

YOUNG BUCKS



Early Learning Centre

Family & Community Handbook

www.YoungBucksELC.com.au

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Welcome | Kaya

I am Jodie Buck, proud owner of Young Bucks Early Learning Centres Pty Ltd. I have extensive knowledge in children's learning and development, as I have been in the Education and Care industry since 1997. I am extremely passionate about exceeding quality standards and leading amazing centres. I was raised right here in the southwest, and I now reside in Cowaramup, with my husband Dean and our three young bucks, Oscar, Jasper and Kaliyah. Our children are our inspiration behind our motto 'Wild @ Heart.'

Inspired by nature, we are opening Young Bucks Early Learning Centres in Dardanup and Treendale. With our educational curriculum focusing on Learning Through Play, we give our absolute love and devotion to children's play-based learning in a stimulating environment, and creating awareness about the communities we live in. We also have smaller Out of School Hours settings available in some areas.

We create magical worlds of indoor rain forests, trees, mud kitchens, animals, and of course plants, mud, sand and natural experiences. We provide environments where mess and learning are merged into one and it is all about letting children, be just that, children. We incorporate as much Australian culture with respectful Indigenous cultural awareness as possible, seeking advice from our local elders, we encourage all families to teach us their own cultures so we can also learn from you.

Our meals have an emphasis on nutrition and healthy eating choices, and a strong focus on individual allergies and cultural awareness priorities. Meals include our own produce from our vegetable and herb gardens that children help to nurture, that provide precious teachable moments.

Our vision of a healthy supportive centre is to ensure the most effective approach to mental health prevention and promotion with our educators, families, and community. It is designed specifically for our education and care industry's mental health. Our dedicated team of educators are registered through a program with 'Be You | Beyond Blue'. Training provides information and guidance on how to recognise behaviours which might indicate signs of mental health issues, how to talk to children and young people about these issues, and how to provide appropriate and timely support.

I hope you enjoy our early learning centres, and please know your feedback directly to me is extremely valuable, as a parent myself I hope we are meeting all of your expectations. If you ever want to contact me directly, I am here for you at anytime.

Warmest Regards

Jodie Buck

Managing Director

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Young Bucks Out of School Hours Care Busselton
2 Recreation Lane, (Baptiste Church)
West Busselton WA 6280



Young Bucks Wild @ Heart Philosophy and Values

Young Bucks Early Learning Centres are inspired by nature and embedded by the elements of the National Quality Framework. Nurturing and educating children go hand in hand with their curiosity and learning peaking in a safe and fun environment that spark wisdom and knowledge—hence our motto 'Wild @ Heart'.

Educational Program and Practice

We critically reflect on our practices as we follow the guidelines set out in our approved learning framework. This ensures we are continually recognising each child's potential through their own direction. As well as whole centre curriculums we focus on the individual and each child has their own evolving learning program to enhance their growth and development at their own pace. We provide learning opportunities along the way, by intentionally teaching, responsive teaching and scaffolding we share each learning journey directly with families so they can see their child's progress. We mentor families on how we observe children and what we look for when guiding children's development.

Children's Health and Safety & Relationships With Children

We value our environments, so sustainability is influenced by our daily routines and our teachable moments encourage healthy lifestyle choices. Risk taking excites us and we love to try new things, reimagining what is possible, through play and laughter. Discussions around speaking up and standing for what is right is ongoing and our educators are all trained in child protection, quality supervision and mental health awareness. Incident and emergency management drills are a normal occurrence involving families and public bystanders where possible—this eliminates panic if ever a real event was to overpower our community. We deliver a curriculum that views children as competent learners and global citizens with the dignity and rights always being priority. With positive educator relationships between children, families, the wider community and each other—it opens our world into respectful and nurturing environments.

Physical Environment

We have designed our purpose-built centres to suit the community needs. By creating magical environments, we can teach the importance of taking care of our world and embedding sustainable practices in our every routines. Inspiring curiosity is our aim and with safe and clean spaces and learning throughout. Our environment tomorrow is dependent on how we manage it today and we are forever reflecting our sustainability strategy through our individualized 'Sustainability Green Living Quality Improvement Plan.' Our resources promote play-based learning in all age groups and a lot of thought and research is created around each inclusive environment.

