



Small Friends

Where Little People Explore Imagine & Create



Provider Number SE-00013096

38 Thera Street, Falcon 6210

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Email : ourteam@smallfriendsfalcon.com.au

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We would like to welcome you, and hope that you and your child's time at Small Friends will be full of smiles and wonderful memories.

Small Friends offers an educational program to 2 - 5 year olds in an environment that inspires a child's imagination.

We are open from 7.45am to 5pm daily, Monday through to Friday, every week except for our 3 week Christmas Break.

Staff and Management

Our Owner/Teacher Natassja Hannay has been teaching since 1995 and has owned Small Friends since 2013, her qualifications include :

- Bachelor of Arts of Education - Primary
- Bachelor of Education - Special Education (*Severe and Multiple Disabilities*)
- Diploma of Early Childhood Education and Care (ECEC)

All of our Assistant Directors, Educators and relief Educators have years of child care experience between them, and have worked at Small Friends for many years.

Our Assistant Directors

Bree O'Berg Diploma of ECEC

Paris Spalding Diploma of ECEC

Emma Anderson Diploma of ECEC / Studying Early Childhood Teaching

Caitlin Collins Certificate III in ECEC / Studying Diploma of ECEC

Our Educators

Erin Seery Certificate III in ECEC

Alison Wenn Certificate III in ECEC

Our Relief Educators

Lesley Preston Certificate III in ECEC

Carol Seymour Certificate III in ECEC



Philosophy of Small Friends

*When a child feels free to explore, imagine and create,
their childhood moments and memories will always bring a smile!*

At Small Friends we wish for every child who spends time with us to become a happy and confident little person not only at Small Friends, but in life.

We believe that play based learning gives children the opportunities they need to connect with the world around them so that they can develop the social and communication skills they need to play and learn not only as an individual, but alongside their friends and family too.

A child's learning environment should make them feel safe, valued and confident to take on challenges; explore their space, and use their imagination to create, without the worry of failing. And with the care and guidance of staff and parents working together, children will feel confident when playing to learn, and learning to play at Small Friends ...so every day is fun!

To increase their self-esteem and knowledge children need to learn as individuals within a program that allows them to develop at their own pace. When using all their senses and "doing", they can develop their social, emotional, cognitive, physical and creative skills, and as Educators we take on the responsibility of providing learning and play opportunities that inspire children to engage with their space, resources and those around them.

Their time with us will be full of fun, smiles and happy times... all the good things in life that create wonderful childhood moments, and memories!



Our Program

Our open plan house allows children to explore our inside and outside spaces throughout their day, with staff guiding and encouraging them to make choices and decisions on the activities they wish to explore and engage in. Our mat sessions during the day encourage children to be part of activities that encourage them to listen and chat with staff and peers. We also love Music and Drama and like to sing and dance as much as we can during the day!

We encourage children to learn for themselves using all of their senses, and activities are designed to spark their interest, and our learning centers are set up so that the children decide what to make or do. There is no 'right way' for a child to produce a piece of work, and they are encouraged to decide for themselves what a finished piece will look like.

Our outside area is a large learning space where children can choose to engage in quiet play, or more active activities. Our fish and giant rabbits live in our yard, and the children love to help us care for them and follow the rabbits around the yard to see what they're up to.



General Information

Attendance Pattern and Times

Morning 8am - 12pm Afternoon 1 - 5pm

- Parents provide a piece of fruit for shared snack times.

Full Day 7.45am - 5pm

- Including our learning program and lunch time.
- Parents provide a piece of fruit for shared snack times, and a cut lunch.

Fees

Morning or afternoon session = \$42 Full day session = \$80

All fees may reduce with government assistance.

Enrolment Fee

A \$30 non-refundable administration fee is payable on acceptance of a position. One payment per family.

Payment of Fees

Fees are paid via our direct debit payment system and weekly emailed or printed statements will keep you updated, and on track with your financial commitments with minimal fuss and bother.

Payments will be calculated to ensure that your account is always one week in advance, and your account will be debited weekly unless you request a fortnightly or monthly schedule.

Your first week of charges will include your enrolment fee, plus two weeks of fee charges so that your account is one week in advance.

Payments will be debited every Wednesday.

Non Payment of Account

If payments fall behind by 1 week you will have until the following charge day to pay the account in full. If monies are still outstanding after 3 weeks your child's enrolment will cease, and debt collection procedures will be put in place by Small Friends.

Records

When enrolling your child we must sight and retain a photocopy of their birth certificate and immunisation records, this is a Department of Social Services (DSS) requirement. Please also ensure that your Medicare number is included on the enrolment form.

