



Melaleuca





Welcome to the Melaleuca family

This booklet will provide you with information on the Melaleuca room.

We hope that this helps you and your child settle in at Baringa.

This booklet will include;

- The Melaleuca team
- General rules
- What to bring to Baringa
- General information
- The Melaleuca daily routine
- The Melaleuca room philosophy
- Child information sheet - We would appreciate if you could please complete and return this as soon as possible to ensure that we are able to provide your little one with the best possible personalized care. All information shared will be kept confidential.

We encourage you to familiarise yourself with our website, as we endeavor to keep it up-to-date with further information you may need during your time at Baringa. You can find this at www.baringachildcare.com

If you have any questions please don't hesitate to ask one of us and we will be happy to help.

Thank you for allowing us to be a part of your journey, we look forward to getting to know your little one and helping them navigate through their first year.

Kindest regards,

The Melaleuca team.



Meet the Melaleuca team



Carmen

Carmen has been at Baringa since early 2017. She works full-time and is the Melaleuca Team Leader. Carmen will complete her Diploma of Early Childhood Education and Care in February 2019.



Wendy

Wendy has been at Baringa since 1999. She works four days a week in the Melaleuca room. Wendy has completed her Diploma of Children's Services.



Ana

Ana has been at Baringa since 2017. She works full-time. Ana has her Certificate III in Early Childhood Education and Care.



Sue

Sue has been at Baringa since 2012. She works three days a week. She has her Certificate III in Early Childhood Education and Care.



General rules for Melaleuca

- ❖ Cooled boiled water is used for babies under six months of age. This includes in bottles for formula.
- ❖ Cow's milk is given after 12 months, unless an alternative is requested.
- ❖ No bottles are given in cots unless specifically requested in order to settle your child.
- ❖ Dummies are usually only offered at sleep times, unless your child is distressed.
- ❖ Children will be regularly offered water throughout the day.
- ❖ Babies sleeping in the cot rooms are checked every 15 minutes.
- ❖ All hair accessories are removed before sleep as they may be a choking hazard.
- ❖ Hats are to be worn outside at all times.

Please bring

- ❖ 6 x nappies – 4 to use during the day and 2 spares
- ❖ 3 sets of spare clothes
- ❖ Attachment items – dummies, teddies, blankets, photos etc.
- ❖ Breastmilk, formula, bottles
- ❖ Coats and beanies for winter
- ❖ Broad brimmed hats and sleeved tops for summer – singlets do not meet sun safety requirements.
- ❖ A water bottle that has been labelled with your child's name

Please don't bring

Please do not bring any toys from home as it can be distressing for your child if they are lost, broken, or used by other children. 'Home toys' will be placed back in your child's bag. Attachment items are welcome, and will be used at rest times to help bring comfort to your little one.



General information

- ❖ Please label all of your child's items. Any unlabelled items will be placed into the lost property basket located on the bench as you enter the babies building. Any items that are 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 a pick-up form. 'One off' or 'On-going' forms are available on the website, or upon request. Please confirm on the morning at drop-off, or by phone if your child is being picked up by another person. If staff are unfamiliar with them they will be asked to show photo identification at pick-up.
- ❖ If you wish to spend time with your child while they are at the centre it is more beneficial if this is done at pick-up time. We recommend that you keep morning drop-offs brief, however 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 and has an Action Plan, please bring it with any medication (EpiPen, ventilators, diffusers etc.) and ensured it is clearly labelled with their name. Please ensure we have current, medication within its expiry date.
- ❖ QKeYLM is the online program that we currently use to record your child's activities and progress. The application 'My family lounge' is used to access this. Instructions to register for this will be provided with your child's enrolment.



Melaleuca daily routine

0730–0800	Children arrive at Baringa and assemble in the Hakea Room. Once there are two Educators from each room, the rooms slowly separate.
0815–0915	The children have the option of indoor/outdoor play.
0915	Hand washing commences for the children who would like to sit down for morning tea. Children have the option of whether they would like to sit down at this time or not.
0930–1000	Morning Tea – The children are encouraged to sit down to enjoy morning tea. The Melaleuca team encourage a leisurely morning tea to take advantage of this lovely bonding opportunity.
1000–1100	Indoor/Outdoor play is provided for the children. Children are encouraged to have input with the selection of resources they would like during this time. Nappy changes will commence, and children who have two sleeps generally go down after their nappy change.
1100	Children begin to slowly transition inside and are encouraged to take off their own shoes, socks and hats. Hats are placed into the hat basket, and shoes and socks are placed in their bags.
1115	Hand washing commences for the children who are ready to sit down for lunch.
1130–1200	Lunch – Children are encouraged to sit down for lunch. Educators again encourage this as a time for bonding, so it is taken at a leisurely pace. To provide children with agency, tables are set up to ensure children are able to indicate that they would like more food, and to encourage children to feed themselves where possible.
1200–1230	Nappy changes commence and children who sleep will get ready for bed.
1230–1400	During this time, the children who have two sleeps are generally awake, and are sitting down for their lunch. Educators spend one on one time with children who are awake. By 1400 most of the sleeping children start to wake, and children who have two sleeps will be ready to go down for their second sleep.
1415	Hand washing commences for the children who would like to sit down for afternoon tea.
1430-1500	Afternoon tea – Children are encouraged to sit down for a leisurely afternoon tea.
1500-1700	Children have the option of indoor/outdoor play. During this time, the afternoon nappy changes commence.
1700-1800	Children are slowly transitioned inside for late afternoon snacks at around 1630. At 1800 the centre closes.

Whilst we do have some set nappy change times, nappies will also be changed as needed



Baringa's Philosophy



Melaleuca's promise

Each day with us your child will learn something new

Some days it will come home in their *hands*

Some days it will come home in their *heads*

And some days it will come home in their *hearts*



Child information sheet

Name _____ Date of birth _____

Regular Routine

0800 _____

0900 _____

1000 _____

1100 _____

1200 _____

1300 _____

1400 _____

1500 _____

1600 _____

1700 _____



Does your child have any allergies / intolerances / illnesses or dietary needs?

How should we settle him / her to sleep (e.g. patting, dummy, rocking, wrapped etc.)?

Is he / she eating solids? If so, what kind of solids? (Finger food, pureed vegetables/fruit, chunky food etc.)

Is your child on formula, cow's milk, breast milk or other? (Please specify and also, which brand?)

Does your child have any special interest in certain activities (music, toys etc.)? Does he/she have any favourite songs?

Does your child have words for specific things if vocalising (e.g. Mum / Mummy, Dad / Daddy etc.)?

What is your child's cultural background?



Baringa Childcare Centre Local Area Excursion Form

Throughout the year children in the Melaleuca room may go on short excursions around the local area. The reason for the excursion will be outlined in the program for the week.

Children will walk if able or alternatively be safely strapped into a pram. We anticipate a maximum of 12 children attending these excursions with a ratio of 1 to 4. The staff attending the local excursion will adhere to the required ratio. There will be a risk assessment prepared and filed in the office for each excursion.

Please sign below and return when your child commences care if you would like to give permission for your child to join us on these excursions.

Thank you,

Melaleuca team

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

Parent/guardian name:

Parent/guardian signature:

Date: