



Welcome to the Banksia Room



Meet the Banksia Team



Michelle
Team Leader

Diploma in Early Childhood Education and Care with 20 years experience in the early years education industry



Ellen
Educator

Diploma in Early Childhood Education and Care with 13 years experience in the Early years education industry



Rachael
Educator

Studying for her Diploma in Early Childhood Education and Care. Rachael started her professional journey as an ASBA student at Baringa and has 3 years experience in the industry, all within Baringa.



Sasha
Educator

Studying for her Certificate III in Early Childhood Education and care. Sasha started her professional Journey in the Early Years Education Industry with Baringa in February 2022.



Priya
Educator

Studying for her Certificate III in Early Childhood Education and Care. Priya started her professional Journey in the Early Years Education Industry with Baringa in December 2022.



Shane
Educator

Certificate III in Early Childhood Education and Care with 16 years experience in the early years education industry, many of those within Baringa

We are lucky in Banksia to have such an eclectic mix of educators who bring along with them many years of experience in the Early years education industry and also within Baringa. Collectively our strengths and professional knowledge create a really strong foundation of learning in Banksia.

Typical Day in Banksia



- Indoor/Outdoor play with a mix of free choice and intentional teaching experiences
- Group times - Morning meeting / literacy / Music and movement
- Meal times – Morning / lunch / afternoon / and late afternoon
- Rest time and Quiet Play
- Nappies and toileting
- Routine and transitions

Banksia Flexible Daily Routine

- 7:30am** – Welcome Children/ free indoor play
- 8:30am** – Indoor/outdoor play
- 9:00am** – Nappies/toileting, indoor/outdoor play
- 9:30am** – Morning group time
- 9:45am** – Morning Tea
- 10:00am** – Outdoor/Indoor play/Intentional teaching
- 11:00am** – Nappies/toileting
- 11:30am** – Literacy Group time
- 11:45am** – Lunch
- 12:15pm** – Sleep/Rest time/Quiet Courtyard play
- 2:00pm** – Nappies/toileting/Indoor and Outdoor play
- 2:30pm** – Music & Movement Group time
- 2:45pm** – Afternoon tea
- 3:15pm** – Outdoor Play
- 4:00pm** – Nappies/toileting/Indoor and outdoor play
- 5:00pm** – Evening Snack
- 5:15pm** – Indoor play
- 6:00pm** - Close

Curriculum



- The Early Years Learning Framework (EYLF) is a national framework implemented in the Banksia room with each educator working together to provide a learning program based on the children's interests and needs in a play based setting.
- At Baringa we use the online Storypark app to share observations, wow moments, and updates of the children throughout the monthly program cycle. We use this information as a base for our daily care and education program that stems from child interest and family input.
- Our program is located on the wall where children hang their bags and also in a labelled folder on the Banksia bench.

What to bring



- Labelled water bottle (water only please)
- A few changes of labelled spare clothes in their bag in case of accident or getting dirty/wet (more if your child is toilet training)
- A labelled bucket hat
- Nappies x 4
- Special sunscreen if needed
- Attachment item for rest (if they need one)
- In winter a beanie and jacket

Outside of this list, we ask that no additional items are brought into the centre including toys or food

Getting to know you and your child



Baringa
Policies

Local Area
Excursion Form

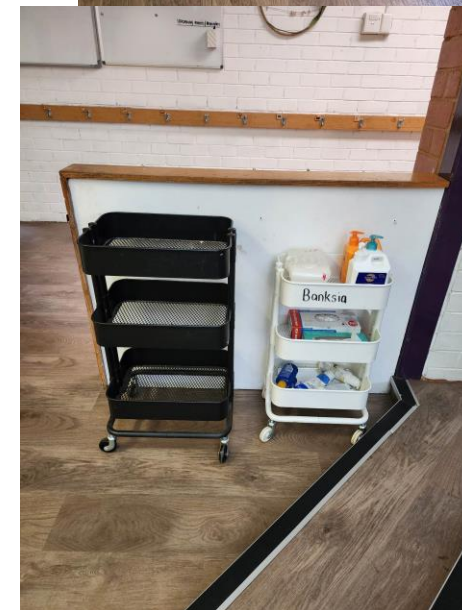


- The educator team in Banksia have been making an effort to get to know your children when visiting other rooms and out in the playground.
- We will be sending home in your welcome pack a few items that will need to be filled out and returned and these items will help us to get to know you and your child and begin a program for them based on their strengths, interests and developmental needs.
- On this page is a QR code for a local area excursion form, If you could please access the link and fill this out, this allows the flexibility for walks, etc that fit within the program.
- Our transition times are in the month of June and December, the children will be transitioning into Banksia for small amounts of time to get used to the environment:
 - For those two weeks of transitions the children will flexibly come in small groups with a familiar educator for a couple of hours to build a sense of familiarity and comfort
 - They will have the opportunity to experience a play, and possibly a mealtime during that time and we will keep you posted about how this goes.



Drop Off and Pick Up

- Baringa's open hours are 7:30am – 6pm
- The Banksia bag hooks are located on the left wall in the hallway as you enter the gate and we ask that you kindly hang your child's bag at drop-off and encourage the children to put their hats, drink bottles and nappies away.
- Drop off can be a particularly challenging time for your child as they get to know us so please feel free to discuss strategies with the team leader to create a plan if it appears that they need it.
- Collection authorisations:
 - In your welcome pack is a one-off collection form that you can hand in to a Banksia educator as needed.
 - If you would like someone to regularly pick your child up and they are not in the enrolment form, you will need to complete the ongoing collection forms which we have also provided for you in the welcome pack.



