

Kiama Kids

Pre-school Information book

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Revised January 2012

PHILOSOPHY

At Kiama Kids preschool we believe that development, knowledge and learning are most important to build in a child. Therefore Kiama Kids uses Early Years Learning Framework (EYLF) to program for all children. The Early Years Learning Framework describes the principles, practice and outcomes which enhance young children's learning from birth to five years of age, as well as their transition to school. It has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Kiama Kids preschool and CCC aim to provide the availability of a high quality children's service through the implementation of the following goals and learning outcomes.

GOALS

Children

- To provide a safe, happy and homely environment. **BELONGING**
- The philosophy reflects on the diverse values of children, families, staff and the wider community through experiences based on the children's cultural lives. **BELONGING**
- To recognize the special needs and talents of individual children through the employment of caring and qualified staff. **BEING**
- Provide experiences for children to grow and develop to their full potential by observing, planning, implementing and evaluating appropriate experiences for all developmental areas and needs of each individual child. **BEING**
- To create a warm and caring atmosphere fostering friendships between staff and children, through interactions, conversations and caring attitudes. **BELONGING**
- Promote each child's awareness of the environment, other people, and the world around them and encourage respect for the same. **BELONGING/ BEING**
- Allow opportunities for freedom of choice to develop independence and self esteem. **BECOMING**
- Use a positive approach to guide and discipline. **BEING/ BECOMING**
- Cater for children's nutritional needs, allergies, and cultural differences. **BEING**
- To provide a school readiness program in order to prepare the children for future schooling years. **BECOMING**

Families

- To provide basic support to families through the provision of high quality care, resources and education **BELONG/BEGIN/BECOMING**
- To involve parents in decision making regarding policies, programming and centre activities as much as possible, and to provide written information to all families on these matters **BELONGING**
- To make parents feel welcome at the centre anytime as an observer or as an active participant in the daily life of the centre **BELONGING**
- To provide a service to all families, focusing on equality between economic, religious and ethnic backgrounds and incorporate these into everyday life at the centre **BELONGING**
- Promote two way communication between staff and parents about the child's daily life at the centre, overall development and the child's home life **BEING/ BECOMING**
- To promote social contact between families and staff through picnic, and dinners **BELONGING/ BECOMING**
- Encourage families to participate in fundraising events to enable the provision of outside resources eg. Puppet shows, excursions, end of year party

Staff

- To support regulations governing children's services
- Staff communicate with each other, discuss and resolve differences between themselves
- Staff to work effectively as a team, sharing values, attitudes, knowledge and experience.
- Staff to be aware of the centre philosophy and goals, and work to reflect these at all times
- To promote on-going training and professional development to all staff with the possibility of career advancement where-ever possible
- Provide secure supported environment through sound industrial rights, conditions and personal practices
- To adhere to occupational health and safety guidelines at all times

Learning Outcomes

OUTCOME 1:

Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self identities
- Children learn to interact in relation to others with care, empathy and respect

OUTCOME 2:

Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the Reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

OUTCOME 3:

Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

OUTCOME 4:

Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

OUTCOME 5:

Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

In consultation with staff, management, families

Source: DoCS curriculum frame work, DWEER

Evaluation:

Made a few changes this year as we wanted to implement the EYLF and learning out comes.

Evaluated by: Staff

Review in: December 2012

Sign: 

NATIONAL QUALITY FRAMEWORK

On 1 January 2012, the National Quality Framework was established and applies to most long day care, family day care, preschool (or kindergarten) and outside schools hours care services.

National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- **a national legislative framework**
- **a National Quality Standard**
- **a national quality rating and assessment process**
- **a new national body called the Australian Children's Education and Care Quality Authority.**

The National Quality Framework will take effect on 1 January 2012 with key requirements being phased in overtime.

Requirements such as qualification, educator-to-child ratios and other key staffing arrangements will be phased in between 2012 and 2020.

National legislative framework

The national legislative framework is established through an applied laws system and consists of:

- **the Education and Care Services National Law**
- **the Education and Care Services National Regulations.**

It creates a jointly governed uniform national approach to the regulation and quality assessment of education and care services and replaces existing separate licensing and quality assurance processes. For many services this integrated approach means less red tape.

A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework, including approving, monitoring and quality assessing services. It will be the first point of contact for services.

A new national body—the Australian Children's Education and Care Quality Authority—will oversee the National Quality Framework and ensure the consistent and effective implementation of the new system.