Child Care Benefit (CCB) & Child Care Rebate (CCR) UNTIL JULY 2018

Families may be eligible for the CCB and/or CCR. Families need to contact Centrelink 13 61 50 to find out if they are eligible for assistance.

Small Friends is registered with Centrelink and eligible for the Child Care Benefit (CCB). Our ID number is CCMS_2_39VGHQ.

Once assessed you will be issued with 2 separate Customer Reference Numbers (CRN), one for a parent and one for the child. Please be aware that we require **both CRN's** to formalise your child's enrolment so that you may receive any assistance payments you are entitled to.

CCB You may be eligible for the Child Care Benefit, which you can choose to receive as an annual lump sum payment or as reduced child care fees throughout the year. This is provided to families earning less than \$152,147.

CCR CCR is NOT income tested and pays 50% of your child care fees. You may meet the work, training, study test for CCR if you and your partner participate in...

- > paid work or self-employment
- > training or studying
- > voluntary work to improve your work skills.
- > setting up a business
- > looking for work

For information please contact Centrelink or visit www.mychild.gov.au.

Please be aware that you are required to pay full fees while waiting to be assessed by Centrelink. If you are assessed to be eligible for CCB and/or CCR, your payments will be back dated within your account.

Small Friends has no control over your payments, so please check your statements and if you see a change you will need to contact Centrelink.

Arrival and Departures

Your child must be signed in and out every day with the time and your signature recorded on the sign in/out sheet in the foyer. If your child does not attend a session you must let us know so that we can record the reason for their absence. Registering attendance is a requirement of the DSS, and failure to do so can lead to parents losing child care assistance.

Authorised Persons to Drop Off or Collect Your Child

On our enrolment form you are asked to nominate a person/s who is authorised to drop off and/or pick up your child from Small Friends. If there is a change to this the Owner or Assistant Director must be notified immediately by phone or email and the change will be noted on the sign in/out sheet. We will not allow any child to leave the Centre unless prior authority has been obtained from the parent or guardian.

Vaccinations & Government Assistance

Child care assistance may not be paid to customers who fail to comply with immunisation requirements, or who do not have a valid exemption.

CCB and/or CCR payments will cease if vaccinations are not up to date. Please remind your GP that your child attends childcare as they are to ensure that the government receives your child's vaccination data.

Absences from Small Friends

A child may be absent on a day they have been booked to come to Small Friends because of illness, they are on holiday, or general non-attendance. Your child is entitled to 42 absences within each financial year. If your child is absent from the Centre for *more than* 42 days, you may not receive the CCB (if you are eligible). CCB can only be claimed back if you are able to provide Small Friends with a medical certificate, court order etc.

Illness or Holidays

In the event of your child not attending Small Friends due to holidays or illness, your fees will still be charged. We would appreciate being called or sent an email to let us know when if your child is going to be away.

Notice of Withdrawal

If you are planning to leave Small Friends, we require two weeks notice prior to the last day of your child's attendance, with no exceptions.

If you give notice and then chose not to send your child for the days within the last two weeks you will be charged full fees for these days.

Due to the Department Social Services policy regarding the Cessation of Care, if your child **does not** attend on their last day you will be charged a full day fee, as DSS will not pay any CCB or CCR entitlements.

Holiday Closures

- **Public Holidays** We are closed on all public holidays. We **do not** charge for public holidays that fall on a Monday, all other public holidays are chargeable.
- **Christmas** We are closed for 3 weeks over the December/January holidays, families are not charged during this time.

Changing a Booking

To make any changes or extend your child's permanent booking, you need to enquire in advance so that we can see how we can help you. We will always do our best to help our families with the vacancies we have available at that time, and if we are 'full' we encourage our families to put their child's name on our wait list.

Keeping In Contact

Email or Print We keep in contact with all of our families by email or printed notes if you elect not to use email.

Whiteboard Daily and weekly information is posted on our whiteboard and displays at the front door.

Our News We publish four editions of Our News, which includes news of what we're up to; general information for families regarding the health and well being of their child; any childcare news we believe may be helpful to our families, and community events. During Term 4 we run a Business Shout Out section for our families to advertise their family businesses.

Smartphone App We have our own Team App smartphone app and a majority of reminders and notification of events for families are emailed from this platform. Our App is easy to download and add to your phone home page, and gives families quick access to our calendar, current program, special days, incursion and outing information.

Cyberspace Our website, Facebook wall and app are kept up to date with upcoming special days, incursions and outings, and photo galleries.

