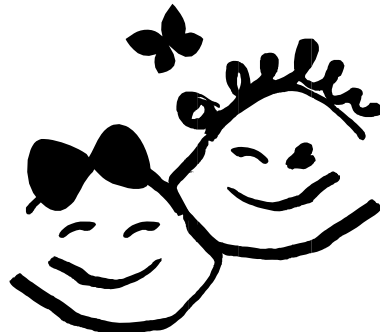




LIVING WATERS



PARENT HANDBOOK

PHONE: Sue 0410 539 189 or Jo 0477 665 233

Centrelink Family and Parents Line: 136 150

Living Waters Lutheran College
CNR Waxflower Vista and Karon Vista Halls Head WA 6210

Email: funarama4kids@yahoo.com.au

Website: www.worldofkids.com.au

REV: July 2017

FUN-A-RAMA

Living waters



The staff at World of Kids FUN-A-RAMA welcomes you and your family. The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.

The staff are responsible for creating an atmosphere and environment which is responsive to the physical, emotional, intellectual, social and special needs of each individual child and to the group as a whole and which reflects the philosophy and goals of the service. The program is child centred, and takes a 'hands on' approach, with staff acting as facilitators who create an environment and experiences which are stimulating, safe, nurturing and fun. The program will include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual staff/child interaction, group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.

The program is developed as a result of observations made by the staff during the time the children are at the Centre. Children are encouraged in a positive and supportive manner to explore their environment and try new experiences.

You will find your child's program displayed on the pin up board. We invite you to have input into program development. Any suggestions you have can be written within our daily reflection journal or discussed with your child's caregivers.

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 needs and interests.

The centre is licensed for 40 children before/after school and 40 children during vacation care.

<i>Before School</i>	<i>40 children (1-13 RATIO on site)</i>
<i>After School</i>	<i>40 children (1-13 RATIO on site)</i>
<i>Vacation Care</i>	<i>40 children (1-13 RATIO on excursions)</i>

- ◆ *Before School from 6.30am to 8.30am Monday to Friday (8:10am-8:30am we walk to class and organise any daily materials/routines)*
- ◆ *After School from 2.40pm to 6.00pm Monday to Friday*
- ◆ *Vacation Care from 7.30am to 6.00pm Monday to Friday*

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

Our service caters for Primary School age children, children will be given opportunities to interact with peers and create new friendships. Whilst at FUN-ARAMA children will be supported in all aspects of play. We will encourage children to belong and be comfortable in an effort to help them to become confident social children. Our staff foster children to feel at home and make new friends, and ensure that children of all ages treat each other with care and respect. Through our curriculum and philosophy we have embedded My Time Our Place, early years learning framework into our daily routine and structure, aiming to enhance children's experiences within our centre.

If you are concerned about your child in any way please telephone the service on the following numbers, Jo and Sue will assist with any queries or concerns and follow up with staff at the service.

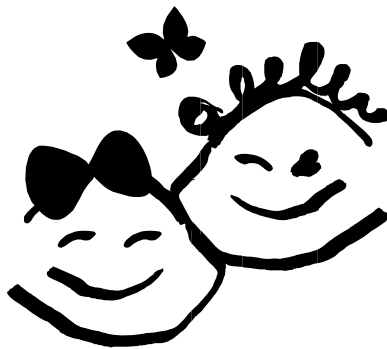
Jo 0477 665 233 or Sue 0410 539 189

Email funarama4kids@yahoo.com.au

Our service is registered for CCB and CCR and we follow the guidelines of 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



Fun-A-Rama Philosophy



FUN-A-RAMA is where children come to play, meet new friends and to unwind and enjoy themselves in the transition between school and home, while strengthening their talents and interests through play. Our educators collaborate with the children to provide a flexible routine encompassing play and leisure while promoting children's sense of belonging.

FUN-A-RAMA is a place where each child's identity is acknowledged and supported as they become independent and build resilience through meeting life's challenges. Self-expression, being active and building and maintaining relationships are qualities we encourage in children.

Supporting children and their families as well as the schools that our children attend is the foundation of our centre. We actively support our community by providing high quality care for local children, sourcing local businesses and visiting places within our community.

FUN-A-RAMA aims to actively promote sustainability and encourage the children to take responsibility for their environment, building an awareness of sustainable practices that they can apply on a daily basis at home and in school.

FUN-A-RAMA employs educators with the ability to establish respectful relationships with children and families as well as knowledge of the developmental and emotional needs of school aged children. Educators participate in continuous professional development, reflective practice and ongoing collaboration with each other to work effectively as a team.

We endeavour to:

- *Encourage children to be healthy and independent in a safe environment, by having a variety of choice, provision of nutritional snacks and continual support from educators.*
- *Provide opportunities for children to meet new peers within their community during Vacation care when we join with other services to engage in a range of fun excursions and incursions.*
- *Support families in raising their children through keeping an open line of communication between families and staff, as well as providing information on relevant topics.*
- *Assist children with building resilience through decision making and taking risks by being actively involved in developing the program and routines and being supported and encouraged by the educators.*
- *Encourage self-expression and individuality by ensuring all children are treated equally; help lead the way and promoting children's sense of agency.*

Reviewed: July 2017

ENROLMENT

Parents are required to complete the enrolment form prior to commencing care at World of Kids FUN-A-RAMA. We also ask that parents amend any details when necessary and reminders will go out annually.

ARRIVALS AND DEPARTURES

We ask that children are brought to and collected from the centre on booked days. When changes occur, please contact Jo 0477 665 233 or Sue 0410 539 189 or email funarama4kids@yahoo.com.au This will enable us to make sure staffing is within the correct ratio and Supervisors are aware of what is required on the day.

A late fee of \$20 is payable for the first 10 minutes or part thereof, plus \$1.00 per minutes after that until the child is collected - 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 and they MUST be able to provide photo identification.

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.

CURRENT FEES

Our fees are reviewed on an annual basis. Our current fee schedules are:

<i>Before School Fee</i>	<i>\$24.00 per day</i>
<i>After School Fee</i>	<i>\$34.00 per day</i>
<i>Vacation Care</i>	<i>\$73.00 per day (7.30am – 6.00pm)</i>
<i>Student Free Days</i>	<i>\$73.00 per day (7.30am – 6.00pm)</i>

(Excursion/Incursions Costs will be included into the Vacation Care Fees)

There is also a one off booking fee of \$20 to be paid on enrolment.

PAYMENT OF FEES

Our preferred method of payment is via Direct Debit utilising Ezidebit. The Direct Debit form must be returned alongside enrolment forms prior to start date.

Payments can be scheduled weekly or fortnightly. Payments can only be debited on a Thursday OR payments can be flexible based on payment cycle and it is the parents /guardians responsibility to ensure there is enough money in their account to cover these charges.

In the case of a declined payment, the full declined amount must be paid prior to the date of next payment.

A change of details form can be collected from Fun-A-Rama if you need to change your personal details or account details. This must be received the Friday prior to your next due Ezidebit transaction.

Two weeks notice in writing must be given to alter or cancel your bookings. If this is not adhered to normal fees will be charged for the period. Days cannot be swapped for staffing and placement reasons. If available additional days can be given upon request.

Fees are payable for ALL days booked, including any absences due to illness, holidays or public holidays.

If at any stage you have financial difficulties, please speak to the Director as we may be able to provide special assistance or work out a payment plan. If fees lapse by 2 weeks and no special arrangements have been made your child's place will be considered vacant and may be offered to another child.

Sick days and Public Holidays are fully charged for.

FOOD AND NUTRITION

Snacks form a significant part of the Centre routine.

Please make sure that any food allergies, strong dislikes and/or special dietary requirements your child might have are recorded on the enrolment form and discussed with the Coordinator/Supervisor.

The Centre prepares afternoon tea during the school term, and requires parents to provide a packed lunch for their child including main meal and morning/afternoon tea during (Vacation Care). The menu will be changed regularly, be nutritionally balanced and reflect a wide variety of cultures. Consideration will also be given to cost effectiveness. Children are often involved in preparing and cooking snacks as part of the planned activity program. Children are taught how to store, prepare and serve food hygienically. Ideas and recipes are welcome. Please put your ideas in the daily reflection.

Snack times are treated as social occasions. The staff aim to create an enjoyable atmosphere, using this time to interact with them, provide help where needed and set a good example for the children.

PARENT INVOLVEMENT AND COMMUNICATION

Parents are our biggest support, we understand that your child/ren attends FUN-ARAMA as you have work or other commitments and your time is precious. We would welcome your encouragement and assistance, in whatever way fits into your busy lives, so please feel free to email funarama4kids@yahoo.com.au or chat to one of our friendly staff members.

HEALTH AND SAFETY

The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection within the Centre. Staff role model a high level of personal hygiene at all times, and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be asked to wash their hands before all clean tasks (eg. snack time) and after all dirty tasks (eg. after using the toilet).

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 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 parent. If this is not possible, the child will be taken to Rockingham Kwinana District Hospital or Peel Health Campus.

All medication is to be handed to a Staff Member and a form completed.

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.

In the interest of Occupational Safety and Health, and the well-being of the children, the Centre is a smoke-free zone. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children's use.

OUTINGS

Excursions are considered to be an integral part of the children's program and will therefore be arranged, to provide a broad range of learning experiences for the children. Permission for walks to the local park, library etc is granted or denied on the enrolment form. For all other excursions, written permission/txt message/email or phone authorisation will be sought from parents and details of the outing provided in writing. A risk assessment will be completed for each excursion/destinations to comply with the Education and Care Services Regulations 2012.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

CURRICULUM AT FUN-A-RAMA

We have embedded The My Time our Place Framework into our curriculum, this ensures all children are given the opportunity to Belong, Be and Become part of FUN-A-RAMA. We appreciate that children are attending school and that FUN-A-RAMA is their down time. We promote social interactions, active play, exercise, quiet time, multimedia time and other relaxation activities that are of interest to the children. We encourage children and parent involvement and document children's learning, interests, and ideas to shape our curriculum to enhance their time in our care.

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*

PARENT CONCERNS

Parents are encouraged to approach the Nominated Supervisor or Certified Supervisor 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 contact Jo 0477 665 233 Educational Leader/Director or Sue 0410 539 189 Owner.

**Education and Care Regulatory Unit
Ground Floor
111 Wellington Street
East Perth WA 6004
Telephone: (08) 6551 8333**