

CARINYA

Early Childhood Centre



Family Handbook

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We wish to acknowledge the Wiradjuri people, the traditional custodians of this land in which we play and grow.

We respect and honour their special connections to this land.



Cowra Early Childhood Services



Cowra Early Childhood Services (CECS) proudly manages five children's services within the Cowra community: Carinya Early Childhood Centre, Cowra Family Day Care, Cowra Early Childhood Long Day Care Mobile Service, Cowra Early Childhood Preschool Mobile Service, and Cowra Early Childhood Services Out of School Hours Care (OOSH). We are also excited to be developing a new Preschool, which will become our sixth service.

As a community-based, not-for-profit organisation, CECS is overseen by a voluntary Management Committee made up of up to ten parents and/or community members. The committee is re-elected each October at our Annual General Meeting.

Our Services

Carinya Early Childhood Centre

Approved by the NSW Department of Education to provide education and care for up to 59 children per day, from 6 weeks to 6 years of age. This approval allows us to offer both long day care and occasional care as part of our daily operations.

Cowra Family Day Care

Offers education and care for children from birth to 12 years in the homes of registered educators, supported by our Coordination Unit.

Cowra Early Childhood Long Day Care Mobile Service

Delivers long day care for children aged 6 weeks to 6 years across several communities, including Morongla, Cargo, Koorawatha, Greenethorpe, Mandurama and Gooloogong.

Cowra Early Childhood Preschool Mobile Service

Provides a preschool program for children aged 2½ to 6 years at Cowra, Mandurama and Holmwood.

Cowra Early Childhood Services Out of School Hours Care (OOSH)

Offers after-school and vacation care for children from Kindergarten to Year 6.



our vision

To live in a world where all children are nurtured, respected & encouraged to reach their potential.

our mission

We build relationships & provide education & care in a way that nurtures the wellbeing of children & families in a safe, inclusive & respectful environment which lays the foundation for life-long learning. We advocate for & respond to the needs of children & families across the Lachlan region.

our values

passion

We are committed in heart & mind; we energise, engage & inspire others.

diversity

We know that the inclusion of people with different ideas, strengths, interests & cultural backgrounds will help us succeed. We encourage healthy debate & difference of opinion.

integrity

We are honest, open, ethical & fair. Our professionalism is embedded into the CECS community.

leadership

We have courage to shape a better future. We are entrepreneurial, we take risks & strive for meaningful change.

Statement of Commitment to Child Safety

At Cowra Early Childhood Services, we are committed to providing a safe, nurturing, and inclusive environment for all children in our care.

As a community-run, not-for-profit organisation with a dedicated volunteer committee, we understand the paramount importance of child safety and wellbeing.

Our organisation encompasses a diverse range of services, including centre-based care, family day care, out of school hours care, preschool, and mobile long day care.

With a team of 60 passionate employees, we strive to uphold the highest standards of care and education.

We are proud to have three of our services meeting national quality standards and two exceeding them. This achievement reflects our unwavering commitment to excellence and continuous improvement in all aspects of our operations.

We fully endorse and adhere to the NSW Child Safe Standards and are guided by the Office of the Children's Guardian and the United Nations Rights of the Child.

Our practices are designed to ensure that every child feels safe, valued, and respected. We believe that every child has the right to grow and learn in an environment free from harm and discrimination.

Our commitment to child safety includes:

- 1) **Creating a Child-Safe Culture:** We foster a culture of openness, inclusivity, and respect, where children feel comfortable to express themselves and report any concerns.
- 2) **Implementing Robust Policies and Procedures:** Our policies and procedures are regularly reviewed and updated to ensure they align with the latest child safe standards and best practices.
- 3) **Training and Support for Staff:** All staff members receive comprehensive training on child safety, including recognising and responding to signs of abuse and neglect.
- 4) **Engaging with Families and the Community:** We actively engage with families and the broader community to promote child safety and wellbeing.
- 5) **Continuous Improvement:** We are committed to ongoing evaluation and improvement of our child safety practices to ensure we provide the best possible care for every child.

At Cowra Early Childhood Services child safety is everyone's responsibility. We are dedicated to creating a safe and supportive environment where every child can thrive.

Dear Families,

Welcome to Carinya Early Childhood Centre!

At Carinya, we are committed to building relationships and providing education and care in a way that nurtures the wellbeing of children and families in a safe, inclusive, and respectful environment.

Our team of passionate and knowledgeable educators and staff are here to support your child's development and to foster a love for learning that will last a lifetime. We believe in play-based learning, where children are encouraged to explore, discover, and express themselves creatively. Through a combination of structured experiences and free play, we aim to cultivate the social, emotional, cognitive, and physical skills that are essential for your child's holistic development.

Communication and collaboration with parents are key practices within our philosophy. We value your input, insights, and feedback, and we encourage you to be actively involved in your child's learning journey. We aim to keep you informed and engaged via our Carinya Curriculum Facebook page, emails, newsletters, and parent-educator meetings. We also encourage you to attend our special events.

Please don't hesitate to reach out if you have any questions or if there's anything we can do to support you and your family. You are welcome at our service at any time.

Once again, welcome to Carinya Early Childhood Centre. We are excited to embark on this adventure with your child/ren and we look forward to building a strong and meaningful partnership together.

Warm regards,

Jenna Woods (Director/Nominated Supervisor)

Carinya's Philosophy

Carinya Educators Value:

Children, Families and Communities

Educators and staff value children as active members of the community and respect their right to learn, play and share their voices.

Families' knowledge of their children's growth and development is valued and respected within planning and all aspects of the delivery of our Service.

Carinya plays an active role in the community and values community partnerships.

Curriculum and Practice

Educators' professionalism and knowledge is valued within the implementation of a curriculum for children. We are guided by critical reflection and ongoing professional learning.

The curriculum allows children to learn through play and real-world experiences, that focus on children's holistic wellbeing.

Our curriculum aims to develop capable, resilient, independent children through curiosity, safe risk taking, exploration, imagination, creativity, small group learning and mutual respect.

Carinya's curriculum promotes inclusion for all children, families, educators and the wider community. We recognise and value diversity and our culture reflects equity and equality for all children and families.

Respectful and Reciprocal Interactions and Relationships

Educators build positive, nurturing and collaborative relationships with each child and family.

