



# Welcome to the Melaleuca Room





# Hello and Welcome to the Melaleuca Room!

This booklet will include details on what we do in the Melaleuca Room (formerly the Joeys Room). We hope that this will help you and your child settle in at Baringa.

In this booklet you will find:

- Meet the Melaleuca Room Team
- General Rules for Babies
- What to bring (and what not to bring)
- General Information
- The Melaleuca Room Daily Routine
- The Melaleuca Room Philosophy
- Child Information Sheet – We would appreciate if you could fill in and return the ‘Child Information Sheet’ promptly so that we can have a further understanding of your child and how we can take the best possible care of them. 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 feel free to ask one of our friendly Educators.

We hope you have a wonderful year with us.

Regards,

**The Melaleuca Room Team**





## Meet our Melaleuca Room Team



**Wendy** has been at Baringa since 1999. She works four days a week and is a Co-Room Leader of the Melaleuca Room. She has her Diploma of Children's Services.



**Grace** has been at Baringa since 2016. She works fulltime as a Co-Room Leader of the Melaleuca Room. She has her Certificate III in Early Childhood Education and Care and is currently studying for her Diploma in Early Childhood Education and Care.



**Bethel** has been at Baringa since 2016. She works four days a week in the Melaleuca Room and has her Certificate III in Early Childhood Education and Care.



**Ana** has been at Baringa since 2017. She works fulltime in the Melaleuca Room and has her Certificate III in Early Childhood Education and Care.



**Sue** has been at Baringa since 2012. She works four days a week in the Babies Kitchen. She has her Certificate III in Early Childhood Education and Care.





## General Rules for Babies

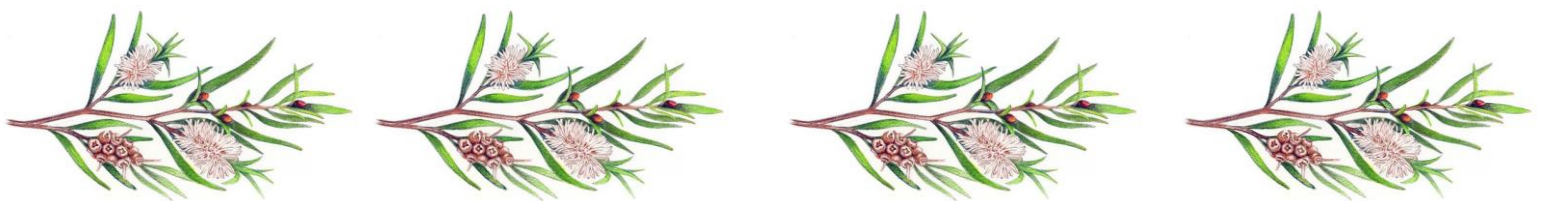
- Boiled water for babies under 6 months old (including bottles for formula).
- Cow's milk after 12 months unless an alternative is requested.
- No bottles in cots unless requested in order to settle your child.
- Dummies are usually only offered at sleep times unless your child is distressed.
- Children 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.

## What to bring...

- 6x nappies (4 to use during the day and 2 spare nappies)
- 3 sets of spare changes of clothes
- Attachments (dummies, teddy bears, blankets, photos, etc.)
- Formula, bottles, or breast milk
- Coats & beanies for Winter, and broad brimmed hats & sleeved tops for Summer
- A personal, marked water bottle

## What to not to bring...

Please **do not** bring in any other toys from home as it can be distressing for your child if they are lost, broken or misplaced. 'Home toys' will be placed back in the child's bag. Attachment items are acceptable for rest time only (i.e. teddies, blankets or dummies).





## **General Information**

- Please label **ALL** your child's clothing items. Any unlabelled items will be placed into the lost property basket located on the bench as you enter the Babies building. 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 and 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 and has an Action Plan, please bring it with any medication (i.e. EpiPen, ventilators and diffusers) and their name clearly marked.  
**Please ensure that we have current medication.**
- KidsXap is the current online program that we use to record your child's activities and progress. A link, username and instructions will be provided with your child's enrolment.





