



Kids on Queens Parade Child Care Centre &  
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# Omaroo

# Handbook

(18 months - 3 years)



## *Omaroo is the Aboriginal name for 'Beautiful View'*

Welcome to Kids on Queens Parade Omaroo Room. The following information provides an overview of the necessary requirements needed for your child to help ensure the settling in process is as comfortable and easy as possible. If you have any questions with regards to the Omaroo Room, please feel free to come and speak with Kaila or any of the Early childhood professionals working in the room.

### **The Omaroo Team**



*Sheetal –Room Leader*



*Zoe –Assistant Educator*



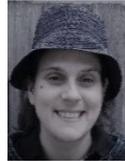
*Louise – Assistant Educator*



*Claire-Assistant Educator*



*Farhana -Assistant Educator*



*Marisa-Assistant Educator*



*Grace- Assistant Educator*



*Lukas- Assistant Educator*



*Bernadette- Assistant Educator*

## **The Omaroo Room Philosophy**

The aim of our room is to provide a high quality, innovative and fun educational programme for all children within our care. This will promote independence, curiosity and help to build a foundation for lifelong learning. We want this to be done in a friendly, warm and trusting environment with a focus on celebrating and encouraging each child's individual needs, wants and creativity.

This will be achieved by:

- Valuing each child as an individual and promoting their interests to develop appropriate activities and solid experiences within the Omaroo room. We will celebrate and encourage all efforts made in every way building relationships around positive encounters with educators and children.
- Providing the opportunity for learning through play which is facilitated by- periods of non-interrupted play in both the indoor and outdoor environment.
- Treating all children and families with the respect they deserve. In this way, solid relationships will be built around honesty and all conversations between educators and families deem confidential between them.
- Focusing on positive reinforcement of appropriate behaviours at all times and in turn communicating with parents/guardians to work together during this time.
- Valuing the contribution of children and parents.
- Encouraging independence through hand washing, bed making, self-serving at lunch and other self-help activities.
- The availability to choose their own activities by allowing access to toys and natural resources at a child's level.
- Promoting sustainability within the Omaroo room by creating a natural environment for children with access to natural material such as sand, shells, stones and more.

## **Classroom Expectations**

- Development is not a race or competition.
- Each child is on their own journey and so will develop and their own pace.
- Children respond to stimuli in their environment.
- The first 3 years are crucial in their development and so need to be promoted every step of the way.
- We work around the individual needs of the child every day.
- Children will constantly learn through their five senses.
- Being happy, safe and healthy is crucial within the Omaroo room.
- The learning environment will always be a happy place filled with love.
- Love is the main thing each child needs.

## What to bring:

Changes of clothes are essential within the Omaroo room for both indoor/outdoor play, water and natural material play and for toilet training. In this way, if your child needs to be changed they have spare clothing in order to do so. Keep in mind a messy child is a happy child so messy play is allowed at all stages throughout their time with us.

Things they may need include-

- 2 pairs of long pants
- 2 vests
- 2 t-shirts
- 2/3 pairs of socks
- 5/6 pairs of underwear if your child is toilet training. If already toilet trained 2/3 pairs of spare underwear is perfectly fine.
- 1 pair of spare shoes (with name clearly labelled) to be left in our "Shoe Box"
- 4-5 nappies per day. Nappies that are not returned will be returned daily or placed in our 'spare nappy box'
- Summer hat with name clearly labelled on hat
- For winter a winter hat and coat is essential. These items should also be labelled.
- If your child has a comforter please allow the child to bring it in with them as this is an extremely important aspect of the child's life. Comforters include dummies, blankets, teddies etc. These items should also be labelled.
- Please provide labelled nappy cream and/or powder for your child to keep at the centre
- Medication in the form of Panadol, Neurofen or Paracetamol in case of emergencies i.e.- if your child should happen to develop a high temperature
- We also ask that you bring in a recent family photo to be displayed within the Omaroo room.

## Toilet Training and Nappies

We have made some changes of changing the nappies, asking you to now bring 5 nappies a day which will make sure there are enough for change at the lunch time or just before their nap and an emergency change in between the routine change.

When your child is in the early stages of toilet training please pack lots of spare trousers and underwear to allow for adequate changing. It is advised that when your child starts showing interest in using the toilet that underwear be placed over their nappy a few weeks prior to removing Nappy completely. In this way, the child will get lots of practice pulling underwear up and down over their nappies before they are removed completely. Before beginning your child on this big transition please feel free to come and speak with an educator in the Omaroo room for advice and helpful tips.