Strategies such as intentionality, research, observation and scaffolding, nurture learning and positive relationships between children, families and educators.

Learning Environments

Children have the right to play and learn in a safe and trusting environment that is aesthetically pleasing and promotes inclusion and fairness for all.

Carinya's environments are home like and display appreciation and respect for natural environments, animals and sustainable practices.

The cultures of families and those represented in the local community, including the local Aboriginal community, are incorporated into Carinya's environments, resources and programs.

Family Child Safe Code of Conduct

Service Commitment to Child Safety

Our service is committed to providing a safe, inclusive and respectful environment where all children feel secure, valued and protected.

Guided by the principle of paramountcy, the safety, wellbeing and best interests of every child are our highest priority in all decisions and actions. We recognise children as capable and competent individuals with rights, including the right to feel safe, be heard, have their views respected and participate in decisions that affect them.

We have zero tolerance for child abuse, neglect or harm and actively work to uphold child safe standards in all areas of our practice.

We expect all families to support and uphold these standards.

Application

This Code of Conduct applies to parents, caregivers, authorised nominees, emergency contacts and any person attending the service on behalf of a family.

Children's Rights

Families are expected to support every child's right to:

- Feel safe and protected from harm
- Be treated with dignity and respect
- Express their views and be heard
- Participate in decisions that affect them
- Have their privacy respected
- Access an inclusive environment that is free from discrimination, harassment and bullying

1. Respect and Safety

Families must:

- Treat all children, educators, staff and other families with respect and kindness.
- Always communicate respectfully and appropriately.
- Support a safe environment free from aggression, intimidation, discrimination, harassment or bullying.
- Refrain from smoking, including vaping, within the service or its boundaries.
- Follow all service policies and procedures.

2. Child Safe Behaviour Expectations

Families must:

- Always act in ways that prioritise the safety and wellbeing of all children.
- Never engage in behaviour that could harm a child physically, emotionally or psychologically.
- Respect children's rights to privacy, dignity and personal space.

- Follow educator directions regarding supervision, routines and safety practices.
- Not attempt to discipline, reprimand or physically intervene with another child. Concerns should be directed to an educator for support.
- Report any concerns regarding the safety, wellbeing or welfare of a child to an educator or member of management as soon as possible.

3. Supervision and Arrival/Departure

Families must:

- Ensure children are signed in and out by an authorised adult only.
- Ensure children are not left unattended at any time.
- Ensure an educator is aware of their child's arrival and departure and that responsibility for the child has been formally handed over between the family and the educator.

4. Personal Digital Device Use

To protect the safety, privacy and dignity of all children, strict guidelines apply to the use of personal digital devices (e.g. mobile phones, smart watches, tablets and cameras).

Families agree to:

- Limit personal digital device use (including phone calls, video calls, text messaging and social media) in areas where children are present, including rooms and playgrounds.
- Refrain from using personal digital devices in private areas, including bathrooms, nappy change areas and sleep rooms.
- Refrain from photographing, filming or recording while on the premises unless expressly authorised by the service.
- Follow all signage and educator directions regarding personal digital device use.
- Request access to a private space for essential personal digital device use, such as necessary Telehealth appointments.

5. Privacy and Confidentiality

Families must:

- Respect the privacy and confidentiality of all children, families, educators and staff.
- Never share images, videos or personal information about another child, family, educator or staff member through social media, messaging platforms or other means without permission.
- Respect that some children may have restricted permissions regarding photography, filming or documentation.
- Not access, request or disclose confidential information relating to another child, family, educator or staff member.

6. Service Rights

To protect children and uphold child safe standards, the service reserves the right to:

- Request that a personal digital device is put away if its use is considered inappropriate.
- Direct any person to stop photographing, filming, recording or sharing content.
- Request the deletion of unauthorised images, recordings or content where appropriate.

- Take any action considered necessary to protect the safety, wellbeing, privacy or dignity of children.
- Escalate concerns where privacy, safety or child wellbeing has been compromised.

7. Communication and Concerns

Families must:

- Inform educators of any significant changes that may impact their child's wellbeing, behaviour, health or comfort throughout the day. This includes vaccinations, medications, illness symptoms, injuries, poor sleep or significant changes at home.
- Raise concerns, complaints and grievances respectfully with educators or management.
- Respect educators' time when discussing concerns. Where a matter requires a more detailed discussion, an appointment may be arranged at a mutually suitable time.
- Refrain from engaging in inappropriate social media activity, defamatory comments or behaviour that may adversely affect the wellbeing, privacy, safety or reputation of children, families, educators, staff, or the service.

The service will:

- Take all concerns relating to child safety seriously.
- Respond promptly and appropriately to concerns or complaints relating to the safety and wellbeing of children.

8. Breach of the Code of Conduct

Failure to comply with this Code of Conduct may result in:

- A reminder of expected behaviour.
- A formal warning.
- Restricted access to the service or parts of the service.
- A request to leave the premises.
- Termination of enrolment in serious or ongoing cases.

The service may take immediate action where a breach involves the safety, wellbeing, dignity or rights of a child.

Carinya's Rooms

Carinya Early Childhood Centre offers high-quality long day care for children from six weeks to school age, as well as occasional care for children aged two and a half years to school age. Our centre is thoughtfully structured into three age-specific groups, allowing us to support each child's individual routines, developmental needs, and unique strengths in a warm and nurturing environment.



Hours of Operation

Carinya provides early childhood education and care to children –

8am to 6pm

Monday to Friday

For approx. 50 weeks per year

Carinya is closed on public holidays and for approximately two weeks over the Christmas and New Year period. The Leadership Team and Management Committee may declare Professional Development Days throughout the year if they feel it is in the best interest of the service.

Policies

A full copy of all service policies, the Education and Care Services National Regulations and Law, the National Quality Standards, and the Early Years Learning Framework is available at Carinya. Our policies are developed in alignment with the National Quality Framework and informed by current research, best practice, and the needs of our community. These policies guide our operations to ensure the highest quality of care and to safeguard all children, families, staff, educators, and the wider community.

We value and encourage family involvement in the development and review of our service policies. Policies are regularly updated with input from families, staff, management, and community members. We warmly invite you to discuss any questions or suggestions regarding our policies with our staff, educators, or management team.

Carinya's Curriculum

Carinya's curriculum includes every aspect of children's learning and care—our educational programs, daily routines, care practices, learning environments, and the meaningful interactions that take place throughout the day.

