



Parent Information Booklet



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WELCOME AND INTRODUCTION

Welcome to Oxley Kids!

We look forward to getting to know you and your family as we partner together to care for your children and help them begin to understand themselves and this beautiful, amazing world.

My prayer is that all families feel welcome and at home when they come to Oxley Kids, and that the children feel a part of the Oxley Kids family. Our wonderful new facility provides an amazing backdrop for caring interactions between our staff and the families that use it.

To help you settle in to Oxley Kids, we have produced this information booklet as an easy to follow guide on the most important things you need to know. Adjusting to new situations takes time, especially for young children, but we are here to help.

This booklet will also help you to carefully consider the responsibilities that form the basis of our partnership, in order to make this a positive and encouraging experience for your child.

Of course, if you have any questions about any aspect of our program, staff or facilities, or need to discuss your child or family's situation with us, we are always here to help.

On behalf of all the Staff of Oxley Kids, I wish you and your family every success and a rewarding and memorable experience while at Oxley Kids.

Mrs Kim Sopar
Director



MISSION STATEMENT

Oxley Kids is a Christian Early Childhood Centre, committed to excellence in education and care, through which children develop their abilities in a secure, yet stimulating setting. Each child is nurtured in a Christian environment and these Christian values are an integral part of all programs.

As part of Life Ministry Centre Ltd's educational services with Oxley Christian College, Oxley Kids upholds and actively promotes and encourages Christian values.

PHILOSOPHY

We believe that every person is uniquely created by God and that all have the ability to learn and achieve. We believe that every child should be valued for their individual gifts and should be afforded the opportunity to develop to their full potential. We support children to develop an understanding of themselves in relation to others; nurturing a sense of respect and compassion in order to develop well rounded children with a strong moral foundation.

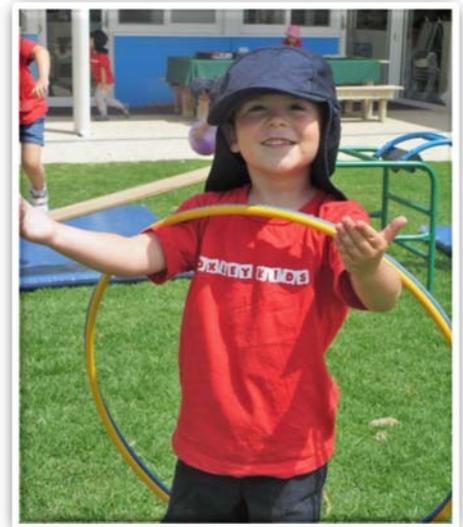
We believe that children need a warm, safe and secure environment in which to develop and learn - an environment which fosters confidence in themselves and their abilities – a place where they belong. We encourage children to form positive relationships with their peers across all age groups, as well as within their families. We encourage children to celebrate their own, and each other's, rich cultural heritage.

We believe that the family is the child's first and most influential educator and that children's learning occurs when children are strongly connected to family, community, culture and place¹. We believe that when children feel strongly connected and experience a sense of belonging, they are confident to explore and learn.

We believe that in order to develop to their full potential we must ensure that all aspects of the child's health and well-being are supported. This includes the health, nutrition, spiritual and physical development of the child. Oxley Kids staff will work in partnership with parents to support their child's learning and development. We acknowledge and value parental input and feedback in all aspects of our service.

The requirements of the National Quality Framework are incorporated into our programs and encourage each child to grow in all areas, be it creative, social, physical, emotional or spiritual. We believe in providing a balanced program, involving a variety of experiences which provide opportunity for children to explore, enquire, discover, make meaning, investigate and create. We highly value the role of play in children's learning, recognising that play is a child's natural way of expressing, sharing, extending and modifying accumulated knowledge, skills, attitudes and values.

We believe that staff should be highly professional, well-resourced and trained, and committed to sharing Christian values with children and families. Educators are encouraged and supported to use a diversity of skills and experiences that enrich the children's time at the service.



¹ Belonging, Being, Becoming. The Early Years Learning Framework for Australia

OVERVIEW

Oxley Kids offers education and care for children from 18 weeks to 13 years of age, through our long day, short day and outside school hours care programs.

The Centre operates from 6:30am to 6:30pm, Monday to Friday and is closed on Public Holidays. The centre will be closed between Christmas and New Year.

The Oxley Kids website (www.oxleykids.vic.edu.au) contains the latest updates of all of our forms and handbooks, as well as news, calendar of events, and links to useful web sites for parents.

Early childhood is a vital period in children's learning and development. It is a time of rapid growth and change.

As children participate in everyday life, they develop interests and construct their own identities and understanding of the world.



Children do this through:

- **Belonging:** Children need to know where and to whom they belong. Relationships are encouraged and developed as they are crucial to building a sense of belonging.
- **Being:** Early childhood is about 'the here and now' and not solely preparation for the future. It is about maintaining relationships, enjoying life and meeting the challenges children face now.
- **Becoming:** Children are encouraged to become successful learners and confident, creative and active participants as they are shaped by experiences in this time of rapid change.

