

Term 4 Newsletter

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A Message from Kayla

I am aware that many of you are eager to learn about the staff who will be staying at Pennant Hills and those transferring to Turramurra. Throughout this process, we have prioritised maintaining continuity of care for your children while ensuring that our staff receive the growth and professional development they need and deserve.

In light of these considerations, we have extended transfer offers to Rochelle, Mandy, Tessa, Ashleigh, Clementine, Taylor, Angela, and Selina. Participating in the startup of a new service will provide these exceptional educators with a unique opportunity for professional and personal growth. While their absence will be felt at Pennant Hills, we are incredibly excited for the opportunities that await them. Their transition over to Turramurra will be gradual as the centre builds to capacity, so there will be time to send your wishes their way.

Looking ahead to Pennant Hills in 2024, I am thrilled to introduce the new Pennant Hills Leadership Team. A group of dedicated educators who possess a wealth of experience and passion for early childhood education. Their diverse strengths and unique perspectives will undoubtedly contribute to the continued success and positive atmosphere within our centre.

2024 Pennant Hills Leadership Team:

- Eileen will continue in her role as the Babies room leader. We are grateful for Eileen's unwavering dedication to the Babies Room, and we look forward to the continued joy and security she brings to this essential role.
- Under Tessa's mentorship and guidance, Jayde has thrived in her room leader role and will remain room leader of the Navigators room into 2024. We are confident that her continued dedication will contribute to the ongoing success and positive atmosphere within the room.
- Mabel will step up as Room Leader in the Investigators room following up a large portion her beloved toddlers as they embark on their preschool journey. She brings a wealth of knowledge and a nurturing spirit that is sure to create warm and inclusive learning environment for all the Investigator children.
- Delaney has accepted the position of Explorers Room Leader, and we have no doubt she will thrive in this role as she educates some of our littlest Adventurers through toddlerhood. Her commitment to fostering a sense of wonder and curiosity aligns perfectly with the developmental milestones of toddlers.
- Jenna has eagerly accepted the offer to resume her Assistant Director role, working alongside me in the office while continuing to support the teams in the rooms. We are confident that her leadership and collaborative spirit will have a positive impact on the Pennant Hills team.

As we bid farewell to 2023, we want to extend our warmest Christmas wishes to you and your families. May the new year bring you joy, love, and countless cherished moments. Thank you for entrusting us with your children. We are excited for what 2024 holds for us and look forward to many more adventures together.

Kayla

Merry Christmas!



2024 Fee Schedule

0-3 Years: \$170

3-5 Years: \$150

Dates for the Diary

January

- Monday 8th – Centre Opens for 2024
- Thursday 25th- Australia Day Celebration- **Wear Australian Colours**
- Friday 26th - Australia Day Public Holiday **(Centre Closed)**

February

- Friday 9th- Lunar New Year Celebration- **Wear Red**

March

- Friday 15th – Red Nose Day
- Monday 18th – St. Patricks Day Celebration **(Wear Green)**
- Thursday 21st – Nowruz (Persian New Year)
- Thursday 21st – Harmony Day **(Wear Orange)**
- Monday 25th – Holi (India)
- Sunday 31st – Good Friday **(Centre Closed)**



Staff News

Welcome

We would like to extend a warm welcome to Caitlin who has joined the team. Caitlin will be commencing a traineeship with us in January.

Congratulations

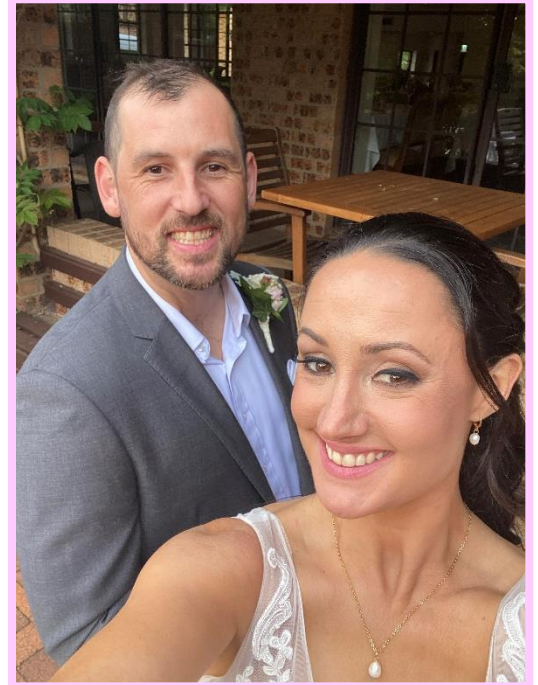
To Abbey who has successfully completed her Certificate III Early Childhood Education and Care.
To Angela who has successfully completed her Diploma in Early Childhood Education and Care.
To Karli for successfully completing her Food Safety Supervisor course.



