



**WORLD OF KIDS**

# **PARENT HANDBOOK**

**World of Kids Early Learning Centre  
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Halls Head WA 6210**

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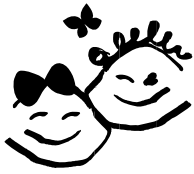
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**Department of Human Services: 13 24 68  
Service ID number: 1- 631- 1530**

Licence No. 4754

UP-DATED :July 2017



## WORLD OF KIDS HALLS HEAD

The staff at World of Kids Early Learning Centre welcome you and your family.

We believe children are competent, capable and active participants in their own learning. We endeavor to provide a loving, stimulating and a non-threatening environment, which nurtures and promotes each individual child to be a successful learner.

Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a programme that responds to the children's individual needs and interests.

The centre is licensed for 43 children:

- 0 – 2 years 8 Babies (1-4 EDUCATOR/CHILD RATIO)
- 2 - 3 years 15 Toddlers (1-5 EDUCATOR/CHILD RATIO)
- 3 - 5 years 20 Kindy (1-10 EDUCATOR/CHILD RATIO)

We are open from 7.00am to 6.00pm Monday to Friday excluding public holidays, and we close for a short time over the Christmas period.

We offer quality care and our doors are always open for family members to visit. We offer care for children aged 0 - 5 years old, and also have available an after school and holiday care program 6 – 12 year olds at World of Kids Fun-A-Rama.

The centre is staffed by appropriately skilled and experienced Educators who act as a team to provide care for the children.

- Owner/Director - As the licensee - is responsible for the overall running of the Centre.
- Nominated Supervisor – is responsible for the running of the Centre and staff.
- Qualified Staff - qualified staff with a Diploma/degree in early childhood studies.
- Childcare assistants - carers support the qualified staff in caring for the children.

Our service is government assisted and we follow the guidelines of the National Quality Framework overseen by The Education and Care Regulatory Unit.

Once again, welcome we hope your experience and time with us will be both happy and beneficial, and if you ever need to speak with myself I will always be available.

Susan Scarle  
DIRECTOR/OWNER

## ENROLMENT

Parents are required to complete the enrolment form prior to commencing care at World of Kids Early Learning Centre. We also ask that parents amend any details when necessary and reminders will go out six monthly.

## REQUIREMENTS

All personal items are to be labelled with the child's name; each child will need to bring:

1 piece of fruit each day to put in our Fruit bowl.

- 0 - 2      Change of clothes  
              1 set of fitted cot sheets & a Pillow Case  
              Sun hat (bucket, wide brim or Legionnaire style)  
              Nappies for the day (minimum of 5)  
              Bottles (labelled)  
              Water Bottle (labelled)
  
- 3 - 5      Change of clothes  
              1 Set of fitted cot sheets & a pillow case (if necessary)  
              Sleep Nappy if needed  
              Sun hat (bucket, wide brim or Legionnaire style)  
              Water Bottle (labelled)

For Health reasons, all children are required to bring a top and base sheet if they have sleep requirements, as our mats are cot size we find that cot sheets are the best, we use the pillow cases to keep their sheets in.

We have plenty of toys here at World of Kids. Please do not bring toys from home as they can get lost or broken. (World of Kids are not responsible for lost or broken belongings).

**We also ask that a yearly contribution of a bottle of Sun cream 30+ and a box of tissues is required per family.**

## CLOTHING

Please dress your child in play clothes as we do have several experiences that are wet and messy. Always include an outfit of the opposite season and an outfit of that season e.g. If it is summer - include another summer outfit and perhaps a cardigan, as it may get cold. Always have in mind the weather (sunny, hot, wet etc.) Please ensure all clothing is clearly labelled with your child's name.

## ARRIVALS AND DEPARTURES

We ask that children are brought to and collected from the centre at the booked times. When changes occur, please contact the Nominated Supervisor. This will enable us to make sure staffing is within the correct ratio.

A charge of \$10.00 per ten minutes will be made for any child left after pick-up time (6.00pm). This is to cover overtime wages of staff.

Each child must be signed in and out of the centre each day. A written consent form must be filled in if you wish your child to be picked up by someone else.

Each child must be handed to a staff member when being dropped off and a staff member must be advised when a child is being picked up.

Two weeks notice must be given prior to withdrawing children from the centre. All days booked must be paid for unless this notice is given in writing.

## IMMUNISATION

We encourage parents to immunise their children against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council Exclusion Guidelines even if the child is well. This is to limit the spread of infection and to protect all children.

A copy of your child's immunisation history must be attached to your enrolment form.

## FEES

### **All Ages**

**Full Day** \$83.00

**Half Day** \$60.00

(Please note half day only applies for orientation and during transition of new children.)

