



Welcome to Nicky's Kids Town and BelaBabes

Our centres are open 51 weeks per year

Located at

Nicky's Kids Town
0-6 years 7am-6pm
18-20 Orion Road
Lane Cove NSW 2066
(02) 9427 9280

www.nkt.com.au

Nicky's Kids Town
0-6 years 7:30am-6pm
11 George Place
Artarmon NSW 2064
(02) 9420 0555

www.nkt.com.au

BelaBabes
0-3 years 7am-6pm
134-136 Hampden Road
Artarmon NSW 2064
(02) 9410 0500

www.belababes.com.au

"The philosophy of our centres is to provide each child with a home away from home atmosphere, whilst meeting individual needs and educational needs of each child"

Who are we?

NKT was established in 1991, by Nicole and Frazer Upfold and today still remains a small family business. Because the centres are family owned and orientated, we believe that we are better than the large corporate, some of our attributes are Low staff turn over, low children turnover, high sibling enrolments, lower overheads and company directors involved in the day to day operation of the centres.

We provide a quality service for both children and their families; we encourage all parents to discuss any concerns they have with our centre directors, so that we can attend to them as quickly as possible. Parent participation is openly endorsed at NKT.

Thank you for choosing Nicky's Kids Town to care for you child, we hope that as a parent you will be very happy with our centre

2017 sees the start of a new era. Belababes a small centre located in the shopping area of Artarmon. The Centre is small catering only for 18 children ages 0-3 years.

Provider Details

Nicky's Kids Town Artarmon-
Nicky's Kids Town Lane Cove-
Bela Babes Artarmon

Restform Pty Ltd
Wispfinn Pty Ltd
Childcare First Pty Ltd



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Nicky's Kids Town Early Learning Centres

Early Years Learning Framework

All children experience learning that is engaging and builds success for life.

Fundamental to the Framework is a view of children's lives as characterised by *belonging*, *being* and *becoming*.

From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

BELONGING

Experiencing *belonging* – knowing where and with whom you belong – is integral to human existence.

Children belong first to a family, a cultural group, a neighbourhood and a wider community. *Belonging*

acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are

crucial to a sense of *belonging*. *Belonging* is central to *being* and *becoming* in that it shapes who children are and who they can become

BEING

Childhood is a time to be, to seek and make meaning of the world. *Being* recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and

maintaining relationships with others, engaging with life's joys and

complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood.

They are shaped by many different events and circumstances. *Becoming* reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

Our EYLM Software

Logon and registration is available from our websites on the "our families" page

Please allow a few days after your child starts care to register

When you first log onto the system you will be able to see two things:

- Daily journals – this is the daily journal of the child's room. There will be photos showing what the children have participated in during the day. We aim to have this uploaded by 2:30pm each day.
- Program journals – this is the weekly program for the child's room. The programs are based on the observations we complete of each child and the general interests of the group.

After 6-8 weeks, parents will then be able to view observations of their child. They will be listed and named with the child's name and date the observation was recorded. We endeavour to upload a profile picture of your child soon after they start with us but parents are welcome to do this themselves.

Every child is observed twice a month (every fortnight).

Twice a year each child has a 'General routine' observation completed. This can be viewed under the 'Framework tab' once you open the observation. This observation is a summary of the child at that given time and will give the parents more information into the child's interests, friends, eat/sleep routines, communication and social skills.



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Program Objectives

Our qualified, dedicated and professional staff is responsible for planning and implementing a program reflective of each child's individual and developmental needs.

