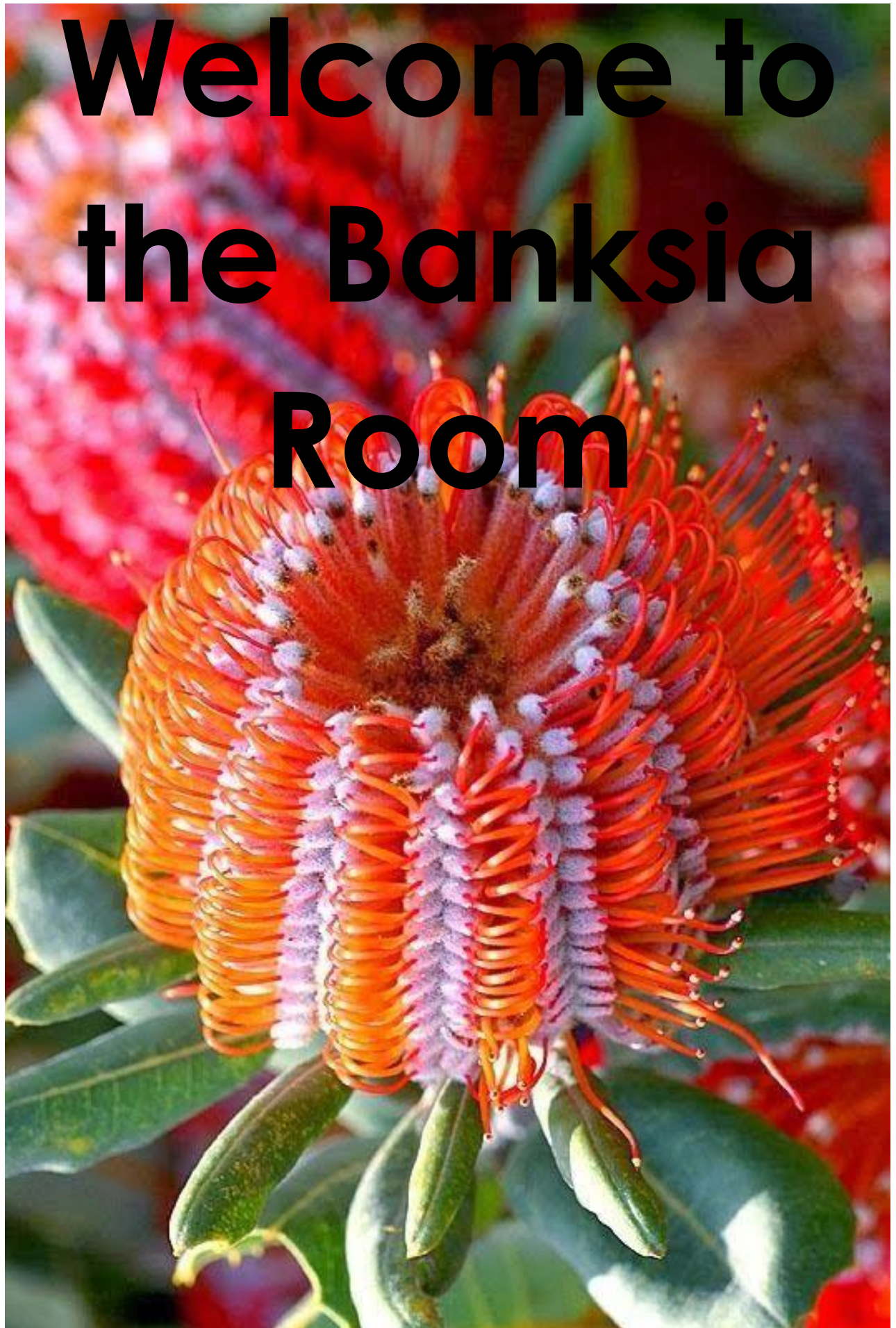


Welcome to the Banksia Room



Hi and Welcome to the Banksia Room

This booklet includes details on what we do in the Banksia Room. We hope this will help you and your child settle in at Baringa.

In this booklet, you will find:

- Educators list
- What to bring (and what not to bring!)
- General Information
- Banksia Room Daily Routine
- Child information sheet - We would appreciate if you could fill and return the 'Child Information sheet' promptly so that we have a further understanding of your child and how we can take the best possible care of him/her. All information shared will be kept confidential.

More detailed information is available on our website <http://www.baringachildcare.com> and we encourage you to familiarise yourself with the website as we try to keep it up to date.

If you have any further questions, please ask one of our friendly educators.

We hope you have a great year with us.

Regards,

Nebby – Banksia Team Leader



Meet our Banksia Room Team



Nebiat Perry

Banksia Room Leader – **Full Time**
Diploma of Early Childhood Education
Commenced at Baringa in 2009



Anna Leuii

Banksia Room – **Full Time**
Studying Certificate III in Early Childhood Education
Commenced at Baringa in 2017



Liam Lagana

Banksia Room – **Full Time**
has completed his Certificate III in Early Childhood
Education
Commenced at Baringa in 2014



Suman Kaur

Banksia Room – **Full Time**
has completed her Certificate III in Early Childhood
Education
Commenced at Baringa in 2017



Emily Hall

Banksia Room – **Mon, Tue, Wed, Fri**
is working towards her Certificate III in Early Childhood
Education
Commenced at Baringa in 2017

What to bring...