Staffing Arrangements

We focus on positive and caring personalities when putting our teams together, teams who are passionate about delivering the highest quality care and education. Our educators play an important role in developing trusting and secure relationships between children, families and our community. We understand the importance of quality educators and take the time to attract and mentor our team members to ensure continuity of care, and staff that are here for long term roles and will deliver exceptional learning experiences for children. We look for educators who are responsible, value feedback and are committed to quality improvement in their practices. This is a space where professional educators can learn and grow and upskill as they spark joy across our centre. You will often hear them laughing, singing and just having fun in a safe and friendly workplace environment.

Collaborative Partnerships With Families and Children

We are a multicultural service and respect the rights and requests of our families and community. We believe in and nurture strong links with our wider community and supporting local businesses and initiatives. Working closely with our local schools, child health nurses and our local council to ensure all aspects of our families are supported and recognized. And parents views are heard and followed through practice. Families are supported by our teams and we encourage open communication for better learning and wellbeing outcomes all round. Transitions are carefully planned with the family in full control of how their child is adjusting to a new environment—we nurture both the child and the family in these emotional times. We welcome all families into our centre and encourage them to visit throughout the day and feel comfortable joining in our daily routines and our excursions out into the community.

Governance and Leadership

We lead by example and pride ourselves on being open, honest, fair, treating people with respect, being considerate and also honest with feedback. Our leaders are inspiring and celebrate and encourage our teams and families achievements. Our leaders are mentors in the education and care industry and we encourage you to soak up all of their wisdom and knowledge and we know you can still have fun and laugh while following the guidelines. We have set roles and responsibilities in our centre to ensure children's health and safety is priority, and the development of professionals is led by continuous improvement educational leadership.

Early Years Learning Framework Outcome Goals

We follow the Early Years Learning Framework (EYLF) for Australia. The framework conveys the highest expectations for all children's learning from birth to five years and through the transition to schools. To achieve this we strive to meet the Learning Outcomes set out in the Early Years Learning Framework:

Learning Outcome ONE: Children have a strong sense of identity

- 1.1 Children feel safe, secure and supported
- 1.2 Children develop their emerging autonomy, interdependence, resilience and sense of agency
- 1.3 Children develop knowledgeable and confident self identities
- 1.4 Children learn to interact in relation to others with care, empathy and respect

Learning Outcome TWO: Children are connected with and contribute to their world

- 2.1 Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- 2.2 Children respond to diversity with respect
- 2.3 Children become aware of fairness
- 2.4 Children become socially responsible and show respect for the environment



Learning Outcome THREE: Children have a strong sense of well being

- 3.1 Children become strong in their social and emotional wellbeing
- 3.2 Children take increasing responsibility for their own health and physical wellbeing

Learning Outcome FOUR: Children are confident and involved learners

- 4.1 Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- 4.2 Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating.
- 4.3 Children transfer and adapt what they have learned from one context to another
- 4.4 Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Learning Outcome FIVE: Children are effective communicators

- 5.1 Children interact verbally and non-verbally with others for a range of purposes
- 5.2 Children engage with a range of texts and gain meaning from these texts
- 5.3 Children express ideas and make meaning using a wide range of media
- 5.4 Children begin to understand how symbols and pattern systems work
- 5.5 Children use information and communication technologies to access information, investigate ideas and represent their thinking

Operating Hours

Our centre operates for 50 weeks of the year with a two week break for families, children and our well deserved educators over the Christmas period to spend with their families—we are all run down by the end of the year, so you can imagine how exhausted our educators and children get! Our closing dates each year are displayed on our parent notice board well in advance to help you organise your family around these closure dates. We are open Monday to Friday every other week, other than public holidays which is still charged at normal fees. We open at 6:30am, and we close at 6:00pm, and by law we are unable to supervise children on the premises before or after these approved operating times. OSHC is open from 6:30am-9:00am | 3:00pm-6:00pm and then 6:30am-6:00pm if vacation care is provided at the OSHC service. .

Fees and Statements

All Long Day Care age groups are the same daily rate \$140 per day (\$12.18 hour). If your child attends for the full five days each week on a permanent basis it is \$130 discount daily rate (\$11.30 hour). Families are also required to provide a \$50 once-off administration payment for processing and linking their child to the child care management system and processing the initial enrolments. All meals are included in the daily fees as well as any incursions or excursions in our community and our educational curriculum activities. Fees are charged two weeks in advance at all times. If you would like to increase or decrease days, or end the care, we require two weeks notice in writing for the correct fees to be paid or to stop being processed. Before School Care is \$35 per session (\$14.00 hour) and After School Care is \$45 per session (\$15.00 hour). Remember **families only pay the gap fee, not the full amount after your child care subsidy is applied.**, we will help work out what your gap fee will be.

