



ST ANNE'S LONG DAY CARE CENTRE
 42 Isabella Drive, SKENNARS HEAD NSW 2478
 Ph: 66 87 5961 Fx: 66 87 6706
 Email: admin@stannesldcc.org.au or
 narelle@stannesldcc.org.au



*Celebrating 10 years of Early Childhood Education
 since 27th January 2010.*

Dear Families,
WELCOME EVERYONE!

At the start of a year there always seems so much to tell, to let you know about, to help you settle in with your children. Please find in this Newsletter information that is shared at the beginning of each year to help!

BUT remember, if in doubt, if worried, if unsure, if you think you don't know about something...PLEASE just ASK!!

The start of each year is always busy with children settling in to their new routines in their new rooms, embarking on building new relationships with new teachers and some new peers, and for our newest children (especially for those in the Pebbles Room in the Nursery), difficulty as they separate from their family and start becoming familiar with those caring for them in their family's absence.

We have a strong focus at the start of each new year to help children "find their rhythm" and build a sense of belonging in their new room—if you think there is something we need to know that will help us and your child please let us know. You have already shared a lot of information in the "About My Child" document which we thank you for—the more information we have the better we can support individual children. Our partnership with you is very important to us!

Again I welcome you all on behalf of the whole staff team at St Anne's and trust that you will come to me to discuss anything that may concern you, to chat about your child, or to ask any question that will help you better understand St Anne's and our learning programmes for your child.

Now please read on to ensure you are as informed as you can be about St Anne's and what happens here for and with your child.

*Yours as we care for and educate children together,
 Narelle Dewhurst. CENTRE DIRECTOR.*

Can you help us review our
 St Anne's Philosophy please.

It is reviewed each year.

You will find it on Page 8.

Please email us your thoughts / comments.

Here is an excerpt from our Centre's
 Parent Information Booklet that might help:

How to help your child settle in

Often what seems simple to us as adults, gives children the most anxiety, in particular routines like toileting, eating, rest time, and, who will they play with.

It is helpful if you learn the staff's names and use them in your conversations at home with your child so that your child gets the sense that you (the most significant person to them) feels comfortable with the setting and the people who are going to care for them in your absence.

In the mornings:

Make sure your child is involved in an activity with an Educator close by or, in the direct company of an Educator as you leave. Say goodbye to them happily and confidently and leave without hesitation saying that (the Educator) will take care of them and keep them safe until you come back to get them! We encourage you to ring anytime and as often as you want, to ask how things are going for your child.

Your confidence in us (or alternatively, you're anxiety) is quickly transferred to your child through your body language and your words.

It is VERY usual for parents to feel anxious, upset, torn, and unsure when leaving children in care with adults you may not know, particularly if it is for the first time, and particularly if your child has had a previous experience that was not so positive. Please let us know how you are feeling; your feelings and thoughts matter to us and knowledge of your emotional disposition helps us support you and your child to the best of our ability.

Please also remember that saying the script below really does help at goodbye times:

If your child is upset at the time of you saying goodbye **you say** confidently: I'm leaving now, (say the Educator's name)..will keep you safe and play with you while I am at work.

We will say: Yes, I will look after you and keep you safe until Mummy/Daddy comes back. I am always here to help you when you need me.

PLEASE put your child's name on EVERYTHING!

Christine

Jonathon

It is so much easier finding the owner of things when there is a name!

Please share your thoughts with us!

Your thoughts, your opinion, your concerns, your feedback (both positive and negative) is always WELCOMED and ENCOURAGED.

(eg. ideas, thoughts, feedback in relation to your child's educative programme, the centre menu, information/articles for the Newsletter, policies)

You can do this in any of the following ways:

- **Verbally** to Sharni at Reception Office, to Narelle (Centre Director) or to any of the educators.
- **In writing**—email or post or put into the 'drop box' (the slot in the upper desk at Reception)
- **Use the Feedback Form** available in the display holder on the upper desk at Reception
- **Talk** to any one of the staff team members
- Write us a note using the **Message Slips** clipped to your child's room's Communication Diary.

This will help us meet your child's and your needs in the best way possible!

Choose water as a drink

Ref: NSW Gvt *Healthy Kids—Munch & Move Factsheet.*

Water:

- Is the best drink for anyone who is thirsty as it does not contain any added sugar
- In most areas, contains fluoride which helps children to grow strong teeth
- essential for the optimal function of the body



Toddlers need around 1 litre of fluid a day and preschoolers around 1.2 litres each day to stay hydrated (more in hot weather). Most children enjoy drinking water if they get into the habit from an early age. Make water 'the norm' in your household by always having water available for children and drinking plenty of water yourself.

Ref: *Munch and Move Newsletter Snippets*



PLEASE REMEMBER THE **CARPARK RULES THAT YOU HAVE COMMITTED TO IN YOUR **CHILD'S ENROLMENT FORM****

St Anne's Long Day Care Centre considers the safety of all children and families to be of paramount importance. Families traveling to the Centre by car are asked to take extreme care, approach the Centre doing no more than 40 kms per hour (School Zone), and adhere to the following rules when dropping off and collecting children from the Centre.

Drivers must:

- Keep a keen lookout for children
- Keep speed to no more than 10kms per hour within the carpark
- Park only in designated parking spots (leaving the Disabled Car Space and Emergency Drop off area for those purposes only)
- Hold your child's hand at all times while walking in the carpark
- Do not leave children in your car without you
- **Do not leave your car with the motor still running**

It is important we all recognise that children depend on adults to keep them safe. Small children can be unpredictable in their movements, and do not have an understanding of road rules.

THESE CARPARK RULES ARE VERY IMPORTANT!



Milk

Milk is a healthy option for children as it is a great source of protein and calcium, which help to build strong bones and teeth. Children need at least 6 'child' serves of calcium rich foods a day. A serve equals a half glass of milk (100ml) or a 20g slice of cheese or a mini tub of yoghurt (100g).

Babies and young toddlers should drink full cream milk because they need the energy (kilojoules) it provides, whereas children over 2 years of age should drink reduced fat milk (around 1.4 – 2% fat) as they are now eating a greater variety of foods that can meet their energy needs. Reduced fat milk contains less fat and kilojoules than full fat milk but the same amount of protein, calcium and vitamin D.

Q and A: Things that you might need to know

Where do I take my child if I arrive before 8.15am?

All children gather in the 'early start' room (family group room)—the Shells Room (over the hall from the Reception desk). Nursery children will leave for their rooms at 8am and Preschoolers at 8:15am.

Where will I find my child in the afternoon?

Nursery children (Pebbles and Pippies children) will stay in their Nursery area until approximately 5pm. They will then be taken to the Shells Room (the 'end of day' room) to be collected by you when you arrive.

Shells, Rockpools and Seabirds children will start their 'mixed age group' play in the Preschool outside play area around 3-3.30pm. Children who are at the Centre at 5pm will then all gather in the Shells room ready for you to pick them up.

Signing your child in and out electronically

This is a regulatory requirement and so is VERY important that you remember to do it.

It is a good idea to Sign your child in as you walk into the Centre upon arrival, AND, sign your child out as soon as you come into the Foyer to pick your child up.

Sunscreening your child upon arrival will also ensure your child is 'sunsafe' for their first few hours at the Centre.

How can I tell my child's teacher something if they have not started work when I bring my child or if they have left when I return to pick my child up?

The Nursery children each have a communication sheet. That is your way (and our way) of communicating if we don't get to see each other personally. Of course you are very welcome to also make a phone call during the day to speak to your child's educator(s), OR, use a 'message slip' from the plastic pouch above the educators' desks.

The Shells, Rockpools and Seabirds classes have 'communication diaries' that sit on top of the children's bag cupboards. You are welcome to write a message in the diary OR, clipped to those diaries are the 'message slips' for more private communications. Just write your message and leave it on the teacher's desk in the room, OR, give it to one of the other educators to give to your child's teacher, OR, put it into the 'drop box' in the upper bench at Sharni's desk at Reception. Sharni will clear the drop box in the morning and pass the message on to your child's teacher.

How do I know what my child has been doing during the day?

This is communicated differently in each room although each room DOES have a "Day Book" or a "Daily Experiences" book on display just outside their room for you to read some of the experiences your child's class have been engaged in during the day. Each room also displays their weekly, fortnightly or monthly 'Programme'. You are invited and encouraged to read this so you can see

what has been planned for each day AND what other experiences/activities may have emerged spontaneously and have been recorded.

