



## NEWS FROM THE DIRECTOR

Dear Families

What a start to the year it has been. We continue to welcome new families to the centre and we look forward to establishing collaborative relationships with them.

This year we introduced changes to the way we programme and document your child's learning. It's been great to hear that families have embraced the change and we are receiving feedback on your child's learning.

The Kids XAP system has been implemented and we are continuing to work with the software developer with suggestions on improvements and advising them of feedback from our families. We have seen little changes already that have helped the office and we look forward to releasing more capabilities over the coming months. I would like to thank the families who responded to our survey which assisted in providing us with valuable feedback.

Over the last couple of months we have had a few changes with our staff. Pam has retired, Mira was asked to work with the union and Hannah has taken an Assistant Director role at a private centre. Due to these changes we have increased our casual panel and we welcome Soojyung (who was a student in our Toddler room) and Mayuri. Soojyung is currently overseas and will return in July and Mayuri has recently started casual shifts in the Kindy room.

Please remember that fees will be increasing to \$102 from Monday 3<sup>rd</sup> of July. If you have set up an automatic transfer from your bank account please ensure you make the necessary changes to ensure you don't fall in arrears. As per our fee policy agreement you will be notified when you are two weeks overdue and if the account is not paid within 7 days a 30% late fee will be charged.

Our Quality Improvement Plan is on display in our foyer for your perusal. The top one discusses our strengths and the bottom one our key priorities. We will be adding post it notes to the area for your feedback.

The winter menu has been introduced and we look forward to children exploring a variety of new tastes.

The office will be attended by either Rachel or myself from 8:00 to 5:00. Rachel will be available on Monday and Wednesday. I will be available on Monday, Tuesday, Thursday and Friday. If you are unable to see either Rachel or myself during those times please let us know and we will arrange a mutually convenient time to meet.

Please feel free to call, email or make an appointment if you would like to provide feedback or ideas about our centre or if there are any issues or concerns that you may have. My email address is [sharon@modburyccc.org.au](mailto:sharon@modburyccc.org.au).

Sharon - Director

## REMINDERS

- **When paying your fees please place your child's name as the reference and your name as the payee**
- If you are having financial difficulties please see Sharon or Rachel to discuss further as this may result in a reduction of days if you have not made an arrangement to reduce your debt.
- For Kindy room families please ensure you remember to take your containers and clothes.
- **If your child will be absent from the centre we ask that you call the centre by 10am to advise us they won't be attending that day.**
- **Please do not bring food into the centre after 7:30 am**
- Please ensure your child is wearing appropriate clothing to suit the weather. We also ask that you check your child's change of clothes in their bag.
- If you have any unwanted clothing items at home we would love any donations for children's clothing so we have a supply of spare clothes or adults clothing for children to dress up in.

# KIDS XAP - HOW TO

Recently we asked families to complete a Kids XAP survey. Based on the responses, we have put together a how to and hope this will help you navigate, change and view the software. If you would like information on any other feature please let Sharon or Rachel know.

**View your statements** — One of the great features of the Kids XAP system is the ability to retrieve statements by date. This can be done through the website; sign onto <https://modburycommunitycc.kidsxap.com.au>

You will see the dashboard

Go to Billing and Invoicing

Go to Online statements

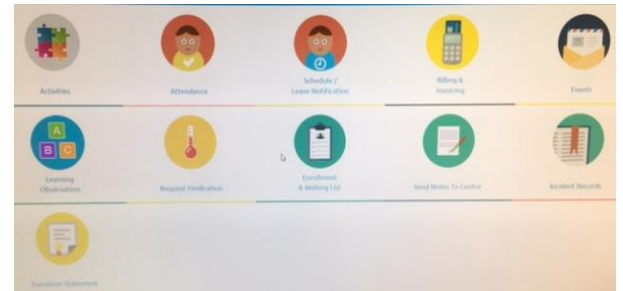
Choose the date you would like to view your statement

Press itemised statement

Your statement will open in another tab

*Note: If you are in advance with your account, Kids XAP*

*Will not email a statement through however you can check your account online.*



## **Declaration and Consent**

We will be inviting families to look at the Declaration and Consent that is on the system and make any necessary changes. To make changes please follow the following steps:

Go into Enrolment and waitlist

Move to Declaration and Consent

Go through and respond to all the questions/statements

Once finished save and next

## **Change your child's profile picture**

To change your child's profile picture this can be done in the App.

