



*Welcome*

TO THE TOP CENTRE  
**ADEONA COORPAROO**

2024





Dear Families,

As we begin the new year and welcome new and returning families to the top centre, we like to start out by sharing as much information as possible with everyone to help make this transition into care/new rooms as hiccup free as we can. Some of this information may be covered in your enrolment pack or we may have touched based with you about it in person, and this is just to ensure that everyone has the same expectations.

The following is a list of information, some tips, as well as requests, to make the drop off and pick up routines easiest for everyone within the top centre and to help mornings and afternoons flow smoothly. Throughout this document, Green Tribe 1 (babies) will be referred to as 'Gt1', and Green Tribe 2 (toddlers) as 'Gt2'

The Top Centre Educators are rostered so that there is always someone from your tribe/someone familiar available for you and your child at any given time of the day, to do this we roster one Gt1 Educator, and one Gt2 Educator on the open shift (6:45-3:15), and the other two on the close shift (9:30-6), the Educators in each room will rotate shifts between opening and closing each week. Our float (who will help us in the mornings and afternoons, as well as cover our lunches, programming days and annual leave) will be on the middle shift (8-4:30), and when needed we will call on Educators from the bottom centre to step in to help cover ratios- we will do our best to make sure that these are the same few Educators coming up, to maintain consistency and building relationships with the children. Occasionally due to needs outside of work, some days shifts may be swapped around, but we can communicate when/if this will happen, and we will stick to our base roster unless advised.

When the centre opens at 7am, the opening Educators will set up in the Gt2 room, with the doors to the yard closed- this way we can sit with the children who require breakfast without disruption or distraction.

At this stage, we can help your child with breakfast (should you need to provide it- the centre provides morning tea, lunch, and afternoon tea) between 7am and 7:30am- after this we expect to have more children in our care and it becomes harder to be able to be present with your child during their breakfast and sufficiently supervise the others in the room as well as assist those children needing extra support or comfort during their drop off. We aim to be wrapping this up by 7:30am so we can open the doors to outside (weather permitting) and enjoy some extra room to move!





Alternatively, you are more than welcome to make it part of your drop off routine, to sit down with your child and give them breakfast yourself, and this can be done at any time.

Similarly, we are able to offer your child dinner (again, should you need to provide it), between 5pm and 5:30pm. We have made these decisions based on the expected number of children at certain times, as well as Educator duties and responsibilities increasing and decreasing throughout the day. Outside of those times we can offer your children small healthy snacks, or to have earlier morning tea etc. This is of course flexible day to day but that is our base routine for opening of the centre.

Gt1 is 'closed' until later in the morning (dependent on children's needs and available Educators) so we would ask to drop your children off in Gt2, or to the outside yard (time depending, generally up to 9:30am).

Touching on your individual morning routines, we find it helps the children to settle into their drop off routines when they are consistent and predictable, when possible, we recommend aiming to have the same routine for each drop off.

Some things to consider:

- Will you carry your child in or have them walk in independently?
- Will you keep your child with you as you put their belongings away?
- Will you apply their sunscreen at home or at the centre?
- Will you drop them off before or after siblings?
- Will you stay for some time or be leaving quickly?

Making these little moments predictable can help to build up your child's confidence and comfort in the space as they are able to find comfort in understanding how their morning will progress, and know that at the end of your morning routine together, you will leave, and they will stay.

We also understand that sometimes things will not be able to run so smoothly, you may be short on time, or have time to spare, you may have another sick child, or be unwell yourself and sending someone different to do the drop off (or pick up), and that's absolutely ok!

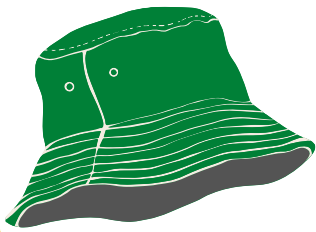
We will be prepared to step in and help comfort your child as needed in those times of difference, and we have found that when the children have that predictable morning routine, they are more resilient when things don't go 'to plan' and they can recover quickly and seem less affected overall by one day that's different, rather than never really being sure how things are going to happen.

## We would also appreciate if you could:

Apply sunscreen to your child before arriving at the centre, OR include it in your drop off ritual (we find having it applied at home is best, as the days your child may be upset for drop off can make applying sunscreen at the time unpleasant), this is a really important expectation that we need to get implemented by all families.

We generally only have 2 Educators between 7am and 8am, so trying to help some children with breakfasts, some through their drop off's, supervise the children playing, and also apply sunscreen to multiple children, can become a rushed and stressful experience, which is eased by making sure your child has sunscreen on before passing them over into our care.

Again, if you are short on time we can help out, however please do your best to make sure your child is wearing sunscreen before you leave- we reapply sunscreen to the children approximately every 2 hours, depending on their routine and when they will be going outside.



Continuing on the mark of 'sun safety', please remember to always bring your child in a sleeved top/onesie/dress, (our sun safety policy states that children's shoulders need to be covered for outdoor play), as well as finding your child's hat before dropping them into Gt2 or outside- We will do our best to make sure the hats are in your child's locker or hat pocket each morning, ready for you to grab when you put their bag away!



Please be extra mindful of closing doors, including the gate (pool gate) before the main door, the main door itself, and all the half doors between rooms- try to shut all doors and gates mindfully and quietly, as babies are sleeping at various times of the day, and allowing the door to close on it's own behind you results in a loud slam that could startle/wake them, as well as startle other children in our care who may be feeling sensitive after their drop off etc.

\* It's also important to have a conversation with any older children you're bringing into the centre who will be able to open the doors and gates, about these points, as it's common for excited older siblings to want to run through before their parents, letting doors slam behind them.

Always remember to sign in using the iPad or QR code, located on the desk to the left of the noticeboard, on drop off, and again, always sign them out on pick up

## Billy Bean

Please remember to name **EVERYTHING**- shoes, socks, all clothes (the ones they are wearing, and the spares in their bags), all separate parts to water and milk bottles, and containers (even lids), all sheets and bags, comforters, dummies, etc. If we need to change your child's clothes and they aren't named, we will pop their name on them using a permanent marker, similarly when we use or rinse any bottles/containers etc, if they aren't named we will name them using a permanent marker- these usually come off again after a few washes so please be attentive to the items you are bringing in and whether they are named. Name stamps are great for clothing (including socks!), while name label/stickers are best for most other items. Silicone name bands have recently gained popularity for water bottles of those children who like to peel off stickers!



## DAISY DUKE

When it's time to leave in the morning, make sure to always say goodbye to your child, we understand it can seem easier to sneak away sometimes when your child is occupied, but it is important for them to know when you're going, as this can help to establish their day with us, as well as support trust and a feeling of safety with us/being at the centre. Once you do say goodbye, please make sure you follow through with leaving quickly, we know it can be hard if your child gets upset when you go to leave, but it helps to ensure that consistency for them of knowing goodbye means 'you're going and they're staying' - an Educator will always make themselves available to help out and be present with your child should they become upset. Passing back and forth between parent and Educator can increase your child's feelings of unease, so again, once you have said goodbye, please follow through with leaving.

\*When saying goodbye, please try to refrain from passing your child into the arms of an educator unless you feel it is truly essential, encourage them instead to play or to sit next to/near an educator if needed (it can become difficult if there may be an influx of children being dropped off, all expecting to be handed to an Educator).

We find as well that for those children who are walking, encouraging or allowing them to walk into the centre as part of their morning routine, can help their transition into the space for play- Educators will still always be present to support the drop off and help your child physically when needed.





Please also note we won't be able to lift your child up to the fence for them to say goodbye that way (as has been requested by some in the past)- as we aren't able to follow through with these requests; If one child is lifted up to the fence to wave goodbye, this can become the expectation of all children, there are requests for 'my turn', and this can contribute to unnecessary burn out for our Educators. It is also a form of distraction, which is something we don't want to rely on at Adeona, we believe all children's emotions are valid and should be felt, heard, and supported- this is touched on in more detail in the 'Intro to Educaring' handout you will have also been given with this information.



Please refrain from bringing in any toys or objects from home unless they are comforters- comforters may be used as needed or directed by the parents, however please note, if the comforter is a stuffed animal or similar, we will not be able to leave these with your child through sleep time. The 'lovies'/pieces of cloth - usually with an animal head on the top (Photo examples of these will be attached as the last page of this document), are an exception here as the children can breath through them if they hold it near their face while sleeping. If the comforter of choice is a stuffed bear etc, we will have to remove it from the sleep room once the child is asleep (for safe sleeping requirements), and sometimes this may interrupt the child's ability to resettle

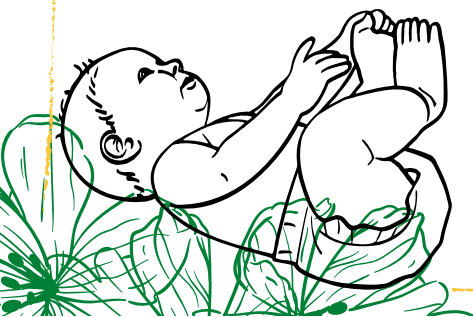


Please refrain from sending your child wearing an amber necklace (or any necklace, bracelet, or ring), as Educators must remove them for sleeping, and we do not wish for them to become mixed up, or lost, or forgotten about. If you absolutely wish for your child to wear one, please consider the anklet version, as we don't need to remove these.



Please put your child's bag into their locker outside the rooms (Gt1 lockers are directly in front of the door when you walk in the front door, Gt2 lockers are located next to the sign in iPad- walk in the front door and turn left and they will be directly in front of you).

Please leave your child's sheets in their school bag, as children may be in our sleep rooms early and we want to minimise disruptions- we will make your child's bed at a suitable time for the time being.



Please remember to bring **ONE cot sized fitted sheet**, one flat sheet, blanket or sleep suit, and a sheet bag/pillow case (to store it all in, and minimise the chance of losing sheets). Also be aware that if your child is going to be sleeping on a stretcher/floor bed (Gt2), that we won't be able to put them in a sleep suit/bag for safety reasons, however we can put them in the style with the legs, or allow them to have it with them as a comfort/familiar item if needed.

\*We would recommend to start without using their sleep suit as a familiar item for sleep time if possible, as the children are generally quite good at understanding and differentiating what happens at home vs what happens at care (eg. sleeping in a cot in a sleep suit at home, sleeping on a stretcher bed with a blanket at care).



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Sheets can stay for the duration of your child's week, going home with them on their last day (if your child only comes 1 day a week, you may be able to leave them for 2/3 visits), please check with an Educator if it's suitable to enter the sleep room to collect sheets- if there is anyone sleeping an Educator can go in and get the sheets for you.

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Upon drop off, please advise your Educators of any injuries that may have occurred prior to attending the service (for example at home or in transit), to discuss whether an 'Injury on arrival (IOA)' form needs to be completed- Our general guideline is that if it is an injury we would give you a courtesy call for (had it occurred here), then we will require an 'IOA' to be completed.

\*Where an Educator notices an injury upon the child's arrival, and the parent/carer has already left the service the Educator would call to receive details and then complete the form for the parent to sign upon pick up.

We have provided an IOA form at the end of this document for you to view.

For any incidences or injuries that may occur while your child is in our care, the Educators will fill out an incident form on our system '1Place', recording the details (what, where, when, how, if first aid was needed) for you to sign upon pick up. An Educator may also give you a courtesy call to inform you of these prior to pick up- this would mainly be for any injury to the head/face (bumps, bruises, scratches) or any significant incidences. If an injury or incident is more minor, we will add a 'Note' to your child's profile on story park detailing what occurred, rather than filling out a form.