Please just ask one of your child's educators where the 'display' spot for that programme is if you can't locate it, so you can check it regularly. We also invite YOU to contribute to your child's educative programme by talking to us about your child's interests, or a particular event or experience that has been meaningful to your child within his/her family—your child's teachers will then be able to extend on this within the Centre programme. Conversations with your child's teachers about their current learning and development and how you would like to see that supported are also valuable in relation to a collaborative partnership with you in planning for your child's ongoing learning and development.

If my child is sick or away do I still have to pay and can I have a "make up day" at another time.

Your child's enrolled place is maintained by you paying fees for that place. If your child is away you do need to continue paying fees. We do not implement "make up" days at St Anne's.

Please read the Fees Policy for more detailed information in relation to Fees and Attendance. Just ask and we can email it or copy it for you.

What will happen if I am late to pick my child up?

We really appreciate you being at St Anne's BEFORE 6pm. Centre close time is 6pm.

Please read this excerpt from the Fees Policy.

10. Late Fees

10.1 It is important that all children be collected from the Centre prior to closing time. Staff are rostered to finish work at 6pm. Please ensure that you arrive with sufficient time to complete all tasks at the Centre and be off the premises by service closure time.

10.2 We understand that a parent may be delayed and unable to be at the Centre prior to closing time through circumstances beyond their control. Please call the Centre to let staff know what is happening and your estimated time of arrival.

10.3 If a family is late more than 3 times within a calendar year, the family will be asked to "show cause" why the child's placement should not be terminated.

10.4 A late fee of \$10 for each 5 minutes (or for each part of a 5 minute period) will be charged for children not collected by Centre closure time. This is used to offset staff payment for over-time which will be incurred.

Who gets 'priority of access' to enrol?

Please read the Enrolment Policy for details on 'priority of access'.

Just ask and we can email it or copy it for you.

St Anne's Policies

St Anne's Policies are reviewed in July each year or at other times as required.

A copy of the Policies is located in the Foyer on the shelf near the Sign In.

You are invited to read any of these policies and contribute to their review.

Where do I find a copy of the Parent Handbook?

There is one on the display shelf in the Centre's foyer AND a copy has been uploaded on the Centre's website. Go to:

www.stannesldcc.org.au click on Information then Parent Handbook.

When does my child transition to the next room?

Children cannot transition into the next room, even if they are of the appropriate chronological age, if there is no vacancy. When a vacancy occurs a child will be able to transition into the next room, if of the appropriate age AND if both parent and teacher believe it is in the child's best interest educationally and emotionally. It needs to be viewed that there is nothing competitive about moving into the next age group room. We will encourage parents not to think of the transition as a 'graduation' or an indication that the child has more developed skills and abilities.

Children do not HAVE to move into the next age group room just because they turn that age.

Just as children at school do not move into Yr 1 from Kindergarten as soon as they turn 6, or move into Yr 2 from Yr 1 as soon as they turn 7. There will be children in the Pebbles Room who may have turned 1yr, children in the Pippies Room who may have turned 2, children in the Shells Room who may have turned 3, children in the Rockpools Room who may have turned 4, and children in the Seabirds Room who may have turned 5.....the change of chronological age does not necessarily mean a change of room—which cannot happen anyway until there is a space.

Also, consider....children are 1 UNTIL they turn 2, they are 2 UNTIL they turn 3, they are 3 UNTIL they turn 4, and they are 5 until they turn 6! So if for example, the room is for 2-3 year olds, they could be in that room until just before they turn 4!

The 'biggest' transition time is at the end of a year when the Seabirds children who have turned 5 move into Kindergarten at school.

Their transition to school then leaves a number of spaces in the Seabirds Room, which in turn allows children in all rooms to also transition into their next room.

Educators (as are school teachers) are very aware of this and their approach to learning programmes is responsive to the children in their room, their individual competencies and skills, no matter what age.

We are also aware that some children will strongly benefit from the challenges a new room and age group will bring...if it is not possible for the transition when the child turns that age it will be something to anticipate as soon as it IS possible!

Some parents present the thought that children are disadvantaged if they are not able to transition when they turn a particular age. We don't see that the child is disadvantaged if not transitioned immediately. If educators saw it as a disadvantage then children would undergo transitions each time they had a birthday no matter what stage of their education they were up to.

