

A close-up photograph of Eucalyptus flowers and leaves. The flowers are white and have a distinctive brush-like appearance, with many stamens protruding from the center. The leaves are green and have a smooth, slightly waxy texture. The background is a soft-focus view of more foliage and a bright sky.

Welcome to the Eucalyptus Room



Hi and Welcome to the Eucalyptus Room

In this booklet you will find:

- Educators list
- What to bring (and what not to bring!)
- Centre Philosophy
- General Information
- Eucalyptus Room Daily Routine
- 2017-2018 Transition schedule
- Spence Preschool School General Information
- 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,

Vicki (Room Leader)



Meet the Eucalyptus Team



Vicki has been at Baringa since 1996. She works full time and is the Room leader of the Eucalyptus Room. She has her Diploma of Children's Services.



Shane has been at Baringa since 2009. He works full time and has his Certificate III in Children's Services.

What to bring...



- A spare change of clothes (including pants, undies, socks, jumper, shirt and shoes).
- Summer clothes e.g. a sun hat & sleeved top (no singlet tops).
- Winter clothes e.g. a hat or beanie, jacket, raincoat and boots (optional).
- A drink bottle.
- Any on-going medication (marked clearly with their name, to be given directly to an educator).

Please ensure that your child's belongings are labelled.

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. **'Home toys'** will be placed in a box to be collected at the end of the day. Attachment items are acceptable for rest time only (i.e. their teddy or blanket).

General Information

• 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 full name. Please ensure that we have current medication.

• Please label **ALL** of your child's clothing items. Any unlabeled items will be placed into the lost property as you enter the Centre. Any items unclaimed will be donated to charity at the beginning of each month.

• KidsXap 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, this is also where you access your billing.



Centre Philosophy



Eucalyptus Room Daily Routine



Time	Activity
7.30-8.00	Centre Opens: Children arrive and play in the Acacia room until a Eucalyptus educator arrives.
8.00-9.00	Free Play: Children move to the Eucalyptus room, where they have access to a range of intentional and spontaneous play experiences. Children apply their own sunscreen upon arrival.
8.55	Spence Drop-off: The children are walked to Spence Preschool and the Eucalyptus educator relays any messages to the Preschool teacher.
9.00-9.15	Welcome Circle: Children have the option to participate in a circle group-time to sing the 'Good Morning Song' and take part in welcoming activities.
9.15-9.30	Transition: Children prepare for morning tea and outdoor play including; hand-washing, meal preparation (e.g. helping to set tables) and putting on outer-wear (e.g. hats and/or jumpers).
9.30-10.30	Progressive Morning Tea: Children have the option to continue playing or come and eat morning tea (fruit and toast).
10.00-11.50	Indoor/Outdoor Play: Children can access the Eucalyptus room or the main playground with the other rooms.
12.00-1.00	Progressive Lunch: Children have the option to continue playing or come and eat lunch (seasonal menu available on the Baringa website).
1.00-1.30	Quiet time: Children have the choice to lie down and rest or participate in a meditation, story or yoga activity facilitated by educators.
1.30-2.45	Free Play: Children have spontaneous play experiences.
2.45-3.00	Transition: Children prepare for afternoon tea and outdoor play including; hand-washing, re-applying sunscreen and putting on outer-wear (e.g. hats and/or jumpers).
3.00	Spence Pickup: The children are collected from Spence Preschool and the Preschool teacher relays any messages to the Eucalyptus educator.
3.05-3.15	Spence Pre-school children: They all sit in the quiet area and the children take in turns in telling what their favourite activity at school was.
3.00-4.00	Progressive Afternoon Tea: Children have the option to continue playing or come and eat afternoon tea (vegetables and carbohydrate-based snack).
4.00-5.00	Indoor/Outdoor Play: Children can access the Eucalyptus room or the main playground with the other rooms.
5.00	Late Afternoon Snack: The children pack their bags and wash their hands in preparation for a late snack (vegetables)
5.20	Transition: The Eucalyptus merge with the Grevillea room and move to the Acacia room for pick-up.
6.00	Centre Closes: Parents and Guardians collecting children after 6.00pm will be required to sign the late-book and pay additional fees.



2017-2018 Transitions

Room Transition Policy

Policy Directive: It is intention with this policy to set forward requirments of transitioning children between rooms to ensure a successful transition. Transisitons are times where children move between and adapt to different spaces or places and with different educators. Baringa Childcare Centre endeavours to provide children and families with a smooth transiton between rooms to ensure the child is comfortable and supported in their new setting. Transitions occur throughout the year according to availability, age requirements, learning and development needs.

Requirements

- Ensure that transitions are successful by building on the commonality between environments and supporting learning and development in ways that connect with a child and their family.
- Understand that all children are different and respect each child responses to transitions.
- Actively support transitions using appropriate methods such as transition activities and regular visits to the new room prior to start date.
- Encourage all stakeholders to promote inclusive practices with families, children and educators to ensure a smooth transition.
- Team leaders are to review and collate the information provided by families and previous educators to inform future program planning to address the child's routine, strengths, needs and social groupings.
- Create continuity that involves building on children's prior and current experiences to help them feel secure, confident and connected with people, places, events, routines and understandings.
- Team leaders are to ensure that all information including ongoing forms, dietary requirements and additional information are up to date and received by the new Team leader prior to the child's official start date.

GOOD MORNING SONG

It is a new day
We're all here to play
Let's all work together
And have a fun day.

We'll sing and we'll paint
We'll read stories too
We might do some puzzles
And learn something new.

We'll share and take turns
Have good manners too
We'll play with our friends, until the day ends.

Spence Preschool General Information



Children turning 4 years of age before April 30 are eligible for preschool. Enrolment is arranged through the front office of Mount Rogers Primary school in Alfred Hill Drive, Melba. For more information regarding Spence Preschool, please see their website;

<http://www.mtrogers.act.edu.au/home>

Operation Hours: 9.00am-3.00pm

TERM	DATES
Term 1	2 nd February - 13 th April
Public Holidays	12 th March Canberra Day 30 th March – 2 nd April Easter
Term 2	30 th April - 6 th July
Public Holidays	25 th April ANZAC Day 28 th May Reconciliation Day 11 th June Queen's Birthday
Term 3	23 rd July – 28 th September
Public Holidays	
Term 4	15 th October – 21 st December
Public Holidays	

Kindergarten Enrolment

Children turning 5 before April 30 are eligible to be enrolled in Kindergarten.

For public schools, refer to the ACT Education Directorate website;

www.education.act.gov.au

For catholic schools, refer to the Catholic Education Office website;

www.ceo.catholic.edu.au

For private schools, refer to individual school websites.

Child Information Form



Date: _____

Name: _____

*To plan and implement engaging experiences for your child,
We would like to know the following-*

What motivates your child?

What toy/resource do you find your child engaging in at home?

Indoors: _____

Outdoors: _____

What is your child's favourite song/songs? _____

Does your child have any special interests? _____

What Nationality is your child? Does he/she speak another language at home?

Health information

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

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

Please send through some family photos, as the children love to look at them and it helps us to create and build stronger relationships with them. Please send them to baringa@actweb.net or attach them here, thank you in advance.