National Quality Standard

The *National Quality Standard* sets a new national benchmark for the quality of education and care services. The National Quality Standard is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

The National Quality Standard aims to promote:

- **the safety, health and wellbeing of children**
- **a focus on achieving outcomes for children through high-quality educational programs**
- **families' understanding of what distinguishes a quality service.**
- **National quality rating and assessment process**

Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

Assessments for existing services will commence from mid-2012.

The National Quality Framework will replace the National Childcare Accreditation Council.

WELCOME TO KIAMA KIDS PRESCHOOL AND CHILD CARE CENTRE

Kiama Kids is a family owned and operated preschool that provides care to 27 children a day aged 2-6 years. Kiama Kids aims to provide the highest quality care possible.

Kiama Kids is open from 7:30am to 5:30pm for 50 weeks a year; we are closed on public holidays and 1 week over Christmas.

It is appreciated that parents **not at place of work or study** pick up by 4:00 pm, this allows for staff ratios to drop and staff on early shifts finish on time.

Kiama Kids also has uniforms available for purchase for \$16. Uniforms can save you the time of having to find something for your child to wear to preschool.

KIAMA KIDS STAFF

Deb and Rob Rose— Owners: Deb and Rob built the centre in 1995.

Deb Rose- Full Time administration, early childhood educator

Diploma Qualified, Nutrition and Menu Planning, Various Workshops

Mother of 2.

- **Jessica Lowthian**-Full Time Director, nominated Supervisor, early childhood educator
Diploma Qualified, Senior First Aid, Food Safety, Nutrition and Menu Planning, Various Workshops
Mother of 1
- **Lauren Kemp**-Part Time nominated Supervisor, early childhood educator
Diploma Qualified, Senior First Aid, Food Safety, Nutrition and Menu Planning, Various Workshops
Expecting in July
- **Elly Rose**-Full time Child Care Worker
Senior First Aid, Food Safety, Nutrition and Menu Planning.
- **Mel Sherriff**- Permanent Part Time Employee nominated Supervisor, early childhood educator
Diploma Qualified, Senior First Aid, Nutrition and Menu Planning, Various Workshops.
Mother of 2

WHAT DO I HAVE TO BRING AND NOT BRING?

- A drink bottle filled with **water** clearly labeled with your Childs name
- A wide board brimmed hat with brim size of 7.5cm, Legionnaire hat or a Bucket style hat with a brim size of 6 cm for sun protection, hats can be purchased from the centre for \$10
- A spare set of clothing
- A food item e.g. piece of fruit or a Vegetable to be shared for morning and afternoon tea.
- Nappies, 5 per day
- No toys (a cuddly for bed is fine)
- No thongs (thongs with a strap are fine)

Clearly label all your child belongings

ORIENTATION

All families will be invited for a tour of our centre. A staff member will explain the main policies and procedures in relation to the daily routine of the centre. All children and their parents are welcome to come in and visit any time before they start care.

FOOD AND NUTRITION

Kiama Kids provides all nutritious meals and follows 50% of the recommended daily intake for children. Meals provided by the centre included

- Morning tea- all fruit is cut up to create several fruit platters , seconds are then given eg crackers
- Lunch- lunch is set up at the kitchen bench where children will come up and choose what they would like

(please check menu to see what is available) all children are to sit and wait for all friends to be seated before they eat. A bowl of veggie sticks are available on each table for the children to eat while they wait for all their friends to be served. We have also found this is a great way to get children to eat the vegetables.

- Seconds- usually based on a dairy dessert
- Afternoon tea- fruit is cut up to create several fruit platters
- late afternoon tea

our menu can be found on the front door and changes by season .

If your child has any special dietary requirements not provided by the centre please bring them with your child's name written on them and if required place them in the fridge. Drinks are also provided by the centre, milk and water for meals. Water is available all day.

Each child is asked to bring a piece of fruit or a vegetable to be cut up for a fruit platter. Milk will be provided for morning and afternoon tea and all children to bring a water bottle.

PRIORITY OF ACCESS

The Australian government funds child care to meet to meet the child care needs of Australian families.

The demand for childcare sometimes exceeds supply in some locations. When this happens it is important for services to allocate places to those families with the greatest need for child care support.

The Australian government has priority of access guidelines for allocating places in these circumstances.

There are 3 levels of priority of access which the centre will follow when filling vacant places.

