****

## Monday-Friday

## 7:30am-5:00pm

**525 Marmion St**

**Booragoon WA 6154**

**Phone (08) 9316 1253**

[**bocc@westnet.com.au**](mailto:bocc@westnet.com.au)

Child Care Reference Number - 407051195J

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# BOEEPerth @booragoonearlyeducation

# Welcome To Our Centre!!!

**BOEE acknowledges the Traditional Custodians of the land on which we work and live and recognise their continuing connection to land, water and community. BOEE pay’s respect to Elders past, present and emerging.**

## CENTRE HOURS

The Centre is open between 7:30am - 5.00pm Monday to Friday.

Director – Rochelle

The Committee and Educators welcome you and your family to Booragoon Occasional Early Education. We are committed to providing quality care for your children. The aim of this handbook is to inform you of the policies and practises of this Centre.

Occasional Care means that you can book your child/ren in to care daily by the hour, only being charged for the time you book.

BOEE is a community-based centre managed by a voluntary committee consisting of parents, and community members the Committee is always keen to welcome new members aboard. If you are interested in finding out more about the committee, please do not hesitate to speak with the director. A list of Committee members can be found at the back of this handbook.

BOEE is licensed through The Education and Care Regulatory Unit (ECRU). ECRU assesses applications for provider approvals, service approvals and approvals for certified supervisors, assesses education and care services against the National Quality Standard, supports and promotes continuous quality improvements in education and care services, investigates incidents and complaints, monitors, and enforces compliance. ECRU ensures that all services are informed of their compliance roles and responsibilities, while providing them with appropriate support.

|  |
| --- |
| ECRU Contact Details: 11 Wellington Street East Perth, Western Australia 6004  Toll Free: 1800199383. Ph: 08 65518333  ecru@communities.wa.gov.au |
|  |  |
| Please do not hesitate to direct any queries you may have to anyone of our friendly educators or to the Director.  We hope that our association with your family will be a long and happy one |  |
| . |  |
| **HELP!**  This centre is a community based, non-profit organisation. Not only are volunteer help, fundraising and donations greatly appreciated, they play an important role in maintaining and improving the quality of the centre, as well as keeping fees as low as possible. If you can help in any of these areas,  please speak with the Director. |  |

**Booragoon Occasional Early Education**

**Philosophy**

Booragoon Occasional Early Education is a diverse centre based on the natural environment, encouraging the belonging, being, becoming of all children through their early years believing that the early years of a child’s life provides the foundation for all future learning and development.

We believe all children are active learners and should be given the opportunity to develop at their own individual pace through child-initiated experiences in a supportive, caring and stimulating play based environment including indoor and outdoor.

We acknowledge the importance of families as the child’s primary caregivers and will seek to support and encourage them in this role endeavouring to work alongside them to create a positive, flexible, secure environment that will nurture and respect children regardless of the child’s ability or culture. Children will be encouraged to explore experience and build on their individual needs which will assist them through life’s journey. Educators will be aware at all times of health and safety practices, striving to make Booragoon Occasional Early Education a happy, warm, memorable place for families, educators and children.

# BOOKINGS

The Centre will accept two types of bookings

* Occasional Bookings
* Permanent Bookings

Bookings can be made by contacting the centre by phone or in person Mon – Fri. Conditions for each type of booking are stated below:

**OCCASIONAL BOOKINGS**

* Occasional Bookings can be made on the day that care is needed up to a month in advance if space is available.
* On the First weekday of every month at 7:30am bookings will be taken for the following month, allowing families to book a month in advance.
* Times booked must be paid for regardless of early pick ups or late drop offs
* Bookings can be made on the hour or half hour
* Cancellations made with **less than 24 hours** notice will incur full fees.

**PERMANENT BOOKINGS**

* In all age groups there are a limited number of places.
* Bookings are a minimum of 5 hours daily
* Payment is per occasional use.
* **One week notice** is required to terminate a permanent booking or one weeks full fees will be charged.
* All time booked and cancelled without notice will **incur full fees**
* **Only one cancellation per term can occur**. This can be done as a block of days or just the one day.
* If a child does not arrive within an hour of their booked time and does not notify the centre the place will be given away for the day. If the child turns up for their booking later in the day they may be refused if the place has been given away.

Please notify the centre with in the first hour of your child’s booked time if they will not be attending for the day or if you are running late.

**For further information please refer to the Fee Policy located at the back of this handbook.**

# EXTENDED TIME

If you wish to extend your child’s time in care, please contact the centre as soon as possible and we will do everything possible to cater for this. Numbers are restricted by our license to 38 children and if this number is exceeded then all children are put at a risk of over crowding. If you are unsure of your pickup time it is always best to book for extra time. **A late collection and early drop-off fee policy has been established of $50.00 per child. If you have not picked your child up by the scheduled time** **or if you drop your child at care earlier than the booked time, this fee will be applied. Children picked up after 5.00pm will incur a late fee of $50.00 as well as $2.00 per minute for each minute past 5.00pm, which will be paid directly to the educator’s on duty.**

**PAYMENTS**

Fees must be paid on the last day of care for the week.

Payment can be made in one of the following ways:

**CREDIT CARD/EFTPOS**

Payments can be made directly using the centres EFTPOS machine .

**DIRECT DEBIT – VIA THE INTERNET:**

The following information is required when paying via the internet:

* Centre Name – Booragoon Occasional Child Care Centre
* Bank – ANZ
* BSB – 016 267
* Account Number – 3407 99226
* Child’s Surname and first initial (if child’s surname is different to parent/guardian please include in full)
* Fees

Please note the centre receives statements weekly, at which time all transfers will be recorded and a receipt issued via email.

**AT THE OFFICE VIA CASH**

FEE BOX **–** the fee box is located in the foyer to the right of the sign in/out sheet. Fees (cash or cheque) are to be placed in the provided envelopes with the following recorded:

* Date
* Your child’s full name
* Amount enclosed

If you do not have the correct amount we can credit the difference to your account.

**If payment is not made on time and a debt occurs a letter will be sent to the family requesting immediate payment, if no payment is received within 7 days the matter will be handed over to a collection agency and the family will be responsible for covering the cost of the debt as well as recovery costs.**

# CHILD CARE SUBSIDY (CCS)

# Each family is entitled to apply for childcare subsidy through Centrelink, please click on the link for an explanation on how CCS is calculated and to apply.

### [Child Care Subsidy Calculator | CCS Calculator](Child Care Subsidy Calculator | CCS Calculatorhttps://www.childcaresubsidycalculator.com.au)

**[https://www.childcaresubsidycalculator.com.au](Child Care Subsidy Calculator | CCS Calculatorhttps://www.childcaresubsidycalculator.com.au)**

BOEE requires - child’s reference number (CRN) and date of birth - guardian claiming CCS family reference number (FRN) correct name, date of birth

## SIGN IN/OUT

It is a government regulation that all children attending are signed in and out each visit, BOEE has a I pad located in the foyer for this purpose , please make sure whoever is dropping and collecting your child/ren signs them in and out, they b will be required to enter their phone number and a 4 digit pin, that they have created, this pin can be used by any other person given permission to deliver/collect your child/ren or they can create their own, staff do not know the pin numbers therefore please ensure that all persons with permission to deliver/collect your child have the correct phone number and pin.

## SUN POLICY

BOEE is a Sunsmart centre and follows the Cancer council Sunsmart guidelines.

We ask that all children:

* Dress appropriately for the weather ie long sleeves for sun protection
* Apply sunscreen when the UV levels are above 3, before arriving to care.

Sunscreen is applied by staff during the day when UV levels are high, if you do not wish your child to use the centre’s sunscreen, please inform staff and supply your child with their own, clearly labeled sunscreen.

The daily UV rating as recommended by the cancer council will guide outdoor play. The complete Sun Policy is located in the policy file.

