

Welcome to

Argyle Road

Child Care Centre and
Kindergarten



2027 PARENT HANDBOOK

Welcome!

On behalf of our team and families, we warmly welcome you to Argyle Road Child Care and Kindergarten. Our goal is to provide outstanding educational and care programs for all children and families.

This handbook contains important information about our program and the teachers involved. We regularly review our policies and procedures and encourage your feedback and suggestions. You can access policies and procedures anytime via OWNA on our kiosk.

We believe in high-quality care and an excellent educational program fostering children's growth in a warm, inclusive environment. Our professional staff recognises each child's unique contributions.

I'm available Monday to Friday to discuss any concerns or needs of families. Alternatively, parents can email their questions and feedback to admin@argyleroad.com.au

Kind regards,

Joanne de Kleyn
Director and Educational Leader



Phone (03) 9817 3467
between 7:30 and 6:00





Acknowledgement

We at Argyle Road Child Care would like to acknowledge the Wurundjeri Woi Wurrung people of the Kulin Nation as the traditional owners of the land.

We respect the elders, past, present and emerging.

We promise to take care of the land, the animals and the people too.

Hello land!
Hello sun!
Hello me!
Hello friends!



Operation Times

We operate as a kindergarten in a long day care service.

We are open all year round from **7.30am - 6.00pm Monday to Friday**, excluding public holidays and a two-week closure over Christmas/New Year.

The **kindergarten program** runs between **9am - 4.30pm**.

Fees Structure (from Jan 4th 2027)

Children aged 0-2

Daily fee: \$190 per day
(before subsidy)

Children aged 3-5

Daily fee: \$185 per day
(before subsidy)

About Argyle Road Child Care Centre and Kindergarten

Child Care Subsidy (CCS)

As a recognised childcare provider, we are registered for the Government Childcare Subsidy (CCS). Eligible families who are CCS approved will have their contribution paid directly to the centre, meaning you are only required to pay the gap payment.

For more information on the Childcare Subsidy, please visit the Centrelink Website.

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Funded Kindergarten

We also offer families a government funded 3 and 4-year-old kindergarten program. Our qualified and experienced Early Childhood Teacher's (ECT's) are registered with the Victorian Institute of Teaching (VIT).

Funded 3-year-old and 4-year-old Kindergarten programs will receive an additional \$2101 discount on their fees over 46 weeks of the school year. This equates to a weekly reduction of \$45.67 from your fees during the 46 weeks, after the Child Care Subsidy (CCS) has been applied. The relevant dates are from 1st February 2027 to 20th December 2027.

The 15-hour subsidised program is part of the Victorian Government free kinder program. Eligible families can only nominate one service at a time and payments are taken directly off your fees.

To be eligible for the funding your child must:

- Turn 3 by 30th April 2027 to be eligible for the 3-year-old Free Kinder
- Turn 4 by 30th April 2027 to be eligible for the 4-year-old Free Kinder
- Only one service can be nominated at a time
- Only one year of each year can be claimed
- A minimum of 2 days enrolment is required

Payment of fees

Statements are issued to families every fortnight. Your options for payment are;
Direct debit only.

Fees and notice periods

Sick days	Full fee is payable
Family holidays	Full fee is payable
Public holidays	Full fee is payable
Christmas closure (Approx. 2 weeks)	Non payable
Reducing days within the service	2 weeks notice
Termination of care from service	4 weeks notice
Swapping days of care	Not permitted
Casual days	Subject to availability



Centre Philosophy

Our centre believes in providing high quality care where “Belonging, Being, Becoming” are evident through our everyday practices. Our flexible, child inspired, educational program, encourages and involves children to learn through play within a warm, safe, secure, inclusive environment.

Our professional staff assist children to grow and develop both physically, spiritually, and emotionally by meeting their individual needs....

Our aim is....

For everyone to feel a sense of “Belonging” the moment they walk through our door.

