

LAC 2024

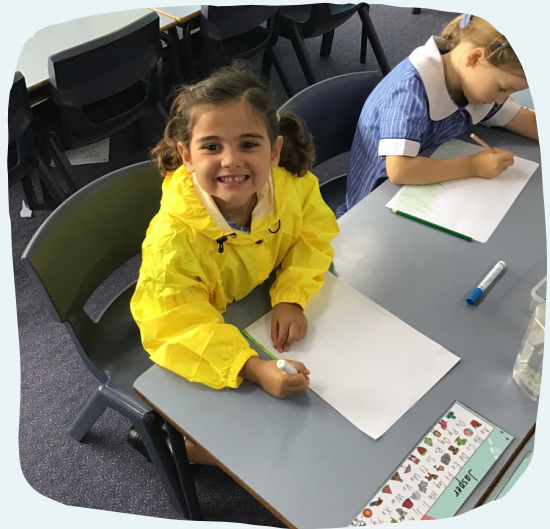
Welcome to LAC!

We are so excited to meet you on your first day! Before you arrive we thought we'd introduce ourselves and provide you with some important information about our centre



In this pack...

- ★ Who we are
- ★ Director letter
- ★ Centre Information
- ★ Frequently Asked Questions
- ★ Kindy Program
- ★ Routine
- ★ Food at LAC
- ★ Finding Us!



Statement of Philosophy



Lindfield Activity Centre is an Out of School Hours Care Centre, that strives to cater to the needs of the Lindfield Public School community. Our aim as a not-for-profit organisation is to provide accessible and affordable quality care in a welcoming and nurturing environment. This is achieved through an inclusive child-centered program, quality staffing and the promotion of healthy lifestyle choices.

We believe that the children who attend our centre should create a program that reflects their diverse interests. We value play-based learning and the opportunity it creates for children to explore, experiment, and engage with one another in our environments. Our hope is that through our program we can acknowledge our children's ideas, whilst utilising the knowledge of our Educators to create moments of intentional and spontaneous learning.

LAC strives for the inclusion of all children who attend our service. We understand that each child has differing needs and that everyone develops in different ways. We are committed to supporting all children to access opportunities regardless of their diverse circumstances and abilities.

At LAC we recognise the importance of establishing healthy lifestyle choices with children from a young age. We understand that this is crucial to developing a strong sense of wellbeing and confident identities. We aim to establish this through healthy eating, hygiene modelling and providing ample opportunities for active play. We aim to empower children to cook, prepare and serve their own meals. This provides opportunities for intentionality while cooking to talk about healthy food choices and hygienic practice.

As a community centered service, we recognise that every child's sense of being and belonging is shaped by their family's culture and the diversity within our community. Therefore, we encourage families to be involved in ongoing programming and evaluating. We also strive to be active participants within our community by networking with other OSHC services, utilising professional learning and support networks.



Message from the Director

Shannon McCarthy

Dear Parents,

I would like to take the opportunity to welcome all new families to Lindfield Activity Centre or as we like to call it, LAC!!! We can't wait to begin the journey with you all.

I am the Centre Director and i have been in Childcare for over 25 years, we have a great team of Educator's with a range of experiences and knowledge, but what we mostly have, is a team of enthusiastic Educators who are excited to be working with your children.

There's lots of information on our website and if you can't find what you are looking for, please email me on lacentre@outlook.com and i can answer it for you. We also have a Child Input form on our website, please fill it in and send it back so we know exactly what your child loves doing.

We send out Termly newsletters but i also send out emails to families with regards to important dates, especially Vacation Care and when to begin booking in. The best form of communication is via our email if you need us to answer something.

With our new Kindy families beginning, we drop off and pick up the Kindy children at their classrooms. We also spend a lot of time getting to know what they like and who they are as people, making new friends and getting to know the routine here at LAC. This continues until we feel we can change our routine.

We are always here to work with and assist any family with questions, queries and any feedback is always welcome. We also have Committee Meetings once a term so please look out for any emails regarding this throughout the year.

CENTRE INFORMATION

HOURS OF OPERATION

AM: 7:15am - 9:00am

PM: 3:00pm - 6:00pm

VACATION CARE:

7:15am - 6:00pm



Service Name: Lindfield Activity Centre
Approved Provider: Lindfield Out of Hours Care
Centre Inc

Provider Number: PR-00007818

Service Approval Number: SE-00013516

Nominated Supervisor: Shannon McCarthy

Complaints are to be addressed to:

Shannon McCarthy

0427911657

lacentre@outlook.com

FREQUENTLY ASKED QUESTIONS

What time can I drop off my child in the morning?

You can drop off your child any time between 7:15 and 8:30 in the morning. From 8:30 onwards, school grounds are supervised, therefore they can go straight to school.

What time do I pick my child up in the afternoon?

You can pick your child up any time after 3pm and before 6pm

What do I do if my child is going to be absent from LAC?

Login to Becklyn and mark them as absent. This must be done before 12pm on the business day prior. If you miss this cut off, please call or email the centre to let us know!

Do LAC take children to their after school lessons?

Yes! You will need to download an extra curricular permission form from our website and fill it in. Then email it to the centre, and we will have an educator take your child to and from their lesson

I cant remember my Becklyn login

No worries, just email the centre and we will send you an email with your details!