There is no charge to families for the two weeks the centre is closed over Christmas. Fees are direct debited out of your bank account either weekly or fortnightly depending on what roster and day you choose for it to come out of your bank account. Statements are emailed to you directly to your nominated email account. If for any reason you are late to collect your child you will automatically be charged a \$70 late fee as it is breaching our centres licence of operating times, this fee is a full fee payment and no child care subsidy can be claimed for it.

family tip—parents may find it easier to set up a family email account ongoing for all of their children's statements and school messages separate from their every day emails as you will also be getting learning stories, newsletters and photos of your children directed to this email account so all guardians can have access to and no one misses out on special events or school photo day!

Child Care Subsidy (CCS)

Child care providers must be granted CCS approval under Family Assistance Law to receive CCS on behalf of families. CCS is paid to providers who pass it on to families as a fee reduction—so in a nut shell instead of you paying the cost of the full daily fee, the CCS is paid directly by the Government to the centre and you only pay the gap fee. Families pay the difference between the provider's fee and the subsidy amount. There are important rules about the fees you charge families. Families can get CCS when their child is unable to attend child care up to 42 days a year. Families can get extra absence days in certain circumstances. To apply for CCS you must do this before you start child care and all instructions and video help is found at www.servicesaustralia.gov.au/child-care-subsidy or directly on your MyGov account in the Centrelink section.

Services Australia balances CCS payments after each financial year to ensure families are paid the right amount. It is your responsibility to apply for child care subsidy through your MyGov account in your Centrelink section. The higher your CCS percentage, the less money you are out of pocket. From March 2022 families with more than one child aged five or younger will receive a high child care subsidy resulting in lower fees to pay. You can use the payment finder on Services Australia website to calculate an estimate of what you could be paying based on your household income. If you are having trouble applying for CCS, please come and speak to your Nominated Support Director and they will be able to help guide you in the right direction. It is overwhelming to start with, but together we will navigate it. Families are only allowed to access 42 days per year, including public holidays, for paid CCS on allowable absent days. Any days not attending child care after this is paid at full fee. All normal charges apply to booked days that your child does not attend, including public holidays, sick and annual leave days.

family tip—apply for child care subsidy well in advance of using any child care centre, you do not want to be lumped paying full fees while you wait for it to be approved. Once you have been approved let the centre know so they can help you confirm your Young Bucks Early Learning Centre Pty Ltd enrolment on your MyGov account.

What To Bring Each Day

The biggest necessity for your child to transition into a new environment is their **comforter**, whether that be a teddy, photo of your family, doll, dummy, chew necklace or special item from home. The thing your child never leaves home without is the key to a smooth transition. We don't encourage bringing just any random toy, but we do encourage that item your child can not live without.

Water bottle, we encourage lots of drinking throughout the day and water bottles are used when it is busy play time, for quick and easy access. When children are sitting down having meals, they are encourage to use a cup and pour their own drinks—but is those busy periods when they just don't have a lot of time to stop, but they do have time to sip on their adventures. Water is the only thing we allow in our water bottles for healthy drinking practices.

Milk bottles, if your child is bottle fed, please supply enough bottles for the whole day. This will also help you monitor how much your baby is drinking while away from you. If it is cows, breast or any other direct milk simply fill the bottles up and pop it straight in our fridges provided. If it is formula simply fill the bottles up with sterilised water and leave them in your child's bag with the formula in it's original tin. Milk is the only thing we allow in our milk bottles for healthy drinking practices.

Nappies or underwear for the day, if you prefer to use sustainable cloth nappies, please discuss with our educators how you are preparing to take home soiled nappies, which will either be in a bucket with a lid or zip nappy bags for safe transitions between the centre and home.

family tip—leave bulk nappies and a formula tin at the centre for the week to save packing bulky items each morning, it makes your world a lot easier. Our educators will let you know if your child needs any items stocked back up.

Safe **sleeping bag** or sleeping wrap for rest time. This will go back in your child's bag at the end of rest period. The centre will provide fitted sheets for cots and sleep mats. Spare sun safe clothing in case of a spill or a toileting accidents, or change of weather circumstances. Some children will require more spare clothes than others and only you can be the judge of that. Last of all, of course ... a school bag, not too small and not too big, just the right size for your child to carry on their own back and be independent with their new environment.

family tip—add a photo key chain with your child's photo on it on one side so they know that is their special child care bag and a family photo on the other side so you will always be with them throughout the day.