Our programs are thoughtfully designed around the interests, strengths, and emerging skills of each child, as well as group learning opportunities. Educators support every child's growth through play-based learning and positive, nurturing relationships. Carinya's curriculum is guided by the National Quality Framework, including the Education and Care Services National Regulations 2011, the National Quality Standards, and the Early Years Learning Framework.

Intentional Teaching

Carinya's early childhood educators use play and meaningful interactions to plan learning experiences that build on each child's growing knowledge and skills. Through intentional teaching, educators thoughtfully create opportunities that challenge, question, explain, engage, extend, and scaffold each child's learning and development.

Children's interests, strengths, and abilities form the foundation of our curriculum. These guide both planned and spontaneous experiences that support each child's development, learning, and wellbeing.

Carinya's programs offer a balance of individual, small-group, and whole-group experiences, as well as opportunities for one-on-one attention and quiet moments alone. Children enjoy a mix of indoor and outdoor play, calm and energetic times, with resources and environments designed to support each child as both a unique individual and a valued member of the group.

We thoughtfully incorporate children's family backgrounds, cultures, life events, and our wider community into daily learning experiences, ensuring that each child feels seen, valued, and connected.

Programs are regularly documented, reflected on, and evaluated. We share children's learning with families through room displays, texted photos, term newsletters, the CECS Facebook page, the Carinya closed curriculum Facebook page, and daily conversations. We encourage you to take time to explore these and enjoy sharing your child's experiences at Carinya.

Education and Care Services National Regulations

All early childhood children's services are governed by the National Regulations and Law regarding aspects such as service approvals, assessment and rating procedures, operational requirements, physical environments, staffing arrangements, management

and compliance. These regulations are monitored by the Department of Education and Communities.

National Quality Standards

Service operations and programs are guided by the National Quality Standards. These are a set of standards, consisting of seven quality areas that are fundamental to positive outcomes for children.

When Carinya is assessed under the Assessment and Rating process we are assessed against the National Quality Standards.

1 Educational program and practice

2 Children's health and safety

3 Physical environment

4 Staffing arrangements

5 Relationships with children

6 Collaborative partnerships with families and communities

7 Governance and leadership

Early Years Learning Framework – Belonging, Being and Becoming

This framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. The framework has been designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

Carinya's curriculum supports children's wellbeing, growth, learning and development in the following areas: -

Creative Play

Creative play includes a wide range of experiences such as art and craft, building and modelling, music, movement, and dramatic play. Children are offered many opportunities throughout the day to explore their creativity, with the freedom to make choices and follow their own ideas.

Creative play is open-ended, allowing children to create freely without a set outcome. The emphasis is on the joy and process of creating rather than the final product. Children are encouraged to choose the materials they wish to use and design their creations in ways that reflect their own thinking and imagination.

Through creative experiences, children naturally explore early mathematical and scientific concepts such as shape, size, spatial awareness, patterns, and basic design elements. Their imagination is sparked, and they develop the ability to express feelings,

retell events, and share stories from their lives. These experiences strengthen recall, communication, and expressive skills.

Creative play also nurtures children's confidence and self-esteem. They take pride in their work—whether it is displayed, shared with others, or simply enjoyed in the moment. At Carinya, we celebrate each child's unique creativity and the meaningful learning that unfolds through play.

Sensory Play

Sensory play is a vital part of children's development in the early years. Through touching, tasting, hearing, seeing, and feeling, children learn about their world in meaningful and engaging ways. This includes exploring nature—feeling the warmth of the sun, touching plants and natural materials, playing with dirt and mud, walking on grass, and splashing through water.

These sensory experiences are not only enjoyable but also calming and grounding for children. They provide opportunities for self-expression, help reduce anxiety, and support children in understanding and responding to their emotions.

Construction & Destruction

Carinya offers a wide variety of natural and commercial building materials, including wooden blocks, rocks, logs, branches, sand, soil, Duplo, Lego, Mobilo, and Poly M. Recycled items such as boxes, fabric, and plastics are also provided to inspire imaginative construction.

Children are equally encouraged to explore deconstruction experiences, such as safely taking apart old appliances like toasters or computers. These opportunities allow children to investigate how things work, examine components, and satisfy their natural curiosity about the mechanics of everyday objects.

Both construction and deconstruction experiences support children in developing strong problem-solving skills through thinking, planning, experimenting, and testing ideas. They learn how objects fit together, how structures are formed, and how materials behave.

These activities also promote cooperation and teamwork as children share resources, negotiate ideas, and learn from one another. Important mathematical concepts—such as length, width, shape, size, spatial awareness, sorting, and categorising—are naturally explored through hands-on building and dismantling.

At Carinya, we celebrate the creativity, curiosity, and confidence that grow from these rich, open-ended learning experiences.

Thinking and Problem-Solving Skills

Our programs include a wide range of thinking and problem-solving experiences such as puzzles, games, science exploration, nature investigations, play-based challenges, and meaningful discussions about the world around us. These activities support children in

developing independence, resilience, curiosity, and a strong sense of discovery. They help children make sense of their world and understand how things work and connect.

Through these experiences, children learn to estimate, hypothesise, test ideas, and experiment. They naturally engage in counting, comparing, labelling, identifying, and exploring concepts within their learning environment. These opportunities build confident thinkers who enjoy exploring new ideas and solving problems in creative ways.

Imaginative Play Experiences

Throughout the day, children engage in role play, imagination, and creative expression. These experiences help them develop important social and emotional understandings, such as sharing, showing empathy and courtesy, using manners, practising generosity, imitating positive behaviours, and developing self-control.

Imaginative play allows children to invent, create, explore, and revisit events and roles from their own lives. It helps them build an awareness of different roles in their world and provides opportunities to act out what they see, hear, and experience.

These rich learning moments are supported through the use of props, meaningful interactions, storytelling, puppetry, music, and dramatic play.

Children's Sense of Self, Autonomy, Independence & Resilience

Throughout the day, children are encouraged to take part in everyday routines such as dressing, pouring their own drinks, washing their hands, and practising age-appropriate independence. Completing tasks like putting on their own shoes gives children a strong sense of accomplishment and supports their growth as capable, confident learners.

We nurture children's independence and self-reliance, helping them build resilience and develop the skills they need for life. Children are supported to recognise their own belongings, respect the belongings of others, and take responsibility in ways that match their stage of development.

