



**Winanga-Li means to hear, to listen,
to know and to remember**

This handout provides some information regarding our Long Day Care Service and Preschool Program which may help answer any questions you may have and help prepare everyone for this new journey.

Our team look forward to you joining our Winanga-Li Early Learning and Care family!

Early Learning & Care Philosophy

Our Children

Our Winanga-Li children have a safe and nurturing environment that allows them to play, be confident enough to take risks, take on new challenges and explore their capabilities which allows them the ability to learn and grow. We value and celebrate the individual personalities, abilities and backgrounds of every child at our service which reflects through our program catering for these differences and aims to support each child to reach their full potential both during their time at our service and into the future.

Our Families

Our educators believe it is vital to build trusting and respectful relationships with our families from the beginning. We recognise that families are children's first educators and aim to always communicate in a free and open way to work in partnership with families. Our educators are not only here for the benefits of the children but also for the Families and how we can be more involved to support them through times of need. This is best supported by our educators being caring, consistent, reliable and making sure our words are followed by actions.

Our Educators

As educators, we take pride in providing a welcoming, safe and culturally sensitive environment for our children, families and our community. We recognise that working as a team in a culture that emphasises respect, support, collaboration and professionalism is vital for us to be able to provide high quality education and care. Our educators are committed to ongoing professional development and recognises that every day presents a new learning experience for us as professionals. Winanga-Li Early Learning and Care educators each have different strengths but all strive for the same outcome of creating strong children and families.

Our Community

Winanga-Li is a place for our whole community. We aim to strengthen our community by providing education and support for children and families whilst recognising, respecting and accepting differences in people. We embrace and value diversity of culture, backgrounds, disabilities and family structures. The children at our service belong to their family, the Winanga-Li Family and the Gunnedah community which is why Winanga-Li endeavours to advocate on behalf of our children, families and the Indigenous community where appropriate and possible. Our advocacy will ensure that Indigenous views and concerns are heard and acknowledged.



**Jessica Small: Diploma Trained
Nominated Supervisor/ Centre Director**

Early Learning & Care Office

**8:30am to 4:30pm
Monday - Friday**



**Chantel Payne
Administration Officer**

Service Information

Long Day Care Service:

Our Long Day Care Service caters for children aged 6 weeks to 5 years. We are open from **7.30am to 5.30pm** Monday to Friday, (49 weeks of the year) and closed on NSW public holidays. Notice will be given in our newsletters and on the sharing information board when these days occur.

Preschool Program:

Our Preschool Program caters for children aged 3 years to 5 years, priority given to children aged 4 years to 5 years. This Program is open from **8:30am to 4:30pm** Monday to Friday, (49 weeks of the year) and closed on NSW public holidays. Notice will be given in our newsletters and on the sharing information board when these days occur.

We have 4 indoor environments:

Gaayli Room - 6 weeks to 2 years – 2 Educators
Maliyaa Room – 2 years to 3 years – 2 Educators
Dhiyyaan Room – 3 years to 5 years – 2 Educators
Preschool Program - 3 years to 5 years – 2 Educators

We have 3 outdoor environments:

Gaayli Room Outdoor Area
Long Day Care Outdoor Area
Preschool Program Outdoor Area



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Fees

A fee account is issued each fortnight. Fees must always be kept up to date, otherwise your child's position may be terminated. If you are having financial difficulties please have a chat to our administration officer to make a payment agreement.

Our full fee is:

Gaayli Room - \$80.00 per day, before CCS has been applied

Dhiyaan & Maliyaa Room - \$75.00 per day, before CCS has been applied

Preschool Program - \$5 per day for 2 days, any additional days is \$48 (NO CCS)

CCS:

Families are required to complete the online Child Care Subsidy assessment via myGov website prior to starting at the Service. This will determine your eligibility and level of Child Care Subsidy entitlement. On enrolment we will need the CRN of the person linked with the child, along with the child's CRN, to ensure that you are receiving the appropriate subsidy.

Bond:

We will also require you to pay a Bond, Long Day Care Service requires a bond of \$100 & the Preschool Program requires a bond of \$25. This Bond will be reimbursed to you at the end of your child's enrolment if your account is in credit. We also ask for a \$25 fee to purchase a Winanga-Li hat, shirt and drink bottle which is for your child to keep and use throughout the year.

Additional Extras are:

- Winanga-Li Bag - \$10

- Winanga-Li Shirt - \$10

- Winanga-Li Drink Bottle - \$5

Fees can be paid by:

Cash- Office hours are 8:30am to 4:30pm – Payment can be made to educators and receipt will be written

EFTPOS- Eftpos is available in the ELC office

Centrepay- Our Centrepay details are:

Winanga-Li Aboriginal Child and Family Centre Incorporated

Customer Reference Number – 555 108 858 B

Bank Transfer – You can do cash deposits or organise regular payments from your own account to make payments to:

Bank: ANZ

BSB: 012 665

ACCOUNT NO: 285 770 972

Reference: Please put your child's name

Failure to drop off/pick up additional fees:

If your child is on premises before 7:30am (Long Day Care) or 8:30am (Preschool Program) the educators will NOT let you into the centre. If your child is on premises after 5:30pm (Long Day Care) or 4:30pm (Preschool Program), a \$15 late fee per 15 minute block will be charged to your account. Please ensure families or emergency contacts are here to collect your child before closing times.



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Additional Information

Absences:

If your child is unable to attend due to illness, family holidays etc. please let the staff know as soon as possible. Fees must be paid if the child is absent, as the vacancy in the group is reserved for your child.

Infectious Disease or Illness:

Children suffering infectious illnesses must not attend Winanga-Li Early Learning and Care. We have a list of illnesses/diseases and their exclusion periods which you can view, or if you require more information, you are welcome to phone us. The most common exclusion period we experience at our service is that parents must exclude their child from the Early Learning and Care Service for at least 48 hours from the last time their child was sick (tummy bug). If your child contracts an infectious illness/ disease, please notify the service immediately

Occasional Care:

Enrolled children may attend an extra or occasional care day. You will need to ask at the office to make sure a vacancy exists on the day you require. Occasional care is charged according to the fee policy and the number of days your child attends.

Notice of Withdrawal:

To terminate a child's enrolment, at least 2 weeks' notice must be given at the office and a withdrawal form MUST be completed. Failure to do this will mean that parents are liable for fees until this process has been completed or the child has been terminated.

Mandatory Reporting:

Staff at Winanga-Li are mandatory reporters. All staff members have been trained on how to react to situations relating to Child Protection. They are required by law to report if they suspect a child in their care is at risk of significant harm.

Service policies and procedures:

The Association has developed rules which govern the day-to-day operation of the Early Learning and Care Service. These are contained in the Policy Folder. It can be found in the foyer of the office and you may read it at any time. The Quality Improvement Plan is also on display. Parents are encouraged to comment on these and provide feedback

Complaints:

If you have feedback, concerns or queries, you can contact Room Leaders, our Educational Leader, the Director, Administrative Staff, or the Centre Manager. The service has a grievance policy, Complaints and Feedback, which you can access in the Policy Folder.

Assessment of Children:

Staff continually assess children and records are kept on each child's progress. If additional assistance is sought by professionals outside the Early Learning and Care Service, parents are approached before the assistance is sought. Referrals can be made to our Early Linkers where they are able to assist with additional support for the whole family.



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Christine Dorrington
Monday – Wednesday

Centre Cooks

8:30am to 1:30pm
Monday – Friday



Naomi Moran
Thursday & Friday

Meals and Nutrition

Winanga-Li Early Learning and Care Service encourages good eating habits and aims to develop a positive attitude towards healthy eating in our children.

