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A Message from Kayla

The year is almost over, and this will be our last newsletter shared with families for the year. Just like any family, we use the end of the year to reflect on our experiences and share excitement about new beginnings to take place.

It is with mixed emotions that I share news of Victoria's decision to accept a promotional position at another service in 2020. We want to congratulate Victoria on gaining the position however she be sincerely missed at Adventures having been with us since day one. I commend and thank Victoria on her professional growth and for bringing so much joy to our Adventures children and families. We will miss her positive disposition and for acknowledging everyday as the "best day".

Kristin has also decided to move on and focus on the exciting and time-consuming renovation of her beautiful home. We will miss Kristin's motherly touch and wonderfully creative craft ideas- particularly on Halloween!

We are also excited for Alyssa and Kitty who have taken up the opportunity to transfer to our WPH centre. It is an exciting journey they embark upon allowing them to grow professionally and learn more about how WPH Adventures operates. I know they are leaving behind some wonderful relationships, and I know sure they will pop over to visit or work from time to time.

So as every great story goes, there is always happy resolution to somber farewells. It is with great pleasure that we welcome three wonderful educators, Annika and Yasmin, transferring from the West Pennant Hills centre. We are also very excited to welcome Bianca a brand-new educator in 2020.

Annika is a familiar face having completed her work experience with us at Pennant Hills back in July. Annika is very excited to return to Pennant Hills and see all the children and families she bonded with earlier in the year.

Yasmin is equally as excited to join the Pennant Hills team, continue practicing and learning new skills and to share her creative flare and dancing skills with the children. Yasmin is very excited to learn about how Adventures PH operates and build relationships with children, families and staff.

Bianca will also be joining Adventures to continue with her traineeship. Bianca is an incredibly talented singer who is very eager to share her passion with the children through music and singing. Bianca is also very much looking forward to meeting and building relationships with all the children and families.

I am pleased to share Adventures staffing arrangement for 2020.

Discoverers (0-2):

Eileen Ryan (Room Leader)
Clementine Leedham
Yasmin Zeid (M-W)
Sunita Rawat (W-F)

Explorers (2-3):

Nikki Pearsall (Room Leader)
Annika Stromquist
Bianca Puzziello
Caterina Kliman

Investigators (3-4):

Mandy Coy (Room Leader)
Jayde Hamill
Anne Morris (M-W)
Laura Nisbet (Th-Fr)

Navigators (4-5):

Tessa Steen (Room Leader)
Elaine Innes
Briahna Duke

On behalf of all the staff at Adventures Pennant Hills we wish you and your families a Merry Christmas and a safe and joyful holiday until we reunite again on Monday 6 January 2018.

Kayla

Important Notices

2020 Fee Structure

0-3 years- \$135

3-5 years- \$115

We offer 2 weeks at 50% fees (pro-rata) if you advise us that you are taking your child out of care to go on a family holiday. Please provide at least two weeks notice in writing to apply for this discount.

If your child is unwell and does not attend at short notice, fees are payable. Government child care subsidies (up to 42 absent days) are still applied for these absences.

CCS Reminder

Please ensure any employment changes that may occur throughout the year are updated on your MyGov account, so your Subsidy is estimated accurately.

Update Children's Information IMPORTANT REMINDER

It is our duty of care to ensure that we are prepared to act quickly and responsibly in the event of an emergency. To do this effectively we need your help.

If any of the following information has changed since enrolment please contact us as soon as possible:

- Your address & contact details
- Authorised emergency contacts
- Emergency contact phone numbers
- Any changes to your child/ren's health information
- Authorised person/s given permission to collect your child/ren

Thank you.

Staff Achievements

Congratulations to the following Adventures educators on your commitment to ongoing learning and professional development.



Bri
on the completion
of your Certificate III.



Sunita
on the completion
of your Certificate III.



Victoria
on the completion
of your Diploma.

Congratulations

Louisa, Tom and Max on the birth of your beautiful boy Zachary.

Jessica, Aaron and Kase on the birth of your beautiful girl Kyrah.

Brooke, John and Luke on the upcoming birth of your beautiful baby.



Dates for the Diary

Monday 6th January
First day back for 2020

Monday 27th January
Australia Day Public Holiday- Centre
Closed



Fariba's Favourite Recipe

Sunflower Seed Cookies

INGREDIENTS

- 1 cup Crushed Sunflower Seeds
- ½ Cup Coconut Flour
- 1 Cup Cornflour
- ½ Cup Oat Flour
- ½ Cup Wholemeal Flour
- 2 Cups Nuttelex
- ½ Cup Icing Sugar
- 2 Tbsp Sesame Seeds



METHOD

1. Preheat oven to 160°C.
2. Line 2 baking trays with baking paper.
3. Use an electric mixer to combine Nuttelex and icing sugar. Mix well until smooth.
4. Add the dry ingredients one by one and mix well until all combined.
5. Scoop out roughly 35-40 1 tablespoon sized mounds onto lined trays.
6. Bake for 30-40 minutes or until light golden brown.
7. Transfer to wire rack for cooling.
8. Enjoy freshly baked or store in an airtight container.

