



Kids on Queens Parade Child Care Centre &  
Registered Kindergarten  
476 Queens Parade, Clifton Hill, 3068  
kidsonqueens@gmail.com  
Ph: 94893405  
**A.B.N 63914186266**

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# Quindalup

# Handbook

(3 – 4 years)



# *Quindalup is the Aboriginal name for 'Happy Place'*

## **Welcome to Quindalup!**

We welcome you and your child to the Quindalup program at Kids on Queens Parade. The experience of this memorable year will be exciting and rewarding for both you and your child. I look forward to working with you as a team to support your child's social, emotional, intellectual, physical, and aesthetic development.

I have prepared this handbook that highlights basic information and suggestions that can help you and your child as you begin the Quindalup year.

Starting school is a big milestone in a child's development and making sure that your child enjoys Pirra and Quindalup can make the transition to primary school more successful. As well as ensuring the children are learning and developing whilst in my care, I try my very best to make the children feel at home and have a strong sense of wellbeing. I understand that each child is different and will transition and settle in different ways so I will always look for more tips and ideas on how best to cater for your child's specific needs.

The Quindalup program provides appropriate activities and learning experiences that help prepare young children for school. For a child to be school ready, it means they are socially, emotionally, physically, and cognitively prepared for success in Pirra (4 year old Kinder).

Our Quindalup program helps children become independent, self-confident and enthusiastic learners. Participation in the program encourages children to develop good habits and daily routines. I anticipate the year ahead will be filled with lots of fun, lots of learning and lots of development. This welcome pack has all the information you will need to get you prepared for the year(s) ahead. Hopefully all your questions will be answered over the next few pages but if not, I am always around to answer any questions you may have via email, phone or in person. Also, please feel free to contact me with any questions or concerns you may have throughout the school year, we want you to know we value your input.

I am looking forward to working with each child and I am excited to be a part of their growth and development.

Let's work together to make this year full of fun, learning and personal growth for your child. Best wishes for a successful school year. ☺

## **Educators in the Quindalup room:**

Room leader: Noor



Permanent part-time educators: Michaela, Shani-Li, Louise & Claire



## **Quindalup Philosophy**

It is important for each child to feel safe, supported and connected to their community. Our goal is to help each child feel relaxed and comfortable in their surroundings. We want each child to develop and maintain confidence while growing and learning. We learn through play and age appropriate activities. The Quindalup program focuses on activities and experiences that allow children to explore ideas use their imaginations and deepen learning experiences. Our learning experiences are directed towards social and emotional growth as well as physical and cognitive development.

### **Activities:**

- Dramatic play - promotes development in language and communication
- Sensory experiences - promotes emotional development
- Art and creative play – promotes development for gross and fine motor skills
- Spontaneous play – promotes development for social skills
- Construction and problem solving – promotes development for cognitive abilities

The Quindalup classroom is constantly working towards achieving several goals and we record each child's progress along the way to ensure that milestones are celebrated and children are encouraged to 'take the next step' as their skills improve and their understandings expand. Learning goals and development targets are linked to the Victorian Framework five outcomes for all children from birth to five years old. Each child is supported to achieve objectives in the following areas; Identity (children develop a strong sense of identity). Community (children are connected with and contribute to their world). Wellbeing (children have a strong sense of wellbeing). Learning (children are confident and involved learners). Communication (children are effective communicators). We enjoy helping children to uncover and explore their interests while discovering more about the world around them. The contribution of parents and families is also an essential part of our program and your input, suggestions and knowledge of your children and their needs is encouraged and always welcomed.

### **Appropriate Clothing for School**

Quindalup children need to wear clothing and shoes which allow for easy movement. Clothing should be easy for your child to remove for bathroom purposes.

It is important that you pack your child with a full change of clothes, this applies to everyone. As you all know even if your child is fully toilet trained accidents still happen. A full change of clothes includes:

- T-shirt
- Pants
- Under wear
- Jumper
- Shoes/socks
- Gum Boots

All items need to be labeled clearly with your child's name.

Outdoor play is an important part of the Quindalup program. Each playtime will be spent outside we believe there is no such thing as bad weather, just bad clothing so even in Winter, your child will be playing outside. Please see that your child's clothing is appropriate for the weather and that shoes are worn to protect feet. (I.e. Jackets, gumboots etc. in cold weather). Please ensure your child does not wear 'good' clothes to childcare at any time of the year, as they will get dirty!

### **Hats**

Kids on Queens Parade is a sun smart center and as such your child will need to wear a hat during outdoor play from September – April. It is important that these hats remain at the center at all time because no hat means no outdoor play. We provide sunscreen during these warmer months. If your child requires their own sunscreen, please ensure it is sent into the center during the sun smart months.

### **Toys and books**

We discourage children from bringing in toys from home as these things often have a habit of going missing or being broken.

However, we do encourage children bringing in their own favorite books to share with their friends at childcare. Please make sure all books are labeled with your child's name.

## **Portfolios**

### **What is a portfolio?**

A portfolio is a collection of your child's ideas, artworks, photos, learning stories and other information that provides a detailed record of your child's progress and development. Each child's portfolio is unique, as each child's age, level of development and interests are different. These portfolios allow the children to feel a sense of pride and ownership of their work. Only you, your child and that staff have access to your child's portfolio. It is hoped that the portfolio becomes a treasured memory of your child's time at Kids on Queens Parade.

### **Family input**

We encourage all family members to feel free to take the portfolios home and work on them there. We love to see photos of a family holiday or a story about what happened on the weekend. If you do take your child's portfolio home, please remember to sign it out and back in so that we are aware of where it is at all times.

## **Reflection book**

### **What is the reflection book?**

The reflection book gives a summary of what the children have been involved in throughout the week. It states what the children did during the week and we link it to the Early Years Learning Framework Outcomes, we add photos to the reflection book and it gives parents an insight to their child's week.

The reflection book assists the early childhood professionals to plan experiences that the children are taking interest in and what materials can be introduced to further enhance other experiences. The weekly reflection book is designed to profile each child's progress and interests so that staff can then reflect upon children's strengths and areas of development.

Parents, staff and friends are encouraged to contribute to the book.

## **Parental Input/communication**

We strongly believe that you know your children best and therefore we value your opinion and strongly encourage your input. We love having parents come onto class to spend time with us, whether it is to play or read to us or even share a talent you may have such as cooking or playing an instrument.

If any parent would ever like the opportunity to come into class to spend time with us, please feel free to arrange a time.

As you may not have a chance to talk one on one with me during drop off and pick up time, we have a 'communication book' located in the room at all times, this is checked every morning upon my arrival. We also have a 'parent's suggestion box' which is in the Quindalup room at all times. This book can be used for any suggestions on our planning for the room or any feedback about how the curriculum is suiting your child. However, if you would prefer to speak one on one with me, a meeting can be arranged or a telephone meeting is also an option.

## **Classroom events**

Throughout the year we have plenty of classroom events we celebrate birthdays, community events, cultural celebrations and so on.

During big events the Quindalup class joins up with the Pirra class to celebrate the events together. Working closely with the Pirra teacher has many advantages for the children. The main advantage is that we get to cater for children of all ages across the rooms basically meaning that each child's developmental and age appropriate needs are being met. Also as some of the Quindalup children will have turned 4; it means they are getting to spend a lot more time with the other Pirra children which will help smooth their eventual transition to Pirra.

We email our calendar to the parents at the beginning of each month so that you are aware of what events we will be celebrating and what the children will be learning for the month ahead. We try to celebrate all big cultural events to promote cultural diversity. We put emphasis on the events that are of significance to children in our class. For example, if we have a child of a Chinese heritage, we will have a party for Chinese New Year etc.

Again, we ask parents to have an input in our event planning as it can help us learn more about your child's culture so if there is ever an event you think we should acknowledge and celebrated in class, please feel free to let me or a staff member no, we welcome all suggestions.

### Quindalup Daily routine

<b>6:30am – 8:30am</b>	Welcome/arrival – children are welcomed and then independently select activities as they enter the classroom. Breakfast is offered to children within this time when arriving at childcare.
<b>7:45am – 10:00am</b>	children have the option to play indoors or outdoors
<b>10:00am – 10:15am</b>	we have circle time, this is a time when we all sit together as a group and either, sing songs, read stories, talk about the weather, talk about what we did on the weekend, share stories with our friends, practice our alphabet, days of the week etc..
<b>10:15am – 10:50am</b>	Planned activities for that day, children can choose from activities which include dramatic play, blocks, and arts and crafts.
<b>10:50am – 11:00am</b>	Clean Up: Your child learns the importance of concluding activities, putting away materials and cooperating with others.
<b>11:00am – 11:20am</b>	Lunch time, children are given opportunities to serve themselves, pour their own water etc. children pack away their chairs, put their bowls and drink bottles away, this develops children's independence.
<b>11:20am – 1:30pm</b>	Sleep/rest time, for the children that sleep they all have their own bed and have a sleep or a rest in the sleep room in the Quindalup room. For children that don't sleep they can enjoy outdoor play.
<b>2:15pm – 2:30pm</b>	Afternoon tea time – all the children come and sit down for another circle time and we read a few stories while the children eat their afternoon tea.
<b>2:30pm – 3:30pm</b>	Planned activities for that day, children also have the option to choose what they would like to participate in.
<b>3:30pm – 4:00pm</b>	Group time – stories, songs, music and movement, games etc. I allow the children to pick what they would like to do for the afternoon whether it is play games, songs, stories etc....
<b>4:00pm – 6:30pm</b>	Children go outdoors for the evening until pick up time, we have sandwiches at 5:00pm. Depending on the weather and day light savings we either stay outdoors until 6:30 or we go indoors at 5:30 and children can then engage with activities indoors.