



# Perridak Burron

Early Learning



# Family Handbook

Last updated December 2020

Culture • Education • Community

# Welcome

Welcome to Perridak Burron Early Learning (PBEL). Ballarat & District Aboriginal Co-operative (BADAC) are proud to provide a culturally connected and inspired learning environment for all children within our community. This family handbook is designed to provide you with all the information you require including a brief outline of what we offer at PBEL.

## Our Philosophy...

### Our Values

Perridak Burron Early Learning's unique philosophy underpins our commitment to empower the children of our community within an educational and cultural environment. We are inspired by nature that is culturally rich, supportive, and inclusive. Our service delivers a holistic approach toward caring for, nurturing and educating our children. We teach the importance of our principles and embrace the holistic journey that will influence cultural learnings of each child.

#### Our Children are Valued:

- To make their own decisions
- For their diversity
- In their abilities to wonder, explore and create
- For their voice and opinion
- As competent and capable learners

#### Our Families are Valued:

- As the primary influence
- For their bonds and traditions
- As collaborators in education
- For their hopes, dreams and expectations

#### Our Educators are Valued:

- For their knowledge, experience and dedication
- For their ongoing commitment to best practice
- For passionately and authentically nurturing and educating the children of Perridak Burron

**Perridak Burron Early Learning is an Early Years' service providing for the open community under Ballarat & District Aboriginal Co-operative, established in January 2021, and licenced for 100 children per day.**

### Age Groups/Rooms

Barnong (Ringtail Possum) 6 weeks - 2 years  
Kuwiyn (Fish) 2 - 3 years  
Garrang (Blue Gum) 3 - 5 years  
Parrwang (Magpie) 4 - 5 years

### **Bengadak Babab - meaning 'Celebrate our Children' (Playgroup)**

Yaluk (River) - Playgroup sessions facilitated by BADAC

# Practice Principles

To successfully value and support the children at PBEL, our team of educators are committed to embedding our four practice principles into their daily interactions with the children, families, wider community and colleagues. To ensure we deliver a high-quality early learning service for our local community, our educators commit to:

### **1. Provide a Culturally Safe, Aware & Competent Service;**

Culture is shared, taught, respected and embraced through collaboration with family and community

Embrace diverse cultures

Provide authentic, respectful and relevant learning opportunities

### **2. Collaborate with Families and the Community;**

Co-teach with families

Incorporate the knowledge, services and the experiences of the community

Embrace the skills and celebrate the traditions of families

Support and promote the connection to the land, animals and people

### **3. Instructive Learning Environment inspired by Nature;**

Our Educators will teach each child using pedagogies that will;

Engage Learning, respond to needs, stimulate dispositions, provoke thought, differentiate, scaffold learning and embrace nature.

Support children to learn in 'their time'

Support children to reach VEYLDF learning outcomes

Embrace nature and its resources

### **4. Endorse Health, Wellbeing & Nutrition;**

Embed Healthy lifestyles into program

Hands on learning and experiences

Embrace mindfulness practices

Support connection to Culture

Employ, promote & implement Child Safe Standards

Our pledge to the children, families and community of Perridak Burron is to support and strengthen the upcoming generations of children to be culturally-aware, respectful, competent, proud and active citizens within their community.

The team at Perridak Burron pledge to close the gap on educational outcomes, eradicate the barriers of equal access to high quality services and be the driving force for successful learners within our community.

Perridak Burron is focused on ensuring each child is provided the learning environment and experiences to reach their fullest potential, paving the way for the successful embarkation of an individual learning journey that is holistically shaped by our community.

# Important Information

## Payment of Fees

The fee schedule is displayed in the foyer. Perridak Burron Early Learning currently charge \$105 per day (not including government subsidy). Fees are charged 1 week in advance and must be kept up to date at all times. Fees are charged for all days your child is booked into care, including public holidays and sick days. PBEL offers reduced rate for family holidays when 4 weeks' notice is given. Fees can be paid via cash, direct debit or eftpos facilities are available.