Priority 1- a child at risk of serious abuse or neglect

Priority 2- a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the A new Tax System (family Assistance) Act 1999

Priority3- any other child

Within these main categories, priority should also be given to the following children

- children in aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families on low incomes
- children in families from culturally and linguistically diverse backgrounds
- children in socially isolated families
- children of single parents.

If Kiama Kids Has no vacancy places for the child who is a part of the 3 priority access guidelines the service may be required to ask a family to forfeit their spot for a child in the priority list, but only if

- The person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy
- The service gives that person least 14 days notice of the requirement for the child to leave the child care service.

FEES AND THE FACTS

Fees are payable by cheque, centre pay, easy pay and direct debit, please do not pay by cash.

- There are two ways to pay your fees, easy pay direct debt or centre pay.
- Our current fee is \$68 per day.
- Parents receiving a centre link benefit will be required to have their account paid through centre pay.
- Fees are to be paid one week in advanced at all times. Fees must be in advance when notice is given to leave the centre.
- If fees fall more than two weeks behind (and there has been no payment plan organised with Deb) your child will be excluded from the centre until all fees have been paid up to date.
- You will be given 2 weeks to pay any outstanding debts owed to the centre before all your emergency contacts are contacted. A week will then be allowed for your debt to be paid before we contact the debt collector.
- Fees are to be paid for all days your child s enrolled at the centre, with the exception of centre closure time (Two weeks over Christmas).
- Public holidays are not seen as centre closure times. Only children who attend the centre five days a week are exempt from paying for public holidays. Make-up days will be given for public holidays.
- Always thoroughly check your receipts to ensure you are paying for the correct days as mistakes can be made.
- Invoices are issued at the end of each month, one invoice is for the previous month and the other is an estimate for the month ahead; please keep these for tax reasons, as extra copies of invoices will incur a cost.
- If fees become more than two weeks in arrears a \$5.00 interest fee will be charged per week until fees are up to date.

WHAT TO EXPECT FOR THE FIRST FEW WEEKS

Your child is taking a big step coming to pre-school and needs you to help make the transition a happy one. Children are sensitive to your feelings, if you feel tense about your child being out of your care, he/she will sense this and start to worry about what will happen. Please adopt a positive attitude to pre-school...

We are more than happy for you to stay with your child for a little while on the first day of care, to be sure he/she is settled and happy, however if we feel this may prolong the separation and distress your child it may be advised that you say good bye and leave quickly. Your child may wish to just wander around and watch activities at first rather than join in. You can help by talking about what he/she sees or by doing an activity with your child.

When you decide to leave, be sure to let a staff member know that you are leaving. Say goodbye to your child and it is important to tell them that you will return. Once you have said good bye it is important that you leave immediately.

If your child is upset, his/her anxiety can increase in anticipation of your leaving if you delay your departure.

We will contact you if your child does not settle, and you are welcome to call us any time in the day to see how he/she is going. Please note: all fees and enrolment forms (including a copy of your child's birth certificate) must be returned before your first day. This allows focus to be on settling your child and not on administration.

The average settlement period is approximately 6 weeks, so please do not be deterred from continuing care if your child experiences separation anxiety during the first few weeks.

Sometimes enrolling your child on a more regular basis can prevent this separation. You may choose to star your child on half days (i.e. 9am-1pm) until they settle.

If you have concerns with your child settling into pre-school please do not hesitate to speak to staff.

CENTRE PROGRAM & CHILDREN'S RECORDS

The Centres Program covers all of the developmental areas. The centre programs through the children, so that all activities out will benefit your child's development. Staff will take observations on the children throughout the day, then program what they believe suites the observation best and how the child will benefit from that activity.

We ask that all parents view our program each week and add any input.

SCHOOL READINESS

Kiama Kids strives hard to get all children ready for the next big step to school.

We have a great school readiness program that meets the primary school criteria. The program runs for 30 mins a day and increases to 45 min/1 hour towards the end of the year (for more information on school readiness please refer to our school readiness information book).

ARRIVAL AND DEPARTURE

- **Arrival**

Sign in book: it is regulation at child care services, (enforced by the department of community services, for number checks and safety e.g. fire evacuation) that each child is signed IN and OUT of the centre each day. On arrival parents are asked to sign against their child's name on the sign on book, the time of arrival, their signature and an estimated time of pick up for staff ratios will also be required. The sign on book has names listed in alphabetical order of surnames, please notify staff member of your child's arrival.

