

# Butterfly Room Family Information Book

Play Learn and Grow Early Education  
Centre

168 Maitland Road  
Mayfield NSW 2304

Ph: 49 671800

[playlearnandgrow2304@gmail.com](mailto:playlearnandgrow2304@gmail.com)



## **WE WOULD LIKE TO WELCOME YOU TO OUR ROOM**

This booklet is produced to provide you and your family with more comprehensive information about our room.

The Butterfly room is designed to cater for the needs of babies from the ages of 1 to 2 years, we have 20 babies in the room each day.

The ratio in our room is set to DECS regulations (1:4) which provides your baby with quality care and interactions, and thus more opportunities to develop strong attachments to caregivers, which is of high importance to us at Play Learn and Grow.

## **EDUCATORS IN ROOM**

There are six full time educators in the Butterfly Room, we are self-sufficient, this means that we cover each other's breaks, and so at some periods in the day there may only be 5 staff (which is still guided by DECS regulation on ratios of 1:4 in the 0-2-year-old room).

There are six shifts in the room, these shifts are staggered throughout the morning to ensure that at all times of the day we can provide high quality care for your baby.

## **PARTNERSHIPS WITH FAMILY**

Play Learn and Grow is a community where we encourage positive and expressive relationships among staff, children and families, where all are welcomed to be contributors to and participate within the learning environment and curriculum.

To achieve this, we encourage parents and families to be active participants in our centre and our room.

## **OUR ROUTINE**

To encourage a sense of Belonging and consistency for your baby we endeavour to reflect your current home routines as much as possible and within DECS regulations. so please let staff know of your baby's sleep and feeding routines, this way the consistency of their routine can be followed through whilst in our care. You can let us know when these change by filling in a new child information sheet.

An information journal is kept in the room with your baby's daily routine for staff to access throughout the day.

Our daily routines within the room are set for both Summer and Winter however we like to maintain flexibility within the room, following current interests and needs of the babies.

## REMINDERS FOR YOU

Remember to sign your baby in and out of the centre each day. It is important for the safety of your baby in the case of an emergency, such as a centre evacuation, and for your records of attendance. A \$2 fee is levied to your account on each occasion you forget to sign them in or out.

If someone else is collecting your baby on any given day, this must be communicated to staff in the morning and noted by you on the sign in sheets. Please let that person know they may be asked to show photo ID for verification upon their arrival to the centre. Upon picking up your baby, a daily record of information regarding what your baby has eaten, their sleep/rest information and possible incident reports can be viewed next to the sign in/out sheets.

Your baby will also be allocated their own locker for their bag and any other items they require throughout the day. Please remember to take all your baby's belongings home including their art works that may be placed in their lockers from time to time.  
Thank You

## COMMUNICATION

We believe verbal communication is the best way for us to gather information about your baby but do understand that drop offs can be a busy/ stressful time, so we have a Daily Information Booklet to assist families and staff to pass on information in regards to eating, sleeping and nappy changes.

This book is kept with the 'sign-in' folder and located indoors or outdoors – depending on where the babies are playing.

We encourage parents to fill in the information booklet, this assists us to meet your baby's needs. It is also helpful to inform staff of children's pick-up times as this assists in ensuring that DECS guidelines are adhered to in regard to staff: child ratio.

We do love to chat and fill you in on your baby's day, so please do not hesitate to come say hello, or call us at any time throughout the day



## OUR CURRICULUM

We follow The Early Years Learning Framework of Australia, the Framework forms the foundation for ensuring that children in early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play based learning and recognises the importance of communication and language, social and emotional development.

The Framework has been designed for educators to work in partnership with families, who are children's first and most influential educators.

We are guided by the Framework to reinforce in our daily practice the principles laid out in the United Nations Convention on the Rights of the Child. That all children have the right to an education that lays the foundation for the rest of their lives, maximizes their ability, and respects their family, cultural and other identities and languages. The convention also recognises children's right to play and be active participants in all matters affecting their lives.

There are five outcomes in the Early Years Framework of Australia

**Outcome 1** – *Babies have a Strong Sense of identity*

**Outcome 2** - *Babies are Connected with and Contribute to their World*

**Outcome 3** - *Babies have a Strong Sense of Well-being*

**Outcome 4** - *Babies are Confident and Involved Learners*

**Outcome 5** - *Babies are Effective Communicators*

Our and environment is designed for interest/ play based learning so we strive to follow the babies' current interests and passions as much as we can.

From these interest we create planned and spontaneous learning environments that invite the babies to play, learn and challenge themselves. We reflect and discuss these interests and ideas and possible emerging interests, we then devise our next curriculum on all of these outcomes, so we can continue to create learning environments that best enhances the environment for all of our babies

The Learning Curriculum is displayed in our room and we strongly encourage families to give their feedback and input into our curriculum.

## OUR EXPERINCES

The Butterfly babies participate in many spontaneous experiences throughout their day with the focus on age-appropriate literacy through exposure to books/text, finger plays and music and movement. All babies are provided with individual experiences determined by observations and based on children's interests or developmental requirements.

## DEVELOPMENTAL RECORDS

Each child will have their own *Belonging, Being and Becoming* Portfolio, a story of their time at Play Learn and Grow, a story of building attachments, making friendships, learning through play, discovering, exploring, investigating and growing. This will be displayed through photos, videos, drawings, observations, jottings and learning stories.