Our children are encouraged to try new foods but are not required to eat, or drink any food against their wishes. Water is available to all children at all times. Mealtimes are relaxed and unhurried and our educators sit with the children to ensure mealtime is an enjoyable social experience.

Our Cook:

Our Cook works with our service Director to plan nutritious menus that meet 50% of your child's daily nutritional requirements and ensures that there is a variety of food every day with a range of tastes, textures, aromas and flavours.

Our Menu:

We prepare meals for Morning Tea, Lunch, Afternoon Tea & Supper. The weekly menu is displayed at our service and families are encouraged to ask for recipes for any meal their child particularly enjoys. We also welcome family input into our menu, recipes and meal ideas.

Dietary Requirements:

Our service is supportive of special dietary requirements of children in our care. If your child has a food allergy, intolerance or other special dietary requirement you must provide detailed information about your child's dietary needs on enrolment at our service. Families are also encouraged to discuss their child's needs and requirements with our cook.

Parent Participation:

If anyone in your families have a cultural or significant food dish they would like to share, we encourage parents to come in and prepare their dish with our cooks and children. Check with the Centre Director in regards to how this process can work.



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**Rachel Rose: Diploma Trained
EL/Responsible Person/
Preschool Room Leader**

Preschool Program

3 – 5 years

8:30am to 4:30pm

49 weeks per year



**Daisy Jaeger: Cert III Trained
Preschool Room Assistant**

Room Routine

8.30am- **Preschool opens**

- Group in Maliyaa Room

9.00am - Inside or outside play

9.45am - Group Time

9.50 am - Wash hands for morning tea

10.00am- Children Morning Tea

10.30am - Indoor Play

11.00am- Nappy Change/Toileting

11.45pm - Group Time

12.00pm - Children Lunchtime

12.30pm - Children Rest time

1:00pm - Indoor Quiet Activities

1.30pm- Nappy Change/Toileting

1:45pm - Group Time

2.00pm - Children Afternoon tea

2:30pm - Indoor or Outdoor Play

2.55pm - Bus children leave

3.30pm - Transition to ELC Centre

4.30pm - **Preschool Closes**

Week A

Educator 1 shift 8:30am - 4:30pm

Educator 2 shift 8:30am - 4:30pm

Week B

Educator 1 shift 8:30am - 4:30pm

Educator 2 shift 8:30am - 4:30pm



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Other Information we would like to share with you specific to the Preschool Program:

Excursions:

The Preschool have planned fortnightly excursions to the Gunnedah Library where they have the opportunity to sit in the Library and read books, do a craft experience and spend time with the beautiful ladies at the Library.

There are constant excursions happening throughout the year to places of culture, interests, celebrations or invitations from the community. We visit places like Wallaby Track, Police/Fire/Ambulance stations, Nursing home, other childcare centres and many more.

All parents/carers are welcome to attend excursions and/or volunteer to help out, we also encourage parent/carers input for ideas on excursions. Please don't hesitate to talk to us in regards to excursions.

Language:

Each month our Preschool room focuses on specific learning modules around our Gamilaraay Language. This includes animals, numbers, colours, letters, words etc. This is complimented by pictures so children have visuals to learn with the language along with cultural symbols being used in our everyday routine.

We are currently working on "We are one" in language across the whole centre which our children are learning quite quickly. Our Preschool room are always getting invited to do a language performance or do "Welcome to Country" we are always honoured and love sharing our language and dancing skills.

Rest Time:

As per Winanga-Li Early Learning and Care Policies and Procedures & the NSW National Regulations, all children are required to have at least 15minutes rest time. The children are given a section on the mat, option for a pillow &/or blanket and must rest for 15minutes, during this time the children are not made to sleep just rest. After the 15minutes, the children have quiet activities set up for them to do until Afternoon tea time.

Please note, if your child falls asleep during this time we are not permitted to wake your child.

