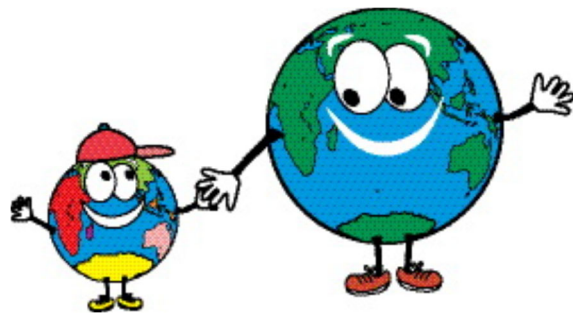


Colour My World

Children's Centre

Parent Handbook

As at 21/11/2018



WELCOME NOTE

Dear Families and Future Children of Colour My World Children's Centres.

We would like to take this opportunity to welcome your family to our service – to become a part of our centre family 😊

Our centres have been designed passionately as it is our aim to provide high quality care to the families, children and early childhood professionals who walk in and join our family.

Our 40 place centres caters for children 0-5 years old from 7am to 6pm. Our services have been established from the view of an architect, an early childhood professional and most importantly a parent. Robert and Diane Saba are the owners of Colour My World Children's Centres (with three children of their own) and are very active owners with a genuine love for what they do. This combination is our way of saying that our research and exploration into this long awaited project is completely authentic in our approach, our vision and philosophy of quality childcare within our community.

Tiffany Meisch the centre Nominated Supervisor/Director has 18 years' experience in the field of early childhood and has directed large and small services in a variety of settings.

She is a highly passionate advocate in the field who wants the absolute best quality for children in our services.

She has taught all age groups and has directed for well over 10 years.

We see children as capable and competent ambassadors in society and in the classroom. Throughout our extensive interest based indoor/outdoor play curriculum we will endeavour to create projects which will foster fine & gross motor skills, science and mathematical concepts, music, language, cognition, visual arts, socialisation skills, researching, investigations, problem solving and exploration.

Each day is a new conversation, a new journey, a new idea which will come from your children with the mentoring and educational insight from our qualified educators, making every effort to work in unison not only with your children but with you.....our families who have given us the gift of working with your world - your child.

Our outdoor play facility has been created with a natural perspective featuring shaded areas, sand play, bike tracks, soft fall areas, plants, and shrubs and sitting areas for children to engage in conversation and play which enlightens the senses as well as the day to day discoveries which could take place in anyone's backyard or garden.

Our services aim to capture a home away from home feel that has environments that we hope will enable children to connect home life to centre and centre to home. We want children to feel comfortable and respected each and every day they arrive to care.

On a daily basis your child will have opportunities to eat breakfast, morning tea, lunch and afternoon tea which are sourced from a menu which is nutritionally aimed at meeting all dietary food groups. This will give your child the energy and fuel they need in order to concentrate and grow on a day to day basis. Our qualified cook will provide fresh meals daily in an environment which is respectful to children. We have achieved this in various ways, one of which is ensuring that children at Colour My World have their very own dining room. This provides your child with opportunities to play, have their meal and then go back and continue where they have left off without environments being consistently manoeuvred and disrupted. Dining is also seen as a great opportunity to enhance social connections and build on vocabulary and language.

Colour My World Children's Centres invite families to share in our motto "Colour today... for a brighter tomorrow" as we believe it's now that is important. We aim to provide the experience of education being high in quality in the early years, as this will be a positive step toward a brighter future for each child that joins us. You are bringing your world for us to colour and for us that is the greatest gift of all.

COLOUR MY WORLD CHILDREN'S CENTRE SERVICE PHILOSOPHY

At Colour My World Children's Centres all children are seen as competent and capable individuals who have a right to access high quality within their early childhood experience.

Philosophy Mission Statement

In Relation To Children, We Believe:

- All children have rights that we must always acknowledge and respect.
- All children have a right to a high quality of care.
- All children have a right to be treated fair and equitably.
- Children deserve opportunities to become involved in centre life alongside their families.
- Children deserve a well-balanced diet complimenting growth and developmental needs.
- Children deserve a curriculum that is capturing their initial interests and development.
- Children deserve environments that are rich, resourceful, educational, stimulating, trusting, and safe and involve ample opportunities for decision making and choice.
- Children have the right to be heard.
- Children deserve opportunities to investigate, explore and discover the world around them.
- Children deserve to have opportunities to help create learning environments.
- Children learn through play.
- Children have the right to appreciate their cultural and religious beliefs.
- Children should be open to a routine that is not rushed; children deserve time to finish tasks at a suitable pace and have opportunities to re-visit tasks.
- Children deserve moments to be curious and ask questions.

- Children deserve opportunities for music, language and appreciation of the visual arts.
- Children deserve opportunities to engage and be known to the local community.
- Children deserve moments to socialise and engage in authentic conversation in their learning environments.
- Children deserve to have qualified staff at our centres to ensure a high quality curriculum and environment

In relation to families:

- We believe that building a good authentic relationship with families is vital.
- We believe in the importance of networking and sound communication.
- We believe families are of high importance within our Curriculum Framework.
- We want to build trust with families.
- We strive to support families individualised needs.
- We believe families should be heard.
- We believe families also deserve a place and space within our service that gives them a sense of belonging.
- We welcome all families of all cultures and religions.
- We believe families know their child the best.
- We believe all families deserve to be treated fairly and equitably.
- We believe families deserve to feel their child is safe whilst at care.
- We believe families deserve the right to access their child's individual portfolios on request.
- We believe families deserve our time, care and support.

In relation to Educators:

- We believe that professional development for staff is critical to keep in with current practices of early childhood, motivation, team unity and quality of care given for all.
- We believe all staff are to acknowledge the centre philosophy as well as continue to nurture some of their personalised values of the field in accordance to the regulations.
- We believe all staff are to be reliable, punctual, trustworthy, respectful and passionate towards the field of early childhood.
- We believe that educators should be heard.
- We value the individualised attributes our staff have to give to our team at our service.
- We believe as childcare professionals we aim to advocate for children and the profession of early childhood.
- We believe the relationships we have with children are to be purely authentic.
- We believe it's important to explore all opportunities for learning and growth within the classroom.
- We believe children should have opportunities to be exposed to as many colours, textures, smell and tastes to excel all areas of learning.
- We believe environments act as a third teacher.

In relation to the Community:

- We believe that our community is an asset to both of our centres and the education of young children in our care.
- We believe the community is an active tool/resource for children to investigate and explore environments and the world around them.
- We believe the community to also be seen as a teacher to all.
- We believe the community should be known to the centre and the centre to be known to the community.
- We believe that we can educate the community about the importance of early childhood and the capabilities and competencies children have in society.

Developed: October 2008 – by Colour My World Management Team.

Reviewed: November 2018

Reviewal: November 2019

OPERATIONAL HOURS

Our Centres are operational between the hours of 7am and 6pm Monday to Friday. We are open for 11 hours each day and 50 weeks per year - except Public Holidays. Fees are still required to be paid on Public Holidays, absent days, illness and family holiday time. Our centres close 2 weeks during Christmas time for everyone to re-energise for the New Year ahead.

FEES

Fees / accounts are always kept with a 2 week credit balance for the duration of enrolment. Fees are reviewed annually with increases taking effect in line with the Financial Year and Centrelink.

2018/2019 Fee Structure (Reviewed July 2018)

Baby Blue's Room 0-2 Years -\$128 per day

Growing Greens Room 2-3 Years-\$120 per day

Soaring Scarlets Room 3-5 Years-\$112 per day

ENROLMENT FEES

For new enrolments an Enrolment Fee is charged as a one off non-refundable fee that is non inclusive in your child's attendance fees. Three weeks' fees is also collected with new enrolments at this time.