## PAYMENT OF FEES

Fees are to be paid to the qualified staff during office hours. Our payment options include cash, cheque or internet transfer. If you are unable to do this, please advise the Director or Nominated Supervisor and an alternative time can be arranged.

Fees are to be paid 2 weeks in advance and an enrolment fee of **\$20.00** is required upon booking.

Fees must be settled weekly or under certain circumstances fortnightly. **NO** payment of fees will result in your child being withdrawn from the centre.

Parents eligible for Federal Government Fee Relief must provide Customer Reference Numbers to enable them to receive fee relief from the centre. Full fees must be paid until this requirement is met.

Two weeks notice is required when withdrawing children from the centre.

Over the Christmas period when the centre is closed, parents will be notified in advance of closure dates. Any days that are **not** public holidays that the child would normally be booked in will not be charged during this time.

If your child is absent without notification and your fees are outstanding, the centre reserves the right to allocate your child's placement to another child. When fees are paid to date, the enrolment will stand until that paid period ends.

Sick days and Public Holidays are fully charged for.

### PRIORITY OF ACCESS

The Commonwealth Government has set specific priorities of access to childcare services. The Commonwealth Government requires the Centre to provide access to the service according to the following priorities. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.

**First priority:** Children at risk of serious abuse or neglect.

**Second priority:** Children whose parents satisfy the work/training/study test under section 14 of the Family Assistance Act

**Third priority:** Any other child

### MEALS

WORLD OF KIDS IS AN "ALLERGY AWARE" CENTRE

Meal times are as follows:

- Morning Tea                      9.00am –     10.00am
- Lunch                                11.00am –   12.00pm
- Afternoon Tea                    2.30pm –     3.30pm

These times differ for children attending school.

Nutritious meals will be provided for the children, with the five food group requirements. The centre will provide morning tea, lunch, afternoon tea and late snack. Fruit is available throughout the day for the children.

Our menu is displayed in the Kindy room near the kitchen for parents to view and any input is greatly appreciated.

When we have special days such as dress up days or yearly celebrations we usually supply lunch to all children. Parents will be notified in advance when this happens.

Any special dietary requirements are met as much as possible. Please advise the centre of any special needs.

Birthdays will be gladly celebrated, if you wish to provide a shop bought cake, but this needs to be discussed with staff first.

Any formula and bottles are to be provided by parents. The bottles will be made up and sterilised daily.

## CURRICULUM

World of kids is guided by The Early Years Learning Framework promoting its principle and practices and providing opportunities for children to Belong, Being and Becoming within World of Kids. Guided by the National Framework we aim to promote and acknowledge children's learning outcomes through a play based curriculum. Curriculums can be found displayed in each room. Please ask educators to show you through individual children's portfolios and the curriculum cycle and daily routine. We also email families through updates including photos of their child day using an App called Kept Me.

## PARENT INVOLVEMENT AND COMMUNICATION

For the children to gain maximum benefit from attending the Centre, parent input is most important. It is also important to develop and maintain open communication between parents, staff and children to ensure the service is meeting family needs.

- Parents are encouraged to read all notice boards, which provide information on issues, which are current for the Centre and the Early Childhood field in general.
- During the year the centre organises informal social events for parents, these are a great way to get to know other parents and also the staff. We encourage parents to attend these get togethers to find out a little more about the centre and to establish friendships with other families that your child will meet at the centre.
- We ask parents to ensure that all details of enrolment are current eg. Emergency contact.
- Parents are welcome to seek advice, assistance or information from the Director or the most Senior Staff member or to make an appointment for any confidential issues.
- On going information, sharing between staff and parents is encouraged to allow shared responsibility of attaining each child's individual potential. Confidentiality will always be our priority.

## OUTINGS

Incursions and Excursions will be offered to parents. They will range from visits by police officers and dental nurses to a visit to a park. A written consent form will be required from parents for any outings for children.

Written consent will be required if a pre-schooler is to be picked up.

## HEALTH AND SAFETY

A written consent is to be obtained prior to any medications being given to your child and prior to any medical attention required for your child.

For the protection of well children and for the staff, sick children are asked to be excluded from care until the infectious period is over.

In the case of child becoming ill or injured at the Centre, all efforts will be made to contact the parents and emergency contact people. If this is not possible, the child will be taken to Peel Health Campus.

All medication is to be handed to the Qualified Staff Member and not to be left in your child's bag.

All staff members have been advised that unless there is an "Authority to Administer Medication" form completed by the parents, medication will not be given to any child.

## PARENT CONCERNS

Parents are encouraged to approach their Qualified Staff member whenever they have a concern about any matters regarding the Centre or their child.

If you are not completely satisfied with the way your concern has been handled please see the Director.

The Education and Care Regulatory Unit  
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