Should your child become unwell while in our care and you are called to collect them, an 'Illness form' would also be filled out on the '1Place' system, recording all details to be signed when your child is picked up.





**Green Tribe 1-** bottles and formula, as well as dummies or other small belongings, go into the named baskets in the right hand side of the top cupboards in the kitchen (closest to Gt1), while water bottles go in the hanging caddy off the glass door (you will find these in both Gt1 and Gt2- please leave your child's water bottle in the room you are dropping them off into). Pre mixed formula/breast milk/cows or substitute milk go into the fridge, in the plastic tray on the top shelf marked 'milk bottles'

We ask that you fill out a 'daily information sheet' each morning (you will find these on a clipboard on the lockers), so we know where your child is up to in their routine and what we can expect they will need next- if anything is due soon (within half an hour of drop off), please let an Educator know when you see them, as it can be tricky to get back to check the information charts frequently within the morning. When you pick up your child of an afternoon, you will be able to check these same sheets to see your child's eating, sleeping, and bottle information for the day, and you should be able to find the clipboard on the ledge between the kitchen and Gt1.

We have provided one 'daily information sheet' at the end of this document for you to view, you can also use this print at home if you would prefer to fill them out before arriving at the centre.



**Green Tribe 2-** for the first few months this process is the same, please fill out daily information sheets each morning- these will be located on the Gt2 lockers, they will then be available for you to read at pick up time and should be found hanging from a hook on the wall near the kitchen, in the afternoon- When the children all transition to the same routine, Gt2 will then move on from daily info sheets, to using a whiteboard for the meal/sleep/milk information which will be filled out by the Educators, this will be in a similar spot on the wall in Gt2, near to the kitchen. When this change happens, if there are any messages you have for the day, please pass these on to an available Educator during drop off, and they will ensure the information is passed on to the Gt2 educators.



Bottles and formula, as well as dummies or other small belongings, go into the left hand side of the top cupboards in the kitchen (closest to Gt2), pre mixed formula/breast milk/cows or substitute milk go into the fridge in the plastic tray marked bottles, and water bottles go into the caddy hanging over the glass doors to outside. Later in the year, water bottles will be moved to a trolley within the room for the children to access independently as needed.



When bringing in 'milk' bottles (pre mixed formula/breast milk/cows or substitute milk) that require refrigeration, these need to be signed over to us using a 'bottle receipt', which will be found on the top of the daily information sheets you already fill in each morning.

Along with signing the bottles in, the physical bottle will also need to be marked with the child's name and the date they are going into our fridge, you may choose to do this at home, or alternatively you can find masking tape and pens on the side of our fridge in the kitchen to use to temporarily date each bottle before you put it in the fridge.

**Bottles that need to be 'signed in' are:**

- expressed milk
- pre made formula
- cows milk
- **any other bottle that needs refrigerating**



Bottles that do not need to be written down are:

- Bottles of pre measured water and dispensers with pre measured formula to be stored in the cupboard and mixed by the Educator as needed. As these are not temperature controlled, they do not need to be logged.

This is part of our food licensing requirements as we must ensure the refrigerated bottles are temperature controlled once signed over into our responsibility.

Please note, we are unable to sterilise milk bottles after use, (we will endeavour to have them rinsed out with hot water before you arrive to pick up your child to minimise bacteria and reduce unpleasant smells)- but because of this we can't reuse the same bottle for another feed on the same day. Please ensure you pack a bottle for each feed needed- either filled with pre-mixed formula or cows milk and put in the fridge, OR filled with the correct amount of boiled water, and separate measured out formula for us to put together when needed. When providing measured out formula, please provide it in a separated formula dispenser or some kind of container with a spout, for ease of transfer into the bottle. We can also use a bottle warmer to warm each bottle as needed- but we cannot put the bottles in the microwave, and we cannot 'top up' half filled bottles with boiling water.

Please pack 2 sets of weather appropriate spare clothes. When the cooler weather approaches but it's not quite cold yet, we recommend packing 2 sets of spare clothes for both warmer and cooler weather (4 sets total), as well as an extra jumper and pairs of socks, and as always; we would appreciate everything to be labeled! Be ready for these clothes to get dirty, with food, sand, water, dribble, and dirt!