Notice to withdraw or "change of mind" will require 2 weeks' notice as per policy and therefore only 1 week can be refunded.

For current enrolments wishing to enrol in the following year, this is classified as a Rollover Enrolment Fee which is also charged as a one off non-refundable fee that is

non inclusive in your child's attendance fees. This fee is charged to secure your child's position for that year.

Please note these enrolment fees are an annual fee that is charged with each year's re-enrolment and is non-refundable should you wish to change your mind.

CANCELLATION PENALTIES

Please note in the event that a new enrolment has been finalised and then cancelled, the three weeks paid are non-refundable.

- Two weeks' notice is required. This is taken from the date that the position is set to begin.
- The third week can be refunded.

LATE FEES

We understand that there can be sometimes circumstances out of our control. However if your child is picked up after 6pm which is after operational hours \$50 per 15 minutes will apply and will need to be paid to staff supervising at that time. If it is an emergency and you're running late please respect our team and call the centre to inform us of your lateness as we are very understanding and are always happy to meet your needs. We understand that this may happen occasionally, however if it becomes consistent it becomes unfair to our staff as this is their personal time and they also have families to get home to.

CHILD CARE SUBSIDY (CCS)

With the new Childcare Care Package, families are required to log on to their myGov account and process an online assessment. This will determine what the Government will pay directly to our service on your behalf. Please visit this link for assistance:

<https://www.education.gov.au/new-child-care-package-frequently-asked-questions>

ACCOUNTS

On your first day at our centre your family will be required to pay three weeks in total. This is two weeks in advance plus fees for the current week (total of 3 weeks) as well as your enrolment fee. This means your family has paid two weeks in advance. If your family experiences any financial change in income this will alter your fee structure, please advise our centre as well as the Family Assistance Office on 136 150.

Our only payment method - Direct Debit using Debitsuccess system

Please Note: Once your family is in arrears of a week you will be charged a late fee as per our fee policy.

FEE POLICY

Daily fees differ for different age groups.

An initial enrolment fee is charged to hold their position.

This is a non-refundable payment and is not part of attendance fees.

This is paid upon initial enrolment and annually with each re-enrolment.

Direct Debit Payment options are collected fortnightly

Fees/accounts are to be 2 weeks in credit at all times.

For any additional days that your child attends (apart from regular attendances) fees for this day must be paid in that week and Miss Barbara will adjust this via Direct Debit.

Notice of 2 weeks is to be given in written form, for withdrawal from the service, at which time your payments would stop and the 2 weeks credit in your account, will be ran to equal zero upon your departure.

A finish date is accepted any time between January and November of each calendar year. December withdrawals will default to the last day of operations in the month of December of each calendar year. CMW does not accept early notices in the month of December.

LATE FEE POLICY

Fees are to be paid weekly or fortnightly at all times, maintaining a minimal 2 week credit balance throughout the calendar year.

For any late payments, a fee of \$15/week will be charged as a penalty. ie. \$15 for the first week, \$30 for the second week and so on.

If fees are behind for more than 2 weeks, CMW holds the right to automatically cease your child's enrolment.

WAITING LIST

Our centres have a waiting list (accessible on our website) where families can put their name down for days that are currently unavailable or for future care. Please be aware that our waiting list gives priority to working families as per Priority of Access Guidelines.

1. Children at risk
2. Working families or study
3. Other

Please Note: We do not charge families to be on our waiting list.

ALLOWABLE ABSENCES

Each child in care is entitled to **42** days absences: sick, holidays, etc., per financial year and these days are still payable. Once your **42** days have accumulated, full fees will be charged for any further absent days. Absences with support of documentation that meet the exemption for allowable absences will be deemed as "Approved Absences" under FAO guidelines and will not accumulate on your allowable absences.

After these absences have been exhausted, the full fee rate will apply should your child be absent. These 42 days apply for the financial year, not the calendar year. ie. 1st July - 30th June of each year.

