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WELCOME TO CAMPBELLTOWN COMMUNITY

CHILDREN'S CENTRE

Campbelltown Community Children's Centre is an integrated early learning service. We are a community based child care centre with a DECS preschool on-site, which is managed in partnership with the East Torrens Primary School. We are proud to offer parents a wide and unique range of services and have done so for over 30 years.

The childcare centre has an average daily utilisation rate of 85-90 with the children divided into 5 individual groups.

Possum's room caters for babies aged 0-15 months. Joey room caters for children aged 15 months to 2 years. The Dolphin room caters for children aged 2-3 years. The Bilby room caters for children aged 2-4 years and the Koala room caters for children aged 3-5 years.

We also have an on-site DECS preschool with 35 places for morning and afternoon sessions. Preschool staff are line managed by East Torrens Primary School and the staff team works closely with the school in curriculum development and staff development opportunities. The centre Director, the Line manager and the Management Committee Chairperson meet regularly for Leadership meetings to discuss the developing partnership between the centre and the school.

We have a large, extremely dedicated staff team who are committed to providing quality care and education to children and families. Our Staff at the centre are encouraged to participate in on-site tutorials offered by TAFE SA, Elizabeth Campus. Staff who are enrolled in this on-site training receive paid study leave. We are committed to the ongoing training of our staff team.

Opening and Session Times

The centre is open from Monday to Friday 7:00 am – 6 pm.

Morning session is 7:00am to 12:30pm.

Afternoon session is 12:30 pm to 6pm.

Delivery and Collection of Children

The Management Committee is concerned for the safety of the children at all times and instructs parents and staff to abide by the following regulations regarding the delivery and collection of children.



Delivery

On arrival please take your child to a staff member in the child's room. It is important that your child is aware that you are leaving the Centre.

Parents/Caregivers must sign the child into the centre by filling in the Attendance Sheet in their child's room. This is a Government regulation, which ensures continuation of your Child Care Benefit.

Change to Collection Arrangements

A parent may designate another person to collect their child on a regular basis by personally informing the careworkers, Director and/or office staff. This information will be noted on the child's file. If somebody different is to collect your child occasionally or in an emergency, parents are asked to phone the centre or fill out a notice with details of the person collecting the child. The person will be asked for identification when they collect the child e.g. Driver's Licence or some other photo identification.

A CHILD WILL NOT BE RELEASED FROM THE CENTRE WITHOUT THE PARENT'S CONSENT.

LATE FEE

Parents are asked to telephone the centre if a delay is likely so that staff can reassure your child.

A late fee of \$30 per fifteen minutes or part thereof will be incurred after finish of sessions.

If the parent disagrees with the late fee charged this may be put in writing to the Management Committee, who will then decide whether a late fee is unjust.

In the case of a parent failing to contact the centre before 6.30pm the staff member will telephone Crisis Care. Two staff members will remain with the child until Crisis Care collects and assumes responsibility for the child from the centre. A note will be placed on the door telling the parents how to contact Crisis Care.

Staff will NOT take the child to their home or the child's home.

ROUTINES

7.00 am

Centre opens

Morning activities and interactions

From home e.g. cooked toast or cereal – the centre can supply the milk.

9.30 am

Group times – stories/songs etc.

Morning tea is offered e.g. fruit, milk and water

10.00 am

Midmorning activities and interactions

Outdoor play (weather permitting)

11.30 am

Group time – stories/songs etc.

Lunch time meal is served to the children (see Menu)

12.00 Noon

Sleep and rest time (children's individual routines are taken into consideration.)



12.30 pm

Afternoon activities and interactions

2.30 pm

**Group times – stories/songs etc
Afternoon snack (see Menu)**

3.00 pm

**Late activities and interactions
Outdoor play (Weather permitting)**

4.45 pm

Late snack is offered

6.00 pm

Centre closes

INTERVIEWS

If at any time during the year you would like to make an appointment to discuss your child's progress, please speak to the Team Leader in your child's room to book time.

DEVELOPMENTAL PROGRAMME- WHERE TO FIND

A programme is located in your child's room – please seek staff assistance. Please speak to your child's Team Leader if you have any queries or if you have any input into the programme. Any ideas are greatly valued and appreciated.

At Campbelltown Children's Centre we implement the South Australian Curriculum Standards and Accountability Framework. (SACSA)
The SACSA Framework is a single connecting curriculum which is cohesive from Birth to Year 12 to support continuity for all learners through children's services and schooling.

DAILY INFORMATION

Please read your child's information on the sign in sheet each day e.g. sleep times, meals etc. Also ask a staff member about your child's day.