At Carinya, we believe every child is competent and capable. By encouraging them to trust in their abilities, we help build healthy self-esteem and lay the foundation for positive wellbeing and mental health.

Communication

Our programs support children's communication and early literacy through speaking, listening, conversation, comprehension, reading, and writing experiences. Children are given opportunities to:

- Engage in meaningful interactions with peers, educators, and other adults
- Hear and use grammatically correct language, with educators modelling and extending vocabulary
- Learn new words and concepts, helping them build a rich and confident vocabulary

- Enjoy books, stories, singing, puppetry, drama, pictures, and show-and-tell, fostering a love of language and storytelling
- Explore a variety of print and participate in early reading and writing experiences that match their developmental stage

These experiences help children become confident communicators and enthusiastic learners, laying the foundation for strong literacy skills.

Music & Movement

Music is woven throughout Carinya's daily program—both during routines and in dedicated music sessions. Children enjoy singing, dancing, listening to music, and exploring a variety of instruments.

Through music, we encourage creativity, self-expression, and confidence. Our programs introduce children to key musical elements such as beat, rhythm, pitch, and volume, helping them develop a strong foundation for musical understanding.

Movement, body awareness, and spatial awareness are also supported through music and dance. These experiences help children learn about their bodies, build coordination, and express their feelings in healthy and joyful ways.

Music brings fun, relaxation, and a sense of wellbeing. Children are also encouraged to appreciate and respect different cultures through exposure to a wide range of musical styles. Opportunities such as musical performances and participation in the Cowra Eisteddfod enrich our curriculum and celebrate children's talents.

Outdoor Play Experiences

Carinya's outdoor environments are designed to promote active play and meaningful engagement with the natural world. Children enjoy a mix of movable equipment that allows them to create their own play spaces, along with natural features such as grass, sand, dirt, vegetable gardens, and animals.

Outdoor play supports the development of gross motor skills through climbing, sliding, riding, balancing, digging, and ball games. These experiences help children build strength, coordination, and confidence in their physical abilities.

Our outdoor areas celebrate nature, and children are encouraged to take part in everyday tasks such as gardening, raking, sweeping, caring for pets, and helping with simple outdoor maintenance. These responsibilities foster a sense of belonging, pride, and connection to their environment.

Children are also supported to engage in safe, supervised risk-taking experiences—such as climbing trees or exploring rocks. These opportunities help children learn to assess challenges, trust their abilities, and develop resilience, independence, and confidence in themselves and their skills.

Sustainable Practices

At Carinya, sustainable practices and care for the natural environment are woven into children's everyday experiences. Through our curriculum and daily routines, children learn to adopt environmentally responsible habits as part of their normal day.

Our sustainable practices include feeding food scraps to the worm farm and chickens, turning off lights and adjusting heating or cooling when rooms are not in use, growing and caring for our vegetable gardens, and cooking with produce we have harvested. We also encourage "green lunches" with families, reuse materials within our program, and explore sustainability through stories, songs, discussions, and hands-on activities.

These experiences help children develop respect for the environment, understand their impact on the world around them, and build lifelong habits that support a more sustainable future.

Programs, Learning Experiences & Documentation

Children's interests, capabilities, and stages of development—along with their growing awareness of the community and wider world—form the foundation of our programs. Our qualified and experienced early childhood educators observe and document each child's play, interactions, and learning. This information is used to plan both intentional and spontaneous experiences that support each child's growth. Educators also value and incorporate feedback and suggestions from families and the community when shaping and reflecting on our programs. Through intentional teaching, children are supported and extended within their own abilities and areas of interest.

We warmly welcome your feedback, input, or suggestions regarding your child's development or their time at Carinya. You are encouraged to speak with the Director, Educational Leader, or any of our educators. Our Team Leaders are also available to arrange a meeting if you would like to discuss any aspect of your child's education and care in more detail.

Early Childhood Educators

Carinya is staffed by a team of highly trained and experienced early childhood professionals. Our educators include university-qualified Early Childhood Teachers, Diploma-qualified and Certificate III-qualified educators, as well as skilled and knowledgeable administration staff who support the smooth running of the service.

Our team is committed to ongoing professional learning. Educators regularly update their knowledge of early childhood theory and practice through workshops, in-service training, seminars, and professional development meetings. Many of our educators are also undertaking or have completed further independent study in early childhood education.

The service is led by our Director/Nominated Supervisor, a university-qualified Early Childhood Teacher who oversees the day-to-day management of Carinya. The Director works closely with the CECS General Manager and Management Committee to ensure high-quality education and care for all children.

Educational Leaders

Carinya has appointed three Educational Leaders who guide the development and implementation of our educational programs in line with the National Quality Framework. Our Educational Leaders work closely with educators to ensure that learning environments and programs are meaningful, engaging, and responsive to children's needs and interests.

A key part of their role is to build strong connections within the Carinya community and to support active participation in community-based learning experiences. Through this leadership, our service continues to grow, reflect, and provide high-quality education and care for all children.

Work, Health & Safety

Cowra Early Childhood Services is committed to providing a safe and secure environment for all children, families, staff, educators, and visitors. Our Work Health and Safety (WHS) policy reflects this commitment, and we recognise the vital role WHS plays in maintaining a safe learning environment. Our WHS Leader and Educators conduct daily, weekly, and monthly checks of the environment and equipment to ensure ongoing safety and compliance. We also employ a Maintenance Leader who supports our service with ongoing repairs and maintenance.

Child Safety and Child Protection

Carinya is a child-safe environment where the safety, wellbeing, and rights of every child are our highest priority. We implement the NSW Child Safe Standards across all areas of practice and are guided by the United Nations Convention on the Rights of the Child, the ECA Code of Ethics, and our service policies, procedures, and risk assessments. Children are supported through developmentally appropriate learning experiences that build their understanding of personal safety and protective behaviours.

All early childhood educators at Carinya are mandatory reporters and receive training in current child protection legislation, including their responsibilities in identifying and reporting children who may be at risk of significant harm. Our educators work in partnership with families and the wider community to promote the safety and wellbeing of every child.

We encourage families to speak with educators about any concerns they may have regarding the safety or wellbeing of children. Open communication helps us work together to ensure Carinya remains a safe, supportive, and protective environment for all children.