Congratulations

Jenna and Grahame!

A beautiful day for a beautiful couple!



Educator Professional Development

- Adventures Mini Series Training
- Continued StoryPark Training
- Visual Aids and Key Word Sign Workshop
- Inclusive Curriculum in Early Childhood Education
- Birdie's Tree- Children's Wellbeing Program
- Reconciliation 101- Reconciliation in Early Years Education
- Self-Assessment and QIP Planning Portal



Congratulations to...



Congratulations Jessica, Bassem and Demi on the birth of your beautiful baby.

Karli's Favourite Recipe

Healthy Banana, Coconut & Cocoa Slice

Makes 88

Dry Ingredients

- ☞ 2 Cups Desiccated Coconut
- ☞ 1 Cup Brown Sugar
- ☞ 3 Cups Wholemeal Flour
- ☞ 4 Tsp Baking Powder
- ☞ 1 Cup Chia Seeds
- ☞ 2 Tbsp Cocoa

Wet Ingredients

- ☞ 1 x 400ml Coconut Cream
- ☞ 2 Cups Mashed Banana
- ☞ 2 Chia Eggs (see note 1)
- ☞ ½ Cup Water



Method

- ☞ Preheat oven to 180°C
- ☞ Prepare and line a 30cmx40cm tray.
- ☞ In a large bowl combine dry ingredients.
- ☞ In a separate bowl combine wet ingredients.
- ☞ Add to dry ingredients and gently mix through.
- ☞ Spread evenly on prepared tray.
- ☞ Bake in the oven for 320minutes.
- ☞ Allow to cool and slice to desired sizes.
- ☞ Enjoy with a Cuppa and Baby Chino for the kids!

Notes

1. To make a chia egg combine 2 Tbsp of Chia Seeds with 6 Tbsp Water and soak for 15-20 minutes.

2024 Start Strong Funding

NSW Department of Education



Preschool fee relief in long day care

If your child turns 4 years old on or before 31 July 2024 and is enrolled in a preschool program at an eligible long day care service, you will receive up to \$2,110 in fee relief.

If your child is 3 years old and not yet 4 years old on, or before 31 July in 2024 and is enrolled at an eligible long day care service, you will receive up to \$500 in fee relief.

This fee relief is available to families through long day care services in the 2024 Start Strong for Long Day Care program.

The fee relief will be passed on to you by your long day care service as a weekly reduction to your session fee or gap fee. The reduction will be shown to you in a regular invoice or statement from the service.

The fee relief is in addition to and will not impact on your Child Care Subsidy payments provided by the Australian Government. Fee relief is not means tested and there are no residency or visa requirements.

You will still need to pay any gap fees remaining after the Child Care Subsidy and fee relief have been applied.



What happens if my child starts later in the year?

If your child starts later in the year, your weekly fee reduction does not change.

This is because services must spread the fee relief across the number of weeks they are open and apply the fee relief as a reduction to weekly fees for each child.

For example: if a service is open 50 weeks a year, they will pass on a reduction of:

- up to \$42.20 each week for children who are at least 4 years old on, or before, 31 July 2024
- up to \$10 each week for children who are 3 years old and not yet 4 years old on, or before 31 July in 2024.

If your child enrolls in a long day care service in June, then you will receive fee relief of up to \$42.20 or up to \$10 from the week your child's enrolment starts at that long day care service.

What happens if my child is sick and does not attend the service for the day?

If your child is sick and does not attend on one of their enrolled days, your weekly fee relief amount does not change.

You will still receive a reduced fee from your service.

