



# Families Handbook

*Busy Bees is eager and committed in building a great partnership with you and we are truly happy to welcome you in our centre.*

670 Richmond Road, Glendenning  
NSW 2761



# OUR PHILOSOPHY

We at Busy Bees believe that a child's first five years is a unique and valuable stage of life where immense learning and development are acquired through play and educational guidance. We desire that you and your child experience the happiness and enjoyment we will provide throughout our family-service partnership.

We will always provide developmentally appropriate activities and a safe and nurturing environment that will enhance each child's independence, strengths, competence, and self-esteem. We believe positive relationships between staff, children, and parents are valuable and positive attitudes towards differences in gender, race, religion, culture, and ability are modeled.

Busy Bees Early Childhood Centre believes.... regards to Children:

- Children have the right to a safe, secure environment and a positive self-concept.
- Must be given the opportunity to develop skills in a safe and supportive environment.
- Learn at their own pace and in their own style.
- Must be given positive recognition and acceptance of their social and cultural background.
- Must be related without any form of bias.
- Have the capacity to be a learner and a 'teacher'.
- Children have the right to be respected.
- We believe positive/nurturing relationships set the foundations for a positive sense of belonging, being, and becoming for children and their families.
- We believe that children are active citizens with rights and participants in our community.

Busy Bees Early Childhood Centre believes..... regards to Families:

- A child's relationship with his/her family is the most important and long-lasting relationship in a child's life.
- A family has the right to privacy and confidentiality.
- We have a responsibility to work in partnership with the child's family.
- A family has the right to express their views on the raising of their child.
- We work in partnership with our families to facilitate and guide each child's development to maintain a continuity of care between home and our service.
- We believe in facilitating a lifelong connection with our land, nature, and animals.

Busy Bees Early Childhood Centre believes..... regard to Sustainability:

- Our service value environments and promote sustainable practices as we believe that the children are the next generation. Equipping them to be environmentally responsible will affect the future. We plan activities that will educate our children on the world around them.

Busy Bees Early Childhood Centre believes..... regard to Community:

- We believe a strong engagement with the community impacts the children's learning and well-being. Partnership and engagement in our community promote children's belonging, being, and becoming.

To support this, the following statements outline Busy Bees' philosophy towards providing high-quality child care and an early learning environment.



# Welcome to Busy Bees :

We are a privately owned purpose-built long day care center licensed for 81 children from 0 - 5 years old. We provide government Childcare Subsidy (CCS). We are open for 50 weeks of the year.

## HOURS AND FEES

Opening hours are **6:30 AM** to **6:30 PM**

Our fees are as follows:

Age Group	Fee
Froggies ( 0 - 1)	\$160
Possums (1 - 2)	\$160
Koalas (2 -3)	\$150
Dolphins (3-4)	\$140
Penguins (4 -5)	\$130

All families are eligible for a minimum percentage CCS. Some families may be eligible for more government funding depending on their combined family income and activity. Should you require information regarding the CCS, please speak to the Director or contact **Family Assistance Office** at **13 61 50**.



## Required Documentation

Upon enrolment, the following documents are required for duplication & center records:

- Copy of Birth Certificates
- Copy of Updated Immunisation Record (not the blue book)
- Bond of \$500 (\$450 is bond refundable & \$50 administration fee)
- Copy of Parent's ID (driver's license or passport) aside from the parents
- CRN Number (for both the child and parent)
- Copy of Medicare Card
- Any other documents in regard to the health and well-being of the child (Anaphylaxis, Asthma, Medical conditions, Court orders)

## Public Holidays

We are closed on Public Holidays. Fees will be charged for these days.

## Sick Days and Absences

Fees need to be paid for any day that your child was absent due to sickness or holidays.

## Grouping of Children

The children are grouped to their age and development. Busy Bees has five groups:

Unders 1s

1 to 2 year-olds

2 to 3 year-olds

3 to 4 year olds

4 to 5 year olds



## Arrival and Departures

Educators must be informed that your child has arrived and departed from the premises. Please make sure to Sign In and Out your child/ren in the reception area.