## Clothing

At this stage your child will be introduced to lots of different types of play which will include both indoor and outdoor Water Play, Mud Play, Sand Play and lots more Arts and Crafts which can get very MESSY. Due to this we ask if you could pack extra clothing so when clothing needs to be changed we have the ability to do so effectively. We will try our best to protect clothing in every way we can but just in case it is no harm to pack extra clothing. It is also asked that all clothing that enters the room be labelled with your child's full name to ensure no clothing gets lost or goes missing.

**Winter-** appropriate Winter Clothes are brought in such as Heavy Coats/Raincoats, hats, scarfs, gloves and gumboots.

**Summer-** appropriate Summer Clothes are brought in such as shorts, t-shirts, sandals etc. Also, if a summer hat can be provided with child's name labelled on it. Sun cream will be provided by the centre but if you would like your child to wear their own sun cream that is also absolutely fine it will just need to be provided to us.

### **Toys**

It is asked that no toys enter the premises as we do not want them to get lost or go missing in our care. However, if your child has a comfort toy, dummy or teddy bear that he/she would like to bring to the centre to comfort them in this big transition from the Karingal room to the Omaroo room, please do let them bring one. Again, if these comforters are clearly labelled with your child's name that would be great.

### **Mealtimes**

The centre has a menu plan for 4 weeks at a time. Each week we endeavour to give the children a choice of all main food groups, including meats, fish vegetables, fruits, dairy, breads and cereals. Afternoon teas are varied from fresh fruit, crackers, cheese and biscuits to add variety. Snack foods at the centre are sandwiches with wholemeal breads.

Allergies are catered for and alterations are made to meals when required if your child is allergic to wheat, dairy, or eggs. It is important to let staff know if your child has an allergy of any form.

Kids on Queens Parade is a nut free centre. We do not have peanut food products or foods which contain traces of nuts. It is requested that you do not bring toast, sandwiches or foods containing this product into the centre.

- Children are given child sized portions and given seconds if they so desire.
- If a particular child refuses to eat the prepared main course a choice of sandwiches will be offered. Parents are allowed to provide lunch to the centre for their child (provided it does not contain any nuts.)

### **Sleep/Rest**

With lots of activities happening throughout the day Sleep/Rest are a must for our growing Omaroo's! Within our routine we have set aside a time slot to which our Omaroo's will have a sleep/resting period. This usually occurs after their lunch time and solely depends on each child how long they want to sleep for or if they even want to sleep. During this period, children are helped to sleep by educators and monitored closely while they sleep. Sheets and blankets are provided by the centre and bed bags with your child's picture and attending days on.

### **Planning and programming**

At Kids on Queens Parade 'play' is a central theme within each day's program. Focus is placed on developing and exploring children's thinking and communication through play. Play is supported through adult supervision, and open-ended experiences are available to ensure that children with different learning abilities experience and explore several activities. Children attending Kids on Queens Parade have increased opportunities to learn through social interactions in an environment that stimulates their interests and encourages exploration and experimentation through play. Children are able to freely select from a broad range of experiences, to both work and play on these activities to their own satisfaction.

Children are provided with the opportunity to make connection with the natural environment and the use of many different wonderful and natural materials that are both indoors and out. Indoor

activities can be taken outdoors and outdoor activities indoors to create a varied learning environment.

Over time, children find their own level that they feel comfortable in to grow, explore and challenge. The children are watched, analysed and observed at play to create a focus where their interests lie. At Kids on Queens Parade a variety of approaches to planning, evaluation and reflection are used to respond to changing communities and images of children. Every day is a different learning curve with play experiences that are meaningful for children set out and offered. Each room's program is flexible and spontaneous. Ongoing monitoring and modifications are used as necessary. Please see our information board for a map of our learning areas that is altered weekly.

### **Extra Activities**

Extra Activities include Bop Along Baby this is an interactive and enjoyable music and movement class for bopping' babies, toddlers and pre-schoolers. The Omaroo children may partake in a sports program throughout the year, this is subject to change and you will be notified if the Omaroo children undertake a sports program.