The fee relief is linked to enrolment not attendance.

What information will I need to provide to access the fee relief?

To access the fee relief, you will need to complete a Declaration and consent form, your service will help you do this. You will need to consent to your service sharing some of your child's information with the NSW Department of Education and the Australian Government.

Your service will provide you with a Declaration and consent form which explains what details are required and how the information will be used.

Can I get fee relief from more than one service?

No, you can only access fee relief from one service, at any one time but you can choose which service you receive fee relief from.

This means if your child attends a preschool program at another long day care service or community preschool, you will need to nominate which service you will receive your fee relief from. You will need to complete a Declaration and consent form and your nominated service will help you do this.

Where can I find more information?

Speak to your service to better understand how the fee relief is being passed on to you.

For more information on fee relief, visit education.nsw.gov.au/startstrong.

Contact us on **1800 619 113**, or by emailing ececd@det.nsw.edu.au.



Policy Under Review

Delivery of Children to, and Collection from, Education and Care Service Premises Policy

Policy Statement

We are committed to the safe delivery of children to, and collection from, our service. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the delivery of children to, and collection from, the service premises. Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including providing adequate supervision and preventing the entry of unauthorised persons. The transition of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during their delivery to, and collection from, the service premises can be enabled by the creation of policies and procedures and an effective process for their implementation.

Legislative requirements

- Education and Care Services National Regulation 2012
- Education and Care Services National Law Act 2012
- National Quality Standards 2017

Principles to inform your policy

All decision-making should be carried out in accordance with the principles of your service's Delivery of children to, and collection from, education and care service premises policy. Examples of principles could include, but are not limited to:

- The safety, health, and wellbeing of the children at our service is paramount. Our policies and procedures ensure that children are safeguarded at the points of delivery to, and collection from, the service.
- We value and respect our families' decisions about their children. This includes decisions about the people authorised to collect their children from the service premises.
- We acknowledge the important role played by our service leaders, educators, and staff. They are provided with the necessary training and support to implement the policies and procedures for the delivery of children to, and collection from, the service premises.

Key terms

Term	Meaning	Source
ACECQA – Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au

Authorised nominee	A person who has been given permission by a parent or family member to collect the child from the service or the family day care (FDC) educator	National Law (Section 170)
Authorised person	<p>Means:</p> <p>(a) a person who holds a current WWCC [working with children check, or equivalent]; or</p> <p>(b) a family member of a child who is being educated and cared for by the service or the FDC educator; or</p> <p>(c) an authorised nominee of a family member of a child who is being educated and cared for by the service or the FDC educator; or</p> <p>(d) in the case of an emergency, medical personnel or emergency service personnel; or</p> <p>(e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a WWCC [working with children check, or equivalent].</p>	National Law (Section 170)
Enrolment record	<p>The approved provider must ensure that an enrolment record is kept for each child enrolled at the service, and the FDC educator must keep an enrolment record for each child they educate and care for. The record must include:</p> <ul style="list-style-type: none"> • Full name, date of birth and address of the child. • The name, address and contact details of <ul style="list-style-type: none"> • each known parent of the child • any emergency contact • any authorised nominee • any person authorised to consent to medical treatment or administration of medication • any person authorised to give permission to the educator to take the child off the premises • any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child. • Details of any court orders, parenting orders or parenting plan. • Gender of the child. • Language used in the child's home. • Cultural background of the child and their parents. • Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs. • Authorisations for: <ul style="list-style-type: none"> • the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child • the service to take the child on regular outings • regular transportation of the child. • Name, address and telephone number of the child's registered medical practitioner or medical service. • Medicare number (if available). • Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis. • Any medical management plan, anaphylaxis medical management plan or risk minimisation plan. • Dietary restrictions. • Immunisation status. • If the approved provider or a staff member has sighted a child health record, a notation to that effect. 	National Regulations (Regulations 102, 102D, 160–162) Guide to the NQF (Management of records – Children's enrolment record.
Parent	In relation to a child, includes:	National Law (Definitions)

	<p>(a) A guardian of the child; and (b) A person who has parental responsibility for the child under a decision or order of a court.</p> <p>For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child.</p>	
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Links to other policies

Refer to related policies and procedures, for example:

- Enrolment and orientation
- Acceptance and refusal of authorisations
- Providing a child safe environment
- Incident, injury, trauma, and illness
- Transportation of children
- Excursions

Induction and ongoing training

Induction training happens over the first few weeks of employment with continuous ongoing training and information sharing to assist managers, co-ordinators, educators and other staff to fulfil their roles effectively on a monthly, bi-monthly, quarterly, or annual basis.

Policy created/reviewed, monitoring, evaluation

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



Reference to policy and philosophy

To ensure that all Children are in an environment where they can arrive and depart safely from the Education and Care Service.

Adventures Preschools procedures also reflect our overall philosophy and evidence-based quality practice guidelines for Delivery of Children to, and Collection from, Education and Care Services Premises.

You will find our Delivery of Children to, and Collection from, Education and Care Services Premises policy in our policy folder located in the foyer.

Procedures

The following guidelines must be adhered to at all times to ensure the safety of all children:

Arrival:

- It is essential on arrival that all Children are signed **IN** by a parent or responsible adult. This also assists Educators/Staff in the event of evacuation of the Education and Care Service. **This is the Parent/Guardian's or**

Authorised Nominee's responsibility.

- An Educator/Staff member will greet and receive the Child at all times.
- Each Child has their own locker for personal belongings.

Departure:

- Nominated Supervisors are to ensure that the authorised pick-up list for each child is kept up to date.
- No Child will be released into the care of any persons not known to Educators/Staff. If Educators/Staff don't know the person by appearance, the person must be able to produce some form of photo identification to prove that they are the person authorised to collect the child on the enrolment form.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of photo identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and Educators/Staff cannot contact the Parent/Guardian, the child must not be released into the care of that person.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and Educators/Staff feel that the person is unfit to take responsibility for the child, the Educators/Staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Educators/Staff are to suggest that they contact the other Parent/Guardian or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, Educators/Staff are to inform the Police of the circumstances, the person's name, and vehicle make/model and registration details.

Educators/Staff cannot prevent a Parent/Guardian from collecting a child, but do have a moral obligation to persuade a parent/Guardian to seek alternative arrangements, if they feel the Parent/Guardian is in an unfit state to accept responsibility for the child.

- It is essential on departure that all children are signed **OUT** by a Parent/Guardian or Authorised Nominee as per enrolment form. This also assists Educators/Staff in knowing who has left the Service.
- At the end of each day 2 Educators/Staff members check the premises and QikKids Kiosk to ensure that no child remains on the premises after the Education and Care Service closes.

An Authorised Nominee must be a minimum age of 18 years old to sign a child in or out of the Education and Care Service unless mutually agreed in writing by the Nominated Supervisor/Approved Provider and parent/guardian (see *Acceptance and Refusal of Authorisation Policy*).

Roles and responsibilities

Approved Provider

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- ensure systems are in place so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families
- ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123)
- should any incidents occur relating to the delivery of children to, or collection from, the service premises (e.g. a child being released to someone other than family or an authorised nominee), ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87)
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Delivery of children to, and collection from, service premises policy and procedures

- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection
- notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service's education and care of children or
 - significantly impact the family's ability to utilise the service.

Nominated Supervisor/Responsible Person

- implement the **Delivery of children to, and collection from, service premises policy** and procedures
- ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- implement systems so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families
- ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123)
- communicate any changes to children's delivery and collection arrangements to educators and staff
- should any incidents occur relating to the delivery of children to, or collection from, the service premises (e.g. a child being released to someone other than parents or an authorised nominee), ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87).

Educators

- must be aware of and follow the Delivery of children to, and collection from, service premises policy and procedures
- ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator
- ensure that, when leaving the service, children are:
 - given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee
- meet the supervision requirements during the delivery of children to, and collection from, the service premises, including relevant educator to child ratios
- be aware of the requirements should any incidents occur

Families

- be aware of the Delivery of children to, and collection from, service premises policy and procedures
- provide authorisations in their child's enrolment form and ensure the information is kept up-to-date
- complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature
- provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.

Policy created/reviewed, monitoring, evaluation

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

Last Reviewed: October 2022

Date for next review: October 2023