

Ngura Yadurirn Children and Family Centre

is a

NON-SMOKING area.

This includes all indoor and outdoor areas.



Ngura Yadurirn Children and Family Centre is a DECD integrated service for all children to grow and learn and for parents and carers to find out more about early learning, parenting, child health and safety.

Information Booklet

PO Box 63, 2 Kelly Street Ceduna SA 5690

Phone: 8625 2294 Fax: 8625 2295

Aboriginal Children and Family Centres have a strong focus on supporting Aboriginal families with young children to provide the best possible start in life

Welcome to the Ngura Yadurirn Children and Family Centre

The centre has a strong focus on supporting Aboriginal families and all families with young children to provide the best possible start in life. The staff strive to provide a caring, inclusive and welcoming environment where children can engage in their learning and care and families can access a range of services to support them.

The Centre offers:

- ◆ Preschool
- ◆ Occasional Care
- ◆ Learning Together, playgroups and parent groups
- ◆ Nunga Playgroup
- ◆ Yarn Time
- ◆ Child and Family Health Service (CaFHS)
- ◆ Parenting reflective programs-Circle of Security
- ◆ Parenting reflective programs-Bringing up Great Kids

Staffing:

The centre is staffed by a Director of Education and Care, a Family Services Coordinator, a Community Development Coordinator, Early Childhood Teachers and Early childhood education support staff.

Our Preschool staff is determined by your children's attendance so it is important your child attends preschool unless unwell. If your child is to be away please let us know.

Enrolment Form:

Please inform the Director of any changes to the information on your enrolment form, including address, phone number, pick up relationships etc. For the safety of all children and by law we will not allow unauthorised adults to collect your children or leave them with unauthorised adults.

COMMUNITY DEVELOPMENT COORDINATOR PROGRAM

This program is based at the Ngura Yadurirn Children and Family Centre and is available for all children, birth to 5 years, and their families who live in our Community. Your child does not have to be attending the Preschool.

The Community Development Coordinator can support

- Families to connect with services and supports that will best meet their needs.
- Assist parents to develop personally and build their leadership skills.
- Assist families to be involved in community activities and programs.
- Encourage families and staff to have a strong voice about programs and services offered.
- Help children and families access high quality learning, health and support services.

If you are interested you can phone on 8625 2294 , or drop into the Centre to see the Community Development Coordinator

LEARNING TOGETHER PROGRAM

Learning Together offers a range of different groups, depending on families interests and needs, you may find;

- Play groups
- Cooking groups
- Literacy activities
- Cultural activities

Groups learn about how your child learns and how you can support them.

FAMILY SERVICES COORDINATOR PROGRAM

This program is based at the Ngura Yadurirn Children and Family Centre and is available for all children, Birth to 5 years, and their families who live in our Community.

Your child does not have to be attending the Preschool.

The program provides

- Individual and family counselling to help with personal issues, feelings and behaviours
- Connects families with other health and care services
- Provides parenting support and parenting and child development sessions and programs
- Provides other group programs about relationships, social and emotional wellbeing and other identified areas.

Referrals can be received from parents, staff, government and community organisations or you can refer yourself by phoning the Centre to make an appointment on 8625 2294

Governing Council:

The Centre is governed by the Ngura Yadurirn Children and Family Centre Governing Council. It is made up of interested parents, caregivers and staff. The council is responsible for the operation and maintenance of the Centre along with organising Centre functions and fundraising. Please speak to a staff member if you are interested in being on Governing Council. The AGM will be held in February each year.

Aboriginal Parent Advisory Group:

We have a valued consulting group of Aboriginal parents who meet 1 or 2 times a term to yarn and have input into the centre. If you are keen to get involved please speak to a staff member.

Sun Smart Policy:

Our centre has a sun smart policy, you will receive a copy on enrolment. Please put sunscreen on your child before they come to the centre. The policy requires children and staff wear hats when outdoors in term 1 and 4. In terms 2 and 3 we wear hats outside when the UV is forecast to be above 3, allowing children to absorb some vitamin D on safe days. We have a supply of legionnaire style hats for sale at the centre for \$5. Please send children in suitable clothes not tank tops in term 1 and 4

Food Supply and Nutrition policy:

This Ngura Yadurirn Children and Family Centre promotes safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply Strategy for South Australian Children and Family Centres, Schools and Preschools and relates to the DECD wellbeing strategy. Please send your child with a supply of healthy food choices for the day. No nuts, peanut butter, Nuttella, lollies, chocolates, chips etc these foods are for special occasions. We will celebrate special occasions but not with treat foods so please do not bring in birthday cakes or treats to the centre. Please name all food and drink items. **We do not heat food.** Lunch orders are available from the Ceduna Area School canteen except on Fridays, see staff for further information.

Grievance Policy:

Our integrated centre is committed to ensuring that anyone with parental responsibilities for a young person or community member of our centre can raise a concern or complaint, with confidence that it will be heard and responded to in an appropriate and timely fashion. If you have a concern:

- Please speak to the Person involved if you have a concern
- Approach the Director of Education and Care or call 86252294
- Contact our Education Director, Eyre Partnerships, DECD
Port Lincoln Phone: 8682 0700
- Collect a complaints pamphlet from the centre

All of our policies are available in a folder located in reception area or online please ask a staff member if you would like to view them.

OUR VISION

Ceduna and surrounding areas children and families will be given the best possible start to achieving their optimal health, learning and wellbeing outcomes.

OUR PURPOSE

To improve outcomes for children and families by developing community capacity and fostering strong partnerships.

OUR GOAL

Building individual and community strengths and capacity (social, cultural and educational) to best support families and children to achieve their potential

OUR VALUES

Respect
Integrity
Collaboration
Inclusivity
Excellence

OUR APPROACH

- We believe that children will best thrive in conditions which support their development, education and safety
- We believe in the need for strong and safe family environments to best support children
- We believe in the need for an integrated and inclusive community to best support families.
- We aim for the provision of high quality first learning experiences, both in preschool and home environments.
- We aim to build on the strengths of children, their families and our community.

Aboriginal Children and Family Centres have a strong focus on supporting Aboriginal families with young children to provide the best possible start in life

Family Involvement:

A child's early years are their most important. They are forming and gathering the major part of their knowledge, beliefs, ideas, attitudes and perceptions. We believe parents, caregivers and families are the most influential people in a child's life. We aim to work together to nurture your child's dispositions for learning.

Please spend time at the Centre if you can. Join an activity or share some knowledge with others. Please feel free to talk to staff anytime.

Value of Play:

Children are active learners—they need to be involved, to have concrete experiences. Children gain experiences and knowledge through engaging in play and exploration. They construct, test and apply their developing knowledge through curiosity. Through play children make sense of their world and learn to express their thoughts and feelings. Through play children learn to work as a member of a team, they learn to lead, negotiate, follow, cooperate, wait, take turns and share.

Playgroups:

Playing Together Tuesday 9am-11am

Nunga playgroup Thursdays 11am—1pm

Please pop in to either of these playgroups with your children for a play

Delivery and collection of children:

We legally cannot allow children to leave or deliver them to an adult unless the adult is on the consent on the enrolment form. If you would like to add a person to the list of authorised people please see the Director.

Toys at Preschool:

Where possible we ask that children keep their toys at home to avoid the risk of having them damaged or lost and hence causing distress to your child, yourself and staff.

Illness:

If your child becomes ill, please keep them at home to prevent the spread of illness. Please inform the Centre staff if your child contracts an infectious disease (e.g. measles, chickenpox, hand foot and mouth) or such things as headlice or school sores. Also seek medical advice on the diagnosis and how long to keep your child at home.

Medication:

If you require staff to administer medication it must be in a pharmacy labelled container with your child's name, date and dose on it and accompanied by a doctors health plan. We cannot administer Panadol or any unlabelled medication or lotion.

Child and youth health screening:

All children will receive a developmental health screening from the CaFHS nurse towards the end of the year. The CaFHS nurse will visit the centre to provide this. Families will be contacted when the dates are finalised.

Asthma Policy:

If staff perceive that a child is having an asthma attack and the symptoms warrant ventolin, it will be administered. This is standard procedure regardless of whether or not the child has previously used medication for asthma.



PHILOSOPHY STATEMENT

The Ngura Yadurim Children and Family Centre is a Centre for all families and children from birth to five years and will help build the capacity of every child.

We believe that children will thrive best in an environment which supports their development, education and safety.