At Oxley Kids, we provide a safe, happy, caring and stimulating environment where children can increase independence, and develop positive attitudes toward others and learning in general.

Children are encouraged to:

- **have a strong sense of identity;** growing in confidence in themselves and their abilities.
- **be connected with and contribute to their world;** experiencing respectful, responsive relationships strengthens children's interests and skills in being active contributors.
- **have a strong sense of wellbeing;** providing children with confidence and maximising their learning potential.
- **be confident and involved learners;** developing aspects such as curiosity, persistence and creativity enables children to participate in and gain from learning.
- **be effective communicators;** literacy and numeracy capabilities are important aspects of communication and are vital for successful learning across the curriculum.

ENROLMENT

For enrolment into our long day or short day programs, you will be required to fill in our waitlist application. Waitlist applications may be filled out at any time, including prior to the child's birth.

The waitlist form must be submitted to our office, you will receive a confirmation email and you will be contacted when a place becomes available, at which point you will then be issued with an enrolment offer.



Acceptance of Enrolment Offer

An enrolment offer must be returned by the due date with payment of the quoted Pre Entry Fee or the offer will lapse and the place offered to another child. The acceptance by you of an enrolment offer for your child(ren) to attend Oxley Kids will be deemed to be acceptance of all the conditions contained in this Information Booklet and the Enrolment Form, as amended from time to time.

Once an offer of enrolment has been accepted, the Enrolment Form, associated documents and payment of Account Setup Fee (if applicable) must be provided to secure your child's place. Under Victorian legislation we cannot confirm enrolment until this is completed.

Enrolment Form

Please refer to the Enrolment Form for a list of information to be provided with your enrolment. If an Enrolment Form is incomplete, or missing some of the required information, it will not be processed until all information is provided. In particular, you must ensure the following information is provided:

- ***Authority to collect the child***

the name, address and telephone numbers of any person(s) other than the parent/s who are authorised to collect the child from Oxley Kids.

- ***Notification of any accident***

the name, address and telephone numbers of any person(s) who are authorised to be notified of any accident, injury, trauma or illness involving the child.

- ***Consent to medical treatment***

the name, address and telephone numbers of any person(s) who are authorised to consent to medical treatment of, or to authorise administration of medication to, the child.

- ***Authorisation for the child to be taken outside the service***

the name, address and telephone numbers of any person(s) who are authorised to authorise an educator to take the child outside of the education and care service premises.

- ***Parenting and Custody Orders***

Copies of any current Parenting / Court Orders must be provided to Oxley Kids and include all information relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.

- ***Allergies and Medical Conditions***

If your child has an allergy or medical condition you will be required to supply written details of the condition and any management procedure to be followed with respect to that condition.

Please note that medically diagnosed conditions such as Anaphylaxis, Allergies and Asthma will require Emergency Medical Management Plans, signed by a medical practitioner and the completion of risk minimisation and communication plans.

- **Immunisation Status of your child**

From the 1st January 2016 new laws come into effect regarding immunisation.

From this date, a child's enrolment at an early childhood service won't be confirmed unless their vaccinations are up to date or they have a medical exemption.

The documentation required as evidence of up-to-date vaccination will be an Australian Childhood Immunisation Register Immunisation History Statement, provided by Medicare.

You will need to provide the statement to the service as part of the enrolment process.

The statement will need to show that the child's immunisations are up to date for their age on the date that they will begin attending the service.

- **Additional Information**

Copies of the following must also be provided before an enrolment is processed:

- Child's Birth Certificate
- Any other relevant reports or documents, as listed on the Enrolment Form.
- Other special needs such as religious and cultural

If any of the required information is not provided, or fully completed, the enrolment will not be confirmed. Please ensure all signature requests are complete.

Waiting List Application for more than two years in advance (Short Day Programs only)

If lodging an application for more than two years in advance you may be required to provide additional information at a later date to take into account changes to the enrolment conditions at the proposed time of enrolment. This will be at no extra cost to you provided the Account Setup Fee has been paid.

Enrolment in Prep at Oxley Christian College

For planning purposes, we encourage you to enrol your child for Oxley Christian College as soon as you are able. To ensure all families have had opportunity to express their wishes, when children are in Oxley Kids 3 year old programs (either short or long day), parents will be asked to apply for enrolment to the Prep Year at Oxley Christian College. Details of this process can be obtained from the Enrolment Registrar at Oxley Christian College. You will be advised of the amount to be paid at the time of an offer. Separate fees and charges apply for Oxley Christian College.

Health Care Card Holders

The Government provides support to families attending 4 year old short day Kindergarten programs, who hold a current valid Health Care Card (HCC). However, this support is provided on the basis of Oxley Kids holding a copy of the current and valid HCC. It is the responsibility of parents to initially provide HCC details on the Enrolment Form and to continue to advise Oxley Kids when cards are revised. If a card has expired, and Oxley Kids has not been provided with updated information, you will not be eligible for the government support.

Please note that Oxley Kids will not follow up parents where cards have expired. If we have not been provided with a copy of a valid current HCC before the closing date for payment of an allowance, we will not accept responsibility for missed payments.

FEES

Fees Payable

See the current Fee Schedule for full details of all fees payable, including our payment terms.

Child Care Subsidy

Oxley Kids is registered as an approved provider for Child Care Subsidy (CCS).

Eligible families must apply for CCS through myGov. You will need to provide a Customer Reference Number (CRN) and date of birth for the registered parent and a CRN for each child (each parent and child has their own CRN).

If you believe you are eligible for the CCS and do not have a CRN you should contact Centrelink on 13 61 50.

Short Day Programs are not eligible to receive CCS.

Child Absences

All absences are required to be notified to Oxley Kids, by calling 9727 9200.

All children's booked days, including public holidays and absent days, must be paid to retain your booking. No refund of any fees is made for absences. CCS is paid for up to 42 absence days for each child per financial year.



Holidays (Long Day Bookings only)

If you are planning a family holiday, and you notify us at least 2 weeks prior to your holiday, you may be eligible for a rebate off your fees for up to 4 booked weeks per year. This offer is intended to assist families absent due to family holidays, and is not applicable to absences for other purposes, such as appointments or illness.

A holiday notification form is available from reception. This form must be lodged at least two weeks prior to the holiday absence and discussed with the Director or Administrator.

Withdrawal of a Child from Oxley Kids

The notice period required will vary, depending on the program your child utilises.

For the long day and OSHC programs, two weeks' notice in writing is required in all circumstances. If this is not received Oxley Kids will charge 2 week's fees in lieu of notice. CCS is not payable during the notice period if the child does not attend the service. In this situation you will be billed full fee.

For short day programs, a full term's notice in writing is required. If this notice is not received a term's fee will be charged in lieu of notice.

All accounts must be finalised at the time notice is given.

Late Collection

Please arrive at least 10 minutes prior to the Centre closing time to ensure sufficient time to collect your child and their belongings, and to have the opportunity to exchange daily communication.

If you are delayed in picking your child up at your usual time, please phone Oxley Kids on 9727 9200. Educators can then reassure your child and make plans for their own commitments.

A late fee of \$20 for the first 10 minutes and \$1 per minute thereafter will apply if your child is not collected by 6.30pm. This fee will be added to your next account. CCS is not applicable to late fees.

If a child is not collected 30 minutes after closing time and we are unable to reach the parent/s or emergency contacts provided; child protection and/or Victoria Police will be called.



Change in Booked Days

If a change of days or hours attended is required, parents must provide two weeks' notice in writing. If your child does not attend the centre in this period, fees are still payable. Changes to sessions are subject to availability.

SETTLING IN

For many children this may be the first experience of leaving Mum or Dad. Introducing your child to a new experience can be emotional for them (and you!). It is normal for a child to be tearful at goodbyes in the early days, but there are ways you can help your child with this transition.

Prepare your child by bringing them with you to the centre for a tour, to meet the educators and the Director. We will devise an orientation program to best support your child to feel secure and comfortable in this new environment. Even if your child has been in care before, they will need time to become familiar with new people and a new space. Be prepared to spend a little time with them in the room they will be placed in, to familiarise them with the room, the staff and some of the other children. If your child has a favourite toy or comforter, bring that with you to the centre, to provide some degree of familiarity.

Understanding your child's needs and providing an environment that meets those needs is our focus. To facilitate a smooth transition between home and the educational environment, our educators will complete a care plan with you to gather information about your child and your family. Communication between parent, child and educator is crucial in helping families to adjust.

You may find:

- that your child, who has started happily for the first days/weeks, starts crying and does not want to come. This often happens when the child realises that he/she really is no longer at home with Mum or Dad, and that going to Oxley Kids is an ongoing occurrence. If this happens, talk to the educators about how you can support your child, be patient and be positive about Oxley Kids.
- that behaviour at home becomes difficult when you are used to a quiet, obedient child! There are many reasons for this including tiredness, and a release from being in a "controlled" environment full of new activities and with other children. When this happens, please be understanding and maintain your firm loving expectations!
- that your child gets very tired. Please keep a check on the time to ensure that your child goes to bed at a reasonable time, including Saturday and Sunday nights!
- from time to time, you may have a question or be unsure about something relating to Oxley Kids or your child. Please don't hesitate to speak to the educators in your child's room. If you need to discuss your child's progress or a concern, please make a time to see them.

Orientation

The amount of orientation required is different for each child and family. An Oxley Kids educator will meet with you to develop a care plan for your child, as part of this process we will discuss the most appropriate orientation plan for you and your child.

As a minimum, we suggest that you attend Oxley Kids with your child for at least two or three short sessions (around 1 hour). There is no charge for these sessions but they will help your child to make the transition to Oxley Kids, prior to the commencement of care.

WHAT TO WEAR

Dress your child in clothes appropriate to the weather and that will allow him/her freedom of movement and the ability to fully participate in active and messy activities. The best choice is non-restrictive clothing that is easily removed for toileting and suitable for running, climbing, painting and playing. Belts, braces and overalls can be difficult for a child to remove themselves and should be avoided if toilet training.

