

Welcome to the Melaleuca Family!

Our Melaleuca 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.



Our Staff

The Melaleuca team is comprised of a wealth of educators who bring along with them many years of experience in the early years' education industry; our strengths and professional knowledge create a really strong foundation of learning in the Melaleuca room



Priyanka

Team Leader

Studying towards a Diploma in Early Childhood Education and Care with and has been in the sector since 2019



Sienna

Studying for her Certificate III in Early Childhood Education and Care. She began her professional journey with Baringa and this year



Emily

Educator

Studying towards a Diploma in Early Childhood Education and Care with and has been in the sector since 2018



Rasha

Educator

Diploma in Early Childhood Education and Care with many years' experience



Olivia

Educator

Studying for her Certificate III in Early Childhood Education and Care. She began her professional journey with Baringa in 2023



India

Educator

Studying towards a Diploma in Early Childhood Education and Care and has worked at Baringa since 2022

Daily Rituals

Time	Ritual
7:30am-8:00am	<p style="text-align: center;">Arrival at Baringa</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;">Indoor/outdoor play</p> <p>The children have the option of indoor/outdoor play.</p>
9:15am-10:00am	<p style="text-align: center;">Group time and Morning tea</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;">Indoor/outdoor play</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;">Group time and Lunch</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;">Inside/outside play (dependent on UV levels)</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;">Afternoon tea</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;">Indoor/outdoor play</p> <p>Children have the option of indoor/outdoor play.</p>
5:00pm-6:00pm	<p style="text-align: center;">Pick-up</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;">Centre closes</p>

Curriculum

The Early Years Learning Framework (EYLF) is a national framework implemented in the Melaleuca 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 next to the floating shelves



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)



**Baringa
Policies**



**Local Area
Excursion Form**

Scan these with your phone camera to access!

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.



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 Melaleuca educators. 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.

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 to help us ensure all your child's belongings go home with you 😊

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.

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

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 Melaleuca room 😊