## Child Care Subsidy (CCS)

All families are eligible to claim the Child Care Subsidy (CCS) through the Family Assistance Office (FAO). Families wishing to access this subsidy can apply through the FAO on 136150 or alternatively confirm your current details using your Centrelink Online Account through MyGov. You will be asked to provide:

- Your combined family income estimate for the current financial year
- The hours of recognised activity including work, training, study and volunteering
- The type of child care your family uses

Once we have received your enrolment form and have entered it into our system, you will need to log in to your MyGov account and confirm your enrolment booking.

When all of the above steps are completed, Centrelink will assess your information and advise you of your fee subsidy percentage, which is used to calculate how much of the full fee you will need to pay (parent gap fee). Until you provide the centre with both the primary parent and child's Customer Reference Numbers, you will be required to pay full fees.

## Absences

Fees are charged for all 52 weeks of the year, this includes public holidays and illnesses. You need to inform the PBEL if your child is going to be absent from the service. Under the Child Care Management System (CCMS), the Child Care Subsidy is paid for up to 42 days of absences for each child per financial year without the need to provide documentation (i.e. medical certificate).

Once 42 absence days have occurred in a financial year, the CCS can only be paid for any additional absences where they are taken for a reason set out in Family Assistance Law. These reasons are;

- Member of family is ill and provides a medical certificate
- The child has not been immunised against an infectious disease
- The child is spending time with an alternate guardian as set out in a court order
- The service is closed as a direct result of a period of local emergency
- Child cannot attend due to local emergency

## Enrolment Process

You are invited to enroll your child once there is a vacancy available. Priority of access is given to children:

- At risk of serious abuse or neglect
- A child of a sole parent who meets the activity test through paid employment
- Aboriginal or Torres Strait Islander children

We encourage families to contact the service and make an appointment to have through of our service and discuss with our Manager the needs of your family. If you are happy with our service, you are provided with a 'welcome pack' that includes an enrolment form, among other information. This enrolment form must be returned and fully completed before your child can commence care. This includes attaching a copy of the child's Immunisation History Statement.

Upon no vacancies, families are invited to join our waiting list and are contacted immediately when a vacancy occurs in the desired room and age group.

## Orientation

All parents and families are encouraged to make use of our 'Orientation Process' as outlined in our Orientation Policy where each child is provided with two x 2 hour sessions free of charge. This provides the child, educators and the family to become familiar with the service and to discuss any important information prior to the child starting their permanent bookings. The times for the orientation sessions are decided upon between the Manager and family. Families are welcome to stay throughout the orientation period. An orientation process also takes place when a child moves from one room to another, this usually occurs when the child becomes older. The child will be given ample supported opportunity to spend time in the next room before being transitioned across.

## What to Bring

Each child must have packed in their bag each day:

- Hat / Beanie
- Jumper / Coat
- Drink Bottle
- Comforter / security item if necessary
- Spare clothing (several sets depending on age, toilet training, etc)
- Bottles and Formula

## Appropriate Clothing

It is imperative that your child is dressed in appropriate clothing for play and for the weather. In winter we insist on pants and long sleeve tops, with jumpers / coats, beanies and gum boots packed for outdoor play. During summer, in line with our Sunsmart policy, shoulders are covered with no singlets or strappy dresses. Shoes must be tied or strapped to the foot, no slip-ons or thongs are permitted for safety reasons. Please remember, your child is with us to play and learn, please do not dress them in their 'best clothing', dress them for comfortable, active and messy play. PBEL will not be held responsible for marked clothing.

## Arrival and Departure

Upon arriving at the service you must sign your child in on their room attendance sheet, including the time, your full name, signature, contact number for the day and who will be collecting your child.