By giving children, the opportunity to experiment, explore and make self-discoveries, children will become active participants in their learning environment. Children will begin to develop positive feelings about themselves as individuals as well as being confident in group settings.

Feeling accepted is one of the most important aspects of what we do, creating an early learning environment that is warm and welcoming for children, families, and our wider community....

A home away from home.



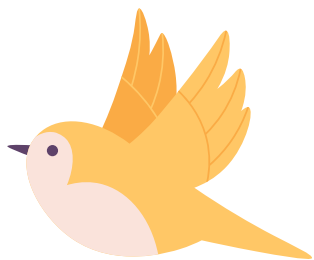
Centre Environment....

Argyle Road Child Care Centre has played an active part in our local community for 50 years. We have continually maintained a high quality of care through following governing regulations, implementing the National Quality Standards, and living by The Childhood Australian Code of ethics.

Our child inspired programs for holistic development are flexible and can be implemented both indoors and outdoors. Our environment reflects the children and their interests; it's in their "play world" where we see the children learning through everyday play, feeling a rich sense of "belonging" to our little place.



Children at the centre....



At Argyle Road Child Care Centre, we pride ourselves on having long-term management and staff who provide continuity of care for your little ones. Each educator knows and understands your child's unique qualities and abilities and meets their individual needs throughout the day.

Consistency of care is essential. It gives children a calm sense of security; a feeling of being valued, loved, and respected by those who care for them. Each educator thoroughly enjoys their time at Argyle Road, especially getting to know your child and your family, making you a priority of each day.



Centre Philosophy cont.

Our families....

Right from the start we build trusting, respectful relationships with each family member. We recognise the beautiful rich culture that our wider community brings, and we respect the traditions, heritage, and diversity of each family. A high priority for our centre is to form collaborate partnerships with families which brings the best out of each child's learning and development, building strong links between a child's home life and our centre.

We value family participation and encourage as much involvement as possible through our centre programs, activities and events. Families are welcome at any time. We appreciate any feedback or input regarding the centre's curriculum, day to day operations and the quality of care which is given to your children.

Our staff....

Our team of experienced qualified educators understand the importance of open communications when working with young children and their families. We value the importance of professional development and actively encourage all our educators to participate in these opportunities.

We are committed to employing permanent qualified educators to ensure your child's health and wellbeing needs are meet. We pride ourselves on face-to-face communication and are available to talk with family members giving them up to date information each day.



Centre Program....

Our programs are both planned and spontaneous supporting the developmental needs of each child through the guidelines of the Victorian Early Years Framework (VEYLF). This framework is our main foundation for supporting children's learning and development.

Educators intentionally teach children through everyday experiences, helping them to become active and involved participants in the program. Children gain confidence to experiment and explore and try out new ideas. We put emphasis on empathy and respect, caring, and looking out for one another, equipping children with important tools required to build on life skills. From a young age children learn to regulate their own emotions and use different techniques for peaceful resolutions.

By collaborating with families, and the wider community we can support each child's current knowledge, strengths, ideas, culture, abilities, and interests. Educators incorporate all seven quality areas of the National Quality Standards (NQS) and the 5 learning outcomes of the EYLF into their curriculum.

By sharing sustainable practice ideas with children and their families we can help maintain and care for the land on which we live.

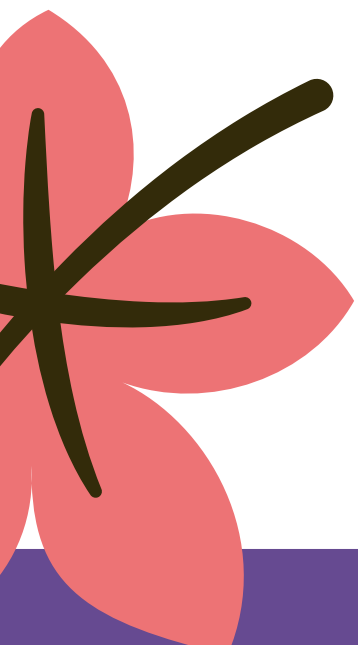
By limiting the resources, we use, with the idea of only taking what is necessary rather than being wasteful and then giving back to the earth minimising our impact, we are doing everything we can to help our planet.

