

23 Indiana Pl
 Kuluin, QLD 4558
 07 54451192
 kuluinelc@bigpond.com

Kuluin Early Learning Centre

'Committed to caring for your child'

Welcome to all our new families!

Staffing update

As most of you are now aware, Kina has left her position as Director and I have returned from 12 months maternity leave. I will be working the following days Monday, Tuesday, Thursday and Friday.

Janet has stepped up to become our Assistant Director and will be in the office every Wednesday. If I am unavailable at any time please see Janet in the Nursery room. Alana from the Nursery is sadly leaving us; her last day will be the 9th July. We wish her all the very best on her new adventure.

We will be confirming the new assistant in the near future.

Our current float staff: Jessie and Emma are doing a fantastic job they learn important skills each day while working hands on.

Please see the staff photo board in the foyer to familiarise yourself with these staff members.

Please see me if you have any concerns or questions. If I am not in the office, please leave a message for me in the Director Communication book located on the front desk and I will get back to you asap.

Tara Eichmann
 Centre Manager



Staff Profile

Tara

Hi, I have been with this centre as the director since it's opening in January 2007. It has been a wonderful experience opening / setting up a brand new centre and watching it progress into the wonderful place it is today.

In that time I have had 2 children Ava 2yrs old and Bridie who has just turned 1. I am lucky to be able to work in the same centre as my children so that I can sneak a hug or two each day. My husband and I are currently building and hoping to move in the next month. For those parents who I have known since the beginning it is lovely to be back watching your precious children grow and to those new families I look forward to being a part of your child's day at the centre.

Parent Survey

Please take time to complete our questionnaire attached so we can evaluate the responses and work on any improvements we need to make. It is an important part of our ongoing commitment to better our standard of care.

Please have surveys returned by 30th July 2010

Booking Extra Days

Please be aware that **permanent booked days cannot be swapped**. If you need an extra day please ring for availability but it must be an extra day and paid for accordingly. If you are having an extra day because your child has been absent/ill in that week please sign your child away for that booked day.

Signing IN/OUT

Please check the sign in/out sheets to ensure you have signed in/out correctly on all booked days. If your child has been away Please correct the sign in/out sheets that have been either tagged or highlighted.

Any attendances or absences that are not signed correctly will be **CHARGED AT FULL FEES**. You must have your first initial, full surname, time and signature for EACH entry. Please see a staff member if you need help with this procedure.



Current Centre Vacancies

We have days available in some of the rooms throughout the centre. If you would like to pick up an extra permanent day please see Tara.

	Mon	Tues	Wed	Thurs	Fri
Nursery			*	*	
Toddler					
Jnr Kindy	*				
Snr Kindy	*				
Preschool	*				*

* Indicates availability on that day

The weather has certainly cooled down a lot and with the change comes winter coughs, colds and flu. We are asking that children who are generally unwell with these symptoms be kept at home when possible. The child will be more comfortable, will recover quicker and this will help reduce the spread of infection.

Please also let us know if you can only be reached on a certain phone number for the day as we sometimes have trouble contacting parents when children are sick.

Please remember: We are unable to give children any medication that is not labelled with a recognized authority-stating child's name, dosage required and times to be given. All medications must be written up on our medication forms daily and signed by the parent. No medications are to be left in children's bags or in room fridges.



STAFF TRAINING:

2010 is an exciting and really positive year for the Child Care Industry, Children and Families. This year the NATIONAL EARLY YEARS LEARNING FRAMEWORK has been introduced to Early Learning Centres. The framework is available on line or at the centre.

Four of our staff last month attended Staff training on **National Early Years Learning Framework:** the information gained from this workshop will be shared with our other team members at the next staff meeting.

**BELONGING,
BEING
&
BECOMING**

UP COMING EVENTS

Monday 5th July: DRESS UP DAY!

Wed 21st and Thursday 22nd July: Centre Photos.

Friday 23rd July: Grandparents Afternoon tea 3pm
Please bring a plate to share.

Centre Photos will be taken between 8.30am -10.30am. If your child does not normally attend on these days and you wish them to be photographed please bring them along they will get priority. Siblings welcome.

