

Family Handbook 2024



Bubup
Womindjeka

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About Bubup Womindjeka Family and Children's Centre

Bubup Womindjeka is a community run, not-for-profit organisation providing integrated early learning and care services to the community.

Our programs include:

- Early Years Program (Long Day Childcare)
- Sessional Kindergarten Programs
- Community Playgroups
- Maternal Health Nurse and Parenting Support Programs via City of Port Phillip Council

Our on-site partnership services include:

- Star Community Health – Child Development and Family Support
- Community Outreach in our Reception including; Bubup Pantry, Swap Shop, Parent Zone and Community Board

Our service is overseen by our Board of Governance (the Approved Provider) and managed by our Leadership Team, comprised of the; Executive Officer, Director of Education, Business Manager, HR Coordinator and Educational Program Coordinators.

We enjoy the use of our purpose built facility which is provided by City of Port Phillip Council.

Our centre name acknowledges the language of traditional custodians of the land, the Yalukit Willam clan of the Boon Wurrung people, who are members of the Kulin nation.



Our Vision, Purpose and Values

We strive to deliver our shared vision and purpose based on the values of the centre and to guide our decision making and planning.

Our Vision

An inclusive community that supports the development of engaged, capable and confident young learners.

Our Purpose

To provide early years and family services to the children and families within and beyond the City of Port Phillip that facilitate healthy development, active participation and lifelong learning.

Our Values

Integrity - We act with transparency, professionalism, and consistency. Our relationships are respectful and reciprocal and are built on trust, authenticity, and ethical interactions.

Inclusion - We acknowledge and respect that everyone has their own culture, beliefs, and strengths contributing to our rich and diverse community, creating a sense of belonging.

Collaboration - We work in partnership with all stakeholders to make decisions that are responsible and fair. We recognise and value the interconnectedness between our children, our families, our educators, and our integrated centre community.



Our History

Bubup Womindjeka Family & Children's Centre Association (BWFCC) was first established on 18 September 1992 as Hobson's Bay Secondary College Child Care Centre Association at the site of the current Albert Park College, Danks Street, Albert Park.

Initially set up to serve the staff and students of the College, low numbers caused it to be opened to public enrolments and to change its name to Albert Park College Child Care Centre Association (APCCC) in 1992 still located in the grounds of the now renamed Albert Park Secondary College.

Following the closure of the College in 2006, APCCC moved to a temporary portable building in the grounds of Port Melbourne Primary School in March 2008. Licenced for 37 places the initial plan of 18 months stretched out to January 2014 when the Association moved into a brand new building at 85 Liardet Street Port Melbourne with a licence for 135 places.

During the 5 years in a temporary home, local councillors Judith Klepner and Janet Bolitho supported the Association in obtaining Council (\$5m) Federal (\$1m) and State (\$1m) funding for the current building. Council was central in extensive negotiations with Lady Forster Kindergarten in obtaining their agreement to surrender both their land management responsibilities and for the beautiful but deteriorating building.

A local firm, Perkins Architects, designed the building. The brief from the federal government was to accommodate two organisations that worked together to provide a seamless service, integrating childcare and kindergarten programs.

It was planned that during building works Lady Forster Kinder would move to Elwood and on returning would operate the kindergarten, and APCCC would run the childcare service. However, Lady Forster declined to return after the building was completed and APCCC contracted with the COPP to run both services, with an emphasis on integrating those services valued by young families into a seamless care, education and support system. In 2014, the Association changed its name to Bubup Womindjeka Family and Children's Service Association Inc.





Our Philosophy

We respectfully acknowledge the Bunurong people of the Kulin Nation as the Traditional Owners of this land upon which our service is located. In paying respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of its history, we acknowledge their proud and resilient cultures; ongoing connections to land, sea and sky.

***“We thank the traditional owners
For letting us share their land.
We promise to look after it,
The animals, people and land.
Hello Land, Hello Sky, Hello Me & Hello Friends”***

We believe that children develop lifelong dispositions for learning in the early years.

We are passionate about fostering nurturing and reciprocal relationships between children, families, educators and the community.

We promote a safe, inclusive environment where everyone feels a sense of belonging and respect.

We are committed to working in multi-agency, multi-disciplinary, and cross-disciplinary ways to support children’s and families’ growth, development and learning.

We advocate for the rights and participation of each child irrespective of ability, gender, race, language, culture or economic status.

We respect and value all educators and acknowledge their strengths, diversity, knowledge and skills.

We take a proactive role in caring for our environment and promote sustainable practices through educating and working with all children, families and the wider community.

In relation to children, we:

- Acknowledge that children learn best through play and having meaningful opportunities to explore, discover, create, improvise, and imagine.
- Foster the agency and capabilities of each child by promoting a strength based approach to learning and development.
- Support children in their development of social awareness, self-regulation and resilience building.
- Recognise that children have different learning styles, are competent contributors to their own learning and will be supported to make choices and decisions.

In relation to educators, we:

- Use critical reflection, ongoing professional learning, and research to broaden our knowledge and inform our teaching practices.
- Work as a team, guiding and assisting each other and demonstrating a commitment to continuous improvement.
- Highly value the importance of using the natural environment to enhance the educational program and develop sustainable practices.
- Balance intentional teaching with child directed learning to build a rich and purposeful curriculum.

In relation to families, we:

- Value collaborative partnerships with families as we understand that families are the child’s first and most influential teachers.
- Draw on their individual perspectives, knowledge, experiences and expectations to guide our understandings of their child.
- Believe in a holistic and integrated approach to best support families in their parenting role.
- Provide families with the opportunity to contribute to the program and take part in centre decision making.