KINDY PROGRAM

LAC has created a specialised kindy program that runs for the first term of the year to allow the incoming Kindergarten children to feel supported through the transition to school. The program occurs in the 'Kindy Room' that is designed to give the kindy children a calm and structured environment that is targeted at their developmental level allowing them to flourish at LAC. The program focuses on creating intra-year friendships, and developing social skills and cognitive development through story circles and crafts.

KINDY PROGRAM EXAMPLE

Lindfield Activity Centre Kindy Program

Term 1: Adventures

Week 1: Under the Sea

[Suggestion Form](#), [Interest and follow up](#), [Weekly Theme](#), [Calendar](#), [MTOPI Outcome](#), [SL Student Lead](#)

Special Days:

	MONDAY 7th	TUESDAY 8th	WEDNESDAY 9th	THURSDAY 10th	FRIDAY 11th
Story Time	'Jolly Olly Octopus' 1.1, 2.4, 3.1, 5.2	'Alien Tea on Planet Zum Zee' 1.1, 2.4, 3.1, 5.2	'Bumpus Jumpus Dinosaurumpus' 1.1, 2.4, 3.1, 5.2	'Down By The Cool Of The Pool' 1.1, 2.4, 3.1, 5.2	'Ants In Your Pants!' 1.1, 2.4, 3.1, 5.2
Group Game	The Name Game 5.1, 1.3, 1.4, 2.2	Bingo 5.1, 1.3, 1.4	What's the Time Mr Wolf? 5.1, 1.3, 1.4	Duck Duck Goose 5.1, 1.3, 1.4	Musical Statues 5.1, 1.3, 1.4, 3.1
Today's Activity	Lindfield Lion Craft 2.1, 3.1	Playdoh 1.4, 4.1, 5.1	Pasta Necklaces 1.4, 4.1, 5.1	Tissue Paper Butterflies 1.4, 4.1, 5.1	Hand Painting 1.4, 4.1, 5.1
Other Play Experiences	Colouring In Sheets 1.2, 3.1, 4.1	Bubbles 1.2, 3.1, 4.1	Pirate Floor Puzzle 5.1, 1.3, 1.4	Wooden Building Blocks 1.4, 4.1, 5.1	Hama Beads 1.4, 4.1, 5.1

LAC ROUTINE

Morning Routine

7:15am - LAC OPENS

Responsible Person (RP) will mark the children's names off on arrival

7:15am - 8:15am - Breakfast Serviced

(Cereal, Toast, Fruit)

7:15am - 8:30am Free Play/Outside Games

The children have access to toys, books and games for the duration of the morning.

8:30am-8:45am - Time for School!

The RP checks the children's names off as they go up to school.

Afternoon Routine

3:00pm - LAC OPENS

The children line up outside the centre, walking in as the RP marks their name off the roll.

3:00pm-3:20pm - Afternoon Snack and Meetings

The children have the option of an afternoon snack and some fruit, whilst sitting on the mat with their year level having a meeting about the activities of the afternoon.

3:20pm-5:00pm - Activities

Educators run and supervisor a range of activities and sports guided by the 'My Time Our Place' Framework.

5:00pm - Pack Up Time and Meeting

The children clean up their activities, sit on the mat for a centre meeting and enjoy a late afternoon snack.

5:15pm - 6:00pm - Free Play/Quiet Activities

6:00pm - LAC CLOSSES

FOOD AT LAC!



Lindfield Activity Centre Menu



Fruit, veggies and water are available at all times

Term 1 Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cereal, Toast & Spreads Yogurt	Cereal, Toast & Spreads English Muffins Defrost Bread	Cereal, Toast & Spreads Baked Beans	Cereal, Toast & Spreads Porridge	Cereal, Toast & Spreads Milo Defrost pastry
Afternoon Tea	Spaghetti Bolognese	Teriyaki Chicken and Rice	Pita Pizza	Napoletana Pasta	Spinach and Feta Turnovers
Late Snack	<u>Saos</u> with Spreads	Berry Muffins	Homemade <u>Museli</u> and Yoghurt	Cruskits with spreads	Honey Joys

■ = Vegetarian Option ■ = Preparation ■ = Activity with Children

At Lindfield Activity Centre the children will enjoy healthy, wholesome meals catering to all individual needs and diets.

At LAC, we strive to provide the children with delicious and nutritious food that fuels them for development and growth.

The LAC menu takes into consideration all allergens and dietary requirements to create an inclusive menu for all the children to be able to enjoy a meal together.

Throughout the program the children are encouraged to participate in the preparation of food, teaching them the importance of independence, hygiene and kindness.

Additionally, the children learn the elements of growing their own food with the veggie patch and fruit trees around the centre. LAC follows the Australian food standards to stay up to date on the requirements of nutrition for children to ensure we are providing the best options for the children's growth.

FINDING US!

Address: 218 Pacific Hwy, Lindfield 2070

We are located within the school grounds of Lindfield Public School. For drop off and pick up we ask that you enter through the Grosvenor Rd staff car park footpath entrance. (Driveway opposite to 8 Grosvenor Rd).

Please do not park in the staff car park after 7:30am and before 4:30pm. Parking on Grosvenor Rd is available.

A member of staff will be at the gate to welcome your child into the centre and sign them in and out. You do not need to sign your own child in or out.



Grosvenor Rd
zebra crossing



**We can't wait to
meet you!
See you soon...**

**If you have any questions or queries, please
contact Shannon and the LAC team**

PH: 0427 911 657

lacentre@outlook.com