Parent Procedure in the case of a fire

Each month we have a fire drill. We place a fake fire in the centre. When it is found by staff or parents the alarm is sounded. Staff gather rolls and assemble the children by the exit furthest away from the fire. By practicing the fire drills once a month the children learn to evacuate efficiently via a number of exits depending on where the fire is located. Our meeting point is in the car park either end of the building depending on where the fire is. In each room you will find a fire evacuation procedure and an exit map. Please make yourself familiar with these procedures. If you are in our centre at the time of a fire or a fire drill please move to the closest room and evacuate with those children and staff. The director will check all rooms in the centre before evacuating the building. For exit routes please see the attached sheet.



Website for further Information on Fire Protection:
Fire Protection Association Australia
www.fpaa.com.au

Fact sheets on fire safety. Information on what to do in the event of a fire and preventative measures.

Regulations

As a safety precaution could all parents please refrain from sending plastic bags in your child's bag. We keep wet/soiled clothes in each rooms toileting area so plastic bags are kept out of children's reach.

Website for further Information on Child Safety: Kidsafe
www.kidsafe.com.au

Directory of state sites which have fact sheets on topics such as nursery equipment, toys, storage and handling of dangerous products around the home and poisoning.



MONTHLY POLICY FOCUS

"Programming" July

Please see the display in Foyer

Feel free to give us your suggestions and feedback.

(See below an e.g. of a Parent Input Sheet Located by display in foyer)

Policy's to be reviewed – PROGRAMMING

Tick or sign You are happy with current policy	Tick or sign I would like to see changes made to current policy	Comments or changes you would like to see made

Management Structure
Regional Manager
 Kim Noble
(07) 38327944
Director
 Tara Eichmann
(07) 54451192
Assistant Director
 Janet Turner

Parent Teacher Interviews

These will be held throughout the month of July.

Please see your child's group leader to arrange an appropriate time for you both to meet to discuss your child's development and future goals.



Inclusion support Agency

Aims:

"Promote and maintain high quality care and inclusion for all children in eligible child care services, by increasing the skill level of carers and service staff in line with nationally consistent standards".

Objectives:

The objectives of the ISP are to:

- Provide all eligible child care services with access to a range of practical supports and assistance in line with nationally consistent guidelines
- Provide all eligible child care services with inclusion support that is responsive to their needs and those of children from the identified priority groups

We currently work in partnership with the ISA to support staff to maintain a high standard of care for all children attending our service.

Please see Tara for further enquiries. For Further Information please go to: www.isasunshinecoast.com.au.

- Ensure that quality inclusion support is delivered flexibly so that it is responsive to local needs, accessible to all eligible services, culturally appropriate and cost effective.

Inclusion Support Facilitators (ISFs) develop and facilitate implementation of:

- Assisted Inclusion Readiness Plans (AIR Plans) which support child carers so they are ready to include children with different types of needs
- Service Support Plans (SSPs) so the child care environment can support all children
- Bicultural support which helps children with different languages and cultures settle comfortably into child care
- Recommend specialist equipment needed for support, such as hoists, special change tables, toilets, support swings, sensory mats

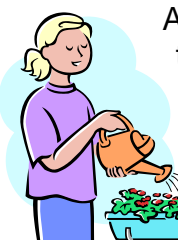
org.au



FROM THE KITCHEN:

Source: web: <http://www.nutritionaustralia.org/>
2008 © The Australian Nutrition Foundation Inc.

Food Activities



A great way to involve the children in food preparation and teach them more about different types of food is to have some food activities. These could include growing seeds and using the various senses to explore the different smells and tastes.

Growing seeds

Try planting parsley, chive, bean sprouts, mung beans or basil seeds. Involve the children in the watering and fertilising of the seeds and use them in salads or cooking.

Smells

Put a variety of herbs and spices in separate jars so the children can smell each one eg: Herbs: sage, rosemary, thyme, parsley, basil, oregano, dill, spearmint. Spices: cinnamon, nutmeg, ginger, cloves, turmeric, paprika.



Food Art

Use potatoes, apples, carrots, capsicum etc. Cut designs into the food (such as a cross, circle, square or triangle), paint the shapes with brightly coloured paint and press the food onto paper to create beautiful pictures. Also collages can be made with macaroni which comes in different shapes and colours and is easy to glue onto paper.

Food Music

Fill jars or bottles with beans or rice and secure the lid. These can be used as castanets to make different sounds. Also jars can be filled with different amounts of liquid and when hit with a spoon or stick, will make different pitch sounds.

