

*Little Hands
Family Daycare*



Parent Handbook

Welcome

Dear Parents,

As someone who knows what it is like to be a working parent, I understand the stress related to choosing and using a daycare provider in an extremely personal way. I feel that my personal experiences allow me insight into your daily needs as a client. I run my business from my home because Family Daycare is an incredibly personal and emotional occupation – and I love this aspect of it!

Thank you for Choosing Little Hands Family Daycare. I look forward to providing your child with a caring and enriching environment and welcoming them into my family.

Taranjeet Kaur

GENERAL INFORMATION

About Me

At Little Hands Family Daycare, I am dedicated to creating a nurturing, stimulating and welcoming environments for all children. Our unique programs incorporate a variety of educational theories, while always keeping the child's best interest in mind and allowing for hands-on, experiential learning. To find out more about us, keep reading or feel free to get in touch.

Mission Statement

From language and literacy development to social skills and creative expression, the children at Little Hands Family Daycare are constantly being exposed to new activities and environments in which to thrive. I work with each child to help them build a solid foundation on which they can build their futures by focusing on their skills and interests.

Qualifications and Certifications

- Certificate III in Early Childhood Education and Care
- First Aid / CPR/ Asthma and Anaphylaxis
- Guiding Children's Behavior
- Children's Protection

I am also multilingual speaker; I can speak Hindi and Punjabi which gives children the opportunity to learn a second language.

Scheme

Little Hands Family Day Care is registered with Sunrise Daycare Scheme, which works with many Educators across the metropolitan area of Melbourne to provide high-quality care for children within the Educator's homes.

Sunrise Daycare believes that children are unique and deserve to have the highest quality care.

Hours

Little Hands Family Daycare is open Monday to Friday between 11 and 12 hours a day and weekend care can be provided.

WHY CHOOSE FAMILY DAY CARE?

Family Day Care is an approved form of home-based childcare service for families at an educator's home.

The ratio in family day care is one educator for a maximum of seven children, and there can be no more than four children who are preschool age or under (per educator). The educator's children must be counted in those seven children if they are under 13 years and not being cared for by another adult at the premises.

A Family Day Care Educator operates under the same National Quality Framework (NQF) as other forms of childcare, incorporating national regulations, quality and qualification standards, educational frameworks, and an assessment and ratings process.

Routines at family daycare are usually tailored to the needs of each child, especially for very young children, but may move to routines that are more based around a group dynamic as the child gets older (for example, having lunch time at the same time).

EARLY LEARNING PROGRAMS

Early Years Learning Framework

The Early Years Learning Framework is a National Early Learning Framework for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

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 relationship 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.

The Framework conveys the highest expectations for all children's learning. It communicates these expectations through the following five learning outcomes:

- Children have a strong sense of identity.
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators.

National Quality Framework

The National Quality Framework is a government initiative which sets a National Quality Standard creating greater consistency for early childhood education and care services across Australia. This initiative aims to improve educator-to-child ratios in services, increased skills and qualifications, national regulations and a quality ratings system which will help you to make informed choices about the education and care you choose for your child. For more information regarding the National Quality Framework can be find on the website: www.acecqa.gov.au

Program

Little Hands Family Daycare offers age-appropriate resources and materials aimed to advance the development and skills of children.

Some of the elements of different learning include:

- **Child-initiated play-** With this kind of play, children explore and learn from their own thoughts and ideas. It helps to enhance children's independence, creativity, social skills and concentration.
- **Imaginative Play-** By playing together and using their imaginations, it gives children a chance to fully express themselves and explore ideas and stories that they share an interest in. But it also supports a wide variety of important skills and helps children develop.
- **Outdoor Play –** It gives children the opportunity to go outside, explore freely and discover the flora and fauna and make connection with the environment. access to outdoor spaces should allow children to develop their moving and handling skills in a range of different ways.
- **Play Based Learning –** It helps children feel more able to take lead, make mistakes and form their own decisions in a safe space, without repercussions or wrong answers.
- **Sensory Play-** By taking part in sensory play regularly, children refine their sensory information and improve their cognitive development. It helps their growing brains to create stronger connections as it learns how to process and respond to different stimuli.

