

# Parent handbook





# Welcome to Bonny Babes

Welcome to Bonny Babes Childcare Centre, we are privileged that you have chosen our centre in which to enrol your child/children. We are sure that you and your family will experience both happiness and enjoyment throughout your years at Bonny Babes Childcare Centres. We are licensed and operate according to the Childcare Act, Childcare Regulations and the Accreditation Systems. (Copies of these can be found at the front reception.)

At our centres we pride ourselves with the quality and experience of our Educators that provide a warm and secure environment for your child, please take the time to familiarize yourself with this booklet. We have an open door policy at Bonny Babes, so feel free to discuss any matter with me at any time. Remember we are all in PARTNERSHIP in the caring and education of your child.

Bonny Babes is here for you and your family.

[www.bonnybabeschildcare.com.au](http://www.bonnybabeschildcare.com.au)

Follow us on Facebook and Instagram

# Our Philosophy

Bonny Babes aims to ensure children and family's will experience 'belonging' and feel connected within the Centre and the community through positive interaction providing a secure base for exploration and learning. Bonny Babes implements the abecedarian approach to enriched care giving. We aim to partner with families and communities to encourage this approach. We aim to develop a sense of trust and partnership between parents, children and Educators. This will evolve, through being able to communicate various needs and knowing that these needs will be respected.

We recognize that all children, parents and staff are unique, and thereby respect the many cultural and diverse backgrounds, by allowing each person the right to 'being', the right to develop at their own pace and to make choices about their own lifestyle. We feel that as Bonny Babes is a Christian Centre with Christian morals, both dignity and diversity should be respected. We accept and respect all cultures and religions.

It's important to develop a consistency between child care practices at home and those at Bonny Babes to enhance the children's general feeling of security within themselves and to develop strong relationships with relevant adults. We are committed to protecting our environment to ensure a sustainable future for our children in our everyday practice. By instilling this within our children we are ensuring that they can have a bright but conscious future.

Bonny Babes believes that 'play is learning' therefore the growth and development of each child is monitored closely. Every child should be assured of a safe, healthy, stimulating and exciting environment in which to foster imagination and practice skills being learnt. Each child's learning is closely observed and monitored at Bonny Babes, through a portfolio process, which looks at the child's learning on an individual basis. Bonny Babes aims to create an environment that is both challenging Inclusive and fun while encouraging learning. We provide and encourage the pre prep program which is the government funded kindergarten program.

Bonny Babes actively participates and liaises with community agencies and is active in communities for children, professional support networks and GR8 start programs. This enables the Centre to acquire up to date knowledge of pathways for parents and ensures ongoing quality. Bonny Babes administers the PEDS program and is instrumental in ensuring families with diverse needs are given recognized pathways to follow.

Our aim at Bonny Babes is to 'become' a Centre of excellence always upgrading our knowledge through regular critical reviews, raising standards. We have a large focus on continuous professional development. We are a Centre that values reflection and is always encouraging our educators to reflect on current practices and enhance their skills to enrich their caregiving. We believe that children have one chance at childhood and we feel privileged to play a small but hopefully significant part in forming a child.

# Our Goals & Objectives

It has been found through research that optimum development occurs when both home and centre work together. We therefore have an open door policy which enables Educators and parents to openly interact with each other and to have ongoing communication. Parents are welcome to visit and participate at their convenience.

The centre provides a service that supports the whole family and offers opportunities for parents to be involved at all levels whenever possible. We aim to work with parents as 'Partners' in the care of their children. We believe that parents are the child's first and most important role models, and with the support of the child care centre, operating as an extended family. We aim to support children with special needs through the support of agencies, to provide the best possible program for the child, and access to special consulting personnel for the specific case of concern.

These cases will be done in consultation with the family and appropriate professionals.

We aim to ensure that all children are treated as individuals and are therefore respected and cared for as such. Cultural diversity is characterized by warmth and affection and Educators are responsive to all children's needs, by encouraging individuals in their chosen play and achieving their potential in life. We aim for each child to develop a secure relationship with the Educators and for each child to function comfortably within a group situation. We aim to cater for the whole child in all areas, Physical, Social, Emotional, Health and Spiritual.

# Management Structure



Managing Director, Board  
of Management & Licencee



Board of Management &  
Administration

## Hope Island



Centre Director &  
Nominated Supervisor



Assistant Director



Educational Leader



Assistant Director



Centre Director &  
Nominated Supervisor

## Coomera

### Administration

Venetia Banks  
Karen Fraser

### Lead Educators

### Educators

### Educator Floats

# Educators & Professional Development

Educators at Bonny Babes are chosen for their warmth, responsiveness, positive support and respect for individuals. Our Educators are highly valued and have full support. Our aim is to have open communication and trust within our Centre. Open communications and supportive relations between Educators and parents; help to build mutual understanding to provide for greater consistency in children's care and to promote children's general sense of identity, security and well-being. Communications and supportive relations between Educators, and parents, help to build mutual understanding, to provide for, greater consistency in children's care and to promote positive Educators morale and satisfaction with their work. This in turn helps to reduce Educators turnover.

Each room has a qualified Educator and Assistant as per regulations. Our Policy at Bonny Babes is to provide you and your child with the optimum educational experiences. Bonny Babes provide all Educators with lunch relief Educators, so that there are two Educators at all times in the class room. Each group Leader is allocated a certain amount of non-contact time per week. This allows Educators to prepare for programming and update their portfolios. To ensure your child receives the best possible care and education. We as a Centre acknowledge the need to ensure Educators are always at their best. Each Educator is encouraged to take holiday leave periodically in which Bonny Babes Directors will choose a suitable replacement for the duration of their leave.

At Bonny Babes we see the need to continue learning and keeping up with the latest in early education. To do this our Educators will attend various courses and workshops throughout the year. During the time that the Educators are attending workshops, there will be a replacement Educators in the classroom. Please remember that these courses will benefit your children.

We have a number of options on our license to change age groups. Please view our license in the office area. You will be advised of these changes as they occur. Please feel free to approach Educators at any time, with any concerns or suggestions concerning the Centre or your child. By working together, parents and teachers can help each child develop to his/her full potential.