## The Melaleuca Room Daily Routine

<b>7:30am – 8:00am</b>	Children arrive at Baringa and assemble in the Hakea Room. Once there are two Educators from each room, the Melaleuca children then slowly transition into their own room.
<b>8:15am – 9:15am</b>	The children have the option of indoor/outdoor play.
<b>9:15am</b>	Hand washing commences for the children who would like to sit down for Morning Tea. The children have the option of whether they would like to sit down at this time or not.
<b>9:30am – 10:00am</b>	Morning Tea – The children are encouraged to sit down in their primary care giving groups, although they can sit at any table if they wish. Educators encourage meal times to be a time for bonding, therefore not rushing morning tea.
<b>10:00am – 11:00am</b>	Indoor/Outdoor play is provided for the children. The children are encouraged to have their input with the selection of resources they would like during this time. Nappy changes will also commence and the younger children who have two sleeps generally go down after their nappy change.
<b>11:00am</b>	The children begin to slowly transition inside and are encouraged to take off their own shoes, socks and hats. The children each have their own individual basket to place them into.
<b>11:15am</b>	Hand washing commences for the children who would like to sit down for lunch. The children have the option of whether they would like to sit down at this time or not.
<b>11:30am – 12:00pm</b>	Lunch – The children are encouraged to sit down in their primary care giving groups, although they can sit at any table if they wish. Educators encourage meal times to be a time for bonding and don't rush Lunch. The tables are set up so the children can indicate when they would like more. The children are also encouraged to feed themselves.
<b>12:00pm – 12:30pm</b>	Nappy changes commence and the children who are sleepers will get ready for sleep time.
<b>12:30pm – 2:00pm</b>	During this time, the two sleep children are generally awake and are sitting down for their Lunch. In this time Educators spend one on one time with the children that are awake. By 2:00pm, most of the one sleep children who have slept are awake or starting to wake up and the two sleep children will now go to bed.
<b>2:15pm</b>	Hand washing commences for the children who would like to sit down for Afternoon Tea. The children have the option of whether they would like to sit down at this time or not.
<b>2:30pm – 3:00pm</b>	Afternoon Tea – The children are encouraged to sit down in their primary care giving groups, although they can sit at any table if they wish. Educators encourage meal times to be a time for bonding, therefore not rushing Afternoon Tea.
<b>3:00pm – 5:00pm</b>	The children have the option of indoor/outdoor play. During this time, the afternoon nappy changes commence.
<b>5:00pm – 6:00pm</b>	The children are slowly transitioned inside for late afternoon snacks at around 4:30om. At 6:00pm the Centre closes.





## **Melaleuca Room Philosophy**

The Educators in the Melaleuca Room acknowledge that childhood is a time to be and a time to seek and make meaning of the world.

We are committed to ensuring each child feels safe, secure and supported through building nurturing & caring relationships.

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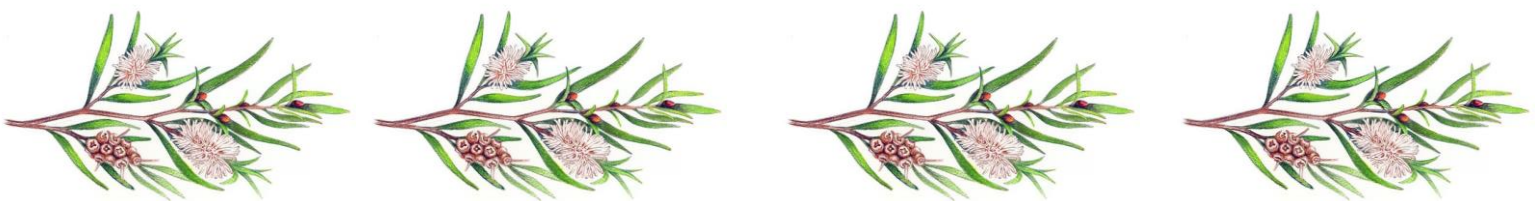
We believe that relationships are crucial to building a sense of Being, Belonging & Becoming so we invest time building strong connections with our families, the Centre and our Community.

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We understand that children's identities, knowledge, understandings, capacities, skills and relationships will change and develop as they grow.

We encourage conversations with families and use our observations to create an individualised program for your child so they can maximise their potential.

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## Child Information Sheet

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

### Regular Routine:

08.00am \_\_\_\_\_

\_\_\_\_\_

09.00am \_\_\_\_\_

\_\_\_\_\_

10.00am \_\_\_\_\_

\_\_\_\_\_

11.00am \_\_\_\_\_

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12.00pm \_\_\_\_\_

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01:00pm \_\_\_\_\_

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02:00pm \_\_\_\_\_

\_\_\_\_\_

03:00pm \_\_\_\_\_

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04:00pm \_\_\_\_\_

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05:00pm \_\_\_\_\_







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

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

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**Is he / she eating solids? If so, what kind of solids? (e.g. finger food, pureed vegetables and fruit, chunky food etc.)**

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

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**Does your child have any special interest in certain activities (e.g. music, toys etc.)?**

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

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**Do you have any expectations for the year that we can help with?**

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

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