Celebrating the differences and diversity of others is an exciting aspect of our program. Our Collaborative Centre Goal is: "All learning, playing and discovering together" meaning everyone is unique and special, and we embrace this diversity and learn from one other. We respect and acknowledge the ancient culture of the Wurrundjeri Woi Wurrung people, the traditional owners of this land.

We pay respect to Elders past present and emerging and learn from their stories passed down from generations. We value our First nations heritage embedding songs and stories into our everyday program.

Enduring Memories....

We want your experience at Argyle Road to be the best possible experience every day, with beautiful memorable moments carried on for years to come.



Useful Info

Waitlist holding deposit

A \$200 bond is required. The holding deposit is non-refundable if your child does not start at the service, regardless of any notification you make to the service of this occurring.

This holding deposit will sit as a bond in your account and will be transferred into your general account when you terminate from the service.

Argyle Road CCC Pty Ltd
BSB 063 142
Account 10625086

Please include your child's name as the reference for bank transfer payments.

Orientation

As positions are accepted, a date will be arranged for parents to visit the centre with their child/children to meet the Director and staff and to take part in orientation. Please note that if you do not accept your offered position, you will be placed back on a wait list (positions are not held). The experience of being in a new group situation with unfamiliar children and adults can be overwhelming for a child and consequently each child will need time to adjust to their new learning environment.

Helping your child adjust to change

Please allow sufficient time to settle your child comfortably. Establish some 'Arrival Routines', for example:

- Greet staff
- Put their bag away
- Settle your child into an activity

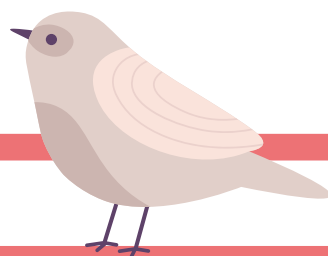
When the time to separate comes, do not prolong goodbyes, but at the moment of separation, reassure your child that you will return. Connect the time to an activity, e.g. "I'll be back to pick you up after afternoon tea." Please make sure that you say goodbye to ensure that trust between your child, the staff and yourself is maintained.

You are welcome to phone to ask about your child's progress as often as you need or would like to. If you believe your child is having difficulty settling in, please speak to the Director about your concerns.



What to bring each day

- ✓ **A spacious bag** that can securely hold artwork without items spilling out
- ✓ **A drink bottle**
- ✓ **For babies;** If formula-fed, please bring the necessary number of prepared bottles clearly labelled with your child's name. If drinking cow's milk or soy milk, please bring an empty bottle clearly labelled with your child's name
- ✓ **A complete change of spare clothes.** Please provide sun-smart tops which cover the shoulders, and spare shoes if toilet training. No thongs, please. We recommend providing clothes that are paint, mud and fun friendly! We recommend labelling all clothing. Please pack your Argyle Road hat every day. (Nursery & toddlers leave their hats in hat pocket kept in their room)
- ✓ **Sunscreen** if you prefer not to use ours. Please bring one in named to leave at the centre. **Also, please apply sunscreen before drop-off** so children can start playing immediately. Children are not allowed outdoors for 20 minutes post application of sunscreen as per our sun smart policy
- ✓ A comfort item and/or sleeping bag if required



Useful Info cont.

Toilet Training

We support children in toilet training, when you and your child are ready. Each child's development is unique, and toilet training can vary widely.

We create a supportive environment for the children, where we use engaging and educational methods such as storytelling, songs, puppet play, and sticker incentives to make toilet training learning fun and effective. Jo has more information on toilet training, feel free to ask her for this information if you are at this stage.

Meals

All our meals are prepared daily on the premises by our qualified cook, Leonie. Children enjoy a variety of meals, all food preferences are catered for. Our menu is displayed in the hallway and parent feedback is always welcome.