Excursions

Places to visit could include farms, markets, bakeries, butchers and supermarkets. Activities can be done following the excursion such as sampling the foods at the particular place visited and a discussion of the importance of the particular type of food.



Website for further Information on Nutrition / Food safety

Nutrition Australia

www.nutritionaustralia.org

Fact sheets on good and nutrition and links to other food agencies

Food Standards Australia and New Zealand

www.foodstandards.gov.au

Fact sheets on topics such as good handling and hygiene, cooling and reheating foods, food safety standards, etc. Fifteen languages available

Centre for Health Promotion

www.chdf.org.au/eatwellsa

Detailed information about nutrition and healthy eating practices for young children, including school age.

Nursery News**June**

This month in the Nursery we will continue to provide lots of activities and experiences that allow the babies to engage in play that will further develop their self concept. Our program will be rich in open ended experiences such as painting, chalk drawing and thick texta drawing. The children will be given plenty of time to experiment through this variety of art mediums during free time play.

The babies have all been enjoying having a little "splash" of their hands under the tap when staff, assist the little ones in hand washing after nappy changes (role modelling good hygiene with hand washing etc). With this observation in mind we will provide some warm water play indoors this month, we will provide baby dolls and baby bath, water trough and boats, water trough and float and sink objects, etc over the month.

Staff would like to take this opportunity to remind families to please provide extra clothes in your child's bag (in case our aprons fail to keep us dry!!)

As the weather is cooler now please pack a jumper and long pants, long sleeved shirt, socks, shoes or slippers all clearly named so staff can dress the children according to the changing weather in the early mornings and late afternoons.

We will also enjoy lots of movement to music to assist us to "warm up" and invite families to share their child's favourite cd (clearly labelled) and we will include your parent participation on our program.

Please keep in mind that in the cooler weather children's appetites increase and staff suggest packing a spare meal/bottle for us to offer as your child indicates hunger or thirst outside their regular meal routine.

Parents are welcome to write in our communication diary or on a separate note (to be passed on to a staff member) messages in relation to their child that will assist staff in meeting your needs for the day. Phone calls to Nursery staff are also welcome at any time.

See you in the Nursery

Janet and Alana

**July**

Next month in our Nursery our babies will once again have the opportunity to enjoy warm water play. We will provide our baby dolls along with small baby baths and washers - our home corner will come to life with lots of role play. Please provide an extra set of clothing in case your little one gets a bit wet.

We will also be providing messy play in the form of finger painting; this has previously been quite a popular activity amongst the Nursery children and a great experience that further develops our Fine motor, Gross Motor, Cognitive and Language skills.

House Keeping Reminders

Please ensure that you remember to sign your child in/out each day and to catch up on signatures if you have been away, etc. Please see a staff member if you are unsure if you have missing signatures and we can check for you in the front office.

See you in the Nursery
Janet, Hiromi and Nina.

Toddler News

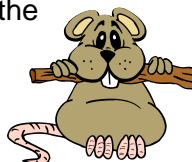
All the children have been enjoying our action songs and nursery rhymes. During each group time the children request their favourite song to share. We hope that the room song booklet helps with being able to recognise actions your child may be making. Recently we have added Little Peter Rabbit, 5 Sizzling Sausages and Toddlers jumping on the bed.

Throughout this month and next we will focus on body parts followed by clothing we wear on each part of our body. We will provide a variety of activities covering all developmental areas with this focus in mind.

We are teaching the children that when someone is upsetting them or doing something they do not like to put their hand up in a stop signal and to say "Stop I do not like it." The children are beginning to use the action and words effectively. To verbalise their emotions in a positive way.

Please feel free to provide any input into our program e.g. send along a book or CD that your child enjoys. Any ideas you would like to share please write onto a suggestion slip, which is provided beside the communication book and place in the container.

Until next month
Anette and Sophie



*Biting:
Between 13 and 24 months of age many children go through a biting stage. Toddlers bite for many different reasons such as teething, being overly tired or frustrated. They may do it for attention of peers or teachers and occurs because toddlers have poor verbal skills and lack of self control. We encourage children to 'use their words' if they become angry or frustrated and always maintain close supervision of children. The safety of the children at the centre is our primary concern and the centre's biting policy addresses the actions staff will take when a biting incident occurs.*

Junior Kindy News

I would like to welcome Denver, Ruby and Eden who have recently joined us in Junior Kindy.