Policy Under Review



Fees Policy

Aim

For parents to pay their child care fees on time as agreed upon at enrolment.

Legislative Requirements

A New Tax System (Family Assistance) Act 1999
 Education and Care Services National Law Act 2012
 Education and Care Services National Regulations 2012 (Last updated 1 Feb 2018)
 National Quality Standards 2017

Who is affected by this policy?

Parents
 Management

Implementation

Fees must be paid weekly or fortnightly using either Direct Debit or Direct Credit to be set up prior to commencing care.

Fees are required to be kept **TWO (2) weeks in advance at all times**. Fees can be paid weekly or fortnightly in advance.

Fees are payable for every day of your child's enrolment including sick days, holidays and any other absences. Fees are not payable for any days the centre voluntarily closes over Christmas and gap fees are waived for any days the service closes due to public holidays.

Adventures will waive the normal daily fee by 50% for two weeks (pro rata) in a calendar year for any holidays advised in writing with 2 weeks' notice. This offer is not cumulative and restarts at the beginning of each calendar year. Children starting in June or later in a calendar year will be offered one week of reduced fees for that year.

Child Care Subsidy (CCS) is available from the Federal Government to help with costs for approved and registered early childhood education and care. To receive CCS, families must use approved or registered care, be responsible for paying the child care fees, and have immunised their child (or be exempt from the requirements for medical reasons). Parents must contact the Department of Human Services to register for Child Care Subsidy

Child Care Subsidy can only be received through a reduction in fees through the service

Child Care Subsidy (CCS)

There are three factors that determine a family's level of Child Care Subsidy. These are:

1. Combined annual family income
2. Activity test – the activity level of both parents
3. Service type – type of child care service and whether the child attends school

The Child Care Subsidy will be paid directly to providers to be passed on to families as a fee reduction. Families will make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

A receipt will be issued for all fees paid which will include the child's full name, date of care, date of payment, amount, etc.

If the incorrect amount is paid, change will not be given, but will be credited to the families account.

A deposit of FOUR (4) weeks full fees is required upon enrolment. Upon accepting a position and paying the deposit the service will hold the position for you until the child's start date. Any withdrawal of the child (before starting) will forfeit 50% of the deposit as stated in the letter of offer.

Our terminating and change of attendance policy is that four (4) weeks written notice must be given otherwise 4 WEEKS FEES will be accounted to you.

Overdue Fees

Any parent who is one week or more in arrears will receive a *FRIENDLY FEE REMINDER*. Parents can make an appointment to speak with the Approved Provider/Director to reach an agreement regarding payments. **Continuing fees in arrears will jeopardize the child's place in the Centre.** A fee of **\$2.00 per day** will apply to all overdue fees.

Dishonoured Cheques – Deposits Only

Should this unfortunate incidence occur we regret that a charge of \$15.00 per cheque will be charged to the families account.

Charges for late collection of a child

Any late pick up will incur a fee of \$30 per 10 minutes (or part thereof) on or after 6.10 pm to cover overtime costs incurred for staff to stay behind after the end of their shifts.

Procedures

1. Reassure the remaining child and engage a staff member to occupy the child in an activity.
2. Staff to telephone the parent from 6:00pm if child has not been collected.
3. From the enrolment form, work through the list of contacts for parents, alternate contacts and emergency contacts.
4. Make several attempts to contact a parent or authorised person to collect the child. Record details and times of attempted contacts.
5. If a child cannot be collected by an authorised person, and the parent verbally advises an alternative person to collect their child, adequate proof of identity must be produced eg: a driver's license.
6. The pickup time is to be recorded in QikKids Kiosk.
7. A time based late-fee is billed to the account.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: Sept 2018

Date for next review: Sept 2019

There's Nothing In My Bag Today
Author Unknown

Today I did math and science and I toasted bread,
I counted, measured and I used my eyes, ears and my head.
I added and subtracted and used magnets and blocks on the way
I learned about a rainbow and I learned how to weigh.
So please don't ask me, "Is there anything in your bag today?"
For you see, I'm learning all about sharing as I play.
I learned to listen and speak clearly when I talk,
To wait my turn, and when inside, I learned I have to walk.
To put my thoughts into a phrase,
To guide a crayon through a maze.
To find my name and write it down,
To do it with a smile and not a frown.
To put my painting brush away.
So please don't say, "Nothing in your bag today?"
I've learned about a snail and a worm.
Remembering how to take my turn.
I helped a friend when he was stuck,
Learned that water runs off a duck.
I looked at words from left to right,
Agreed to differ, not to fight.
So please don't say,
"Did you only play?"

The importance of play in children's learning and development

Learning through play is one of the most important ways children learn and develop.

Friedrich Froebel, a German educator who created the concept of the 'kindergarten', believed that "play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul."

