C.a.F.E Enfield
Children’s Centre

Parent Information Handbook

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Director of Care & Education
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Background Information:

The Children and Families Everywhere – Enfield (C.a.F.E. Enfield) Centre has been created as a result of a joint initiative between the Commonwealth Department of Family and Community Services (FACS), SA Department of Education and Children's Services (DECS), Children, Youth and Women’s Health Services (CYWHS) (formerly Child and Youth Health), Enfield Primary School and local community organizations.

The aim of the Centre is to create a “Family Friendly Centre” where children and their families feel welcome to visit and participate in activities or network with others from the community, resulting in effective support services which are designed to respond to the needs of parents and children. This model incorporates on one site CYWHS and DECS service provision. These services include developmental health checks for children, universal home visiting, parenting programs, adult learning pathways, early learning programs for children and families, a range of community activities, child care, preschool, and primary school.

C.a.F.E. Enfield, based on the grounds of Enfield Primary School, has been running since 2002 and has established a strong community spirit. Over this period the project has engaged a great number of families and children through a range of early childhood and parenting programs, community activities, children activities, parent volunteer participation and community consultations. The project prides itself on the commitment to building on ‘family strengths’ and ensures that activities are in response to community need.

In June 2005, the Minister for Education and Children’s Services released the report of the inquiry into the Early Childhood Services in South Australia, ‘The Virtual Village: Raising a Child in the New Millennium’. This report establishes a framework for the future of service provision for children from birth to eight years old and their families. The report describes an integrated: cross government approach to the delivery of early childhood services. These services will be community facilities that bring together the range of services for children delivered by the Department of Health, Families and Communities and Education and Children's Services.

C.a.F.E Enfield was identified as one of the sites for the development of an Early Childhood Development Centre, providing an integrated birth to eight care and education program at the site.
**Governance:**
C.a.F.E. Enfield Children's Centre Governing Council has joint governance responsibilities for childcare and preschool delivery.

- Childcare service incorporated under Associations Incorporations Act.
- Preschool service incorporated under Children's Services Act.
- One governance committee manages both services.

**Centre Facilities:**

**Buildings and grounds:**
- The buildings are owned by the Minister for Education and Child development.

**Centre Capacity:**
- Centre capacity (up to 84 child places which includes up to 30 preschool places/session).
- Access for children and staff with disabilities.

**Signing in and out:**
It is a requirement of the Australian Federal Government that you sign your child in and out of the Centre each day you use the service - this applies even when your child is absent.

**Holiday Fees:**
During the school holidays we recognise that your childcare needs may change. Before the end of each term, a request form to alter bookings for the holiday period will be made available. Bookings requested on this form for school holiday times -

- Will be charged for regardless of attendance
- Will be without penalty or losing your term childcare times.

Public Holidays will be charged at 50% of out of pocket expense to parent (including public holidays during the school holidays).

Family holidays require 2 weeks notice and will be charged at 50% of the amount that you usually pay. The discount applies to a minimum of 1 week of your usual bookings, not individual days (unless that is your booking for a full week).

This Centre closed for 2 weeks during the Christmas/New Year period - no fees will be charged during this time.

**Centre closure** days for Staff Professional Development do not incur charges.

**Payments:**
When you start to attend the service, you will be allocated a pocket, located in the hallway. Your weekly bill will be placed in this pocket. To pay your fees, you can either place cash/cheque in the locked Fees Box located in the front entrance, or use Internet banking – details located at the top of your bill. Please speak to someone in the office if you have any questions about your account. Payment timelines of such can be negotiated with the Director of Education and Care on an individual basis. Families in financial difficulty, please see Centre Management.

Car Parking:
You are able to park your car in the car park at the end of Pateela Street.

Programs:
The program for our Centre is play-based and is built on a foundation of secure attachment and building trusting relationships between families, children and educators. To support this, your child will be assigned to a Primary Caregiver who will be the person for you to share information with.
Belonging, Being and Becoming-The Early Years Learning Framework for Australia is the basis for our curriculum planning and evaluation of children’s learning. Observation and documentation of children’s learning is used to gather information about what children know, understand and can do. We use digital photographs, samples of children’s, and “learning stories” to articulate children’s involvement and track progress against Learning Outcomes and plan effectively for each child.

Under 2’s:
Our Under 2 room is licensed for 18 children aged 6 weeks to 2 years of age. However, as we aim to work at an average of one adult to every three children, the Management Committee of this Centre has supported the practice of limiting the number of children to 12 at any one time. Additional places are booked from time to time to support families in need. We aspire to employing three Early Childhood Professionals and one Childcare Support Worker who work thirty hours or more each week as the core Primary Educators in the room. Primary staff are supported by regular Relief Staff.

Over 2’s:
Our Over 2’s room is licensed for a total of 35 children. Again, the Management Committee supports the practice of reducing the numbers of children to provide quality programs. We aim to limit our number to 21 children in this area with 3 educators. They are also supported by another educator during lunch periods and at the end of the day, as well as regular Relief Staff.

Kindy Room:
The Kindy Room integrates childcare for 4 year olds and a DECD funded Preschool Monday to Friday during school term time. The program is delivered by a combination of degree qualified educators, diploma qualified child care educators, Bi-cultural and Additional Needs Support Workers. Children are entitled to five sessions of preschool per week for four
terms before they begin school. If your child turns 4 years of age by 29 January 2013 they may start preschool in Term 1. If your child turns 4 years of age before 1st May 2013, they may start preschool on the first day of Term 2.