Digital Technologies

To protect the privacy and safety of all children, educators and staff do not use personal digital devices while working directly with children. Only service-approved devices are used for educational and communication purposes. We also ask families and visitors to

support our child-safe environment by limiting the use of digital devices while on site. To respect the privacy of all children, we request that families avoid taking photos or videos during visits to the service. Children are not permitted to bring digital devices from home, including smartwatches that can take, store, send, or receive images or videos.

Photographs of children may be taken by educators as part of their learning experiences at Carinya, during excursions, and at community events. These images are used to document learning within programs, day books, displays, newsletters, and other family communication. At times, photographs may also be used for service communication or promotional purposes, such as displays, local newspaper articles, or the CECS Facebook page. Families provide consent for the use of their child's photos on the enrolment form and may update this at any time. All photos and videos will be taken, used, stored and disposed of following our service policies and procedures.

If you prefer that your child is not photographed, or if your preferences change, please speak with the Director, Educational Leader, or a Team Leader so we can ensure your wishes are respected.

Long Day Care

Long day care is available for children aged from 6 weeks to school age, in three age settings, 0-3 years, 3-4 years and 4-6 years.

Long Day Care positions are permanent positions and families may use the day/s booked within the hours of 8am to 6pm. For long day care positions fees are charged whether the child attends care or not. In some instances, administration may be able to resell a position which would mean the family is not charged for this day.

Positions within long day care are allocated at the services' main enrolment period in approximately October each year and then allocated as requested throughout the year. The service Director and administration staff are responsible for the placement of all children.

Child Care Subsidies

Carinya is registered for its families to access Child Care Subsidies for long day care positions. Child Care Subsidies are an income and activity-based government assistance to reduce the cost of early childhood education and care to families.

Families are responsible to lodge an application with Centrelink for each individual child. In the situation of shared care for a child enrolled with Carinya each parent must lodge a separate application for Child Care Subsidies for the period children are in their care. Children enrolled at Carinya whose parents/guardians are separated or divorced must complete questions pertaining to this on the CECS enrolment form. This includes the days during the care week that the child is in the care of each parent/guardian. If the child is in the care of more than one parent/guardian throughout the care week a separate enrolment form must be completed by each parent. CECS must gain this information to ensure that the correct parent is claiming the Child Care Subsidy payments for their applicable days and to confirm that they are responsible for payment of fees.

Carinya follows the Child Care Management System to process fee calculations. Weekly accounts are distributed to families and childcare subsidies are paid directly to Carinya.

Centrelink will advise each family of their level of assistance. It is each family's responsibility to ensure their fees are being charged accordingly, that Carinya's administration has the correct information to process fees and to ensure that any fees payable by the family are paid on time.

Long Day Care Fees

Carinya is a community based not for profit organisation and therefore aims to provide quality, affordable care to families. In relation to its budget and the consumer price index, Carinya reviews its fees twice annually (and more often if required) to maintain quality care and keep fees affordable for families.

As of August 2026, Carinya's fees are -

Sam's Room - \$150.70 per day

Wattle & Preschool Room - \$148.50 per day

Occasional Care – \$13/hour

(fees payable will be reduced for families eligible for CCS)

Allowable Absences from Care

All families are eligible for 42 days of allowable absences per year, per child. Allowable absences include absence due to sickness or holidays. If a child is absent from care due to sickness families are encouraged to supply a doctor's certificate which will then be deducted as an allowable absence. Regular fees are charged if a child is absent from care unless administration can resell the position after all other occasional care and childcare subsidy positions are occupied.

Occasional Care

Carinya offers occasional education and care to children aged 2 ½ years to school age. Occasional care can be accessed for 1 hour up to ten hours per day. The fee for this care is \$13 per hour, and no childcare subsidy is available for this care.

Occasional education and care is casual care, therefore not permanent and is to be booked with administration for each session. Occasional education and care can be booked up to one week in advance. 24 hours' notice must be given if cancelling occasional care, otherwise fees will be charged if the position is not refilled. Occasional education and care fees are to be paid on the day of care for each session if no previous existing account is held with CECS.

Children accessing occasional care will be cared for within Carinya's Wattle or Preschool Rooms.

Enrolment Procedures

Carinya's enrolments are taken in approximately October each year for the following year. In addition, children can be enrolled at any time throughout the year.

When first enrolling your child at Carinya, families are encouraged to visit with their child/ren. When visiting Carinya, families will receive all service information and a tour of the centre.

To complete the enrolment process families must submit a completed enrolment form, a copy of the child's birth certificate, an up-to-date immunisation history statement and pay a \$50 child enrolment fee (non-refundable). Where possible care arrangements will be confirmed with the family or the child will be placed on the waiting list.

Children from separated parents must identify this on the child's enrolment form. If shared care arrangements are in place throughout the care week a separate enrolment form, including a CRN for each parent must be completed.

Changes to or Cancellation of Long Day Care

Any alterations to long day care arrangements must be reported to administration and signed paperwork completed.

Two weeks written notice must be given if cancelling care, this includes reducing days.

If a child's position has been cancelled and will not be attending for one or more days at the conclusion of care, then Carinya must charge full fees for this period as childcare subsidies cannot be claimed.

Transitioning at Carinya

We encourage all families to ease their child/ren into Carinya's environment by visiting with their child a few times and then beginning with shorter days and gradually increasing as the child/ren becomes familiar with educators, other children, the environment and routines.

Children moving into a new room at Carinya will also use this orientation process where care is gradually shifted according to the child's emotional needs. Familiar educators will support your child during the transition period.

We welcome and encourage you to call the office or send a text message to the room's mobile phone to see how your child is settling throughout the day.

Payment of Fees

Each week an invoice will be issued to families informing them of fees that are due.

Fees can be paid by –

- internet banking (BSB 032820 Acc No. 161076)
- at the office using EFTPOS (8.30am to 4.30pm daily)

Fees are charged if a Public Holiday falls on the day of care or if a child is absent from care.

Resale Policy

If your child is going to be absent from care, please inform administration. Administration can attempt to resell your child's position for the day/period, meaning you will not have to pay the required fees. All positions being resold must be done so by Carinya/CECS staff only. If your child's position is not resold, you will be charged your normal daily fee.

A parent who has confirmed to buy another child's position will be charged for the day unless 24 hours' notice has been given. Child Care Subsidies can be claimed on this care if the child is linked with Carinya through Centrelink.