Educators at your child's early childhood education and care service might have told you that they use a 'play based' approach for children's learning and development.

Play is an activity where children show their remarkable ability for exploration, imagination and decision making. While play is often described as 'children's work', it is intensely enjoyable for them. The type of play children engage in and its purposes change over the course of childhood from infancy to adolescence.

You may have realised that as a parent, you don't generally have to make children play or provide incentives to play. This is because children seem to have a natural urge to play and playing brings a level of pleasure and interest which means it can be maintained without external rewards.

What does a play based approach to learning look like?

Educators at early childhood education and care services use a wide range of play based experiences for children's learning and development rather than using structured 'lessons' or formal teaching experiences. They set up games indoors and outdoors that are age appropriate, which can be played safely and enjoyably by every child.

Educators encourage children's learning through play by:

- providing resources that reflect children's ages, interests, knowledge, strengths, abilities and culture to stimulate and support play. Resources which allow open ended use of items like blocks or cardboard boxes foster creativity and the ability to manipulate concepts mentally as children. For example, turn a box into a car.
- planning play experiences based on the assessment of children's individual differences, interests, developmental needs and ability. For example, as a child learns to hold a pencil to draw and write, educators will give children different sized objects to grasp, and to build strength in the child's fingers.
- observing children as they play so that they can understand how they play with other children, what skills and understanding they demonstrate in play and what activities can strengthen their skills in play.
- joining in children's play to extend the child's learning and to model skills such as reasoning, appropriate language, and positive behaviours.
- providing large blocks of unhurried and uninterrupted time for play for children's ideas and games to develop.

How can you contribute to your child's learning through play?

Children's success as learners depends on strong foundations developed from infancy. Play based learning fosters critical skills, understanding and dispositions which are essential for your child's lifelong learning and wellbeing. You can encourage your child's learning through by:

- sharing information about your child's interests and abilities with their educators so that they can plan play experiences for your child based on their interests and abilities
- playing with your child
- discussing your child's program with the educators at your child's service, and the activities your child enjoys playing and taking part in
- advocating for safe and interesting play spaces in your local community.

Information for Families



StartingBlocks.gov.au

Starting Blocks provides parents with information about early childhood education and care.

Starting Blocks is a starting point to:

- learn about children's **developmental milestones**
- understand **what to expect** from an early childhood education and care service
- **find services** and learn about their quality ratings
- get tips on starting child care or preschool, and **what can be done at home** to encourage your child's learning and development.

Starting Blocks aim is to provide you and your family with trusted information, all in one place

Starting Blocks is brought to you by the Australian Children's Education and Care Quality Authority (ACECQA). ACECQA is the national body, overseeing the implementation of the National Quality Framework (NQF), which has been developed to improve the standard of education and care.

Come along to...

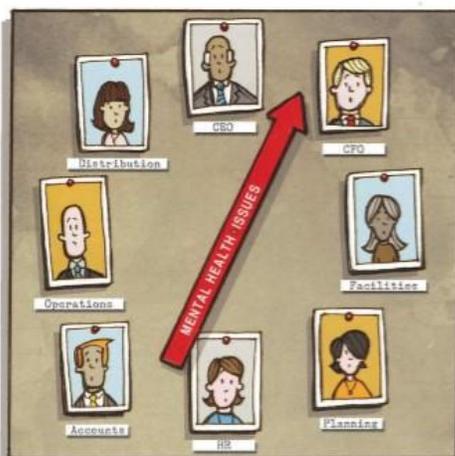
English Classes at St Mark's

We have classes to suit all English ability
Learn or practise English in a friendly, relaxed group.
Morning tea is provided and a creche is available for small children.
Classes will use a variety of resources, including the text of the Bible.

- 📅 **Mondays, 9.30am to 12pm** (during school terms)
- 📍 **At St Mark's Anglican Church Pennant Hills** (Corner of Rosemount Ave & Warne St)
- 💰 **Cost is only \$2 per week**

To register, or for more information contact
Email: english@stmarks.com.au
Phone: (02) 9980 8012 (if unattended, please leave your name, phone number and someone will contact you)

www.stmarks.com.au



Doesn't matter who you are, what you've done or how much money you make; mental health issues don't discriminate.

Get help, be helped, have hope.



One in five Australians are diagnosed with mental illness every year and many more experience the symptoms of poor mental health. No matter where you have come from, or where you are going, help is always available.

MENTAL HEALTH IS EVERYBODY'S BUSINESS

A mentally healthy workplace is one where every individual can realise their potential, work productively and make a contribution.

The Black Dog Institute is dedicated to improving the mental health of Australians through research, clinical expertise and education.

For more information on mental health and wellness go to:
web: blackdoginstitute.org.au in: [linkedin.com/company/black-dog-institute](https://www.linkedin.com/company/black-dog-institute)
twitter: @blackdoginst fb: www.facebook.com/blackdoginst