# Educational Program

Bonny Babes learning program is based on the belief that children are naturally motivated to play and explore their environment and that play provides the best context for learning. Our Programs are underpinned by research that shows play-based programs for young children can provide a strong basis for later success at school.

We focus on an inquiry-based approach to learning and support children through nurturing interactions between educators and children. Our educators Interactions are warm and responsive to children's need for comfort and security, but also stretch their thinking to higher levels.

Bonny Babes acknowledges parents as their children's first teacher and encourage our families to be a large part their children's learning within our classrooms.

Observations of each Child's interactions, conversations, interests and learning is recorded on the online platform 'Kindy Hub'. This information, together with information provided by families is recorded and reflected upon according to the learning outcomes in the Early Years Learning Framework and Kindergarten Guidelines. This allows our Educators to build upon the children's learning by meeting them where they are at and working with them to continue their learning journey while at Bonny Babes.

Each Family is provided a personalised Kindy Hub profile with their own individual log in. Kindy Hub is accessible to families to view at any time, via their mobile app , or online via their website. We encourage our families to engage with their children's learning and this can all be done via the Kindy Hub Platform.

Bonny Babes prides itself on their relationships with families and enjoy working closely with families to ensure their is consistency between home and the centre. We ask that families to take part in parent meetings and work with our educators to set goals for their children's learning.

Our portfolios assess children, by carefully observing them in everyday interactions in the classroom. The Educators then put together a comprehensive portfolio to capture the learning which then relates to recognised milestones as well as the journey that your child is on. As your child moves through the classes, this portfolio will follow them and give their new teacher an insight into their development along with transition statements and family meetings.

# Educational Program

With this system teachers and parents can further their skills and continue to enhance classroom planning and the quality of interactions with children and families. Entries into the portfolio are written organically and follow your child's individual learning while at Bonny Babes.

To document, Bonny Babes Educators use photographs, anecdotes, learning journeys, family tree's, children's work samples and parent feedback to put together visual accounts of each child's accomplishment. Using this, as well as the Early Years Learning Framework and the National Quality Standards this will shape your child's Portfolio for the year. Using recognised developmental milestones, growth in the following seven areas of development are assessed:

- Thinking, Reasoning and Problem Solving
- Emotional and Social Competency
- Language and Communication
- Gross Motor Development
- Fine Motor Development
- Reading and Writing Development
- Creative Development.

Portfolios recognise and celebrate that all children develop at different rates and with various strengths. The collections are a representative of the child as an individual with distinct interests, backgrounds skills and desires.

# Development

## Physical Development

We aim to promote healthy attitudes to food and behaviour. By programming sound physical development with emphasis on skills suited to the child's individual level of development and providing extensions that will encourage continued learning in this area. We believe that by providing opportunities to develop gross and fine motor skills we will encourage children to extend their physical achievements and thereby increasing the child's sense of self-esteem and sense of accomplishment!

Children learn by involved experience; we feel that by offering the correct type of activities in a planned environment the children will have a greater ability to absorb necessary skills. All physical activity will be monitored against developmental milestones.



# Development

## Emotional Development

- For each child to accept caring adults in a supportive role
- To be able to cope with personal feelings and to be able to express strong ones in acceptable ways.
- To start to understand other's feelings and their rights, and to develop concern for others
  - To see other's needs and to be able to provide for others.
  - To develop self-confidence and to have a good self-esteem.
    - To accept some changes in routine.
- To educate children to vocalize their disapproval in situations of unacceptable behaviour.
  - To accept responsibility for the consequences of his/her actions.
- We aim to provide plenty of cuddles, smiles and words of praise and appreciation.
  - For each child to have fun.
    - For each child to have special memories of their Kindy and Pre-School days.
- As children reach the older classrooms, to learn to negotiate classroom limits and to understand consequences.

## Social Development

- For each child to function comfortably within the group situation.
  - To encourage individual development and self confidence in group situations.
- For each child to establish and maintain successful interactions with adults and peers.
  - To protect each child's individual rights.
- For each child to tolerate individual differences in children of different ages, cultures and abilities.
- For each child to respond to care, consideration & courtesy towards others based upon the level of the child's development and milestone requirements.
  - Bonny Babes provide a wealth of materials and equipment to encourage all areas of development, each room is outfitted with equipment to promote optimal learning and fun.
    - Children enjoy to 'Learn through Play'.

## Intellectual Development

'Learn through Play' we aim to provide each child with an Individual program, based on developmental milestones, to develop their own rate in a learning environment without pressure from adults and in an atmosphere of co-operation and approval. Where the process not the product is encouraged. We aim to encourage each child to develop an enjoyment of learning. We encourage children to use natural curiosity and to attempt to acquire information from the environment. To attempt to problem-solve independently. To take pride in achievements. We aim to encourage that the 'Process' is important not just the end result. We aim to encourage children in realizing that all senses can be used in the learning process. We aim to develop listening, thinking skills, self-expression and communication through art, music, dance and speech.

Portfolios provide a means to document children's progress and gives an instant view of the children's development.

# Priority of Access

Bonny Babes is a non-biased and non-discriminatory Centre, we welcome children and families with disabilities or who have special needs.

Our special needs children are also helped by family support group workers. These agencies also support both the parents and the children within the Centre and in the home with the management of a disabled or social needs child.

Bonny Babes have a non-biased and non-discriminatory policy in regards to the enrolment of children.

- We aim to teach children about their own cultures by using agencies like Cross Cultural Childcare Unit.
- We aim to encourage children to respect each other and the differences in others.
- We aim to provide children with positive learning experiences taking into account culture and non-gender bias.
- Children, Educators & parents are encouraged to mix and talk about racism and current events regularly.

Priority of Enrolment: Bonny Babes policy and the childcare Regulations state that priority of Enrolments must be given to children at risk and working parents.

# Students & Visitors

Our policy aims not only to provide a service for our immediate children and parents, but to promote a training field for future early Childhood Educators. We find that by training up someone part time, when that person then has to take over a position, he/she will be able to slot into the position with no break of continuity for the children.

All students and visitors are to report to the front desk on arrival at the Centre, the Director reserves the right to refuse entry to those she may feel threaten the well-being of the children or Educators in any way.

# Enroling at Bonny Babes

On enrolment you will need to provide Bonny Babes with the following to finalise your child's enrolment -

\$50 Enrolment Fee (Non-Refundable)

Photocopies of your child's Birth Certificate and E-health Immunisation Record

Photocopy of the Parents License who is listed as Parent One on the Enrolment Form

Parent one's CRN number & Date of birth

Your child's CRN number & date of birth

## Fees

**Bonny Babes daily fees are as follows -**

Infants & Junior Toddlers: \$140.90 per day (Nappies & wipes provided)

Toddlers to Prep One: \$138.90 per day

Our fees also include 3 fresh and nutritious meals a day.

Fees are paid weekly via our Ezi-Debit System. You will find an Ezi-Debit new customer form in your enrolment pack. Please see your Centre Director for a replacement form or if you may have any questions regarding this.

We are open from 6.30am—6.30pm Monday—Friday

We are closed on all public holidays. We are open 52 weeks of the year.

## Settling Both Parents and Children

All children and parents will react differently to new situations, while others take a little longer. When you arrive at the Centre with your child please ensure you take your child to an Educator, who will show you where to place your bags, lunches etc. and then familiarize you with your new class and classroom.

Parents are encouraged to stay as long as they are able, but on leaving be sure to say 'goodbye' and explain where you are going and when you will be back in reference to their routine time e.g. After Lunch etc., Often parents, leaving their child in child care for the first time will have mixture of feelings, guilt, anxiety, please be reassured that your child is in the best of care, and we empathize with you as this is a difficult transition.

We would encourage you to ring us and enquire as many times through the day as you feel necessary. We do provide a library where parents are able to separate from their child without leaving the Centre or even our Staff room is available where you can enjoy a Tea or Coffee while you wait.



# What to Bring to Bonny Babes

## Infants/Junior Toddlers

Named Bag & Hat  
Babies Bottles/formula or drink bottle (named)  
Two complete changes of clothes (named)  
Set of sheets (Junior Toddlers)

## Toddler/Juniors

Named Bag and Hat  
Baby bottles/formula or drink bottle (named)  
Two complete changes of clothes (named)  
Disposable nappies (named)  
Sheet, comforter, rug or special toy (named)

## Kindy

Named Kindy Bag and Hat  
Two complete changes of clothes  
Training pants—several disposable nappies (all named)  
Sheet, comforter, rug or special toy (named)  
Named drink bottle (water only)

## Pre Prep 1 & 2

Named drink bottle (water only)  
Named Pre-School Bag and Hat  
Two complete changes of clothes (named)  
X4 Scrapbooks, x3 Exercise Books and x1 Document Folder

## Clothes

Please dress your child in comfortable casual clothes. Casual clothes allow children to become involved in play and not feel worried or upset if they get dirty. Sandals, runners and closed in shoes are well suited for indoor and outdoor settings. Long dresses can be dangerous when climbing, so too can thongs and jewellery. If your child gets paint on their clothes the washing instructions supplied with the paint are to soak the garment in cold water, wash in warm water.

Children enjoy messy play and to ensure that your child has a chance for uninhibited play, we suggest you dress your child in suitable clothes. At Bonny Babes we endeavour to promote self-help skills, and to do this, children need clothing that they can handle themselves, and are easily removed, for skills such as toileting.

# Orientation

Bonny Babes will tailor orientation on an individual basis, this will be discussed at the time of enrolment. It is the policy of this Centre to provide an opportunity, at a pre-arranged time, for a short period of usual experiences common to the child's developmental level.

This will be complimentary once the child has been enrolled. At this time parents are required to remain at the Centre with your child. The child will need to bring bag, change of clothes, hat and morning tea, (if needed, special security blanket).

# Conflict Resolution / Child Services

If you have any additional questions or concerns, please feel free to ask the Director of the centre or you may wish to contact the Gold Coast Department of Early Childhood Education and Care (Ph. 07 5656 6688)

Building C, Level 1 340 Hope Island Road, Hope Island 4212

Childcare Information service Ph. 1800 637711

Department of Communities Ph. 5583 4400

# Grievance Procedure

Bonny Babes will ensure that all grievances (complaints) are investigated in a timely, transparent, thorough and impartial manner, and that affected parties are advised of the outcome and their rights of appeal.

Any family member that wishes to provide feedback should do the following:

- Voice their complaint or concern with the Director/Supervisor.
- Write their complaint or concern addressing it to the Director. You will receive a personal response unless you have chosen to be anonymous.
- Parents/guardians can speak to any member of staff about a specific complaint or concern. Staff will put in steps to address your concern or complaint as quickly as possible. However, staff do reserve the right to have the complaint put in writing.

·If a centre-wide problem has been brought to managements attention all families and staff will be informed of the contents of your complaint but not your name.

If you have any enquiries regarding the grievance procedure or would like to view the grievance policy, please speak to staff or confidentially to the Director.

The Centre welcomes any feedback from families so that we can improve our program and provide a better program for your child. We want to hear from you on what is working, what isn't and what you think could be improved on.

# Environment & Sustainability

As community awareness of environmental issues increases, so does the value of environmental awareness in the early childhood setting. Bonny Babes is conscious of its responsibility to educate the children in our care to be aware of and respect our environment.

There is a range of environmental and sustainability strategies that we have implemented at Bonny Babes. These include activities within the rooms, implemented by individual groups, and activities that the whole centre engages in.

## Some initiatives include:

- Giving clothes a second life so they do not go to landfill. We have a clothing bin located in the office for all clothing to be recycled.
- Reusing Materials for craft
- Saving food scraps for our worm farm and engaging the children in gardening provocations
- Our native bees are located where the children can see the cycle of bee to honey and to watch how a hive works. There is also information about how the bees are good for the environment.
- A committed “reduce, reuse, recycle” program
- Extra fruit and pantry items offered to families
- Promoting toy donations from families so that we can share these with children in need.
- Water and energy saving practices
- Using technology to engage with families instead of paper products.
- Using natural insect sprays
- We also engage in social awareness days e.g



# Food at Bonny Babes

At Bonny Babes we promote healthy living and encourage children to establish healthy eating habits. A nutritious morning tea, afternoon snack and lunch are essential. Good habits in early childhood can be carried into adult hood. Through this we need to remember that food needs to look attractive, smell good and provide a variety of textures and tastes.

Bonny Babes, with the help of our external supplier Kids Gourmet Foods, provide Morning Tea, Lunch and Afternoon Tea for your Child every day that they attend. You can find the daily menus attached to the Noticeboards at your Centre or on our Facebook page. If you can't locate one and would like to see what your child is eating that week, just ask one of our friendly reception staff who will be happy to get one for you. Please see below for an example of one of our weekly menus.

Bonny Babes has implemented the policy of saying grace before any meals; this may consist of a song or short prayer. It is our intention to acknowledge from whom all good things come (for more information on the Christian aspect of our centre, please see our policy).

If you would like to see a copy of our nutrition and food safety policy please see reception.

 <b>Week 1</b> 2021 - 2022						MAIN MENU 12 MONTHS TO 5 YEARS (2P) <a href="http://www.kidsgourmetfood.com.au">www.kidsgourmetfood.com.au</a>		
	Monday	Tuesday	Wednesday	Thursday	Friday			
<b>MORNING</b>	<b>Fruit &amp; Spice</b> English Bread  Fresh Fruit & Raw Vegetables	<b>Crumpets with</b> Apricot Jam  Fresh Fruit & Raw Vegetables	<b>Apricot, Oat</b> & Pepita Bar  Fresh Fruit & Raw Vegetables	<b>Banana, Bran</b> & Oat Loaf  Fresh Fruit & Raw Vegetables	<b>Wholemeal</b> Raisin Bread  Fresh Fruit & Raw Vegetables			
	<b>Chicken &amp; Corn Risssole,</b> <b>Macaroni Cheese</b> <b>Pasta Bake</b> <i>American</i> Mixed Fresh Vegetables	<b>Moroccan Spiced</b> <b>Lamb &amp; Beef Tagine</b> <b>with Cous Cous</b> <i>Moroccan</i> Mixed Fresh Vegetables	<b>Red Lentil &amp; Split</b> <b>Pea Tomato Dhal</b> <b>with Rice</b> <i>Indian</i> Mixed Fresh Vegetables	<b>Beef &amp; Tomato</b> <b>Lasagne with Cheese</b> <b>Béchamel Sauce</b> <i>Italian</i> Mixed Fresh Vegetables	<b>BBQ Chicken,</b> <b>Sweet Potato, Pineapple,</b> <b>Capsicum &amp; Cheese Pizza</b> <i>Italian</i> Lettuce, Cucumber & Tomato			
<b>LUNCH</b>								
<b>AFTERNOON</b>	<b>Kidney Bean &amp;</b> <b>Cocoa Brownie</b>  Fresh Fruit & Raw Vegetables <small>KGF RECOMMENDS SERVING FRUIT &amp; VEGETABLES HIGH IN VITAMIN C TODAY: TOMATOES, CAPSICUM, CITRUS FRUIT OR ROCKMELON TO INCREASE THE ABSORPTION OF IRON.</small>	<b>Smokey Pumpkin and</b> <b>Sweet Potato Dip with</b> <b>High Fibre Flat Bread</b>  Fresh Fruit & Raw Vegetables	<b>Gluten Free Crackers,</b> <b>Sultanas &amp;</b> <b>Cheddar Cheese</b>  Fresh Fruit & Raw Vegetables <small>KGF RECOMMENDS SERVING FRUIT &amp; VEGETABLES HIGH IN VITAMIN C TODAY: TOMATOES, CAPSICUM, CITRUS FRUIT OR ROCKMELON TO INCREASE THE ABSORPTION OF IRON.</small>	<b>Cheese &amp;</b> <b>Spinach Pastizzi</b>  Fresh Fruit & Raw Vegetables	<b>Orange &amp; Chia</b> <b>Wholemeal Squares</b>  Fresh Fruit & Raw Vegetables <small>KGF RECOMMENDS SERVING FRUIT &amp; VEGETABLES HIGH IN VITAMIN C TODAY: TOMATOES, CAPSICUM, CITRUS FRUIT OR ROCKMELON TO INCREASE THE ABSORPTION OF IRON.</small>			

\*The KGF menu is designed around children having an additional cup of milk and high iron breakfast cereal or wholemeal toast to fulfill the daily serve requirements recommended by the Australian Dietary Guidelines and the National Quality Framework. Menus provide a minimum of 50% of the recommended daily intake of all nutrients required for each day while in care. The menu is subject to change without notice due to availability of food supply or other unforeseen stock supply shortages.

# Fees & Charges

On enrolling at Bonny Babes a \$50 non-refundable enrolment fee is required to confirm your child's bookings. Our accounts are charged a week in advance with your weekly amount due pending on your child care subsidy assessment.

Prior to commencing childcare (if eligible) please ensure that you have applied for the child care subsidy with Services Australia. New assessments can take up to 28 days so during this time full fees will be payable. Please ensure you have provided us with the CRN and date of birth for parent and child. This is what links our system to Services Australia so any entitled fee relief can be paid.

Fees are processed weekly on a Wednesday via the Ezi-Debit System. You will find the Ezi-debit form in your enrolment pack, alternatively you can pick one up from reception. Please see your Centre Director if you may have any questions regarding this.

Fees must be kept up to date. Failure to do this will result in your child's enrolment being suspended until up to date. Non-payment or non-substantial payment of fees after 3 weeks will result in a letter outlining the debt incurred and the termination of your child's place, until the fee has been paid. At this time, your child will be excluded from the Centre. Payment of fees prior to termination date will enable your child's care to continue.

## **Make Up Days**

Bonny Babes are, upon availability within the classroom, able to offer a makeup day to you if your child has been absent. This day must be taken during the same week that the absence occurred and may not be available if classrooms are at ratio capacity. Public holidays will be discounted 50% if a make up day is not taken within that week.