Parent Involvement

Our centre is just as much yours as it is ours, we work together as a team and we invite you to help guide our practices to align with your family values. Communication really is the key to having a successful child care experience. We want you to feel comfortable enough, to arrive a bit earlier and have time to sit down and read a book with your child or have a conversation about how your child's night was—we want to hear it all, and we want you to be a part of our centre. We want to invite extended family, and grandparents into our centre to teach us how they survived and the lessons they learnt when they were a child, cooking, gardening, knitting, sewing, teach us everything.

We invite parents to come to our casual parent nights, not just to enjoy the cheese and wine, but to discuss things that matter when it comes to caring for your child, and to meet other families in our community. We want open conversations around how you want our centre to run and open the gaps to anything you want know about us.

Policies and Procedures

Our centre is Governed by policies and procedures and this guides educators and families on how our centre is operated on a daily basis. We are regulated by the Education and Care Regulatory Unit and the Australian Children's Education & Care Quality Authority and all of our policies are created in line with these strict child care rules. You can view any policy at anytime and we have a printed copy in the centre, or if you requested any policy, it will be emailed directly to you. We update and review our policies regularly and want invite you to be a part of this review so we know we are continuing to align with your values. You can read the full policies as requested, but we will share a brief overview of some of the policies we think you would like to know on the next few pages, always refer to the policy manual for the most recent and revised policies, that also go into more detail.

Positive Behaviour (Guiding Children's Behaviour)

Staff, educators, students and volunteers will:

- respect the values of parents/guardians and explain this policy must be adhered to
- create calm environment to not overwhelm or over stimulate big emotions
- respond to and acknowledge children's emotions such as happiness, anger, sadness, anxiety, frustration and fear
- establish an environment that promotes positive behaviour
- change the environment around regularly to attract stimulating minds
- take in to account a child's age, individual needs, personality, cultural background and the context of the behaviour
- use redirection and distraction techniques
- not isolate a child for any behaviour or humiliate a child
- not use any form of punishment on any child
- implement strategies that demonstrate understanding of why a child may behave in a certain way
- encourage children to practice positive and acceptable behaviour
- implement strategies that demonstrate an understanding and empathy towards children who display that are not always consistent with their development and temperament
- provide positive feedback when an acceptable behaviour is observed, for example "I like it when you" "I feel happy when you"
- collaborate with families and the management team in managing ongoing behavioural issues.
- Staff are to assist each other in developing and implementing appropriate positive guidance techniques for children at Young Bucks Early Learning Centre.
- staff and educators are encouraged to attend professional development when available either online or in person professional training.
- Together with the help of families, a Behaviour Management Plan may be put in place to help guide children's behaviour into a different direction
- All staff will be aware of the Behaviour Management Plan, as a team we will help put the plan in action
- Behaviour Management Plans will not be discussed with other families, volunteers or students at the centre
- Children who have a Behaviour Management Plan in place, will be treated equally and equitably in our centre
- Behaviour Management Plans will be discussed with the management team prior to be written up
- Behaviour Management Plans will be reviewed regularly with help from the management team and the child's family
- Young Bucks Early Learning Centre has a form for Individual Behaviour Plans, educators and families are welcome to create their own form that suits the individual child with the relevant information that is required
- Before any technique is put into place, staff and qualified educators will collaborate with families in regard to the management guidance strategies so consistent practices can occur across the two environments.

Grievances, Complaints or Misunderstandings

Sometimes we may come across things that we may need clarification on, or if things are not quite meeting our expectations. We value open communication and we want you to come and talk to us about any issues that may arise. If you feel your verbal communication was not resolved or heard clearly, you can always email all of your concerns directly to the centre. Once our Nominated Support Director receives your email, they will speak to you directly. If you still do not feel your complaint has been resolved, you can call the owner of the company directly or if you feel the issue requires our overarching body, The Education and Care Regulatory Unit in Perth, they can also be contacted directly. Our educators and company staff, are more than happy for you to make calls and email until you are comfortable and satisfied with your communication and your response.