School Readiness:

Our aim is to prepare the children for school to the best of our ability. We are focusing on a specific area each month but continuously implementing throughout the year, that we feel will help give every child the best start in school. These range from basic self-help skills like washing hands & toileting, to supporting the development of social/interaction skills as well as the usual number writing and recognition, letter writing and recognition, name writing and recognition etc. If you have any particular skill you would like our educators to work on, please just come in and have a chat, we would love the new ideas.

What does your child need to bring for the Preschool Program?

Themselves! We encourage every child to be themselves while maintaining respect for one another & each other's belongings, developing relationships, exploring and further developing their self-confidence. If your child is toilet training, we would like to encourage parents to bring children in "pull up" nappies as we strongly encourage each child to toilet as independently as possible preparing them to wear undies. We also encourage a spare LABELLED change of clothes in case of accidents.



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**Sheree Bilsborough: Diploma Trained
Responsible Person/
Dhiyaan Room Leader**

Dhiyaan Room

3 – 5 years

7:30am to 5:30pm

49 weeks per year



**Ashleigh Phillips: Diploma Trained
Responsible Person/
Dhiyaan Room Assistant**

Room Routine

7.30am- **Centre opens**

- Group in Maliyaa Room

9.00am - outside play

9.30am- Morning Nappy Change/Toileting

9.50 am - Wash hands for morning tea

10.00am- Children Morning Tea

10.30am - Group time

10.45am - Inside play/Craft time/ Goals

11.30am- Lunch Nappy Change/Toileting

11.40pm - Group Time

12.00pm - Children Lunchtime

12.30pm - Children Rest time

12.45pm - Table Activities for Children who are awake

1.55pm- Nappy Change/Toileting as Children wake

2.10pm - Children Afternoon tea

2.55pm - Bus children leave

- Outside play (weather permitting)

4.00pm - Inside Maliyaa

4.30pm - Children late afternoon tea

4.30pm- Late Nappy Change/toileting

5.30pm - **Centre closes**

Week A

Educator 1 shift 7:25am - 3:25pm

Educator 2 shift 9:40am - 5:40pm

Week B

Educator 1 shift 7:25am - 3:25pm

Educator 2 shift 9:40am - 5:40pm



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Other Information we would like to share with you specific to the Dhiyaan Room:

Excursions:

Our children love getting involved in their community. There are constant excursions happening throughout the year to places of culture, interests, celebrations or invitations from the community. We visit places like Wallaby Track, Police/Fire/Ambulance stations, Nursing home, other childcare centres and many more.

All parents/carers are welcome to attend excursions and/or volunteer to help out, we also encourage parent/carers input for ideas on excursions. Please don't hesitate to talk to us in regards to excursions.

Language:

In the Dhiyaan room, Gamilaraay language is implemented in to the fortnight program one way or another, from yarnning time, craft, and stories to YouTube clips of Word of the week, which some of our friends have been involved in. Each month our Dhiyaan room focuses on specific learning modules around our Gamilaraay Language. This includes animals, numbers, colours, letters, words etc. This is complimented by pictures so children have visuals to learn with the language along with cultural symbols being used in our everyday routine.

We are currently working on "We are one" in language across the whole centre which our children are learning quite quickly. Our Dhiyaan children are always getting invited to do a language performance or do "Welcome to Country" we are always honoured and love sharing our language and dancing skills.

Rest Time:

As per Winanga-Li Early Learning and Care Policies and Procedures & the NSW National Regulations, all children are required to have at least 15minutes rest time. The children are given a section on the mat, option for a pillow &/or blanket and must rest for 15minutes, during this time the children are not made to sleep just rest. After the 15minutes, the children have quiet table top activities set up for them to do until Afternoon tea time.

Please note, if your child falls asleep during this time we are not permitted to wake your child.

