

ROZELLE CHILD
CARE CENTRE

POSSUMS

INFORMATION

BOOKLET

2007

PHONE: 9555 9658

FAX: 9810 9057

email: rozchild@pnc.com.au

WELCOME TO THE POSSUMS

Hi, we would like to take this opportunity to welcome you to the Possums Room. This information booklet is an outline about our daily routine, our values and our program and we hope that it also informs you about the staff that will be spending the day with your child. We hope to ease the transition for your child and let you know what to expect. We understand it can be a very hard time for both you and your child so please, we are here to support you and we hope we can work together to form a relationship of trust, honesty and respect. This will allow us to care, program and meet your child's needs as best as we can. Please feel free to speak to and approach the staff at any time. We look forward to meeting you all.

IN THE POSSUMS ROOM

During your child's time in the Possums Room he/she will build trusting relationships with staff, develop friendships amongst their peers and we hope feel safe and comfortable exploring their surrounding environment.

We believe that "children are capable, powerful and resourceful and when they are empowered it allows them to engage in meaningful play, become confident and in control of their bodies, develop strategies for exploration, thinking and reasoning as well as create working theories to make sense of the natural, social, physical and material world we live in.

We believe the child is an active contributor and constructor of his or her own learning...as they learn in all contexts, flowing in and out of all the areas of learning, as they explore their environment"
(NSW Curriculum Framework)

"Young children are timeless investigators, explorers, experimenters and problem solvers of their environment, as they seem committed to an endless quest to find out about the world around them" (NSW Curriculum Framework). We find this a vital aspect of their learning so you will find a daily journal displayed near the sign in sheet, which will have photos of the group's day and information on how these experiences relate to their development.

POSSUM'S DAILY ROUTINE

7:15am – 9am Centre Opens
Children arrive, indoor/outdoor play
Multi-age grouping combine until 8:30am
shift commences.
Children at times participate in
the set-up of indoor/outdoor environments.
Free choice of equipment and experiences
guided by the children's interests and requests.
Breakfast provided on request before 8am.

Families, on arrival, please change your child's nappy, following the visual procedure displayed (to minimize cross-infection from home to centre), apply sunscreen (and hat if outdoors) and enjoy a settling experience with your child. During this time, please share any relevant updates verbally with staff, or write a note next to your child's name on the day sheets provided to advise staff of any updated information to meet your child's needs as best as we can. As you prepare to say goodbye, please advise a staff member so that a person can support your child in this transition period.

9am – 11am Morning tea, indoor/outdoor play.
Children wash hands and sit for morning tea
when ready and then transition back to free-
choice experiences.
Children settle for sleep.
Free choice of equipment and experiences,
again guided by children's interests and
requests.
Nappy changes as required.
Craft experiences and story time.

*Designated nappy changes as required.
Sleep. Morning tea and other care giving determined by the children's
personal routines.*

**11am – 3pm Lunch (lunch is put away for those who are
asleep- staggered lunchtime)**

**Indoor play, free choice of equipment and experiences guided by Children's sleep time.
Wake up time/nappy changes
Afternoon tea
Children settled for second sleeps.**

Designated nappy change prior to sleep as required. Older children wash their hands, help prepare tables and sit for lunch together. Younger children have lunch, sleep, nappy change, bottles and other care-giving routines, based upon their personal routines. Sleep times and food intake is recorded on the daily sheets, and any interests, interaction and learning information is recorded in the daily journal. Children waking up from sleep, nappy change as required and staggered afternoon tea.

**3pm – 6pm Outdoor play.
Free choice of equipment and experiences,
guided by children's interests and requests.
Late afternoon snack.
Families begin to pickup children,
indoor/outdoor play.
Multi-age grouping combine from 5:30pm until
6pm. Centre closed.**

Families, on departure, all welcome to change your child's nappy, following the visual procedure displayed (to minimize cross-infection from centre to home) . Please share in our day by reading the daily journal and perhaps making comments and/or suggestions for follow-up experiences by writing them up on our program, which is located above the sign in/out folder. Please say goodbye and advise a staff member of your departure and allow that person to farewell you and your child.

N.B. – Grouptimes are spontaneous and happen throughout the day.

WHAT TO BRING ON YOUR FIRST DAY

- * A written outline of your child's current daily routine noting especially sleep times and duration and feeding/meal times, and your emergency contact details. The more information you can give us the better. *(Please see last page of booklet)*

WHAT TO BRING AND DO EVERY DAY

BRING WITH YOU:

- * A bag (one that fits into your child's locker) filled with the daily essentials ie/ two changes of clothing, approx 5 nappies etc.
- * Enough bottles to last the full day (PREPARED if formula). They **must** be labelled with your child's name and put in the small fridge on the bench as soon as you arrive.
- * If your child drinks anything other than full cream or soy milk, please bring in enough to last the full day.

PLEASE BE RESPONSIBLE FOR:

- * If your child has a soiled nappy on arrival we do *ask* that you ensure that he/she is left clean and dry before you leave.
- * With disposable nappies, please bring in enough to last the full day (usually six to eight) or a box is fine that we can label and store and use as we need to. In this case we will inform you when the box runs low.
- * We provide nappy creams etc, but if you prefer a particular cream, please bring some in. We are happy to use it for your child.