No Area of development is considered more important than another

- *To foster the relationship* between staff and parents so that they can support each other in their complimentary roles, and to ensure the parents become as involved as much as they are comfortable within the program.
- *To Encourage social development* by providing opportunities for sharing, turn taking, making friends, resolving conflicts, solving problems, helping others, recognising and accepting others, cooperating as a group and building self esteem.
- *To encourage emotional development* through verbal expression of thoughts and feelings, experiencing appropriate rules and limitations, experiencing kindness, justice and empathy and recognition and respect for other children's emotions. We also aim to Develop responsibility for one's own actions in self-help, health, safety and interpersonal areas and to exercise appropriate independence.
- *To encourage the physical development* of gross motor skills though outdoor equipment and games, as well as fine motor development through the use of manipulative toys, puzzles and other small tools and objects.
- *To Encourage language skills* through stories, group public speaking, puppetry, singing, socialisation with other children, games, dramas, problem solving and conversation with adults.
- *To facilitate intellectual development* by widening the children's experience in order to increase knowledge, basic concept and skills.
- Offering many kinds of materials will develop creativity and frequent experiences in music, art, drama, literature and other skills will also develop creativity.
- To provide a pleasant atmosphere at meal times by providing children with a nutritious, well balanced meal, where the children are allowed to interact with other children and staff, also to become independent in feeding themselves where appropriate.
- We aim to provide children with 50% of their daily-recommended dietary intake of nutrients in the form of safe and appetising foods and provide an eating environment that assists in the transmission of family and multicultural values. The children are provided are hot lunch, morning and afternoon tea, and supper. Babies are provided with formula or milk for bottles during the day.
- To provide every child with adequate periods of quiet time to ensure adequate energy levels are maintained throughout the day. Children are required to rest or sleep after lunch for this reason.
- To provide children with a link to their surrounding community by including regular excursions. Parents will be required to give full written permission for this before any child is allowed to leave the centre. At other times visitors will be encouraged to visit our centre to increase the child's understanding of the society we live in.
- To provide children leaving for Primary school with adequate skills, information, knowledge and love of learning that they will need for the years ahead.



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Nicky's Kids Town Early Learning Centres

Children's Arrival and Departure

Parents must accompany their children to and from the centre, ensuring that at least one member of staff greets their child upon arrival and farewells them on departure.

Please ensure you sign your child in and out on the attendance register, so that we have an accurate record of which children are in the centre in case of an emergency. The staff cannot chaperon your children to and from your car, as the staff cannot sign the children in or out. Also centre staff cannot remove, install or be responsible for any type of car seat, child restraint or seat belt.

Authorised Nominee Authority (Emergency Contact, Excluding Parents)

Please list below, in order of preference, which you wish us to call in the event that the parents cannot be contacted in an emergency. You authorise them to:-

1. Collect your child from the centre in the event that the parents are unable to do so. Please ensure that the emergency contacts are willing and able to collect your child. The staff will not allow your child to go with adults that are not listed below. The Contact must be over 18 years old.
2. This person will be notified of an emergency involving the child, if any parent cannot be contacted.
3. This person is authorised to consent to medical treatment and administration of medication to the child.
4. Authorise an educator to take the child outside the centre premises This list can be updated at any time by informing the centre director via Email. Under the laws the address is required!

Changing you booking or Cancellation

The centre requires 3 weeks' notice for:

1. Change of days of attendance
2. Withdrawal from the centre

This can be done via our website www.nkt.com.au or via email to the centre, we do not except any other method. In the event that the child is withdrawn before the 3 weeks you will still be required to pay the fees.

For booking changes that include the Christmas and New Year closure we require 4 weeks notice

Late Pick Up Fee

Parents are urged to abide by the centre's hours of operation. Parents who are late will be charged \$2 per minute. Should you not be able to make the centre's closing time please ring the centre and inform the staff of your predicament and arrange for your partner or other contact listed on the enrolment form to pick up your child.

Priority of Access to childcare

Priority 1- A child at risk of abuse or neglect

Priority 2- Parents who satisfies the Government's Work, Training, study test.

Priority 3- any other child

Nicky's Kids town will give parents 2 weeks notice if we require their spot for a family with a higher priority we will endeavour to accommodate alternate days.

Cessation of Care (Requirement of the Federal Government)

After giving the required 3 week notice to withdraw from care, CTR and CCB is **not paid** for absences on days after the child's last day of actual attendance. (IE Full FEE is payable) and will be recovered from the Parents, this may take up to 3 weeks to reconcile.



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FEES

Terms and Conditions

- **Balance as at end of current billing week + 2 weeks in advance.** Our billing cycle is weekly only Nicky's Kids town uses the services of Ezidebit only. Transaction fees are charged by Ezidebit and are not included in Nicky's Kids Town Fees *Please refer to their debit application form and terms and conditions*
- **Fees at Nicky's Kids Town are based on the room ages not the child's age**
- Fees are payable for all of the days your child / children are booked into the centre regardless of whether or not they attend, these days include Public Holidays, Annual Leave and Illness. Fees are not charged over the Christmas and New Year closure
- Nicky's Kids Town will adjust fees with Ezidebit **without any notice** for any arrears
- Nicky's Kids Town can terminate your Childcare should your fees be in arrears. Fees in arrears and will attract a late payment fine of \$10 per week, which will be added to your account.
- Nicky's Kids Town is not responsible for any fee your bank or credit card provider imposes on your account including but not limited to referral fees or overdraft fees
- Statements will be sent out electronically (weekly). Please let the director know if you are unable to receive statements (*your computer settings may need to be adjusted to receive PDF documents*)

