

Centre Information For Little Buddies

Learning Centre



We want your child to have happy learning experiences whilst they are within our care. Please see us at any time you would like to discuss your child's progress, interests or any areas of our centre that you would like to know more about.

PROGRAMME

We take pride in the fact that we cater for the individual needs for each child. We acknowledge that you, as your child's primary caregiver, have the most knowledge about your child and we encourage your input into the programme planning.

The educators at Little Buddies Learning Centre are skilled at documenting segments of your child's day. This may be through written observations, learning stories, photographs or art work. All of this data is kept in a portfolio specific to your child and used as a base for developing our programme planning. Please feel free at any time to view your child's portfolio or contribute to it in any way you feel appropriate.

BABIES

We offer you the choice of bringing your own nappies for your child or, for a small fee supply quality nappies on site. You then only need to bring on a daily basis: formula and bottles, special blanket, any nappy rash cream (named), named hat and at least three changes of named clothes.

SPECIAL NEEDS

If an individual child has special needs, a discussion will be held between parents and team leaders to determine how best to support your child within our early childhood environment.

CLOTHING

Because our programme involves some wet and messy play at times, we urge you to dress your child in play or old clothes. Please, always include a spare set of clothing each day in case of accidents. These belongings need to be named.

OUTSIDE ACTIVITY

Children will play outside daily except in unsuitable weather.

REST TIME

Children will have the opportunity to have an afternoon nap. Children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so.

FOOD

We at Little Buddies Learning Centre know the value of a healthy diet. We offer well-balanced, nutritious lunches, morning and afternoon teas. Any known allergies should be documented on your enrolment form so that we can ensure your child is not put at any risk. We have a policy in place to ensure that at birthday times parents are asked not to bring food into the centre other than a birthday cake. We will celebrate your child's birthday and make it an exciting day for them but as we are required to be accountable for everything that our children eat it is essential that we are the ones to provide their meals. This policy is available for you to read at any time.

HEALTH

Owing to the risk of infection, we are unable to take care of sick children. Your child should be kept at home or will be sent home if they display any of the following symptoms:

- High temperature
- Unidentified rash
- Inflamed throat or eyes
- Upset stomach or diarrhoea.

We expect our staff to abide by these same health policies. By following these rules we will have a healthy and safe centre. If a child becomes ill during the day you will be notified and the child will be isolated, with supervision, from other children until you arrive to take them home. Please ensure your child is

well again before returning them to the centre. Our child health policy is available for your viewing.

PAMOL

Pamol is considered a prescription medicine only and will have to be signed in and out by you at any time you feel that your child requires it. If your child required pamol due to being unwell he/she will be sent home. Staff will only be able to administer pamol using the same guidelines as other medications. A pharmacy label stating the child's name, dosage and frequency must be stated. The pamol will also be checked by the staff to ensure that it is within expiry.

PARENT PARTICIPATION

We encourage families to become part of our group and extend to you a warm welcome to visit whenever you wish. Please stay and interact with the children and join in with the programme. The children will benefit from your presence, and we would like for you to become familiar with our routines. Our aim is to run the centre as an extension of home life and to cater for the varied expectations of many different families. We welcome your presence and assistance and enjoy the encouragement of a smiling face. There is always a place for you, and a coffee or tea is available if you wish for time out to relax.

SETTLING

Parting from your child may be a stressful experience for you both. Usually a quick kiss, hug and a smile with your goodbye is best. Length partings cause more upset for both parties. Don't sneak away as this may cause a loss of trust between your child and yourself. Always pass your child to a staff member if you are expecting an upset at parting time and remember to phone as often as you like to check on your child's progress.

HOURS AND FEES

The centre's hours are from 7 am. To 6 pm, Monday to Friday except for statutory holidays. Experienced staff will be on duty during these hours. All fees are required to be paid one week advance as per our Terms of Trade. Failure to keep fees up to date may result in your booking being cancelled by management. For details of all fees and payment policies please refer to the

Terms of Trade sheet supplied to you with this information pack.
REMEMBER TO SIGN THE BOOKING SHEET DAILY and enter your exact time of arrival and departure.