In relation to the community, we:

- Recognise that every child is a valued member of the community.
- Partner with on-site and other community agencies to achieve best possible outcomes for all families.
- Seek opportunities to be involved and engage with local and wider communities.
- Share our knowledge, ideas, experience and resources to support our diverse community.

Our educational practices are guided by both the National and Victorian Curriculum Frameworks and the National Quality Standards. Throughout our organisation we embed the Child Safe Standards and the Code of Ethics.

Learning and Development Frameworks

BWFCC embraces the National Early Years Learning Framework (EYLF) Belonging, Being & Becoming and Victorian Early Years Learning and Development Framework (VEYLDF). The Learning Frameworks guide educators in their curriculum decision-making and assists in planning, implementing, and facilitating children's learning.

Both documents communicate high expectations for all children through the following five Learning Outcomes:

- 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.

The National Quality Framework (NQF)

The goal of the National Quality Framework is to raise quality and drive continuous improvement in education and care services through:

- The Education and Care Services National Law and Regulations
- The National Quality Standard for Early Childhood Education and Care and School Age Care ('National Quality Standard')
- A national quality rating and assessment process
- A national body jointly governed by the Australian Government and state and territory governments- the Australian Children's Education and Care Quality Authority (ACECQA)—to oversee the system.

The National Quality Standard (NQS)

The National Quality Standard sets the benchmark for the quality of education and care services. BWFCC are dedicated to exceeding the criteria outlined in the seven key quality areas:

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



Our Educational Team

Our passionate and caring educators are the most valuable element of ensuring we provide a high quality education and care service for our children and families. Our programs are delivered by experienced educators with either a Bachelor, Masters, Diploma or Certificate III trained qualifications in Early Childhood Education.

All team members have a Valid Working with Children Check or an active Victorian Teachers Registration, First Aid Training, CPR Training, Asthma & Anaphylaxis Training and Child Protection Training.

We employ educators who align themselves with our centre values and philosophy and who are committed to working in partnership with children, families, our team and the wider community.

Our Educational Leadership Team offer our educators mentoring and guidance to support their professional knowledge and skills and to ensure the highest quality education and care environments.

To ensure educators are supported and children have greater learning outcomes, we run our programs at a higher staff/child ratio than required by the Children's Services Regulations:

In our 0–3 years programs, we provide a 1:3 staff:child ratio (Regulation ratio is 1:4)

In our 3+ years program, we provide a 1:6 staff:child ratio (Regulation ratio is 1:11)



Our Educational Program

The educational program includes a variety of open-ended, play-based experiences that will encourage your child to explore, investigate, and engage in a rich learning environment. We understand that every child develops and learns in unique ways and has unique learning dispositions, strengths, abilities and interests. The learning environment has been designed to inspire curiosity and engage with the natural world, with a meaningful balance of child-led learning and intentional teaching. We value our community partnerships and the educational outcomes extra curricular experiences provide. These experiences are implemented across the service when there can be rich connection by children to content that is age and developmentally appropriate.

What a play based learning program looks like at Bubup:

Emerging Interests: We balance intentional teaching with a child-led emergent curriculum, responding to current events in society and children's lives, and using these topical experiences as the catalyst for learning and discovery.

Music: We use songs in our program not only as a tool in intentional music and movement group times but throughout the day as a means of communication.

Big Body Movement: Our generous yards allow for varied arrangements of equipment to support children's gross motor skills as their focus of development changes throughout the year.

Sustainability: A focus on supporting children in building a respectful relationship with the natural environment around them aligns with our centre wide commitment to sustainability. Children actively engage in our sustainable practices throughout the day.

Indoor/Outdoor Program: Our flexible environment which provides children access to indoor and outdoor spaces throughout the day allows children to regulate as they navigate the space and choose their learning experiences.

Flexible Routines: We provide flexible routines for all children to support consistency and continuity between home and care as well as to allow for children's choice.

Mealtimes: Our mealtimes are structured and are treated as a valuable learning experience. Through progressive mealtimes with small groups, we support children to develop a healthy relationship with food and use this time to nurture our child-educator and child-peer relationships. At BWFCC, we support children to be confident and competent eaters guided by Ellyn Satter's *Division of Responsibility in Feeding*.

Rest and Relaxation: Access to sleeping mats and calm and relaxing spaces both inside and outside of each room supports children's self-regulation and emotional wellbeing.

Early Numeracy: Through open ended learning experiences as well as through our daily routines, children can explore mathematical concepts such as volume, physics, sorting and classifying as they notice and discover the world around them.

Early Literacy: We understand the importance of language development in the early years of literacy and we support this through having purposeful conversations, singing songs and reading age appropriate books.

Cultural Celebrations and Calendar Events: Days of cultural, educational and environmental significance are acknowledged and celebrated in a manner that is respectful and inclusive of our diverse community, sustainable practices and our children's varying ages and development. We apply a child centred lens to calendar events, ensuring that days of significance are led by children and driven by process rather than product.

All educators take an active role in developing, creating and documenting the educational program and children's learning. Families are encouraged to contribute to, and share feedback on, the educational program.



STEAM

STEAM stands for science, technology, engineering, arts and maths.

We support children in investigating through authentic experiences paired with open-ended questions promoting STEAM concepts as key components of all aspects of our educational program.

Science: Many overarching concepts of science can be found throughout each educational program. We support children to investigate through experimentation as they explore natural scientific concepts such as change, physics, and health.

Technology: Technology in the early childhood setting refers to ways we can expand our knowledge beyond what our own senses can tell us. We use technology to reflect on and share what we find out.