Dean Jackson and Tyler have moved up to the Senior Kindy room which we know they will enjoy.

Lately we have been focusing on Letterland. We have learnt all about Annie Apple, Bouncy Ben, Clever Cat and Dippy Duck. The children have really enjoyed this and they are all becoming more familiar with recognising each character, the letter and the sound they make. We will be continuing this throughout the year.

Please remember a hat for your child each day. If you would like a portfolio of your child's art work at the end of the year please bring in a scrapbook.

To finish off, as most of you know Alicia and her family are expecting another addition to their family! We are all very excited for them.

Katie, Alicia, Nina & Hiromi.



Senior Kindy News

First of all I would like to welcome all the new families into the room. We hope that you find your time with us enjoyable. If you have any questions at all please do not hesitate to see Tiffany or Theresa, we will both endeavour to help you to the best of our abilities.

The month of May saw the introduction of Letterland, so far we have focused on Annie Apple, Bouncy Ben, Clever Cat and Dippy Duck. For the month of June the focus was on Eddy Elephant, Fire Fighter Fred, Golden Girl and Harry Hat Man.

If you have any ideas for activities you would like to share please don't hesitate as parent input is always welcome.

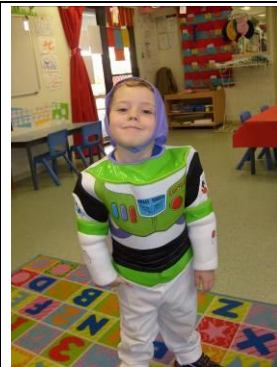
As the weather cools down please ensure your child has enough clothes to keep them comfortable during the morning and late afternoons, we are also encouraging children to wear socks and shoes during the cooler weather. Your child also needs to have a hat (preferably wide brimmed), cot sized sheet set, a water bottle and enough food to last the day (i.e. morning tea, lunch and afternoon tea) if you think your child may be hungry we encourage you to pack extra food for them.

What a busy month we have had, we said goodbye to Ava.P and Kendal as they venture into the Preschool room, and welcomed Tyler, Jackson and Dean into our room. We look forward to getting to know them and their families.

So far this month we have learnt about Impy Ink, Jumping Jim, Kicking King, Lucy Lamplight and Munching Mike. The children are continuing to show a lot of interest in Letterland, and we will be continuing our adventures when we meet Noisy Nick, Oscar Orange, Peter Puppy, Quarrelsome Queen, and Red Robot. Throughout our Letterland experience we have been focusing on the sound each Letterlander makes, as well as the letter associated with the character. Our dress up day was a huge success and we thank everyone for their effort, we will be holding another dress up day very soon, and will keep you posted!

Also this month we are beginning to talk more and more about colours and the children have been experimenting by mixing two colours together to make a new colour. As their knowledge and confidence continues to grow we are noticing that they are recognising colours not just when we are focusing on them, but on their own while they are playing.

Thank you!
 Until next time...
 Tiffany and Theresa ☺



Preschool News

Can you believe it's July already. Wow the time really flies when you're having fun!

Over the last few weeks in the Pre-School room we have been working on letter recognition, trying to establish what areas will require a little more work than others, as well as writing the letters. We have been focusing on the name of the letter rather than the Letter Land character. So far we are going quite well and will continue on this important development area in the coming weeks.

We have decided to change the room around we hope we haven't confused anyone too much. The children had input into the new layout of the room

What a busy month June has been! All the preschoolers have been hard at work working on their letter recognition, with practicing writing the letter of the week in various forms and in freehand, brain storming in large groups - coming up with words that begin with each letter, finding objects around the room beginning with the letters and other fun learning activities.

and we are hoping that with each area having its own designated space the children will be able to be more confident in their play and interactions. We are also trying to provide a more colourful and creative space the children will be comfortable in and with this be more inspired and happy.