Does my child have a place to leave his/her belongings?

Each child will be allocated a bag cupboard in their room for their belongings (bag, shoes, clothing, rest linen etc.) Due to the number of children enrolled at St Anne's and the variety of patterns of attendance it is likely that children will need to SHARE the bag cupboard with a child who attends on another day. Therefore, we ask that you EMPTY out your child's bag cupboard in between days of attendance and non-attendance.

Please take home your child's bag, rest linen bag, shoes, drink bottle etc. and art/craft work that they may have stored in their bag cupboard, to leave a space for the child who is sharing that bag space when your child is not in.

Just to reiterate:

- **Take home everything in your child's bag cupboard in between their days of attendance and non-attendance.**
- **If there is art/craft work in your child's bag cupboard please take that home for them as well. If any art/craft work needs to stay at the Centre the educators will have stored it in a safe place.**

Should I put my child's name on belongings?

YES! This is extremely important. There are lots of children at St Anne's and they do not stay JUST in their own room all day. It is likely that they will leave particular belongings in other parts of the Centre or in another room eg. a toy that they bring from home, their shoes/thongs/sandals, their drink bottle. Educators are as vigilant as they can be but cannot follow each child from spot to spot gathering their belongings...

SO....we rely on the children having their names on those belongings.

It is also likely that 2 or even 3 children will have the SAME shoes, drink bottle or clothing item. It is likely that a child or a child's parent may pick up something that looks like theirs but isn't theirs!

SO PLEASE.... put your child's name on EVERYTHING!

Where do I find my child's soiled or wet clothing?

To ensure good health and hygiene and that contaminated clothing is contained, clothing soiled or wet from a toileting accident, is knotted into a bag For Nursery children this is kept in the Nappy Change Room, and for Shells, Rockpools and Seabirds children this is put into your child's bag.

Explanation of a Preschool Programme

...To help you respond when others tell you “St Anne’s is not a Preschool”!

From Narelle Dewhurst...CENTRE DIRECTOR.

Dear Families,

Please don't let the fact that we are called **St Anne's Long Day Care Centre** worry you in relation to “**but is it Preschool?**”!

I have had this conversation with a number of families since starting my leadership at St Anne's—the conversation about “but my child goes to school next year and needs to go to Preschool!”

Please let me explain!

Preschool is a generic name for an early childhood service that enrolls children who are 3 to 5 yrs of age and in their year or years before formal school or Kindergarten. Generally a preschool known only by the word **preschool** will be a Centre that opens similar hours to school hours (9am to 3pm). They will also generally follow the calendar of a school year and close for 'term breaks' four times a year.

Long Day Care is a generic name for an early childhood service that (generally) enrolls children from 6 weeks of age (babies) to 5 years of age (preschoolers). A Long Day Care Centre will open longer hours enabling families who work to use those services without the worry of 'no-one to look after my child before 9am and after 3pm'. Some Long Day Care Centres will group children across a broad age range (family grouping style centre), others, like St Anne's, will group the children according to their age. The decision was made to 'age-group' at St Anne's, ensuring that we can focus on appropriate baby care in the baby rooms, that toddlers can 'toddle and learn as they explore and potter' and that our preschool age children and their teachers can focus on a '**preschool learning program**' supporting the development of the skills and competencies that will ensure as smooth a transition as possible for them into the formal school setting—Kindergarten

Both services, where preschool age children are enrolled, have an obligation to 'provide a Preschool Program' guided by the Early Years Learning Framework (Curriculum) Outcomes of Learning.

At St Anne's, it is the role of the Early Childhood Teachers to actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills.

St Anne's **IS** a Long Day Care Centre—and YES we have Preschool rooms (the Rockpools and the Seabirds Rooms) and YES they have Preschool programmes with Preschool teachers!

Of course, **how** that preschool programme is delivered will vary from early childhood service to early childhood service; from preschool to preschool; and from long day care centre to long day care centre. **JUST** as the delivery of the School Curriculum varies from school to school.

The early childhood service's or the school's philosophy in relation to 'how children learn' and 'how the learning will be facilitated' has an implication on the delivery of the learning programme!