Medical



- Baringa is a nut free centre. We also have a few children within the shared Banksia and Grevillea space with Dairy and nut allergies. Please ensure:
 - your child does not bring in any food from home as we have children who have high allergies within the space.
 - you encourage them to wash their hands and mouths before entering the space
- Any child with a medical/Allergy/asthma treatment plan will be displayed within the room and educators will familiarise themselves with them and create risk minimisation plans to follow
- If your child has an intolerance, allergy or anaphylaxis and does not have a treatment plan, we highly encourage you get one from your GP, and we can talk you through how to start this process

Sick Children



- Please keep your contact details in the room updated so staff can contact you if your child becomes sick or injured during the day.
- If your child shows symptoms of being unwell we encourage you to keep your child at home.
- If at any point there is a need for approved medication, please be mindful that we can only provide what is prescribed to your child and is labelled as such with an original label or from a doctor or pharmacy label and a medication form is to be filled out on drop off.
- If Panadol is necessary before care your child is deemed not well enough to attend and will need to be excluded from care until Panadol has no longer been needed for 24hrs.

Please refer to the exclusion periods provided in your welcome package

Clothing



- Children will engage in a range of activities including outside play, craft experiences and mealtimes (that might get a little messy) and while we will do our best to negate the mess it is best to dress them in items that they can get messy in.
- Please ensure your child is wearing sensible shoes. This does not include thongs.
- During warmer weather children are required to wear a sunhat and a sleeved top that covers their shoulders.
- During winter months the children still love to play outside - please send them in appropriate clothing. e.g. beanie and warm coat. We will send out an email or storypark post to let you know when we have transitioned from hats to beanies and it depends on the UV index that we check daily.
- Please make sure all clothing is labelled and while we will do our best to ensure everything goes home, I do want to mention that in Banksia we are supporting the children with developing their self help skills and part of that is giving them some responsibility over their belongings with supervision, this sometimes means that items may go missing, but rest assured we do thorough checks to ensure this is not a common occurrence.

Communication



- At Baringa we use Storypark, newsletters, Facebook posts, and emails as a way of communicating information and daily happenings. We also ensure regular face to face conversations with you on drop off and pick up where appropriate.
- We value your feedback and ideas so please comment or share what you are doing with your child via our many means of communication.
- Educators are available for short informal chats at drop off and pick ups but please feel free to email, we make an effort not to talk about the children in front of them, email the team leader or call to organise a time to meet for a chat should you wish for a longer discussion about your child and their learning.

- My contact details are :

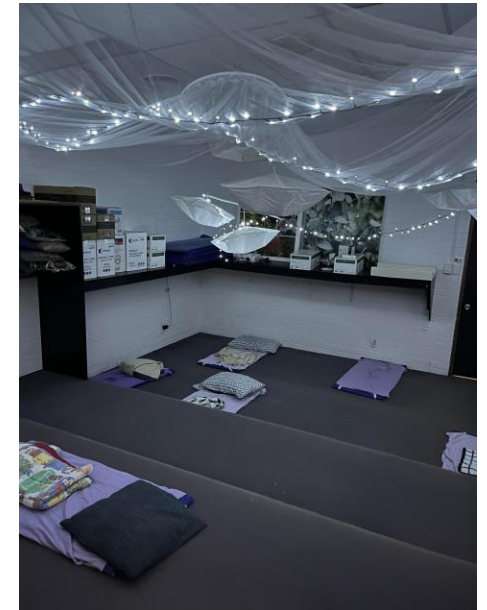
Michelle Green – michelle.green@baringa.org.au PH: 02 6258 8891

For general enquires about the service, accounts, days, etc, please email or call Admin
admin@baringa.org.au

Group Time/ Sleep Time & Play Spaces



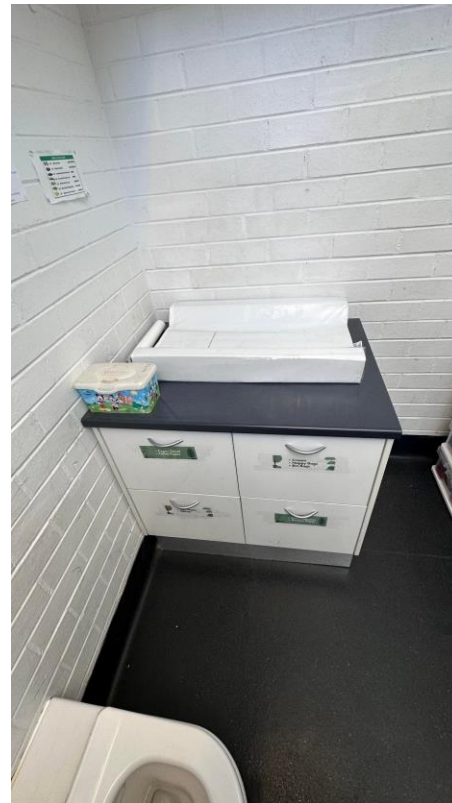
- These are the spaces where the children participate in group learning and activities, explore and play, and recharge in the middle of the day.



Bathroom & Nappy changing facilities



- These are the spaces where the children have scheduled and as-needed nappy changes, use the toilet and wash their hands.



Meal Spaces



- This is where the children will have meals together, learn the skills to eat a little more independently, and share stories about their day with their peers and educators.



Thank you



If you have any questions, please feel free to ask any of the educators or team leader.

We look forward to welcoming you to the Banksia room 😊