At the main page

Press the wheel in the top right hand corner

Go to Child

Edit and you can take a photo of your child or choose one from your library

## **Change your password**

To change your password press the wheel in the top right hand corner of the App

It will be on Guardian

Down further it will ask for your current password

Then enter new password

And confirm new password

## **Username**

Unfortunately you can't change your username but you can use your email address instead to log into the website or App.

## **Activities**

Whilst educators endeavour to get photos of all children engaged in play at times this is not possible. Our priority is ensuring we interact and engage with the children.

## KIDS XAP – new releases

### Electronic Sign in/out

As of Monday 3<sup>rd</sup> of July we will be introducing the electronic sign in/out feature on the Kids XAP system. You will only need to sign the screen once and the system will store your signature for future uses. When you sign in the next time you will just have to choose your name.

### Credit Card Payments

If you wish to pay your account by credit card you can do this during office hours. Please note there is a 1.88% surcharge for all credit card payments.

### Direct Debit

We will be offering families the opportunity to move to a Direct Debit system. An email was sent on Monday 19<sup>th</sup> of June with information and the form you will need to complete.

## GOVERNING COUNCIL

*Would you like to assist your child's centre with decision making and guidance to ensure the smooth operation and continued growth of the service?*

**If so we are seeking parents/families to join our Governing Council. This year we will have some members leaving and the constitution states we need at least 6 members.**

The council is a voluntary group that represents all stakeholders of the centre. As a community organisation, we don't have shareholders and the governing council assumes responsibility for the governance and financial management of the centre. While they don't get paid, council members have an important role in keeping the doors open and making sure the centre is able to provide the great care and educational services that we all expect.

Should you wish to find out further information please see Sharon or Rachel.

## JOBS FOR FAMILIES

In July 2018, the Government will be introducing the Child Care Subsidy, this will replace the Child Care Rebate and the Child Care Benefit. Family entitlement to the Child Care Subsidy will be determined by a three-step activity test, more closely aligning the hours of subsidised care with the combined hours of work, training, study or other recognized activity undertaken, and providing for up 100 hours of subsidy per fortnight. Activities include; paid work, being self-employed, doing unpaid work in a family business, looking for work, volunteering and studying.

The Department of Human Services have a website where you can input your family information and it will give you an estimate as to what you would be entitled to under the new system. We have attached the link for your perusal. <https://www.education.gov.au/sites/education/files/sch/est/index.html>

# NEWS FROM OUR ROOMS

## BABY ROOM

Welcome to winter!

Our programme for this term has been focusing on children's independence, their self-help development and readiness for the Toddler room as some children will soon be transitioning soon. We have been encouraging the children to wash and dry their own hands and taking off shoes and socks, and giving the older children more choices throughout the day. We have also been focusing children building positive relationships with each other and beginning to participate in small group experiences. The children's transition visits to the toddler room have been going well.



The children have been involved in a variety of painting, playdough and drawing experiences. We have been making the most of these sunny days; even though it is cold we have been spending lots of time outdoors.

Thank you to our parents for providing some great feedback on your child's portfolio, it has been wonderful to read and it has been extremely useful when planning for your child's learning. Although we have had a few teething issues with the Kids Xap, we feel it's now going well. We hope that you are finding it to be a good form of communication. While we do endeavor to post photos each day, it can be time consuming and our priority is always being with the children.

Rachel is taking 2 weeks annual leave, and you will also have seen that Jen is now just working Thursday and Friday.



Just a couple of gentle reminders; please bring labelled spare clothes each day for your child and a jacket for outside play.

Over the next couple of months we look forward to welcoming some new children to our room, most of which are siblings from existing families.

Until next time,  
Baby Room  
Educators



## TODDLER ROOM

Hello from all the Toddler Room Educators

We have had a very busy time in the Toddler Room implementing both our room programme and individual planning cycles. We would like to thank you for your ongoing support, filling out the necessary documents which allow us to continue to develop individual learning programmes that extend and develop your child's interest, strengths and needs.

Our current programme continues to build on literacy and some of the children's favourite stories. We are deconstructing and expanding *The Very Hungry Caterpillar*, *Where's my Teddy?*, *Hairy Maclary* and *The Magic Hat*. We have already made a hungry caterpillar using paper plates and developed our fine motor skill by punching holes through food just like in the story.



Over the past couple of months we noticed many of the children have been showing a strong interest in dinosaurs and therefore we have started to explore and extend their interest in them. You may have noticed around the room the dinosaur prints the children painted, dinosaur tracks they made using our plastic dinosaurs and paint along with the dinosaur corner set up near the locker area. Other experiences which will be offered throughout upcoming weeks will be playdough fossils, making dinosaur tails, excavating fossils and much more.





## TODDLER ROOM CONT.

If you don't have time to stop and read the programme please speak to one of the Toddler Room Educators and we will be happy to send you a copy via Kids XAP.

Throughout the day we have many spontaneous experiences and some of the more popular ones at the moment are dancing with musical instrument and ribbons, sandpit play with cars and trucks, different swings which vary from week to week, construction, singing and dramatic play.

Even with the cooler weather we are spending time outdoors so please ensure your child is wearing appropriate clothing or have some warmer clothes in their bag. With water both in the outdoor area and access to the bathroom we ask if you can please ensure there is a spare jacket or jumper in their bag. We endeavour to have children push up their sleeves before washing their hands though at times they are still getting damp/wet and require changing.

We are finding that some children are bringing in too much fruit at morning tea and it is either being wasted or sent home at the end of the day. The children not only have their fruit but also other food offered including toast, yoghurt, sweet or savoury muffins, sandwiches and cheese and crackers. Therefore we suggest that only **one** small piece of fruit is brought in.

As you are aware Rizza has moved to the Kindy room while Mira is on leave so Jane is now working Wednesday to Friday. She is a wonderful addition to our team and I know she has already made some lovely strong attachments with our Toddler Room children.

If you have anything you would like to share with us about our Room, your child or our programme please speak to any of the Toddler Room Educators. We look forward to all our upcoming adventures.

Thankyou

Julia, Emma, Michelle, Jane and Karen.



## KINDY ROOM

Hello everyone, what a busy time it has been.

We welcome Rizza, the new children and families that have moved into our room. We wish Mira all the best in her new position at the Union until December 2017.

Our curriculum has followed the children's interests and from those ideas we have created a wonderful construction area. The children have really enjoyed the construction space and it has been wonderful to see all the children's social, fine motor and language development.



Our literacy book sharing is going well. The children are enthusiastically bringing in their favourite book from home and sharing with the group. It is great to share a variety of texts with new stories, illustrations, rhymes and ideas. This activity also helps build the children's confidence as they stand in front of the group and talk about their book.



## KINDY ROOM CONT.

In the last few weeks, we have engaged the Kindy children in various weaving and threading experiences. This has helped develop the children's fine motor skills, concentration, hand-eye coordination and creativity. We have also provided different activities to help the children learn to write their names.



Jo's group has been exploring slime, trees, Autumn and handwriting. We have also explored the literacy concepts of phonics, letter recognition, rhyme and small word writing. Our numeracy learning has included time, number awareness, colours, and measuring.

### Reminders:

- Please bring in appropriate clothing for the Winter weather such as warm clothes, thick jackets/jumpers, rain coats, boots (aside from usual proper shoes they wear) and change of clothes.
- Please remember to bring the book for our Show and Share activity on the date allotted for your child.
- If your child requires breakfast this can be eaten up to 7:30 am in the baby room, please do not enter the Kindy room with food

Thank you  
Kindy Educators





### **Late Collection Fee**

Please remember to be on the premises 5-10 minutes prior to 6:00 pm to collect your child. After 6:00 pm the centre is not covered by our Insurer. Families who arrive after 6:00 pm will be asked to sign a Late Collection of Child Form and a charge of \$5.00 per minute will apply.

### **Important Dates**

Christmas Closure - the centre will be closed from Monday 25<sup>th</sup> of December and the educators will return on Tuesday 2<sup>nd</sup> January and families will return on Wednesday 3<sup>rd</sup> January.

### **Public Holidays**

The centre will be closed on the following Public Holiday dates.

Monday 2<sup>nd</sup> October - Labour Day

### **Sustainability Tip**

With winter nearly upon us, it is recommended you have your heaters set to between 19 and 22 degrees and in summer 21-24 degrees. This assists with saving energy.

### **Staff Update**

Mira will be on secondment to United Voice from Monday 29<sup>th</sup> May until Friday 22<sup>nd</sup> December. Mira will work with the Union officials in the Early Education and Care Team. Jo will take on the role as Team Leader and Rizza was the successful candidate to fill the full-time Children Services Professional role.

Jane will be working Wednesday to Friday in the Toddler room until the end of year.

Jen will now be working Thursday and Friday in the baby room.

We have welcomed 2 new casuals to our team, Soojung and Mayuri, we look forward to introducing you to them over the coming months.

### **Casual Vacancies**

During the course of the year, we occasionally have casual days available. Should you be interested in a casual day this information will now be available on our website.

At the home page move your cursor to "Our centre" and open availability. This will have what days are available for the following week. If you are interested in a casual day please feel free to email Rachel or myself or to call us to confirm you would like the day.