BOEE will provide hats.

## BARE FEET PLAY

We prefer that children attend care foot loose and fancy free! This allows for better gross motor and sensory skills development so please leave their shoes at home! If you wish for your child to wear shoes there will be a form to sign.

## MEDICATION POLICY

**Please ensure that no medication is put in babies’ bottles or left in children’s bags.** Upon arrival please hand original medicine bottles or packets to a staff member, who will place them in a safe area. The staff will administer medication in accordance with the Medical Authorisation Form, which must be completed before you leave, for ongoing medication please ask your child’s educator for the appropriate form.

The centre does not have Panadol on the premises.

##### ALLERGY POLICY

Please inform your child’s educator of any existing or suspected allergies.

An allergy list will be kept in a confidential area of your child’s room accessible to staff only, for quick references, all emergency plans of action for children suffering from allergic reactions will also be kept in this area.

##### Nut Request

As we have several children and educators with nut allergies which can cause a severe reaction BOEE request the following from families:

* families do not send any nut products in children’s lunchbox. Nuts are not band from the Centre as such a ban cannot be inforced. We do however ask for parental co-operation by NOT sending these products in children’s lunchboxes. Due to the above request, we also ask parents/guardians not to bring food to share with the group ie birthday cake as we cannot monitor what ingredients have been used. If a birthday cake is bought to share, we request that a list of ingredients is provided and it will be divided up and sent home with the child upon departure.

## ILLNESS OR INJURY

It is important that educators are notified if your child has been unwell or received an injury since last attending the Centre. Educators must also be informed if your child is receiving medication at home even if it is not required to be given at the Centre

There are certain conditions, which will exclude your child from the Centre until an approval from the doctor has been given:

E.g. Vomiting or Diarrhea

Ear, eye, or nasal discharge

Rash

Infectious sores

High Fever

Other obvious signs of infectious diseases

An information sheet on infectious diseases and details of incubation periods is located at the back of this handbook.

You must supply a copy of your child’s immunisation record at the time of enrolment or a signed statutory declaration if not immunized, this is a government requirement.

The Centre retains the right to exclude children regarded by the Director as a health risk, or obviously not well; health rules are strictly adhered to. It may be necessary for us to ask for a doctor’s certificate in certain circumstances, not only is this policy necessary to comply with Health Regulations, but to keep cross-infection to a minimum. Both you and your children benefit from this policy.

**The Centre retains the right to exclude any child who is obviously not well enough to cope with a group situation. Children who have had vomiting or diarrhea are required to stay away from the centre for 24 hours after their last motion.**

In the case of a child becoming ill or injured at the Centre, every effort will be made to contact the parent. The Director or person in charge has the prerogative to call an ambulance in the case of an emergency and the cost will be borne by the child’s guardians.

**TOY POLICY**

The centre has a strict no toys from home policy. Each room provides a stimulating environment for their age group and bringing toys from home can be disruptive and unsafe, Educators will not be responsible for lost toys bought from home.

Please refer to the policy file for the full policy.

## NAPPIES

**Parents are required to provide an adequate supply of cloth or disposable nappies and wipes.**

The centre has spare nappies and wipes for emergencies, if these are used the family will be asked to replace nappies.

## TISSUES

We ask all families to please donate a box of tissues each year for each child who attends the centre. Thank you.

## LABELLING

**Please label all articles, which belong to you.** These include clothing, shoes, bags, lunch boxes, bottles and bottle lids, dummies, feeder cups and food containers. Pen and masking tape are available if required. All items found that are not labelled will be placed in the lost property box located in the foyer, which is emptied and donated to charity at the end of every term.

## DOORS AND GATE - Entering and Exiting

**Please ensure that all doors and gates are kept closed to maintain the safety of the children at the Centre.** For security reasons and the upmost safety of children and families the front door will always be locked. We have a monitor system that allows us to view visitors before allowing access, please observe the operating instructions when entering the building.

