

February 2011



**Jacaranda Underwood Early Learning Centre**  
**2-12 Springvale Circuit**  
**Underwood 4119**  
**(03) 9592 2143**

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## Jacaranda Underwood Early Learning Centre

### News from the Office

We have said a sad goodbye to all of our preschool children who have moved on to start prep. We hope you all have had a fantastic time and we wish you all the very best in all of your future educational endeavours.

Please remember to supply your child with a hat for everyday that they attend the centre as children require a hat for outdoor play. Please ensure that their hat is clearly named.

A huge thank you to all of our families that are keeping their fees up to date and also to those families who are working towards this. I can see that you are making a huge effort. Please remember all fees must be current week and two weeks in advance at all times.

If your child requires medication please ensure that it is handed to a staff member on arrival to be locked away in the appropriate area. Medication cannot be left in children's bags under any circumstances. All medication must be signed in on a medication form and must have a doctor's label or it cannot be administered.

Regards,

Belinda Denning  
Bianca Jamieson



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## Centre Availability

We have days available in most of the rooms throughout the centre. If you would like to pick up an extra permanent day these days will be available as of the 1<sup>st</sup> February 2011.

Room/ Days	Mon	Tues	Wed	Thurs	Fri
<b>Babies</b>	*	*	*	*	*
<b>Toddler</b>	*	*	*	*	*
<b>Junior Kindy</b>	*	*	*	*	*
<b>Senior Kindy</b>	*	*	*	*	*
<b>Pre School</b>	*	*	*	*	*

\* Indicates availability on that day  
Please Note: These vacancies may change daily.



## Philosophy, Broad Goals and Policy Reviews

### Enrolment

- ◆ Up for review this month is our Enrolment Policy. Please take the time to read over this policy and provide us with some feedback.
- ◆ Policies and feedback forms are available from the office.

- ENR 1.1 Enquiry Procedure
- ENR 1.2 Enrolment & Orientation
- ENR 1.3 Re-Enrolment Procedure
- ENR 1.4 Centre Opening Hours
- ENR 1.5 Priority of Access Policy
- ENR 1.6 Delivery & Collection of Children Policy
- ENR 1.7 Uncollected Children Procedure
- ENR 1.8 Unfit to Collect Child Policy
- ENR 1.9 Distressed Child Policy



Over the next month the centre will be reviewing our Enrolment Policies. If you have any feedback about these policies please contact the office via email [jacarandaunderwood@gcaweb.com.au](mailto:jacarandaunderwood@gcaweb.com.au)  
Your feedback is always appreciated as it enables us to provide the highest quality care for your child.

## REMINDERS TO PARENTS

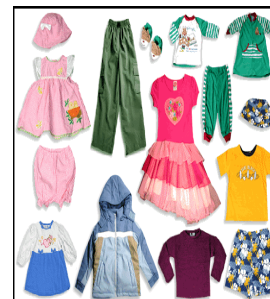
### IMMUNISATION

Do not forget to keep your child's immunisation up to date. If your child's immunisation is not up to date, you will notice that your CCB will be cancelled and you will be left to pay the full fees for your child care. For more information please go to <http://www.immunise.health.gov.au>

### SIGNING YOUR CHILD IN AND OUT

Signing your children in and out every day that they attend the centre is essential. The sign on sheets are located on the lockers in each room. Children must be signed and out each day as this is a requirement from centrelink and the centre. Not having the children signed in can become a safety issue if there is an emergency.

Belinda and I will be tracking any signatures that are missed and will be putting a list up on the front door with parents names who have missed a signature from the previous week. If your name is on the list please see the office immediately to sign the missed signature.



## Jacaranda Underwood Events February – March 2011

**Monday 14<sup>th</sup> February – Valentines Day** : Come dressed in Red or Pink for this Dress up Day and enjoy all our fun filled activities.