## **Late Pick Up Fees/Policy**

It is Bonny Babes policy to charge a late fee of \$1.00 per minute after 6.30pm. This is not covered by fee relief. Please ensure that wherever possible you contact the centre to advise of your delay. If a parent has not alerted the Centre as to why they are late and the child is still at the Centre within two hours of closing time, the child will be handed over to Crisis Care. Educators will stay with the child until this time.

We are open from 6.30am—6.30pm Monday—Friday  
We are closed on all public holidays. We are open 52 weeks of the year.

# Fees & Charges

## **Child Care Subsidy**

Child Care Subsidy is a subsidy paid by the Federal Government to assist Families who are using a Commonwealth Approved Child Care Service, with the payment of their fees.

Families are assessed by Services Australia. In order to determine the amount of Child Care Subsidy to be received. This is income tested. Families need to apply to Services Australia either online through the MyGov website or by phone on 136150.

·Daily Sign In iPads are found at the front reception, your child must be signed In and out, as a daily record of attendance at the Centre, each day. The information from the sign in iPads forms part of a legal document; failure to sign each day will result in Services Australia not paying your government subsidy (CCS). Anyone under the age of 18 is legally not allowed to engage with these devices.

## **Allowable Absences:**

Services Australia allow 42 Absent Days for each child per financial year, while still paying CCS. These 42 days are split between 30 personal absences and 12 public holidays. The absent count is reset at the beginning of the financial year.

Absent days can be taken for any reason (provided the day being claimed as an absence is a day on which care would have otherwise been provided.)

Additional Absences: Once your child's 42 absences have been used, you are entitled to apply for additional absences. Bonny Babes require documentation to support the reason for additional absences claimed. If you require more information regarding additional absences, please see your centre director.

Statements: Statements are emailed weekly displaying sessions, days of attendance, fees paid, surcharges, CCS entitlements and absences taken to date.

## **Termination of Care**

To terminate your place at Bonny Babes you will need to give two weeks written notice via a signed exit form which can be acquired at reception. If you do not provide 14 days notice, you will still be charged this two week period. It is highly important that your child attends their final day of care as notified on your exit form, or you will be liable to pay full fees as Services Australia will not pay CCS for a last day absence. Services Australia will withdraw any paid CCS up to the child's last physical day of attendance.



# Parent Involvement

At Bonny Babes we have an open-door policy and parents are encouraged and welcome to visit at any time and participate in their child's day, by sharing their time, varied talents and to go on excursions. We are all working toward the same goals and working in the best interests of the child.

We invite suggestions regarding our program and any ideas you may have to vary or improve it. By establishing and maintaining partnerships with parents, we can learn more about the individual learning needs, abilities and interests of each child. Please become involved in our centre, and let's work together as partners to develop your child to their full potential.

Other times where effective communication is promoted, are:

- Parent teacher interviews which are held regularly throughout the year.
  - Open evenings will be held periodically.
- Parent evenings and social gatherings, take into account the availability of working parents.
  - Focused port folio's collection meetings
  - Grandparent morning tea
  - Christmas concerts

# Birthdays

We love to celebrate children's birthdays at Bonny Babes. We respect that birthdays are celebrated in different ways in different cultures. The Lead Educator will ensure that each birthday is celebrated in the required way. Generally, we would like to encourage parents to bring in a special treat for the class to share. Please discuss with Educators beforehand as to how many children to cater for. Some children within the group may have allergies and these needs to be taken into consideration. Please provide a full list of ingredients even if they are a packet mix. Please do not provide balloons, whistles, lollies etc...

Bonny Babes will give each child a birthday card and a small gift to help celebrate this special event!

# Positive Behaviour Guidance Policy

Bonny Babes is committed to supporting children's behaviour in a way that is positive, constructive and which promotes confidence and self-regulation. Our team want to empower children with strategies for life. We believe that children should always be treated with respect and empathy.

"An important aspect of children's 'belonging, being and becoming' involves them learning how their behaviour and actions affect themselves and others and developing the skills to regulate these independently. Educators can support children to develop these skills by guiding children's behaviour as a mediator and helping children to negotiate their rights in relation to the rights of others.

When guiding and supporting children to learn about self-regulation, it is important that educators acknowledge that these skills develop gradually and on a continuum. Children's capacity to apply these developing skills can often change. This may depend on their mood, health, family circumstances and situations they find challenging.

Supporting children's responses to emotions and feelings takes a team approach. The best outcomes are achieved when families and educators work together to support and guide children in a positive, calm and reassuring way.

## **Bonny Babes will support children by:**

- viewing children as capable and competent.
- setting clear, consistent, and simple limits and expectations.
- approaching situations from a strengths-based perspective.
- focusing on the behaviour not the child.
- providing choices.
- providing positive reinforcement.
- allowing time for children to respond.
- seeking to understand the feelings and emotions behind the behaviour.
- using positive, respectful language, including body language and tone.
- encouraging children to seek help and express their needs.
- encouraging a strong sense of identity and pride in themselves.
- helping them to develop a sense of empathy for others.
- using positive and respectful strategies for guiding children's behaviour.
- ensuring they feel secure and letting them know that you are there to help and support.

# Child Protection Policy

The purpose of the Child Protection Policy is to ensure that the Bonny Babes Child Care Centres are committed to ensuring that the safety and wellbeing of children are maintained at all times during their participation in activities at the centre. Bonny Babes Educators, students and volunteers will always treat all children with respect and understanding.

Bonny Babes Child Care Centres aim to promote a safe environment for all children and to assist all Educators, volunteers, and students to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse or harm. This abuse or harm may be committed by Educators or volunteers, visitors or strangers to the centres, other children or may take place outside the centre. Children may also be at risk of self-harm. We will maintain procedural fairness and natural justice concepts in all matters relating to harm or abuse.

Bonny Babes Child Care Centres has a duty of care to ensure that all persons are provided with a high level of safety and protection during the hours of service we provide. In meeting our duty of care, all Educators, students and volunteers will implement and adhere to this policy and ensure a level of safety and protection to all children who access our facilities. We reference the Early childhood Australia (ECA) Code of Ethics (2005), own philosophy statement and code of conduct practices to assist in the operation of this policy.