## PARENTS GRIEVANCE PROCEDURES

To offer the best possible care for your child and to keep communication lines open, please speak with the your child’s Educator if you have any queries or concern’s, if a satisfactory outcome has not been reached then please approach the Director of the Centre.

Information about the regulations of childcare services can be obtained by contacting ECRU on;

### Education and Care Regulatory Unit

**Ground Floor 111 Wellington St East Perth WA 6004**

**Ph: 1800199383**

**ecru@communities.wa.gov.au**

**THE CURRICULUM**

The Curriculum and experiences are based on the Centre’s philosophy and children’s developmental needs and interests; it is revised on a fortnightly basis.

The Curriculum can be found in the foyer for parents to refer to, please do not hesitate to discuss any aspects of it with the Educators in the room.

The 0-2 year olds are provided with experiences emphasizing physical development and eye contact such as finger/hand rhymes, ball games, communicating with smiles, facial expressions and voice.

The 2-3 and 3-6 Curriculums include art and craft activities, memory, rhyme, rhythm games with a strong emphasis on imagination development.

Some activities may involve paint, glue, food colouring etc., it is advisable to dress your child in appropriate clothing that can get stained and grubby, aprons are used, however spills do occur.

**Please keep a spare set of clothing in your child’s bag.**

Please ensure you have labelled all items to reduce the risk of loss

## LEAVING & PICKING UP YOUR CHILD

Please ensure when dropping your child at BOEE that they are left in the care of an educator and under **NO** circumstances left to wander in alone. If the child is settled in the Centre but on occasion is unwilling to be left it is often kinder to leave quickly as the longer you delay the more distressed and confused your child becomes. You can at **any time** of the day telephone and see how your child is coping.

## CUSTODY OF CHILD

It is the responsibility of the legal guardian to decide who brings /collects the child to the Centre. If you ask someone else to collect your child BOEE must be notified in writing, in the case of an emergency a phone call is acceptable. If staff have not received a message and are in doubt, they will not release the child to an unknown person.

If there are any court orders regarding the custody of the child a copy must be provided to the centre for the orders to be reinforced. If a situation arises where a non-custodial parent/guardian attempts to collect the child, the Centre will contact the custodial parent and inform them as well as the police however the centre can not refuse permission to take the child unless the Centre has a copy of the court papers.

## MEALTIMES

**Families are to supply food & drink (including milk/ formula) for their child.**

Food from home can be comforting to your child in unfamiliar surroundings, we ask that you pack more food than you think they will need as mealtimes are very social at BOEE with children spending time eating, drinking and chatting, with lots of food ending up on the floor! With this in mind, we try to make mealtime a relaxed and happy experience. We prefer children to enjoy healthy foods as we also utilize mealtimes as an opportunity for discussion and education about food, culture, and life. Please avoid unhealthy foods in lunch boxes, the center has a nutrition policy, which can be found in the policy file located in the foyer.

There is a refrigerator in the 0-2 year old and 2-3 year old room and a microwave for heating food only.

The 3- 6 year old room has no fridge or microwave, this is preparing children for school, families are asked to pack cool bricks if need.

If your child needs a bottle whilst at BOEE please ensure:

* bottles are prefilled with boiled water
* formula is premeasured in dispenser
* All items are labelled
* Educators are notified of when the child’s last bottle was and when the next one is due.

**DRINKS**

Each child is asked to bring a water bottle (labeled with their name), which is checked 3 times a day for refills or as required.