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Allergy Awareness

Our centre is allergy aware and all intolerances, religious beliefs and allergies are treated as high medical alertness. Our educators are trained in Anaphylaxis and Asthma First Aid, and we like to have those open conversations with families early on in the enrolment process so we can safely transition your child in our environment. Dean and Jodie have very strict policies around allergies and know all too well how serious allergies can be for young children. When their 2 year old son Jasper touched the hand of a child holding a peanut butter sandwich, the reaction and anaphylaxis was instant, there was no time for the ambulance to make it and Jodie had to give Jasper mouth-to-mouth on the side of the road until help arrive—it is not just a legal policy to them, it is life saving procedures they have also had to live with.

If your child wears an allergy, or medic alert on a daily basis they are encourage to keep that on to keep things familiar, otherwise it is not necessary as our educators will communicate with you and other team members on the best way to help your child transition with an allergy, intolerance or medical requirement we have been alerted to. We educate the team and the children on all allergies and medical alerts so we can all safely transition your child into care in the safest possible way.

Food from outside the centre is not permitted as we are under the Shire's Food Safe Act when it comes to compliance around cooking, preparing and safety providing food knowing all ingredients. We need to be in control of all food items in the centre at all times. We are a nut free centre and if families are running late and have not had breakfast as yet, the educators will provide your child with breakfast.

Helping Families Navigate Child Care and Parenting

Qualified Early Childhood Educators at Young Bucks Early Learning Centre www.youngbuckselc.com.au

Let's be honest here, parenting can have its hard days, and there is so much to learn, especially for new parents—I mean, have you ever been given so much advice in your life since the moment you found out you were expecting? If ever you are struggling in any area of parenting, or you just need to download your parenting roles, please come and chat with our educators, we are here to listen and point you in the right direction if needed. Although some of our educators are not yet parents, they are qualified and professionally trained in child development, behaviours, emotions, developmental skills, toilet training, language skills, social skills, gross motor skills, and so much more in regards to quality care of children, they are a great first source to go to. We also have information and blogs on our website you might find useful topics and happenings in our centre. We know the first 1000 days of a child's life is the key to lifelong healthy and wellbeing that shapes the way that their brains, bodies and emotions develop through life, so that is where our qualified educators come to help this journey unfold before your eyes.

Maggie Dent www.maggiedent.com

Maggie is the Grandmother we all love and adore and just like her website title states, she really is quietly improving lives. If you jump onto her website and click the Nature Play Gallery, you will see some of our local schools featured, including Dardanup Primary School. We value nature play just as much as Maggie does, and we also value her advice and her parenting training nights which we also love to attend her local events. Maggie has some great down to earth parenting advice also on her site from sibling rivalry, anxiety, and family breakdowns. She tackles those hard family issues in a common sense way that we can all understand without the politics and the fancy lingo, and her sense of humor alone is worth a visit to her seminars!

Raising Children Network www.raisingchildren.net.au

This website is supported by the Australian Government that is comprehensive, practical and expert advice that tackles everything from facts and guides from pregnancy, breast feeding, newborns, babies, toddlers, preschoolers, school age children, pre-teens, teens, grown ups, autism, disabilities and A-Z guide to health references. It is your whole parenting journey in one location and we refer to this website quite often.

Starting Blocks www.StartingBlocks.gov.au

This is also an Australian Government website that is everything to do with families using child care. You can find fee estimators, information on quality ratings of child care centres, child development information, coronavirus information, tips for parents using childcare. This website aligns with the Australian Children's Education & Care Quality Authority (ACEQA), which is also our centre overarching body for quality control. This site also has some great expert videos for families navigating the child care world.

Anglicare WA www.anglicarewa.org.au

This site includes Parenting support that is funded by Department of Communities, support for separated families that do not live with their child, separated families, free home-based parenting and early childhood learning programs for children starting school, free parent and adolescent counselling service for parents with young people aged 12-18 years old, programs to support children after separation, young parents support service for parents under 25 years of age, family relationship centres, mums and dads forever program guiding parent separations. So there is something for every family here, they also have the Parenting Connection WA, which delivers all of the free parenting events and workshops near you, this is to help all parents connect and to improve the wellbeing and development of your child. Some of these workshops cover, Protective behaviours, bringing up great kids, dads tuning into kids, tuning into teens, brain development, circle of security. This site also gives you the free multicultural playgroup locations for parents and educator to meet others and share together, with a focus on language and cultural diversity.