# Emergency & Ambulance Policy

The purpose of the Emergency Policy is to protect the health and safety of each individual, at all times. This policy is important not only for children, families, Educators, volunteers, and students but relates to every person who enters the Bonny Babes Child Care Centres.

Bonny Babes Child Care Centres have a duty of care to provide all children, families, Educators, volunteers, and students with a safe and healthy environment. An emergency is defined as an unplanned, sudden, or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the Bonny Babes Child Care Centres environment. It is a risk to an individual's health and safety.

In cases of emergency and an ambulance is called, we should suggest that your child is covered by an approved medical scheme. If this action is taken, you as a parent/guardian will be notified immediately and informed of the accident or incident.

If an Accident or Incident occurs, you will be notified by phone and informed of the occurrence and about the steps taken. All care is taken, but Bonny Babes cannot be held responsible for any accident or incident.

# Privacy & Confidentiality Policy

The purpose of the Privacy and Confidentiality Policy is to ensure we develop practices that respect privacy and confidentiality of our children, families and Educators by building trust and openly exchanging information which may be important to the care of a child.

Bonny Babes Child Care Centres ensure that all information collected as part of our business will be considered private and confidential and not disclosed without the prior knowledge or consent from the individual, parent/guardian, or legal representative.

The personal information collected by Bonny Babes is as follows:

- contact details of children, families, Educators, volunteers and students.
- emergency contact details of children, families, Educators, volunteers and students.
- children's health status, immunisation and developmental records and plans, external agency information, custodial arrangements, incident records and medication records.
- Educators documentation relating to recruitment and selection, performance reviews, qualifications, work history, child protection checks, health status, immunisation records and workers compensation claims.
- Student and volunteer work history, child protection checks; and blue card.
- Information relating to families Child Care Benefit (CCS) status and any other additional funding arrangements.

We will inform all parties prior to collecting information, of the circumstances when information will be disclosed to other parties such as community services departments and/or Queensland Police Service. Bonny Babes Child Care Centres collect, store, disclose and dispose of the personal information collected appropriately and according to all relevant governing agencies and licensing requirements.

There is a shared responsibility between Educators, children, and families that the Privacy and Confidentiality Policy and procedures be accepted as a high priority and respected. Bonny Babes Child Care Centres have a duty of care under the Commonwealth Privacy Act 1988 that management and Educators implement and endorse the Privacy and Confidentiality Policy.



# Rest / Sleep & SIDS Policy

The purpose of the Rest, Sleep and S.I.D's Policy is to create a safe happy environment that reflects individual needs and adheres to the Children Service's Regulations. Effective rest and sleep strategies are important factors in ensuring a child feels secure and safe in the childcare environment. For developmental reasons, it's important for children to have a period in the day to rest and/or sleep.

Bonny Babes structures their daily programs to adhere to the governing bodies to reflect the needs of the children. Sudden infant death syndrome (SIDS) is the sudden and unexpected death of a baby aged less than one year where no specific cause could be found despite a detailed investigation. The National SIDs Council of Australia has published recommendations that are supported by scientific research associated with the prevention of SIDs.

Bonny Babes has taken on board these recommendations and implemented them in association with the Sleep and Rest policy. Bonny Babes includes the guidelines based on the SIDs and Kids program to ensure that all Australian procedures are followed to include standard approved cots (portable and secured) in all infants' rooms.

Bonny Babes has a duty of care to ensure that all children are provided with a high level of safety when resting or sleeping while in care. It is understood by all Educators, volunteer and students, children and families that there is a shared responsibility that the Rest, Sleep and S.I.D's Policy and procedures are accepted as a high priority. Bonny Babes does not permit the use of hot water bottles, electric blankets or heated wheat bags in children's cots or on mattresses. These items present a risk of children either being scalded or developing hyperthermia (overheating).

Bonnie Babes considers the following strategies to create a positive relaxing rest/sleep environment:

- the individual needs of the child or group of children.
- the parenting beliefs and values of families accessing Bonny Babes
- professional philosophy, knowledge and experience of Educators, volunteers, and students
  - cultural and religious practices.
  - frequency of days that the child attends the centre
  - circumstances or events happening at home
- consistency of practices between home and Bonny Babes
  - child's general health and wellbeing
- status or condition of the rest environment; and use of comforters or resting aids (including dummies and security blankets)

# Sun Protection Policy

Bonny Babes is a registered 'Sun Smart Centre' and we advocate that all Educators and children are always conscious of wearing sun protection. As we live in a climate that has very strong UV Rays, a hat and sunscreen are put on throughout the day whenever necessary.

Parents need to apply sunscreen before arriving at Bonny Babes.

The purpose of the Sun Protection Policy is to ensure that the Bonny Babes Child Care Centres are committed to protecting children from the adverse effects of exposure to the sun. We aim to prevent the risk of developing skin cancer and melanoma through the actions of teaching children healthy sun behaviours and routines.

Bonny Babes have a legal responsibility known as a duty of care to the children in their care as well as Educators and visitors to our centres. This duty of care extends to ensuring that we develop and implement an appropriate sun protection policy and procedures to adequately protect children, Educators and visitors from damage caused by the sun. Special attention may need to be given to address the language and cultural needs of parents of culturally and linguistically diverse (CALD) background and their children, to ensure that duty of care obligations are met.

As children attend our centres during peak ultraviolet radiation (UVR) times throughout the day, our settings play a major role in both minimising children's UVR exposure and providing an environment where we can positively influence long-term behaviour.

Queensland has the highest rate of skin cancer in the world. It is the most common form of cancer in Australia affecting all age groups and accounts for around 80% of all new cancers diagnosed each year in Australia.

Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Childhood skin damage from UVR cannot be reversed, but further damage can be prevented. Skin damage, including skin cancer, is the result of cumulative exposure to the sun and therefore preventable.

