

Margaret Cribb Child Care Centre

# Information Booklet



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We hope that the information in the booklet will be of assistance. If you have any further queries please ask the staff members or the Director.

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Copies of the Child Care Act and Centre Policies are available to all parents in the Office Foyer.

## **MARGARET CRIBB CHILD CARE CENTRE**

We aim to work in partnership with families and would like families to feel that the Centre is an extension of the home. Families and staff together form a community with shared goals. The diversity of cultures in our community will enrich the experiences that are planned for the children.

Parents are encouraged to participate in the program, attend excursions with the children and staff, nominate for the management and parent committees and to assist in publishing the Centre newsletter. Parents are invited to be involved in the Centre as much as their commitments permit. All parents who volunteer at the centre must be eligible to obtain a blue card from the Commission for Children and Young People and Child Guardian. Parents on the management must hold or obtain a blue card. Grandparents and other family members are welcome to volunteer for excursions or other activities; however those who do not hold a blue card can only volunteer twice.

Parents are the primary caregivers and their input in planning for their children's needs is essential and valued. Parents and staff need to develop a comfortable and positive relationship for the benefit of the child and we invite parents to share with staff important events in the children's lives. Parents will also be able to assist in developing and evaluating programs and centre policies. We believe it is the parent's right to be aware of all aspects of the child's day and to be well informed.

The Centre is named in honour of Mrs Margaret Cribb who passed away in August, 1993.

Mrs Cribb joined the University of Queensland in 1944 as an undergraduate student and resident of Women's College. In 1946 she was editor of *Semper*, Vice President of the Student Union and President of the Women's Students Club. In the same year her future husband, Mr Ivor Cribb, was the President of the Student Union.

Mrs Cribb joined the Department of Government in 1965 as a tutor and remained a member of the academic staff of that Department until retirement in 1987. She had elected to use the title of Associate Professor when promoted to Reader.

The Women's College appointed Mrs Cribb an Honorary Fellow in 1992. She had been a member of the College Council from 1973 to 1985 and served as the President for two periods. Also during her husband's term as Warden of International House, 1965 to 1986, Mrs Cribb was highly committed to the pastoral care of the residents.

In the Queen's Birthday Honours List of 1992, Mrs Cribb was appointed a member of the Order of Australia in recognition of services to education and women's affairs.

## **THE PHILOSOPHY OF THE MARGARET CRIBB CHILD CARE CENTRE**

### **THE PHILOSOPHY OF THE MARGARET CRIBB CHILD CARE CENTRE**

#### **MISSION STATEMENT**

The Margaret Cribb Child Care Centre endeavours to provide care and education in a friendly, safe and stimulating environment, recognising the diversity of the children and ensuring that each child is considered as an individual. Accordingly, the program aims to develop self-confidence, initiative and responsibility whilst allowing for personal autonomy and self-direction.

Our documentation is guided by the Early Years Curriculum Guidelines (QSA, 2006) using the key learning areas as follows:

**Social and Personal Learning**

- Sustaining relationships
- Understanding diversity
- Personal learning

**Health and physical learning**

- Making healthy choices
- Gross motor skills
- Fine motor skills

**Language Learning and Communication:**

- Oral language
- Reading and viewing
- Writing and shaping

**Early Mathematical Understanding**

- Early Numeracy

**Active Learning Processes**

- Thinking
  - Investigating the Natural World
  - Investigating Technology
  - Investigating Environments
  - Imagining and Responding
- 

## IMPLEMENTATION OF OUR PHILOSOPHY

Our aims, beliefs and the way we view children's learning make a foundation from which we draw our goals and objectives.

The curriculum is specific to the needs, interests and abilities of the children within the centre. It is based on the individual needs of the children and is generated through qualitative documentation. The programs can be viewed in the respective playrooms.

The evaluation of these programs not only forms a basis for the continuation of planning but also is used by the staff to formulate the children's ongoing experiences.

Staff, parents and children create journals that document each child's journey through their learning at our centre. These journals are then in turn used to help create a daily program. They also provide an opportunity for open communication between families and our centre community.

**References**

Queensland Studies Authority. (2006). *Early Years Curriculum Guidelines*.

Reviewed: June 2008

Next review: 2010

## **MANAGEMENT OF THE CENTRE**

The Centre is administered for the Margaret Cribb Child Care Centre Association Incorporated, by a Management Committee comprising representatives of the parents elected by the members of the Incorporated Association. The Director reports to the Management Committee. Parents of children who currently attend the Centre are eligible to join the Margaret Cribb Child Care Centre Association Incorporated.

The Annual General Meeting is held each year in May. The Social, Fundraising and Support Sub-Committee is open to all members of the Margaret Cribb Child Care Centre Association Incorporated and you are always welcome to attend all meetings and actively participate in the many activities of the Sub-Committee.

## **LICENCE**

The State licensing authority is the Queensland Department of Communities. This Department is responsible for the regulations that govern all child care centres in Queensland.

Our child care service –

- (1) is licensed under the Act;
- (2) must comply with the Act and this regulation, including, for example, with requirements about activities, experiences and programs, numbers of staff members and children and staff members' qualifications.

ADDRESS:                               The Department of Communities  
  Building 1  
  Level 2, Muruk Haus  
  230 Lutwyche Road  
  Windsor

POSTAL:                                 PO Box 2186  
  WINDSOR QLD 4030

TELEPHONE:                           (07) 3109 0621  
  (07) 3224 4225

The telephone number for the Departments Information Service about Child Care is (07) 3224 4557.

The Child Care Centre is licensed to provide care for 75 children per day between the ages of 2 months and school age. The groupings are as follows:

2 groups of Babies	16 children	2 months	– 15 months	Each Group has 1 Group Leader + 1 Assistant
2 groups of Toddlers	20 children	15 months	– 30 months	Each Group has 1 Group Leader + 1 Assistant
Kindergarten Children	15 children	2 ½ years	– 3 ½ years	Each Group has 1 Group Leader + 1 Assistant
Preschool Children	24 children	3 ½ years	– school age	Each Group has 1 Group Leader + 1 Assistant

There is a notice of age group and staff on each playroom door throughout the centre.

## **ACCREDITATION**

The Centre is regularly reviewed under the Accreditation system conducted by the National Childcare Accreditation Council. Its aim is to develop quality in the child care system. The Childcare Benefit will not be offered to parents whose children attend a non-accredited Centre. The Accreditation process involves questionnaires to parents, a self study by staff and Director, a review by a Council appointed child care professional and finally a one, two or three year accreditation granted by the Moderators and Council.

## **BEHAVIOUR MANAGEMENT**

We believe that there is no occasion on which physical or verbal punishment should be used against a child. We believe consistency is important in order to minimise confusion amongst us all. Ultimately, setting limits for behaviour aims to teach children self discipline, feel secure and find appropriate expression for feelings that are hard to control. Techniques such as the following assist in developing positive relationships:

- Getting to know the children
- Changing the environment to facilitate considerate movement
- Redirect play
- Plan patterns of active and restful activities
- Provide good modelling behaviour
- Give attention to good behaviour with specific praise
- Remembering a child's developmental needs, abilities and behaviour

## **ENROLMENTS POLICY**

All families are eligible to enrol their children in the Centre. However, we are required to follow guidelines stated by the Department of Health and Family Services.

Under these guidelines, priority is given to children whose parents are working, studying or seeking employment. Consideration will be given to children who are intellectually or physically disabled or whose parents are intellectually or physical disabled, children who are at risk of abuse or neglect, children who have parents at home with more than one child below school age and single parents at home. We endeavour to balance our intake between children of University of Queensland staff, students and the non-university community. We give priority to the children of the Margaret Cribb Child Care Centre staff and to siblings of children already attending the centre.

Prior to admission, an interview and tour of the Centre will be conducted by the Director. At this time parents will complete all necessary documentation for enrolment. All information about individual children and families is strictly confidential. The Centre must be notified of any changes to these details, including updating immunizations immediately.

Enrolment at the Centre may be either full time or part time. Children attend the Centre on their specified days and any changes to enrolments may not be possible until a vacancy occurs.

**Two (2) weeks notification in writing** is required to terminate an enrolment.

During September parents of currently enrolled children are surveyed as to their enrolment requirements for the following year. Places are allocated according to these needs after which offers are made to the waiting list applications.

## **ORIENTATION**

We require that each child has at least three visits to the Centre with their parents prior to commencement day. Each visit should be for at least one hour, and between the hours of 9 and 11am. There is no charge for these visits. This is an important time as it allows for the development of communication between parents and staff, familiarizes everyone with the routine of the Playroom and helps the children to feel comfortable in their new environment. As your child moves through the Centre you will be reorientated to the specific rooms.

## **FEES (Effective from 7<sup>th</sup> January 2008)**

Per Day (2 – 5 days per week)                      \$ 60.00 per day

The above fees include a fundraising levy of \$2.00 per week.

## **FEES**

Your fee is a payment for your place at the Margaret Cribb Child Care Centre regardless of whether your child actually attends on the given day. No reduction is made for Public Holidays, however fees are not charged when the Centre is closed between Christmas and New Year.

**Fees are payable weekly in advance** and should be paid directly to the Centre's office. Payment may be made by cheque, cash, credit card or EFTPOS. If you wish to arrange periodical charges to your credit card, weekly, fortnightly or monthly, please contact the office for the appropriate paperwork.

**Failure to pay or the accumulation of large amounts in arrears may mean we have no alternative but to offer your child's place to one of the many others on our waiting list.**

A **late fee** will be imposed for any children not collected by 5:30pm. These fees are stated on the Enrolment Agreement form which is signed at the time of enrolment. **“There is a surcharge of \$15.00 for the first quarter hour or part thereof and \$30.00 per quarter hour thereafter for each child not collected from the Centre by closing time”.**

## **CHILD CARE BENEFIT**

Child Care Benefit eligibility should be discussed with the Family Assistance Office (Centrelink)

Our Centre Reference Number is: 555 002 723J

Once the necessary papers have been assessed by the Family Assistance Office the Centre will receive notification of your percentage entitlement, we will make the necessary alteration to your fees and inform you via statement of the change to you account.

## **STAFFING**

The Margaret Cribb Child Care Centre employs staff who are trained for, and experienced in the care and education of young children. We aim to maintain continuity in our staffing.

Child Care Staff consists of:

- 1 Director
- 2 Assistant Directors (who is also a Group Leader)
- 6 Group Leaders
- 6 Child Care Assistants
- 1 Kitchen Assistant
- 4 Assistants (floaters)
- 2 Assistances (relief)
- 1 Office Administrator

Staff may be working in the Centre outside the office operating hours. This may be their child free preparation time and does not mean that the Centre is open for children to attend.

The Centre staff are a team of highly professional, caring educators who are proud of the high quality of care that the Centre delivers. Staff members are encouraged to upgrade their skills, and continuously take part in the inservice programs offered. Many staff members are currently studying to further develop their skills in the areas of education and care of young children. Remember the staff are a resource available to you and are more than happy to answer any questions you may have about your child's education and care.

## **HOURS OF OPERATION**

The Centre is open from 7.30am to 5.30pm Monday to Friday and operates 50 weeks of the year. The Centre is closed between Christmas and New Year and for all public holidays.

## **SIGNING IN/OUT – PICKING UP AND DROPPING OFF CHILDREN**

The signing in/out procedure provides an official record of the children's attendance at the Centre. It is a licensing requirement that this action be followed. It assists staff as a way of communication, enables a roll call for excursions and in case of an emergency evacuation.

It is necessary for parents to record a reason for a child's absence from the Centre. Parents receiving the Child Care Benefit will continue to receive their benefit if their child is away for one of the following:

- Sick days, holidays, occasional days – 30 days per year
- Sick days with a medical certificate – unlimited
- Rostered days off – by providing a letter from your employer
- Non-immunization of a child – when there is an outbreak of an infectious disease

Upon arrival please complete the signing in/out form placed near the entrance to each Playroom. If you go off campus or will be away from your usual contact number for a length of time, please let us know.

When collecting your child **do not forget to sign the in/out form** again. This is a time for you to be part of his/her day and for you to communicate with the staff about your child's development.

**Please always notify a staff member that you are delivering or collecting your child.**

If the child is to be collected from the Centre by someone other than his/her parent or persons nominated on the access form, prior arrangements must be made with the Director or Group Leader, otherwise the child will not be allowed to leave the Centre.

We also ask that you ensure that **only your child** moves through the gates into the car park. Please remember to close the gate behind you.

## **GRIEVANCES**

If you have any concerns about any aspect of the Centre please talk to the Group Leader who may refer you to the Director. You may approach the Director initially if you wish. We welcome the opportunity to discuss any concerns about any matters related to the Centre in order to provide the best service possible. If the Director is unable to assist he/she will pass on your concern to the Management Committee or suggest that you phone or write to a member of the Management Committee.

## **PARKING**

The parking area will be patrolled by the University Traffic Officers. There is a limit on parking in the car park while you take and pick up your child from his/her playroom. If you have need for a longer period please contact the Office and a permission slip will be issued. It is important to take care when entering or exiting the car park as vision can be hampered.

## **DAILY INFORMATION AND COMMUNICATION**

### **Information Pockets**

Each child at the Centre is provided with an information pocket which is prominently displayed in the child's playroom. This pocket will contain information about the Centre activities and programs. It is important that parents check their children's information pockets regularly.

### **Journals**

Each child has a "Journal" in which the staff will write general comments about what your child has been doing at the Centre. You are also encouraged to write in these books with any comments or information about your child.

### **Newsletter**

You will regularly receive a copy of the Centre's Newsletter "Connections". This informs parents of happenings at the Centre, educational issues and playroom activities. Your contributions are welcomed.

### **Accident Forms**

You will be required to sign an accident form should your child be involved in an accident that day.

### **Half Yearly Interviews**

Twice a year the parents are invited to meet with the Group Leader and discuss the development of their child.

### **Parent Participation**

Parents are welcome at the centre throughout the day. We encourage parents to take an active role at the centre by sharing either an interest or hobby or maybe just coming in to read a story. Whenever you have an opportunity to share some time with your child, please come in and enjoy being a part of our happy community. Parents are more than welcome to ask for the following information at any time:

- I. A general description of the activities and experiences given at the Margaret Cribb Child Care Centre
- II. The Margaret Cribb Child Care Centre philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved.
- III. The goals about knowledge and skills to be developed through the activities and experiences.

## **FIRE AND EMERGENCY EVACUATION**

There is an evacuation plan for the safety of the children, staff and visitors positioned near the entrance to each room. In the event of a fire drill or an actual emergency all persons on the premises must comply immediately with directions for evacuation from staff.

Evacuation drills are conducted once a month and are recorded in the Evacuation Procedures Book. If a genuine evacuation occurs parents will be contacted to collect their children urgently.

## **STUDENTS AND VOLUNTEERS**

Students and volunteers will be working with the children from time to time but are always under the supervision of a staff member. Early childhood students visit our Centre to fulfil requirements for their practicums. We often receive requests from University of Queensland students to observe the children's development. If these requests require details or testing of an individual child your written permission will be sought.

## **TOYS**

Children are requested not to bring toys into the Centre as they can be easily broken or lost. A security toy for rest time is permitted. Staff cannot accept responsibility for loss or damage to children's toys. No guns or other weapons are allowed at the Centre.

## **BIRTHDAYS**

Birthdays are special times for children. A cake may be sent along but please inform the Group Leader prior to the occasion.

## **NUTRITION POLICY**

Good food is essential for good health throughout life. It is especially important that young children are brought up to appreciate a wide variety of nutritious foods. Nutrition is important for your child's physical, mental, emotional and social development.

It is Centre policy that no lollies, roll ups, chips, junk foods or sugary soft drinks be brought to the Centre. Pamphlets regarding healthy foods and habits are regularly circulated to parents.