Media Permission

Your child may be photographed/videoed for :

- use in programming and pictorial displays within the Centre
- publication in our newsletter
- our website, Google+ site, Facebook, Instagram and Vimeo galleries
- media publications such as community newspapers.

If you **do not** wish for images of your child to be taken, displayed or publicised, you need to inform us in writing.

Non-discrimination

The Small Friends team implements the Federal Governments guidelines on cross cultural, non-gender bias and also accords with the Disability Discrimination Act.

Your Details

Information provided in your future enrolment form are used for Small Friends programming and are kept strictly confidential. A parent/guardian may view all written observations relating to their child.

Confidential information is never revealed to people/organisations outside the Small Friends team without parent/guardian permission, in writing or legal documentation instructing otherwise.

Need to chat?

If you have any questions or concerns about your child's day at Small Friends; our programs; your account, or your child's transition from Small Friends to Kindy please speak with either the Owner or Assistant Directors during Centre hours. If you have a query after hours, please send through a message to ourteam@smallfriendsfalcon.com.au, and we will endeavour to answer your message as soon as we can.

Family Participation

We encourage and invite parents/guardians to be involved with Small Friends in a number of ways :

- Please feel free to chat with us if you have an idea or suggestion.
- Join us at one, or all of our incursions or outings throughout the year.
- If you would like to share your culture with the children then we would love to have a chat about how we could present your cultural traditions to the children.
- We love to have incursions about the jobs/hobbies/interests people have. So if you're keen to be in the 'limelight' then you are more than welcome to help us run a 20 minute incursion.
- We always appreciate any bits and pieces we can use at our wood work, collage and art areas i.e. untreated timber, paper, small boxes, Christmas and Birthday cards, or any other items you think will help our Small Friends to create masterpieces!

Incursions and Outings

Incursions We encourage parents/guardians and community members to visit Small Friends to help us run an incursion that links to a theme in our program e.g. a Fireman visiting as part of our Emergency Services theme. We also look after a clutch of chicken or duck eggs every year!

Outings We run two outings throughout the year and encourage all of our Small Friends to bring along their family and friends for these special events. In April we run our fabulous Easter Hunt at the Quarry Adventure Park, and in December we all get together for our wonderful Christmas Catch Up at the Keith Holmes Reserve in Mandurah.

When an outing is planned, parents need to attend and be responsible for their own child/children.

Celebrating Your Child's Birthday

If it is your child's birthday, you are welcome to bring in a cake, ice cream, cupcakes or other treat so that we can celebrate with them. All staff are very aware of the allergies other children have, and will always take this into account when we share the birthday treat amongst the children.

Health and Wellbeing

Parents/guardians are asked to keep infectious children at home. We can not admit any child who appears to be suffering from a communicable disease or condition that may affect the health of other children and staff members. Please take note of the following points :

- For minor accidents, the parent or person authorised to collect the child will be notified of the accident when the child is picked up, and asked to sign our accident report book.
- Parents/guardians will be contacted and asked to collect their child immediately if the child presents with a temperature of 38 degrees or higher.
- Parents/guardians are responsible for collecting/arranging the collection of an ill child promptly. Every effort will be made to contact the parent/guardian or emergency contact person. The Owner or Assistant Director has the prerogative to call an ambulance in the case of an emergency, and the cost will be borne by the parents.
- Parents/guardians will be asked to collect their child if their child has presented with head lice that are clearly visible in the child's hair.
- Parents/guardians will be notified about the occurrence of any infectious disease (with the exception of those diseases dealt with by the Australian Privacy Act) in either the staff or children. Small Friends is not responsible for any illness contracted at the Centre.
- If first aid is required it will be administered by a staff member who holds a recognised Senior First Aid Certificate.

Asthma & Allergies

If your child has Asthma and/or an allergy we must be made aware of their medical details on your enrolment form and be supplied an action plan if your doctor has deemed one necessary for your child.

All staff are trained in Asthma and Anaphylaxis first aid, and as per regulations all details of a child's Asthma status and/or allergies are kept on display so that all Educator can view medical details at any time.

Medications

All medications must be handed to a member of staff and parents must fill in our Medical Authority form for times and amounts of medication to be administered.

Your child's name must be printed on the label of the medication. Authority can not be given for medications or treatments (i.e. eye drops, ointments, etc) which have been prescribed to another person.

Medications will be given as instructed by you, especially if medication is over the counter and includes pharmaceutical instructions. You must be clear with your instructions as staff will withhold administration if they are unsure.

Fire and Emergency Evacuations

In the event of an emergency that requires evacuation, children are moved into a single group. All play and toilet areas are checked, children counted, and are moved with all staff members through sliding doors to our play area, or other areas deemed safe. Emergency services and parents will be notified.

