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The Hunter Valley Alphabet Academy is committed to offering the highest quality of child care available. It is our aim to ensure that our centre is unlike any other. Our promise is to provide our families with the **very best** in pre-school and early learning at an affordable price.

The Centre operates between the hours of 6:30 am and 6:30pm, Monday to Friday, closing for up to two weeks at Christmas time.

WHAT MAKES US DIFFERENT?

- **State of the Art** centre – the very best of everything!
- **High staff ratios** for extra support for your children!
- **Smart Board** education (interactive whiteboards)!
- **3 separate adventure playgrounds** for age appropriate play!
- **Gourmet dining room** just for kids!
- **In-house chef!**
- **Breathing monitors** used in cot rooms to help prevent SIDS!

We have a highly qualified and capable team who are encouraged and supported to continue their studies and training to keep us current challenged and constantly evolving. All our team members work closely with the children and provide a safe and secure environment. An educational program based on children's levels of development, needs and interests is implemented on a daily basis.

The Centre runs an extensive Preschool Program (taught by a qualified University trained Early Childhood Teachers), inclusive of a school readiness program, which is incorporated into the yearly program, and focused on in a deliberate and meaningful way to provide feedback to parents on readiness and progress of each child.

The Centre is Licensed by the Department of Human Services and is registered with the family assistance office (FAO) to enable eligible families to claim the Child Care Benefit/Rebate.

Curriculum

Our Curriculum is based on the Early Years Learning Framework and consists of a balance of free play, routines and Teacher directed activities which include music, art, dramatic play, science, language, literature, outdoor activities, cooking, maths and nature. The programme provides for predictability in the day in order to get our children ready for a structured school environment but is also flexible enough to provide for changing children's interests, needs and emerging skills. The programme is built to allow for spontaneity in following the children's interests and an embracing of the unexpected

The Centre hosts a number of both fun and educational special events and days.

Special guests are an important part of our curriculum and parents are informed in advance of all visits.

We also value the role of Art, literacy and Music and will often engage community members in our service to help pass these values onto our children.

Community Engagement

We believe in being active and familiar in our community not only by inviting a wide variety of approved services into the centre, but also by spending time taking small groups of children to our parks and shops.

Children learn to become responsible community members as well as developing an ownership of their community and the spaces available to them.

Family Coordinator

Laurie who works at our front desk is there to help you answer your questions solve any issues and be an all round support for families meaning nobody ever goes unheard in our centre,

Parent Involvement:

Parents are welcome in our Centre at all times. We aim to have a very warm, friendly and responsive environment, and hope that you feel comfortable to stay and chat, read our messages and programs, ask us about any concerns or queries, and to get to know other families as well.

To this end we plan both formal events (Parent Nights, Parent Education programs, etc) and informal events (family picnics, Mother's Day and Father's Day events, Carols Night, etc) throughout the year.

Orientation:

HV Academy provides a supportive orientation process for families, prior to your child's commencement. We highly recommend that children and families visit for two free orientation sessions. Allowing both children and families to explore the environment, meet educators, ask questions and get familiar with the daily routines. A comprehensive Parent Information Booklet is given to parents when enrolling.

The Centre has a private family room for parents to relax, read our policy manual and speak privately with our staff whilst getting up and down to watch their children play and settle in, through our large classroom windows.

Fees and Charges:**Daily Fees**

These are the base fees and do not take into account your families eligibility to CCB and CCR rebates from the Family assistance office. Please see our website for helpful links and more information.

Infants Area:

\$98.00 African Cubs and Underwater World

Toddler Area:

\$94.00 Moonwalkers and Jungle Zone

Preschool Area:

\$91.00 Playmates and Prep

All families must sign a Direct Debit form that will deduct fees from your account fortnightly in advance.

The Centre closes for up to two weeks at Christmas. You do not pay fees for this two weeks.

Inclusive Services Provided

- All meals, snacks, fruit,
- Nappies,
- Sleeping sheets.
- Sunscreen
- Children's portfolios

Bond and Admin fees:

A once off enrolment administration fee of \$50 is payable to secure your child's position.

There is a \$150.00 bond payable on positions (in addition to the *Administration Fee* above)

Our Classroom:

Each of our classrooms are individually themed, creating a unique world in which our children are able to explore and learn. Rooms are divided according to six age appropriate groupings to ensure that experiences are targeted, meaningful and safe. There are also three individual adventure playgrounds which are designed around age specific needs.

Health and Safety

We have a strong commitment to the Health and Safety of, children, families, visitors and staff. All staff are trained in First Aid, Evacuation and Emergency Procedures.

The Centre is monitored with state of the art security system. Each family is allocated a unique code to ensure we have complete control over who has entry to our centre and when.

Staff and children who are infectious or who are not well enough to be able to cope with the normal activities of the day should not attend the Centre.

Behaviour Guidance

Our guidance policy is based on a positive approach, that supports a child's self esteem. Educators work in conjunction with children and their families to provide positive techniques of modelling, guidance, re-direction and reinforcement. We aim to develop mutual respect and teach children self discipline and acceptable behaviour.

Home Cooked Meals

Our in house chef provides food that is nutritious, varied and appropriate to children's age and stage. Food is varied, offered at frequent intervals, and be adequate in quantity. We also aim to support and provide adequately for children with food allergies, dietary requirements and restrictions and specific cultural and religious practices. This dietary information will also be provided to families so they can plan healthy home meals for their child.

Our specialised dining room for children ensures that mealtimes are relaxed and positive experiences. Educators use these time to chat with children and gain insight into their personalities and preferences. Mealtimes are the cornerstone to forming positive relationships with children.

We thank you for your interest in Hunter valley Alphabet Academy, be sure to visit our website for loads more information and we look forward to seeing you soon.