We would also suggest always sending your child in some form of pants (not just a onesie, or a skirt) as when the children play in the sandpit, the sand can come in the sides on the onesie or exposed nappy, and this can cause irritation.

Our outdoor policy states we will encourage children to wear shoes between the hours of 10:00am and 3:00pm IF we are outside, however any child under the age of 2 years will remain inside between 11:00am and 3:00pm during summer months (Dec, Jan, Feb) due to the delicate nature of their skin- we will also be checking the UV status throughout the mornings and afternoons to ensure we move inside at the appropriate times. Because we will not be outside during those hotter times, we don't particularly feel shoes will be necessary, especially for pre walkers, however it is your choice as a family on whether to provide/send your child wearing shoes

We do our best to offer a lot of water play to the children when appropriate, especially on hot summer days! So during those warmer months we recommend packing sun safe swimmers (sleeved, and preferably with shorts to help keep the sand out of nappies) as well as a wet bag. We also request you to provide swim nappies (reusable or disposable), as a lot of the children at this age like to sit right in the buckets and puddles and the regular nappies swell quickly. We can change the children into/out of swimmers as needed throughout the day and will let you know when they have wet swimmers to collect/replace or if more swim nappies are needed.



When you pick up of an afternoon, please remember to collect all of your child's things- we will do our best to ensure they are in their right/convenient spots;  
\*formula dispensers would still be in your child's basket in the kitchen cupboard, however used bottles may be found in the 'used milk bottles box' on the trolley inside Gt1/Gt2, or in the dish drainer in the kitchenette (the kitchen is the space connecting Gt1 and Gt2, whereas the kitchenette is an independent space outside of the rooms- where the dishwasher and washing machine are located).

\*Used bottles can't return to the kitchen due to food licensing requirements

\*Clothes and shoes can be found in the bathroom- on their respective sides; if the clothes are soiled they will be in your child's wet bag or a plastic bag, and then placed in a plastic box under the large sink (in the middle on the bathroom bench) marked 'soiled clothes'.

\*Water bottles will be found in the caddy hanging from the glass door of the room your child is physically in.

Depending on the busyness and needs of the children, we may not always get all these things organised by the time you have arrived to collect your child (if this is the case, please ask an Educator to point you in the right direction, or to help you look for the items you need!).

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Lastly we would like to let you know we will use some simple baby signs with the children to help increase their independence and understanding of language.

These signs will be 'eat', 'more', 'bed', 'finished/all done', 'nappy', and 'drink'.

\*Picture examples of these will be attached at the end of this document

We hope all this information isn't too overwhelming and helps you feel more prepared for the year to come!

If you need any clarification on anything or would just like some extra information or to talk through any of the points we've covered here we are of course available in some capacity (in person, on story park etc) to chat about anything and everything to help make you and your child's 'daycare world' easier, and a nice place to come and be involved in.