As a preparation for school, all children at Oxley Kids have the option of wearing the uniform of an Oxley Kids t-shirt and windcheater, with navy pants or shorts. This uniform is compulsory for the 4 Year Old Kindergarten rooms. Please see the following page for full details of our uniform and where it may be purchased

Shoes should be supportive and provide grip for climbing and running. We request non-marking runners with Velcro closure, to aid in your child's independence. **No thongs!**

Please name all clothing and footwear.

Hot days

Oxley Kids has adopted the SunSmart recommendations regarding sun safety. We recommend that parents pack clothing for their children that will protect them from the sun (including a hat, and loose-fitting, cotton T-shirt covering the shoulders, back and neck).

SPF30+ sunscreen should be applied 20 minutes prior to your child arriving at Oxley Kids each morning. We also have sunscreen available for your convenience. Depending on your child's age, Educators will either re-apply the sunscreen or advise your child to apply sunscreen, periodically throughout the day, 20 minutes before any sun exposure, to ensure maximum protection. Sunscreen will not be applied to any child without prior written permission from the parents on the enrolment form.



Also send along a **named** hat for outdoor play. Children must have a hat if they are to play outside between 1st September and 30th April, as stated in our Sun Protection Policy. Baseball caps do not provide adequate sub protection. **NO HAT, NO OUTDOOR PLAY!**

Cold days

It is essential that children have a warm coat for winter and cold days. Beanies and gloves can also be worn, but these need to be clearly named. We also suggest that you bring some gum boots to leave at Oxley Kids.

What to bring

All possessions should be CLEARLY named.

- A named hat (September to April inclusive)
- 2 spare changes of clothes
- A bottle of water
- Bottles of formula or breast milk (if required)
- A comfort item, eg dummy, blanket (if required)

UNIFORM

Our uniform is compulsory for all 4 year olds, and optional for any other child at Oxley Kids.

To be purchased from Oxley Christian College Uniform Shop:

- T shirt in red with Oxley Kids logo \$14.95
- Windcheater in royal blue with Oxley Kids logo \$24.95
- Legionnaires hat in navy \$7.95



Pants:

- Tracksuit pants in navy \$19.95 from Uniform Shop (Australian made, good quality)

OR

- Navy shorts or pants (e.g. drill or track pants) from other shop, e.g. Target, Kmart, Big W



Shoes:

Non-marking soled runners
- preferably Velcro for ease of dressing



Uniform Shop Details

Gate 7, Old Melbourne Rd, Chirnside Park
Phone: 9727 3994

Open every Tuesday and Thursday during the school terms
8:15am—9:00am and 1:00pm—4:30pm

For opening times during school holidays, please refer to <http://www.oxley.vic.edu.au> and follow the links to the Uniform shop.

PROGRAM

Routines

Babies are given sleep and play periods in accordance with their usual routine. Please let us know their usual routine so that we can continue that familiar routine while at Oxley Kids. We follow safe sleeping guidelines set by the Sids & Kids Foundation. Information on SIDS is on display in the centre, and is available on request.

For all children, we provide facilities for rest and sleep, as required.

Meals

We provide healthy, balanced meals and snacks for all children in our long day programs. A copy of our menu for the week can be viewed at the centre and in the fortnightly newsletter.

Children in our short day programs will need to bring a healthy snack and lunch (depending on the session time attended). Please ensure **no nuts or nut products** are brought to Oxley Kids.

Educational program

Early childhood is a vital period in children's learning and development. It is a time of rapid growth and change. As children participate in everyday life, they develop interests and construct their own identities and understanding of the world.

Our educational programs are prepared by our fully-trained Educators, in accordance with the national Early Years Learning Framework and Victorian Early Years Learning & Development Framework.

Outdoor Play

Oxley Kids has an emphasis on allowing children time to interact with nature. Our rooms are all set up to facilitate a true indoor/outdoor play area, with children encouraged to spend a large amount of time each day in the playground. Our outdoor play spaces have been designed by a Landscape Architect to provide a multitude of natural play experiences and encourage children to explore their world. Research has proven the positive impacts on children's learning when they have time and space to interact with the natural world. This is a priority for Oxley Kids.

Events and excursions

To enhance the Oxley Kids program and to create first-hand learning opportunities, incursions and excursions may occur. These programs are included in your fees.

Student Educators

From time to time, external Student Educators will be present at Oxley Kids, in order to gain practical experience as a part of their training. Student Educators will always be under the supervision of our trained Educators and will act under their direction.

DELIVERY AND COLLECTION OF CHILDREN

Arrival:

Parents or an authorised person must sign the child in upon arrival at Oxley Kids. This is usually via the Parent Kiosk on the iPads in the Centre.

Departure:

The person who collects the child from the service will also need to sign the child out via the Parent Kiosk on the Centre iPads.

- Written authorisation, in advance, must be given by the parent, if anyone other than yourself, or one of the people nominated on the Enrolment Form (or subsequent Authorisation Update), is collecting your child. This applies at all times.

Late collection of children

If you are running late **please** telephone Oxley Kids so that staff can reassure your child.