At St Anne's we **DO NOT** believe our role is just to look after children while parents are at work!

At St Anne's we **DO NOT** believe that children will learn just by playing together all day!

At St Anne's we **DO NOT** believe that we are different to any other Preschool in relation to our Preschool programme! We have the same focus although we may deliver our programme differently.

We strongly believe in growing children's confidence, independence, resilience, level of responsibility, respect for others, co-operation, decision-making, ability to collaborate with others.....and have fun along the way!

What might be different at St Anne's is that we have experienced Early Childhood Teachers with strong beliefs about how children learn, how teachers can facilitate that learning and a respect for the need to be collaborative with parents. They are experienced at delivering preschool programmes and transitioning children to school. They also believe that at this stage and age we need to ensure children remain motivated to learn and that the programmes reflect the children's immediate interests. The teachers' role is to find a balance between extending children's interests while furthering their knowledge and skills that will ensure a “good start” into their formal school life. It is a step by step process and “readiness” plays an important part!

What is the “drop box”?

This is a “posting slot” that you will find on the top of the upper bench of Sharni’s Office desk. You are able to “post” any document, note or letter that you would like Sharni, Narelle or any of the Staff to receive if they are not here for you to give it to them.

The documents that you post in the “drop box” fall into a locked cupboard below so you are able to post confidential documents without any concern. Sharni or Narelle then clear the locked cupboard each morning.



YOUR FEEDBACK IS VALUED

As we continue to aim to provide the highest quality of care and early childhood education, and in order for us to ensure our *"practice is shaped by meaningful engagement with our families and our community"* as stated in the National Quality Standards, we ask for your feedback at any time in relation to anything that concerns you or your child, or us and our practice. We invite you always to contribute to your child’s learning program with suggestions and ideas... you know your child best!

You can do this in writing or verbally.

Your time to do this would be appreciated.

Q: Are we teaching your child to read?

A: Our belief at St Anne’s is:

Just as a toddler physically cannot jump before they can stand, children cannot “read or write” in the formal context until they have been exposed to environments that support them to appreciate, enjoy and link print to their lives in a meaningful way. Opportunities to foster this occur many times throughout our teaching day.

These ‘times’ are both planned intentionally by their teacher or emerge spontaneously driven by the minute to minute interest of the children.

In early childhood settings there is often not tangible evidence of learning moments, although you will find in your child’s own learning book (‘portfolio’) documentations about what your child is learning (bringing home a piece of artwork should not be the measure of what you think your child is doing or learning while in their preschool class).

Mostly, it is the subtle messages and interactions that we as educators use to expose children to sounds and functions of print. This is where the greatest potential for learning occurs. These teaching strategies are intentional, yet informal in their delivery.

- We want children in our classes to respect and embrace the value of words.
 - We want children in our classes to be enthusiastically playful with sounds, chants and rhyme.
 - We want them to be curious and observant about print matching illustrations in books.
 - We want them to passionately tell stories, even if they are ‘loosely’ based on truth—this passion will be the basis for creative writing in the future.
 - We want them to understand that written words have purpose and convey information.
 - We want them to enjoy words.
 - We don’t expect them to be able to write words at 4 and 5 years of age, although some may be able to. THAT is what is taught in a formal manner in Kindergarten.
- Some of the ways we believe we support children’s literacy learning are:
- We write the words that children tell us alongside their work
 - We play board and dice games
 - We regularly, throughout a day, sing songs with chant
 - We play with rhythm and rhyme and say words that emphasise sounds eg. easy peasy, sneaky peaky, oopsy woopsy etc.
 - We make lists and display them about important things to children.
 - We help children identify similarities and differences eg. “Look, Rose and Rory both start with R”

STAFF TEAM 2020 (as from Monday 13 January, 2020)



CENTRE DIRECTOR

Narelle Dewhurst (Mon to Fri) - *Early Childhood Teacher*

PEBBLES ROOM

Sharon Melenhorst (M-F) *Room Co-Ordinator* — *Early Childhood Teacher—Assistant Director*

Shae Williams (M-W)

Helen Callan (T/W/Th/F)

Amee Wright (M/Th/F)

PIPIES ROOM

Lucy Jackson (M-Th) *Room Co-ordinator*

Jess Quinnell (M-F)

Jessie Xu (M-F)