Immunisation and Children Attending Carinya

Immunisation plays an important role in protecting children, preventing the spread of disease, and supporting the health of our community. When enrolling at Carinya, families must provide an up-to-date Immunisation History Statement or an approved catch-up schedule. Families are responsible for keeping these records current throughout their child's enrolment. We also ask that children remain at home on the day they receive a vaccination so families can closely monitor them for any reactions or fever.

In line with legislation introduced by the Department of Health on 1 January 2018, children who are unvaccinated due to parental conscientious objection cannot be enrolled in early childhood education and care services. It is also an offence for a service to enrol a child without meeting immunisation requirements, or for any person to forge or falsify immunisation documentation.

These requirements help ensure a safe and healthy environment for all children, families, and staff. If you have any questions about immunisation or required documentation, our team is always available to support you.

Compliments, Comments & Constructive Feedback

At Carinya, we value feedback from families as it helps us continue to provide high-quality education, care, and support for all children. You are welcome to share your thoughts by speaking with any of our educators or staff, sending an email or letter, or arranging a meeting with the Director, Educational Leader, or a Team Leader. All feedback and suggestions are documented and considered, with actions taken where they support the best interests of children, families, educators, and the service.

Complaints or grievances can be directed to the Director or the CECS Management Committee. All concerns are managed respectfully, confidentially, and in a professional manner.

Families may also contact the service's approving body, the NSW Department of Education, if they wish to raise a matter directly.

Family Involvement

We value the important role families play in our service, and it means a great deal to both children and educators when you visit. Families are always welcome to spend time in our learning environments—whether that's reading a story, joining in play, or sharing a special skill or interest such as singing, cooking, dancing or gardening. You are also welcome to drop in during your lunch break or whenever you have a spare moment.

Throughout the year, we host a range of special events where families are invited to join us. These may include Mother's Day and Father's Day celebrations, picnic lunches, afternoon teas, Grandparents' Day, Families Week activities, excursions, and festive events such as Easter or Christmas. We warmly encourage all families to be part of these occasions and contribute to the strong sense of community within our service.

To stay connected, we invite families to follow the Cowra Early Childhood Services Facebook page. This is a great way to keep up to date with what's happening across our services and to access information that may support your family.

Carinya also has a closed Facebook group, Carinya Curriculum Group, which we encourage you to join. This group provides regular updates about our program and offers a space for families to contribute through comments, photos and shared experiences.

Arrival and Departure

According to the Education and Care Services National Regulations 2011 each child is to be signed IN and OUT of the centre each day. E-signatures are used for signing children in and out of care and this is to be completed on the iPads in Carinya's foyer. This serves as a record of your child's attendance at the centre. It is vital if we have an emergency evacuation to be able to quickly account for all children in attendance on the day. Please contact the service as soon as possible if your child is going to be absent.

Delivering and Collecting Your Child

The only persons able to collect your child from the centre are authorised parents or other authorised adults recorded on your child's enrolment form. Any person collecting a child from Carinya must be over 18 years of age unless they are the parent. Staff and educators will not permit your child to leave with a person other than those listed on the enrolment form unless the centre has been previously notified in writing. If someone arrives to collect your child whom staff/educators are not familiar with, photo identification (eg. driver licence) will be requested.

Late Collection of Children after 6.00pm (closing time)

Adults collecting children from Carinya are requested to be in the Centre by 5.45pm to have their child collected by 6.00pm. If parents are late in collecting children at the end of the day (after 6.00pm) a fee of TEN (10) times the occasional care rate will be charged. This is a minimum charge of 1 hour and must be paid within 14 days of receipt of the account. Children that are not collected prior to 6pm every effort will be made to contact parents or authorised adults to collect. If after 30 minutes, it has not been possible to

arrange for the child to be collected, educators and/or staff will contact the police or the Department of Communities and Justice (DCJ) to arrange suitable care for the child.

Rest Time

Children are encouraged to rest, sleep or have a quiet time according to their individual needs. Individual children's sleep patterns are catered for and most children rest after lunch. At rest time children are provided with their own child sized bed or cot. Please supply bed linen for your child, preferably a fitted and flat cot sheet plus a blanket in cooler months. Children are welcome to bring along necessary comforters for rest periods. Sometimes children are patted or stroked to help them relax while listening to soft music or a story. Usually, dependent on individual needs, children in the Preschool Room will cease having a formal rest time mid-year. Instead, these children will have a quiet period to read, do puzzles, participate in yoga or simply lie and relax. This routine supports children's transition to school. Please discuss with educators your child's sleeping patterns and routines and anything you wish educators to continue from routines you have established at home.

Safe Sleep Routines

Carinya follows guidelines recommended by Red Nose for safe sleeping routines. These routines include – sleeping children on their back, tucking bed linen in tightly, placing babies at the bottom of the cot, removing excess linen & comforters from cots & beds and providing a well-ventilated, smoke free sleep environment.

At Carinya we have information available to families promoting safe sleep routines.

Meals and Nutrition

Families are asked to provide enough food for their child for the entire day. We suggest packing a variety of healthy options, such as:

- Two pieces of fruit or vegetables to share with the group for morning and afternoon tea
- A nutritious lunch (e.g., a sandwich, wrap, dinner leftovers, baked beans, yoghurt, rice cakes, sultanas)

If your child will be at Carinya at 5:00pm, please include an additional late snack or early dinner. A microwave is available for warming food; however, all meals must be prepared and ready to heat.

Carinya follows the Munch and Move program, which promotes the healthy development of children from birth to five years in NSW early childhood services. The program is based on six key messages:

- Encourage and support breastfeeding



- Choose water as a drink
- Eat more fruits and vegetables
- Choose healthier snacks
- Get active each day
- Turn off the television and computer and get active

Mealtimes are an important social experience for children. Educators and children sit together at tables or enjoy outdoor picnics as a group. Children are encouraged to develop independence by pouring their own drinks, helping to set and clear tables, and assisting with tidy-up tasks according to their ability.

Please inform educators if your child has any food allergies or dietary requirements. Children may participate in cooking experiences from time to time, and families are welcome to contribute food for special celebrations, such as birthday cakes.

We respect and value the cultural practices of all families. If you have specific cultural food requirements or preferences, please speak with our educators so we can support your child's needs.

