



## **Parent Information Sheet**

Our centre is open Monday to Friday, 6am to 6pm. Little Peanuts is a 75 place, 5 room centre catering for children aged from 6 weeks to 5 years.

### **Centre Philosophy**

#### **CP 1**

At Little Peanuts, Early Learning Centre, we pride ourselves in providing high quality care for all children. Educators implement a holistic & inclusive approach to positively support children's growth of identity, self-esteem, and critical thinking. The resulting curriculum creates endless opportunities for children to grow.

Educators believe children learn through play and in an appropriately arranged space that provides opportunities to extend on their interests, needs and overall development.

#### **CP 2**

Educators are committed to and strive to support and nurture each child in a welcoming and caring atmosphere. Little Peanuts provides a learning environment that will support and foster the health and wellbeing of each child who attends the service.

#### **CP 3**

Our goal is for each child to feel like they belong in this environment, are able to be in the moment and become who they are by exploring their identity, and developing their interests and ideas. Little Peanuts has a Sustainability Action Plan and a Reconciliation Plan embedded in the service's curriculum to support optimum outcomes for each child.

#### **CP 4**

Our team is made up of appropriately experienced and qualified individuals who collaborate with each other to support children's learning and wellbeing. Our educators work with reference to The National Quality Framework, the Code of Ethics, the centres Code of Conduct, this Philosophy, The Early Years Learning Framework and The Queensland Kindergarten Learning Guidelines.

#### **CP 5**

Educators are respectful of children and communicate with them to build confidence, and nurture children's ability to form strong and positive relationships with adults and peers at the centre. We work to understand each child, how they communicate best and support each child, to develop those skills for life long learning.

#### **CP 6**

We encourage family involvement as it is integral to a high-quality program. We recognise parents as their child's first and most important teachers and seek to work with families to support children to achieve optimum outcomes. We do this through a curriculum that is developed with involvement from Children, Families, Educators, and the wider community. Our aim is to work in collaboration and share strong partnerships with families to ensure we maintain the quality of care we provide.

#### **CP 7**

All educators are provided with ongoing professional development opportunities and are actively involved in reflective practice and the development of the Services Quality Improvement Plan. We document all aspects of care and education to ensure we meet the requirements of legislation and best practice standards we continually strive for. We actively promote organisation and leadership strategies to support our continuous improvement approach.

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**Age groups for the rooms are as follows:**

Baby Bluebirds	6 weeks -2yrs	LE: Susanne, Kacey E: Gypsy, Tiana
Yellow Bumblebees	15 months -2 1/2 years	LE: Debbie, Tammy E: Carolyn
Pink Periwinkles	2 years - 3 years	LE: Jeanine, Teresa E: Jasmine, Yuffie
Green Tree Frogs	3 years – 4 Years	LE: Torien, Natalie E: Jenny, Emma
Purple Possum Kindy	3 years – 5 years	Teacher: Maria E: Jessica, Jade
Floats		LE: Diane E: Veronica, Xenia, Rachae
Educational Leader		Helen
Kitchen		Dafne

At Little Peanuts all Lead Educators hold or are studying towards a Diploma of Early Childhood Education and Assistants hold a Certificate III in Child Care, or are studying towards this qualification. We strive to have the same Educators in the rooms every day.

**Parent/Child Enrolment Procedures**

1. Children and Parents are invited to become familiar with the new environment.
2. To aid in the settling and separation process, staff will welcome and greet child/ren and parents by name and interact with them on each visit.
3. Staff will encourage parents to farewell their child/ren and say good-bye with a kiss or hug.
4. Parents are encouraged to phone the centre as many times as they wish to check on their child/ren, and the phone will be passed on to the Group Leader in the child's room to ensure that accurate information is given to families.
5. Staff will ensure that parents are made aware of the child/children's day in a positive manner, explaining the experience they may have enjoyed and how they managed at meal times, toileting, rest time etc.
6. Should our staff feel that a child is not settling, they will inform the Director, who will in turn telephone the parents.

**Your Daily Arrival Routine is;**

1. Locate your child's room sign in sheets and sign in. (This must be done each visit).
2. Place child's bag and sheets in locker, Water bottles on benches/trolley ensuring that all are labelled. Marker pens are available if needed.
3. Apply sunscreen and a hat to your child.
4. Wash your child's hands
5. Hand any medication to staff, fill out and sign a Medication Permission Form
6. Communicate with staff regarding your child's morning

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### Your Daily Departure Routine;

1. Collect all of your child's belongings (hat, shoes, clothes, sheets. Ask staff to assist with collection of any medication or wet clothes)
2. Communicate with the staff regarding your child's day
3. Read your child's Xplor app or daily feedback sheets.
4. Sign out. (This must be done each visit).

The centre also welcomes many visitors and offers excursions throughout the year. We like our families to be involved with the centre as much as possible and therefore uphold an open door policy at all times. The centre has a non-discriminatory access policy where we encourage families from all backgrounds to attend and discuss a multitude of celebrations and festivals with children. We have several fundraising events throughout the year. The money raised is used to fund special events, for example, the Dental Awareness Show, Didge for Kids, Old McDonalds Farm etc.

Our centre also has in place a gentle Transition Program, where children will be assessed and assisted to move into the next age group as smoothly as possible. Our Director will happily answer any questions you have regarding the Transition Process and your role in it.

As a valued partner in your child's care, you are encouraged to ask for any information you may be requiring at any time. Our Parent handbook also has much of this information for you should you take time to peruse it.

These topics may include: The type of service we offer, our centre's philosophy including each room's philosophy, centre goals and objectives we wish to achieve when implementing our programs. Our centre values parents as learning partners for young children so your involvement in your child's care and education whilst with us is encouraged at all times.

Little Peanuts Early Learning Centre is a government approved Long Day Care Centre, therefore parents attending the Centre are eligible to apply for Child Care Subsidy through Centrelink to help reduce the cost of fees. Accounts are payable weekly and are required to be a minimum of one week in advance at all times.

**Should you have any question you are welcome to contact us at any time. We are happy to assist you.**

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