**Friday 25<sup>th</sup> February – Rob the Pirate Show** : \$6 per child

**Friday 11<sup>th</sup> March – Crazy Hair Day** : For a gold coin donation we will colour your child's hair using coloured hairspray

### Jacaranda Underwood Extra Curricular Activities

We have many different extra curricular activities that your child can participate in while they are at Jacaranda Underwood.

**Ginger Sport Soccer** : Monday 2pm Jac ELC and Thursday 2pm for Juniors

**Mini Minstrels** : Wednesday 9am Jac ELC and Juniors 9am

**Kinda Dance** : Thursday 10am Jac ELC

**TLC Dance and Music** : Friday 9:30am Jac ELC

**All of these activities range in price from \$7.50 to \$10.00. In the office you will find more information on all of these Activities.**

## Babies' Room News

A big welcome to Isabelle and Tyler who have recently started in the nursery. We hope you have a fantastic time, Over the next few months we will be focusing on sharing and interacting in small group activities. We have been participating in a lot of craft activities as well as playing ball games, hide and seek, peek-a-boo and practising our songs and nursery rhymes. I would just like to remind parents to put some spare clothes in their child's bag in case we need to changed them due to messy activities, lunch being spilt or the occasional accident. Please feel free to join us at anytime to see how much fun we have in our room.

Miss Michelle and Miss Katie

## Babies' II Room News

We have had a busy month in the nursery, we have been practising many skills throughout the month that enhance our fine motor skills. This month we will be further developing our gross motor skills through a variety of activities including sand and water play, ball games and climbing activities. As you would have noticed we have introduced new individual communication books to the room. Each day we will be continuing to write a few notes about your child day and we will also put in there any messages we have for you. We encourage you to use these books as a tool in passing on any messages or comments to us. Happy Birthday to Nashayla-Ann who turns 1 this month, we hope you have a great day. We look forward to continuing to work together with you to make this a wonderful year.

Miss Emma and Miss Sara

## Junior Kinder Room News

Welcome to all our new friends that have joined our Junior Kindy Room. January has flown by so fast and we have done so much. You may have noticed a few changes in the room with its set up and general routine. If you have any questions please don't hesitate to come and ask. We have some new silver books on the lockers; these books are our new communication books. If you do not see Alice or myself in the mornings or afternoon please feel free to write a note in the book and we will do the same if we have a message or reminder for you. There is a divider in the basket where the books are kept if your book is in front of the divider then there is a message in the book for you. We ask that you please sign the book so we are aware that you did receive the message. During January many parents have approached me about toilet training. As the weather is warm it is the perfect time to toilet train. If you would like your child to start toilet training please bring 5-6 pairs of undies and spare clothes and we can assist you with this. Over the next month we are going to be concentrating of our self help skills and developing our knowledge of basic shape, colours and number. We will do this with encouragement through general play, group time and our routine. If you have any questions about your child's development or behaviour or would like some resources and information please see Miss Megin at any time.

Miss Megin and Miss Alice



## Kindy II Room News

We have all settled into our new room and routine really smoothly. We have spent the last month getting to know one another and welcoming our new and existing friends from back from our holiday break.

We would like to say a sad farewell to Samantha, Zachary and Xavier who have made the big transition to the Senior Kindy room next door. We have also welcomed Isabella, Dontaye and Zylia into our room from the toddler room. We would also like to welcome back Miss Chantelle from her break. We are glad that she made the decision to come back and work with us.

Over the month of February we will be focusing on our four major colours; red, blue, yellow and green. Our aim for this theme is to introduce the children to the wonderful world of colours and to be able to independently recognise each of these colours by the end. Each week we will be focusing on an individual colour and participating in a large variety of activities to correspond with this, these activities will include art and craft, stories which feature colours and threading and construction.

All children are doing really well with their toilet training with most now able to independently take themselves. Well Done! This is a huge step to promote their individual independence. If your child is not yet toilet training and you feel that you would like to begin this process then please feel free to come and speak to myself or Chantelle and together we can work some strategies to begin this process together.

