

## *Free Range Kids Newsletter*

### *March 08*

In the past few weeks we have had a lot of changes within our staff members. Mrs Debbie Schultz and Mrs Sally Douglas have been dismissed from the Centre. Mrs Terressa Gillespie and Mrs Elaine Ryan have decided to spend more time with their families and study, which this is very hard to juggle with work also. I would like to take this opportunity in congratulating Mrs Cassandra Hansford in taking the position as a Group Leader in the Toddlers Room and I will give her all the support that she needs. I would like to welcome Mrs Tina Quinn in taking the position as the Kindy Room Assistant, so please take the time to introduce yourselves to her. Unfortunately Mrs Belinda Schultz has broken her ankle and with Doctors instructions is not allowed to work until further notice, if all is going well with her foot. Mrs Lyall Blanco will be working as an assistant in the Toddler Room to help support Mrs Hansford while Mrs Schultz is absent. At the moment we are interviewing the right candidates to join Free Range Kids as a team to continue to give the best quality of care to the children. When we pick this new staff member we will provide notices of this change. I would like to thank you all for being patient and understanding. If you have any questions, please do not hesitate to come and speak with me.

With the before and after school program, unfortunately the Laidley State School Hall has fallen through, so this means that the children will continue to come to Free Range Kids before and after school care. We will continue to provide them with afternoon tea and activities as we did before.

Thanks  
Amanda Wills  
Director

### Upcoming Events

14<sup>th</sup> March 08  
20<sup>th</sup> March 08

Crazy Hair Day  
Easter Afternoon Tea for families

### **Fees:**

Fees are charged at \$51.50 per day for each child booked into the centre before Child Care Benefit is applied. This fee includes three nutritious meals per day i.e. morning and afternoon tea and lunch. Individual children's food needs related to medical conditions can be catered for upon the Directors discretion.

Fees are payable for all BOOKED days of care, including days when your child is absent for illness or holidays and Public Holidays.

All families will receive a weekly account for care hours booked. Any excursions/shows or additional fees will be provided on a separate invoice.

It is a condition of enrolment of Free Range Kids that all families pay their fees through a direct debit system. The Director will explain this to you upon your enrolment. Alternatively Centrepay is available through Centrelink.

Receipts will be generated from the computer system at the end of each month and quarter and placed into the family communication pocket.

LATE FEES will be charged if your child is picked up after the advertised closing time of the centre. (\$1.00 per minute)

Enrolment of children is valid until the end of the calendar year in which your child is enrolled at which time a re-enrolment process will be undertaken to enrol your child in the centre the following year. A re-enrolment fee of \$25.00 is payable to re-enrol your child at the beginning of each year. This fee covers administration costs associated with re-enrolments. Parents must return their re-enrolment forms by the specified date at the end of each year to secure a position for the following year.

### **Fees in Arrears:**

All families are to keep their fee payments at least one week in advance. Should their bank account not be managed to have sufficient funds when the direct debit payment is due the family will be given an insufficient funds notice. This needs to be rectified immediately and a payment made directly to the director by cash or bank cheque. A dishonour charge of \$20.00 to cover administration costs will be charged if your bank dishonours your direct debit for any reason.

If fees remain in arrears, service will be withdrawn from the family. This means that children will not be able to attend the centre until the account is paid. If fees remain outstanding past the time allotted for payment, and no repayment plan has been commenced, the Centre will cancel the enrolment and engage the services of a Debt Recovery Firm.

### **Absences:**

If your child is going to be absent for any reason, please inform the centre by 9.00am of their booked day.

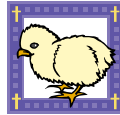
CCB payments allow for 30 absence days per calendar year. In order to claim these days and the CCB payment, you must sign for the absence day on the sign in/out sheets. Full fees will be charged for days that are not signed for.