- **Departure-**

Notify a staff member of your child's departure and sign them out in the sign on book by placing your signature and time of departure next to your child's name.

- Check your communication pocket for notes, and don't forget to look at our day wall to see what your child ate and if they slept.
- If your child is in nappies you can check what time they were changed in the bathroom.
- Please place your child's name on all their belongings.

When enrolling your child at Kiama Kids we will require a birth certificate for confirmation of your child's age and immunisation records.

WHO CAN COLLECT MY CHILD?

No child will be released into the care of any person not known by staff.

If staff do not know the person by appearance, the person must be able to produce some form of identification to prove that they are authorised to collect your child as stated on their enrolment form. Parents must give prior notice when making alternative arrangements for the collection of a child. No child will be released into the care of anyone under the age of eighteen years unless special arrangements have been made with staff.

HOW IS HYGIENE HANDLED AT THE CENTRE?

Good hygiene within the centre is essential in minimising cross infection and illness. Staff at the centre are very strict about our hygiene polices and will discuss and role model good hygiene procedures. Staff use colour coded cloths for the kitchen, bathroom and general cleaning. We use gloves when we come into contact with bodily fluids, cleaning, food preparation and we wash our hands many times a day.

The children are taught to wash their hands after toileting, blowing their nose, after touching the animals and before eating.

We ask that you wash your child's hands on arrival to pre-school and on departure or use the sanitizer provided at the front door.

WHAT IF MY CHILD IS SICK OR HAS A CONTAGIOUS CONDITION

Children will be excluded from the centre if they have any of the following condition, head lice, runny nose, chicken pox, impetigo, fever, eye/ear/throat infections, diarrhoea, vomiting and runny nose.

You must keep your child at home for 24 hrs after the symptoms have ceased

Other contagious conditions such as measles and chicken pox must have a letter from the doctor clearing your child to return to preschool.

Your child may be allowed to attend school if they have good hygiene practices and staff believe the condition is not serious.

Staff will inform families of outbreaks of contagious conditions presenting within the centre. Please inform staff if any family members have had a contagious condition.

Please contact the centre if you have any questions regarding a condition your child has

IMMUNISATION

Immunisation is not compulsory, however in the event of an outbreak non-immunised children will be required to remain at home during the duration of the outbreak, depending on advice from the public health unit

Pregnant mothers– Please be aware that at times the centre may come into contact with infectious conditions that can cause defects to an un-born child. We ask that, if possible, you avoid the centre during an outbreak of an infectious disease. Staff will inform parents if such a risk arises.

Immunisation update will be handed out to parents every quarter.

MEDICATION

Only prescribed medication for your child will be administered if it is accompanied by a doctor's certificate stating dosage, child's symptoms and length of time the medication should be taken.

All medication must be recorded in the medication book and are to be signed by a parent and staff member. These regulations are set by the Department of Community Services.

LATE COLLECTION OF CHILDREN

Please call the centre if you will be late to pick up and the late collection fee will be waived, if you have an appropriate reason.

There will be a fee for late collection of children, a rate of \$2 per minute for each child after 5:30 will be charged for the first offence. Second offence is \$3 per minute, \$4 per minute per child for the third offence and so on.

After your third reminder a late fee may be incurred.

CHILD CARE BENEFIT

The centre is registered for the CCB. Please contact centre link to let them know you are starting preschool.

If you are claiming the CCB you will need to check how many hours of care you are entitled to.

Check your CCB regularly, it might have changed or been cancelled.

If you are entitled to 100% this does not mean that child care is free, you will still have to pay something.

WHAT IF I WANT TO REDUCE MY DAYS OR LEAVING CARE?

You must give **one weeks'** notice when reducing your child's days in care; **two weeks'** notice must be given to terminate enrolment at the centre. If you do not contact the centre about terminating your enrolment, you will still be charged for the days you are enrolled. Fees will also be charge at the current full fee, until the centre is informed of you leaving.

We stress to you please ensure you inform the centre of termination as being charged full fee can add up and the centre will have to take legal action if fees cannot be paid.

MAKE-UP DAYS AND EXTRA DAY ARE AVAILABLE

Make up days will be given whenever possible if your child has had time off due to illness or public holidays, make up days will not be given for occasional days off or holidays. You will not be entitled to a make-up day if your fees for that day are not paid up to date.