- A spare change of **LABELLED** clothes (including pants, undies, socks, jumper, shirt and shoes). If your child is toilet training it is suggested that you pack up to 3 changes of clothing.
- Winter clothes e.g. a hat or beanie and a jacket
- Summer clothes e.g. a sun hat & short sleeved top
- Nappies or pull-ups if needed
- A blanket if your child sleeps during the day
- Any on-going medication (marked clearly with their name)

What not to bring...

Please **do not** bring in any toys from home it can be distressing for your child if they are lost, broken or misplaced. Attachment items are acceptable for rest time only (i.e. their teddy, blankie or dummy).

General Information

- Please label **ALL** of your child's clothing items. Any unlabelled items will be placed into the lost property basket located in the Banksia room. Any items unclaimed will be donated to charity at the beginning of each month.
- If your child is being picked up by anyone other than their parents or legal guardians, you are required to complete & sign a pick-up form ('one off' or 'on-going' forms are available on the website or upon request). Please confirm that morning during drop off or by phone later to the Centre if your child is being picked up by another person. If staff are unfamiliar with them, the staff will ask to view photo id to confirm their identification.
- If you wish to spend time with your child in the Centre it is more beneficial if this is done at pick up time. It is recommended that you keep morning drop offs brief but we ask that you always say goodbye to your child when leaving them.
- If your child needs medication (including antibiotics, medicated creams, eye drops etc.) you must fill out and sign a medication form. Medication should be given to an educator for appropriate storage.
- If your child has allergies & has an Action Plan, please bring it with any medication e.g. EpiPen, ventilators and diffusers clearly marked with their names. Please ensure that we have current medication.
- QKEYLM (QikKids Early Years Learning Management)

is an online program we use to record your child's activities & progress. A link, 'User name' and instructions will be sent to you on your child's enrolment.

| Time | Activity |
|--------------|---|
| 7:30-9:00 | Children arrive at Baringa in the Acacia Room for inside/outside play and toy exploration throughout the room. At around 8:00am the Banksia children transition from the Acacia Room to the Banksia Room. |
| 9.15- 10.00 | Progressive Morning Tea - Children are encouraged to come and go from morning tea throughout the morning, going back to their play experiences when they have finished. Children are encouraged to go to the toilet and have hands washed before eating. Children are also encouraged to put on own sunscreen (Outside meals times are also offered) |
| 10.00 -10.45 | Toileting/progressive nappies. Outside / Inside play offered during this time. Children are encouraged to choose what toys they want in both their inside and outside areas during this time |
| 11:00- 12:00 | Progressive lunch – Children slowly transition to inside and wash their hands before eating. |
| 12:00-12:30 | Toileting and nappy changes before bed and rest time. This period of the day we encourage children to start settling. |
| 12.30-3.00 | Sleep time |
| 12:30-3:00 | Children sleeping. As children sleep, we set up planned experiences. Children have an option to lay down on the floor, play with the experiences set up in the room or have the option to play outside. |
| 1:00-3:00 | Children start to wake up. Toileting and nappy changes are done progressively. Optional inside/outside play |
| 2:45-3:00 | Children are encouraged to put on their own sunscreen Wash hands |
| 3:00-3:30 | Progressive Afternoon Tea – Children are encouraged to come and go from afternoon tea throughout the afternoon, going back to their play experiences when they have finished. Children are encouraged to go to the toilet and hands washed before eating again. (Outside meal times are also offered). |
| 3.30-4.45 | Outdoor play and Indoor play offered during this time. Children are encouraged to choose what toys they want in both their outside and inside areas during this time. |
| 4.45-4.55 | Pack-up back yard – Children are slowly transitioned inside to wash their hands and have a late afternoon snack. |
| 5:00-5:20 | Afternoon Vegetables Offered. |
| 5:20-6:00 | Inside/outside play Optional |
| 6.00 | Centre Closes |

Child Information Sheet

Name: _____

D.O.B _____

Does your child have any allergies / intolerances / dietary requirements?

Does your child require a sleep during the day? If yes, does your child have any restrictions on how long he/she may sleep for?

Does your child:

- Wear a nappy or pull-ups
- Need reminding to use the toilet on a regular basis
- Need assistance when using the toilet (e.g. wiping, dressing, washing etc.)
- Use the toilet independently

Comments _____

Is there any other information you would like us to know about your child?

Baringa Childcare Centre Local Area Excursion Form

Throughout the year in the Grevillea Room, the children may go on local excursions. The reason for the excursion will be outlined in the programming for the week. The children will walk if able or alternatively be safely strapped into a pram. We anticipate a maximum of 35 children attending the excursion with a ratio of 1 to 4. The staff attending the local excursion will adhere to the required ratio. There is a risk assessment prepared and filed in the office.

Please sign below and return when your child commences care.

Thank you

I give permission for my child _____ to attend local area excursions.

Parents name:

Parents signature:

Date: