement in which your child will be given the opportunity to make choices, understand the consequences and take responsibility for their own actions. The Friends' Early Years Behaviour Guidance guideline may be obtained from reception.

Collection Areas

Long Day Care

Your child should be dropped off or picked up from the Friends' Early Years building.

Outside Kinder Hours Care

Your child should be dropped off or picked up from the Friends' Early Years building.

Pre-Kinder

Your child should be dropped off or picked up from the Friends' Early Years building.

Outside School Hours Care

After School Care

Your child should be picked up from the Frank Wells Hall.

Before School Care

Your child should be dropped off at the Friends' Early Years building.

Vacation Care

Your child should be dropped off and picked up from the Frank Wells Hall.

Daily Routines

Each room at Friends' Early Years has its own set of daily routines. These routines are age specific and help to provide an important level of consistency for your child that will help them to develop their self-confidence and independence.

"Knowing what to expect from relationships and activities helps children become more confident" (Gorski 2001).

Excursions

From time to time your child will have the opportunity to go on excursions relevant to their program to enhance their experiences and learning opportunities. When applying for admission to Friends' Early Years, you will be asked to give permission for your child to participate in excursions around the school community. These excursions take place within the Primary School Grounds and may include a visit to

the Library, PE on the School Oval or to see a performance in the Frank Wells Hall. You will be informed in advance before your child attends excursions outside of The Friends' School Grounds. You are very welcome to participate in any excursions.

Family Feedback

You may offer feedback in the following ways:

Centre Surveys

Whole centre and room specific surveys are produced yearly.

Parents' Suggestion Box

The suggestion box is maintained and stored in the Information Centre.

Self-Study Process

Contributing to the accreditation self-study process, either by direct input or survey returns.

Family Participation

You can become directly involved in the daily running of the centre by volunteering to assist with:

Parent Information Evenings.

Centre Events.

Excursions.

Room projects.

Daily room activities, such as reading, instrument playing (etc).

Promotion of a worthy cause.

Food

Friends' Early Years has the facility to heat and serve food that is brought from home. Friends' Early Years does not provide or cook food for mealtime consumption.

Guidelines

Friends' Early Years guidelines are grouped into 19 categories and stored in a folder in the information centre. On a yearly basis each of these categories, and the guidelines contained within each category, are reviewed and updated. Below is a list of the review dates for each category. If you would like to contribute to the review process, please feel free to peruse our guidelines and offer any suggestions for

improvement to the Director. Reception will happily photocopy any guideline for you.

Category	Review Month
Fit and Proper	January
Carer Qualifications	February
Ratio of Carers to Children	March
Excursions and Transport	April
Programming	May
Play and Sleep Space	
Furniture, Equipment and Bedding	June
General Facilities	
Fences and Barriers	July
Water Safety	
Safe Environment	August
Health, Hygiene and Infection Control	
Food and Nutrition	September
Outdoor Play Environment and Equipment	
Administration and Records	October
Policies and Procedures	
Emergency Procedures	
Overnight Care (<i>not offered at Friends' Early Years</i>)	November
Parent Information	December

Information Exchange

Communication

Friends' Early Years seeks to establish and maintain open, relaxed and fluid communication channels between our staff and your family. We like you to be regularly informed about all issues affecting your child and appreciate receiving similar information from you. Drop-off and pick-up time provides an ideal opportunity to exchange information with our staff.

Confidentiality

Any and all information passed on to a staff member concerning your child or family is kept in the strictest of confidence.

Other Methods

Friends' Early Years also exchanges information in the following ways:

Parent Information Evenings

Friends' Early Years organises three of these per year. Exact times are advised during the year.

Information Centre

This is updated frequently.

Information Notice Boards

These are updated frequently.

Centre Events

Friends' Early Years provides two of these per year. Exact times are advised during the year.

Centre Display Board

Friends' Early Years maintains information about the curriculum on this board.

Parent/Room Supervisor Interviews

Friends' Early Years undertakes interviews in May and November of each year.

Parent/Room Supervisor Meeting

These can be arranged at any time during the year through consultation with the Director.

Newsletters

Friends' Early Years produces and/or contributes information to the following:

Friends' Early Years, Fortnightly News

Produced fortnightly and printed on the back of each account statement.

What's On

A whole School Newsletter produced weekly in term time.

Prime Focus

Produced monthly.

Focus

Produced four times a year.

Echoes

The Friends' School magazine, produced yearly.

Nut Free Zone

Due to the frequency and severity of nut allergies amongst children, Friends' Early Years seeks to be a nut free zone. As such, we ask you to avoid packing any nut-based product in your child's lunch box. Food items, which state that they 'may contain elements of nut', are acceptable. Friends' Early Years apologises for any

inconvenience that this may cause but believes that the health and well being of all the children who attend Friends' Early Years is of paramount importance.

Nutritionally Balanced Food

You are encouraged to pack nutritionally balanced food in your child's lunch box. For example, sandwiches with assorted fillings, fresh fruit, raw vegetables, cheese and biscuits.

Promotion of Healthy Snacks

Healthy, tasty lunches and snacks can be prepared quickly and easily. It's as simple as selecting a wide variety of foods from the five food groups. Try some of these ideas:

Different types of breads, rolls, pita bread, rice cakes, crackers.

Fresh fruit, fresh vegetable, dried fruit.

Baked beans, hard-boiled eggs, cold meats.

Yoghurt, cheese, milk products.

Quality Improvement and Accreditation System

Friends' Early Years is an accredited childcare and early learning centre that actively participates in the above system administered by the National Childcare Accreditation Council (NCAC). Friends' Early Years' involvement in this system enables us to receive Childcare Assistance, granting you access to Child Care Benefit Discount.

Such participation requires an ongoing self-study, requiring Friends' Early Years to regularly examine and evaluate our activities, attitudes and guidelines, to identify our strengths and highlight potential areas for improvement.

Parental feedback is an important part of this self-study process and you are encouraged to offer your opinions and suggestions concerning the quality of care and early learning that Friends' Early Years provides.

Queries, Concerns and Grievances

General

We aim to ensure that you feel free to communicate any queries, concerns or grievances regarding Friends' Early Years without fearing negative consequences.

Account Queries

Please speak directly with reception.

Child Care Benefit Discount and JET Payment Queries

Please speak directly to the Family Assistance Office

Room and Programming Queries

Please speak directly to the Room Supervisor.

Whole Centre Queries

Please speak directly with the Director.

The Friends' Early Years Queries, Concerns and Grievances guideline may be obtained from reception.

Safe Environment

Friends' Early Years provides a safe environment that minimises the possibility of accidents. Indoor and outdoor maintenance checks are completed each morning and matters requiring attention are dealt with immediately. If a child, guardian, parent, staff member, student, visitor or volunteer is involved in an accident or incident, then an Accident and Incident form is completed as soon as possible. Should your child be involved in an accident or incident, Friends' Early Years will endeavour to provide a completed Accident and Incident form for your perusal at the time you collect your child. You will be asked to sign and date the form and may write a comment on the form if you wish.

SunSmart Centre

Friends' Early Years is an accredited SunSmart centre. In consultation with the Cancer Council of Tasmania, the Friends' Early Years SunSmart guideline has been developed to ensure that your child is protected from skin damage caused by the harmful ultraviolet rays of the sun. The Friends' Early Years SunSmart guideline is implemented in term one and term three. The Friends' Early Years SunSmart guideline may be obtained from reception.

Toys from Home

Friends' Early Years would prefer that you do not allow your child to bring toys from home. Toys brought from home can cause jealousy and disputes between children and your child is likely to become upset if the toy becomes lost or broken. If your child has a special toy as a comforter please bring it along but label it clearly with your child's name.

Friends' Early Years does not use or permit the use of war toys or toys that promote aggressive or violent play.

Trained Staff

Friends' Early Years seeks to provide quality childcare and early learning services that meet and exceed the highest possible standards. To this end, Friends' Early Years employs a range of highly qualified and experienced childcare and teaching staff.

Friends' Early Years staff undertake regular Professional Development, maintain current first aid certification and update their asthma, epi-pen and food handling training on a yearly basis.

FAMILY RESPONSIBILITIES

Absences

In the event of your child's absence, due to illness or any other reason, you should notify Friends' Early Years as soon as possible and by no later than 9.00am on the day.

Changed Circumstances

If your child is going to be collected by someone other than those noted in your enrolment form, Friends' Early Years needs to be informed, preferably in writing. In an emergency situation, please ring and let Friends' Early Years know of the change in arrangements. In such instances the person collecting your child will be required to show identification.