Developmental Milestones:

Each month across the Long Day Care rooms we focus on the 5 Developmental Milestones, Emotional, Social, Physical, Cognitive and Language. We complete checklists which then turn into observations and we are able to identify areas needing support for each individual child to be able to achieve the milestone. Our Dhiyaan room is beginning to introduce school readiness activities to help further support the children going to school that are not accessing a Preschool Program. If you have any particular skill you would like our educators to work on, please just come in and have a chat, we would love the new ideas.

What does your child need to bring for the Dhiyaan Room?

If your child is toilet training, we would like to encourage parents to bring children in "pull up" nappies as we strongly encourage each child to toilet as independently as possible preparing them to wear undies. We also encourage a spare LABELLED change of clothes in case of accidents.



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**Nicole Dorrington: Diploma Trained
2IC/Responsible Person/
Maliyaa Room Leader**

Maliyaa Room

2 - 3 years

7:30am to 5:30pm

49 weeks per year



**Tara Parkes: Cert III Trained
Maliyaa Room Assistant**

Room Routine

- 7.30am - **Centre opens**
 - Group in Maliyaa Room
- 9.00am - Outside play
- 9.30am - Morning Nappy Change/Toileting
- 9.40am - Transition inside
- 9.45am - Group time
- 10.05am - Children Morning Tea
- 10.30am - Inside Play
- 11.00am - Craft time/ Milestones
- 11.30am - Lunch Nappy Change/Toileting
- 11.40pm - Group Time
- 12.00pm - Children Lunchtime
- 12.30pm - Children Rest time
- 2.00pm - Nappy Change/Toileting as Children wake
- 2.10pm - Children Afternoon tea
- 2.55pm - Bus children leave
 - Outside play (weather permitting)
- 4.00pm - Inside Maliyaa
- 4.30pm - Children late afternoon tea
- 4.30pm - Late Nappy Change/toileting
- 5.30pm - **Centre closes**

Week A

Educator 1 shift 7:25am - 3:25pm

Educator 2 shift 9:00am - 5:00pm

Week B

Educator 1 shift 7:50am - 3:50pm

Educator 2 shift 9:40am - 5:40pm



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Other Information we would like to share with you specific to the Maliyaa Room:

Excursions:

Our children love getting involved in their community. There are constant excursions happening throughout the year to places of culture, interests, celebrations or invitations from the community. We visit places like Wallaby Track, Police/Fire/Ambulance stations, Nursing home, other childcare centres and many more.

All parents/Carers are welcome to attend excursions and/or volunteer to help out, we also encourage parent/carers input for ideas on excursions. Please don't hesitate to talk to us in regards to excursions.

Language:

Each month our Maliyaa room focuses on specific learning modules around our Gamilaraay Language. This includes animals, numbers, colours, letters, words etc. This is complimented by pictures so children have visuals to learn with the language along with cultural symbols being used in our everyday routine.

We are currently working on "We are one" in language across the whole centre which our children are learning quite quickly.

Rest Time:

As per Winanga-Li Early Learning and Care Policies and Procedures & the NSW National Regulations, all children are required to have at least 15minutes rest time. The children are given a bed with sheets labelled just for them, these sheets are washed weekly at the Centre. The children must rest for 15minutes, during this time the children are not made to sleep just rest. After the 15minutes, the children who are not asleep are able to have quiet table top activities set up for them to do until Afternoon tea time.

Please note, if your child falls asleep during this time we are not permitted to wake your child.

Developmental Milestones:

Each month across the Long Day Care rooms we focus on the 5 Developmental Milestones, Emotional, Social, Physical, Cognitive and Language. We complete checklists which then turn into observations and we are able to identify areas needing support for each individual child to be able to achieve the milestone. If you have any particular skill you would like our educators to work on, please just come in and have a chat, we would love the new ideas.

What does your child need to bring for the Maliyaa Room?

In the Maliyaa room your child will need at least 5 nappies for the day unless toilet training, in that case we would like to encourage parents to bring children in "pull up" nappies as we strongly encourage each child to toilet as independently as possible preparing them to wear undies. Your child will need at least 2 sets of spare LABELLED change of clothes in case of accidents. If your child requires a bottle, it must be LABELLED, cow's milk is provided but if your child requires formula, you will need to provide this.

Any sort of comforter that your child needs/requires for rest, please make sure this item is LABELLED.

If you have any questions please don't hesitate to have a yarn with us.



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**Rachel Barber: Diploma Trained
2IC/Responsible Person/
Gaayli Room Leader**

Gaayli Room

6 weeks to 2 years
7:30am to 5:30pm
49 weeks per year



**Lisa Silver: Cert III Trained
Gaayli Room Assistant**

Room Routine

- 7.30am - **Centre opens**
- Group in Maliyaa Room
- 8.30am - Outside play
- 9.40am - Nappy Change
- 9.50am - Group Time
- 10.00am - Children Morning Tea
- 10.15am - Inside play
- 11.10am - Nappy Change
- 11.30am - Children Lunch
- 12.00pm - Children Sleep Time
(times vary depending on child)
- 12.30pm - Inside play
- 1.30pm - Nappy Change
- 1.50pm - Group Time
- 2.00pm - Children Afternoon Tea
- 2.55pm - Bus children leave
- Outside play (weather permitting)
- 4.00pm - Inside to Maliyaa Room
- Nappy Change
- 4.30pm - Children late afternoon tea
- Merge with other rooms if not already
- 5.30pm - **Centre closes**

Week A

Educator 1 shift 7:50am - 3:50pm

Educator 2 shift 9:40am - 5:40pm

Week B

Educator 1 shift 7:25am - 3:25pm

Educator 2 shift 9:00am - 5:00pm



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Other Information we would like to share with you specific to the Gaayli Room:

Excursions:

Our children love getting involved in their community. There are constant excursions happening throughout the year to places of culture, interests, celebrations or invitations from the community. We visit places like Wallaby Track, Police/Fire/Ambulance stations, Nursing home, other childcare centres and many more.

All parents/Carers are welcome to attend excursions and/or volunteer to help out, we also encourage parent/carers input for ideas on excursions. Please don't hesitate to talk to us in regards to excursions.

Language:

Each month our Gaayli room focuses on specific learning modules around our Gamilaraay Language. This includes animals, numbers, colours, letters, words etc. This is complimented by pictures so children have visuals to learn with the language along with cultural symbols being used in our everyday routine.

We are currently working on "We are one" in language across the whole centre which our children are learning quite quickly.

Rest Time:

As per Winanga-Li Early Learning and Care Policies and Procedures & the NSW National Regulations, all children are required to have at least 15minutes rest time. The Gaayli children are given either a bed or a cot (parent/child preference) with sheets labelled just for them, these sheets are washed weekly at the Centre. The children must rest for 15minutes, during this time the children are not made to sleep just rest. After the 15minutes, the children who are not asleep are able to have quiet table top activities set up for them to do until Afternoon tea time.

Please note, if your child falls asleep during this time we are not permitted to wake your child.

Developmental Milestones:

Each month across the Long Day Care rooms we focus on the 5 Developmental Milestones, Emotional, Social, Physical, Cognitive and Language. We complete checklists which then turn into observations and we are able to identify areas needing support for each individual child to be able to achieve the milestone. If you have any particular skill you would like our educators to work on, please just come in and have a chat, we would love the new ideas.

What does your child need to bring for the Gaayli Room?

In the Gaayli room your child will need at least 5 nappies for the day unless toilet training, in that case we would like to encourage parents to bring children in "pull up" nappies so we can begin to prepare them to wear undies. Your child will need at least 2 to 3 sets of spare LABELLED change of clothes in case of accidents. If your child requires a bottle, it must be LABELLED, cow's milk is provided but if your child requires formula, you will need to provide this. Any sort of comforter that your child needs/requires for rest, please make sure this item is LABELLED.

If you have any questions please don't hesitate to have a yarn with us.



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