Please refer to 'Fees' on page 16 for procedures and charges for late collection of your child.

COMMUNICATION

We welcome open communication between parents and Educators.

Throughout the year we encourage you to:

- give educators your written and verbal feedback, so that we can work cooperatively in the best interests of your child,
- ask questions and share information about your child's progress, and
- discuss any immediate concerns with the relevant educator/or Director at the earliest available time, preferably after a session.



Queries and Complaints

Any ideas and suggestions to improve the quality of care we provide at Oxley Kids are most welcome, and can be given to our Educators or the Director. If you have a complaint or concern, please speak with the Director or Educator, to resolve the matter. All correspondence will be treated in a confidential manner. If discussion of the concern does not result in a mutually acceptable solution, please contact the Director to discuss the matter further.

Complaints may be addressed to the Director, Mrs Kim Sopar, via email kim@oxleykids.vic.edu.au or phone 9727 9200.

Damaged Oxley Kids Property

It is the responsibility of the child to take care of all Oxley Kids equipment and property. If it is considered that the child has not fulfilled this responsibility, the cost of replacing or repairing the property will be added to the relevant family's fee account.

PARENT INVOLVEMENT

We welcome and encourage input and suggestions from parents for all of our Oxley Kids activities. Our hope is that strong partnerships can be formed between your family and Oxley Kids. We operate with an open door policy, where parents are welcome to spend time with their children at Oxley Kids. This also sends strong positive messages to your child that you support them and are part of the child care environment.

You can become involved in the following ways:

- Reading with the children
- Sending empty containers for craft and educational projects
- Cooking with the children
- Providing input into Oxley Kids policy and procedures
- Providing feedback on parent surveys
- Sharing an interest with the children.

Your involvement is valued. If you have any special talents or expertise, please let your child's Educators know, as this provides valuable opportunities to engage children in life-long learning.

Volunteer Policy

Parents are required to attend a Volunteer orientation session before they commence parent helper duty. After completing the orientation session you will be asked to sign the Oxley Kids Volunteer Agreement and the Oxley Kids Code of Conduct.

Younger children

If you have younger children and are unable to have them minded, you are welcome to bring them with you. However, they are your responsibility and we ask that you supervise them, especially during mat times.

Hot drinks

Hot drinks are not permitted in the children's rooms at any time that children are in care in the Oxley Kids facility. Please have a cold drink with children at snack time. If you need to have a hot drink, you are welcome to utilise the staff room facilities to take a break and have a cup of tea or coffee.

EMERGENCY PROCEDURES

Educators practice the Oxley Kids Evacuation and Lockdown Procedures with children on a regular basis. If an evacuation is required, Educators and children evacuate to the designated assembly area. The roll is marked to ensure all children are identified as present. Staff and children return to the building once it has been deemed safe to do so. If the building is not considered safe, parents will be called to notify them of the emergency.



PRIORITY OF ACCESS

In accordance with Department of Education guidelines, priority of a place at Oxley Kids will be given according to the following categories:

- Priority 1: A child at risk of abuse or neglect
- Priority 2: A child of parents who are working or studying
- Priority 3: Any other child

In relation to Priority 3, there are some circumstances where a child who is already enrolled at Oxley Kids may be requested to give up their place or change days at the centre in order to provide a place for a higher priority child. If this is required, 14 days' notice will be provided.

BIRTHDAYS

Due to the number of children enrolled at the centre who have food allergies, Oxley Kids has a 'no shared food' policy. Educators will acknowledge and celebrate your child's birthday in other ways, but we ask that you do not bring food to the centre to be shared. There are many opportunities for you to celebrate your child's special day outside of the centre with family and friends. We ask for your understanding that our first priority must be to ensure the health and safety of all children. You are welcome to bring non-food treats for the children in your child's class.

If you happen to have party invitations for just a few children please do **not** hand them to the children, but give them to the teacher and they will be placed in the appropriate bags.



18 WEEKS – 3 YEAR OLD LONG DAY CARE

Our Long Day programs offer care from 6:30am to 6:30pm, Monday to Friday.

Our **Yellow Square Room** provides care for babies up to 2 years of age. The emphasis is on a safe, stimulating environment for our youngest children to develop their understanding of the world. We allow a maximum of 14 children in this room, with a staff ratio of 1 staff member to 4 children.



The **Yellow Circle Room** cares for our 2 year olds and offers a slightly more structured program, focused on extending the knowledge and skills of the children. We allow a maximum of 14 children in this room, with a staff ratio of 1 staff member to 4 children.

The **Orange Room** offers our long day 3 year old program, with more structure and group times, while still allowing for independent exploration and developing social skills. This room provides an introduction to kindergarten experiences for those families requiring longer care times. We allow a maximum of 22 children in this room, with a staff ratio of 1 staff member to 11 children.

WE PROVIDE:

We provide all meals, prepared on site by our cook, with an emphasis on fresh, seasonal produce and a minimum of processed food.

Our meals include:

- Breakfast (served until 8am, for those children who haven't had breakfast prior to arrival)
- Morning tea
- Lunch
- Afternoon tea
- Late snack (served after 5:30pm, for those children who are still in care and hungry).