## MEALTIMES

We recognise the importance of healthy eating to the growth and development of young children and we are committed to supporting the healthy food and drink choices of children in our care. We provide all meals, this includes breakfast (if you have not had time to give your baby any) Morning Tea, Lunch, Afternoon Tea and Late Afternoon Tea.

Pureed vegetables and fruit will also be provided for the babies not yet on solids, we also provide water and cow's milk.

Meal times are set in our daily routines, but your baby will be fed according to their own routine.

## NO PEANUT OR NUT PRODUCTS ALLOWED DUE TO SEVERE ALLERGIC REACTIONS

## SLEEP TIME

Sleeping in a new environment can be a little unsettling at first for your baby, it takes some babies time to adjust to their new surroundings, so at first their sleep patterns may be interrupted, however, we do attempt to follow your baby's sleep routine as closely as we possibly can.

Please remember to pack any comforters that your baby has, this helps them settle. We provide sheets for your baby, and each baby has a cot / bed allocated to them.

When your baby is placed in their cot / bed they are supervised/ comforted/ patted/ cuddled by a staff member until they go to sleep - babies are not permitted to be left unattended while going to sleep.

In line with the **SIDS** guidelines we cannot allow the babies to sleep with pillows, large soft toys, duvets, lambskins, quilts, or bottles. If your baby needs these to go to sleep with, they will be removed only after your baby has gone to sleep.

## BREAST FEEDING

If you are still breast feeding, we welcome you to come and feed your baby at any time during the day, we have a breast-feeding area in our room.

## WHAT YOU NEED TO BRING FOR YOUR BABY

- Bottles, dummy, comforter
- A broad brimmed bucket style or legionnaire style hat
- Rash shirt for water play and mud play-we love **MESSY PLAY**
- Lots of full sets of a change of clothes / remember to pack clothes for all seasons.
- We get very messy playing, so please don't send your baby in clothes that you don't want to get paint, dirt on.
- T-shirts and dresses must have sleeves in accordance with sun safety policy.



## Please remember to label EVERYTHING

**We provide, nappies and sun cream. If for any reason you have your own preference for any of these items, then we kindly ask you to provide these items.**

## CONCLUSION

We strive to create a warm, friendly, caring, engaging and inviting environment, one where your baby feels safe to explore and discover new challenges. Over the year you will see the environment change from time to time, the changes we do implement are based on your baby's interests, and to encourage and develop new skills and learning.

We believe that child care environments should be homelike and comfortable so that babies can feel safe, secure and supported, and most important that the room invokes a sense of belonging to the babies.

Current leading practices promote home-like, natural, open-ended environments that encourage exploration, investigation and stimulation. The years from 0-2 are classified as the sensor motor stage of development, this means that children 'think' by acting on the world with their eyes, ears, and hands.

As a result, they invent ways of solving sensor motor problems, such as pulling a lever to hear a sound of a music box, finding hidden toys, and putting objects in and out of a box. Ultimately, this is the stage where children learn through their senses.

In thinking about how children learn, and what environment is the most conducive to effective, meaningful and purposeful learning we provide, natural, open ended experiences (as well as age appropriate toys) to enhance your child's optimum opportunities to develop in all areas through sensory activities, cause and effect toys and other appropriate activities.

**We hope that this information has provided some insight into the busy world of the Butterfly Room Please feel free to speak to staff if you have further enquiries!**



## Butterfly Daily Routine

...Summer...

**7.00 - 8.00**

Family Group in the Frog Room- Breakfast is served till 8.00 am Free/ Interest Based play experiences offered indoors

**8.00 - 10:00**

Free/ Interest Based Play in our Outdoor Learning Environment

**9:00 - 9:30**

Morning Tea

**10:00 - 11:00**

Free/ Interest Based Play in our Indoor Learning Environment

**11:00 - 11:30**

Lunch

**11:30 - 2:00**

Sleep Time

Free/Interest Based Play in our Indoor Learning Environment

**2:00 - 2:30**

Afternoon Tea

**2:30 - 4:30**

Free /Interest Based Play in our Outdoor Learning Environment

**4:30 - 6:00**

Late Afternoon Tea

Family Group in the Outdoor/Indoor Learning Environment

### **Please Note**

To encourage a sense of Belonging and consistency for your baby, we endeavour to reflect your current home routines as much as possible, so each baby's individual routine will be followed, and will take preference over our daily routine.

Due to children's interests, weather, spontaneous events and other little things that may pop up, we are very flexible in our daily routine.



## Butterfly Daily Routine

...Winter...

**7:00 – 8:00**

Family Group in Frog Room- Breakfast is served till 8.00am free /interest-based play experiences offered indoors

**8:00 – 9:00**

Free /Interest Based Play in our Indoor Learning Environment

**9:00 – 9:30**

Morning Tea

**9:30 – 11:00**

Free /Interest Based Play in our Outdoor Learning Environment

**11:00 – 11:30**

Lunch

**11:40 – 2:00**

Rest Time

Free/Interest Based Play in the Indoor Learning

**2:00 – 2:30**

Afternoon Tea

**2:30 – 4:30**

Free/ Interest Based Play in our Outdoor Learning Environment

**4:30 – 6:00**

Late Afternoon Tea

Family Group in the Frog Room

### Please Note

To encourage a sense of Belonging and consistency for your baby, we endeavour to reflect your current home routines as much as possible, so each baby's individual routine will be followed, and will take preference over our daily routine.

Due to children's interests, weather, spontaneous events and other little things that may pop up, we are very flexible in our daily routine.

