

Getting involved

You can get involved in our centre in many ways. If you are interested in helping to make decisions about how the Centre operates you might choose to join the Partnership Group. Volunteer programs are also available if you are interested in a hands-on role in the centres daily operations. Volunteering will help you gain valuable skills that could provide potential training and employment opportunities. Parents are always welcome to help with parent groups, cooking or craft activities or at centre events like working bees.

Security

Evacuation and Emergency procedures are displayed on the noticeboard at Reception.

- Doors leading outside from the community and crèche room will not open from the outside, unless keyed open from the inside first.
- To hold doors open secure latch to outside wall.
- Outside gate onto school oval is the Centre fire exit.
- As you leave please check that doors are locked and lights are out. Turn snib on community and crèche room doors to locked position.
- The centre operating hours are 8:30 am - 4:30 pm. The doors will remain locked outside these hours.



**TRINITY GARDENS CHILDREN'S CENTRE
160 PORTRUSH RD
TRINITY GARDENS SA 5068
PHONE: 8333 2557**



Welcome to Trinity Gardens Children's Centre

Parent information Booklet



Welcome to Trinity Gardens Children's Centre
the following information may help you when
accessing the Centre.

Evacuation and Emergency procedures are displayed on the noticeboard at Reception.

Children's Centres for Early Childhood Development and Parenting bring together care, education, health, community development activities and family services for families and their young children from birth to eight years of age. Children's Centres help parents and children to get the support they need, when they need it, within their own community. Each Children's Centre is tailored to meet the needs of the local community.

The Trinity Gardens Children's Centre is located on the Trinity Gardens School site overlooking a large grassed oval and up to the Adelaide Hills. The new purpose built building has spaces for children and parents. The Centre has play, learning and meeting spaces including its own outdoor learning area. It is flooded with natural light and fresh air.

At the Trinity Gardens Children's Centre, qualified early childhood staff work together with families, to provide quality learning programs and care to support children's development, health, education and well-being.

The Centre aims to be a friendly place for families to meet, learn more about parenting, gain advice and information on health, personal and family support.

There is a strong connection between the Children's Centre and the school. This makes transition from the Centre, to the school much easier for both parents and children. The school Principal and the Centre Director have a close working relationship and share a common commitment to children and their families.

Contacts

- The direct line to the Centre is 8333 2557.
- Alternative contact is the school phone number 8431 4170 option 2 for the ELC
- Staff members are Heather - Director
Emma - Reception

Programmes

The Children's Centre offers a variety of programmes for both adults and children. A programme of activities is available from the reception desk. The preschool programme runs from the Early Learning Centre located on the other side on the school grounds.

Occasional Care

Occasional Care provides 'now and then' child care to enable parents/caregivers to participate in activities, fulfil work commitments, keep appointments, or have a break from their child/ren on an occasional basis rather than as a regular booking in a long day care centre.

The Centre offers one session of Occasional care on Thursday mornings from 8.45 to 11:30am. Led by a qualified staff member, the team offers a high quality play-based program. Occasional Care is provided on a sessional basis and is booked one session in advance, with a small number of places retained for emergency care on the day. Children who do not access any other early childhood facility are eligible to access the program.



Health

- First aid cabinet is located in the children's bathroom
- Extra toilet paper is located in the cupboard in the disabled toilet.
- Nappy change facility in the children's and disabled toilets.
- The centre is allergy aware and parents are encouraged to talk with staff about their child's individual needs and about foods provided for the child whilst at the centre.



Wellbeing

- Air conditioning will be turned on by Centre staff. If it is too hot or too cold please ask staff to make adjustments.
- To use zip tap hold safety button in and push down hot water lever. If zip tap is not working a kettle is in the cupboard.
- Flip tables and chairs are stored in the consulting room.
- The centre has an 'Anti-bullying policy'

Respect

- Please return inside toys to cabinets and shelves.
- Outside toys to be returned to the shed, key available from reception.
- If you do not know where something lives place it on the bench in the crèche room.