The Queensland Cancer Fund recommends the following hat and clothing features:

- 8-10cm broad-brimmed legionnaire-style
- closely woven fabric and natural fibres
- clothing has collars and sleeves

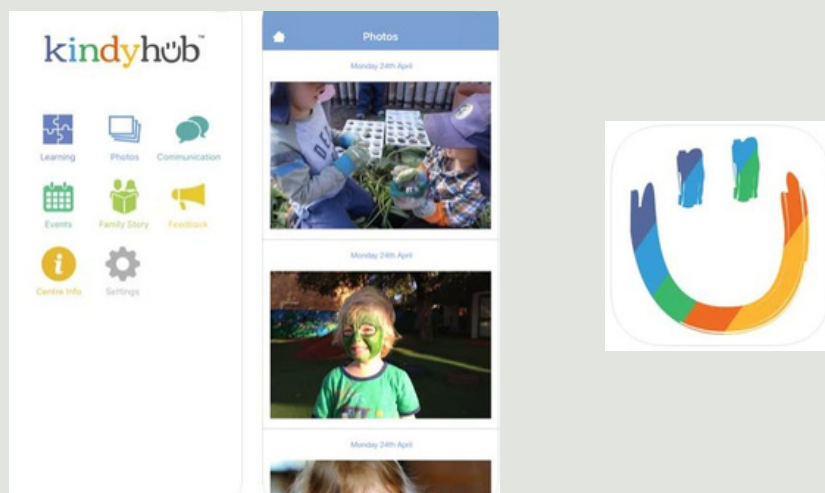
**Insect Repellent:** Due to the weather in Queensland there is a need to apply insect repellent daily to your child. We will then re-apply throughout the day. If your child is allergic to either of these products, please provide an alternative as all children must have Sun & Insect protection—ensure all Educators are informed.

# Communication at Bonny Babes

At Bonny Babes we communicate with our families via Kindyhub - a simple, secure and user-friendly mobile app for families. Kindyhub gives families convenient access to view their child's photos, learning and development status, as well as allowing easy communication with your children's educators.

Families can provide valuable input to their child's early learning experiences enabling educators to continually refine and customise the learning journey. Families enjoy 24/7 access to their child's early learning experiences and retain ownership of all appropriate information uploaded to Kindyhub.

You can find Kindy hub on the Android or Apple App stores



# Room Ratios

The ratios of educators to children are regulated by the Queensland Government. At Bonny Babes we always ensure these ratios are met or exceeded.

Infants - 1 : 4

Junior Toddlers - 1 : 4

Toddlers - 1 : 5

Juniors - 1 : 5

Kindy - 1 : 11

Pre Prep - 1 : 11

Our Educators all have Blue Cards (Working with children check) First Aid & CPR Certificates and hold either a Diploma or Certificate 3 In Early Childhood Education and Care. Our Kindergarten (pre prep) room teachers hold a Bachelor of Early Childhood Education.

# Drop Off / Pick up Procedure

Located in the reception area are SIGN IN / SIGN OUT iPads. Your child must be signed in and out each day. Please advise Educators of any changes to contact phone numbers for each day, other than those on enrolment forms. Any messages can be recorded via email/communication with educators or Directors. All children need to be brought and collected from the centre by a responsible adult.

On arrival the child should be encouraged to place his/her bag in their locker. The child should then be taken to an Educator on duty, at this time it is always good to allow a little time to communicate with the Educators and to allow the child time to relax. You may need to fill the daily sheet in your child's classroom.

Your positive approach to your child's day at Bonny Babes will be a major influence upon your child's day. Explain to your child where you are going and why, say goodbye and give them a kiss and cuddle, the Educators MUST be informed that you are going and let her help your child wave good bye. No children are to be left in the undercover Dome or unattended rooms; all children must be handed to an Educator.

Once you decide to go do not hesitate!

**Never sneak away without saying Goodbye, it may be easier for you, but it is harder for your child. Always return when you have said you would.**

If your child requires medication during the course of the day please fill in the medication registrar, and hand medication and form to educators.

Sunscreen and insect repellent needs to be applied daily, before your child commences at Bonny Babes and Educators will re-apply sunscreen/insect repellent for outside play when required.

When collecting your child please SIGN OUT on the iPad, an Educator MUST be notified that you are taking your child home. People nominated on the enrolment form are the only persons authorized to pick up your child, you must notify the Centre Director beforehand, via email if someone different will be collecting your child. an unauthorized person will not be permitted to collect a child even if they are a close relative. Prior notice must be given to Director before another person will be permitted to collect your child.

On departing the iPad must be filled in with departure time & parent signature. This is classed as a legal requirement & must be kept accurately for continued CCS relief.

**Children need to wash their hands or sanitize as they arrive at Bonny Babes and as they leave the Centre to discourage the spread of germs.**



# Health & Safety

At Bonny Babes our goal is to ensure that the physical well-being of the children is protected and enhanced at all times. To ensure the health and safety of all children, families, and educators within the service the director reserves the right to send home or refuse attendance to any child whom she considers not well enough to attend or whose illness may affect the health of other children. This is contained in our health and safety policy which can be found in a folder in the foyer of the service or available on request.

In the event of sudden illness or accident at the Centre the child will be kept under adult supervision until the child recovers or some other responsible person takes charge of the child. Every effort will be made to contact the parents. Always ensure the Centre is notified of any changes in your address, phone number, contact persons or different daily contact, through our change of details forms, which can be found at the front reception.

If your child has an infectious disease, please notify the centre immediately. Where the director considers the child to be showing signs of an infectious or contagious disease, the parent will be notified immediately and be asked to collect the child. To assist parents a full list of infectious diseases provided by the Queensland Health Department is available at the front reception. If a child has an infectious disease, we ask that parents obtain a doctor's clearance before returning to the centre, to protect other children, families, and educators.

A full allergy list is requested at the time of enrollment. The educators will adhere to all directions regarding these allergies and intolerances. If you discover that your child has formed an allergy or intolerance after enrolment, please see reception for a new form so that we can inform Educators.

We will also provide KGF (our food provider) with all the current allergies or intolerance

We closely follow the directions put forward by the health department and use their fact sheets and guidance to inform families. We also endorse the Child Health ACT of early immunisation. A copy of the immunisation schedule can be provided if requested.

