



# Welcome to the Hakea Family!



Our Hakea Room is home for up to 12 children each day, aged 0 to 2 years. Our team of educators prides itself on building solid foundations for a trusting and respectful relationship with each child and their family.

We recognise each family as unique, bringing a richness of culture, lifestyle, values, and beliefs to our room.

We are committed to involving families and the community, in the room's curriculum through participation, feedback, and events.

We provide a calm, nurturing and safe space where children can be free to be themselves. We value children as capable and competent learners and encourage children to explore their environment in their own time and in their own way.

Please read this booklet and see our [webpage](#) for more information.



**Baringa  
Policies**



**Local Area  
Excursion Form**

Scan these with your phone camera to access!

## Daily Rituals

Below is an insight into our day, please note that this is flexible, and we follow children's cues. Educators will endeavour to ensure that children's home/individual routines are followed. Children's nappies will be regularly checked and changed every 2-3 hours and before sleeps.

Time	Ritual
7:30am-8:00am	<p style="text-align: center;"><b>Arrival at Baringa</b></p> <p>Children start the day in the Melaleuca Room. Hakea children will slowly move over to the Hakea Room when ratio allows</p>
8:15am-9:15am	<p style="text-align: center;"><b>Indoor/outdoor play</b></p> <p>The children have the option of indoor/outdoor play.</p>
9:15am-10:00am	<p style="text-align: center;"><b>Group time and Morning tea</b></p> <p>Children are encouraged to join in a small group time and participate in an Acknowledgement of Country. Morning Tea is provided progressively and unrushed.</p>
10:00am-11:15am	<p style="text-align: center;"><b>Indoor/outdoor play</b></p> <p>The children are provided indoor/outdoor play and are encouraged to have their input with the selection of resources they would like during this time. Educators also use this time to implement international teaching experiences</p>
11:15am – 12:30pm	<p style="text-align: center;"><b>Group time and Lunch</b></p> <p>Children begin to slowly transition inside and are encouraged to take off their own shoes, socks and hats. Children are then encouraged to join in a small group time experience, followed by a progressive lunch, at children's unrushed pace.</p>
12:30pm– 2:15pm	<p style="text-align: center;"><b>Inside/outside play (dependent on UV levels)</b></p> <p>Educators may also use this time for intentional teaching experiences both individually and in small groups.</p>
2:30pm-3:00pm	<p style="text-align: center;"><b>Afternoon tea</b></p> <p>Children who are ready for afternoon tea are encouraged to wash hands and enjoy an unrushed meal with their peers and educators.</p>
3:00pm-5:00pm	<p style="text-align: center;"><b>Indoor/outdoor play</b></p> <p>Children have the option of indoor/outdoor play.</p>
5:00pm-6:00pm	<p style="text-align: center;"><b>Pick-up</b></p> <p>Children are slowly transitioned inside for a late afternoon snack of cucumber and carrot sticks while winding down for the day. We usually join Melaleuca Room at 5pm but depends on the ratio.</p>
6:00pm	<p style="text-align: center;"><b>Centre closes</b></p>

## The Hakea Team

- **Bronwyn** is the team leader, holds her Diploma of Early Childhood Education and Care, is a qualified RIE Infant Educator®, and is studying her Bachelor of Early Childhood and Primary Education. She has been working in Early Learning for 16 years and has been a part of the Baringa family since 2022.
- **Lyndsey** holds her Certificate III in Early Childhood Education and Care. Lyndsey is a part of Baringa's Outdoor Working Group and has been with the Baringa family since 2020.
- **Amira** holds her Certificate III in Early Childhood Education and Care and has 10 years' experience working in Early Childhood. Amira joined the Baringa family in 2023.
- **Mikeely** is currently working towards (and is almost finished!) her Certificate III in Early Childhood Education and Care and has been with the Baringa family since 2021.
- **Jacky** is currently working towards her Certificate III in Early Childhood Education and Care. She has worked in various centres before joining Baringa in 2022.

## Drop Off and Pick Up

- Baringa's opening hours are 7:30am – 6pm. Monday to Friday, excluding public holidays and Baringa's end of year shutdown period.
- Please sign your child in and out using the iPads in the foyer.
- The Hakea bag hooks are located opposite the bathroom entrance. Your child will have a designated bag hook with their name labelled.
- Please place your child's nappies labelled with their name into the baskets located on the bathroom bench.
- Please place your child's milk bottles and formula in the white tub located on the bathroom bench.
- Please fill out the blackboard with your child's routine details such as wake up time, last time they ate and were changed and approx. home time. This blackboard will have all the routine information that has occurred during the day in Hakea, be sure to check it out and ask any questions during pick up.
- Collection authorisations: If you would like someone to regularly pick your child up, you will need to complete an online authorisation via My Family Lounge.
- We kindly ask that you take home your child's belongings i.e. water bottles and hats etc. daily.