Mealtime routines are as follows:

**Morning Tea (0-2) 9:30am**

**(2-3) 10:00am**

* 1. **10:00am**

**Lunch (0-2) 11:00am**

**(2-3) 12:00pm**

* 1. **12:30pm**

**Afternoon Tea (0-2) 2:00pm**

**(2-3) 3:00pm**

* 1. **3:00pm**

**These are flexible times with educators working around the children’s routines and interests for the day.**

###### REST TIME

“The most fundamental requirements for healthy growth and development in young include a) loving support and protection by parents and carers b) adequate nutrition and c) adequate sleep”

PMC US National Library of Medicine Institute of Health

Rest time is between 12.00noon-2:30pm; this is very flexible and will vary from room to room. The babies’ room will run as much as possible to your child’s routine. All babies will be placed on their backs and will follow the SIDS and KIDS safe sleeping recommendations. There is a cot room for children who sleep in a cot /on a mattress. The 2-3 and 3-6 year old rooms will encourage all children to rest and do quiet activities during this time. No child will be forced to sleep however they will be required to lie or sit on a bed for their quiet activity.

## POLICY FILE

The operating of the centre is guided by policies, which are formed by the committee and educators. These can be found in the grey policy file, which is in the foyer. The policies are formed by the committee and educators of the center and are reviewed annually. It is important that all parents/guardians are familiar with these policies as they direct the daily running of BOEE.

## EDUCATORS

All educators employed at BOEE have their first aid certificates along with working with Children Check and will strive to provide the best possible environment and care for your child. As required by the Education and Care Regulatory Unit (ECRU)each room has Qualified Educators and an Early Childhood Teachers. Educators are always available for a chat regarding your child; please make a time with them.

## SUGGESTION BOX

If you have any suggestions and are unable to speak to an educator or the Director please email the center or write it down and place it in the suggestion box. All suggestions are put forward and discussed at staff and committee meetings.

**PHOTOGRAPHS/SOCIAL MEDIA**

Educators take photographs daily of children, activities, art, and other happenings across the center, this assists with observations and curriculum development. These photographs may then be used in journals and displays at the centre as well as made available to parents to purchase. Please inform the Educator in your child’s room and record on the enrolment form, if you do not want your child photographed whilst at the centre.

BooragoonOccasional Early Education has facebook, Instagram and web page which photos are uploaded to on a regular basis, with faces blurred; please record on the enrolment form if you do not want your child’s photo used for this purpose.

Please follow us on these social media platforms to keep up to date with what is happening at BOEE.

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BOEEPerth @booragoonearlyeducation

**SUSTAINABILITY**

BOEE is aware of the importance of incorporating environmental education and sustainability practises into the daily programme, inclusively in the daily happenings of the centre by all educators. A whole centre approach will be taken involving educators, families, and the community**:**

* Where possible children will be involved at all times with environmental and sustainability projects
* A sustainability officer will be appointed yearly by the director and fellow educators to guide and motivate educators.
* sustainability management plan will be developed by all educators and families, reviewed annually
* BOEE will make all their own sustainable cleaning products

**WET BAGS** Please remember to pack a water proof bag for your child if needed the educators can put wet or soiled clothing in it to take home, otherwise newspaper will be used as BOEE no longer uses plastic bags.

#### HOURLY RATES

|  |
| --- |
| 1 HOUR $15.50 |
| **2 HOURS $31.00** |
| 3 HOURS $46.50 |
| 4 HOURS $62.00 |
| **5 HOURS $77.50** |
| **6 HOURS $93.00** |
| **7 HOURS $108.50** |
| **8 HOURS $124.00** |
| **9 HOURS $139.50** |
| **9.5 HOURS $147.25** |

**CHILD CARE SUBSIDY**

**How to claim Child Care Subsidy – please click on the link below**

**https://www.servicesaustralia.gov.au › how-to-claim-childcare subsidy**

**Full fees will apply until you have your childcare subsidy % which will then be applied, you will be charged the gap**

###### PARTICIPATION FEE

**The participation fee of $ 25.00 per family must be paid prior to attendance**

*[.](https://www.servicesaustralia.gov.au/how-to-claim-child-care-subsidy?context=41186" \l ":~:text=Sign%20in%20to%20myGov%20and%20go%20to%20Centrelink.,Select%20Child%20Care%20Subsidy.)*

**COMMITTEE MEMBERS**

**Chairperson** – Kate Harrison

**Vice Chairperson –**

**Treasurer** – Liz McCann

**Members**:

* Rochelle Keogh
* Michaela Ivory
* Marika Coghill
* Alante Kreis

All the above members can be contacted through the center

**SETTLING CHILDREN INTO CHILD CARE**

Thank you for choosing BOEE as your childcare service, this is a big step for you and your child, a slow positive transition will assist in easing the settling process for everyone!

