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**Families and Children**

On behalf of all the staff at The Range Children’s Centre, we would like to say a very big welcome to all our families, new and returning. We look forward to a fun and eventful year working in partnership to provide the best learning environment for your children.

We would like to say a big thankyou from all of the staff for the beautiful and thoughtful gifts we received, they are greatly appreciated.

**The Range Children’s Centre Newsletter January / February 2020**

**Staff Update**

**The Committee of Management consists of:**

**President:** Geoff

**Vice President:** Aislinn

**Secretary:** Carey

**Treasurer:** Rebecca

**General Member:** Kirsten, Shaun, Anna, Alistair, Aislinn, Jacqui, Jarrod

**Kindergarten Constative Rep**: Kelly

You can contact the committee via email. Committee@therangecc.org.au

If you would like to join the committee please pop in to the office and speak to Janice

**Management consists of:**

**Director:** Janice

**Assistant Director:** Nellie

**Educational Leader/ 3IC:** Robyn

**Bookkeeper:** Thao

Tuesday 8.30 – 5.00

Thursday 8.30 – 5.00

Friday 7.30 – 4.00

**Fee Statements**

Your fee statements will be emailed to you every 2 weeks. Families experiencing difficulties paying their fees should come and speak to Janice.

**2020 Fees**

Our long day care fees are $117 per day

**Kinder Term Fees.**

3-year-old kinder is $500

 4-year-old kinder is $460

**Buying and Selling Days**

If you are wanting to buy or sell a day please notify Nellie in the office via email as soon as possible so that the day can be offered to someone who has requested it.

nellie@therangecc.org.au

 Please visit our website to find out more information about our service and to access online forms

  <https://www.therangecc.org.au/>

**Late Collection Policy**

The centre closes at 6pm. This means that you must have LEFT the centre by 6pm. For every 5 minutes after 6pm that a child is here a late fee will be imposed. The late fee currently stands at $10 for the first 5 minutes (or part thereof) and $15 for every 5 minutes thereafter. If a family is late 3 or more times within a 3-month period the third and subsequent fines will be doubled. Parents should phone the centre if they are going to be late as it can be distressing for a child to be left waiting alone and courteous to staff. On collection of your child, parents are required to sign the late book and the imposed fee will be added to the next fee statement. Late fees will be issued by the Director and are payable within 14 days.

**Immunisation Schedule**

Families are required to provide a copy of up to date (most recent) immunisations. If you bring it in we can copy it for you or you can email the document to the centre

 You can obtain this from your MyGov account.

it is very important that our records are kept up to date as *No Jab No Play* rules apply

**From the educational leader**

Welcome to another year. This year has gotten off to an interesting year with the terrible bushfires with the smoke haze as a result. This was something new for all of us, however we handled it well, staying informed of the air quality and deciding on the best and safest way to manage the children (and educators) being inside all day.

It was also a very sad start with the sudden passing of Mel’s husband and Maddie’s step dad. Our thoughts and support are with them as they navigate their way through this stressful time. Many families have been asking what they can do/give. If you would like to give a card with a message we are happy to pass it on to them. Please hand them into the office.

As we are starting a new year we need to have a few forms completed. An excursion consent form requires a signature and an “All About Me” form needs to be filled in which will assist educators in planning individual experiences for your child. Please find these in your parent pocket.



**Sun Smart**

Please remember to send a named hat along each day or leave one here if you are comfortable to do so. Caps are not suitable as they do not offer adequate protection from the sun. Hats with cords are not suitable as they may pose a strangulation risk. Hats with safety release are acceptable.

Strappy tops and dresses are also not suitable as they leave too much skin exposed. If your child insists on wearing these items of clothing, they will be required to wear a t-shirt over the top or underneath the garment.

If your child requires their own sunscreen, please bring it in and leave it in your child’s room clearly labelled.

**Children’s Portfolios**

Each child has their own individual portfolio. On a regular basis educators document your child’s learning journey and store it in these portfolios, along with some examples of their creativity and milestones. Families are welcome to take these portfolios home to show other family members and friends, however they are a work in progress and need to be signed out and in when they are returned. We welcome feedback from families about these portfolios. At the end of the year you get to keep these portfolios as a memento of your child’s year.

**Parents Pockets**

Parent pockets are located on the walls just outside your child’s room with their name on the front. If you have more than one child attending the centre their pockets will be combined outside the oldest child’s room. If you are having difficulty locating your pocket please ask a staff member for assistance.

Children who attend kinder will find their pockets outside the kinder room

Information/newsletters from educators or management, invoices and invitations will be in these pockets

**Centre Policies**

The centre policies are located in the office. If you’re wanting to view them please feel free to ask the office staff.

Our centre Philosophy is displayed in the foyer. Our Centre Philosophy will be up for review very soon, if you have any thoughts or suggestions please email the office. Watch this space for more details on how you can be involved in the review

**Earn & Learn**

The items from our Woolworths Earn and Learn stickers have arrived. We purchased some balls, a camo net, sand pit equipment, books and a few other items. If you would like to view these items a poster will be displayed in the foyer

thank you for your contributions

**Kinder Groups and Times:**

4 yr old Green group: Tuesday and Thursday 8:30am – 4:30pm

4 yr old Yellow group: Wednesday and Friday 8:30am – 4:30pm

3 yr old Orange group: Monday 9:30am – 4pm

**Kindergarten Term Dates**

1st term: Tuesday 28th January – Friday 27th March

2nd term: Tuesday 14th April – Friday 26th June

3rd term: Monday 13th July – Friday 18th September

4th term: Monday 5th October – Friday 18th December

**Hobsons Bay Immunisation Program 2020**

<https://www.hobsonsbay.vic.gov.au/Community/Community-services/Families-Children/Immunisation>

**Emergency Evacuation Procedure**

Every month an allocated room will call a drill within the centre. These drills may be a fire drill, a lock down or a shelter in place. These drills allow children and staff to be prepared and aware of procedures if at any time a real emergency may occur. When we have a drill, we evacuate to our pre-determined meeting points either in the koala/kookaburra yard by the amphitheatre or in the fairy garden/entry area. These are drill meeting points only. In case of a real event we would evacuate to corner of the carpark, opposite the entry gate. If we need to evacuate offsite, we then proceed to our secondary safety assembly point. This is located next door at Nelson Bros funeral home.

With the recent Air Quality dangers, we follow the actions for a lock down, which is practiced during our drills. We have apps which allow us to monitor air quality along with our SunSmart app which indicates the UV levels and times when sun protection is recommended

As required under the National Regulations we have and Emergency Management Plan in place. This plan outlines procedures and actions to be followed in an emergency. If you're interested in reading our Emergency Management Plan it is located in the foyer opposite the office on the notice board. Alternatively, please feel free to have a chat to the staff.

**Signing in and out**

Just a reminder that parents / guardians are

required to sign their child in and out of the

centre on the iPad each day. Children can be signed in or out on any iPad, however please let your child’s teacher know if you have signed your child out in another room. This is a legal requirement and this enables educators to monitor which

children are present or absent. If you experience any difficulty with the iPad please speak to an educator who can assist you.

**Important Dates**

**Monday 27th January Centre Closed**

Australia Day

**Monday 9th March Centre Closed**

Labour Day

**Sustainability**

Have you noticed our “Community Vegetable Garden?” Currently we have zucchini, chillies, capsicums and strawberry plants growing. Some of them are nearly ready to be harvested. Once the crops are ready families are welcome to take whatever they need. Children are encouraged to be involved. and during the day educators take small groups of children out to water the plants. We also have veggie gardens in all of our playgrounds. When these crops are ready the children can pick and eat what they have helped to grow.

Near the entrance we have a lovely timber drop off centre. This has two sections, one is for containers, boxes and other resources for art and craft and the other section is for good clean paper for drawing. Can you please, please, please ensure the items you place in here are not rubbish, are clean and suitable for your child or any other child to use.

We also have a big white wheelie bin near the entrance. This bin is for donations of unwanted clothing that is in good condition. The items need to be in a plastic bag before putting in the bin. The bin is collected regularly by Diabetes Australia.

**Home Toys**

As part of the settling process we are happy for your child to bring in a named toy from home. However, after your child has settled, they will be asked to place the toy in their bag as we realise that losing a toy or breaking it can cause distress.

If there is no need for the toy to be brought in then we discourage bringing it along.

If you are bringing in a home toy please make sure it is clearly labelled and be aware that there is a possibility it may accidentally be broken or lost.

**Birthday Cakes**

When it is your child's birthday, we are happy for you to bring a cake for your child to share with their friends at afternoon tea time. Birthday cakes need to be purchased from a supermarket where packaging is clearly labelled with a list of all ingredients. We recommend Coles or Woolworths. The centre will NOT be able to accept homemade cakes. Mud cakes, ice cream cakes or mini individual cupcakes are ideal. If you have purchased a cake please hand in the receipt as proof of freshness and the cake to Catherine or Angie in the kitchen so they can store it appropriately



**Car Park Safety**

Just a reminder to all families that the car park has a speed limit of **5 kms.**

Please be careful when entering and exiting the car park as children sometimes detach themselves from their parents and can run off. Also please keep an eye out for pedestrians on the foot path.

We are in need of a handyman. From time to time there are things around the centre that need fixing or assembling. We would like to engage the services of someone who could lend a hand or be paid a small amount to help us out. If interested please speak to Janice or Nellie.

**Training**

Staff undertake training throughout the year on various topics. Coming up in January/ February is training with Catherine Hydon and First Aid/CPR/Anaphylaxis

**Feedback**

We welcome feedback! If you have something you would like to tell us please feel free to drop us a line. You can email us on office@therangecc.org.au or you can write us a note and drop it in the feedback box located in the foyer. It can be anonymous if you prefer. We would like to thank the families that gave us feedback about our Christmas Concert. This information is useful in helping us to improve our service to you

**Dates for Your Diary**

**Term 1**

* African Drumming
* Team Bubbly
* Dinosaurs and Fossils Dental Visit

**Term 2**

* Animals on the Move
* The Flying Book Worm

**Term 3**

* Traffic School

**Centre Photos**

* Hello Photos 5th October

**Dates and groups will be advised at a later date**



Catherine and Angie are our centre’s cooks. They prepare all the children’s food daily. We cater for all the children’s dietary requirements/allergies and cultural choices. We have monthly rotating menus that are nutritionally balanced and promotes healthy eating. We seek guidance from Nutrition Australia when designing our menus. The Range operates 2 menus, Summer and Winter. Currently, we are serving the Summer menu. Please refer to the easel outside the kitchen for the daily menu. If your child has any dietary requirements, we are not aware of then please let the educators and the kitchen staff know.

***Links to the National Quality Standards: Quality Area 6 Collaborative Partnerships with Families and Communities***