WHAT TO REMEMBER

* **Signing in and out** - it is crucial that you sign your child in on arrival and out as you leave for the day. We use the sign-in sheet as a roll in case we need to evacuate the building.

* **Communication Folder** - please fill in the sheet every day. This tells us about your child's night, who is collecting the child, medication etc. and will allow us to maintain our high quality of care.

* **Medication** - all medication is administered by our trained staff. Please fill in the Medication Book (this is a legal requirement), place medication into the small fridge or the first aid cupboard or to a staff member. **All prescribed medication** needs to have your child's name on it and we will follow only the labelled instructions. If dosage has changed, please see that your doctor or pharmacist has corrected the label.

* **Accidents** - all accidents are recorded on our Accident Record Forms, which we ask you to read if your child has had an accident and sign. In the case of an accident requiring more than basic first aid we will contact you immediately.

* **Food Allergies/Special diets** - Please inform staff if your child has any known food allergies.

* **Who's collecting your Child?**

If a new person is collecting your child and they are unknown to staff, please inform staff of their name, as staff will need to be shown identification!

* Please inform staff if your child's pick up time will be earlier or later than stipulated, as we do try to have your children ready and changed for when you arrive to pick them up. If late, please phone staff.

* **Hats** - it is essential that each child brings in their labelled hat, which remains at the centre. We have a hat policy **NO HAT, PLAY IN THE SHADE!**

* **Clothing** - it is important that your child brings in a full change of clothes. Please do not send your child in singlet dresses or tops, as our sun care policy states that children's shoulders must be covered whenever they are outside. Please ensure your child is prepared for changes in weather e.g. jacket/t-shirt etc.

**PLEASE LABEL EVERYTHING WITH
YOUR CHILD'S NAME**
**(we take NO responsibility for any
unlabelled items that get lost)**

If you have any questions, comments or concerns, we really want to hear from you. We are here to care for your child, so your feedback is vital to us. Feel free to call anytime, a convenient time for a chat would be between 12.30- 1.00 to find out how your child's day is progressing.

Our direct number is: **9555 9658**

We hope that you don't feel too overwhelmed by all this information. Staff will remind you if you forget. We invite you to drop in at any time, as often as you like, even before your child starts. We also welcome your suggestions.

A parent information night will be held on Tuesday, January 31st, 2006 and is an opportunity to familiarise yourself with staff and ask those niggling questions and also to meet other parents.

Please remember to talk to us at any time, as we feel if we work together we can all be happy!!

WHO WORKS IN THE POSSUMS ROOM

DIMI KATSENIOS: ROOM LEADER AND EARLY CHILDHOOD TEACHER

Dimi has worked at Rozelle both full time and casually for the past three years and has now joined the Rozelle team again fulltime in the Possums, after completing her Bachelor of Early Childhood Degree. She has been working in the Possums for the last year and is excited and eager to spend another year in there working as part of the team.

MATILDA SORBELLO: ASSOCIATE DIPLOMA

Matilda has been here at Rozelle for 21 years! She has worked with all age groups from 0-5 although has been in the nursery for three years. Matilda looks forward to working with a new team for another fun and exciting new year in the possums.

ANA MARIA MARTINEZ: CHILD CARE WORKER

Ana Maria is an overseas High School Teacher who has had several years experience working with children in the industry. She is currently studying for a Diploma in Children's Services at TAFE while working in the Possums room part time.

EVY LIE: CHILD CARE WORKER

Evvy has worked at Rozelle for nine years and within that time Evvy has been in the Possums room for six, as well as having worked with the Dolphins (3-5's). She has completed her Certificate III at Tafe. She is looking forward to working again in the Possums.

CANDICE ALLESSIO: CHILD CARE WORKER

Candice has been at Rozelle for the last four and a half years, having previously completed a course in Residential Food and Family Services. Candice has completed her Certificate III in Children's Services. Candice has had experience with the nursery room, with seven years experience working with children.

SANDRA DE GOUVEIA: CHILD CARE WORKER

Sandra has joined our team firstly as a casual, but after fitting in so well, we have kept her. Sandra is currently studying for a Diploma in Children's Services at TAFE while working in the Possums room. She looks forward to meeting all our new families and working with this age group.

There are two relief staff at the centre Stephanie and Lina, who you will see in our room from time to time (please feel free to see their photos in the main corridor).

**POSSUM'S ROOM
WINE & CHEESE INFORMATION
NIGHT**

WHEN: TUESDAY 23RD JANUARY
TIME: 6:30PM

**WHERE: IN THE POSSUMS
ROOM**

WHY???

To ask all those niggling questions and to meet all the staff personally. We discuss all aspects of the program, the daily routine, as well as the centre policies.

**HOPE TO SEE YOU ALL
THERE.....**

INDIVIDUAL DAILY ROUTINE SHEET

NAME: _____

D.O.B: _____

TYPE OF MILK: BREAST
 FORMULA

SOY
COWS
OTHER

ALLERGIES IF ANY: _____

FAVOURITE FOOD: _____

FOOD DISLIKES: _____

SLEEP PATTERNS: (eg. they have two naps. One at 10am
and another at 2pm) _____

PLAY TIME- favourite toys/activities?? _____

SLEEP COMFORTERS (wraps, dummies) FOR SLEEP:
PLEASE SPECIFY _____

DISLIKES/FEARS: _____

LIKES/LOVES: _____