If you are in the building at the time of an emergency or emergency drill, our priority is the safety of the children, and you must evacuate the building according to our procedure with the children and staff.



Our Program and Your Little One

Our Program - Play to Learn and Learn To Play

At Small Friends we embrace the concept of play based learning which is the basis for the Early Years Learning Framework (EYLF), and with the release of the Australian Curriculum in 2011 we now see Kindy classrooms taking on the same ideology that Small Friends staff have been working with for years.

Our learning and play programs are guided by the outcomes within the EYLF, and are developed to assist with each child's development no matter their age and observations and evaluations are done accordingly.

Our inside and outside spaces change throughout the day, and activities and learning centers are created to challenge a child's way of thinking, and encourage them to be creative. With guidance and support in learning and play, we wish for your child to become a happy and confident little person not only at Small Friends, but in life!

Getting Ready for Kindy

In readiness for when your child heads to Kindy our program, learning areas and routines throughout the day, including our 6 mat sessions and 3 mealtimes, focus on giving your child all the opportunities they need to develop their self-confidence and social and communication skills.

Once your child turns 3 they are part of our Kindy Kids Club and we will be expecting more from them in relation to their behaviour and the development of their communication, social, physical and cognitive skills. And there is an expectation that this group of children will become positive role models for their younger friends in learning and play.

Children are expected to engage and participate in all routines and structured activities throughout their day including 3 to 6 mat sessions which run from 15 to 20 minutes including news telling, language, drama and music activities. They are also expected to sit with their friends at meal times as they will when it's time for them to be a "big school kid".

A Kindy Club team member is observed and evaluations are made on what "they do know" and "can do" based on developmental expectations for children under the age of 4 which will cover social communication, and cognitive skills.

Early Years Learning Framework

Small Friends programming supports the Early Years Learning Framework (EYLF). The Framework recognises that early childhood is a vital period in children's learning and development and embodies the idea of that all children have the right to have a sense of Belonging, Being and Becoming throughout their childhood.

Belonging is all about children's relationships with the people and communities around them.

Being simply means allowing children to be children.

Becoming focuses on children's growth and development in these early years.

National Quality Framework

Small Friends is registered with the National Quality Framework (NQF). To find out more about the NQF and how it affects you and your child, visit the Australian Children's Education and Care Quality Authority website at www.acecqa.gov.au/families, or you can contact the Education and Care Regulatory Unit here in Perth on 1800 199 383.

Hygiene

Staff encourage the children to follow the simple rules of hygiene by prompting children's hand washing; care when eating and drinking; assisting them to wipe their own nose, and other basic rules of general cleanliness. The Small Friends house is cleaned and disinfected daily.

Behaviour

We aim to foster sociably acceptable behaviour by using a positive approach, and encourage sharing and shared play amongst the children. Children are made aware of the basic rules that ensure the happiness and well-being of all children at Small Friends.

If unacceptable behaviour occurs, children are encouraged to take a supervised "time out" to think about their own behaviour, they are then reintroduced to the activity they were originally part of.

Behavioural problems that display a pattern, or may be a cause for concern, such as biting, will be discussed confidentially with families. Small Friends staff may choose to discuss the development of a behaviour management plan with parents/guardians if the child does not respond to the strategies used by Small Friends staff.

Your Child's First Day

It is very natural for parents to feel a little anxious on your child's first day. You are always very welcome to phone any time and check that your child has settled in and is happy.

What To Bring To Each Session

- A piece of fruit to share for morning/afternoon tea.
- A school bag with name clearly marked.
- A water bottle with name clearly marked.
- Packed lunch (if attending full day) in a lunchbox with name clearly marked. We prefer that the lunch box is not placed in an insulated bag, as it will be stored in our fridge.
- A change of clothes with your child's name marked on each piece of clothing.
- Please ensure that any clothes worn during the day are also named. *Labels ...* writing your child's name on their lunch box, water bottle or clothing label with a permanent marker is more than enough if you do not wish to use personalised labels.
- We supply hats for outside play.
- Please apply sunscreen and/or mosquito repellent to your child before you drop them off, both will be reapplied throughout the day.

Snack Times

If your child has needs concerning food with regards to their health, culture or religion, we ask that you please notify us.

At morning and afternoon tea we will prepare the fruit provided by families, and the children share platters of fruit pieces for their snack. They will also be given a drink of water and offered Jatz crackers. If your child has an intolerance then we can make sure we have a snack alternative available for them.