## Collection of Children

Children will **ONLY** be released from care to persons listed in the Busy Bees Enrolment Form. Please be advised that those who are **NOT** listed on the Enrolment Form will not be permitted to withdraw children from care at any given time. You must inform the center educator **prior to collection** if you decide to organize another person (other than those listed above) to collect your child. The person that you nominate to pick up your child (other than those listed on this form) will need to provide the center educator with current identification (license/photo card) upon collection. The provided ID will be photocopied for the center's records.

## First Days

The first day can be an especially difficult time for you and your child. You may be more upset than your child and they can see this and often respond accordingly. We encourage you to stay with your child for a minimum of fifteen minutes to assist you and your child throughout the settlement process at the center. If you would like to spend time at the center prior to your child's commencing at the center, please contact the center educator to arrange a suitable time.

## Center Educators

Our educators are experienced, capable, and caring. Our educators vary in experience, culture, training, and approach toward children. Busy Bees' educators include both early education and childcare specialists. In keeping with our commitment to high-quality care, the Busy Bees' educators team consists of a variety of child service qualifications including diploma, certificate III and ECTs. All educators participate in ongoing training to further develop their skills and knowledge.

It is center policy that all permanent educators hold current First Aid Certificates and that educator members who prepare meals for the children have undertaken relevant courses in nutrition and food hygiene.



## What to Bring

- A complete change of clothing (more if toilet training)
- A sun hat (wide-brim hat).
- A piece of fruit every day.
- Sunscreen lotion is provided in the afternoon by the center (SPF 30+ broad spectrum sunscreen for normal skin-water resistance. Approved by the Cancer Council.) However, if your child requires any special sunscreen cream, please provide it each day.
- If your child has a dummy, a clearly labeled and sealed lid MUST be provided.
- If your child has a bottle, a clear label MUST be accompanied.
- Water Bottle
- Bed Sheet and Blanket
- A Family Photo to be displayed in your child's designated classroom.

**All of the above items are to be clearly labeled with your child's full name.**



## Daily Routine

Our daily timetable changes according to the weather and the needs/interests of the children.

## The Program

Our center program reflects an Emergent curriculum approach that is supported by contemporary research in Early Childhood Education and framed by the Early Learning Framework. Emergent Curriculum recognizes children's interests and individual capabilities as being the driving force of their learning. Observations, conversations, and photographs are used to identify children's interests which are documented in their individual portfolios, through photographs, daily day books, and displays throughout the center. This information is then used as a basis for all indoor and outdoor experiences.

Throughout the year educator also undertake more structured developmental observations and plan according to children's emerging development. These experiences help children who need further development in specific areas i.e. physical, cognitive, language, social and emotional.

## You and Your Child

Our service provides a center-to-family communication platform. Through providing a collaborative platform we ensure that parents are able to witness their child's experiences through a wide range of photos, stories, and learning outcomes. Our service utilizes the KinderM8 application/platform through which each family is provided with a secure login. The KinderM8 application can be accessed on multiple devices including but not limited to computers, tablets, and mobiles.

## Health and Safety

The center has in place stringent Health, Nutrition, and Safety Policies to ensure that measures are taken to maintain safe and hygienic practices for the children and educators. Parents must familiarise themselves with policies relating to medication, immunization, illness, and exclusion as these will affect children's attendance should an outbreak of illness takes place.

If your child has a bad cold, cough, high temperature, diarrhea, or any other infectious disease we ask for your cooperation in keeping your sick child at home until fully recovered. Our educators are there to assist you if you have any cultural, care giving, discipline or hygiene concerns.



## Some Common early Childhood Illnesses

The center must be notified if your child contracts an infectious disease. Children will be excluded from the center for the period indicated below:

Cryptos Iridium	Until diarrhea has ceased
Conjunctivitis	until discharge has ceased
Chicken Fox	For at least until 10 days after spots appear and marks have cleared up
Measles	For at least 7 days from appearance of rash
German Measles	For at least 7 days from appearance of rash
Mumps	For 9 days from onset of swelling
Impetigo	Until exposed sore have cleared
Head lice	Until all evidence is completely cleared
Ringworm	Until all evidence is completely cleared
Diarrhea	Diarrhea motions
Vomiting	Until vomiting ceases
Hand, Foot and Mouth	Until blisters have dried
Coughs and Colds	when there is evidence of continuous green
High Temperature	Until High Temperature is back to normal (36.6 degrees). A high temperature is classified as anything over 37.5 degrees.