Engineering: We acknowledge that children are natural engineers, wanting to build things and design solutions. We provide age-appropriate spaces to support children as they hypothesise and problem solve.

Arts: We focus on process-based art which allows children to explore different ways of expressing themselves through varied forms of communication and creative channels.

Maths: Closely related to early numeracy, we acknowledge that key concepts are discovered in early childhood such as reasoning, sorting, classifying, and measuring. By understanding the importance of these concepts, we authentically implement maths in each program throughout the day.





Sustainability

Taking care of our planet today for the families and children of tomorrow

Sustainability is a pivotal element that guides and leads Bubup's programs and practices across all of the centre. Through ongoing staff training and with a commitment to innovative and creative solutions to a wide range of sustainability issues, Bubup is able to exceed the national standards that are required.

"The children are consistently engaged in learning projects, excursions and daily tasks that promoted their understanding of environmentally sustainable practices and respect for the environment." (Page 19, ACECQA 2019 Assessment and Rating report).

Minimising our use of electricity, gas and water provide opportunities every day to model sustainable practices with the children. Solar panels on the roof provide the energy for our hot water system and we are currently exploring the feasibility of adding extra panels to meet our energy needs. The use of fans, blinds and windows help to control the temperature and light requirements of each room and air conditioners are used if required. A bank of rainwater tanks collects and stores water from the roof and this is used for irrigation of the garden. The children, supported by the educators, are able to water areas of the garden such as pots and planter boxes that are scattered around the grounds.

Bubup operates a zero-food waste system; each day some of the kitchen scraps are collected for the children to make compost for our gardens and all other food waste is collected by a commercial food waste composting service. We actively engage in eliminating single use plastics across the centre from the kitchen to the rooms through use of reusable food containers, eliminate packaging by making our own glue and paint where possible. Recycled paper and card are used for play, art and craft activities. Each room has a two-bin system for recyclables and also landfill items. The use of loose part items, both natural and manufactured, are used for play which supports the children's learning, creativity, and problem solving as well as reducing the need for single use craft items. Special events such as Xmas, and Parents' Day gifts are created being mindful of their environmental impact. Families are able to drop off recyclable items at the recycle station at the front of the centre as well as cans and plastic milk bottles.

Families are also encouraged to participate in local and national environmental projects such as Clean Up Australia Day and community tree planting. Cleaning throughout the centre, is conducted using plant based, chemical free products, colour coded microfibre cloths and steam cleaning is used when required. The children are able to explore and engage with the large outdoor play spaces that include cubby houses made from recycled wood plus garden beds and pots that grow a range of herbs, fruit trees, native grasses and local species of plants. This diverse range of plants are used for sensory experiences and provide opportunities for the children to witness the wonder of the natural world and the passing of the seasons throughout the year. Bubup Womindjeka Family and Children's Centre offers rich and authentic sustainability experiences for all of the children, families and staff ensuring they are taking care of the planet today for the children and families of tomorrow.



BWFCC Vision and Commitment to Reconciliation

As an integrated early learning community, we are in a unique position to celebrate and explore a diverse range of cultures including those of Aboriginal and Torres Strait Islander peoples with our children, families, team members and the wider community.

Our vision for reconciliation is to embrace Aboriginal and Torres Strait Islander cultures and respectfully embed these into our daily practices in rich and meaningful ways.



To support our educators with respectfully embedding Aboriginal perspectives into the learning program, we utilise these commitments to inform our practices:

Guidance and Knowledge from Elders

We commit to partner with local representatives of the Traditional Custodians of the Land for cultural heritage advice and authentic implementation. We will actively reflect on our current level of cultural competence and through these partnerships we seek to extend our knowledge and understanding of Aboriginal and Torres Strait Islander cultures.

Care for Country

We acknowledge Aboriginal and Torres Strait Islander peoples' strong spiritual and cultural connection to land, country, sea and water and we will foster opportunities to grow our understanding and participation in caring for our country.

Presence in Learning Environment

We are committed to welcoming Aboriginal and Torres Strait Islander people into our service to work alongside our educators and children in the learning environment. Having an Aboriginal and Torres Strait Islander presence in the learning environment is vital when teaching about Aboriginal and Torres Strait Islander histories and cultures.

Critical Reflection

We are committed to reflecting on the progress made in the growth of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions in our early learning community. We will track our progress, continually revisit our commitments, and celebrate our achievements, while generating new ideas to develop and sustain our vision for reconciliation into the future.

“As we grow, so will our vision and journey for reconciliation.”



Road Safety

At Bubup Womindjeka Family and Children's Centre we understand the importance of introducing road safety from an early age. Children are our most vulnerable road users.

Their unpredictability and their intrinsic curiosity to explore their surroundings coupled with their limited understanding of safety and their developing understanding of sound, distance and speed puts them at risk around traffic.

In 2021, we participated in the Road Safety Inquiry Project posing the question,

“How can we make our children safe upon arrival to and departure from Bubup?”

This exciting initiative was part of the Starting Out Safely program and was designed to expand our understanding of road safety education. As a result, we have embedded road safety education into our programs starting in the nursery rooms all the way through to our kinder.

We also provide information on road safety laws including use of car restraints and airbag safety as well as helmet tips to all families who utilise the services here at Bubup.