In line with Carinya's Nutrition Policy, we ask that families provide healthy food choices for their child each day. Occasionally, special treats may be brought in to help celebrate meaningful events or occasions.

Encouraged Foods

Fresh fruit	Fresh vegetables	Dinner leftovers
Yoghurt	Custard	Tinned spaghetti/baked beans
Sultanas	Sandwich/wrap	Unsweetened popcorn
Noodles or pasta (cooked ready to be reheated)	Dried Fruits	Salad

Discouraged Foods

Lollies/chocolates	Cake, pastries (other than on special occasions)	Sweet and savoury biscuits
Chips/cheezels	Roll ups/chocolate bars	Juice, cordial and aerated drinks

Illness of a Child

The health of the children, families, educators and staff is of the highest priority in our service. To ensure a high level of health throughout the centre, cross infections must be kept at a minimum.

Parents are therefore requested to keep their children at home if they are diagnosed with or have any of the following illnesses:

Chicken pox	Conjunctivitis	Diarrhoea
Influenza, COVID, RSV	Impetigo	Hand, foot & mouth
Whooping cough	Measles	Mumps
Ringworm/scabies	Rubella	Head Lice

These illnesses are infectious and may require a Doctor's Certificate for your child to return to our service.

If your child becomes ill while at the centre, you will be contacted and asked to collect your child as soon as possible.

Please do not bring your child to Carinya when they are unwell. Educators at Carinya are unable to care for sick children. It is the responsibility of the child's family to inform the centre if their child has contracted an infectious illness.

At Carinya we are continually evaluating our hygiene procedures to reduce the spread of infection. Education in the use of appropriate procedures is included in the children's routines and programs.

Panadol

If a child develops a high temperature and does not appear to be coping with the day at Carinya, educators will contact the child's parents/guardians. If instructed to by the parent/guardian or if the parent/guardian cannot be contacted, a permission to administer Panadol form has been signed for the child and educators believe it is in the best interest of the child to administer Panadol, educators will do so.

Panadol will not be administered to the child unless the service holds a permission form for the administration of Panadol.

Administration of Medication

Educators will only administer prescription medication. Over the counter medication will NOT be given UNLESS a letter from the child's doctor or a prescription label is produced.

A medication form needs to be filled in by parents or an authorised person and checked by an educator each day the child needs medication to be administered.

Medication will only be administered if it is current and in the prescribed bottle clearly labelled with a prescription label with the child's full name and dosage required.

Medication must be handed to an educator, which will be placed in the appropriate storage area. **Please do not leave medicines in children's bags** as other children may find them.

If your child has a medical condition that requires long-term medications, please notify educators and/or staff so that emergency procedures can be discussed.

Asthma, Anaphylaxis & Allergies

If your child suffers from asthma, anaphylaxis or any allergies you must provide a Management Plan from your doctor. This plan will outline the action educators are required to take if the child suffers from this condition whilst at Carinya. Please keep educators up to date with any changes to your child's treatment.

Following is a copy of the service's Medical Conditions Policy for the information of all families with children suffering from a medical condition.

MEDICAL CONDITIONS POLICY

STATEMENT

We aim to take every reasonable precaution to protect children's health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S.172	Failure to display prescribed information
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policy
86	Notification to parent of incident, injury, trauma or illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents

92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
162	Health information to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures are to be followed
173(2)(f)	Prescribed information to be displayed- a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
175	Prescribed information to be notified to Regulatory Authority

PURPOSE

The Education and Care Services National Regulations requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families, and visitors at our Service.

IMPLEMENTATION/PRACTICES

THE NOMINATED SUPERVISOR/LEADERSHIP WILL ENSURE:

- To ensure effective management of medical conditions including asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis.
- To maintain processes to ensure effective communication amongst the nominated supervisor, responsible persons, team leaders, educators, students and volunteers in relation to managing medical conditions within the service.
- To be informed on requirements arising if a child enrolled at Cowra Early Childhood Services, Carinya, has a specific medical condition.
- Parents of the child providing a medical management plan (created by a Medical Practitioner) for the specific health care need, allergy or relevant medical condition.
- Requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition,
- For the development of a risk-minimisation plan in consultation with the parents of the child, reviewed annually or on advice from parent.
- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised (triggers, risks and strategies recorded in risk minimisation plan).
- Processes in place within WHS checks to review plans, medication and expiries
- Ensure a copy of medical condition policy is provided to the parent of a child being enrolled if the provider is aware of a specific health care need, allergy or other relevant medical condition

EDUCATORS WILL:

- To ensure that practices and procedures in relation to the safe handling preparation, consumption and service of food are developed and implemented.

- To ensure that practices and procedures are followed ensuring that all educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
- A copy of all medical management plans, risk minimisation plans and communication plans are kept in the medical conditions folder in the kitchen
- All medication is stored in the medication cupboard in the kitchen or medication box in the fridge (where refrigeration of medication is required)
- Each relevant room also has a copy of all plans in the emergency contact folder
- Included in each room's orientation checklist for new educators
- All Educators will be encouraged to hold current first aid, asthma and anaphylaxis qualifications.
- Medication records will be completed in full and signed by responsible person/director and family member/carer.
- Relevant educators and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child.

FAMILIES WILL:

- The child's parent will communicate any changes to the medical management plan and risk minimisation plan for the child. These will be recorded on the communication plan
- They provide management with accurate information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form
- They provide the Service with a medical management plan prior to enrolment of their child and/or
 - an individual Asthma or Anaphylaxis Action Plan
 - an individual Diabetes Management Plan

LINKS TO OTHER POLICES:

Acceptance and refusal of authorisations

Medication

Providing a child safe environment

Enrolment and orientation

Family involvement and communication

Interaction and supervision

Accident, incident, injury, trauma and illness

SOURCES:

Education and Care Services National Regulations 2011

Staying Healthy 6th ed 2024

National Quality Standards 2011

Reviewed October 2025

Procedures for Emergencies and Accidents

All Carinya staff and educators are encouraged to keep their first aid qualifications current. As required by regulation at least one staff member or educator with first aid, asthma and anaphylaxis training is always present to supervise children.