## HATCHLINGS ROOM



This newsletter is a bit of a sad farewell from me (Mrs. Ryan). I have made the difficult decision to move on in my career, my final day will be Tuesday 18<sup>th</sup> march. I will miss the children and the families but hopefully will still see you all around town. Management and Mrs. Wills are interviewing candidates for my position and am sure will find someone who will give your children the quality of care that they deserve. Mrs. Vol will remain the assistant in the room and has formed bonds with the babies, giving them a familiar and comfortable person to be with. I thank you all for the memories and the support that you have given me as parents and wish your children well as they grow and nurture.  
Farewell from Mrs. Ryan and Mrs. Vol

## CHICKS ROOM



Hi my name is Cassandra Hansford (or Mrs Hansford as everyone here knows me) and I have taken over the position of Group Leader in the Toddler Room. I have a current first aid certificate and my certificate III in Childrens services. I am currently studying my Diploma and hope to have that finished in the very near future. We have had some terrible news this month with Mrs Schultz unfortunately breaking her ankle. We wish her all the best getting better and returning to the room very soon. Till then Mrs Blanco will be assisting in the Toddler Room so if there is anything at all you need or wish to discuss please feel free to speak to myself or Mrs Blanco.

Over the past week we have put a lot of effort into decorating our room with our Easter decorations. We have collaged and painted eggs and displayed them on the wall and this week plan on working on our Easter bunnies. The children have also been working on a small gift to take home to you next week. At group time we have been singing Little Peter Rabbit had Fly upon his nose and the children are all contributing to the song trying to sing it and do the actions to it. April is looking to be another busy month with plenty planned to redecorate the room with. Back to nature. We plan to decorate the room with collages, paintings, drawings and prints all made from outdoor resources. If you have anything of interest at home for the children to use EG: bark, sticks, different leaves we would greatly appreciate you bringing them in for the children.

Until next time,

Mrs Hansford and Mrs Blanco

## CHICKEN LITTLE ROOM



Firstly I would like to welcome Mrs Quinn to our room as the new assistant. Just a reminder to all parents please remember your child's HATS and HELMET – we don't supply spare hats or helmets due to health issues. So if your child doesn't have a hat or helmet they can't play in the sun or ride bikes. Welcome to all our new children parents and families, we are starting a family wall and we would like the children to bring in any photos of their family, animals etc the things that are important to them. (please write names on the back)

We would also like to ask for any natural materials for collage area such as leaves, seeds, sticks etc anything natural.

You will notice your children becoming more independent as we are encouraging the children to do things for themselves toileting, serving up their sandwiches at lunch, dressing, selecting activities and self settling at rest time. Also we are developing for the children to learn responsibilities for their hats, shoes, bags and sheets etc. So our children are becoming well adjusted helpful little people.

Thank you, Miss Mateinaniu and Mrs Quinn

## CHICKEN RUN ROOM



Hi Preschool Families

Its Miss Paroz here, I just wanted to introduce myself to you for the families that don't know me. I have been settling in very well in the preschool room and I'm trying my very best to settle the children after a major change. I think as a group we have done really well, thanks to my assistant Mrs Tracey Abbott. Rest time is becoming a lot easier as the children are rewarded with fairy stickers. We have had lots of fun practicing our counting, talking about colours, we have been working on a train and garden theme as this is where the children's interest are at the moment. Over the next week we will be concentrating on Easter activities and crafts. Hope to see you at our Easter afternoon tea on Thursday 20<sup>th</sup> March. If you have any questions or concerns please do not hesitate to come and see myself or Mrs Abbott!

Until next time, Miss Julie Paroz and Mrs Tracey Abbott

## ROOSTERS



At the moment Mrs Wills, Mrs Abbott, Mrs Blanco and Miss Casey have been taking charge of the rooster room of an afternoon, giving the school children a variety of activities such as arts and crafts, computer work, homework, building with the blocks and so much more. Hopefully over the next couple of weeks we will find a School Group Leader to take on this role as Miss Paroz has moved into the role of Preschool Room. I would like to thank Miss Paroz for a wonderful job she has done over the past year with the School children and with Vacation Care.

Cheers

Mrs Wills and Mrs Abbott

# Policy Review

## 3.11 Personal Belongings Policy

Created: 11.4.05

Review date: 15.2.06

### **Objective**

To ensure high quality customer service is delivered to parents through the return of children personal belongings at the end of the day. To ensure the safety of staff personal belongings while they are at the centre.

### **Explanation**

It is an expectation of parents that their children's belongings come home with them at the end of the day. It is also a policy of the centre that children's personal belongings be named. Staff need to ensure that the utmost care is taken when children remove items of clothing or other personal belongs to return them to the child's bag. Parents become dissatisfied with the service of the centre if they are required to search for missing belongings.