Miss Belinda and Miss Chantelle

## Senior Kindy Room News

Hello everyone, We are all settling into senior kindy really well and adapting to the routine and have been forming many new friendships. In your child's receipt pocket you will find a child profile form if you could please complete this and return to Miss Kristy it would be greatly appreciated. Just a quick reminder to clearly label all of your child's belongings with their name and to also bring a drink bottle with water, a hat and a set of sheets for the week.

Over the next month we will be learning about families and how to take care of a baby as well as learn about our body and how we grow. In relation to this we will be creating a family tree with photos of our family, eg mum/dad, grandparents, siblings. It would be great if you could please bring along a family photo and give to Miss Kristy. We are also going to be working on recognising colours and shapes and developing the ability to count from 1 to 10. We will also be developing our skills to identify and begin to become familiar with identifying our own written name on flash cards.

At the moment we have been participating in a lot of dramatic role playing in home corner, constructing with blocks, cutting with scissors and playing with play dough. We will be extending upon our interests through various experiences eg. Setting up doctor's surgery/hospital in home corner, incorporating boxes and cars with blocks.

We value your talents and would love for you to share with the class and participate within our programmed events. If you have any concerns or would like to discuss your child's development please come and see me at any time.

Until next time, keep smiling

Miss Kristy



## PreSchool Room News

Welcome to preschool 2011. I am very honoured and excited to be the new group leader in the preschool room. I have been working in this centre for the past 3½ year. I have current early childhood teaching qualification and also have some past experience teaching in schools. I am privileged to have Miss Kayla as my assistant. Most of you are already familiar with Kalya as she has been the working as the group leader in the room for the last several months and has a good understanding of preschool room requirements.

We intend to work closely with the children in preparing them for school. We will be placing specific emphasis on play based learning as we believe that the children learn best through active involvement. We will provide activities that will promote literacy and numeracy (eg letters, numbers, shapes, colours, pre-reading and Pre-writing skills) in order to ready the children for prep.

Children will also be participating in a variety of messy play. Children not only love messy play but it also enhances sensory, tactile, creative, social and constructive skills just to name a few. We encourage parents to send the children in kindy friendly clothes that are easy to wash and care for. Although all precautions will be taken to avoid clothes getting messy, we will have to remember that children at this age are still developing their self help skills and some mess is inevitable.

We will need support from the parents in order to understand your child's needs, interests and strengths. We encourage all parents to please feel free to come and discuss any concerns or to just share stories from home. Kayla and i will be delighted to share with you or support you in any way we can. We have placed a communication book and suggestion box on the lockers for your convenience. Please remember that we do need you to be part of your child's learning. I will be sending activities and projects home for you to work on with your child at home. This will give you some idea of what we are doing at preschool. Once again your input and thought will be much appreciated.

Miss Ashika and Miss Kayla

## Cooking With Miss Mandy

### Apricot and Coconut Cookies

#### Ingredients ( Serves 25 ) :

- 150g (1 cup) plain flour
- 200g (1 cup, firmly packed) brown sugar
- 90g (1 cup) rolled oats
- 85g (1 cup) desiccated coconut
- 80g (1/2 cup) diced dried apricots
- 70g (1/2 cup) pecans, coarsely chopped
- 125g butter, melted, cooled
- 2 eggs
- 1 tsp vanilla essence
- 50g (1/4 cup) dark choc bits

#### Method:

1. Preheat oven to 180°C. Line 2 large baking trays with non-stick baking paper. Sift the flour and sugar into a large bowl. Add the oats, coconut, apricot and pecans and stir until well combined. Make a well in the centre.
2. Whisk together the melted butter, eggs and vanilla in a small bowl. Add the egg mixture to the flour mixture and stir until well combined.
3. Use your hands to roll heaped tablespoonfuls of the mixture into balls. Place balls, 5cm apart, on prepared trays. Press 3 choc bits into each ball, then flatten slightly until about 6cm round.
4. Get a grown-up to: Bake in oven for 15 minutes or until golden brown. Transfer to a wire rack and set aside to cool complete