Lunch Times

Families need to provide a cut lunch for children who attend for a full day.

| | | |
|--------------------------|---|------------------------|
| Lunch Suggestions | 1 Main Meal | 1 or 2 Of These |
| | 1/2 a round of Sandwiches | 1/2 cup of vegetables |
| | Small wrap | Piece of fruit |
| | Small serve of pasta | Small tub of yoghurt |
| | Crackers & cheese/dip | Few pieces of cheese |
| | Small serve of sushi | Piece of cold meat |
| | A Treat 1 large biscuit or a few small biscuits - Cheese stick | |
| | Small amount of dried fruit - A few savoury crackers/chips | |

In readiness for Kindy we have half an hour for lunch so we ask families to be aware that their child should have a lunch that they can realistically eat within that time. Too many options or large portions in their lunchbox can sometimes cause a child distress as they try to eat everything in their lunch.

We always encourage children to eat the “healthy” items in their lunchbox before any treats. Their sandwich or sandwich alternative is always first, followed by fruit and vegetables, then dairy choices if they have them, and treats such as chips, lollies or biscuits are always last. We never discourage children from eating their ‘sometimes’ foods, but if they have a large lunch then they may not get to finish their treat within our lunch time.

Lunch boxes and containers need to have your child’s name marked on them, and will be placed in our fridge on arrival.

Drink Bottles

We ask you to fill your child’s drink bottles with water, not flavoured drinks. If your child doesn’t have their water bottle with them we will ensure that they use our water station where they can pour their own cup of water when they need it, and that they are given a cup of water at meal times in place of their water bottle.



My Day As A Small Friend

Everything I do at Small Friends helps me to learn how to be a good friend and a confident little person in everything I do, so that I'm all ready to head to 'big school' to start Kindy!

7.45am Time for me to ring the bell!

8am All of my friends that come for the morning are here.

Play & Learn + What's On This Week Activity

During this time I can play, explore, and create at all the learning areas inside and outside the house. I can also get messy, creative and have fun painting a masterpiece, and do our What's On This Week art activity.

News Mat 20min

I can bring in a toy, book, certificate or whatever I like to put in the news box, but I don't have to if I don't feel comfortable. I get to listen to my friend's news and ask questions if I want to. Some of my friends might tell news every week, so when I feel that I can do it I can join in too.

Morning Tea

I have fruit, crackers and a drink of water in the lunch room, or we have a picnic outside under the tree or on the grass in the garden.

Story Time & Sing Along Mat 15min

I get to listen to our favourite stories and sing the songs we love to sing out loud and proud at Small Friends.

Time to Play & Learn Inside & Outside

What's On This Week Mat 15min

We turn our ears on and talk about our theme for the week. During this mat we may also listen to a story, sing songs and have fun with a drama activity that are all about What's On This Week.

12pm I say good bye to my morning friends.

Lunch Time

I have lunch with my friends either in the lunch room at picnic tables or we have a picnic outside. I make sure I always eat my sandwiches first (or the alternative that is in my lunch box), my fruit, vegetable and dairy are next, and I keep my biscuits, chips or chocolate treat until last. When I finish of my lunch my teachers will wipe out my lunch box, wrap any whole food, and put lunch back in the fridge if I've left food that needs to be kept cold.

I've Finished My Lunch

My teacher will help me to wash my face; I put my lunch box and drink bottle away, and then sit at the sunscreen station to put on my sunscreen... I might try to do this myself with my teachers help or my teacher will do it for me so that I'm all ready to play outside.

I then pick a book and sit with my friends on a rug and have a chat and a read while I wait for all of my friends to finish lunch.

12.30pm Relax and Rest Mat 20min

I pick a pillow in the quiet room and lie down to relax. My teachers either sing us a song or we listen to quiet music. I might drift off to sleep, or I might just lie quietly and relax for a little while.

1pm My friends who come for the afternoon are here.

Play & Learn + What's On This Week Activity

During this time I can play, explore and learn lot's at all the learning areas inside and outside the house. If I only come for the afternoon I can also get messy, creative and have fun painting a masterpiece and do our theme art activity.

What's On This Week Mat 20min

My afternoon friends get the chance to tell their news if they brought something for the news box and we talk/sing/dance about What's On This Week.

Afternoon Tea

I join my friends for fruit, crackers and a drink of water in the lunch room or outside on the picnic rugs.

Story Time & Sing Along Mat 20min

Time to Play & Learn Inside & Outside

Dance Tricks & Fun Mat 30min

I can dance with my friends, have fun with our Check out My Tricks game, or I can play with all of our super fun Quiet Room activities and toys.

5pm Home time for Me and my afternoon friends.





Small Friends