We provide cow's milk, soy milk and rice milk, as well as water to drink. If your child needs a bottle you will need to provide us with either made-up bottles (to be refrigerated in the kitchenette of your child's room), or bottles of boiled water and pre-measured formula. We will attempt to cater for special dietary requirements, but these must be discussed with our staff at the time of enrolment.

For those children not yet toilet trained, we provide all nappies. If your child has nappy rash, please provide a barrier cream (eg Sudocream) for them.

Sunscreen is provided for all children, unless you require a particular brand for your child.

WHAT TO BRING

All possessions (including clothing and shoes) should be CLEARLY named.

- Water in a named bottle
- A named hat (September to April inclusive)
- Rain coat and gum boots – during winter
- Change of clothes
- A comfort toy and/or dummy for sleep/rest times (if needed)



3 YEAR OLD SHORT DAY PROGRAM

The Short Day 3 Year Old program, in our **Red Room**, caters for children who have turned 3 and will run during the normal school term only. Each child attends for two 3-hour sessions per week.

TRANSITION PROGRAM

At the commencement of the year we conduct a transition program which assists in preparing your child for Oxley Kids. Please attend on the day and time allotted for your child (not everyone starts on the same day). If your child is shy or apprehensive please be prepared to stay for a short time during the first days.

The educators will work with you to ensure your child has a smooth transition into Oxley Kids.



PARENT HELPER ROSTERS

The involvement of parents in the program is a valuable experience for both the child and the parent. Children eagerly anticipate their parent's turn to help. Due to the nature of our program, where a number of activities are available to the children at one time, parent help is essential to ensure the children gain maximum benefit. We need two parents for each session.

WHAT TO BRING

- All possessions should be CLEARLY named.
- A healthy snack in a **named** lunch box (**no nuts or nut products**)
- Water in a named bottle
- A named hat (September to April inclusive)
- A spare set of clothes

SESSION TIMES

Monday	9 am – 12 pm
Friday	9 am – 12 pm

4 YEAR OLD LONG DAY KINDERGARTEN

The Long Day 4 Year Old Kindergarten program caters for children who turn 4 by 30th April, and will be going to school in the following year. Our long day program run throughout the year. The Funded Kindergarten Program is provided for all children who attend a minimum of 3 days per week, during school terms only. During school holiday periods, we offer long day care for children in our long day Kindergarten program.

Our Long Day programs offer care from 6:30am to 6:30pm, Monday to Friday. The Kindergarten program is provided from 8:30am to 2:00pm, Monday to Friday, and is delivered by an Early Childhood Teacher. Those children who require a rest or a sleep will be encouraged to do so in the afternoon. The long day Kindergarten program will be run in both the **Blue Room** (Monday to Friday) and **Red Room** (Tuesday to Thursday).

WE PROVIDE:

We provide all meals, prepared on site by our cook, with an emphasis on fresh, seasonal produce and a minimum of processed food.

Our meals include:

- Breakfast (served until 8am, for those children who haven't had breakfast prior to arrival)
- Morning tea
- Lunch
- Afternoon tea
- Late snack (served after 5:30pm, for those children who are still in care and hungry).



We provide cow's milk, soy milk and rice milk, as well as water to drink. We will attempt to cater for special dietary requirements, but these must be discussed with our staff at the time of enrolment.

Sunscreen is provided for all children, unless you require a particular brand for your child.

PHONICS PROGRAM

Each week we will look at a letter of the alphabet – the sound it makes and some words starting with that sound.

Activities will be planned around the letter of the week, as well as in conjunction with the interests of the parents.

We encourage the children to bring in something for 'Show and Tell' that begins with our current letter. Please, no toys for Show and Tell.



PARENT HELPERS

As with all of our programs, we welcome parent helpers. Parent involvement is invaluable for both the child and the parent. Children eagerly anticipate their parent's turn to help at Kindergarten. For information on what to do when you are helping at Oxley Kids, please see the earlier section.

WHAT TO BRING

All possessions (including clothing and shoes) should be CLEARLY named.

- Water in a named bottle
- A named hat (September to April inclusive)
- Rain coat and gum boots – during winter
- Change of clothes

Show and tell

Children are welcome to bring **one** item related to the current alphabet sound on their specified day.

PARTNERSHIPS

Victorian Government Department of Education and Training



4 YEAR OLD SHORT DAY KINDERGARTEN

The Short Day 4 Year Old Kindergarten program caters for children who turn 4 by 30th April, and will be going to school in the following year. Our short day programs will run during the normal school term only. Each child will attend three, 5 hour sessions per week, in the **Purple Room**.

Oxley Kids does not offer extended hours care around our short day programs.

PARENT HELPER ROSTERS

The involvement of parents in the program is a valuable experience for both the child and the parent. Children eagerly anticipate their parent's turn to help at Kindergarten. Due to the nature of our program, where a number of activities are available to the children at one time, parent help is essential to ensure the children gain maximum benefit from it.



You are invited to help a maximum of 2 occasions each term, at a time convenient to you. For information on what to do when you are helping at Oxley Kids, please see the earlier section.