Nutrition, Menus and our Super Hero Food Coordinator

Our food coordinator is definitely one of our most beloved super heroes of the centre—we all love the person that feeds us!!! Our food coordinator makes our centre function on meals, love and laughter and is the person we all turn to for advice on healthy eating and how we can sneak those vegetables in with our fussy eaters.

We offer nutritious meals made at the centre daily that include, breakfast if children are early risers, morning tea, lunch and afternoon tea, and a small late snack. To ensure we are providing your child with the correct meal sizes, and caters for all that adhere to the Australian Dietary Guidelines, we have joined a partnership with the Australian Government Department of Health program, Feed Australia. With professional nutritionists that give us an analysis of the food we are preparing for your child, you can be assured your child is getting the best healthy meals.

This program that the centre covers the cost for, also provides meal planning or families which our food coordinator will pass on any new updates and provide information directly to our families. Meal planning not only keeps the costs down for families, but ensures minimal waste for sustainability.

You will find our menus displayed near our kitchen for the week, and we also invite families to share with us what you want on our menu that you know your child would love to eat. Our food coordinator is the centre of our service and we you invite you and your family to come and talk to them often and communicate your child's dietary needs, or get advice on how you can sneak in those healthy vegetables for children who are not so keen on eating broccoli and beans at home!!



We cater each developmental level of eating to each age group so you can be assured your child is eating their meals safely and under full supervision. Our educators also sit down and eat meals with your child to role model healthy eating and also encourage non-rushed conversations around healthy eating and sitting down together. It is also our companies way of saying thank you for choosing us and ensuring our staff are eating healthy and having as much energy a possible throughout the day.

Sometimes children may be sleeping or resting at meal times, our educators will communicate this with our food coordinator and ensure your child gets their meal when they require it. Our food coordinator will clearly outline any meals that have special dietary or religious requirements to ensure there is safe and respectful meals created for your child.

Accident, Illness, Incidents, Hygiene and Immunisations

Accidents and Incidents

We all know children trip and tumble and have general falls, every time this happens our educators will complete an accident report form detailing the accident and the staff supervision at the time. It is important to us that you know of every incident regarding your child and we are open and transparent with all injuries. If it is a serious bump or accident we will call you immediately to advise. All accident reports are to be signed by parents or guardians when they collect their child.

Child Illness

If your child is unwell, we ask they stay away from the centre for the day or until they are better. If your child has had to have Panadol or Nurofen before coming to childcare for any reason, there is a good chance your child is too unwell to attend child care. Medications we will give children throughout the day are medications that are prescribed by a doctor and have the child's name printed on the medication script, asthma medication with a doctor's Asthma Action Plan signed, EpiPens with a doctor's Anaphylaxis Action Plan signed. If you would like us to give your child medication, you will need to complete and sign a Medication Form before you leave and have this approved by our staff. We all understand the frustration of keeping your little with you when you have commitments and work, but we want to see your child in good health to stop the spread of infectious diseases and to ensure their own health and wellbeing is put first. If your child has green or yellow mucus, this is a sign of infection and they will also be asked to stay at home for the day or until the infection is clear. Some children may need a week to recover from a common cold, some bounce back a lot quicker and can return the next day. In some cases we may request a doctor's note for your child to return. We all want a safe and illness free environment. If your child is sent home from illness

Illness Guide For Parents

Our educators go by the Guidelines in the Staying Healthy In Child Care manual, parents can access this online at anytime. This has fact sheets on illness and infections, and recommendations to stay at home when you are ill. At all times we have on the premises a staff member with First Aid, Anaphylaxis and Asthma training.

If our centre has a child or adult that is confirmed by a medical practitioner to have an infectious illness, we will advise all families immediately so you are aware and you can look out for any signs of illness with your family.

Educator Illness

When educators are unwell, they are also not allowed to come to work. If this is the case, we will do all that we can to have a familiar educator to replace them. Sometimes this can not always happen and we do need to call a relief educator. Relief educators are screened by us, and have all the same qualifications as the staff member that is away, they just may be an unfamiliar face to you and your child. We will advise on the room door if an educator is away and who is replacing, sometimes our Nominated Support Director will also jump in and work in the rooms.

Hygiene

Our educators are trained in strict hygiene control and it is monitored by our Nominated Support Director and Approved Provider. We ask that all families, children, staff, educators and visitors sanitise their hands as they enter and exit the building. We ask that you minimize the amount of visitors you bring in with you to drop and collect your child to limit the amount of possible germs entering the building. Remember we have infants from six weeks old and our health and hygiene rules are very strict. Our staff will also be checking children's temperatures and documenting the record upon arrival and during the day if required. Staff and educators also check and document their own temperatures at the start of the day as they commence their shift.

