

Cummins Child Parent Centre

RURAL CARE

2027 Parent Information

CRN: 407N0550349C **MOBILE: 0458 704 258**

MCFARLANE STREET, CUMMINS

2027 LEADERSHIP AND STAFF

Mel Degner
Site Leader
Monday - Friday



Mel is the Nominated Person in charge of Cummins Child Parent Centre. Mel Coordinates management of the service through liaising with the Early Years Coordinator and Rural Care and Preschool Lead Teachers and Lead Educators. Mel is the second point of contact for grievances for families and staff when problems persist. Mel manages the waitlist, oversees improvements and plans to ensure performance development of employees. Mel ensures that our center meets compliance to the National Early Childhood Education and care regulations and standards.

Rianna McLachlan
ECW2: Rural Care Lead Educator
Monday, Wednesday, Thursday & Friday



Rianna coordinates enrolments and bookings of Rural care families in collaboration with the Site Leader. Rianna follows directions from the Site Leader and Preschool Coordinator to ensure following of policies and procedures, planning for individual children's play based learning. Rianna reports to the Site Leader and Coordinator, promoting a safe and engaging environment for children. Rianna is the responsible person in the absence of the Coordinator or Lead Teachers.

Rebecca Anderson (Bec)
ECW2 Rural Care Lead Educator
Monday & Thursday



Bec is currently supporting the coordination of enrolments and bookings of Rural Care families, in collaboration with the Site Leader. Bec follows directions from the Site Leader and Preschool Coordinator to ensure that policies and procedures are followed. Bec plans for individual children's play based learning, promoting a safe and engaging environment for children. Bec is the responsible person in the absence of the Coordinator or Lead Teachers.

Kylie Shepperd
Rural Care Educator
ECW 2
Monday, Wednesday & Friday



Kylie has studied and completed her Diploma in Early Education and Care. Kylie follows directions from the Site Leader and Coordinator to ensure following of policies and procedures. Kylie develops individual children's play based learning, promoting a safe and engaging environment for children. Kylie reports to the Site Leader and Coordinator and is the Responsible Person in the absence of the Coordinator or Lead Teachers.

Britney Whittaker
ECW1 Rural Care Educator
Monday, Tuesday, Wednesday & Thursday



Britney supports the educators and children in Rural Care, taking direction from our ECW2's (Diploma trained educators), management, Site Leader and Coordinators. Britney ensures connection with children and families, supporting programming and planning, setting up routines and engages in play-based experiences. Britney reports to ECW2 Educators and the Early Years Coordinator. Britney is currently working towards her Diploma in Early Childhood Education and Care.

Sam Turnbull
ECW2 Rural Care Educator
Tuesday



Sam has a Diploma in Early Childhood Education and follows directions from the Site Leader and Coordinator to ensure policies and procedures are followed. Sam develops individual children's play based learning and promotes a safe and engaging learning environment for children. Sam reports to the Site Leader and Coordinator and is the Responsible Person in the absence of the Coordinator or Lead Teachers.

2027 LEADERSHIP AND STAFF

Siann Cross
ECW1 Rural Care Educator
Tuesday & Wednesday



Siann is an Early Childhood Worker and is currently studying a Bachelor's Degree in Education. Siann supports the educators and children in Rural Care, taking direction from our ECW2's (Diploma trained educators), management, our Site Leader and Coordinators. Siann ensures connection with children and families, supporting programming and planning, setting up routines and engages in play-based experiences. Siann reports to ECW2 Educators and the Early Years Coordinator.

Kayla Feikle
ECW2: Rural Care
Monday & Friday



Kayla is an Early Childhood Educator and a qualified Early Years Teacher. Kayla follows direction from the Site Leader and Coordinator to ensure policies and procedures are followed. Kayla develops individual children's play based learning, and promotes safe and engaging learning environments for children. Kayla reports to the Site leader and Coordinator and is the Responsible Person in the absence of the Coordinator or Lead Teachers.