Childcare is a new environment for your child, with new people and new routines. Childcare is very different to spending time with family and friends, it is a group environment that is usually busier and nosier than a household. Talk to your child’s early childhood educator about the best way to assist your child/ren transition and settling process.

* We recommend starting with one or two 20min visits where you and your child/ren visit the centre, have a look around and explore as well as being introduced to the educators. Only a couple of visits are recommended as we don’t want the child/ren to get used to you staying.
* For your child’s first visit without you a 1-hour booking is recommended between 9am-12noon or 3pm-4:30pm, at least 2 short visits per week are recommended when your child is transitioning into BOEE for the first time, some children need several shorter visits to get used to a new environment, your educator will advise you when the time is right to extend visits
* If you are building up to longer days let your educator know so a plan can be developed
* Your child is welcome to bring an item of comfort from home if this will assist in the settling process. We do not encourage toys or precious items to be bought into care as they may get lost or broken
* Create a routine prior to drop off and when saying goodbye at BOEE, a quick goodbye is best, the educators will always phone you if they have any concerns, or if your child becomes upset, and they cannot settle them
* Encourage your child to be as independent as possible this gives them a sense of belonging and responsibility
* For 0-2 year a note with your child’s daily routine or any other messages for the educator’s is very helpful
* Let the educators know your child’s favourite activities at BOEE and the educators can program for them to be out when they visit
* Have positive chats about attending BOEE, what they enjoy, the routine, the educators, show them photos from our face book and Instagram sites
* Some children take longer than others to settle for various reasons, keep visits regular and consult with your child’s educator as to when to start lengthening their stay

Below are some sites that maybe helpful:

<https://raisingchildren.net.au/grown-ups/work-child-care/planning-starting-child-care/care-planning-settling>

https://www.startingblocks.gov.au/other-resources/factsheets/how-can-you-help-your-child-settle-into-an-education-and-care-service

**CODE OF CONDUCT**

**Policy Booragoon Occasional Early Education aims at all times to have a positive relationship with all families and employees who utilize the centre. By agreeing to abide by the code of conduct mutual respect will be expected by educators and families upon entering BOEE.**

**Legislative Requirements**

**National Quality Standards** 1.1,4.2.1, 5.2.3, 6.1,7.1, 7.3.4

**Code of Conduct for Staff, students and Volunteers**

* Be a positive role model
* Maintain a safe environment
* Respect the rights of all as individuals
* Be an active and supportive listener
* Contribute to an environment that is free from discrimination, bullying and harassment
* Speak in a positive, engaging manner
* Give positive guidance and encouragement
* Regard all with respect and dignity regardless of cultural, age, ability
* Respect confidentiality and privacy of information
* Encourage independence in children
* Be respectful and courteous at all times
* Communications should be warm, friendly and timely
* Respond to concern in a timely, professional manner
* Work collaboratively with families and educators
* Value the input of others
* Share experience and knowledge in appropriate forums
* Respect the value of different professional approaches
* Undertake duties in a timely responsible manner
* Ensure knowledge and expertise is up to date
* Understand and comply with legal obligations
* Adheres to health and safety regulations
* Attend in-services, workshops
* Attend staff meetings
* Follow centre policy’s and philosophy
* No smoking in or surrounding BOEE
* Will not be affected by alcohol or drugs