Toys and surfaces are sanitized frequently throughout the day, and things that do not need to be in the rooms and not stored cluttered around to minimize germs and dust staying on them. We think you will notice as you walk around our environments how seriously we take our strict cleaning schedules as you would also expect the highest of regimens for your child to be safe. Of course children are going to share germs—this is a part of building up immune systems and playing in nature-based environments is also the best way to build up those immune systems.

Immunisations

We keep a record of all children, staff and educators immunisations on their confidential files, as a Government requirement. We understand that some families disagree with immunisations and respect that, please understand our staff are only taking direction from the owner of Young Bucks Early Learning Centre Pty Ltd and any concerns regarding this can be discussed directly with Jodie.

Signing Children In and Out

Signing children into the centre and signing them out is a legal requirement to receive child care subsidy. Signing in and out is easy. We have an iPad at the front of the centre that is connected to your families account. You use your own mobile number as your signature and a pin code to get into your account each time. Each family member or person who has been nominated to collect your child will use their own mobile number at the signature and you will all be set up with a pin number by our Nominated Support Director. If the power is out you will be asked to sign a paper form and then approve it electronically later when the power returns. If your child is absent, you will also be asked to agree to them being absent when you next sign in.

Delivery and Collection of Children

When you enrol with our centre, you add all parents, guardians and a few family members or close friends to be the authorized collection people for your child. If you have not added a person to the enrolment form, they will not be allowed access into our building or to collect your child. It is very important you choose a few people to add to the enrolment collection in case of an emergency.

Each person will have a pin code to match their mobile number, or a QR scan code to match and this will both link them to a child to authorise permission to deliver or collect from our centre. If we have not met the contact person before, we will ask for photo identification so please let your contacts know this is non-negotiable to handing a child over, pin codes plus photo identification.

Our staff can help anyone log in and out, please be aware we can only use one phone number per collection contact to gain access to our system.



Sun Safety and Appropriate Clothing

We have sun safe hats that we keep here at the centre, each child will have their name on a hat and this will be their hat for the week. Hats are washed every week. Children have allocated hat zones to place their hat for the week with their name or photo on so it is easily recognizable to them. Hats will not be touching each other to avoid any cross contamination. If a hat gets dirty during the week, it will have an extra wash. You do not need to buy or bring a hat to the centre. We ask that you provide your child with sun safe clothing which includes shoulders covered from the sun while they are at child care—singlets and straps are not recommended and we also want children to feel comfortable enough to be able to jump, climb and run with ease, without their clothing holding them back or your child getting sun burnt.

With our natural environments we check the ground heat before children play on it, we do not use fake grass to avoid little feet getting burnt on the fake plastic. We have plenty of shade and trees and we also check the UV before venturing outdoors to ensure it is safe for children. We have tried where possible to create indoor/outdoor play spaces for children under two years of age to avoid their precious skin in direct sunlight for long periods of time and all areas have plenty of natural ventilation.

We encourage families and children to apply sunscreen as they come into the centre, but don't worry if you are in a rush, we do not rely on this and we will check each child prior to going outdoors. Sunscreen is applied to children 20 minutes before heading out into direct sunlight as per SunSmart recommendations.

We use generic sunscreen, and the brands may change depending what is available in stock at the time. If your child has sensitive skin, or eczema, you may provide the brand you already use and trust, if this is the case we ask that you keep one at the centre and we will write your child's name on it and keep it solely for them.

Our sun safe practices are very strict with precious little ones, so please talk to our educators directly if you have concerns. Our hats may not be the most fashion trendy things—but they keep us safe from the Australian heat and that is all we worry about. Our educators also wear hats to role model, and both educators and children wear hats outside all year round.

Rest and Relaxation

We believe children deserve a peaceful rest and relaxation period in their day, whether it is starting off the morning with yoga, having a short nap or simply reading time with our educators, whatever the rest and relaxation you would like your child to have, we have catered for it all.

Our centre is generally a calm environment, obviously play, dance and playing chasey are loud and fun activities to do—in between these times we provide calming music when needed, dimmed lighting, relaxation sensory aromatherapy oils and things like this to help children relax and feel at home. With a centre that focuses on wellbeing for staff, families and the community in this busy world we live in, it is like stepping into a safe zone when we enter our building.