*Suzanne Moane (Fridays) +(and M/T Nursery Support)

*Kim Major (W/Th Nursery Support)

*Leessa Tsikleas (Fridays—Nursery Support)

Stephanie Wilkinson—Maternity Leave until May

SHELLS ROOM

Kaylene Nuttall (M/T+ Th/F) *Room Co-ordinator—Studying for Early Childhood Teacher qualification*

Jodie Cowan (M-Th) *Acting Room Co-Ordinator Wednesdays*

Nicole Currie (M/T/W)

Marnie Crowther (M/T)

Sam Manley (W-F)

Priscila Rios (W-F)

*Triona Shannon (M/T Room support)

*Caitlin Mergan (Fridays + W/Th Room Support)

*Linda Quinn-Jarvis (Friday Room Support)

Brooke Woods—Maternity Leave from 14 Feb

ROCKPOOLS ROOM

Annaleise Smith (M/T/F)-*Early Childhood Teacher*

Kate Clements (Th/F)-*Early Childhood Teacher*

Robyne Earl (M-F)

*Linda Quinn-Jarvis (M/T Room Support)

*Carol Barlow (W/Th/F Room Support)

SEABIRDS ROOM

Fiona McFadden (M-Th)-*Early Childhood Teacher*

Taryn McKenna (M-F)

*Tanisha Faulks (Fridays + M-Th Room support)

*Ella Penhey (Fridays Room Support) - *Studying for Early Childhood Teacher qualification*

SUPPORT EDUCATOR (Educator Release for Planning and Programming)

Leessa Tsikleas (W/Th)

KITCHEN

Mark Latter-Centre “*chef*” (M-F) (PT: 7am-2pm)

OFFICE ADMINISTRATION

Sharni Donnelly (M-F) Office open 8am-4pm





We acknowledge that St Anne's Long Day Care Centre is on Nyangbul country in the Bundjalung Nation.
We pay our respects to the Nyangbul and Bundjalung People past and present.
We endeavour to teach our First People's history and culture through our
Education and Care of the children at St Anne's.

Philosophy

St Anne's Long Day Care Centre, as part of the St Francis Xavier Ballina Parish's education and care facilities, recognises that families are children's first and most influential teachers.

The children and families of St Anne's Long Day Care Centre are the foundation of our profession.

St Anne's Long Day Care Centre objective is the education and care of babies, toddlers and pre-school children. Therefore, our goals are to develop respectful, trusting relationships in an environment that is stimulating, nurturing, and welcoming for children, families and educators.

It is the Principles and Practices of the Australian Early Years Learning Framework that guide our work. Added to this are our early childhood pedagogy:

- Educators being responsive to all children's strengths, abilities and interests.
- Play-based learning is for children to learn as they discover, create, and imagine through curiosity and investigation.
- Children learn about their world through their senses.
- Educators providing a balance between child initiated and educator supported learning.
- Educators engaging in intentional teaching which is deliberate, purposeful and thoughtful.
- This work will reflect contemporary theories, current knowledge and research concerning early childhood and children's learning.

The Early Years Learning Framework for Australia reminds us to focus on a child's "Belonging" "Being" and "Becoming" - the here, now and future of the children through our Early Childhood Education and Care at St Anne's.

At St Anne's we acknowledge and respect the uniqueness of each child and his/her family, culture, structure, language, beliefs and customs. We respect, embed and weave the culture of our First Nations Peoples through our programmes as we progress on our Reconciliation journey.

St Anne's Long Day Care Centre Educators and Staff strive for professional excellence in Early Childhood Education and Care. This is achieved through continuous improvement (reflection, evaluation), professional development, collaborative teamwork and access to current research and contemporary theories, concerning early childhood and children's learning.

The National Quality Framework, National Quality Standards, the Early Childhood Australia's Code of Ethics, the National Law and Regulations for Education and Care Services, are imperative to our daily practices.

We at St Anne's believe the Early Years Learning Framework Outcomes of Identity, Contributions to our world, Our wellbeing, Our capabilities and competences, and Our effective communication are relevant holistically to the St Anne's community of children, families, educators, staff and the wider community.

Our Philosophy is regarded as a living document

St Anne's Long Day Care Centre positions itself as privileged to be involved in the education and care of children of the families within our centre community.