CCMS Adjustments (Federal governments Child Care Management System) Controlled by DEEWR (Department of Education, Employment and Workplace Relations)

Child Care Benefit

- The Federal Government may adjust or cancel your CCB, if this happens your fees will be increased or decreased depending on the percentage or a cancellation. Nicky's Kids town has no control over percentages offered to parents. Parents need to contact Centrelink
- The CCMS system is computer based and notifies Nicky's kids town electronically, we cannot accept parents copies of the change or override computer percentages, these are hard coded from DEEWR
- The Government usually backdates these changes, which will place your fees in arrears, Nicky's kids town will adjust the next Ezidebit payment accordingly + any arrears. There may also be a delay in the Ezidebit automated system (some changes may take 1 week)
- The Government approves CCB on a weekly bases at the end of each week, due to our Software predicting the fees 2 weeks ahead based on your last approval, it may be in error, and will adjust fees accordingly

Child Care Rebate

All childcare usage is reported electronically to DEEWR weekly, this includes absences and fees payed to the centre, in order to receive the benefit you must have CRN numbers and be registered for the benefit. For families with a greater than 0 CCB percentage, the FAO is withholding 15% of this CCR payment to cover any debts the parent may have at the end of the financial year. You can elect to have benefit paid straight to centre, reducing your weekly fee

Change of Account Details

It is possible to change account details, you can update account or card numbers, just ask the centre director for a new form. Please note due to the nature of our software, the changes may take up to 14 days to work, please make sure you have enough funds in both accounts (old and new) to cover the fees



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Nicky's Kids Town Early Learning Centres

Policy Information

Written guidelines are necessary for the cohesive operation of a childcare centre, we have clear guidelines that are followed by all staff dealing with a range of issues and these may be viewed at any time in the "Policy Folder" situated on the sign in desk.

Some of the most important policies summarised

Philosophy and Aims

Our Philosophy is guided by 'Being, Belonging, Becoming: The Early Years Learning Framework' and the National Quality Framework.

We meet our Philosophy and aims by following Policies and Procedures.

In Relation To Children:

We acknowledge that all children are unique individuals with their own needs, interests and strengths. All children are given equal opportunities regardless of their gender, culture and socio-economic background.

We acknowledge that children's voices are the most important part of our programs.

Children learn best through play and educators will support development by providing experiences that are meaningful to the children and, most importantly, reflect their interests. For example, the child's knowledge is valued and can be used as a tool for enhancing the knowledge of others.

Learning is promoted through experimentation, investigation and role play. Educators will follow children's interests and provide open ended play and creative experiences within a comfortable, relaxed, home like environment and also with a sense of provoking learning.

Children develop and learn at their own pace, therefore educators will ensure their expectations of children's development are specific to each child and their experiences.

A positive self concept, high self esteem and social competence are the basis for learning. Therefore, educators will ensure children are given meaningful praise for efforts, success and positive behaviour and will be supported to build positive relationships with their peers.

Staff will support each child's background within the environment, using experiences across all learning outcomes; Children have a strong sense of identity, Children are connected and contribute to their world, Children have a strong sense of wellbeing, Children are active and involved learners, Children are efficient communicators.

We will support the inclusion of children with additional needs, working in conjunction with the family and other support services and agencies.

Educators will support each child's emotional development through the Principles of "Belonging Being and Becoming" and it's practices (DEEWR, pg7, 2009).

In Relation to Families and Community

We acknowledge families are the most important people in their child's life and have valuable information to share with us. We will make parents feel welcome and encourage them to become involved at the centre in whatever way they feel comfortable.

Individual families have their own parenting and childcare practices, which educators will recognise and respect.

We recognise that families are active members of the larger community. We are aiming to establish and further develop our collaborative partnerships with both families and the community.

We encourage feedback suggestions and opinions regarding the centre's procedures, policies and the general running of the centre.

Families need to feel secure in knowing that their child is cared for in a nurturing environment.

Families have the right to confidentiality and respect for privacy.

Families have the right to access affordable, high quality care and education.

Philosophy and Aims

In Relation To Educators

We recognise and respect that every educator member is an individual with diverse needs, interests, skills, knowledge and experience. We support educator members' personal early childhood philosophy.

Educators will work as a team by motivating and supporting each other.

Educators will help to build an atmosphere of trust and respect through open communications, respecting different points of view and maintaining confidentiality.

Staff will abide by Policies and Procedures, PIEC Principles of attachment, AECA Code of Ethics, UN Conventions of the Rights of the Child and the National Quality Areas (NQF).

In Relation to the Program

The program encourages children to make choices and have control of their own learning through individual interests and their 'voices' being recognised. Short and long term projects are added to and changed according to the children's interests.

The program provides opportunities for indoor/outdoor play that promotes child initiated small group experiences and fosters nurturing and sibling relationships.

The program is based on the concept of the Early Years Learning Framework (and other practices like the Reggio Emilia philosophies) where the children's interest are the focus and staff work within these interests to assist with the child's development. These practices are complemented by educators' 'Provocations' via intentional teaching.

We believe that the role of adults within the centre is to be facilitators that guide and encourage children's learning at their own level.

We acknowledge and support the process of children's play rather than focussing on a final product.

Educators will use individual Learning Journeys (portfolios) to document children's learning. These are available to parents at all times. The program will be accessible and clear for families to read, comment on and offer feedback and suggestions.

All educators will be given opportunity to have input into the program with ideas and suggestions.

In Relation To The Environment

We recognise the importance of providing a safe, secure and consistent environment that supports trust and familiarity as well as active exploration of learning.

We believe that environment sustainability is our responsibility and we endeavour to become active advocates of 'Going Green'.

We acknowledge country the traditional lands of the Cameraygal people and we pay respect to the elders, both past and present

We recognise that we are part of the world community as well as our local community. And is our role to support children become environmentally responsible and contribute to a sustainable future.

We strongly believe in the principles of Respect and Responsibility as representing the foundation of our early childhood practices!



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If your child has any of the following signs please keep them at home

Fever	Respiratory difficulties	Diarrhoea
Vomiting	Eye, Ear, Nose Drainage	Sore Throat
Itching	Skin Rashes	Unusual appearance or behaviour

It is anticipated that all children attending NKT will be immunised, and evidence of this must be presented upon enrolment for Child Care assistance to be given. When your child has been absent from the centre with a communicable disease a Doctor's certificate will be required before your child can return to the centre.

Centre Expectations of Parents

The Management of NKT expects all parents to conduct themselves in an adult manner. If any parent or family carer is unhappy with any care given or situation that has occurred at the service, then the parent or carer is to address their grievance with the centre licensee. Your concerns can be emailed to the licensee, Nicole Upfold at nicky@nkt.com.au. All emails will be responded to.

Helpful Hints

All Children react differently to new situations, be patient with your child and give them time to become accustomed to their new environment, friends and caregivers.

We encourage you to spend some time at the centre prior to your child's first day – trial visits can be arranged with the Director. When dropping your child off, please say goodbye when you leave so they don't feel deceived that you have left them by sneaking out. This will help your child settle down ready for the day at the centre.

Parents are welcome at the centre any time, we often have parents staying for breakfast or arriving early to help with Supper – other family member are welcome as long as we have received prior notification from the parents.

The centre has regular family functions and everyone is welcome to attend – we also ask if you have any special talents to let the staff know and we would love for you to come and show the children or talk about your special area.

Please remember that in order for your childcare to be successful and happy, you must let us know how things are going, especially in the settling period.

Car Park

Please drive at low speeds in the car parks, and be mindful of other families and children. All day on-site parking is not provided, parking bays are strictly for the use of parents whilst in the centre, for drop off and pick up. Please do not park in other tenants car spots.

STATEMENT

Explanation of Statements that are emailed

Nicky's Kids Town - Lane Cove
 18-20 Orion Road
 Lane Cove NSW 2066
 Ph: 0294279280
 Fax: 0294174244
 Email: lanecove@nkt.com.au

Demo

000-000-000

Client Demo
 18-20 Orion Rod
 Lane Cove NSW 2066

General Account

Statement Printed: Thursday, 23 June 2011
 Statement Begins: Monday, 6 June 2011
 Statement Ends: Sunday, 10 July 2011

Due Now:

\$0.00

Date	Description	Sess. Hrs	Fee	CCB	CCR	Debit	Credit
	Balance Carried Forward						\$0.00
14-Jun-11	Fee Payment By EFTPOS (Rec:00005708) Thank You						388.00
	\$388.00						
17-Jun-11	Child Demo (1-MG54QN) (Echidnas 97)	10.50	97.00	17.97		79.03	\$308.97
20-Jun-11	Child Demo (Echidnas 97)	10.50	97.00	17.97		79.03	\$229.94
24-Jun-11	Child Demo (Echidnas 97)	10.50	97.00	17.96		79.04	\$150.90
24-Jun-11	Fee Payment By Batch CC (Rec:00005778) Thank You						97.50
	\$248.40						
27-Jun-11	Child Demo (Echidnas 97)	10.50	97.00	17.97		79.03	\$169.37
01-Jul-11	Child Demo (Echidnas 97)	10.50	97.00	17.96		79.04	\$90.33
04-Jul-11	Child Demo (Echidnas 97)	10.50	97.00	18.45	33.38	45.17	\$45.16
08-Jul-11	Child Demo (Echidnas 97)	10.50	97.00	18.46	33.38	45.16	\$0

CCB & CCR Summary

Week Start	Week Ends	Child	Percentage	Sess. Hrs	JFA Hrs	Fee	CCB	JFA	CCRGap
13/06/2011	19/06/2011	Child Demo	42.27 X 110.00	10.50	0	\$97.00	\$17.97	\$0.00	\$0.00
						\$79.03			
20/06/2011	26/06/2011	Child Demo	42.27 X 110.00	21.00	0	\$194.00	\$35.93	\$0.00	\$0.00
						\$158.07			
27/06/2011	3/07/2011	Child Demo	42.27 X 110.00	21.00	0	\$194.00	\$35.93	\$0.00	\$0.00
						\$158.07			
4/07/2011	10/07/2011	Child Demo	42.27 X 110.00	21.00	0	\$194.00	\$36.91	\$0.00	\$66.76
						\$90.33			
						\$679.00	\$126.74	\$0.00	\$66.76
						\$485.50			

YTD Absences: Child - 0 Last

CCR Paid YTD: Child \$0.00

Note: If billed in advance, this amount is a future CCR est.

Ezidebit date, this is future dated and shows the date and amount to be deducted from you Credit card or Account, does not include ezidebit transaction fees

Child Care Benefit:-
 how much the Government pays. Bold and underlined are predicted figures, when font returns to normal Government has paid

Child Care Rebate
 If you have elected to "pay the service". Money bold and underlined is not yet approved. Once the \$7500 threshold is reached the government will stop paying this

Gap fee
 payable to Nicky's Kids Town



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What you child needs to bring each day

All personal items below need to be taken home at the end of each day.

Please Label all Personal belongings, Nicky's Kids Town accepts no responsibility for these personal items. A fee may be applicable on some of the items below that are mandatory (under ACECQA Regulations) if they are not provided.

0-2 Years

1. Minimum 2 changes of clothes (we only change your child's clothes when required, but it still better to have an extra set, rather than not enough)
2. Sterilised bottles (centres provide formula, milk, juice etc)
3. Sip Cup for water only
4. 2 Sheets or 1 Blanket & 1 Sheet for rest time
5. Dummy if required
6. 1 Nappy to go home in
7. Wide Brimmed Hat and shoes

2-3 Years

1. Minimum 2 changes of clothes
2. 2 Sheets or 1 Blanket & 1 Sheet for rest time
3. Drink Bottle for water only
4. Dummy if required
5. 1 nappy to go home (if not toilet trained)
6. Wide Brimmed Hat
7. Covered Shoes e.g. runners, sandals (no thongs)

3-5 Years

1. Minimum 2 change of clothes (even if your child is toilet trained as accidents can always happen)
2. 2 Sheets or 1 Blanket & 1 Sheet for rest time
3. Drink Bottle for water only
4. Wide Brimmed Hat
5. Covered Shoes e.g. runners, sandals (no thongs)

Breakfast

The staff at the centre will serve you child's breakfast between 7.30 and 8.15am. If you arrive after 8.15am and you child needs breakfast then we have 2 options for parents;

1. You are welcome to make your child's breakfast and sit with them and give the meal to them
2. Drop your child off and we will serve the meal to them at 9am with their fruit for morning tea.

This routine allows us to supervise all our children and to attend to our families at drop off. Please remember we ask all families to provide the breakfast and we will make it and or heat it as required.

Babysitting

It is centre policy that staff are not allowed to babysit or care for the children within the centre, please do not ask the staff as this may put their position at the centre at risk. We recommend www.expectastar.com.au it has a variety of babysitters/nannies as well as other useful information.