We do this by supporting and encouraging children to:

- Build stimulating learning foundational skills in numeracy and literacy in a safe and happy environment
- Explore play based pedagogy that assists in the development of children's skills, interests and dispositions.
- Develop relationships with others where they feel safe, valued and recognised.
- Build important strong spiritual, emotional, physical and intellectual relationships between children and families.
- Extend boundaries and enhance life-long learning in a safe and developmentally appropriate way

We believe in the provision of high quality first learning experiences, both in preschool and home environments

We do this by:

- Listening to the voice of children, parents and families
- Integrating programs within the centre that will enable the strengths of all children to be acknowledged and valued and will support all children to reach their potential
- Constructing a place of learning with a focus on promoting environmentally sustainable practises
- Continually seeking to improve all aspects of the work undertaken at the Ceduna ACFC to the benefit of all families
- Actively inviting and supporting all families to engage in the management of our centre, to help define policy and operations and identify needs and aspirations of families within our community.

The Ngura Yadurim Children and Family Centre will have a strong focus on supporting Aboriginal families with young children to have the best start in life.

We believe in the need for strong and safe family environments which best support children

We do this by working in partnership with families to:

- Providing opportunities for the voices of Aboriginal children and families to be heard.
- Becoming a focal point for families, to enhance family structures through strength based approach.
- Share our knowledge, experience and respect for each individual child and family.
- Recognising and strengthening the importance of Aboriginal language and culture.
- Providing opportunities to improve the educational and health outcomes for Aboriginal Children to give the best possible start in life.

The Ngura Yadurim Children and Family Centre will create opportunities to unite Community

We believe in the need for an integrated and inclusive community to best support families

We do this by:

- Acknowledge the importance of the Aboriginal and non-Aboriginal Communities
- Working with other services to support and build reciprocal relationships with all families, based on mutual respect, inclusivity and honesty.
- Providing an integrated service with an emphasis on cultural diversity, identity and inclusion
- Creating opportunities to unite all community through strengthening belonging, ownership and shared voice through communication, collaboration and celebration.
- Developing and establishing respectful, reciprocal and collaborative partnerships in the community to address needs of individual families and the broader population.
- Providing programs, services and information that is responsive to the needs of families and that will bring families together with a sense of community.
- Promoting our commitment to the practice of Reconciliation in all areas of our service in which cultural diversity and inclusion is valued.
- Sharing best practise with families, other early childhood services and the wider community to promote the importance of the early years of childhood

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Preschool Sessions:

Monday and Wednesday 9am-3pm

or

Tuesday and Thursday 9am-3pm

Occasional Care Sessions:

Tuesday 12 –3pm

Wednesday 9am—12pm

Friday 9am—12

Please abide by these times and deliver and collect your child on time.

Staff need to prepare for the day and we cannot guarantee adequate supervision outside of these times.

Fees:

Fees support the program with resources and equipment. + \$5 hat

- ◆ \$6 per week
- ◆ \$60 per term
- \$240 per year + \$5 hat

Payment can be made at front desk or by an electronic transfer.

ANZ Ceduna branch –Ngura Yadurim CFC

BSB: 015555

ACC: 634029374

Clothing:

The most suitable clothing for any centre session are clothes that children are comfortable in. Please do not bring children in good clothes as we often engage in learning through messy activities. Label everything, including shoes and socks and a change of clothes. Children's shoes must be flat with back strap. NO high heels or thongs please, these are dangerous and impede physical activity.

Preschool Program

The Department for Education & Child Development (DECD) is committed to providing quality education and care. Our curriculum reflects this commitment and is designed to promote the development of life skills and competencies. We programme using the Early Years Learning Framework, (EYLF). The three interwoven ideas or concepts in the EYLF are about children's lives; Belonging, Being and Becoming. The Framework is underpinned by the 5 Outcomes which guide early childhood professionals to focus on what children can do, as well as support and guide individual learning programs. The Outcomes are:

- children having a strong sense of identity
- children being connected with and contributing to their world
- children having a strong sense of wellbeing
- children are confident and involved learners
- children are effective communicators

Our programme is displayed in the Centre, please take time to read it, your comments and suggestions are invited and appreciated.

Our Quality Improvement Plan (QIP) is also available in the reception area of the centre. This document is a planning document for improvement focuses. Please have a look at what we are working on.

Volunteering is always appreciated, if you have some spare time or a skill to share please speak to a staff member. We always need parents or carers to go on excursion, garden, clean up, washing rosters, reading, learning, playing or just pop in and spend some time with us.

What to bring:

- ◆ A named bag or case for your child's belongings
- ◆ Named healthy morning and afternoon snack and lunch
- ◆ A named bottle of water
- ◆ A legionnaire hat
- ◆ Named spare clothes