Leesh Laube
ECW1 Rural Care Educator
Wednesday & Friday

(Preschool: Tuesday & Thursday)



Leesh is an Early Childhood Worker and is currently studying a Certificate III. Leesh supports the educators and children in Rural Care, and takes direction from our ECW2's (Diploma trained educators), management, our Site Leader and Coordinators. Leesh has strong connection with children and families at both Rural Care and Preschool. Leesh supports Rural Care programming and planning, setting up routines and engages in play-based experiences. Leesh reports to ECW2 Educators and the Early Years Coordinator.



CUMMINS RURAL CARE AND PRESCHOOL PHILOSOPHY

- We are inclusive of the whole child and value what each family brings to our centre.
- We respect all cultural differences; Australian, aboriginal and Torres Strait Islander cultures are acknowledged and valued.
- We believe strong relationships are built through effective communication between children, staff and families. We embrace connecting with our community.
- We believe that through meaningful play collaborations children will continue to grow.
- As educators we will provide engaging intentional and spontaneous play opportunities.
- Educators are engaged professionally to further their love for learning. We continually reflect on our practice to improve the quality of care for our children.

WELCOME TO CUMMINS AREA SCHOOL PRESCHOOL

Welcome to Cummins Area School Rural Care. We hope that your time with us is enjoyable and rewarding. We aim to offer the best in education and care for your child. The staff team are always available to answer any questions or respond to any concerns you may have during the initial orientation process and beyond. Please do not hesitate to approach any team member at any time. Take the time to read this handbook, as it will help you to gain an insight into our philosophy, goals, curriculum, policies, and routines.

Our aim is to identify and help the individual needs of children and their families by providing a positive, stimulating, challenging, and exciting educational environment whilst implementing our curriculum around The Early Years Learning Framework for Australia. This framework is based around the following five learning outcomes.

- Outcome 1: Children have a strong sense of identity
- Outcome 2: Children are connected with and contribute to their world
- Outcome 3: Children have a strong sense wellbeing
- Outcome 4: Children are confident and involved learners
- Outcome 5: Children are effective communicators

SERVICES

Rural Care:
Rural Care is as an integrated service, birth- 5 years, and offers out of school hours care. It is open Monday-Friday, 8:00am-6:00pm.

Morning sessions run from 8:00am- 1:00pm and afternoon sessions run from 1:00pm- 6:00pm.

Preschool:
Preschool sessions begin in the year before children commence school for 4 terms. Full-days are offered on Tuesday and Thursday and every Wednesday morning from 8:45-10:45am.

Start of Year Intake (Intake 1): This begins in Term 1 for children who turn 4 years old before 1 May of that year.

Mid-Year Intake (Intake 2): This begins in Term 3 for children who turn 4 years old between 1 May and 31 October of that year. These children can start preschool mid-year.

3 Year Old Enrolment
In 2027 Cummins Child Parent Center will begin participation in the government's roll out of *3 Year Old Universal Preschool.* Eligible children will be able to start Preschool after their 3rd birthday, at an agreed commencement point.

Further information will be sent home to families as their child nears their preschool start date.

FEES

Families are required to pay for all care including care booked on public holidays. These fees are fully recoverable and are subject to departmental debt collection processes. The fee payment process is to be discussed with families prior to enrolment.

Note: *A family is required to sign the Rural Care Booked Care Contract to acknowledge and agree to fee payment responsibilities prior to a booking being accepted.*

THE NEW CHILD CARE PACKAGE

From July 2, 2018, there has been a New Childcare Package. The package helps parents with children aged 0-13 work, train, study, or volunteer. The package includes a new Child Care Subsidy, which has replaced the Child Care Benefit and Child Care Rebate. It is paid directly to services.

You must provide information and details using your Centrelink online account through myGov. For more information on this process, visit: education.gov.au/childcare

PRIORITY OF ACCESS GUIDELINES

The priority of access criteria must be used to allocate available places for children at Rural Care. This is defined in the Occasional Care Program Procedure as children who fall into the Priority 1 or Priority 2 category:

- **Priority 1** – This priority applies to children:
  - in care
  - at risk of serious abuse and neglect
  - in Aboriginal and Torres Strait Islander families
  - in families that include a person with a disability or health condition that impacts their parenting
  - with a disability or additional needs
  - in socially isolated families.

- **Priority 2** – This priority applies to children:
  - in low-income families receiving an Australian Government Pensioner Concession or Health Care Card

There are some circumstances in which a child who is already in a childcare service may be required to leave the service to accommodate a child who falls into one or more of these prioity categories.