You may have noticed a few aesthetic changes happening in our room. The children are exploring 'Space' and all it contains. With our programming format we have themes - the children come up with ideas on themes they would like to focus on and we find out as much information as we can through a variety of mediums and formats to help us understand the subject we are concentrating on better. We have done many art/craft activities relating to 'space' as well as looking in books and on the computer for information to help us learn as much as we can. If you look around you will see some astronauts investigating around their space ship, as well as some shooting stars and some planets. Soon you will also be able to see how the children are exploring this theme through photos we will display and short stories the children are helping to write. If you have any extra ideas, please feel free to let us know, either verbally or written in our daily book.

Have you met our class mascot, Jack, yet? Pirate teddy Jack has come to Pre-School to spend some time getting to know the children and what they enjoy doing. To help Jack in this quest for adventure and information, he has been going home with the children to learn more about them and their families as they go on their daily routine. Jack's first visit was with Jodie, then with Terissa, Jasmine and then starting with the children. He will endeavour to visit as many homes as possible during his time with us. Please take some photos and write a journal of his adventures and stick them in his diary. Please limit this to 2 pages per child, as we have many children for Jack to visit.

Please remember to pack shoes, socks and a jumper in your child's bag each day, as we find it to be quite cold in the mornings and in the afternoons - (all items to be labelled).

Until next time,

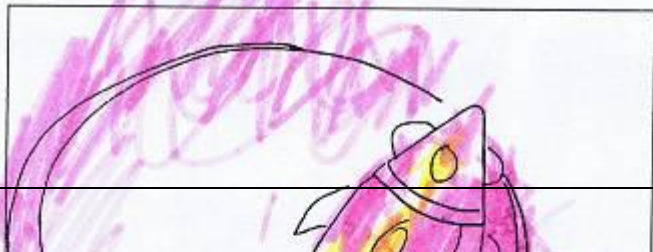
Terissa, Jasmine and Kellie



NAME: Elle Mitchell

DATE: 31-5-2010

It's a space rocket going to Africa. The astronauts fly the space ship. They will see giraffes in Africa. It can fly really fast, they can stay for 3 minutes.



Our 'Space' theme has inspired lots of inquisitive children to investigate the theme through play, books, and bringing in pictures and information they have gathered at home. As we look around the room we imagine that we have ventured into space in our space rocket, as we look around we can see the other planets, look below us, it is Earth our home planet, and doesn't it look wonderful from up here? Wow it is the only planet in our solar system that has water and things living on it. Aren't we so very lucky to live on such a planet? Be careful not to go too close to the sun, I can feel its heat from here. Let's explore a bit further, what can we see? There is a planet with a ring around it, it's Saturn, and it is so beautiful. Over there is a red planet let's go and have a closer look, oh! it's Mars, it looks a bit like a big red desert doesn't it. The children have enjoyed this type of imaginary play over the past few weeks and have been showing lots of interest in making up their own stories to go with the pictures around them. Space has been a fantastic opportunity for the children to discover, it has sparked an interest in our own planet and all the countries it contains, as a result of this interest we are diverting from 'space' and exploring 'Earth' and all it has to offer. The different countries with their varying cultures will be a starting point and we'll see where

our adventures take us from there. We look forward to this new expedition and hope you enjoy the journey with us.

July will also be a very busy time in the Pre-School room as we all work on our Prep readiness skills, seeing what areas we will need to put a little more effort into so we will be prepared for the transition into Prep by the end of the year. We will, of course, be having lots of fun, and probably won't even notice we are learning during this time. If you have any suggestions, ideas or thoughts on this or any other topic, please feel free to talk to us, your input is appreciated.

Date: 28.06.10

Dear Parents,

As part of our ongoing commitment to providing the best possible quality Child Care Service, we are asking for parent input. We are continuously looking at our present service and seeing ways to improve ourselves. Part of this improvement involves asking for parental input and in consultation with parents, we aim to provide a high quality service.

Please take time to complete our questionnaire so we can evaluate the responses and work on any improvements we need to make. It is an important part of our ongoing commitment to better our standard of care.

Please fill out and return to us by this date: Friday 30th July 2010.

Sincerely,

Tara Eichmann
Centre Manager

Please answer the following with either YES or NO responses or don't know and a comment would be greatly appreciated.

Childs age:

Interactions:

1. Do our team members greet you and your child in a friendly caring manner each day?

2. Do our team members make time to relate warmly to both parents and children when they are at the centre, and to share information?