Use of car restraints: <https://childroadsafety.org.au/wp-content/uploads/2020/07/RACV-Using-child-restraints-brochure.pdf>

Airbag safety: <https://childroadsafety.org.au/wp-content/uploads/2020/07/RACV-child-restraints-and-airbags.pdf>

Helmet tips: <https://childroadsafety.org.au/wp-content/uploads/2020/08/Helmets.pdf>

Bubup Bush

A significant component of the Bubup sustainability program is the unique opportunity presented to the children, by the Bubup Bush excursions. The program provides children with the opportunity to engage with the classical landscape of Australia, the bush.

We visit the community created bush garden at Lagoon Reserve, right next door to Bubup so we walk there, holding hands as we leave the centre. The children attend in groups of 4-6, one room at a time and are supervised by educators from their room with 1 educator to 2 children so this is usually 2-3 adults, the kinders attend as a class. The visit is usually 1-2 hours.

The bush allows the children to encounter many adventures such as freely exploring the landscape, crunch through dry leaves, climb over logs and trees, view wildlife and enjoy the unique pleasure of being in an open and special place and doing so safely whilst being supervised.

Being Equal / BWFCC Respectful Relationships

**Children can be: Same and Different | Strong and Gentle
Fair and Friendly | Kind and Brave**

We proudly participated in Star Health's pilot program Being Equal - a promotion of gender equality and respectful relationships across all programs within the service. From this, we formed BWFCC'S Respectful Relationships, a commitment to advocating for all children to be anything, regardless of gender and ability.

For All Children

Clothes and toys can be any colour and design
Personal space and boundaries are important
Thoughts and feelings are listened to
It is as safe to cry as it is to smile
Children come in all shapes and sizes as well as abilities

Within The Home

Household tasks are role modelled by parents/carers and are shared between children
Female and male representation in media is equal
Respect is role modelled through positive interactions between adults
All toys are for play and learning

Royal Commission into Family Violence 2015

227 recommendations aimed at responding to and preventing family violence were handed down to the Victorian Government. The findings acknowledge the importance of teaching children respectful relationships, through curriculum (Recommendation 189). The early years play a vital role in the future of preventing violence against women and improving gender equity.

So, what are we doing at Bubup to support Respectful Relationships for all children? And what can we do as a collective to further this in our homes and community?

Within the Community

Compliment children on their contributions to the world rather than focusing on appearance
Empower parents by interacting with their children in like-minded ways
Support men's and women's sports equally
Promote diversity of genders and abilities when organising speakers and appearances in public events

At Bubup Womindjeka

Children have equal accessibility to play
Our resources are open ended, imagination is unlimited
Children listen to one another and value the contribution of their peers
Diversity is represented in images, language and stakeholders
Children learn and develop over different time frames



Loose Parts

Loose parts are open ended materials that have unlimited play possibilities. They can be natural, such as leaves and stones or manufactured such as plastic caps and fabric samples. Loose parts provoke rich, meaningful play experiences as there is no specific way to use the items.

Loose parts supports the development of imaginative play, promotes critical and creative thinking, the creation of transient art pieces, and helps children to build a confident self-identity as it is the child who directs the play and their creations.

Loose parts are gender neutral, suitable across all ages (being mindful of safety issues with the younger children) and are friendly to the planet. Items which may have found their way to land fill are re-purposed and gathered together at the end of play to be enjoyed another day.

The range of loose parts items provide rich sensory and language experiences for the children and build the necessary foundation for STEM (Science Technology Engineering and Maths) learning. Bubup has a loose parts library available to all rooms and staff receive ongoing training in the use of loose parts in promoting active learning.

Smiles 4 Miles

We are proud to be part of the Smiles 4 Miles program. Smiles 4 Miles is an initiative of Dental Health Services Victoria (DHSV) which works in partnership with organisations to improve the oral health of children, their families, early childhood educators and the wider community.

A dentist visits the centre annually for an informative session with the children before a dental check-up for Kinder aged children. Healthy eating and dental health is promoted in the learning program through conversations during mealtimes, whole group learning around fruits and vegetables, and small group learning experiences about what to put in a healthy lunch box.



Community engagement

We actively seek opportunities for children to be involved and engaged with the community. Our community connections are so important to the ethos of our centre. This includes regular outings as we visit services and facilities around Port Melbourne, including our local parks and participate in community based events.

In the Early Years Program, we have a weekly music and movement program, Hey Dee Ho. In our kindergarten program, we have a weekly sports and exercise program, Sports 4 Kinder.

Family contributions to the program

We highly value the mutual sharing of information, drawing on families unique perspectives, knowledge, experiences and expectations to guide our understanding of the child.

Families are warmly encouraged to share their culture, home language and home experiences with us. We support and encourage the interest and involvement of families in the learning program.

There are opportunities for informal conversations at drop off and pick up times including how your child presented throughout the day, what learning experiences they engaged in and feedback about their daily routines such as meals, sleep and rest, toileting.

Families are encouraged to arrange a time to meet with their child's educators if they wish to discuss anything in relation to their child. Our educational team will provide opportunities for interviews and a written record of their child's interests, interactions, and developmental stages.

A reflection of the learning in your child's group will be shared weekly. A daily photo collage is shared so you can see what learning experiences your child has engaged in throughout their day. A family memo is regularly shared to announce important information and events happening within the service.



About Kindergarten

The learning programs and curriculum outcomes are the same in our sessional kindergarten as it is in our integrated long day care kindergarten programs. The difference is the structure of the day and the consistency of the children attending the group each day.

The kindergarten programs are delivered by a qualified early childhood teacher. They're designed to improve your child's development in:

- social skills, like how to play with other children in a calm, sharing and rewarding way
- self-awareness, resilience building and respect for others
- emotional skills and self-regulation, for example understanding their feelings
- language, literacy and numeracy skills, such as reading stories and counting objects
- a joy for learning and group activities, such as talking, drawing and making things together with other children their own age
- ability to make new friends
- exposure to new ideas and concepts.
- provides opportunities to build skills that are important for life and supports school readiness.