To view the Occasional Care Program Procedure please visit:
https://edi.sa.edu.au/library/document-library/shared/occasional-care-program-procedure.pdf

WHAT TO PACK FOR A DAY AT RURAL CARE

When packing for your child's days at Rural Care, please remember to pack:

- A labelled lunch box with a piece of fruit, a healthy lunch and multiple healthy snacks. (Always pack more than your child would eat at home)
- A labelled water bottle
- Labelled spare change of clothes (for accidents and messy play)
- Nappies
- Bottles (if required- measured water in bottle, pre-measured formula for staff to mix if needed).
- A labelled wide brimmed hat.
- Medication that your child requires (Asthma Puffers, Allergy medication etc.)

Please ensure that ALL items that are brought to the Rural Care are labelled clearly so that we can return lost items to their owner.

Rural Care supplies sunscreen and we encourage children to apply at home in the morning and to reapply at Rural Care before fruit and lunchtimes. If your child has a special sunscreen, please pack this, and let us know.

SETTLING IN

Before your child's first day at Rural Care, we require you and your child to attend 2 visits pre-enrolment visits. These visits will be 45min to 1hr and allow your child to meet their educators and become familiar with the Rural Care environment. Please see Rural Care staff to arrange these visits. For children under 2 we suggest starting with ½ days to help them settle into their new environment.

Some children need a lot of reassurance to settle into Rural Care, while others throw themselves whole-heartedly into activities straight away. There is no right or wrong, every child is unique. We recognise that parents know their own child/children best, and staff will support you to develop a suitable system of separation that suits everyone. Please make sure that you always say goodbye to your child when you leave. It is vital that we work together to build trusting relationships.

It is important to keep staff informed of changes in contact details, telephone numbers and emergency contacts and any changes of routine, dietary needs/allergies etc.

KEEPING SAFE: CHILD PROTECTION CURRICULUM

The Child Protection curriculum is implemented in schools, kindergartens and childcare centres. The two main themes are:

- We all have the right to be safe.
- We can help ourselves to be safe by talking to people we trust.

The curriculum is examined in complexity according to the age of learners and implemented from Rural Care through to school years.

2027-2028 SCHOOL TERM DATES

2027		2028	
Term 1	27/01 - 09/04	**Term 1**	27/01 - 10/04
Term 2	26/04 - 02/07	**Term 2**	27/04 - 03/07
Term 3	19/07 - 24/09	**Term 3**	20/07 - 25/09
Term 4	11/10 - 10/12	**Term 4**	12/10 - 11/12

***Please note that Rural Care does not follow school terms and care is available during school holidays (except for during the Christmas break) ***

MEDICATION

If your child suffers from a medical condition or allergy, Rural Care requires a medical plan from your child's doctor to ensure that staff can look after your child's health needs. Please see the coordinator for the appropriate forms or more information. Medication should not be left in children's bags.

Please note that these medical/health care plans MUST be given to the coordinator before your child is able to attend Rural Care to ensure the safety and wellbeing of your child.

INFECTIOUS DISEASES

Families are asked to provide immunisation evidence (from the Australian Immunisation Childhood register history statement) to Rural Care. As of the 7th of August 2020, children will not be able to enrol or attend early childhood services unless all immunisation requirements are met.

Please do not send your child to Rural Care when they are ill or have any infectious diseases, as they spread quickly throughout the Rural Care. If your child does become unwell, please let us know so that we can look for early signs in other children and reduce any spread of the infection.

ABSENCES

If your child will be absent from Rural Care, please send a text message to the staff on 0458 704 258.

Please remember to sign your child in and out using the Rural Care tablet as this is a legal requirement.

CHANGES AND CANCELLATION OF BOOKED CARE

There are forms you can fill out if you know in advance that your child will be absent from Rural Care. These forms are called 'notification of changes' but are often referred to as holiday forms.

Fourteen days written notice is required from a family to cancel booked care and a notification of changes for needs to be completed. In the event that 14 days' notice is not given, sessions will be charged at the full fee rate. Each child is allocated 10 allowable absences each year.