3. Do our team members react appropriately to your child's mood on arrival and encourage them to join an activity?

4. Do our team members make occasions for talking and friendly non- verbal contact with individual children?

5. Do our team members try and make sure that the interactions create mutual warmth and interest between staff and all children and also between children themselves?

6. Do our team members encourage all children to show respect for others?

7. Do our team members consider your feelings and role model appropriate responses?

8. Do our team members develop and foster children self esteem?

9. Do our team members encourage children to appreciate each other's efforts?

Diversity of Background

1. Have our team members demonstrated sensitivity to your own individual cultural and family background?

2. Have our team members consulted with you about the individual needs of your child?

3. Do you feel your child is treated without bias or prejudice regards to gender, race or differences?

4. Do our team members actively encourage cross group friendships (age, sex, cultural backgrounds)

Communication

1. Have you had information about centre policies and the rooms' routines and program?
2. Do you feel well informed about your child's day?
3. Do you feel you could ask our team members for support or information relating to your child?
4. Are you confident that your child's group leader has an adequate understanding of development levels?
5. Do you feel our team members work well together as a team?
6. Are you comfortable to approach our team members apart from the ones that work within your child's room? If no could you elaborate on this?
7. Are all our team members approachable?

Program

1. Are you satisfied that your child's developmental needs are being met?
2. Is the program interesting and challenging for the children?
3. Is the program displayed each day?
4. Do you feel our team members take an active role in extending and challenging your child's play?
5. Have you been informed about the 6 monthly parent teacher interviews?

Health

1. Do our team members actively encourage hygienic practices with hand washing toileting and at meal times?
2. Are our team members sensitive to your child's toileting needs?
3. Are you satisfied with rest time procedures?

4. Are our team members sensitive to change to weather and dress your child appropriately e.g. hat jumper shoes etc?

5. Do our team members consider safety and ensure that the environment is safe for children?

Supervision

1. Are you satisfied with the level of supervision of the children? If not why?

Management

1. Are you happy with the amount of information available to you about centre management and about your level of involvement about any decisions?

2. Do you feel the director manages the team well?

Thank you very much for taking time to complete this questionnaire. We believe your input is valuable and we will evaluate the responses and implement any changes in consultation with parents.

If you have any concerns at all please feel free to come and discuss them with either myself or any of the team members.

Tara Eichmann

Parent Name (Optional) _____

Phone number _____

How to Read your Statement

Statements are distributed every Friday and are placed either in your parent pocket, or emailed directly to you.

All accounts need to be a minimum of 2 weeks in advance at all times, as per our fee payment policy.

Your name and address. → Jane Greens
34 Nickleberry Drive
Hoppers Crossing VIC 3029

The CCB amount deducted. →

Jane Greens General Account
000-111-222
Statement Printed: Tuesday 7th March 2013
Statement Begins: Monday 30th February 2013
Statement Ends: Sunday 12th March 2013

Due Now: \$60.00

Date	Description	Days	Fee	CCB	Debit	Credit	Balance	
Balance Carried Forward								\$21.00
Weeks billed for → 30/01/13	Tom Greens (Toddlers 0-3y Daily/ Weekly)	2	106.00	46.00	60.00		\$81.00	
	Fee Payment By Cash (Rec:0015876) Thank You					81.00	\$0.00	
	6/02/13 Tom Greens (Toddlers 0-3y Daily/ Weekly)	1	53.00	23.00	30.00		\$30.00	
	8/02/13 Tom Greens (Toddlers 0-3y Daily/ Weekly Absent)	1	53.00	23.00	30.00		\$60.00	
Your child's name, the room they attended and the type of charge. → 13/02/13	Tom Greens (Toddlers 0-3y Daily/ Weekly)	2	106.00	46.00	60.00		\$120.00	
	14/02/13 Fee Payment By Cash (Rec:0015876) Thank You					120.00		
	20/02/13 Tom Greens (Toddlers 0-3y Daily/ Weekly)	2	106.00	46.00	60.00		\$60.00	

Centre charge before CCB has been applied. →

The weekly fee you are required to pay after the CCB has been deducted. →

Number of absences your child has used and the period used. →

Period ending 30/06/13
Tom - 13

Amount owed or in credit, after period has been charged. →

Payment made. →

If you have any queries in relation to your account, please call or speak to your Centre Manager in person.