## What to bring

Here is a list of what to bring to Hakea each day:

- A bag for all your child's belongings that will be kept on their hook throughout the day
- Please bring 5-6 nappies each day
- Nappy cream (please ensure there are no nuts, tree nuts and almond oil - this is very common in nappy creams)
- A name labelled drink bottle for water throughout the day
- Name labelled milk bottle/s and formula if required (we provide cow's/soy/oat milk) – please have formula measured in a separate container and water measured in the bottle. Breastmilk can be brought in frozen or to be kept in the fridge, please also name label.
- A labelled wide brimmed hat (if you need a hat, we have Baringa hats you can purchase for \$15 in the office)
- Any comforters such as dummy, teddy etc.
- If your child has a special sleeping bag or wrap (we provide sleeping bags and bottom sheets)
- Spare clothes x 3 – please provide sun smart clothing – tops with sleeves and clothing that is non-restrictive and enables your child to freely move.
- Sensitive sunscreen if needed – we provide Hamilton Toddler Sunscreen. Please apply sunscreen to your child prior to, or on arrival – we will reapply throughout the day.



**Outside of this list, we ask that no additional items are brought into the centre including toys or any snacks or food (including breakfast)**

## When it's time to Say Goodbye

Saying goodbye can be a hard and emotional time for yourself and your child. It is recommended that you always say a goodbye to your child and reassure them that you will return and a timeline, for example “after your afternoon nap you will have a play and mum/dad will come and pick you up”.

Once you have said goodbye to your child, it is recommended that you do not come back into the room, as coming, and going can confuse your child and make it harder for them to settle.

## Communication



Educators will call and let you know if your child is not settling. You are also more than welcome to call at any time to check on them. We may also call if we have any questions about your child's routine.

If you have any concerns about how your child is settling in, please don't hesitate to talk to the team leader or any of the Hakea educators.

## Sick Children



- Please keep your contact details in the room updated so educators can contact you if your child becomes unwell or injured during the day.
- If your child returns to Baringa and requires medication during the school day please let an educator know, as you will need to fill out a medication form.
- If your child shows symptoms of being unwell, we encourage you to keep your child home.

**Please refer to the exclusion policy on our website for more information**

## Medical

Baringa is a nut and egg-free centre. Please ensure:

- your child does not bring in any food from home as we have children who have high allergies within the space.
- We encourage your child to wash their hands and mouth before entering the space.
- Any child with a medical treatment plan will be displayed within the room and all educators will familiarise themselves with them.



## Our Practice

We wanted to share our practices that we adopt in the Hakea. We take pride in our respectful practices in Hakea. We are exploring the principles of RIE. The RIE philosophy was founded in 1978 by infant specialist and educator Magda Gerber. The RIE philosophy incorporates a deep respect and appreciation of the child. When allowed to unfold in their own way and in their own time, children discover and inspire the best in themselves and in others. The principles of RIE align with the Baringa philosophy, and the Early Years Learning Framework.

## Relationships

A focus and goal we will have for each child starting in Hakea is for them to build strong, trusting, and respectful relationships with their Hakea educators. It is important for each child to feel loved, relaxed, heard, safe, and to gain a sense of belonging. We go slow, children to follow their own individual routines and experience Hakea's rituals. Through positive engagements, calm care moments, opportunities to explore, play and express themselves, and to simply be, children will build onto their relationships and thrive in their new environment Hakea.

Throughout the year we continue to build onto and support all our Hakea children's secure attachment through consistent and warm nurturing relationships.

*"Infancy is a vulnerable stage of development, therefore, it's not enough that babies receive good care, the care must be excellent."*

*Magda Gerber*

## The environment, resources, and experiences

In Hakea, we provide resources that give children opportunities to explore and to use them in their own way. There are open ended resources and passive objects that create an active child.

We provide a calm, nurturing and safe space where infants can learn to move freely and naturally. There is time for uninterrupted and unstructured play.

We encourage children to become problem solvers, and trust and know that they are capable to lead their play and learning.

Hakea is an environment where each child is respected.

*"What infants need is the opportunity and time to take in and figure out the world around them."*

*Magda Gerber*

## Caregiving routines

Children become an active participant rather than a passive recipient, this applies to all caregiving moments – nappy changes, meals times and sleep. We view these moments as quality time and that they present many opportunities for learning. We explain the process with the child, so that they are aware what is happening and are involved.

*"The way we care for our babies is how they experience our love." Magda Gerber*

## Storypark

Storypark is a platform to share each child's learning and to exchange ideas. Educators create and document individual and group learning stories, as well as 'wow moments' – this provides a visual and an evaluation of your child's learning and the experiences that they are engaging in. We link all learning to the Early Years Learning Framework, using the Practices and Principles to work towards and achieve Learning Outcomes. Educators plan experiences and the environment to support your child's learning, development, and interests. We would like to encourage families to contribute to our program, planning, learning environment and daily experiences – please feel free to write your suggestions/input/feedback on Storypark.

## Forms for completion

There are some forms available on the [Baringa website](#) that we ask you to complete:

1. Child Information Sheet
2. Local Area Excursion Form
3. Collection Authorisations (if required)
  - a. One-off collection form
  - b. On-going collection authorization (online via My Family Lounge)

Please drop your completed forms to an educator, or at the Baringa Office (or email [admin@baringa.org.au](mailto:admin@baringa.org.au)) at your earliest convenience.

## Final words

We are so excited to welcome you to the Hakea Family. We hope that this booklet, along with the information session and [online information](#) will help your family with the transition to the Baringa Community. Please don't hesitate to chat to one of our educators, or call 6258 8891, email [admin@baringa.org.au](mailto:admin@baringa.org.au) or drop in to the Baringa Office with any questions or concerns.