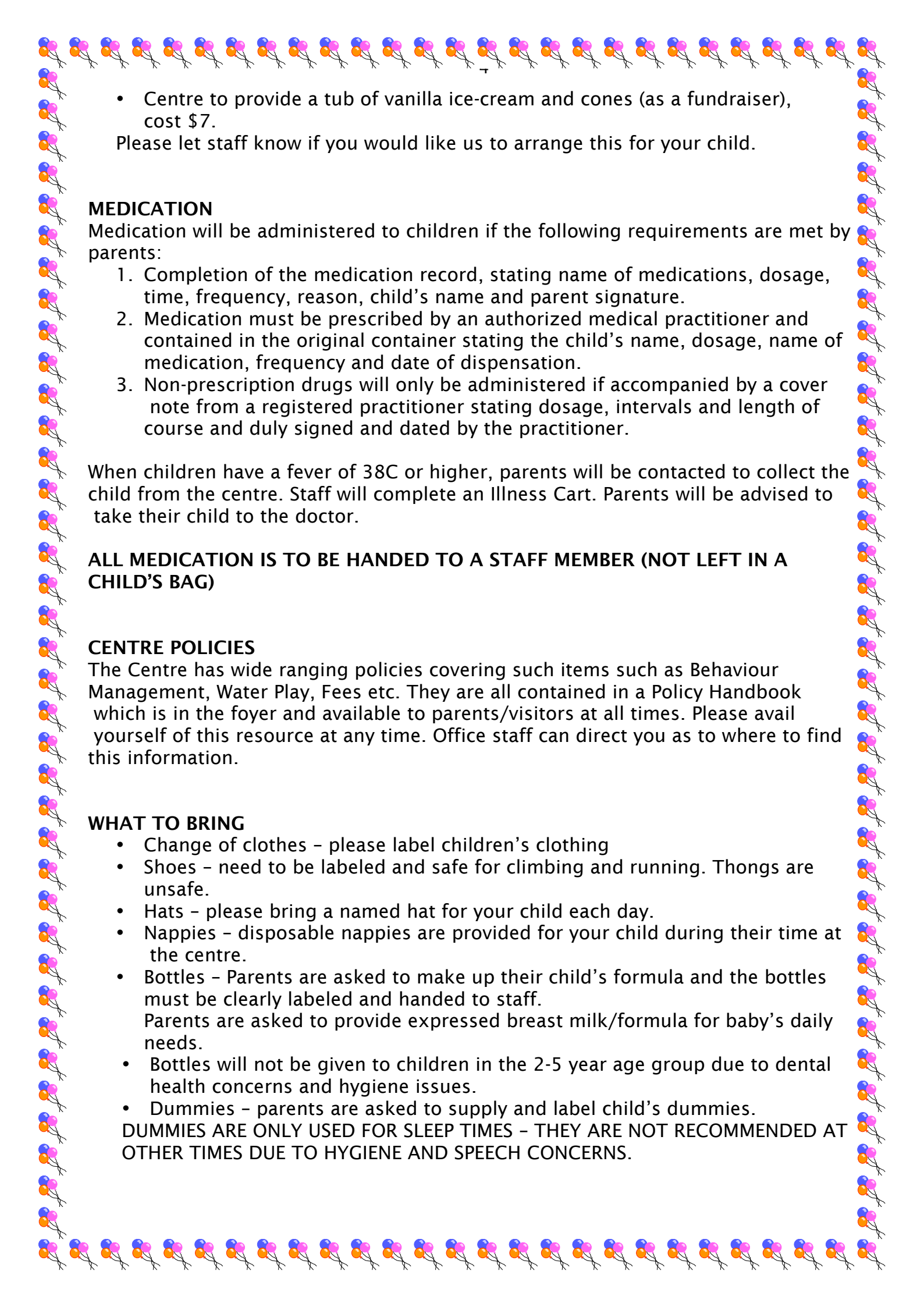
PRIMARY CARE GROUPS

The Team Leaders allocate each child to a primary caregiver. The primary caregiver is responsible for ensuring that their children's routines are met during the day e.g. checking and changing nappies, sleep routines, meals and snacks are served etc. They are also a source of continuity for children and a familiar face.

BIRTHDAYS

The centre recognizes that birthdays are an important occasion and to help celebrate your child's special day the centre offers parents the following options in keeping with the centre's nutrition policy.

- Parent to provide a tub of vanilla ice-cream and cones

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- Centre to provide a tub of vanilla ice-cream and cones (as a fundraiser), cost \$7.

Please let staff know if you would like us to arrange this for your child.

MEDICATION

Medication will be administered to children if the following requirements are met by parents:

1. Completion of the medication record, stating name of medications, dosage, time, frequency, reason, child's name and parent signature.
2. Medication must be prescribed by an authorized medical practitioner and contained in the original container stating the child's name, dosage, name of medication, frequency and date of dispensation.
3. Non-prescription drugs will only be administered if accompanied by a cover note from a registered practitioner stating dosage, intervals and length of course and duly signed and dated by the practitioner.

When children have a fever of 38C or higher, parents will be contacted to collect the child from the centre. Staff will complete an Illness Cart. Parents will be advised to take their child to the doctor.

ALL MEDICATION IS TO BE HANDED TO A STAFF MEMBER (NOT LEFT IN A CHILD'S BAG)

CENTRE POLICIES

The Centre has wide ranging policies covering such items such as Behaviour Management, Water Play, Fees etc. They are all contained in a Policy Handbook which is in the foyer and available to parents/visitors at all times. Please avail yourself of this resource at any time. Office staff can direct you as to where to find this information.

WHAT TO BRING

- Change of clothes – please label children's clothing
- Shoes – need to be labeled and safe for climbing and running. Thongs are unsafe.
- Hats – please bring a named hat for your child each day.
- Nappies – disposable nappies are provided for your child during their time at the centre.
- Bottles – Parents are asked to make up their child's formula and the bottles must be clearly labeled and handed to staff.
Parents are asked to provide expressed breast milk/formula for baby's daily needs.
- Bottles will not be given to children in the 2-5 year age group due to dental health concerns and hygiene issues.
- Dummies – parents are asked to supply and label child's dummies.

DUMMIES ARE ONLY USED FOR SLEEP TIMES – THEY ARE NOT RECOMMENDED AT OTHER TIMES DUE TO HYGIENE AND SPEECH CONCERNS.