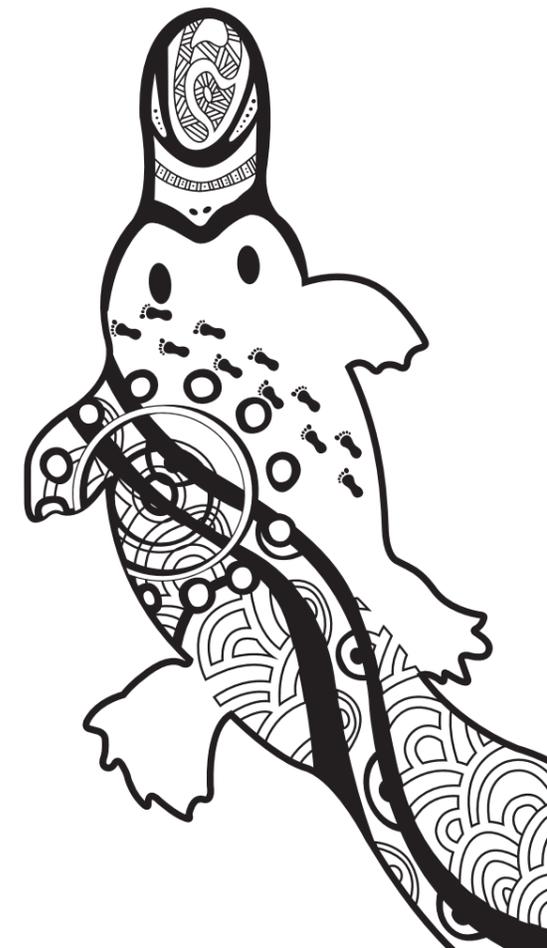
When picking your child up, you must record the time of departure and sign that you have picked the child up. This is a legal requirement and must be done at all times. If you are unable to pick up your child you must notify the service. If the person picking up your child has not been to the service before and is not listed on your child's enrolment form as an additional persons, you must give verbal permission and the person must provide photo ID.

## Custody

In order to provide the best possible care of all children at the service, a copy of all court orders in relation to custody must be provided to PBEL upon enrolment and when orders are updated or amended. If PBEL does not have a copy of the court order, it will assume that both parents have equal access to the child. In the event that a parent breaks a custody order and tries to access the child, the parent with custody entitlements will be contacted immediately along with the police.

## Late Collection

There will be a late fee of \$20 applied to parent accounts in the event your child is not collected by the scheduled closing time of 6pm. You must notify the service if you are delayed as soon as you can. If educators are unable to contact family or emergency contacts listed on the child's enrolment form within 30 minutes of closing time, the police will be notified as an event of emergency.



# Health and Safety

## Incident, Injury, Trauma & Illness

In case of an emergency, staff will contact the parents if deemed necessary. All staff are trained in first aid and will administer if appropriate. For all incidents, an 'Incident, injury, trauma and illness' record will be completed and provided to the parent to sign, alongside the educator who witnessed the incident. Should staff feel the injury require medical attention, parents will be contacted as soon as possible. If a serious injury occurs, an ambulance will be called and families will be notified as soon as possible.

## Administration of Medication

There are guidelines in place to promote best practice and safety for both our staff and children. Please refer to our service policy 'Administration of Medication' for a detailed outline. Before medication can be administered:

- A medication form must be completed
- Medicines must be physically handed to a staff member upon arrival, they must not be stored in children's bags
- Medicines must be in original container with pharmacy label attached and include the child name, times to be administered and amounts to be administered
- Medications must be within expiry date
- Educators are able to administer paracetamol based medications to children in the event of pain or a temperature after gaining permission over the phone from the parent. The child then must be picked up as soon as possible by the parent.

## Asthma

If your child suffers with Asthma, you must ensure that the service has been provided with an annually updated asthma action plan (by your GP), risk minimisation and communication plan updated between service and parent. You must also provide a labelled spacer, mask and puffer that remains at the service. Educators are also trained in Asthma Management Training.

## Unwell Children

If your child becomes unwell throughout the day while at the service, educators will notify parents as soon as possible and

complete an illness record to be signed upon pick up. If the event that parents are unable to be contacted, the nominated supervisor will contact your emergency contacts listed on the child's enrolment form. If your child is sent home unwell, they are unable to return to PBEL within a 24 hour period. In the case of an infectious disease (chicken pox, etc), you must provide a written clearance from your GP stating that your child is able to return to care are no longer contagious.