COURT ORDERS

Parents must notify our centres if there are any court orders affecting “guardianship” or “residency” of their children and a copy must be supplied to our service. Without the court order our service will not be able to stop a parent collecting a child.

NATIONAL QUALITY FRAMEWORK AND LICENSING

Our centres are licensed with The Department of Education and Communities and assessed under the National Quality Framework for early childhood. This framework aims to raise quality and drive continuous improvement and consistency in education and care in our services. This assessment is a process where our services have regular checks and visits from time to time and undergo a national quality rating assessment. Outcomes of these assessments are readily available for families to view in our Family Reception Lounge.

CHILDRENS' BIRTHDAYS AND SPECIAL EVENTS

We would like to welcome families to celebrate your child's birthday with us or even a special event within your child or families life. If your family has a cultural event that you wish to add to our yearly calendar, please advise your Authorised Supervisor on enrolment so we can celebrate with you and your family throughout the year.

Colour My World Children's Centre also selects a range of special events catering towards your child's interests throughout the year. Egg, Reptile visit, farm visit etc.

If you would like to bring a cake or food items please speak to your child's Educator prior to the event to make sure allergies of children at our service on that particular day are considered.

We recommend cupcakes for hygiene purposes when blowing out candles.

Please Note: Our centres can make your child a cake for that special day if you are unable. Cakes are **\$10.00**.

AGE GROUPS OF CHILDREN

West Ryde:

- 0-2 Years is our Baby Blue's Room (Maximum of 8 children per day)
- 2-3 Years is our Growing Green's Room (Maximum of 10 Children per day)
- 3-5 Years is our Soaring Scarlett's Room (Maximum of 20 children per day)

Ermington:

- 0-2 Years is our Baby Blue's Room (Maximum of 8 children per day)
- 2-3 Years is our Growing Green's Room (Maximum of 10 Children per day)
- 3-5 Years is our Soaring Scarlett's Room (Maximum of 20 children per day)

Both centres are licensed for a maximum of 40 children per day.

SERVICES OFFERED

- Long day care
- Pre-school Program
- School Readiness Program
- Nutritionally balanced meals
- A nut free service
- A Sun Smart Service
- An Asthma Friendly Service
- Inclusion Support Services for children with additional needs.
- Optional extra-curricular activities are offered and vary each year.

CHILDREN'S BELONGINGS

Our service advises that toys are better kept at home as children will have many resources supplied within our centres.

Sometimes personal items can cause unpleasant interactions between children and we would prefer if these items only came to school for show and tell purposes or comfort only.

Any items brought to the centres are at your child's own risk our centres will take no responsibility for the loss of such items.

MANAGEMENT OF ILLNESS

Children come to the centres to enjoy their day as a healthy being and our centres expect that when a child is brought to care families bring them in this way so everyone can be a part of a happy and healthy environment.

Your child will be sent home under the following Circumstances:

- High Temperature (above 38 degrees)
- Green/Yellow nose that is consistently running.
- Severe cough which is causing your child to cough over other children in their play space.
- Diarrhoea
- Vomiting
- Pale and lethargic.
- Unknown rashes or skin irritations.

Any child that has been sent home from care ill or has notified the centres of their illness will be unable to return to care until a certificate of clearance from a Doctor is presented on arrival.

If your child required antibiotics it must be retained for 48 hrs. before proceeding to care or if a doctor can write a letter expressing the antibiotics is for another reason other than illness that is not contagious then our centres will be happy to consider your Child's attendance for that day.

Our service requires your Doctor's Clearance Certificate upon arrival to the centre, before leaving your child.

To receive a fax or email after you have left your child will not be accepted. This certificate must be sighted by our staff before your departure. (For more details refer to our Administration of Medication Policy and our Illness Accident and Emergency treatment Policy).

PLEASE NOTE: A "Medical Certificate" and a "Certificate of Clearance" cannot be issued nor received on the same day. If a child has been sent home ill they can only receive clearance on the next day at the very earliest to return to care.