**Code of Conduct for families**

* Not be adversely affected by alcohol or drugs
* Not smoke any substances within or surrounding the centre
* Act in a courteous, responsible manner at all times
* Refrain from impolite, abusive or offensive behaviour toward staff or other families
* Be respectful of the centres environment
* Respect cultural differences
* Be aware of BOEE’s policy’s and philosophy and adhere to them whilst at the centre
* Be prompt with drop off and collection times of child/ren booked
* Follow the grievance procedure if any concerns arise
* Maintain a professional relationship with educators

**Help Me Get Dressed**

**I’m a big kid now and I am going to BOEE. Going to BOEE is like my job. I want to feel comfortable when I am at my job just like you do at your job. You can help me by dressing me in the right kind of “BOEE” clothes.**

1. **I need to wear clothes that I can get dirty. Sometimes I play in the mud, sometimes I paint and glue, sometimes I just roll around on the ground. You know my favourite place to wipe my hands is on my clothes. Don’t forget a spare set!**
2. **I need to wear safe clothes. When I am in the playground I fall and get scraped and I can stub my toe or slip easily, so no dangle belts or ribbons.**
3. **I should not wear jewellery to school. Jewellery can get caught on the play equipment and I can get hurt badly.**
4. **My clothes should be easy to use during bathroom time. I try to do it all by myself you know. Elastic and press studs will help me. Suspenders, straps and one-piece outfits are very hard for me to do by myself. You know I always wait till I really need to go bad!**
5. **I might have an accident or make a mess. Don’t forget to send an extra change of clothes they should stay there all the time…just in case.**
6. **I might bring home some sand with me because we have lots of sand on our play equipment to help keep us safe when we fall. I might get sand in my hair or my pockets. My teacher tries to help me keep it in the yard, but sometimes she doesn’t know. I just wanted to let you know so you’ll be prepared. (you might find rocks, sticks and left over stuff from lunch in my pockets too)**
7. **Don’t forget my jacket. Some days you just never know what the weather will be like. Send my jacket with me on mornings that are a little cool, even when the weather guys say it’s getting warmer and a spare set of cloths as playing can get messy!**
8. **I don’t need shoes as it is better for me to run, climb and grip with my toes – even in winter!**
9. **Don’t forget to put my name on EVERYTING!**
10. **Thanks for caring for me you’re the Best!**

**Tips from Your Child**

* **BE POSITIVE! Don’t tell me that I’ll have a great time at childcare and then tell family and friends how guilty you feel enrolling me. I pick up on your feelings very easily! If you feel great about leaving…I’ll feel great about staying!**
* **Don’t mind me if the first day I love it, and the second day I hate it! It’s a new place, new kids, new adults and new schedule. Keep my schedule consistent I’ll be fine.**
* **When you linger around for a while to see how I am doing it makes me feel uncertain because you feel uncertain. Then I don’t want to stay… I want to go with you. If I’m crying, the teachers will hold me; they love me also and want the best for me.**
* **Please take time to look at my artwork that I created, I work long and hard at it all day while you are at work. If you don’t care, I will not be enthusiastic about creating it. And if I see it laying in the trash at home, I will lose my creativity.**
* **Spend time with me after we get home at night, I know that you’re tired, and I’m full of energy because I took a nap! Let’s go for a walk after dinner, I need time with mum and dad and the people who care for me too!**
* **Give me the choice to do things by myself. I’m little and slower than you are, but I can do things all by myself. I can get dressed by myself and I can pick out what breakfast cereal I want to eat. Making decisions can make me feel very important.**
* **Sometimes I don’t want to go to childcare. Sometimes you don’t want to go to work! But after we both get there we are fine.**
* **Don’t be mad at me if after that adjustment period” I don’t want to go home with you when you come to pick me up. Be glad that my caregivers are wonderful people to make me feel that way.**
* **Please don’t feel guilty about leaving me! I know that you love me and that you would not do anything bad for me! I also know that when I start kindergarten I will be well adjusted socially and mentally and I will be asking questions way ahead of the other children. Why? Because you had the insight to put me in with the other children at a young age where I learned new things and met new friends.**

**Thanks for caring!**

