



**Baringa**

# Welcome to the Acacia Room

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## Hi and Welcome to the Acacia Room

This booklet includes details on what we do in the Acacia 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
- Acacia Room Daily Routine
- 2018-2019 Transition schedule
- Child information form - 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,

Lauren – Acacia Team Leader



## Meet our Acacia Room Team



### **Lauren Edwards**

Acacia Room – Full Time

Diploma of Early Childhood Education

Commenced at Baringa in 2014

### **Marijke Capper**

Acacia Room – Monday, Tuesday

Diploma of Early Childhood Education

Commenced at Baringa in 2009





## Meet our Acacia Room Team

### **Lisa Sanz**

Acacia Room – Wednesday, Thursday, Friday

Certificate III in Early Childhood Education

Commenced at Baringa in 2016



### **Caitlin Harris**

Acacia Room – Full Time

Certificate III in Early Childhood Education

Commenced at Baringa in 2012



### 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 & long sleeved top
- Nappies or pull-ups if needed
- A blanket if your child sleeps during the day and a pillow case to store them in
- 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. 'Home toys' will be placed in a box beside the front door for collection. Attachment items are acceptable for rest time only (i.e. their teddy, blanket 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 on the bench as you enter the Centre. 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 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.

## Acacia Room Daily Routine

Time	Activity
<i>7:30-9:00</i>	<b>Children arrive at Baringa</b> in the Acacia Room for inside/outside play and toy exploration throughout the room with their peers from the Banksia room.
<i>9:00- 9:45</i>	<b>Progressive Morning Tea</b> - 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)
<i>9:45 -11:00</i>	<b>Toileting/progressive nappies.</b> 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
<i>11:00-11:45</i>	<b>Progressive lunch</b> – Children slowly transition to inside and wash their hands before eating.
<i>11:45-12:15</i>	Toileting and nappy changes before bed and rest time. This period of the day we encourage children to start settling.
<i>12.30-3.00</i>	<b>Sleep time</b>
<i>12:15-3:00</i>	<b>Children sleeping.</b> 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.
<i>1:00-3:00</i>	Children start to wake up. Toileting and nappy changes are done progressively. <b>Optional inside/outside play</b>
<i>2:45-3:00</i>	<b>Children are encouraged to put on their own sunscreen</b> Wash hands
<i>3:00-3:30</i>	<b>Progressive Afternoon Tea</b> – 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).
<i>3.30-4.45</i>	<b>Outdoor play and Indoor play</b> offered during this time. Children are encouraged to choose what toys they want in both their outside and inside areas during this time.
<i>4.45-4.55</i>	<b>Pack-up back yard</b> – Children are slowly transitioned inside to wash their hands and have a late afternoon snack.
<i>5:00-5:20</i>	<b>Afternoon Vegetables</b> Offered.
<i>5:20-6:00</i>	Inside/outside play <b>Optional</b>
<i>6.00</i>	<b>Centre Closes</b>

**NAPPIES/TOILETING** – Nappies are changed and toileting done progressively throughout the day individualised for each child's need



## Baringa Childcare Centre Excursion Form

Throughout the year in the Acacia 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 20 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


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

Parents name:

Parents signature:

Date:



## 2018-2019 Transitions

### December 2018

Children to engage in transition activities (short visits to future room and future educators visit the children)

### 2<sup>nd</sup> January - 1<sup>st</sup> February 2019

**Families are to drop off their child/children in their original 2018 room.**

During the day, the children will engage in transition visits to their future room with their 2018 educators.

Pick up routines may be altered due to children spending time in both original and future rooms. It is recommended that families seek information upon pick-up from educators in the original 2018 room.

### Monday 04<sup>th</sup> February 2019

Official transition date of all educators and children moving rooms. **Families are to drop off and pick-up their child in the child's new room.**

### Room Transition Policy

*Policy Directive: It is intention with this policy to set forward requirements of transitioning children between rooms to ensure a successful transition. Transitions 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 transition 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.





## Child Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

What motivates your child?

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

Indoors: \_\_\_\_\_

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Outdoors: \_\_\_\_\_

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What is your child's favourite  
song/songs? \_\_\_\_\_

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Does your child have any special  
interests? \_\_\_\_\_

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

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### Health information

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

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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?

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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

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

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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 [admin@baringachildcare.com](mailto:admin@baringachildcare.com) or attach them here, thank you in advance.