### **Daily Information on child**

At the start of the day your child's presence will be recorded on daily routine sheet by educators in the Omaroo room. This sheet will contain information such as your child's name, what they ate for breakfast, did they eat their lunch and fruit, nappy changing times, sleep/rest time and any further information educators might have to communicate to parents. At the end of each day (or when you collect your child) this routine will be accessible to you and information handed over to you by an educator.

### **Portfolios**

Each child has their own creative and narrative portfolio book. Included in each portfolio will be items of meaning, significant memories, including family beliefs and values. The portfolio will include work samples of drawings, paintings and photographs of your child participating in all aspects of the Omaroo room's program. We ask that parents also become involved in your child's portfolio by adding illustrations, and providing items of interest to these portfolios at your own leisure. These portfolios are always at the child's reach so that they can reflect at their own leisure.

### **Communication Book**

There is a 'Parent Communication Book' upon arriving into the Omaroo room on our desk. This book is never removed from there and is used to communicate messages to educators upon dropping your child off. This is used in case you do not see a member of the Omaroo room in the morning and is another form of passing on information to us. This book is read many times a day and notes left for staff communicated efficiently and effectively.

### **Medication**

Medicine is an extremely important aspect within KOQP and the administration of medicine taken extremely serious. Any medicine brought onto the premises must be of correct use, correct date and therefore be used effectively. Child's name clearly labelled on medicine and given to an educator in the room to store away.

### **Medication sheets**

If your child requires any medication throughout the day the medication sheet needs to be filled in correctly. You must write your child's first name and surname, the name of the medication, the date and time it was last administered, the time it is to be administered and the dose that is to be given. If more than one dose is to be given in the day then you will be required to fill in another line for each time of administration. At the end of the day you must then sign the sheet to say that the medication was given or not given (if the medicine was not needed). The sheet is at the back of the sign in and out book.

### **Accident Sheets/Illness Reports**

If your child has had an accident throughout the day you will be required to read the accident sheet and then sign this. A staff member will notify you that you need to read the accident sheet. You must clearly print your name and surname and time upon reading the accident. A staff member who informed you will also sign this. Similar to this if your child has any illness that needs to be recorded this will be done on an illness report and this will also need to be signed upon collection.

### **Transitions**

When it is time for your child to move up into the Pre-Kindergarten room they will spend ½ a day or a full day in their new room (more if possible) so it is not such a shock to your child when they eventually move up. This way it allows your child and yourself to become familiar to the routines, staff and children in their new room. This caters for a smooth transition when your child eventually moves to pre-kinder.

### **Allergies, Anaphalaxis and Asthma**

If your child has a severe allergy that requires urgent medical attention such as an epi-pen, it is important that you inform staff of the sorts of things to look out for if your child has a reaction, an action plan must be supplied so that staff are able to follow this plan in cases of emergency. Even if your child has a slight reaction to foods or creams it is important to inform staff so that they do not give these things to your child. All early childhood professional have adequate knowledge of allergies, anaphylaxis, asthma and emergency procedures and are all qualified in first aid.

## General Omaroo Room Routine

**6:30am** Centre opens and children begin to arrive

**8:30am** Children depart from the Pre Kinder Room (Breakfast Room) and go to the Omaroo Room.

**8:30 – 9.45** Indoor planned program and self-directed play. Nappies are changed.

**9.45-10am** Pack up experiences (encourage children to help). Circle Time Begins. Sunscreen applied 20 minutes before going outside, hats and jackets (encourage children to dress themselves, weather appropriate).

**10:00 - 11:00** Outdoor planned program.

**11:00 - 11:30** Lunchtime (encourage independent eating).

**11:30 – 2:00** Prepare children for rest time (encourage independence). Sleep / Rest time.

**1:30 - 2:00** Nappies are changed, children dressed, and beds put away (encourage children to help). Indoor/ Outdoor free play.

**2:00 – 2:15** Afternoon tea, drink of milk or water offered. Sunscreen applied 20 minutes before going outside, hats and jackets put on (encourage child to dress themselves, weather appropriate).

**2:15 – 4.00** Outdoor planned program implemented. Nappies are changed for home time.

**4:00 – 5.00** Late snack (inside or outside). Children get the option to choose if they want to engage in indoor or outdoor play.

**5.15-6.30** Pack away experiences (encourage children to help)

*\*Please Note: Depending on the general flow of the day activities may vary.*

*This routine is just a general guideline and can change on a daily basis based on children's interests that day and giving them choice on what they want to do.*