### **Implementation**

Before children come outside at 3.00 p.m. for mixed grouping, staff are required to ensure all children have their shoes in their lockers (in the summer months and on their fee in the winter months) jumpers on (in the cooler months) and bags packed ready for parents to come and take them home. Staff need to also ensure that children are not wet or dirty before leaving the centre.

Parents will be advised that if staff find belongings of a child that are not named, they will name them with a permanent marker as discretely as possible.

If parents are missing an item when they come to collect their child, staff will do everything possible to assist in finding the missing item. If the item is not found they will ask other staff and perhaps post a notice in their room in case another parent has taken the item home by accident. Unfortunately, the centre cannot be responsible for any child's items that are lost, stolen or go missing whilst in the centre.

It is requested that parents refrain from allowing children to bring personal items such as toys and jewelry to the centre to avoid breakage, loss or theft of the item.

As there is no facility for staff to lock away their personal belongings, the centre will not be held responsible for any personal belongings of staff that go missing. Valuables and personal items such as cameras etc should not be brought into the centre.

### **Evaluation and Review**

This policy will be reviewed on an annual basis with the consultation of parents and staff. Current legislation, Regulations and QIAS standards will also be taken into consideration.

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PLEASE RETURN THIS PORTION TO THE OFFICE FOR ACCREDITATION PURPOSES: THANK YOU FOR YOUR ASSISTANCE.

I, \_\_\_\_\_ (parent name) have read the above Policy form and make the following suggestions for change.

# Policy Review

## 4.10 Food and Nutrition Policy

Created: 11.4.05

Review Date: 8.11.05

### Objective

To provide a healthy and nutritious diet to children attending the Centre.

### Explanation

Children in Long Day Care may receive 50% - 70% of their food intake whilst in care. It is therefore essential that the centre provides adequate nutrition in proportion to the time spent in care. It is also the centre's responsibility to help children and parents develop good food attitudes and habits.

### Implementation

Free Range Kids Child Care Centre offers three nutritious meals per day. Our menu will include foods from the five food groups. Drinking water will be offered and readily available. Milk will also be offered on a daily basis. Parents will be kept up to date on a daily basis on their child's eating habits.

The centre programs will also include food awareness activities that will educate children on healthy diet and lifestyle.

Children will be encouraged to get hands-on experience in food preparation.

Allergies, medical conditions, religious beliefs, special diets and cultural requirements will be observed at all times. If you child has special needs please do not hesitate to let the Director know.

It is essential that we ensure that children's dietary requirements are met at all times. Staff will offer assistance to parents and ensure information is accessible to them regarding the nutritious needs of children.

Staff will assist children in receiving a safe and nutritious diet by:

- a. Parents will be advised when their child is not eating well or does not have enough food.
- b. Children will wash their hands before handling food, or eating meals and snacks.
- c. Children will be encouraged to attempt foods that are presented to them through our menu.

Staff will provide an eating environment that assists the transition of family and multicultural values by:

- a. Staff members sitting with the children at meal times.
- b. Food will never be used as a form of punishment by either its provision or denial.
- c. Multicultural differences will be recognised and accepted.
- d. Food awareness activities will be chosen from a variety of cultures.
- e. Special occasions may be celebrated with culturally appropriate foods.
- f. To ensure that meals and snacks are consumed in a relaxed as social eating.

Staff will teach children about food and nutrition by:

- a. Food awareness activities will be included in the teaching program.
- b. Children will be encouraged to have practical experience in food preparation.
- c. The foods being eaten by the children will be discussed with them.

While sweet foods are kept to a minimum, the centre will observe children's birthdays and celebrations and parents are able to provide a birthday cake for the child's group if they would like. Parents are encouraged to stay for special occasions if they wish.

### Evaluation and Review

This policy will be reviewed on an annual basis with the consultation of parents and staff. Current legislation, Regulations and QIAS standards will also be taken into consideration.

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PLEASE RETURN THIS PORTION TO THE OFFICE FOR ACCREDITATION PURPOSES: THANK YOU FOR YOUR ASSISTANCE.

I, \_\_\_\_\_ (parent name) have read the above Policy form and make the following suggestions for change.