Conditions of Enrolment

Upon enrolment you will be asked to read our Conditions of Enrolment and to indicate your understanding and acceptance of these conditions by signing the document where indicated. Friends' Early Years will then provide you with a photocopy of the signed document. Please be advised that the Friends' Early Years Conditions of Enrolment are strictly applied without exception.

Illness and Exclusion Periods

For the health of all children, parents and staff, any child with an infectious illness **MUST** be excluded from Friends' Early Years until a medical certificate from a doctor states they are no longer infectious.

Immunisation

On enrolment you must provide documentation of your child's immunisation record, a copy of which will be kept on file. If there are medical reasons for your child not to be immunised, or you have a personal, philosophical or religious objection to immunisation, a statutory declaration stating the reasons for non-immunisation needs to be completed. If your child is not immunised they may be excluded from care during outbreaks of some infectious diseases, even if they are not displaying any symptoms.

Signing In

Licensing requirements stipulate that you **must** sign your child's attendance sheet, indicate on this sheet your time of arrival and ensure that a staff member is aware of your child's presence before exiting the Friends' Early Years building. This routine

establishes the transfer of duty of care to Friends' Early Years and is also an opportunity for you to pass information directly to staff.

Signing Out

Licensing requirements stipulate that you **must** sign your child's attendance sheet, indicate on this sheet your time of departure and ensure that a staff member is aware that your child is leaving, before exiting the Friends' Early Years building. This routine establishes the transfer of duty of care to you and is also an opportunity for staff to pass information directly to you.

Up To Date Details

It is extremely important to ensure that the enrolment details Friends' Early Years has for your child are current. Please advise Friends' Early Years immediately of any changes to you or your child's details by completing a Change of Details form at reception.

FINANCIAL INFORMATION

FEES

Fee Structure

The Friends' Early Years fee structure is on display in the information area. Copies may be obtained from reception.

Fee Information

Discounted Periods

Friends' Early Years does not charge for public holidays or periods of centre closure.

Friends' Early Years charges 50% of the usual booked session fee for a period of up to 20 working days for absences with two weeks written notice, sickness with a medical certificate or reserved places.

Friends' Early Years charges 50% of the usual booked session fee for orientation visits.

Late Fee

A late fee of \$30 per 15 minutes, or part thereof, is charged for children who have not been collected by the closing time of their booked session. This is strictly enforced.

Fee Assistance

Child Care Benefit Discount

Child Care Benefit Discount can significantly reduce the fees you are charged for the services that Friends' Early Years provides. Your eligibility for Child Care Benefit is assessed by the Australian Government as part of the Formal Enrolment process explained under the heading ***Enrolment Process and Child Care Benefit Discount***. To find out more visit <http://www.centrelink.gov.au/> and look under 'C' in the A to Z index or phone 13 61 50.

Child Care Tax Rebate

The Child Care Tax Rebate covers a percentage of your out-of-pocket expenses for Friends' Early Years fees. Out-of-pocket expenses relate to the amount you have actually paid for childcare and early learning after any applicable benefits have been deducted. From 1 July 2008, (for the 2008-09 financial year onwards), the Child Care Tax Rebate is 50 per cent. For 2006-07 and 2007-08 financial years, the Child Care Tax Rebate is 30 per cent. To find out more visit <http://www.centrelink.gov.au/> and look under 'C' in the A to Z index or phone 13 61 50.

Other Government Payments

Other Australian Government payments made to families to assist with the costs of childcare and early learning include Special Child Care Benefit, and Jobs, Education and Training Child Care Fee Assistance. To find out more visit <http://www.centrelink.gov.au/> and look under 'C' in the A to Z index or phone 13 61 50.

ACCOUNTS

Account Statements

Fees are generated at the end of each week on the basis of the type and amount of childcare or early learning your child has used. Account statements are produced and distributed on a fortnightly basis and you are asked to pay your account by the due date indicated on the invoice.

Payments

Friends' Early Years accepts cash, cheque, EFTPOS and credit card payments. Friends' Early Years also provides an automatic credit card payment system, details of which are available at reception. Friends' Early Years strongly encourages the use of this payment facility.

Payment Difficulties

Should you experience financial hardship and have difficulty paying your account by the due date, please contact Friends' Early Years as a matter of urgency to request special consideration of your circumstances. Please be advised that failure to pay

fees without prior arrangement may result in your account being referred to a debt collection agency and/or cancellation of your child's enrolment.