

Sunshine Kidz

Where kids love to be!

Welcome to Sunshine
Kidz

HANDBOOK FOR FAMILIES



If you have any questions
please speak with one of
our friendly educators
or call Kathy on
0413 578 444

Email us at
sunshine.kidz@hotmail.com

Our Philosophy

At Sunshine Kidz, we are committed to uplifting communities by providing exceptional caregivers who are devoted to the well-being of children. Our core values include compassion, transparency, and active engagement.

Our care philosophy is grounded in the My Time, My Place Framework, and we comply with the National Quality Standards for Early Childhood Education and Care. We focus on the needs, interests, and developmental growth of every child in our care, ensuring that both children and families feel a sense of belonging and involvement.

What to expect at Sunshine Kidz...

Children are excited to attend Sunshine Kidz because we create fun, energetic, and interesting experiences. Quality programming is paramount.

We take pride in creating warm and welcome spaces for the children. We invest in quality resources.

At Sunshine Kidz every child will feel listened to. Connection with families and schools is key to our success.

Quality and safety underpin everything we do. During session time children develop life skills, friendships, confidence and creativity through play.

Sunshine Kidz programs...

Planned and spontaneous experiences are available at each session. Experiences are developed based on the children's interests, needs and developmental stages and designed to keep children engaged and active.

Our programs include; cooking, science experiments, incursions, daily activities such as lego, building blocks, drawings, creative play, art, craft, music, physical activities and sports, outdoor play, various themes

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- Cooking.
- Science experiments
- Incursions
- Daily activities such as lego, building blocks, drawings, creative play
- Art, craft, music, drama, and dance.
- Physical activities and sports.
- Outdoor play.
- Various themes (sustainability, world and cultural special events)

Sunshine Kidz Educators...

Sunshine Kidz educators are engaged, caring and open.

Educators have:

- Valid Working with Children Checks or the state equivalent.
- Childcare First Aid
- Mandatory Reporting Training

How to enrol & Book...

Enrolments are completed by filling out an enrolment application and supplying all relevant documents required.

Enrolments are on a permanent booking basis which is set up for the same day(s) of each week.

Alternatively casual/emergency bookings can be made based on your needs.

Payments...

Payments are made by direct debit from a nominated bank account or credit card and charged weekly. An online statement is issued and emailed weekly.

Child Care Subsidy (CCS)...

The Australian Government provides significant fee relief to Australian Families who utilise approved childcare services via the Child Care Subsidy (CCS) program.

You will only pay the out of pocket costs for your child/ren to attend.

To claim CCS you need a CRN (customer reference number) for yourself and your child/ren and to update your details at my.gov.au.

If you do not have a CRN you can apply via Centrelink.

The CCS is based on income assessment and activity tests conducted by Centrelink.

Late Pick-Up...

A late pick up fee of \$1.00 per child per minute is charged once the service close time has passed.

Customer Service...

Your service Co-Ordinator is your primary contact for any assistance or to raise any concerns. A highly visible information board at your service contains an escalation path for any issue you believe has not been satisfactorily resolved. Sunshine Kidz is available between 11am - 6.00pm weekdays on **0413 578 444** or **sunshine.kidz@hotmail.com**

Medical Management Plan & Medication...

All children who have been diagnosed with a medical condition including allergies, food intolerances, anaphylaxis, asthma, epilepsy will need to provide;

-A completed Medical management plan(dated in the current year your child is attending the service), signed by a doctor and with a coloured photo of the child.

-Medication must come in its original packaging and labelled with the child's name, required dosage, time, date and storage requirements.

Please note it is a legal requirement under the Education and Care National Regulations and part of our Terms and Conditions to provide this information. In the interests of child safety, care may be refused on the day should the appropriate documentation or medication not be supplied.

Collecting your child/ren...

Sunshine Kidz will not allow child/ren to walk home unsupervised from the service.

All children must be signed out by an authorised person listed on the enrolment form.

In the event that parents or guardians organise an alternative person to pick up their child who is NOT on the enrolment form, the service MUST be notified in writing beforehand of the person's details.

The person doing pick up must provide identification on arrival.

NOTE: if the service has not been informed of the alternative pick up person, the child will NOT be released.