The certificate should indicate that your child is "Fit for Care"

WHAT TO BRING ON YOUR CHILD'S FIRST DAY

1. Enrolment Form
2. Birth Certificate – Original Copy
3. Immunisation Statement-**Showing an up to date status**
4. Framed picture of family
5. Child's fees for 3 weeks- completed Direct Debit form
6. Child's hat given on enrolment
7. Linen for rest time
8. Nappies (Name written on each nappy of your child)
9. Bottles/formula (All clearly labelled with your child's full name)
10. Comforter or dummy if needed (Clearly labelled with your child's full name)
11. Hair brush.
11. Changes of clothes – please include long and short sleeve as well as long pants and shorts as well as a jacket if cool. It would be an idea if your child is toilet training to provide a spare pair of shoes and socks, as well as extra underwear.

Please clearly label all of your child's belongings including their bag and sometimes it's even a good idea to label shoes.

(We have a toilet training pack once you're ready so please ask your educator to arrange this when the time is right for your family)

ENROLMENT PROCESS

1. Once your family has decided they have an interest in Colour My World Children's Centre your family can then ring our centres on 9804-0406 (West Ryde) or 9858 3606 (Ermington) between 7am to 6pm Monday to Friday to book an appointment for a group tour of the service. Group tours run once a month.

2. Once your family have made a decision it is then time to select your days based on availability and your enrolment fee would need to be paid. However, should there be no availability at this time, your family would need to complete a waiting list application form on our website. At CMW our waitlist is free of charge.

3. To secure your position, your first 3 weeks of care is payable alongside your enrolment fee. Any benefits or rebates will be applied once your child starts care.

4. Your family will then receive an Enrolment Pack which will include (among other things):

- An Introduction letter
- An Enrolment Form
- Fee Schedule
- Kinderm8 Consent and Information.
- All about me sheet.
- Family photo note.
- Cultural Egg
- A Direct Debit Form
- Routine Forms.
- Immunisation Information.
- A Colour My World Children's Centre sun hat is given as our welcome gift to your child.

Please note, our Parent Handbook and CMW Policy and Procedure Manual is found on our website

www.cmwchildrenscentre.com.au which you must read and acknowledge that you have understood and accepted all of its content (please see Enrolment Form to sign your acknowledgement).

Please take the time to read this valuable information carefully as it is very important information your family will need to know before your child starts care and its part of your parent contract to sign acknowledging that you have read this booklet.

Also make sure all parts of your enrolment form are completed as this information is very important to our centres and their operations.

5. You must have a submission appointment where you are required to submit all the above documentation before your child's first day.

6. Your child then can have some settling time if needed the week leading up to care.

This is usually 30-40mins in the morning or afternoon.

We offer 9.30am or 2.30pm.

This can also be multiple times until you and your child feel comfortable.

6. Your child is then ready to start their first day at Colour My World Children's Centre.

RE-ENROLMENT POLICY

CMW gives priority to existing families, therefore current enrolments/attendance will be rolled over into the next calendar year.

Any additional days/siblings or changes, will be acknowledged in order of Priority of Access Guidelines. See **Access Policy** for further details, as well as receipt order of your re-enrolment application.

Please note there is no guarantee for additional days and changes. We can only guarantee your currently enrolled positions for the New Year.

First Priority: A child at risk of serious abuse or neglect

Second Priority: A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section.14 of the Family Assistance Act.

Third Priority: Any other child.

The 2 weeks credit balance (as per our fee policy) will be carried forward into the New Year and any adjustments (relating to new fee structures etc.) will be adjusted in the New Year also. This means that fees are paid right up into the last week of operations.

The only payment required for this re-enrolment process, will be the rollover re-enrolment fee, which secures this decision and locks in these positions for the New Year ahead.

ARRIVALS AND DEPARTURES

Families will be accessing the service through a code pad system. Families will receive a code for their entry and exit of the service and a form will be given with the code and an allocation of who will have this code. Only members on the form should have this code.

Any other member picking up a child casually with correct identification will be let in by staff on that particular day.