Transition to School

Our transition to school program is run in conjunction with our local feeder schools. This programs assist all children to acclimatise themselves with a school environment, regardless of which school they will attend. We find that this helps the children to move on to school with greater confidence and resilience in connecting to a new learning environment. Our transition to school plan includes looking at children's school readiness, with focus on social emotional skills, self-help skills, empathy and compassion, resourcefulness, routines and literacy and numeracy.

4 Year Old Sessional Kindergarten Groups

4 year old 15 hour funded program (no cost to families for duration of year)

Tiddlik Group runs on Monday and Wednesday, from 8.30am - 4.00pm

Bunjil Group runs on Tuesday and Thursday, from 8.30am - 4.00pm

**Children must turn 4 before 30 April in the year of commencement.
Please see our enrolment and orientation policy for more information.*

3 Year Old Sessional Kindergarten Group

3 year old funded program (no cost to families for duration of year)

Koonwarra Group runs on Friday, from 8.30am - 4.00pm

**Children must turn 3 before 30 April in the year of commencement. If your child turns 3 between the commencement of Term 1 and April 30 they can only attend with a parent or guardian present until the time they turn 3 years old.
Please see our enrolment and orientation policy for more information.*



What to bring to Bubup

Bag

Please provide a clearly named bag to keep your child's belongings, including the below items. Your child's bag and belongings must go home each day.

Wet Bag

BWFCC is committed to reducing the impact of plastic bags on our environment. To support limiting the use of plastic bags, BWFCC supplies each family with a re-usable Wet Bag which is included as part of your enrolment. This bag will be used to store any soiled, wet or dirty clothing and should be packed in your child's bag each day.

Bedding

Please provide your child with a clearly named blanket/comforter for rest and sleep times.

Formula

Please provide your child's bottles, pre-made up, each day with the correct formula your child requires. Educators will rinse your child's bottles; however, they will need to be washed at home. If your child drinks cow's milk, we will supply the milk; bottles will need to be washed at home.

Drink Bottle

Please provide a clearly named, drink bottle for water.

Clothing

Please provide your child with a spare change of clothes in their bag. During the colder months, your child should be provided with gumboots, a weather proof jacket and beanie. During the warmer months, please ensure your child is protected from the sun by providing long sleeved tops and closed-toe shoes.



Hat

Please provide a named wide brimmed hat for your child. Bubup Womindjeka branded hats are available to purchase at reception for \$10.

Sunscreen

Sunscreen will be applied when the UV rating is above 3. Please apply sunscreen on your child upon arrival at the centre. There is sunscreen in the rooms and at the front desk. The educators will support children to re-apply sunscreen throughout the day. If your child has sensitive skin, please bring your own sunscreen.

Nappies

Nappies are provided. We encourage toilet training for children over the age of 2 years. Educators will support the child's and families requirements regarding toilet training. Please discuss your child's readiness with the educators so together we can plan the best approach to meet the needs of your child.

Toys

Please ensure your child does not bring toys from home. It can be distracting for the children and can often cause distress if the toy gets broken or goes missing. Children will have many other opportunities to share special interests from home within the learning program.

Meals and Nutrition

Our qualified chef and kitchen team create all children's meals from fresh, nutritious ingredients. The service provides Breakfast, Morning tea, Lunch, Afternoon tea and a late snack. We cater meals to suit your child's individual dietary needs and food intolerances. Our menus are assessed by Healthy Eating Advisory Service Victoria to ensure all menu items meet the national recommended nutritional requirements. We offer a variety of cuisines and dishes, introducing children to new textures and flavours.

In our sessional kindergarten, your child will need clearly named, 1 x lunch box and 2 x snack boxes. Please ensure your child has a healthy food choice in their snack and lunch box. Please avoid processed and packaged foods (no chocolate or 'junk' foods). We have children with life threatening allergies to nuts and egg within the service. Please DO NOT provide nut or egg products (including peanut butter and nutella spread).



Orientation and Commencing Care

Families will be given a tour of the service and introduced to our educators. You will be given the opportunity to speak to the Room Leader about specific needs and any relevant information you'd like to share about your child. The Room Leader will explain the daily routines and learning program for your child's group.

In the lead up to commencing care, families and their child will be invited to visit the service for two hours of orientation to ensure a successful transition from home to care, this will be organised at a time that is agreeable to you and the room. All families and children are encouraged to attend orientation prior to the child's first day. Please note, a parent is required to stay on premises during orientation.

Educators will work with you to help your child settle confidently and happily into care. All children need a chance to settle in as they all react differently to new situations. It is important when the time comes to say "goodbye" that you do so promptly and confidently. Reassure your children that you will return - never slip away without saying goodbye. When you drop your child off, do it in a way that your child can become familiar with. If requested, the educators will contact you throughout the day to let you know how your child has settled in.



Our Policies and Procedures

BWFCC have developed a range of policies to cover all aspects of operation, quality, health, safety and wellbeing in our early learning and care centres. Our policies and procedures are regularly reviewed and updated in line with relevant changes in legislation and regulations. All policies relating to the service are available on our website <http://www.bwfcc.org.au/about/policies>

Collection of Children

All children must be signed in and out of the Centre by their guardian or person nominated by their guardian using our Xplor Digital Attendance system. This is a requirement of the Education & Care Services National Regulations (2011). It is an important record of your child's attendance and is necessary for CCS to be applied. Changes to authorisation to collect can be made via the Xplor Home application using your login or by notifying our administration team. No child will be released from the Centre except to the guardian or authorised person, whose name appears on our records. Photo identification will be required if the person collecting is unknown to us. Families should contact the centre if they are unable to collect their child by the expected departure time so that we can reassure your child and make arrangements for staff. A late fee will be charged for families who arrive after 6:00pm to collect their child.