We provide breakfast, morning tea, lunch, afternoon tea and late snack - our breakfast items are served between 7.30-8.30am each morning for children who arrive early.

Please be mindful, that we do have children with allergies. We ask that parents **DO NOT bring their own food** into the centre unless it's for a birthday celebration. Anything brought in must be labelled with all ingredients. We are a **nut free and allergy aware centre**. Please inform us of any changes to your child's allergies or food preferences.

Health

Occasionally while your child is in our care, they may become unwell and need to be collected. Sometimes 'unwell' can be difficult to define - however if we notice your child is lethargic, disengaged and not their 'usual self', educators, together with management may make the decision to notify you to come and pick them up.

At other times there will be clear indications of illness, where children are required to be **collected immediately**. **Examples are vomiting, diarrhoea, fever above 37.5, hair lice.**

Please refer to our centre policy for infectious diseases information, and the minimum period of exclusion poster.

Medication

If your child is well enough to attend care, but requires prescribed medication during the day, please record this medication on OWNA. Please give your medication to an educator. **Do NOT leave any medication in your child's bag.**

Please note that children should not be given Panadol or Nurofen at home to mask the symptoms of a fever. Please refer to our health policies available on OWNA.

Dietary Requirements and Allergies, etc.

Some children may have asthma, eczema, follow a special diet, or have allergies to specific foods or medications. Please inform us if this is the case, so we can prepare appropriately and best support your child's needs.





The Program

We believe in a dynamic and responsive approach to early childhood education. Our program is developed weekly to reflect the evolving **interests of our children**, valuable **insights from our teachers**, thoughtful **input from parents**, and significant **community events and celebrations**.

We build strong connections with our families, and our educators use various methods to gather important information about each child's current knowledge, strengths, ideas, cultural background, abilities, and interests. This information serves as the foundation for our educational program.

We believe in a dynamic and responsive approach to early childhood education. Our educational program is developed weekly to reflect the children's evolving interests, insights from our educators, and thoughtful contributions from parents. We also include community events and cultural celebrations. Our program encompasses daily routines that maximises learning opportunities for each child. This approach ensures that our curriculum stays engaging, relevant, and enriching for every child.

Curriculum

We offer an indoor/outdoor program and children are free to choose which area they would like to be for most of the day. Our comprehensive curriculum includes a wide array of activities designed to foster development across multiple domains: **Literacy and numeracy, STEM, arts and crafts, sensory experiences, emotional intelligence, music, and sports.**

Planning Cycles – How do we decide what to include in the program?

Jo is the educational leader at Argyle Road, and the curriculum is supported and is developed with teachers, children and parents input. The process involves observing interests, collecting data, planning activities, implementing them, and reflecting on the outcomes. This process is known as the planning cycle.

The Victorian Early Years Learning and Development Framework, or VEYLDF, is designed to guide early childhood education in Victoria, Australia. It outlines the principles, practices, and outcomes essential for supporting children's learning and development from birth to eight years old. The outcomes broadly focus on identity, community, wellbeing, learning and communication.

The National Quality Standards (NQS) for childcare in Australia provide a framework to ensure high-quality early childhood education and care services. Established under the National Quality Framework (NQF), the standards focus on improving educational and developmental outcomes for children. You can see the seven quality areas on display in our hallway.

Planning for each room takes place each week, and is in response to what has happened the week before. We are guided by children's interests, extend on their ideas and continue with projects that coincide with the centre's curriculum plan. Part of the program each day involves reflecting on the activities we have been involved in, and brainstorming how we can improve and implement our program for the following week. The plans for the current week and the previous week are always up on display on the Kinder room wall.

Ongoing Assessment

To ensure that each child's developmental needs and goals are being met, we conduct regular assessments throughout the year.