We require all families to sign in and out daily and we will not be able to let a child be picked up by a person not recognised on their enrolment form.

Families can ring the service with a new person to pick up their child, however, identification must be available on pick up and consent from your family by email – no child under the age of 18 years will be able to collect a child from our service.

COMMUNICATION

We will be able to let families know what is going on at Colour My World Children's centre by the following:

1. Children's Journals online-Kinderm8 System
2. Verbal discussions
3. Parent Pockets
4. Centre newsletter (every second month)
5. Our website: www.cmwchildrenscentre.com.au
6. Centre notices within our very own "Family Reception Lounge"
7. Parent Feedback Suggestion Box
8. Emails
9. Parent Login on website.

EMAIL POLICY

Colour My World would like to become environmentally friendly and become as paper free as possible.

In addition to this, email correspondence aids communication between the service and its parents in this busy lifestyle that we all experience, where we may sometimes miss each other.

Whilst a phone call is of course always welcome at any time, this aids as a very useful tool.

Every parent must select an email address for correspondence, in particular to receive:

- Statements (to be issued fortnightly)
- Newsletters (to be issued every second month)

Notices of any nature may also be sent via email, to ensure parents receive the same information at the same time.

www.cmwchildrenscentre.com.au is welcome to all to view and share our **CMW Parent Handbook** and **CMW Policy & Procedure Manual**.

Each parent will find an acknowledgement form in their enrolment pack, that must be signed, dated and returned, which states that they have read, understood and accepted all terms and conditions relating to the above.

This arrangement ensures that every parent always has instant access to the above and also ensures immediate access to any changes, reviews or modifications of policies etc.

MEALS PROVIDED

Colour My World Children's Centres have a qualified cook who will prepare the following meals based on the correct dietary guidelines recommended from our resource **Caring for Children** (NSW Health Department) for children aged 0-5 years. All meals are provided fresh on site daily:

- Breakfast
- Morning Tea
- Lunch/Dessert
- Afternoon Tea
- Late Afternoon Tea

WHAT TO EXPECT ON YOUR FIRST DAY

You will sign your child in and submit any pending documentation. You will then be escorted to your child's play environment. You and your child will select a place for your special family photo to be displayed where your child can view it through their day.

We then advise that it's best to make sure your child is engaged in play and that you do say goodbye and explain you will be back to pick your child up before you leave them.

If you are feeling as overwhelmed as your child may be, we welcome you to sit and spend time in our Family Reception Lounge where you can wait and make sure both you and your child are feeling okay before you depart our service for the day.

On your child's first day you will receive a newsfeed on the kinderm8 App titled "My First Day at Colour My World Children's Centre". It will have text, art or photos giving you an idea of your child's first day at our service, it also serves as a special keepsake.

You can then read their **journals on the kinderm8 app** to find out what's happening with the curriculum.

Educators also can be messaged on this system if your family have any pending thoughts or questions.

It is then time to sign out and we will look forward to seeing you again.

Please feel free to call us as often as you would like throughout your child's day to see how they are progressing.

We will be more than happy to meet your needs.

A SUN SMART CMW

Please ensure your child has their hat each day they arrive to care. If forgotten, their play locations will be restricted to shaded areas only. Your child deserves to explore all outdoor play environments, so please remember to bring a hat.

Also we do advise that children are to not wearing singlet tops or dresses with string looking straps as this is not protecting your child from the sun. This is in accordance with our sun smart policy.

Our centres will supply sunscreen and we will re-apply when needed. A sunscreen bottle will be provided at sign-in and out and in their rooms if you would like to put your child's sunscreen on to start their sun smart day

EDUCATORS QUALIFICATIONS

Our centres have employed highly qualified staff who have a unique professional vision in relation to early childhood. We have selected staff that are passionate about the field and can bring a variety of skills and talents to the life of our service.

Each room has qualified educators.