## Infectious Disease

If the case of any illness that is infectious, the exclusion period as set by the National Health and Medical Research Council, as published and endorsed in 'Staying Healthy in Childcare' must be adhered to. A doctor's certificate clearing the child to return must be provided before recommencing care. A notice to all families that attend the service will be posted to advise them that a case of infectious disease has occurred within the service. Please see our Infectious Diseases policy for further information. Some common infectious diseases include, but are not limited to;

- Chicken Pox
- Gastro
- School Sores
- Croup
- Rubella
- Influenza
- Mumps
- Worms
- Conjunctivitis
- Hand, Foot & Mouth
- Slap Cheek
- Head Lice
- Measles
- Whooping Cough
- Hepatitis A, B & C
- Diarrhoea

## Immunisation

As a part of your enrolment process you will be required to provide immunization documentation and status of your child, this is your child's 'Immunisation History Statement' that can be accessed via your online MyGov account through linked Medicare services. In the event of an outbreak of an infectious disease, it may be necessary to exclude a child depending on their medical status. According to the 'No Jab No Play' policy (January 2016);

- Only parents of children who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Subsidy and the Family Tax Benefit Part A end of year supplement.
- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.
- Conscientious objection and vaccination objection on non-medical grounds is not a valid exemption from immunisation requirements.

## Anaphylaxis

If your child suffers with anaphylaxis, you must supply the medical action plan endorsed by a doctor i.e. Anaphylaxis Action Plan, along with the medication listed on the plan; an epi-pen or antihistamine. Parents and educators will work together in completing a risk minimisation plan and an ongoing communication plan to manage the medical requirements.

## Mandatory Reporting

Under section 64(1A) of the Children and Young Persons Act 1989, as qualified educators, operators and owners of a licensed Children's Service, we are obliged by law to inform child protection authorities, based on reasonable grounds, a child in our care is in need of protection from physical, sexual, emotional abuse, or neglect. Suspected incidents will be treated confidentially and according to the law.

All staff undergo a compulsory annual 'Mandatory Reporting' training provided by Victorian's Department of Education and Training. This ensures all educators are aware of best practice reporting, and how to understand, notice and act upon suspected ill-treatment of children in line with our Child Safe Standards and Policy.

PBEL has a zero-tolerance of abuse of any kind toward any child or persons.

## Emergency Evacuation

Emergency evacuation drills, as well as lockdown procedures, are regularly practiced and the centre has individual plans if in danger of local emergencies, including cyclone, flood and bushfire etc. Fire extinguishers are located strategically across the service and all staff are trained in the use of equipment and evacuation procedures. Fire equipment is tested annually by fire accredited services. Parents will be notified when their child has participated in an emergency evacuation drill.

## Sunscreen & Hats

PBEL will supply sunscreen and spare hats (laundered between each use). If you would prefer a certain brand or type of sunscreen, parents are encouraged to provide this to the service. We ask that all families please include a hat in your child's bag. Hats must be broad brimmed or legionnaire style hats for optimal sun protection in line with our sun protection policy.



# General Information

## Birthdays

Birthdays are a very important occasion to celebrate in a child's life. At PBEL we encourage families to help us celebrate their child's birthday by bringing in a 'store bought' cake that has a list of ingredients label. This ensures the cake has been made in a food grade area, and lists the ingredients to adhere to allergies and dietary requirements of other children.

## Celebrations

At Perridak Burrton we embrace families from all backgrounds and cultures. All families attending PBEL are encouraged to share their culture, traditions and celebrations with our PBEL community.

## Parent Participation

We pride ourselves at Perridak Burrton as being co-educators with families in their children's learning journey. It is with this that we strongly encourage our parents and families to participate in our learning programs within the service. If you have skill, story, culture or time, we greatly appreciate the input parents and families can have within our service. This could be as simple as reading a story, doing some gardening with the children or sharing culture through discussion, music, dance or art.

Parents and families are welcome to contribute and be involved in all aspects of the service and encouraged to attend events throughout the year. Parents may wish to become involved through;

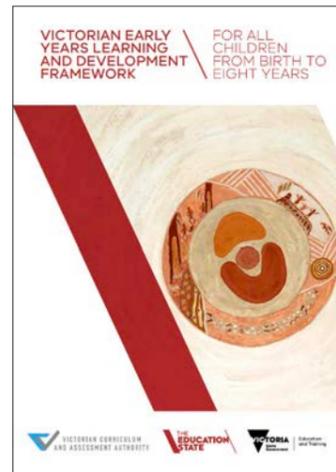
- Information Nights
- Excursion Volunteers
- Input with our Quality Improvement Plans & Policy Reviews
- Participating in the Curriculum

## Our Educational Program

Perridak Burrton uses the Victorian Early Years Learning & Development Framework (VEYLDF) alongside the 8 Aboriginal Ways of Learning (8AWOL) to guide and support delivering high quality and culturally safe educational programs for every age group within our service.

## VEYLDF

The aim of the VEYLDF is to guide children's learning from birth through transition into to the first few years of formal schooling. It sets out learning outcomes for children to reach and practices to guide the Early Childhood professionals in their work. Supporting children to progress toward these outcomes, in conjunction with their families, is the core of the VEYLDF.

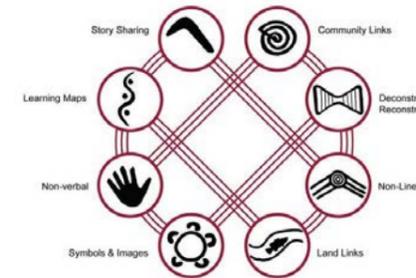


## 8AWOL

We also embrace the 8 Aboriginal Ways of Learning at PBEL, a culturally aware and safe learning framework that highlights and guides the 8 different ways of learning for Aboriginal people, a framework that we use within our project based learning. All children involved in these projects will discover through;

- Community Links
- Non-Linear Approaches
- Land Links
- Symbols & Images
- Non-Verbal
- Learning Maps
- Story Sharing
- Deconstruction / Reconstruction

The 8 Ways Framework belongs to a place, not a person or organisation. It derives from professionals belonging to country in Western NSW, with other nations continuing to add to this growing body of knowledge, and the process continues. Permission to use this framework was sought through DET Bangamalanha Centre, Dubbo, NSW.



## Behaviour Guidance

From birth, children begin to explore how the social world works. They explore and learn to manage feelings, behaviour, rights and responsibilities, and this is a very complex process. Educators play a vital role in supporting children to regulate their own behavior.

At PBEL our Educators are positive and respectful in daily interactions with all children, supporting them to learn, be interdependent and to become considerate citizens. Educators will implement behaviour guidance strategies to assist children with working through their emotions through;

- Positive role modelling
- Use of appropriate language
- Positive reinforcement / guidance
- Consistency when setting limits and expectations
- Redirection
- Partnerships and open communication with families

Creating a caring and respectful environment assists with everyone to feel part of the group and to take responsibility for the wellbeing of others.

## Concerns & Complaints

In the event that a parent or family member has any concerns, or wishes to make a complaint, we encourage direct conversation with the person/s involved. If this is difficult, the person is uncomfortable in doing so or have experienced an unacceptable outcome, we then encourage direct conversation with our Educational Leader or Service Manager.

Every attempt will be made to ensure all parties concerns are resolved. If a parent feels as though their concern has not been adequately resolved, they are able to contact the local Department of Education and Training office.

## Sleep/Rest Times

Children are supported with their routines by being provided with the space and equipment to sleep and rest dependent upon their individual requirements. For those children who do not need to sleep, there will be areas and experiences provided for them to engage in whilst 'quiet time' occurs. Parents are encouraged to discuss their child's individual requirements for sleep and rest times with educators. PBEL supplies all bedding which is laundered between uses.

## Toilet Training

PBEL Educators will work closely with each child and their family throughout the toilet training process. Each child's toilet training journey is individual and thus will be treated exactly that. Educators are here to support your needs and to offer advice and support. We ask that families please provide ample changes of clothing when children are going through toilet training.

## Visitors, Students & Volunteers

Perridak Burrton welcomes students into its learning environments to support the ongoing learning in early childhood education in partnership with local learning institutions and universities.

We have an open-door policy at PBEL where family and friends are welcome to visit and participate in the curriculum. We encourage parents to visit their child throughout the day if this causes no distress to the child.

When visitors, students and volunteers are visiting PBEL, we expect at all times that they adhere to PBEL policies and procedures and are never left alone with children as they are not counted in the staff / child ratio. Students and volunteers are required to provide a copy of their Working With Children Check before commencing a placement.

# Meals and Nutrition

## Meals

PBEL has a licensed kitchen to provide all of your child's nutritional needs, including breakfast, lunch, morning and afternoon snacks. Meals provided are well-balanced and consist of high quality ingredients for all of your child's nutritional needs.

## Menu

PBEL will have on display a four weekly rotating menu that is reviewed on a daily basis and adjusted as needed. Parent's feedback and input are highly valued in our menu review process. Our balanced menu includes meals that will meet all of the recommended daily intakes

## Breakfast

Breakfast is served daily from opening until 9am. Please advise the educators upon arrival if your child requires breakfast. Breakfast includes toast, cereals and fruit.

## Food Allergies

Alternate foods and meals are provided for children with allergies or with specific dietary requirements. All families are urged to discuss any dietary requirements with their child's educators and keep the service informed of any changes in dietary requirements. It is of utmost importance that all allergies are recorded and updated regularly.

## Food Safety

PBEL facilitate a licensed kitchen. Our service employs qualified cooks and all staff and employees must undergo food safe handling training.

# Important Contacts

## Department Of Education and Training Victoria

Ballarat Office

109 Armstrong St North

Ballarat, VIC 3350

Email: [swvr@edumail.vic.gov.au](mailto:swvr@edumail.vic.gov.au)

Website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Phone: 1300 333 232

## Family Assistance Office

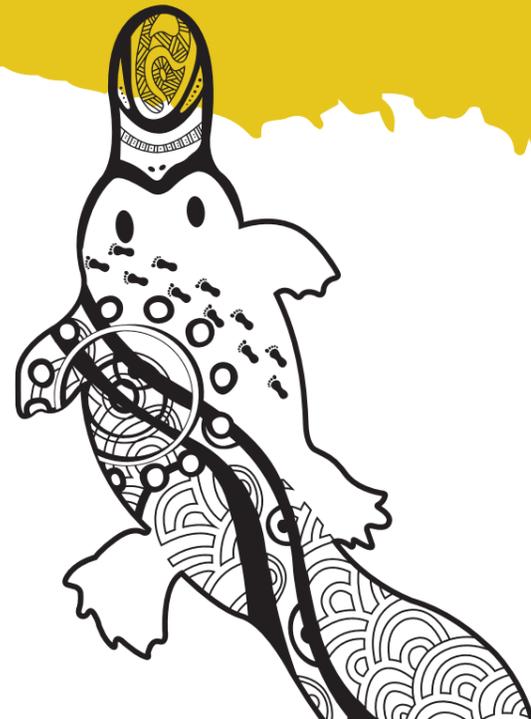
Phone: 13 61 50

Families can call this number to commence their Child Care Subsidy claim or alternatively apply online via their MyGov account (ensure your MyGov account is linked to your Centrelink account).

## Australian Immunisation Register

Phone: 1800 653 809

You can also access your child's Immunisation History Statement via Medicare Online Services.





## Opening Hours

7.00am - 6.00pm, Monday to Friday

**Address (including postal)**

340-348 Humffray Street, Brown Hill, VIC 3350

**Phone** (03) 5334 4727 **Email** [admin@perridakburronel.com.au](mailto:admin@perridakburronel.com.au)

**Website** [perridakburronel.net.au](http://perridakburronel.net.au)

**Nominated Supervisor** Casey Brown

**Educational Leader** Sophie Collins