Managing Children's Illness

Children will need to stay away from the service if they are unwell or have a contagious illness/infectious disease and can only return to the service if they are completely well.

The service will not accept a child into care if they are unwell and unable to fully participate in the program.

All families will be notified if there has been an infectious disease notification within the service.

If your child has been suffering from diarrhoea and/or vomiting or other contagious illness/infectious disease, they are required to stay away for at least 24 hours after the symptoms have ceased.

The service does not accept paracetamol / ibuprofen for children who have been unwell.

Children may not remain at the service if, they:

- Have had more than two episodes of diarrhoea and/or vomiting within the 24-hour period.
- Require dedicated one-to-one attention or cannot fully participate in the program due to illness.
- Have an unexplained rash that impacts the health and wellbeing of themselves and others.
- Have a high temperature/fever that is continuous and cannot be brought down (other signs of fever include sweating/chills/shivering).
- Cold or flu like symptoms (persistent runny nose, sore throat, coughing, sneezing, lethargy).
- Any other suspected illness/infectious disease.

Children who become ill at the service

If your child is unwell while at the service, you will be contacted to collect them as soon as possible. Families will be asked to collect their child as soon as practical or arrange for an authorised nominee to collect. If there is no one able to collect the child within this time the child's condition will be monitored and if worsens an ambulance will be called.

An illness record will be completed when children are collected due to illness.

Children returning to the Centre after illness:

- May return if they have not had an episode of vomiting/diarrhoea for a minimum of 24 hours.
- Suspected symptoms have lessened, and child appears to be themselves.
- Child has not had Paracetamol/Ibuprofen before arrival. The service does not accept Paracetamol/Ibuprofen for children who have been unwell.
- Families may need to provide a medical certificate for their child to return to the service if they have been unwell.

Please refer to our Dealing with Illness and Infectious Diseases policy for further information. All service policies are available on our website.

Medical Conditions

Families are required to provide information about their child's health care needs, allergies, medical conditions and medication on the enrolment form and are responsible for updating the service changes to their condition, action plan or medication. All children's medical action plans must be completed and signed by a doctor and reviewed on a yearly basis. Upon enrolment or notification of a medical condition, families are required to complete a Risk Minimisation Plan and Communication Plan with your child's educator. Children will be able to participate in the program once these plans are completed.

Medications

We only accept medications that are prescribed by a Doctor. We do not accept Panadol for children who have been unwell. Children who need Panadol to keep a temperature down are not fit for care and should stay at home until they are well. A medication form must be completed by the guardian. Dosage must be clearly marked on the original label and, in the child's name. Two team members will check the prescribed dosage before administering.

Incidents and Injury

In the event of an incident or injury families will be informed either by phone (if serious) or on collection of their child at the end of the day. A form will be filled out with the details of the incident and families will be asked to sign this upon collection of the child.

Emergency Evacuation Procedure

Emergency drills occur twice per term. In the case of a fire, the educators will escort all children to either the parkland behind the service Lagoon Reserve, or Edwards Park, where they will stay until it is safe to re-enter the building. Families will be notified when an emergency evacuation drill has been undertaken. Emergency evacuation procedure diagrams are displayed throughout the service.

Child Safe Standards and Protection

Throughout our organisation we embed the Child Safe Standards, these standards are compulsory minimum standards for all Victorian early childhood services to ensure they are well prepared to protect all children from abuse and neglect.

BWFCC is committed to safety and wellbeing of all children and young people. BWFCC has zero tolerance for child abuse. BWFCC is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Every person involved in BWFCC has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. BWFCC is committed to regularly training and educating our staff and volunteers on child abuse risks and all staff undertake Mandatory Reporting training.

We carefully consider the increased vulnerability of Aboriginal children, children from culturally and linguistically diverse backgrounds as well as children with a disability. We promote and advocate for gender equity and respectful relationships.

Joining BWFCC

To register with our waitlist, please see our website for further information.

Child Care Subsidy

The Government funded Child Care Subsidy (CCS) is paid directly to the centre. The gap between the Centre's daily fee and the CCS will be payable by the family via direct debit. It is the responsibility of the family to apply for the CCS and be aware of all CCS terms and conditions, as there are strict rules that apply to retaining your entitlement such as absences and overseas travel. It is important to note that the CCS will only apply to attendances when first commencing care. If you choose to be absent at commencement of your enrolment, your CCS will not apply and your fees will be charged at the full daily rate. It is important to also note that the CCS will not apply to absences leading up to cessation of care. Absences leading up to your child's last formal day of enrolment will accrue at the full daily fee. Please note, exceptions apply where a medical certificate can be supplied to the service. Overseas travel/holidays will also impact CCS entitlement and families must inform Centrelink of these plans.

To determine your eligibility for the Child Care Subsidy (CCS) and to view all terms and conditions of the CCS entitlement, you will need to submit a claim through <https://my.gov.au> or via the Families Line on 136 150. You are able to submit your claim prior to being offered a place. Visit <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy> for further information on How to Claim CCS

Sessional Kindergarten Enrolments

3 and 4 year old sessional kindergarten wait-lists are managed by Bubup Womindjeka. Our wait-lists are open in advance therefore we encourage families to place their name on the wait-list where their child is age appropriate to avoid disappointment. The service has the discretion to close off wait-lists once it is deemed exhausted.