The new Same First Day policy means that there will be no general intake of children in Terms 3 and 4.

**Crèche:**
Crèche is provided to support parents engaged in on-site adult education and community learning. It is staffed by one Early Childhood Professional who is supported by other Childcare educators.

**Family Involvement:**
We recognize that you are the most influential teacher in your child’s life and know far more about your child as such we value your input and suggestions into the curriculum and decisions that affect your child. Our aim is to develop relationship with you that enables us to learn about your child, your expectations and aspirations for them and also to share our expectations and understanding also.

We try to provide many opportunities for families to be involved in the life of our centre and to come together as a community. This can be informally by spending some extra time at drop-off or pick-up times playing with your child; by cooking with the children or sharing a special skill or interest such as painting, sewing or woodwork. It could also be through attending various workshops or playgroups offered after hours, or more formally as part of the Management Committee.

Our Centre is managed by a community Management Committee, who is elected annually at an Annual General Meeting held in March/April. This committee is fundamental to the decision-making and direction of the Centre.

**General Information:**

**WE PROVIDE:**

**All Meals:**
- Breakfast, shared fruit, a cooked lunch, afternoon tea & a light snack late in the day.
- We are an accredited Start Right Eat Right Centre and our chef plans a menu using the Start Right Eat Right guidelines to ensure that over a whole day in care, children receive half of their daily nutritional requirements.
- The weekly menu is displayed in each of the rooms.
- All meals are modified to meet any allergy or religious requirements. The centre only uses Halal meat products.
- Please provide us with all special dietary information before your child starts care.

**Drinks:**
- Water is available to the children at all times. Milk (or soy milk for children with special dietary requirements) is offered at fruit time and afternoon tea.
Nappies:
• Nappies, wipes and a basic nappy cream are all provided. If you use a different nappy cream for your child, or would rather use your own nappies, we ask that you supply this labeled with your child’s name.

Sunscreen:
• The centre provides sunscreen with broad spectrum SPF 30+. If your child has sensitive skin then we ask that you provide your own sunscreen.

What you need to bring each day:

• Bag
• Hat – a beanie for winter, sunhat for other times of the year (see below)
• Several changes of clothes (including socks) - for water play, messy play, spills and toileting accidents
• warm jacket for the colder weather
• Personal items such as: Bottle and formula/breast milk
• Comforters (eg. dummy, teddy or blanket)
• Please name all of your child’s items to ensure that they do not get lost.

***if you are missing any items, please check with the educators in the room or in the Lost Property Box located in the foyer

Skin Protection Policy:
We are accredited by the Cancer Council of South Australia as a Sunsmart Centre and as such we aim to provide an environment that actively follows and promotes sun smart practices. Staff check the ultraviolet radiation levels each day of the year and these are displayed in your child’s room whenever the levels are 3 and above.
From September to April ( & when the UV levels are 3 and above) children will be provided with broad spectrum SPF 30+ sunscreen before going outside and this will be reapplied every 2 hours. They will also be required to wear appropriate clothing to protect the body, such as

• A sun hat – either legionnaire, broad brimmed or bucket (minimum 5cm brim)
• Shirts, tops and dresses that cover the back, shoulders and tops of arms
• Shorts, skirts or dresses that come to the knee

Children’s Health:
Food Allergies and dietary requirement:
We have several children with life threatening allergies to various foods, so for the health and safety of the children please do not bring:
• any nuts or nut products into the Centre.
• other food from home in children’s bags.
If your child has a food allergy or intolerance, or you have any cultural or religious dietary requirements please inform the centre before your child starts care. (Anaphylaxis packs for parents are available from the office).
**Asthma**
In order for us to support your child, please inform the centre before your child starts care so that we have all of the relevant forms and plans in place. (Asthma packs for parents are available from the office).

**General Illness**
Excluding sick children and staff is one of the most important ways of limiting infections within the centre. The centre does not have the facilities or the staff to care for sick children, therefore if your child is unwell then please keep them at home and notify the centre about their illness. (Please see the Child Health Policy for more details)

**Policies:**
For more information about any of the policies mentioned in this booklet or any other policies, please refer to the Policy Folder in the front foyer. Please feel free to look at these at any time, leaving the folder in the front foyer.

**Pockets:**
In the hallway outside to your child’s room, you will find a pocket for your family that will contain your bill, newsletters, and any personal belongings left behind. We also place information about what is going on around the site, brochures, health information and various fundraising events.

**Any further questions:**
Our staff team of educators is always willing to have short discussions with you about any concerns or issues you may have. For longer discussions it is in the best interests of all children to arrange an appointment, as we really do need to be focused on the group of children while they are in our care.

We hope your time at C.aF.E Enfield Children’s Centre is filled with lots of learning and wonderment and is a special time for all the whole family.

**References:**

1. *Children’s Services Act of 1985*
2. *Staying Healthy in Child Care, 4th edn, 2005, Australian Government National Health and Medical research Council*
3. *Belonging, Being and Becoming- The Australian Early Years Learning Framework, DEEWR 2009*
4. *National Quality Framework Resource Kit, Australian Children’s Education & Care Quality Authority, 2011*

Review: