

Butterfield House

Kindergarten + Care



Creative Early Learning for 3 to 5 year olds

240 Great Ocean Road,
Torquay, 3228 VIC
Tel. (03) 5264 6803
butterfieldhouse@ccg.vic.edu.au

Hello and Welcome!

Welcome to Butterfield House Early Learning and Care!

Thank you for taking the time to read through this handbook and learn more about who we are, our philosophy and approach to learning, as well as the practicalities around your child's attendance. We kindly suggest that you keep it in a safe place, should you need to refer to it throughout the year.

Who are we?

Butterfield House is the first step in Christian College Geelong's intended presence on the Surfcoast. It has been a long held vision of school leadership to, in time, offer school from prep to year 10 on this site, alongside an amazing Early Years and Pre-School program.

Christian College has established a solid reputation for a high standard of care and teaching of pre-schoolers, for establishing programs such as Bush Kinder, for having a strong nature pedagogy and beautiful learning environments. We believe that with the quality and size of our indoor and outdoor spaces at Butterfield, we are offering something very unique to our local families.



Why 'Butterfield'?

Butterfield House is named to honour the late Irene Butterfield.

Irene was an important member of Christian College Geelong. Someone who, from the College's earliest days, generously served our community in a way that was generous, people-centred and selfless.

We love that this reflects who WE want to be in our local community. It is a great pleasure to recognise Irene in this timeless way.

About our Centre

Over the course of 2016, and into early January 2017, Christian College Geelong committed to transforming the existing house and property at 240 Great Ocean Road, Torquay, into a fresh and modern three room, two level, Early Learning Centre. The rooms include day care, Pre-Kinder and Pre-School programs.

Apart from the care and attention given to the indoor environments, we are proud of the huge outdoor spaces that are designed to give children uninterrupted and meaningful opportunities to play in and connect with nature in. As well as the possibilities for generous indoor/outdoor access to the main playground, there is a large courtyard space that is dedicated to our edible garden, cut flowers and chickens. We also enjoy direct access to the paddocks and creek beyond our gate, and are enabled in facilitating bush experiences within each of our programs.



Centre Philosophy

Butterfield House provides a high quality program for children in both their pre-kinder and pre-school years. Our key emphasis is on nature pedagogy and play based learning in a creative, inspiring and loving environment.

The Child

Every child brings their own level of potential, curiosity, interests, and abilities to our service. Our centre is inclusive of these differences and teachers consider these as they plan programs and environments for learning.

The Family

Families are respected and acknowledged as the key educators in the child's life. We welcome being able to collaborate with them via shared information and the provision of opportunities to connect with the program.

The Staff

It is the role of staff :

- to co-explore learning with the children, taking into consideration their interests, abilities, opportunities to extend their ideas and to be alert to provocations to further understanding.
- to foster connections between home, Kindergarten and community.
- to document children's progress in ways that are useful for sharing, future planning and for tracking interests and development e.g.: digital portfolios
- to organise the learning environments in such a way that makes learning inviting and accessible.

The Program

Through programs that identify curriculum as 'everything' that happens during our time together, high value is placed on creating a sense of community as well as respect for the individual learning needs and interests of the children. Our eyes are open to the learning which occurs in the course of our everyday life together.

Beyond programs built on specific information or 'set' topics, staff are intentional about drawing on the ideas that are inspired by our observations of things important to our children. You will see that, via this 'emergent' approach, we are fostering an authentic love of learning, investigation and collaboration with others.

All aspects of our program are guided by **The Victorian Early Years Learning and Development Framework** and by the **National Quality Standard**.

The Environment

The look and feel of our indoor and outdoor learning spaces are very important to the staff at Butterfield House. We agree with the premise of the environment being the 'third teacher' and that carefully thought out, and beautiful spaces, are important stimuli to independent learning.

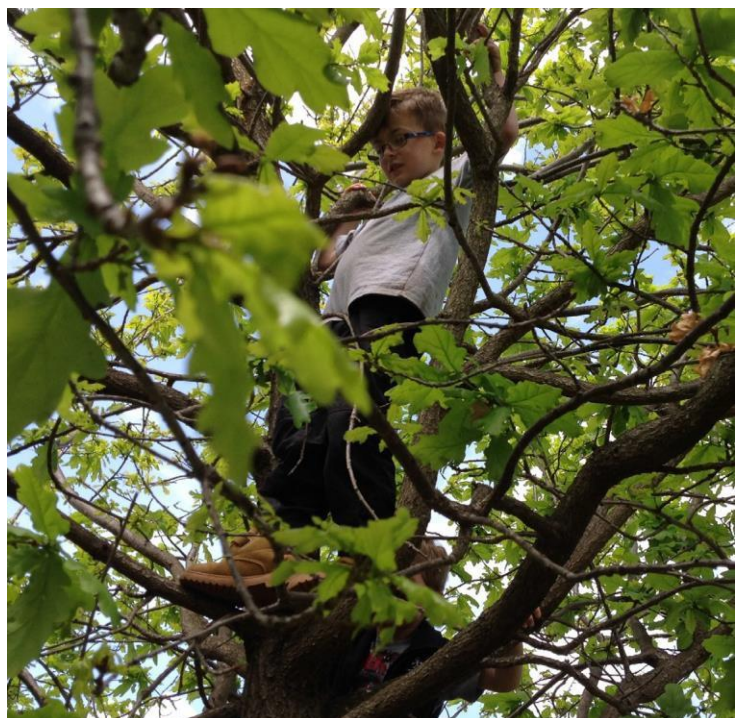
Our World

'What they do not know, they cannot love.

What they do not love, they cannot protect'

– David Suzuki

This quote underpins much of the way we want to help children engage with their world. We want them to love the natural spaces we play and learn in. We want them to become knowledgeable about the natural world. We want them to be thinking about the small and big things we can do to take care of our immediate environments and, ultimately, our planet.



Our Faith

We respect the faith traditions of our families and come together under a common umbrella of compassion for others, traditions of kindness and servanthood.

From The Christian College Philosophy Statement

- *'The aim of Christian College is to develop the spiritual, intellectual, physical and emotional capacity of students as part of their total character, and to develop an appreciation of the wonderful world in which we live, to enhance it, as well as to preserve it'.*
- *'Christian College develops an atmosphere of care and concern for each student's character growth and well-being, within a value system and set of priorities derived from the Christian faith. Honesty, integrity, compassion, respect and tolerance underpin the expectations of all interaction within the College programme. The Board and Staff of Christian College believe that every student reflects the goodness of God's creation and has intrinsic worth, irrespective of class, colour or creed. Staff members daily seek to provide examples of Christian love in their dealings with students, parents and other staff members'.*

Our Programs

1. Day Care:

Our hours of care are between 7 am and 6:30 pm, 48 weeks of the year. As we operate on half day increments to allow greater flexibility of delivery of service, these are divided as follows;

a.m. session: 7:00 am - 1:00 pm

p.m. session: 1:00 pm - 6:30 pm

Permanent Care:

We can provide full time or part time care for children from three years of age through to Pre-School on a permanent basis, for up to 22 children. ***Please note that we prioritise children attending sessional programs at Butterfield, for these highly sought after places.**

Casual Care:

Dependent on availability, additional days may be offered. Please contact reception if these are required, even on a 'occasional' basis. We will do our best to accommodate your needs. We do request though that any pre booked casual days allow for 24 hours notice to cancel, otherwise these days will be charged to your account.



*We kindly ask you to nominate a drop off and pick up time to assist us with our staffing arrangements. These nominated times can be adjusted at any time through reception. Please notify us immediately if you are running late for pick up time.

Our Programs Cont'd

2. Pre-kinder / 3YO

From 2022 we are offering two options for children who have turned three by the end of April, in year of attendance. Note: children must be three before they can commence in 3YO program.

We strongly encourage families to consider their child joining this program in the **year that they turn four**. The director will be more than happy to explore, and discuss, the best start 'age' option for your child

A Government subsidy will apply for up to 5 hours of each of our 3YO groups.

Mudlarks Group: Thursday 12:15 – 3:15 + Friday 9:00 -1:00 [This group is prioritised, but not exclusively for, children who are turning four by the end of April of year of attendance.]

Sandpipers Group: Wednesday 12:15 – 3:15 + Thursday 8:45 -11:45

3. Pre-School / 4YO

Each of our Pre-School groups provide 16 hours of session time per week. The format includes two days of 6.5 hours and one half day of 3 hours [all days run consecutively]

Pre-Kinder and Pre-School groups are capped at 22 children; all groups operate on a minimum staff ratio of 1 educator to 11 children.

All of our programs are eligible for Child Care Subsidy as applies to your family.

Parking

We have generous onsite parking for use by our families.

Hours of Operation

Day Care: 7:00 to 6:30 Monday to Friday, 48 weeks of the year.

The centre closes on the following Public holidays:

Please note these carefully should these impact your care needs.

- | | |
|-----------------|---|
| - Australia Day | - Anzac Day |
| - Labour Day | - Queen's Birthday Weekend |
| - Good Friday | - Grand Final Day [pending] |
| - Easter Monday | - Geelong Show Day [in lieu of Melbourne Cup] |

Butterfield House will also break for 3 days during the last week of Term 2 and for 2 weeks over December and January. Specific dates will be posted in the reception area at the beginning of each year.

*** Please note that families are required to pay for public holidays but NOT for any other time indicated that the centre closes.**

Child Absences

Pre-Kinder [3YO] and Pre-School [4YO] :

We appreciate an email or a phone call should your child be ill or on holidays. Term fees still apply.

Day Care:

If your child is unable to attend, we would appreciate prompt notification.

Sick days: Full fees are still payable if absence is due to illness.

Child Care Subsidy (CCS) and absences:

Families who are eligible for this benefit are allocated 42 allowable absences [including public holidays] per child, per year. These absences can be for any reason and do not require 'proof of absence'.

Once these 42 absences have been used up, your child can still be absent from the centre, and eligible for CCS, however this absence must be considered an 'additional absence' and be supported by documentation: This documentation includes

- Illness (with medical certificate), or an absence due to sickness of the child, a parent or sibling (with supporting medical certificate)
- Non-immunisation
- Rostered days off
- Rotating shiftwork
- Temporary closure of the centre or pupil free days
- Shared care arrangements due to court order, parenting plan or parenting order
- Attendance at Pre-School
- Exceptional circumstances, such as long term illness

Change of Care Arrangements

If you wish to conclude your child's Care at Butterfield House or simply reduce or change times or days, please inform us in writing with at least two weeks' notice. Please note that your CCS will only be paid until the last day your child attends. In order to receive your CCS, your child must attend and be signed in during the notice period.

How do you become part of the Butterfield House Community?

You can join our wait list by either downloading our enrolment forms on line, phone to have them sent to you, or make a time to come in, in person. We think it's a smart idea to come and visit so that you can develop a sense of whether we are the right fit for you. Please phone us on 52646803 to negotiate a time that works for all of us.

There is no charge to be placed on a wait list, but when we offer you a position, you will need to secure each child's place with a \$300 [non-refundable] deposit. This amount will be deducted from your first invoice.

If Your Child does not commence at Butterfield House as planned, your fee/bond will not be refunded.

The enrolment process also includes gathering important details around family, contact details, medical information and fee paying details. This must be completed and returned before orientation can commence.

Immunisation

As per the 'No Jab, No Play' legislation, 2016, we are unable to accept enrolments from children who are not immunised [with the exception of children who have a medical exemption]. Children who do not remain up to date with immunisation may find any government benefits are suspended. It is a requirement that you provide us with an official immunisation record. In the event of some infectious diseases, non-immunised children may be excluded.



Orientation

Pre-School [4YO] and Pre-Kinder [3YO]

Prior to commencement in Term 1, you will receive an orientation timetable schedule tailored to your child's group. Families commencing after this time will be able to negotiate the best way to orientate their child.

Day Care

We encourage families to come and support their child during their first visit to the day care program, while the children familiarise themselves with the educators, the physical environment, and some of the routines. This can be negotiated with the educator in charge and may look different for each child.

Car Park

Please ensure that you are aware at all times of children walking in the grounds or the car park and that you adhere to the 5km per hour speed limit.

Never leave children in unattended cars. No matter how great the temptation. There will always be a parent who could assist with the collection /drop off of your little one, or please phone reception to see if we can help.

Arrival/Departure

- We understand the friendship and support that the kindergarten community can offer adults too, but ask that you be sensitive in using the classrooms as your social hub! It can sometimes be difficult for staff to engage children when a number of adults remain in the room talking. Please feel free though, to linger and chat in the foyer and outdoor areas.
- Often we will begin our sessions with a brief 'mat/meeting' time. This will be an opportunity to orientate children to the activities available on any given day, and to talk about building on what has gone on the day previously. For this reason it will be most helpful if children are ready to settle on 'the mat' **when session time begins.**
- Usually, children who are experiencing separation anxiety, benefit from the departing adult being loving, but decisive about their exit. Your child's teacher will be very happy to discuss with you the best approach for your child.
- It can be expected that there may be occasion when you will be delayed in collecting your child. Out of respect for the distress that **repeated** 'late pick-ups' causes children and for the fact that staff are on a very limited break between sessions, please make every effort to be on time for. Please note that a late collection fee is outlined on the enrolment form.
- **We LOVE creating and building on our amazing outdoor play space for our children and work hard [often personal time] to keep it special, please note that our playground is for the exclusive use of Butterfield children in session times only.**

Dismissal

Until each child is dismissed safely, staff are unable to engage conversationally with you at the end of session. We know that you will appreciate that our focus needs to be on the children until that time, after which we will be happy to address your questions. Alternatively we can make a specific time outside of regular session. At home time please support us by encouraging your child to wait for their name before they leave the mat area. There is potential of children running ahead of their carer and exiting into the carpark, and we are very sensitive to the potential harm should a child venture unaccompanied onto the road.

Daily Sign In / Out

To conform to the regulations set down by the Children's Services it is essential at every session you sign in your child's arrival and departure times. This process is completed through our 'digital sign-in/out' devices found in the centre's Reception and Day Care room.

Unregistered Person Collecting Your Child

Every family can nominate other authorised people who may collect their child. If you, or one of your authorised contacts are unable to collect your child, please notify us in writing as soon as possible. We will need the name and address of the person collecting your child and, on arrival, some form of photo ID. We cannot dismiss a child without this identification.

Specialist Subjects

Once the year is underway, you will be notified of any specialist opportunities such as music, Japanese and library, that may be offered to the program your child is involved in.

Library bags

Library bags will be provided for each child in the Pre-School program and there will be an opportunity each week to borrow a book as supplied by Christian College, Junior School Library.

Newsletters

We are looking forward to introducing you to Storypark, which will be our one stop hub for digital communication. We look forward to frequent communications with families about our programs...words and pictures.

Butterfield House will also be sharing news and highlights through the Christian College weekly newsletter - 'The Vine'. You will be emailed a link each week to browse at your convenience.

We often share on Instagram too. You can find us at @butterfield_house

Program

We implement programs based on the Early Years Learning Framework. This framework identifies, five Early Years Learning and Development Outcomes for all children.

- Children have a strong sense of identity.
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators.

All teaching staff are very aware of the importance of communicating the reality of how we are working toward outcomes in these areas with parents and care givers.

In our program we take great pains to recognise the importance of the learning that happens through the 'little' things that are just part of our days together e.g. a special treasure brought, or somebody's experience that is shared with the group. There are endless topical and seasonal issues that 'interrupt' our program in a meaningful way that link with the outcomes we value for our children. We especially invite you to respond to what you read. Jump into the conversation!

Clothing for Kindergarten & Care

Many kindergarten activities are sensory in nature and potentially messy! Smocks are often available for these activities but there will be times when they may not protect as well as you would like.

Please dress your child in a way that is least stressful to you, and if you intend an outing straight after kindergarten, pack a change of clothes.

We strongly encourage you to name your child's clothing. It will help save you from the frustration of lost clothing!

Visitors Badges

Located in the reception area is a 'Visitor's Sign Book' – and accompanying badges, which will be required to be signed and worn by all persons spending extended session time in the kindergarten.

This applies whether they are visiting in a social or professional capacity. This is in accordance with safety regulations laid down by Christian College in operation throughout the whole school.

Working With Children Card (WWCC)

In keeping with wider school policy we request all parents who intend to become involved at the kindergarten to apply for the Volunteers WWC card. There is no charge for these 'volunteer' cards and forms are available from the Post Office. Please note that in relation to excursions, our preference is to have parents with their WWC card accompany us to assist with the children.

Payment of Fees

Fees are calculated on each child's daily requirements across Pre-School, Pre-Kinder and Day Care and these will be direct-debited fortnightly from your nominated account.

Fundraising

Throughout the year various fundraising products will be available to you. Your participation in these opportunities is appreciated. However, we in NO way compel you to purchase goods unsuited to your needs or interests.

Collectables

Early Years educators are renowned for their 'bower bird' qualities and we welcome donations of the following items:

- Small boxes
- Margarine containers and lids
- Cardboard cylinders
- Interesting collage type materials eg: beautiful textured papers, fabric.
- Additions to our dress ups
- Natural objects eg: leaves, nest, bark, rocks, stones, shells.

Sunhats and Sunscreen

All children will be required to bring a hat each time they attend Kinder. Our policy is for children to wear hats throughout Term 1 and 4, as well as other high exposure days. Hats need to be wide brimmed and clearly named. Applying sunblock will be part of the routine in our Pre-School program and sunblock will be provided by the centre. If your child has sensitivity to sunblock we request that you make a suitable product available, and keep it in your child's bag.

We request that parents and carers apply sunscreen to children in the pre-kinder program prior to attending their session.



Stay and Play

We would love you to build connections with our programs... We are open to creating opportunities for you making a connection to what goes on during a typical session and enjoy the experience with your child.

Please chat with your child's educators about how this might look during a regular session.

Additionally there are bush kinder / parent rosters, special access nights such as expo's, art exhibitions, parent evenings and morning teas throughout the year. Please note that these may vary from year to year and may be impacted by the unforeseen such as Covid restrictions.

Rest / Quiet Time

In our extended days, Pre-School children will have a scheduled quiet time. This will vary from relaxation, story time or music, but will usually mean 'lying down'. Please provide a named pillow slip size of fabric (or a pillow slip) for your child to rest their head on. These will be kept and washed here as required. Mats and quilts are available in our day care program to support children who need a rest.

Birthdays

As able, parents may arrange to attend part of the session, on their child's birthday. Our preference is for non-food treat such as stickers, bubble mix or balloons to celebrate the special day. Parents of children with special dietary concerns are requested to provide a suitable alternative for the teachers to keep in reserve for such occasions.

We are happy to talk with you about alternatives to sweet treats.

At times party invitations are distributed at Kindergarten. As a kindness to children who may be missing out on an invitation [and of course not everyone can be invited to each celebration], **we insist on discretion** e.g: the invitations quietly put into parent notice pockets, to be opened away from kindergarten , NOT handed out in front of the children. Thankyou.

Breakfast

While we do not officially provide food for our day care program, we are most willing to provide a simple breakfast option for our early birds. Children that arrive prior to 8:30 can be offered breakfast as requested.

Snacks

Butterfield House has an ongoing emphasis on healthy eating.

We require that children bring a healthy snack [**we discourage cakes, sugary foods, all sweetened drinks and preferably not muesli bars or other heavily processed, packaged snacks**] to enjoy during the session.

Our preference is for unprocessed foods.

If you commit to this policy, you will be pleasantly surprised at what your child will eat when others are eating healthily too! Apart from looking after our bodies we want to get the environmental message across to children that less packaging and waste makes our planet smile.

DET discourages meat and yoghurts in snack boxes unless they are cooled by a fridge pack, but some other suggestions are...

- Fresh fruit [look beyond the usual apples and bananas from time to time]
- Dried fruit
- Vegetable sticks
- Dip
- Healthy sandwiches [No peanut butter or nutella]
- Sushi

Remember, this is intended to be a snack not a meal! A small, named container is adequate.

Nuts!

After extensive conversations around nuts and risk to children, we have amended our policy to nuts being permissible **UNLESS we have a child at the Centre at risk of an anaphylactic reaction to nuts**. We believe that our no share policy, and washing hands before and after eating is an adequate safeguard against milder reactions. We also agree that nuts are a great and nutritious snack.

Asthma and Allergy Plans

It is really important that if your child has any allergies or health issues that have implications for their care at Kindergarten that you collect an action plan from reception. Please be aware that Children with specific allergies will have their photos & allergen displayed in an appropriate area to improve staff awareness and staff ability to respond special needs. All parents with children with allergies are required to complete a 'risk minimization' form and action plans.

Accidents

Even in the safest of environments, accidents can still happen. Butterfield meets or exceeds all requirements in terms of staff qualified in first aid, equipment safety, educator ratios and supervision.

Whenever a child sustains an injury, a report needs to be registered in our accident book. Your child's teacher will tell you of this when it occurs and you will be required to sign the book to confirm that you have been notified.

Medication

All medication, scripted or naturopathic, must be administered by staff according to detailed instructions, in writing by the Doctor or treating specialist, or where relevant, the parent or caregiver. Please speak to the person in charge of your room.

Illness

As children enter a new environment outside of home, they may be susceptible to contracting various illnesses. We kindly ask that if your child is showing symptoms of an infectious illness, that you do not bring them to our service. This is for their own wellbeing, as well as the wellbeing of other children and staff.

Please note the following guide to recommended exclusions.

- **Conjunctivitis:** Exclude until discharge from the eye has ceased, unless a doctor has declared it 'non-infectious'.
- **Diarrhoea:** Exclude until there has not been a loose bowel motion for 24 hours.
- **Hand, foot and mouth disease:** Exclude until all blisters have dried.
- **Head lice:** Exclude until effective treatment begins.
- **Cold sores:** Exclude until the sores are dry. Sores should be covered by dressing wherever possible.



Complaints

In my capacity as coordinator I am responsible for the overall organisation and smooth running of the programs that operate out of Butterfield House. In order for us to do this job well, it is important that you feel confident to relate your concerns or queries regarding your child's experience at Butterfield House to the people who can address them. Regardless of which group your child attends, I am readily available to you and will be happy to arrange a time to hear your concerns.

We cannot emphasise enough how much we appreciate people seeking out accurate information, instead of allowing some disturbing rumour cause them unnecessary stress.

If you have an issue of concern that you would like addressed at a more formal level, our Policy encourages you to address these complaints (in ascending order) to:

1. Mrs Bernadette Johnson Director of Butterfield House - 03 5264 6803
2. Mr Glen McKeeman (Principal of Christian College) - 03 5241 1899
3. Department of Education and Training - 03 52155136

'Un-complaints'!

Don't wait till the end of the year to tell us what you loved about what you see happening at Butterfield House! We don't know anyone who doesn't thrive on some verbal or written encouragement, and our staff is no exception to that. Drive us on to even greater efforts by letting us know you notice the many little things we do as we strive for excellence.

Other

Butterfield House is an integral arm of Christian College Geelong, and as such embraces the College policy, its aims and objectives. Your child will be gently introduced to a program that includes the celebration of the Christian Calendar – (e.g. Easter/Christmas), children's Christian stories/songs and grace.

In Conclusion...

We would like to thank you for your interest in enrolling your children at Butterfield House. We are full of anticipation about what we can offer your family through our programs. These are very special years in the life of your family and we consider it a privileged to be partnering with you.

On behalf of the team at Butterfield House... welcome!



Bernadette Johnson Director
of Butterfield House
Christian College Geelong



**CHRISTIAN
COLLEGE**
G E E L O N G

www.christiancollege.vic.edu.au