BEHAVIOUR GUIDANCE

Children are encouraged to develop social skills that will allow them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others. Staff members guide children's behaviour and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the preschool.

SEESAW

Rural Care currently uses the SeeSaw App as a form of communication with our parents. Once downloaded onto your phone, you will be provided with an access code from the coordinator. You will then be able to start receiving site-specific information such as reminders about events, interesting links, educational ideas, and communication from educators. If you require any help setting this up, please contact us.

CLOTHING & SUN SAFETY

There is no set uniform for the Rural Care, however if you wish to purchase a shirt and/or jumper please visit the ACE website: www.theacegroup.au

For Kindy and Rural Care Hats please see Rural Care staff.

Please ensure that you dress your child comfortably and appropriately for their day at Rural Care. Make sure your child is wearing a shirt or a top with sleeves and where possible with a collar to comply with our Sun Safety Policy. There is often messy play available to the children so please send them in clothing you are comfortable coming home wet and/or dirty. Footwear should be comfortable and safe for running, climbing, and jumping. Sneakers, sandals, and boots are all appropriate.

LUNCH BOXES

When packing a lunch box please try to keep it healthy. Fresh fruit or vegetables needs to be supplied for healthy snack time. Attached are ideas about what you could supply for lunch and for afternoon snack. We understand that some children can be quite fussy when it comes to eating, keep this in mind and pack things you know your child will enjoy.

SPECIAL SERVICES

Speech Pathology, Occupational Therapy and other special services are available to Cummins Rural Care. If you think your child may require additional support, please see the coordinator.

PARENT COMMITTEE

An Annual General Meeting is held in February. The Parent Committee meets twice a term. Meetings may include guest speakers, working bees, fundraising, and Preschool, Rural Care and School Governing Council reports. There are opportunities to be involved in the Quality Improvement Plan for the centre and to have input into the centre programs. Meetings are advertised in the Preschool and Rural Care Newsletter. All parents/caregivers are welcome to attend.

2026 Parent Committee
President: Chelsea Norton
Vice President: Tegan Stephens
Secretary: Abbi Dahlitz
Treasurer: Maddie Crettenden
Governing Council Rep: Georgia Nelligan
Social Media: Madeleine Crettenden
Committee Members: Jessica Beard, Ell Taylor, Maddi Mooney, Tayla Kemp, Sophie Burge, Mel Long, Rebecca Anderson and Sophie Blacker.

GRIEVANCE PROCEDURE

Our staff are here to ensure you and your child enjoy a happy and healthy experience at Cummins Rural Care. Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is key.

The first person to speak to is always the educator. In almost all cases, parents together with the educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the coordinator, who can work with you and the educator to resolve the problem.

All grievances will be taken seriously, and our best efforts will always be forthcoming.

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POLICIES

All Policies are available for access and are in the red folder on top of the bag rack at Preschool. If you would like a digital version of specific policies, please contact the coordinator.

LUNCH BOX IDEAS

Below we have identified ideas for lunch and afternoon tea that you may like to send your child to Rural Care with.

Remember your child's lunch box will be stored in the fridge until they need it.

Please be aware that we are an allergy-aware centre. While you are permitted to send nuts and nut products, we encourage you to be mindful that some children, particularly younger ones, may not yet be aware of their allergies.

These are just some ideas, send your child along with healthy food you know they will happily eat

Lunch Ideas	Afternoon Snacks
• Sandwiches (meat & salad etc) • Wraps (meat & salad etc) • Cruskits or other brands • Rice Crackers • Scrolls • Rolls (meat & salad etc) • Cold Rolls • Quiche • Vegetable Slice • Dip & Veggie Sticks • Yoghurt dip & Fruit bits • Tuna & crackers • Risotto • Soup • Toasties • Salads (vegetables, fruit, pasta, rice) • Pasta • Left overs from tea	• Yoghurt • Cheese (slices, sticks, cubes) • Celery/Carrot sticks • Dip & crackers • Fruit/Fruit salad • Sultanas • Milk • Biscuits • Rice Pudding • Slice • Sliced Meat • Rice Crackers • Muesli Bars

Dont forget to label all your childs items!
You can find some great name labels and stamps from different online stores or even a permanent marker is a great option too!


KNOWLEDGE IS