PHONICS PROGRAM

Each week we will look at a letter of the alphabet – the sound it makes and some words starting with that sound.

Activities will be planned around the letter of the week, as well as in conjunction with the interests of the parents.

We encourage the children to bring in something for 'Show and Tell' that begins with our current letter. Please, no toys for Show and Tell.



WHAT TO BRING

All possessions (including clothing and shoes) should be CLEARLY named.

- A healthy lunch and snack in a **named** lunch box (**no nuts or nut products**)
- Water in a named bottle
- A named hat (September to April inclusive)
- Rain coat and gum boots – during winter
- Change of clothes

Show and tell

Children are welcome to bring one item related to the current alphabet sound on their specified day.

SESSION TIMES

Monday to Friday 8.30am – 2.00pm
(Each child attends 3 sessions per week)

PARTNERSHIPS

Victorian Government Department of Education and Training



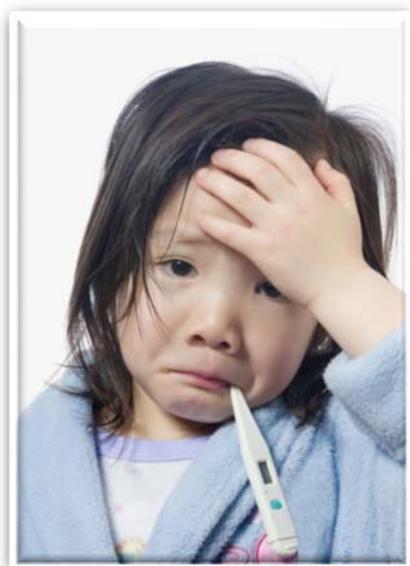
OXLEY KIDS POLICIES

Copies of the following Policy documents are available for viewing by parents, at the Oxley Kids office.

- Curriculum Development
- Inclusion and Equity
- Acceptance and refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Epilepsy
- Excursions and Service Events
- Food Safety Policy
- Hygiene
- Incident, Injury, Trauma and Illness
- Nutrition and Active Play (including Food, Beverages and Dietary Requirements)
- Relaxation and Sleep
- Sun Protection
- Clothing Policy OSHC
- Supervision of Children
- Water Safety
- Occupational Health and Safety
- Environmental Sustainability
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students
- Staffing
- Interactions with Children
- Enrolment, Orientation and Fees
- Fees
- Governance and Management of the Service
- Complaints and Grievances
- Information Technology
- Privacy and Confidentiality

HEALTH AND ILLNESS

Please keep your child home if he or she is not well. It is most important that children suffering from an infectious disease stay at home until fully recovered. Please do not send a child "because he/she really wants to come" when the child is obviously quite unwell.



If your child is unwell please contact Oxley Kids on 9727 9200 and leave a message to advise that your child will not be attending for that day.

Injury & Accidents

All of our staff are trained in First Aid, CPR, Asthma and Anaphylaxis Management.

Occasionally children will sustain an injury whilst at Oxley Kids. In the event of a minor incident, first aid will be administered by Educators and recorded on a Minor Incident Form. Parents will be notified and asked to sign the form when they collect the child.

If a more serious incident occurs, or injuries are sustained to the head or face, parents will be contacted immediately.

Please ensure contact details are up to date. If you seek medical attention due to an incident occurring at Oxley Kids, please notify the Director as we are obligated to inform the Department of Education. If an ambulance is required, the ambulance is called first, followed by the parent. The child's safety and well-being is of primary concern to us.

Illness and Infectious Diseases

Occasionally children will become ill whilst at Oxley Kids. If this should occur, we will determine the nature of the illness and will either phone the parent or an ambulance. If an ambulance is required, the ambulance is called first, followed by the parent. The child's safety and well-being is of primary concern to us.

In line with the **Oxley Kids** health policies, children who are suffering from any illness that may be contagious (i.e.: vomiting, diarrhoea, temperature above 38°C) must be kept away from the centre for at least 24 hours after the symptoms of illness have subsided, or must be collected from the centre if the condition becomes apparent whilst the child is in the care of the service.

If your child becomes ill, we will offer them a quiet area to rest and be comforted until a family member is contacted and arrives to collect the child.

We aim to protect all children from the risk of cross-infection. Children who are unwell will be excluded from Oxley Kids in accordance with the Exclusion Guidelines (found on page 16-17). Children may not return to the centre until the conditions for return are fulfilled. Medical certificates must clearly state that the child is not infectious to others. If your child is to be absent, Oxley Kids must be notified, especially if this is due to an infectious disease.

Asthma, Anaphylaxis & Chronic Illness

If your child has a chronic illness requiring prolonged or preventative medication (eg asthma, anaphylaxis, epilepsy or diabetes), Oxley Kids must be provided with an action plan, written and signed by a qualified medical practitioner, giving details of treatment. Action plans must be updated by a doctor annually. Parents will need to provide prescribed medication for use while at Oxley Kids (see next section for details). Risk minimization and communication plans must be completed for all children with medical conditions.