#### QUOTE OF THE MONTH

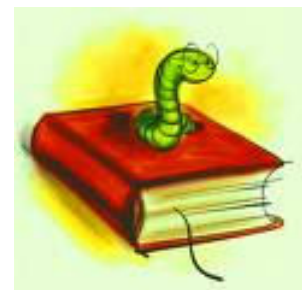
DANCE like no one is watching  
LOVE like you'll never be hurt  
SING like no one is listening  
LIVE like it's heaven on earth

## RESOURCES

Please take time to look around the Centre foyer as we have a large range of resources available for you to look at.



- Song Books
- Family Resource Library
- Fact sheets
- Brochures
- Copies of the current newsletter
- Parent Handbooks
- Centre Events
- Resource Books



ENR1.1 Enquiry Procedure	<b>ENROLMENT POLICY &amp; PROCEDURE</b>	
QIAS Principle: 2.3	Issue Date:	January 2010
	Review Date:	January 2011
<p><b>Objective</b></p> <p>To have a systematic way of recording all enquiries made by families for placement of their children at the centre and to ensure that every enrolment opportunity is maximised.</p>		
<p><b>Explanation</b></p> <p>All Centre Managers must maintain an accurate and up to date Enquiry Book to ensure effective management of ongoing enrolments at the centre.</p>		
<p><b>Implementation</b></p> <ol style="list-style-type: none"> <li>1. The Centre Manager will be provided with an Enrolment Enquiry Form to use for the recording of all enrolment enquiries. These sheets are to be kept in an Enquiry Folder located in the reception area of the centre to ensure that this is available at all times.</li> <li>2. The Centre Manager will be trained by the Regional Manager in appropriate and effective enquiry techniques.</li> <li>3. The Centre Manager must obtain the following information from each enquiry:             <ol style="list-style-type: none"> <li>i. Date of Enquiry</li> <li>ii. Type of Enquiry</li> <li>iii. Parent's Name</li> <li>iv. Phone Numbers</li> <li>v. Address</li> <li>vi. Child's Name</li> <li>vii. Child's Date of Birth</li> <li>viii. Days of Care Required</li> <li>ix. Whether the child has any allergies or anaphylaxis</li> <li>x. Name of Staff Member who took the enquiry</li> <li>xi. Required Start Date</li> <li>xii. How they heard about the centre</li> </ol> </li> <li>4. The Centre Manager will provide open, friendly and honest information to the enquirer about the service.</li> <li>5. All telephone enquiries should be encouraged to make an appointment time to have a tour of the centre.</li> <li>6. All enquires are to be provided with an Enrolment Pack which will include:             <ol style="list-style-type: none"> <li>i. Centre Business Card</li> <li>ii. Current Promotional Flyer and Centre Newsletter</li> <li>iii. Welcome Letter</li> <li>iv. Parent Handbook</li> <li>v. Enrolment Form</li> <li>vi. EziDebit Form</li> <li>vii. What to Bring Each day sheet</li> <li>viii. Lunch Box Ideas sheet (if applicable)</li> <li>ix. Separation Anxiety Fact Sheet</li> <li>x. DEEWR CCB Information Fact Sheets</li> </ol> </li> </ol>		
Prepared By: GCA	Version: 1.3	Page Number: 1 of 2

7. If the centre is unable to house the enquiry, the enquiry book is to be used as a waiting list for future enrolments or the enquiry is to be past onto local centres under Guardian Management.
8. All appropriate centre staff will be trained in the enquiry procedure to ensure all enquiries can be assisted at any time throughout the day.
9. Your Regional Manager will audit your Enquiry Folder and Waiting List on a regular basis.

**Associated Forms**

ENR F1.1 Enrolment Enquiry Form  
ENR F1.2 Parent Welcome Letter Template  
ENR F1.3 Enrolment Form  
ENR F1.4 Parent Handbook