## **HYGIENE**

Hygiene is a major consideration at the Margaret Cribb Child Care Centre. Please refer to the detailed information contained in the Policy and Procedure Manual. If you are participating in food preparation or nappy changing please abide by the information displayed on the posters at the Centre. Children who use sheets on the fold up beds are

required to keep them in a named sheet bag or pillowcase. Should there be an outbreak of an infectious disease parents of the Centre will be notified of any such incident.

## **EXCURSIONS / CONCERTS**

Excursions form an important part of your child's educational program. Children learn a great deal from real-life, hands on, new experiences. Therefore we encourage all children to participate in the excursions eg music concerts, plays.

You will be required to sign a permission form at the time of the stated excursion. This form will notify parents of the day and date, time of departure and return, the destination, the name of the supervising adult, the transport (if applicable) and the safety arrangements.

The form will be placed beside the sign in/out form on the day. Please look for it. Parents are very welcome and encouraged to join these excursions. Parents will be notified of excursions either in the newsletter or by memo.

**ILLNESS / MEDICATION** – see Health Handbook

## **SUN PROTECTION**

Staff will ensure that all children are protected from skin damage by:

- Insisting that all children wear hats that protect the face, neck and ears
- Providing outdoor activities in the shade where possible
- Limiting the children's exposure to sun between 10.00am and 3.00pm

## **CHILD PROTECTION POLICY**

When the Director or other staff form the belief that there are recognisable grounds that a child has been subjected to abuse or neglect a notification must be made to the Department of Family, Youth and Community Services. The centre is committed to providing a safe environment for children and for fills all requirements of the Commission for Children and Young People and Child Guardian.

**A copy of the Centre's Policy & Procedure Handbook is on display at Reception at all times. Please feel free to come & have a read when you get the chance.**

## **COPING WITH THOSE "FIRST DAY BLUES" AND SEPARATION ANXIETY**

Although your child may have visited the Centre two or three times prior to commencement, "first day" is always special. You can assist the settling in process by heeding the following:

- As parents, you need a positive approach. Recall the great events of your early care and schooling.
- Help your child to think of the Centre as his/her own place while Mum and Dad are working/studying.
- Stay with your child until he/she feels secure. The staff will assist and advise you.
- Be patient and enjoy the time with your child. Children sense your reactions and behave accordingly.

## **STAFF** (as at 9/09/2008)

### **NURSERY**

<b>Playroom 1</b>	Group Leader	Kaye Bullard	Cert III Children's services Completing Diploma Child Care
	Assistant	Tess Sibley	Studying Diploma Child Care Cert III children's Services
	Floater 1&2	Helen Venables	Dip. Teach Early Childhood
<b>Playroom 2</b>	Group Leader	Kate MacDiarmid	Diploma Child Care
	Assistant	Candice Ben	Cert III Children's Services Completing Diploma Child Care

### **TODDLERS**

<b>Playroom 3</b>	Group Leader	Esther Patterson	Grad Dip Early Childhood
	Assistant	Jessica Griffin	Studying Diploma Child Care Cert III children's Services
	Floater 3&4	Shao Li	Cert III Children's Services
<b>Playroom 4</b>	Group Leader	Sarah Ruitter	Studying Grad. Dip. E.C. Bachelor Teaching and Learning
	Assistant	Drew Henry	Cert III Children's Services

### **KINDY/PRESCHOOL**

<b>Playroom 5</b>	Group Leader	Coral Francis	Diploma of Children's Services
	Assistant	Rebecca Hansen	Cert III Children's Services
<b>Playroom 6</b>	Pre-school Teacher	Louisa Montiford	Bachelor of Education (Primary) Graduate Diploma Early Childhood
	Assistant	Hannah Edols	Completing Certificate III Children's services
	Floater 5 & 6	Kylie Smith	Certificate III Children's Services

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<b>Director</b>	Margi Wade	Dip.Teach (Early Childhood), Bachelor Education. Completing Masters of Education
<b>Administrator</b>	Amanda Nicholls	Diploma of Child Care and Education
<b>Assistant Directors</b>	Louisa Montiford (Workplace Health & Safety Officer) Amanda Nicholls	