- **Developmental Checklist and Six-Month Evaluation:** We provide a comprehensive developmental checklist along with a detailed evaluation every six months. This should keep you well-informed of your child's developmental milestones and areas of development.
- **School Readiness Report:** For children who are preparing to enter school the following year, we conduct a specialised school readiness report. This assessment is completed prior to drafting their transition report, typically around October. It focuses on key readiness skills such as social interaction, basic literacy and numeracy, and emotional regulation, ensuring a smooth transition to formal education.
- **Learning Stories:** As a more frequent method of assessment, learning stories capture and reflect on your child's achievements and ongoing learning journey. These narratives provide insights into how your child interacts with their environment, peers, and learning materials, offering a personalised view of their progress towards their learning goals.

Sleeping and Relaxation

Depending on your child's age sleeping is a flexible option, and we are happy to adapt to your home routine at Argyle Road, addressing each child's individual needs.

With refreshed bodies and minds, children are better prepared to participate meaningfully in afternoon activities, enhancing their overall development and enjoyment of our program.

School Readiness – Kinder age

School readiness is an integral part of our daily activities, seamlessly woven into the fabric of everyday practice. This ongoing process prepares children for the transition to formal schooling by incorporating fundamental skills into routine interactions and play. For example, during group time, children learn to sit attentively, listen to stories, and participate in discussions, which enhances their ability to focus and engage in a classroom setting.

Any activities that require taking turns and respecting peers help to foster a sense of fairness and cooperation, which is an essential part of social readiness for attending school. Through these daily practices, children gradually acquire the social, emotional, and academic competencies necessary for success in school and beyond.

The Program cont.

Bush Kinder

Bush Kinder at Victoria Park is an essential part of how we embed sustainable practices throughout our programs. The children learn about taking care of and maintaining our natural environments, developing their understanding of how we and nature are interconnected and the impacts we have on nature and nature has on our world.

We observe plants and animals and birds, and talk about how important they all are and how we can look after them.



Volunteering

We warmly invite you to become an active participant in our program, especially when we go on excursions! Volunteers play a crucial role in ensuring these trips are not only safe but also enriching and enjoyable for everyone involved. Your presence provides extra support and enables us to facilitate a wider range of activities.

If you want to participate in the program in any way, please let us know. All we ask is that you have a volunteer working with children check (free) and complete our volunteer form. Ask Jo or Naarah for a form if you are interested!

Incursions

Every week on a Wednesday we have a music session with Adam from hey dee ho Music. These lively, engaging sessions have the children learning about listening, rhythm, pitch, following instructions, cooperating, and so much more, all the while having loads of fun. We make a special effort to include music in our everyday group times too, so that all the children have musical experiences.

Emily, our yoga teacher, visits every Tuesday and Friday to guide children through yoga and mindfulness. Through stories, music and imaginative themes, children explore balance, coordination, body awareness and relaxation in a calm and playful way.

During Book Week each year our friends from Kew Library come and read and sing to the children. They also talk about the library, how to use it and how it is for absolutely everyone to come and enjoy. Kew Library also regularly donate books to our little lending library in the dolls house on the front porch. We really value our community connection to the library.



We are SunSmart - a note for families

Too much of the sun's ultraviolet (UV) radiation can cause sunburn, skin and eye damage and skin cancer.

UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life. Skin cancer is the most common cancer in Australia. It is also one of the most preventable cancers.

You can't see or feel the sun's UV. Whatever the weather, if the UV levels are three or more, it's important to *Slip, Slop, Slap, Seek and Slide!*

Sun protection times

Don't just wait for hot and sunny days to use sun protection. Check the sun protection times each day so your family can be protected when they need to be.

Daily local sun protection times and weather details are available from the SunSmart widget on our website, in the weather section of the newspaper, on the SunSmart website at sunsmart.com.au and as a free SunSmart app. Sun protection times can also be found at the Bureau of Meteorology website and live UV levels are available from ARPANSA.



SunSmart membership

Our service is a registered member of Cancer Council Victoria's SunSmart Program. We aim to protect children and staff from too much UV.

Sun protection and skin cancer prevention is a shared responsibility. Please help support our SunSmart membership and sun protection efforts by ensuring your child follows the SunSmart measures encouraged by educators at the service and when at home.