Qualifications of our staffing team at Colour My World Children's Centres includes:

1. Early childhood teaching Degree (Early Childhood Birth to Five Years) or in training.
2. Diploma in Children's Services
3. Certificate III in Children's Services

For further information on staff Qualifications please see our Staff Profiles located in our Family Reception Lounge.

EDUCATOR PROFESSIONAL DEVELOPMENT

At Colour My World Children's Centres we believe that educators have a right to be encouraged to learn constantly whether it's alongside colleagues, children or families. We want staff to achieve the ultimate job satisfaction at our service and reach desired professional goals. Staff will have ample opportunities to attend workshops throughout the year which will keep them up to date with current early childhood practice.

CURRICULUM

Early Years Learning Framework

Our Curriculum fosters an essence of The Early Learning Years Framework alongside a Reggio interest based approach. The curriculum views children as capable and resourceful learners and follows what your child is interested in rather than the whole curriculum being teacher directed. Children are respected for their ideas and responses to the curriculum as well as the teacher initiated ideas.

This is a holistic approach to learning that enables educators to extend children's development in a respectful, meaningful and authentic way. The framework's vision is for all children to experience play based learning that is engaging and builds success to life.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life and children need time 'to just be'-time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

WHAT IS A JOURNAL

The Daily Journal is blank every morning your family arrives to care and by the end of the day is filled with the program that your children were involved in for that day and the learning that took place. Educators will plan areas on initial interests of children alongside children and this will be available daily through the kinderm8 system.

The Daily Journal will include:

- Conversations
- Discoveries and investigations
- Creations/Art
- Literacy
- Exploration
- Problem Solving
- The Community
- Families
- Child Development
- Interests
- Ideas

The Journal is written up in the context of mini stories which describe growth, development and learning taking place.

Please Note: Not all children's and photos are represented daily. This is a snap shot of the learning that took place for everyone.

WHAT IS YOUR CHILD'S ONLINE PORTFOLIO

A Child's Portfolio is the individual learning and progression which takes place for each child. It will be put together throughout each year by your child's educators, however, it will reflect on the personal insights, ideas, growth and development your child endeavours. This is also online through our kinderm8 system.

Children and families are also invited to access this at any time and can add insights, suggestions and even ideas on what they would like us to focus on for their child. Children will at least have one individual observation per month uploaded to the system.

- Educators will describe what is happening in your child's play
- What conversations took place
- Interactions which took place that day
- Developmental skills enhanced and achieved.
- Sometimes what they may be working towards.
- Artworks
- Reflections from educators
- Interest taking place
- Literacy/drawing
- Curriculum

This will be a keepsake at the end of each year for your family to keep and is a personalised record of your child's development and growth throughout the year at CMW.

This remains online for your family to print personally if they wish until you leave our service.

Please Note: It is recommended to download your child's portfolio monthly so you have all contents saved before you ever leave our service. Once your child leaves access will be deactivated.

SCHOOL READINESS PROGRAM

Children between 4 and 5 years of age that are going to Primary school in the year ahead will participate in a School Readiness Program. Children are open to School Readiness once they move into the Soaring Scarlett's Room (3-5 years).

Environments will include mathematics, numeracy, literacy, science and investigation projects which will get them familiar with what to expect in primary school.

Our centres will hold a School Readiness Evening to give families an informative look on what Colour My World Children's Centre provide within this program to get your children school ready as well as transition to school information session to gain some tips and ideas prior to big school.

We provide many life skill attributes within our preschool program. These include toileting, asking for help and solving problems that children may face in the daily routine.

Name recognition, good fine motor, gross motor, social, emotional skills and pencil grip are all part of this program.

ROUTINES

The following routines are a guideline only for each room as we don't wish to restrict any opportunities which may arise in your child's day.

For children in the Baby Blue's Room (0-2 years) we have provided you with a Routine Form where you can write down your child's routine so we can transition it smoothly into ours, so we are not breaking up a routine your baby is completely used to. If your family has any special requirements within the Daily Routine, please make sure you express this to the Educator and Co-Educator in your child's room.