- We aim to teach children about healthy and safe practices.
- We aim to promote healthy, nutritional habits.
- We aim to prevent accidents, provide adequate, culturally appropriate nutrients and reduce the spread of infectious disease.
- We aim to educate parents and children in all aspects of health and safety.
- We aim to encourage children to follow basic rules of hygiene.
- We aim to ensure that our buildings and equipment are always safe and hygienic .
- We aim to ensure that health and other related issues are readily available to Educators, parents, and children.
- Educators attend annual health and safety information evenings.

We endorse the Child Health Act of early immunisation. (Available at reception)

# Sickness

If your child becomes unwell whilst at the Centre, the Educators will try to contact you, or the person nominated by you. Until you can collect your child they will be treated in accordance with the symptoms, e.g. fever reduced. The child will be allocated in an area away from their group with an Educator to comfort them.

The staying healthy in childcare guidelines have been set out according to the guidelines set out by the National Health and Medical Research Council. Upon the onset of an infectious disease, children will be excluded from the centre for the recommended period.

Please remember to leave a contact phone number daily if it will be different from what is on your enrolment form. This form will be your individual classrooms.

# Immunisation

Bonny Babes strongly suggest that all children be vaccinated. It is advisable to have children immunized because if they are not, they are at risk and pose a risk to other children. If we were to have an outbreak of any of these illnesses, it may be necessary to exclude children from the centre, for their own protection.

Immunization forms must be kept up to date with your child's immunization program. Immunization schedules can be found in each room and the front reception. See exclusion list on page 35.

As per your enrolment form, Bonny Babes Admin will require a up to date Immunization Record that you can supply to us from your online E-Health Record for your Child. The Red Immunization Books are not sufficient.

# Hygiene

Hygiene principles are taught and discussed with the children. Children are shown correct hand washing techniques and are encouraged not to touch other children's food or use other children's hats or clothes.

Bonny Babes Educators adhere to the centre policies which aim to set a high standard in cleanliness and hygiene and thereby minimizing any health risk to either Educators or children.

# Hygiene

Germ Busters is part of our Centre's policy. All children are encouraged to adapt basic hygiene principles, during toileting time, nose blowing times and at meal times. Children will be encouraged to wash hands, on arrival and departure from Bonny Babes, after toileting, at meal times and whenever necessary. After lunch the Prep children will be encouraged to swish swash swallow to clean their teeth. Children will be encouraged not to use the personal belonging of others, e.g. hat, comb & cups.

Educators disinfect and clean furniture, toys and floors several times throughout the day. And children are encouraged to rinse out their mouths after eating or have a piece of fruit.

# Fire Plan / Drills

The centre's Emergency evacuation procedure is located in each room and is clearly marked for everyone's safety. If you are here in the event of a fire, lock down or drill, please follow the directions of the educators during this time. Fire drills are practiced and equipment is checked on a regular basis in accordance with the Queensland building fire safety regulations and we also follow best practise by holding evacuations every three months to ensure correct procedures. During induction, and each year, all educators are trained in the use of fire equipment and become familiar of where it is stored throughout the centre.

Please take the time to check the evacuation procedures when you are in next, so that we ensure that everyone has a clear understanding of the procedure in the event of a fire or practice drill.

# Medication & First Aid

Parents need to write details of any medication on a medication form (forms are at reception) and inform the Educators, in charge of their child.

All medication must be in its original labelled container or bottle detailing the child's name and any Doctors instructions and recommendation for storage.

All medication must be stored in the kitchen (In a locked box). No medication must be left in bags or on bench tops.

The Educators at Bonny Babes will not be able to administer any medication unless The previous policies have been adhered to. For further information please see the Centre policy.

**Administering Medication:** On administering the medication to the child, the Educators will sign and record the time the medication has been given, to indicate that it has been given. Should your child develop a temperature of 38 degrees or more whilst attending the Centre, you may give us your written permission to administer Panadol, at the specified dose for the age of your child. When administering medication two senior Educators will ensure the correct procedure has occurred. A parent or guardian will be contacted before this action is taken.

**Panadol:** Please ensure that you have signed the 'administering Panadol' on your enrolment form. We will call you for permission to administer this but ensure that the medication form is signed when you return to pick up your child.

## First Aid

This Centre has a fully equipped child resistant First Aid Kit, able to deal with minor cuts and abrasions. All Educators are required to have their current Senior First Aid and CPR Certificates, and

can treat minor incidents. The First Aid kit is inspected once each month or whenever used whichever comes first. For more information on First Aid please see the Centre policies.





# Sports & Extra Curricular

Ready steady go! Sports program is offered at our centres and features 5 different sport activities on a rotation basis. Juniors, Kindy and Pre Prep participate in this on alternate school terms.

## Soccer

These programs are for 3-5yr olds and are held at both centres. The duration of these sessions is around 30 minutes. We believe these programs assist with a child`s fundamental learning in a safe, fun and structured environment. Following each weeks sessions, children are provided with an interactive colouring in sheet in relation to that particular weekly activity. Our weekly activities relate to all the relevant aspects of learning soccer, such as : dribbling, passing , goal scoring, team games, etc.

Contact Simon at SIBA soccer

## Tennis

My First Tennis is an age specific, professional development start program designed for day care children. The gross motor skill and tennis program is designed for children between the ages of 3-5. The aim of the program is to develop balance, ball tracking, racquet awareness, basic strokes and direction, through participating, learning and an active games based approach

If interested in these extra curricular activities please fill in the form at reception or ask your nominated Supervisor for more information.



# Your Tour at Bonny Babes

Thank you for joining us on a tour of our centre.

If you have any further questions about our centres please contact our centre directors on -

Hope Island	5530 8540
Coomera	5519 9722
Accounts/Fees	5519 9722 (Venetia)

Otherwise you may contact Bonnie by email at [bonnie@bonnybabeschildcare.com.au](mailto:bonnie@bonnybabeschildcare.com.au)

My Child's Room Name \_\_\_\_\_

My Child's Educators Names \_\_\_\_\_

Centre Director \_\_\_\_\_

Notes \_\_\_\_\_

---