ENROLLING YOUR CHILD

Enrolment

Parents/guardians applying for childcare will need to:

1. Enrol online at <https://portal8.harmonykids.com.au/OnlineEnrolments/Register?id=6ced9e11-d79d-44de-bac3-399e2da4c243>
2. Complete an enrolment form.
3. Apply for the Child Care subsidy.
4. Full fees will apply to childcare used until you notify the Coordination Unit of your Customer Reference Numbers (CRNs) of which there will be a parent CRN and a separated CRN for each child attending education and care.

Child Care Subsidy eligibility

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- The child is 13 years of age or under and not attending secondary school.
- The child meets immunisation requirements.
- The individual, or their partner, meets the residency requirements. In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved childcare provider, and not be part of a compulsory education program.

Absences From Child Care And CCS What Is An Absence Day?

Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year. These 42 allowable absences can be taken for any reason, including public holidays and when children are sick, without the need for families to provide documentation. Child Care Subsidy is not payable for absences submitted before a child has started at a service, or after a child's final day of actual attendance at a service.

(Source: <https://www.education.gov.au>)

What to Bring

Clothing

Layers of clothing so children can adjust to changes in temperature and their activity levels.

- Footwear that enables the child to participate in physical activity. Thongs and crocs are not appropriate.
 - A sun hats
 - A warm hat, coat or jacket during cooler weather.
 - A complete change of clothes.
 - Spare underpants and socks
 - Appropriate footwear for outdoor activities

For Babies and toddlers

- Two set of clothes
- Adequate nappies, wipes, lotions and creams.

Formula and empty bottles

- If required, please bring formula powder in an air-tight container

A comfort items

- Children are welcome to bring a comfort item with them (such as a soft toy or blanket)

HEALTH AND SAFETY

Little Hands Family Daycare has a number of policies and procedures pertaining to the care of your child. Below are some important policies to get you started.

Accidents and Injuries

Little Hands Family Daycare has stringent measures in place to ensure the safety of the children. However, accidents can occur. In the case of a minor injury, details will be recorded on the 'Incident, Injury, Trauma and Illness' form. A copy will be provided to the parent to read and sign when they come and collect the child. In some cases, the educator may call the parent following an incident just as a courtesy to let them what has happened. The parent will only be asked to collect the child if necessary. In case of an incident that requires treatment beyond basic first aid, every effort will be made to contact parents and/or emergency contacts nominated on the enrolment form. Medical advice, including calling an ambulance, will be sought if necessary.

Immunisation

From 1 January 2018, only children who are fully immunised for their age OR have a medical reason not to be immunised OR are on a catchup schedule can be enrolled in Family Daycare. Before Enrolment, Parents must provide an Australian Immunisation Register (AIR) History Statement (that shows a child is up to date or can't be immunised for medical reasons) OR an AIR Immunisation History Form (that shows a child is on a recognised catch-up schedule). Parents can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov
<https://my.gov.au/>

- using the Medicare Express Plus App
www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps

- calling the AIR General Enquiries Line on 1800 653 809

Medication

If your child requires medication whilst in care, a medication record must be filled in and signed by a parent. The medication must be in original packaging and accompanied by a prescription label / doctor's letter (for non-prescription medication) which states who the medication is for and the dosage. Medication must be handed

to the educator and will be stored in a locked cupboard. Under no circumstances is any type of medication to be left in children's bags.

Hygiene

Strict hygiene procedures are implemented at this Daycare Centre. Good health habits such as washing and drying hands, flushing the toilet, using tissues and not sharing food and drinks are encouraged and taught by educators. Toys, play equipment, toilets, change areas and floors are constantly cleaned.

Toileting & Toilet Training

Educator will consult with families about a child's readiness to commence toilet training. Educator will observe the child for signs of readiness that include a dry nappy for long periods of time, a growing awareness of the need to pass urine and imitating other children who are toileting. Educator and families should have a relaxed, sensitive attitude to toilet training. Families will be asked to supply 'pull up' nappy pants to encourage independence when toilet training has commenced. Educator will assist children to wash hands after toileting. Older children will be encouraged to use the toilet as needed and follow hygiene practices of flushing the toilet and washing their hands. Educator will remain close by to supervise.

Welcome To Little Hands Family Daycare



Little Hands Family Daycare

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