Yoga is a big part of our daily routine to stretch our bodies, wind down and focus on ourselves in a calm environment. It teaches children breathing skills, increases their self-confidence, and fosters mental calmness which is what our whole vision is all about here at Young Bucks Early Learning Centre.

Your child may have multiple sleeps during the day either in a cot or a mattress, we ensure your home daily routine is followed at the centre, just like at home. Maybe your child no longer has a day time nap, so they may choose to do some reading or puzzles or a dreamtime story with our educators. It is very important to communicate your child's rest and relaxation requirements with our educators, as their routines change so quickly day to day, and your child's routine may even just be a little different for one day and that is perfectly fine.

Transitioning Into Child Care

Whether your child and family are new to the child care experience, or you are simply moving from one child care centre to ours, transitioning periods are very important to discuss and make a plan with our educators. Some transitions will look a little different for each family and that is okay. The biggest thing is to always have your child's personal comforter with them, whether that be their teddy, dummy or special rug they carry each day, they need to have this in a new environment.

When we are discussing transitioning in child care environments, it is not just the initial starting of the care, it is every transition between you handing over your child to our educators, our educators handing your child to you, routine changes from place to place, or activity to activity, ongoing every single day. These transitions are delicate and require smooth planning between everyone involved. Transitions are pathways for children and we want them to be successful and positive. Respecting children and giving them a heads up before the transition is due to change, is one way of helping children prepare for the next event or the next part of our day.

Parents and children may get anxiety of the transitions from parents to educators, and children may struggle with these routine changes and this is why forming strong partnerships with your family and our educators is very important and all knowing the plan and the routines is also very important so children know what to expect and their days become familiar. Families also begin to feel at ease when things begin to feel familiar and they get to know each of our educators also. Your child's needs will always be recognized and supported.

If children do not want to join in, or sit at the table, children are respected and their choice is catered for by transition planning by our educators. By providing fun and calm environments our educators aim to make the routine or the activity as fun and engaging as possible so all children will willingly join in the adventures. Some children take a lot longer to smoothly transition than others, this is very normal for children under five and we are here to help make this easier for you all. We would love to say a transition will look like this, but with each family the transition planning will be different and the process will be guided by our families.

Sometimes children may not be ready to move onto to the next transition as they are so engaged in what they are doing, and in that moment, their activity is the most important thing in the world—our educators understand this and it is the child's choice to continue that. Our educators are relaxed and flexible and Young Bucks Early Learning Centre revolves around children's wellbeing. We invite families to come and have gradual visits to the centre prior to enrolling, this gives everyone a chance to start developing those partnerships that are so important. Families can also come and go throughout the day if this is a transition plan that would work best for your family, it is completely guided by you. If your child gets upset throughout the day and we feel the transition is not going so smoothly we will call you and discuss the best plan to move forward so everyone feels safe and secure in our environment.



The real Young Bucks: Kaliyah, Oscar and Jasper

Team Buck

We hope we have answered some of your questions about who we are and what our values are in regards to your family. It is hard to vision a centre when you haven't seen it yet, so we invite you to be first on our VIP list to come and have a private tour and meet the owner of the company by clicking 'Enrol Now' and we will be in contact with you shortly. I am sure you will also be watching closely as you drive by and see our environments unfold, we can not wait to show you inside. We already have so many families in the community enrolled and ready to go, we know you don't want to miss out.

If you are an educator looking for an environment that is going to take care of your wellbeing, please feel free to upload your resume and working with children card and we can see if you are a match to join our growing team. Remember, we cater for educators of all ages and all skills—we are looking for the right personalities, people full of love and laughter and positive interactions with others, educators who are also Wild @ Heart!! We also do offer traineeships if you feel now is the time in your life you wish to gain those skills to help young children development and grow into their own personalities, you can be any age for a traineeship from teenagers to grandparents.

It takes a lot of professionals and also our own family members to create a unique child care that is focused on wellbeing and we thank you all for being on this incredible journey with us. By choosing a small family owned and operated centre, you will notice you become part of our family just like we are part of your community and we look forward to meeting you all—Aunts, Uncles, Grandparents, your pets, everyone, we really do have so much to share with you!!!

Love Team Buck

Jodie, Dean, Oscar, Jasper and Kaliyah

(we would list all the animals that join our entourage, but we would need another 15 pages for that!)