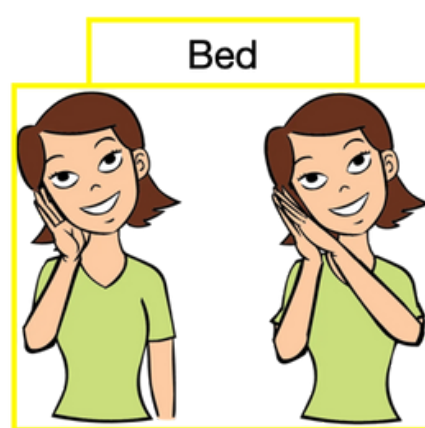
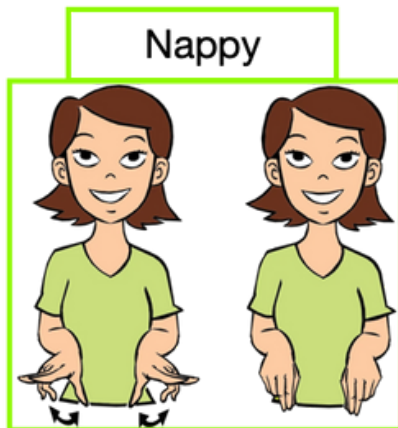
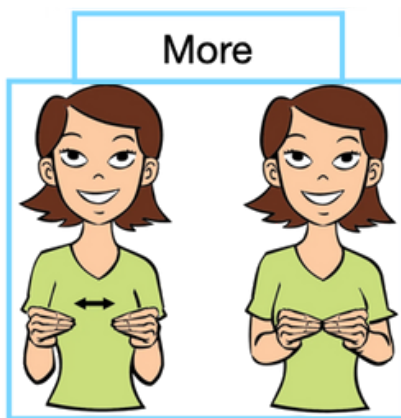
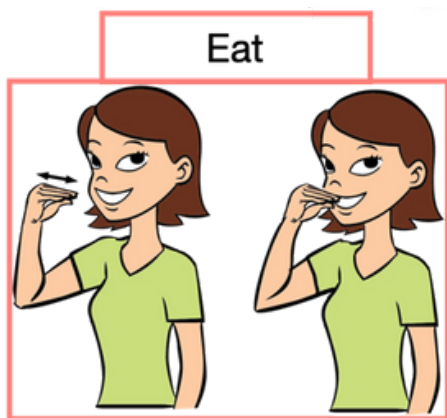
King regards  
Top Centre Educators



\*Examples of acceptable 'comforters/loviess' for sleep time



\*Examples of the signs we will use with your child





# Adeona Coorparoo Nursery Information Sheet

Childs Name: \_\_\_\_\_

Date: \_\_\_\_\_

Next Solids due: \_\_\_\_\_

Next bottle due: \_\_\_\_\_

Next sleep due: \_\_\_\_\_

Estimated pick up time: \_\_\_\_\_

Parent Comments: \_\_\_\_\_

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## What I have had throughout the day:

Sleep Times:	Morning Tea	Lunch	Afternoon Tea	Bottles
	Time:	Time:	Time:	

Additional Comments: \_\_\_\_\_

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# Adeona Injury on Intake Form

White Form - Children

To be completed by Parent/Guardian at drop-off



## Personal details:

Surname \_\_\_\_\_ Given names \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Room/group \_\_\_\_\_

Time of drop-off: \_\_\_\_\_ am/pm

## Injury/Circumstances:

Circle applicable: Incident/injury/trauma/illness

Circumstances leading to the incident/injury/trauma/illness:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

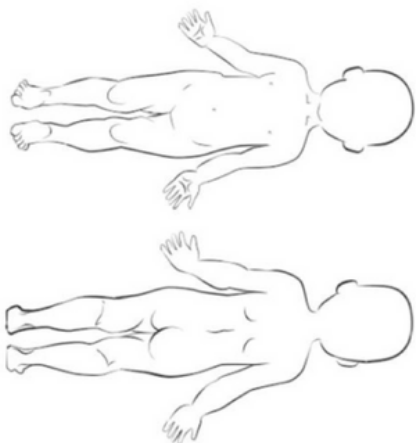
Location: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Medical Personnel contacted: YES / NO

If yes, please provide details: \_\_\_\_\_

## Nature of Injury sustained:

- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other \_\_\_\_\_



## Parental acknowledgement:

I \_\_\_\_\_ (name of parent/guardian)  
am aware of my child, \_\_\_\_\_ (child's name)  
sustaining an incident/injury/trauma/illness (Please circle) prior to them attending  
Adeona Coorparoo on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Educator acknowledgement:

I \_\_\_\_\_ (name of educator) am  
aware of \_\_\_\_\_ (child's name) sustaining an  
incident/injury/trauma/illness (Please circle) prior to them attending care at  
Adeona Coorparoo on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Director acknowledgement:

Centre Director: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

## Additional notes / follow up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_