If you book your child in to use one of their make-up days and fail to use this day or give prior notice, that day will be considered as being used.

Make up days cannot be booked more than two weeks in advance.

Make-up days will only be given if you notify us of your child's absence before 9:30. Make-up days are only valid for 3 months.

If positions are available and you require your child to attend an extra day at pre-school the normal fee applies. However, if you book your child in for an extra day and do not turn up, you will still be charged as this place could have been given to someone else in need. Please check that your CCB hours allow for your child to attend and extra day at the centre.

CHILD PROTECTION

Kiama Kids is committed to the protection of children. All childcare workers are mandatory reporters of neglect and abuse. The staff at Kiama Kids are trained in identifying children at risk of harm. You can find our child protection policy in the policy book in the foyer.

GRIEVANCE PROCEDURES

If you have a complaint with staff, polices, procedures or anything related to the centre there are a number of ways you can voice this compliant.

Speak with the director Deb or the Authorised Supervisor Jessica. They will get you to fill out a complaint form which will be brought up at the staff meeting, discussed and a solution found.

Place a letter into the locked fees box detailing your complaint or put a suggestion in out suggestion box. This will also be taking to the staff meeting, discussed and a solution found.

You can also speak to a member of the parent committee and discuss the issue with them, they will then discuss this with staff and the issuer will be dealt with as stated above.

All grievances will be confidential and carefully considered. Please do not be afraid to speak to staff about issues that concern you. We are here to provide a service to you and your family.

INFORMATION POCKETS AND CHILDREN'S LOCKERS (COMMUNICATION POCKETS)

Every family has an information pocket with your child's surname on it, located in the entry way. All receipts, special information and notes will be placed in the pocket. Please remember to empty your pocket regularly.

All children have an allocated locker please read the locker chart before you put your child's bag down.

SUN SMART CENTRE

Sunscreen protection

- Kiama Kids will provide 30 + board spectrum water resistant sunscreen for the children and staff, which must be applied to all children 20 minutes before going outside. Sunscreen must be re-applied after 2 hours or depending on the manufacturer's recommendations.

Clothing protection

- All children are asked to wear a sun smart hat that protect the face, ears, neck and crown of the head when outside or on and excursion at all times, if in shade hats are still to be worn. Hats that must be worn can either be
- Wide board brimmed hat with brim size of 7.5cm, Legionnaire hat, Bucket style hat with a brim size of 6 cm.

When outside Children and staff are asked to dress in the appropriate sun smart clothing that protects most of the skin eg the shoulders, back and stomach. Kiama Kids has a no singlet policy.

PARENT INVOLVEMENT

Aim

Our Centre aims to have family members involved in the operation of the Centre. A Families wishes will be taken into account regarding our program and if appropriate implemented. Our Centre values the input of its family members and welcomes them as a valued resource.

Related Policies

Multicultural Policy

Staff and Parent Relationship Policy

Who is affected by this policy?

Child

Families

Staff

Management

Implementation

- Families are welcome to visit at any time of the day.
- Families are encouraged to make suggestions and offer critique on our program, philosophy, management and food menu.
- Families are encouraged to share aspects of their culture with the staff and children as well as appropriate experiences.
- Families are invited to participate in the Centre's daily routine by helping out with activities such as craft, the preparation of morning tea, special activities and afternoon tea.
- A family/staff committee will be established to set goals for the Centre, help write and implement policies and help to meet aims of the NQF process.
- Minutes of regular staff/parents meetings will be kept aside for either side to make suggestions.

Sources: Children's Services Amendment Regulation

FUNDRAISING

Any money for fundraising activities carried out at Kiama Kids will be used to minimise the cost to parents for special events for the children

SPECIAL OCCASIONS AND RELIGIOUS BELIEFS

If your child is celebrating a birthday, or your family has a special religious celebration that you would like to share with us please inform staff so that we are able to include your celebrations in our program. Kiama Kids will provide birthday cake.

If parents wish to organise a birthday party to be held at home we ask that it be arranged away from the playroom as young children are very sensitive and can be easily hurt when excluded. Also let us know if you wish for your child to be excluded from events due to religious beliefs.

If you would like to be provided with an interpreter or would like information sheets available in a home language it can be arranged. See staff for details.

TELL A FRIEND

Tell a friend about the centre and you will receive one week's free care. Your friend has to mention your name on enrolment for you to receive the free care.

Conditions apply.