Schedule of Fees 2024

Once-off Administration Fee	\$155 for every child attending Bubup Womindjeka (non-refundable)
Early Years Program	\$144.00 per day
3 Year Old Sessional Kindergarten	no cost for the duration of year
4 Year Old Sessional Kindergarten	no cost for the duration of year
Holiday Care	\$144.00 per day

Please note, fees are charged for all public holidays and absences incurred by illness or family holidays.

Enrolment Form

The Enrolment Form contains information about you and your child, including contact details, emergency contacts, medical details, routine information and any special requirements your child might have. Children are unable to commence care, including the orientation process, without a completed enrolment form.

BWFCC uses the Enrolment Form to collect personal information for the purpose of program enrolment, provision of services and invoicing. These records are stored securely. The information may be shared with administrators for operational and financial purposes, our childcare software provider, and third parties such as Debit Success for fee collection. The information will not be disclosed to any other party except as where required by law.

Privacy

In order to provide families with the highest standard of service, BWFCC is required to collect personal information about children and families before and during the course of a child's enrolment. BWFCC is committed to protecting each individual's privacy and we abide by the National Privacy Principles contained within the Privacy act (1988) and the Health Records Act, 2001, (Vic) and other applicable privacy laws. Privacy of the personal information that we hold is of the utmost importance to us and we conduct our business with respect and integrity.

Fees and Statements

Fees will be charged for booked days whether your child attends the service or not. This includes public holidays, family vacations as well as any days absent due to illness. Fee statements are generated fortnightly and show the amount that will be deducted from your nominated account. This will allow us to ensure that Centrelink entitlements are calculated more accurately and will ensure your statements accurately reflect your current fee balance. Please see our Fees Policy for further information.

Administration Fee

New families are required to pay the once-off non-refundable Administration Fee per child upon accepting their enrolment. This helps us to ensure that we have accurate information such as emergency contact details and CRN numbers so that your Centrelink entitlements can be calculated accurately. We are also required to provide information to the Department of Education and Training to ensure Kindergarten Funding and other subsidies can be secured as appropriate. With more than 250 families involved in the Centre this is a very significant task and the administration fee goes towards the resources and electronic systems required to complete these tasks.

Notice Periods

We require 28 days notice for any cancellation of an enrolment and 14 days notice for changes to enrolments in writing

Immunisation

The introduction of legislation known as, 'No Jab, No Play' requires children to be fully vaccinated before they can commence at early childhood education and care services. You are required to provide an up to date Immunisation History Statement provided by Medicare as part of your enrolment process. The statement will need to show that your child's immunisations are up to date for their age.

Immunisation History Statements can be requested at any time by contacting Medicare:

Phone: 1800 653 809

Email: acir@medicareaustralia.gov.au

Website: www.medicareaustralia.gov.au

No Jab No Play

'No Jab, No Play' is the name of legislation that requires all children to be fully vaccinated unless they have a medical exemption to be enrolled in childcare or kindergarten in Victoria. Bubup Womindjeka is diligent in protecting the health and safety of all children by ensuring that every child enrolling at the service presents with an up to date copy of their immunisation statement. The service is also required to undertake audits of immunisation statements twice per financial year to ensure all families provide up to date immunisation statements for their child. Some children may be exempt from the requirement to be fully vaccinated on medical grounds. These circumstances require written evidence from a medical professional that is to be supplied to the service before confirmation of enrolment.



Governance and Service Committees

Board of Governance

The Board is responsible for providing leadership and strategy to the organisation ensuring the current and future direction is consistent with the organisation's aims and the interests and needs of the services stakeholders. The Board is made up of family and community members who bring key skills, expertise, and guidance in the management of the service.

The Board members are part of individual sub-committees based on their particular area of expertise and interest, including; Leadership Liaison, Consultative Committee, Integration, Finance Committee, People and Culture Committee, Risk Committee, Governance and Appointments Committee.

Consultative Committee

The Parent Consultative Committee is comprised of families and users of the different services BWFCC provides and is convened by a member of the BWFCC Board of Governance. The committee is designed to facilitate communication between families and users of BWFCC's services, and the BWFCC Board of Governance. This allows the Board to work with the Centre Leadership Team to continuously improve the services offered. The Committee meets on a monthly basis. If you would like to provide feedback through the committee, please reach out to your Room Rep or the Convenor of the committee.





Playgroups

Playgroup is here to help families to have fun, relax and build friendships that last beyond playgroup. Our playgroups are open to all families and we value diversity, accessibility, and inclusion.

Playgroup gives families a space and time to focus on playing and spending time with their child alongside other families. They bring young children, parents, families, and communities together to learn and develop through informal play activities and social interaction. Playgroups at Bubup are self-facilitated in our purpose-built space with access to our playgroup yard.

At playgroup you get to meet other people going through similar experiences, ease the isolation that can come with caring for young children and find out about local community, health, and support services. It allows families to enjoy this precious time with their children while they develop and grow. It also provides reprieve from the daily grind—you can have a cup of tea and unwind while your children play in a safe space.

For enquiries regarding joining an existing playgroup, please contact our friendly team.

Maternal Child and Health – City of Port Phillip Council

We share our facility with the City of Port Phillip Maternal Child and Health (MCH), a free maternal and child health service support children's health and development from birth until school age.

MCH provides an initial home visit, and then centre appointments, new parent groups and clinics, and covers a broad range of topics, including parent and child physical and emotional wellbeing, breastfeeding and nutrition advice, sleep difficulties, safety issues and other topics that parents wish to discuss.