This is a guide only and a doctor should be consulted on all diseases. On your child's return to Busy Bees please show the educator a Medical clearance clearing your child of any infection.

Your child's immunization records must be sighted on enrolment and the center records will be updated when necessary. We require a **COPY of your child's immunization record.**



## Children who are not immunise

Please note that children who are not immunised will be excluded from the center when there is an outbreak of serious illness.

## Medication

If your child requires medication please **DO NOT PLACE IN THEIR BAG**, but give it to the educator with instructions. Necessary details also need to be entered into the "Medication Form", dated and signed by the parent. This should be done each day if repeated dosage is required. The educator will sign the form when medication is administered.

All Medication must be left in the original container/bottle.

Any "Over the counter" medications including cough syrups, nappy rash creams, and ointments will only be administered when a medication form is filled out. In some cases, a medical certificate will be required. This is at the discretion of the center management.

## Our Menu

The food is provided by the center. Fresh food and products are purchased on a weekly basis in line with NSW Dietary Guidelines. Our menu reflects the diversity and specific requirements of families that attend the center. We aim to make connections between children's homes and center experiences by providing children with food that is relevant to their culture and family.

Our Menu changes frequently and is displayed near the kitchen.

Our Menu includes:

- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- Late Afternoon Tea

## Quiet Time

Each day the children are provided with a period of rest time. Babies will sleep according to their individual routines and needs. For those children who do not sleep quiet activities will be provided.

## Birthdays

You may bring cupcakes for your child's birthday, so that we can celebrate it here at Busy Bees.



## Toys

Toys, jewelry, money, and sweets are discouraged as they often become lost or broken. They are also too small for young children and often not safe for them to handle (e.g. choking hazards). Please do not allow your child to bring items of real value to Busy Bees as we cannot be held responsible for their loss. We also discourage toy weapons (toy guns, knives, etc.) as we find that this type of toy often leads to aggressive play.

## Newsletter and Notice Board

A center newsletter is published on a regular basis. Any important information is also displayed on a notice board in the center foyer. The center newsletter will inform parents of any social events held at Busy Bees. These gatherings are wonderful opportunities for parents to meet one another and they also enable interaction between home and center life. Information will also be provided to parents via email.

## Center Policies and Procedures

The center's policies and procedures are available for parents. If you wish to view the policies, please see the administration officers. Policies and Procedures must remain on the service premises.

## Notification required when leaving the center

We require a **two weeks written notice** prior to your child leaving Busy Bees, otherwise, two weeks in lieu of, this will be charged. If you wish to discuss any matter with the educator please feel free to do so.

## Parent Participation

Parent collaboration is imperative in providing children with a consistent and supportive learning environment at Busy Bees. There are numerous ways that parents can participate in our experiences at the center.

## Meetings

Parent meetings are held every two months (approximately). These meetings are a great opportunity for parents not only meet one another but also voice their ideas, suggestions and concerns.

## Partnership Program

Our aim is to develop a parent partnership program in Busy Bees. The purpose of this program is to work with you to achieve a clear understanding of your child's needs. This will happen through verbal or written communication on a regular basis.



## Emergencies

Our center will undergo regular Emergency Evacuation Procedures/Drills as required. In the case of an emergency at the center, such as fire, the educator is trained and will organize the children in an orderly fashion towards the most appropriate exits. Measures will be taken to contact the appropriate authorities and parents/guardians will be contacted as soon as possible when it is safe to do so.

The Roll Book and the Sign In Book will be taken by the elected educator member and at the point of safety the children will be called again to double-check that all are present.

We ask that the parents provide details of **Emergency Contact** in the Busy Bees Enrolment Form so that we have an additional three people that can be contacted in the event of an emergency.

We do ask for the driver's license of these nominated people to enable educator to verify their identity.