Medication

Medication can only be given if your child's Educator has received written authority, including all details for dosage. All medications must be in their original packaging and include the expiry date.

If medication is required to be administered, you must notify the Director or your child's Educator and it must be recorded on the Medication Form, including all relevant dosage information. Medications must not be left in your child's bag, but should be handed to your child's educator.

The centre will keep children's paracetamol for emergency administration only. This will only be administered after parental verbal permission has been given, and while a child is waiting to be collected. Paracetamol will not be administered on a regular basis or on request if a child is not feeling well.

Immunisation Status of your child

From the 1st January 2016 new laws come into effect regarding immunisation. From this date, a child's enrolment at an early childhood service won't be confirmed unless their vaccinations are up to date or they have a medical exemption.

The documentation required as evidence of up-to-date vaccination will be an Australian Childhood Immunisation Register Immunisation History Statement provided by Medicare. You will need to provide the statement to the service as part of the enrolment process.

The statement will need to show that the child's immunisations are up to date for their age on the date that they will begin attending the service. Please supply a photocopy of current immunisation details (see the Enrolment Form for details of what is acceptable information).



Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

(From <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>)

STATEMENT OF FAITH

Oxley Kids believes that the Bible is the inerrant Word of God and Oxley Kids teaches Biblical perspectives as Truth. This Statement of Faith identifies those beliefs. These beliefs will form the basis of our world view, curriculum and activities.

The Bible

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety. They alone constitute the sole and absolute authority in all matters pertaining to Christian faith and practice.

Trinity

We believe there is one God, perfect and holy, existing eternally in three equal divine persons of the Father, the Son and the Holy Spirit. God is the creator and sustainer of all things, both visible and invisible, the heavens, the earth and all that is contained in the universe.

Jesus Christ

We believe that the Lord Jesus Christ is the eternally existing only begotten Son of God, the Lord of all creation who was with God in the beginning and at the appointed time took the form of man, lived a sinless life and died on a cross, being raised again on the third day.

Virgin Birth

We believe that Jesus was the Word made flesh, supernaturally conceived by the Holy Spirit and born of the Virgin Mary.

Redemption

We believe that Jesus Christ lived a sinless life and died as a sacrifice on the cross, shedding His blood for the remission of sin for all mankind. He is the only source of salvation from the penalty and consequence of sin.

Resurrection

We believe that Jesus Christ rose from the dead in His own glorified body for man's justification, ascended into Heaven and is seated at the right hand of the Father.

Salvation

We believe that all men are in a fallen sinful and lost condition as a result of the original sin of Adam and Eve who were created without sin. In this state of depravity man is helpless to save himself and is under the condemnation of God to eternal punishment in Hell. Salvation from this state is solely by grace and is received through genuine repentance toward God and trust in the Lord Jesus Christ. This experience is known as "new birth" and is an instantaneous and complete operation of the Holy Spirit who alone convicts men of sin, leads them to repentance, creates faith within them and regenerates. The regenerate person is indwelt by the Holy Spirit who imparts gifts and manifests fruits through the believer.

Second Coming

We believe the Lord Jesus Christ will visibly return to earth in person to establish His Kingdom. This will occur at a date undisclosed by scripture.

Kingdom of God

We believe that the Kingdom of God is made up of believers from all nations and denominations who are under the headship of the Lord Jesus Christ. The Church is the visible manifestation of the Body of Christ in the local community expressing itself through local congregations.

The Christian Life

We believe that the Christian life is expressed outwardly by conformity to the standards expressed in the Bible which is the sole and absolute authority in all matters pertaining to Christian faith and practice.

OUR CHRISTIAN VALUES

As a Christian body committed to our faith...

- **we worship God**
 - because He has demonstrated His love to us and deserves our highest praise
- **we seek to model the life of Christ**
 - because through Christ, God has shown us how He wants us to live
- **we uphold the standards of good and right acclaimed in the Bible**
 - because we believe that the Bible is God's Word
- **we rely on prayer and the Holy Spirit**
 - because we believe that God has provided these as a means of relating with Him
- **we spread the Good News and seek ways to serve God**
 - because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live

As individuals...

- **we act with integrity, self control & humility**
 - because we believe that God is just and holds us accountable for our actions
- **we practise moral values such as honesty, patience, justice & mercy**
 - because we believe that God wants us to follow His example of righteousness
- **we base our relationships on love, forgiveness & reconciliation**
 - because we believe that we should follow the example of Christ's love for us
- **we aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others**
 - because we believe that these are gifts entrusted to us by God

As members of the community...

- **we seek to discover who we are and our place in the universe**
 - because we believe that we learn about God through his creation
- **we value the uniqueness of individuals and provide a nurturing, caring environment**
 - because we are all precious in God's sight
- **we show respect, tolerance and live in harmony with others**
 - because we believe in the equal right of all people to live in peace
- **we help those in need from a sense of compassion**
 - because we believe that we should love one another
- **we seek ways to sacrificially serve the community**
 - because we follow Christ's example of serving others

As mankind...

- **we have a hope for the future**
 - because we believe that we are created by God and redeemed by Jesus Christ



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