



Welcome to the Koala Room – 2021

We welcome you and your little one to our centre family and the Koala room. We hope that this letter outlines everything you need to know for a seamless settling in period.

Your Child's Bag – just a small bag containing 2 sets of weather appropriate spare clothes, a wide brimmed hat, any special attachment item (e.g. dummy, teddy, rug etc) and a water cup/bottle is needed every day. Please name every item you bring to the centre. Your child's water bottle/cup needs to be taken home for correct cleaning each day. Remember, our Koala room can be a messy place at times so dress your child in clothes that can get dirty!

Expressed Breast Milk/Formula – All bottles are to be named and placed in the named basket, on the shelf as you enter the room. Formula needs to be made up fresh, so please bring the premeasured formula powder in a named container separate to a named bottle of measured water. If you are supplying expressed breast milk, please place it directly in the fridge located in the main centre kitchen. Expressed breast milk must be clearly named and show the date it was expressed.

Sunscreen & Nappy Cream (non-prescription) – Our centre provides sunscreen for children's use each day however if you have a preferred brand please supply at the beginning of the year. Please supply a named container of your preferred nappy cream. Sunscreen and nappy cream must be supplied in the original container and clearly named. As your supply dwindles, our staff will let you know so that you can purchase some more.

Nappies – Nappies are supplied for the Koala room children as part of our service.

Cot Sheet Set – Please send in one set of cot sized sheets on the first day of attendance each week. These sheets need to be named and stored in a drawstring bag or a pillowcase to ensure they remain hygienic. At the end of your child's week, please take these sheets home again for washing and return the following week.

Your Child's Learning Journey – Every day we collect lots of information about your child that you can access. We write down how well (or not!) they ate and how long they slept for (even if they just rested!). We have many ways in which we document your child's learning journey including project work, floorbooks and room displays. We use photography a lot - a picture really does paint a thousand words! Our online documentation and communication tool, Storypark, allows families to access their child's learning journey in real time.

Arrival Time - It is preferred that your child has arrived at the centre by 9 am to ensure they have access to the full program we offer.