During the daily local sun protection times (usually from mid-August to the end of April), **use these 5 SunSmart steps – even if it's cool and cloudy.**

1. **SLIP** on covering clothing

Dress your child in clothing that covers as much skin as possible (e.g. elbow length tops with a higher neckline or collar and longer style shorts or skirts). Densely woven fabrics are best.



2. **SLOP** on SPF 30 (or higher) broad-spectrum, water-resistant sunscreen

Apply a generous amount of sunscreen at the start of the day and provide permission for sunscreen to be reapplied to your child before they go outdoors. This should be applied every two hours. From 3 years of age, under supervision, please help your child apply their own sunscreen so they can start to learn independent skills.

3. **SLAP** on a hat that protects the face, neck and ears

Choose a wide-brimmed, legionnaire or bucket hat. Peak caps and visors do not offer enough UV protection. Hats that can be adjusted at the crown or can be tied at the front to help secure it on a child's head are best. If the hat is secured with a long strap and toggle, ensure it has a safety snap, place the strap at the back of their head or trim the length so it doesn't become a choking hazard. Please help your child remember to bring and wear their approved **sun hat**. Please keep this at service so they will always be ready for outdoor activities and play during the day. For the walk to and from the service and weekends, please have an extra **home hat** to help keep children protected at home.

4. **SEEK** shade

Choose shady spots for play whenever possible.

5. **SLIDE** on wrap-around AS1067 sunglasses

When appropriate and practical, help protect the eyes with sunglasses.

Need information in another language?

Call 13 14 50 and ask to be connected to Cancer Council Victoria in your language

sunsmart.com.au



Staff



Naarah Lucantonio

ECT Qualified

Approved Provider



Joanne de Kleyn

Diploma Qualified

Director & Educational Leader



Yvonne

ECT Qualified

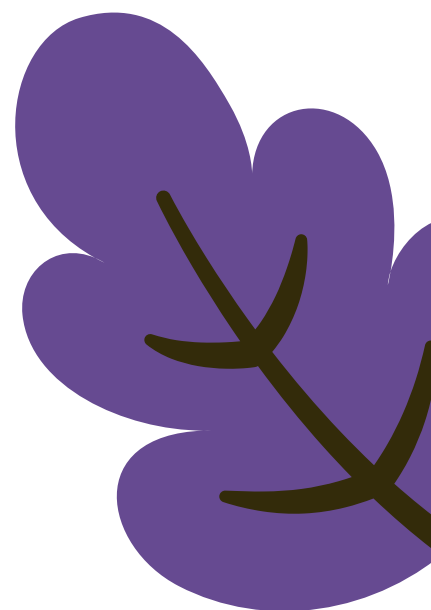
2IC & Early Childhood Teacher –
Kindergarten Program | Banksia Room



Ellen

ECT Qualified

Early Childhood Teacher –
Kindergarten Program | Banksia Room





Nary

ECT Qualified

Early Childhood Teacher -

Kindergarten Program | Banksia Room



Holly

ECT Qualified

Breaks and Ratio Cover Teacher -

Kindergarten Program



Nicole

Diploma Qualified

Lead Educator | Gumnut Blossom Room



Novita

Diploma Qualified

Co-Educator | Gumnut Blossom Room

Staff cont.



Joy

ECT Qualified

Co-Educator | Gumnut Blossom Room



Abbie

Certificate Qualified

Co-Educator | Gumnut Blossom Room



Madeline

Diploma Qualified

Lead Educator | Lilly Pilly Room



Leanne

Certificate Qualified

Co-Educator | Lilly Pilly Room



Padma

Certificate Qualified

Co-Educator | Lilly Pilly Room



Yuka

Certificate Qualified

Co-Educator | Lilly Pilly Room



Leonie

Cook

Food Handling Certificate and
Food Safety Supervisor



Minnie

ECT Qualified

Educators' Breaks and Ratio Cover Educator