For a severe injury or illness that occurs at Carinya and requires urgent hospital treatment the following procedure will be followed:

1. An educator trained in First Aid, Asthma and Anaphylaxis will be responsible for treatment.
2. Simultaneously, another educator will call an Ambulance and state the precise problem. When calling the Ambulance. Staff and educators will not take the child to the hospital themselves.
3. Educators will contact parents/guardians and inform them of the situation as soon as possible.
4. A copy of the child's enrolment form will be taken with the child in the ambulance to the place of treatment. If the parent or guardian is unable to be contacted a staff member familiar to the child will accompany the child in the ambulance. Parents/guardians will be required to cover the cost of ambulance travel.
5. Details will be recorded on an Accident/Incident Report form. The parent must sign this form as verification they have been informed of the accident and when the Department of Education and Communities are informed.

Maintaining Up-to-Date Records

Any changes to the information on a child's enrolment form needs to be communicated to administration and amended so that staff, educators and management are aware of all current situations of each individual child.

Emergency Evacuation and Lockdown Procedures

Carinya has emergency evacuation and lockdown procedures to be followed in case of fire, flood, bomb threat, danger in the playground, dangerous person or any other such emergency. These procedures are displayed at each exit in the centre and emergency/lockdown drills are implemented at least 3 monthly.

Personal Hygiene

Carinya acknowledges its responsibility in relation to maintaining a hygienic environment for children, staff, educators and families. While at the service children will be encouraged to learn age-appropriate hygiene routines such as:

- ◆ Hand washing
- ◆ Toileting
- ◆ Blowing their noses

Educators continually role model hygiene practices while maintaining their own high level of hygiene including:

- ◆ Hand washing regularly
- ◆ Wearing gloves when dealing with bodily fluids
- ◆ Using tissues when wiping children's noses
- ◆ Wearing clean appropriate clothing daily

Sun Protection

Carinya is a Sun Smart service and follows the guidelines set out by the Cancer Council in relation to sun protection. Carinya protects all children from skin damage caused by the harmful ultraviolet rays of the sun in the following ways:

- ◆ Hotter periods of the day will be avoided for outdoor activities.
- ◆ Outdoor activities will be set up in shaded areas wherever possible.
- ◆ All children will have sunscreen applied 20 minutes prior to outdoor play whenever the UV factor is 3 or above.
- ◆ Children will wear a hat when outdoors whenever the UV factor is above 3. A bucket style hat is provided for each child and kept at the centre. These hats protect the face, nose, neck and ears.
- ◆ Carinya's clothing policy also states that children, staff and educators will wear clothing which protects from the sun ie: shirts with sleeves.
- ◆ Staff and educators set a positive example for the children by also wearing appropriate clothing, hats and sunscreen.

Excursions & Incursions

Excursions and incursions are included in our service programs. These are valuable in extending on children's interests and learning and to provide opportunity to experience community happenings. All excursions are carefully planned by qualified staff.

Parental written permission is required before a child may participate in an excursion leaving Carinya. Children will be supervised at Carinya if they do not participate in the excursion.

Families are encouraged to participate in excursions and share these experiences with their child and to ensure the safety requirements set out by the Education and Care Services National Regulations.

Special Celebrations

We like to help celebrate special events and celebrations, including birthdays, cultural events, birth of a sibling or holidays. If you would like to celebrate your child's birthday with their friends at Carinya we would love to help. We suggest a cake or patty cakes which can be shared with friends. Families are most welcome to join the children for this celebration.

At Carinya we recognise that all families come from varying backgrounds and cultures which influence the celebrations that are important or not important to them. Carinya educators foster a positive relationship with each family to ensure they understand the backgrounds of each family. Remember, families are welcome at Carinya at any time.

Students

Carinya accepts students from High Schools, TAFE, RTO's and Universities to support them in their work experience or practical teaching requirements. Carinya supports this initiative to foster a strong early childhood workforce.

A student will never be left unsupervised with children.

What your child needs to bring:

FOOD

2 pieces of fruit or vegetable (morning tea / afternoon tea) this will be cut up and shared.

LUNCH

A sandwich, wrap, noodles or pasta (cooked ready to reheat), baked beans, spaghetti, other cooked food, yoghurt, custard or other nutritious foods your child is used to eating.

Food can be heated by educators in Carinya's microwave.

A DRINK

Water or milk is the chosen option for drinks at Carinya. This is to be presented in a suitable drink bottle or cup for your child.

LATE SNACK

All children that are at Carinya at five o'clock will have late snack or early dinner, so please provide something nutritious for your child. If your child will be tempted to eat everything at lunchtime, please mark their late snack separate to lunch.

Babies/Toddlers

Breastfeeding

Carinya is a 'breastfeeding friendly' environment and we strongly encourage mothers to continue breast feeding (if they choose) once their child begins at Carinya. Mother's are welcome to feed at anytime and we will make all necessary plans and can easily contact you throughout the day to assist in these routines. Carinya's educators can also reheat expressed breast milk if required.

Bottle Feeding

If your child drinks milk from a bottle please discuss this with the educators in Sam's Room. Parents/Guardians are to provide sterilised bottles (including teats) filled with breast milk or the accurate amount of water, as well as pre-measured powdered formula. At Carinya all children's bottles are warmed by being placed in hot water or a bottle warmer. After use, bottles and teats are rinsed in water and sent home to be washed and sterilised.

Comforters

You are welcome to send dummies, blankets or soft toys for your child to settle at sleep time. We like to continue appropriate practises used at home so to best meet your child's individual needs and support them emotionally to continue their usual routines.

Labelling Belongings

Please ensure all your child's belongings are clearly marked.

A lost property basket is located in each room, please check it regularly.

Appropriate Clothing

Please send your child to Carinya in comfortable "play" clothes. Smocks are provided for messy activities; however, we cannot guarantee how clean your child will be at the end of the day.

Clothing should be easy to manage and promote independence i.e. no overalls, fiddly buttons or clips as children like to be independent – especially when toileting.

Please choose clothing appropriate for the season

- e.g. coat and beanie for winter as we like to take the children outdoors most days
- Shirts/dresses with sleeves for the summer. (A hat is provided at the service.)
- Thongs, clogs and ugg boots are unsuitable footwear for children at Carinya as we encourage the children to climb and run outdoors.

Thank you for choosing Carinya Early Childhood Centre as the environment to care for and educate your child/ren.

We look forward to getting to know your child and family and share many happy memories in this special time of growth, maturity and learning.