PLEASE NOTE THE FOLLOWING

- Please notify us if any of your enrolment details change.
- Please notify us if your child will not be attending preschool for the day
- Check the lost property
- Please do not bring toys from home, unless it's a special cuddly for rest
- Please see staff if you have any suggestions, queries or concerns.
- An updated enrolment form will be required every 6 months.

TESTIMONIALS AND BIRTHDAY WISHES FROM FAMILIES ON OUR 18TH BIRTHDAY

9TH January 2012

Sally Medcalf

Happy birthday Kiama Kids, you all did so much for my family with two of my children attending and giving my autistic son such great care. I only have one year and 5 months to go till trinae shall be enrolled there too :)

Natalie Kelly

Happy Birthday Kiama Kids!! Back in 2000/2001, I walked through your doors with Lani, and over the following 9/10 years you cuddled, consoled, listened to, taught, fed, played with, laughed with and cared for my four children so lovingly. You were great friends to me also, there when I needed you. So I wish you a Happy 18th b'day, and say thank you to all the staff, past and present, who have helped to shape my little kiddies into who they are today. Kiama Kids is a one of a kind preschool, we are so blessed to have been a part of your journey. Much love. Natalie, Lani, Cameron, Aidan and Riley.xo

Sally Hurley

Thank you for being such a friendly, kind, caring and fun place for my little boy to grow and develop. Happy birthday!!

Angela Maguire

we are so glad we were part of your journey for a few of those years. Of all the preschools/day cares we ever went to (and we did go to a few) you guys were by FAR the most warm, welcoming homely and genuine preschool we ever went to! Congrats on an outstanding effort - you guys make a big difference to peoples lives x

Stacey Morris

Happy Birthday to the best Preschool in the Ilawarra....all my babies went there and so will their babies!!!!

Nerissa Hartley

The 2011 school readiness graduation was fantastic! The kids did such a good job with the songs! A big thank you to Deb, Jessica, Elly, Lauren and Mel!

Kiama Kids Preschool Daily Routine

7:30 am

Centre opens children have outdoor learning time in the summer and indoor learning time in the winter

With Staff, Child and Parent input

9:30am

Children wash hands for Morning tea, Nappies changed

Inside learning time in the summer or outdoor learning time in the winter

With Staff, Child and Parent input

10:00am

Music time

11:00am

Group time

11:55am

News time

12:00pm

2-3 years have nappy change/toilet time, wash hands for lunch

12:15 pm

3-5 years wash hands for lunch

12:30 pm

2 years to bed

12:45 pm

3-5 rest time

1:00 pm

3 -5 years Story time

1:30 pm

School readiness program, 3-4 years quiet activities and pre-school readiness

2:15pm

Pack away school readiness and quiet activities

2:30pm

Hand out craft

2:45pm

Wash Hands for afternoon tea, Nappies changed

3:00pm

Outdoor learning time

4:00pm

Pack away outdoor area and come inside

4:30pm

Late afternoon tea

5:30pm

Centre close

**EMERGENCY
EVACUATION
PROCEDURE!**

In the event of an emergency at Kiama Kids the following procedure must be followed by all occupants of the building at the time of the emergency.

The WHISTLE is LOCATED hanging on the office door.

The first person (person 1) to discover the emergency will blow the whistle or advise the closest staff member to blow the whistle. This person will direct the children to the safest exit. Person 1 may attempt to, in the case of a fire, extinguish the fire without placing yourself in danger.

Person 2 - Will ring the emergency service required. Collect the roll book, sign-in book, and enrolment forms and search the office side of the room for children, closing doors as each area is checked. Check the roll, and contact the authorised people for collection of children.

Person 3 - Search the bathroom side of the centre. Collect the Asthma puffers, close doors as each area is checked. Move to the safe area to supervise children.

(Forth staff member)- go straight to the designated exit and direct the children to a safe area.

Other staff/student/ visitors on the premises- go straight to the directed exit to assist children to calmly leave the centre. A STUDENT IS NOT TO SUPERVISE CHILDREN ALONE.

Staff please holds the younger children's hands.

PARKING PROCEDURES

For the safety of your children.....

Please only park in the turnaround bay to drop off and collect.

Please do not park in the safety zone at the top of the drive way. Please hold your child's hand on the drive way at all times.

If you intend to stay for a period of time when arriving or departing, please respect other families and park on the road. Please avoid leaving children in the car while you are dropping off or picking up.