BABY BLUES ROOM ROUTINE

(Our babies' routine is in unison with what our families' individualised routines are)

7.00am — Centre Opens.

7.00am-8.00am — Breakfast is served in our Dining Room.

8.00am-8.40am — Indoor Free Play Time/Nappy Change.

8.40am — Transition to Morning Tea.

9.00am — Morning Tea Time.

9.30am — Outdoor Play Time

10.00am — Children prepare to come indoors and Nappy Change.

10.30am — Core Group Time.

11.00am — Lunch Time

11.30am — Sleep Time/Nappy Change Children will participate in sleep or quiet activities depending on each child's routine.

Once children wake up they also have a nappy change.

2.00pm — Afternoon Tea.

2.30pm — Outdoor Play.

3.00pm — Core Group Time progressing into Indoor play experiences.

4.00pm — Nappy Change

5.00pm — Late Afternoon Tea Time

6.00pm — Centre Closes

GROWING GREENS ROOM ROUTINE

7.00am — Centre Opens
7.00am-8.00am — Breakfast is served in our Dining Room
8.00am-8.40am — Indoor Free Play Time/Nappy Change
8.40am — Sunscreen applied and outdoors.
9.00am — Morning Tea.
9.30am — Core group Time. Transition to Indoor/Outdoor Play at 10am.
10.00am — Indoor/Outdoor Play/Nappy Change (Outdoor play starts once 0-2's have proceeded indoors about 10.00am)
11.15am — Children prepare for lunch, 'hands and Faces' washed and seated in Dining.
Two staggered groups.
11.30am — Lunch Time (Group 1)
11.40am — Lunch Time (Group 2)
12.00 noon — Nappy Change/Rest Time. As children wake they will engage in quiet play activities.
2.00pm — Afternoon Tea Time
2.30pm — Core Group Time.
3.00pm — Indoor/Outdoor Play curriculum.
4.00pm — Nappy Change
4.30pm — Late Afternoon Tea Time
6.00pm — Centre Closes

SOARING SCARLETS ROOM ROUTINE

7.00am — Centre Opens
7.00am-8.00am — Breakfast is served in our dining room.
8.00am-8.40am — Indoor Free Play/Nappy Change if Required.
9.00am — Outdoor Play curriculum
9.30am — Transitional Morning Tea Time
10.00am — Focus Groups start/Nappy change if required.
10.30am — Continuation of an Indoor/Outdoor Play Curriculum.
11.45am — Lunch Time for Core Group 1
12.00 noon — Nappy change if required/Lunchtime for Core Group 2 and Rest Time for Core Group 1.
12.30pm — Rest Time for Core Group 2
12.30pm-2.00pm — Combination of rest, sleep, quiet activities and school readiness program /Nappy change if required.
2.30pm — Afternoon Tea Time
3.00pm — Core Group Time.
3.30pm — Indoor/Outdoor Play Curriculum.
4.00pm — Nappy change if required
5.00pm — Late Afternoon Tea Time
6.00pm — Centre Closes

Please keep in mind that each room routine is a basis of each day and is flexible in relation to children's needs and influences of the curriculum on a daily basis.

IN CONCLUSION

Colour My World Children's centre looks forward to inviting your family into our service. We are always here to listen and respond the best way possible to your family's needs.

We hope that we can leave an impression within your child's early childhood experience and take you on a learning adventure to never be forgotten.

We understand that you are leaving your most precious gift with us to look after and we don't take that for granted.

We look forward to working alongside your child and your family to provide the best learning opportunities for all children in our care.

We see children as competent and capable ambassadors within our service and in the community.

Children hold the key to elements of their learning and we are here to be active listeners and support their ideas and enhance their learning through what they are interested in and suggest as well as our own ideas and those of families.

We see environments as a third teacher.

We want to be providing a home-away-from-home feel.

But most importantly we want to "Colour today....for a brighter Tomorrow".

For information please contact
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