All maternal and child health nurses hold specialist qualifications in midwifery and maternal and child health and are part of a local network of health and support services that can refer families to other support agencies if required. The BWFCC educational team work in partnership with the MCH nurses, with families permission, to create better outcomes for children and families.

We have a number of New Parent Groups that are run by our Maternal and Child Health Nurses. These groups support families who have recently had babies, covering topics of interest and providing a supportive environment in which to learn the new skills required to parent a baby. In addition to this the Maternal and Child Health Nurses offer first food groups for families who are starting to introduce new foods to their baby.

For more information, contact City of Port Phillip MCH:

Email: mchadmin@portphillip.vic.gov.au

Phone: 03 9209 6766



Star Community Health – Child Development and Family Support

At Bubup Womindjeka, Star Health offers support services for families in relation to concerns families may have with their child's development or managing the pressures of raising a family. These professionals provide a range of services that support children and parents, and our educators during the important developmental years, and work with all involved to understand their needs and ensure they have the best start and opportunities to reach their potential. We have an on-site child and family psychologist available to support families, who can also facilitate referrals to other services as required (e.g. Speech therapy, physiotherapy, occupational therapy, behaviour guidance and parenting support).

Website: <https://www.starhealth.org.au/>

Phone: 03 9525 1300



Community Outreach at BWFCC

At Bubup Womindjeka, we highly value supporting our families needs.

We have developed a number of outreach initiatives to give you a helping hand in our reception area. If you need some additional support, please do not hesitate to reach out to our friendly team at reception who can assist you.

Bubup Pantry

We have a pantry that contains a variety of non-perishable food and grocery items available to all families at our centre to take, free of charge, at any time. We are also able to provide frozen meals prepared by our kitchen on request.

Bubup Swap Shop

This is a cupboard that contains quality-recycled children's clothing, please feel free to take any clothes that interest you.

Bubup Parent Zone & Community Board

We have a number of brochures for families to collect which address common parenting concerns. We also have a community board that allows families to see initiatives within their community as well as what local businesses have on offer for families.



Frequently Asked Questions

Do we need to let the service know if my child will be absent from care?

We appreciate families letting us know that they will be absent from the service. It helps us to keep track of our daily numbers. Families can mark their child absent in advance, or on the day, via their parent app connected to enrolment here at BWFCC.

Can we request additional days of care?

Yes, families can request both casual and permanent days once enrolled. Permanent day requests are logged on our internal waitlist and allocated to current families when permanent vacancies become available. Casual booking requests can be made for any extra days you may need every now and then. Casual booking requests are subject to available places should families be away unwell or on holidays. We may know casual vacancies in advance and be able to book you at first instance. Requests remain pending until we can determine if a place is available. Permanent and casual requests are allocated to families based on their date of request and the service will follow this priority of access to fill all vacancies.

How Can I Change or Cancel My Enrolment?

We require four (4) weeks notice for any cancellation of an enrolment and two (2) weeks notice for changes to enrolments in writing. This is required to cover the time it may take us to fill a vacant position.

When will our fees be charged?

Fees are charged fortnightly. This will allow us to ensure that Centrelink entitlements are calculated more accurately and will ensure your statements accurately reflect your current fee balance. The annual fee schedule will be communicated with families at enrolment and can be requested at anytime by families across the year.

Are half day fees and day swaps available?

Due to the high demand for childcare places, we only offer full day fees. Day swaps are not permitted. Families can request casual days of care week to week however these days will be an additional charge on their account.

How does EYP Orientation work? Do I need to stay on-site for the first day?

All families are required to have at least one orientation session prior to the child's first day. This is usually about an hour and you are required to stay on-site.



Is there a difference between the educational programs provided in Early Years Program and Sessional Kindergarten?

There is no advantage or disadvantage of electing one format of kindergarten over the other. Both kindergarten programs are delivered by a qualified early childhood teacher. The educational component of both programs is based on the Victorian Early Years Learning Framework and the program is designed to suit the needs of the individual children in each group. With our play-based approach to learning and development, sessional and integrated kindergarten do not offer a classroom style of learning. For further information on kindergarten at BWFCC, please refer to our Kindergarten Information for Families document available on our website.

What does kindergarten funding mean?

The Victorian Government provides funding to each kindergarten service to support children to access a high quality kindergarten program delivered by a registered early childhood teacher in the year before they start school. The funding is a contribution towards meeting the running costs of the kindergarten program and is claimed by the service to keep the term fee at an affordable cost for families. The term fee is the amount families are required to pay. The Kindergarten Funding cannot be claimed by families nor allocated to families as an account credit. Your child can only be funded for a kindergarten place at one service at any one time and only for one year (unless your child is assessed as being eligible for a second funded year by your child's kindergarten teacher).





Bubup Womindjeka

Bubup Womindjeka Family and Children's Centre is a community run, not-for-profit organisation providing integrated early learning and care services to the community.

Bubup Womindjeka Family and Children's Centre is committed to promoting a safe, equitable environment that supports a sense of belonging and respect. We advocate for the rights and participation of each child, throughout our organisation we embed the Child Safe Standards.

Bubup Womindjeka Family and Children's Centre acknowledge the traditional custodians of this land, the Yalukut Weellam of the Boon Wurrung people and pay our respects to their elders of past, present and future.

Bubup Womindjeka Family and Children's Centre

85 Liardet Street, Port Melbourne 3207

Phone: (03) 9676 8400 | Email: info@bwfcc.org.au

<http://www.bwfcc.org.au>