



Biala Peninsula

PARENT INFORMATION BOOKLET 2011

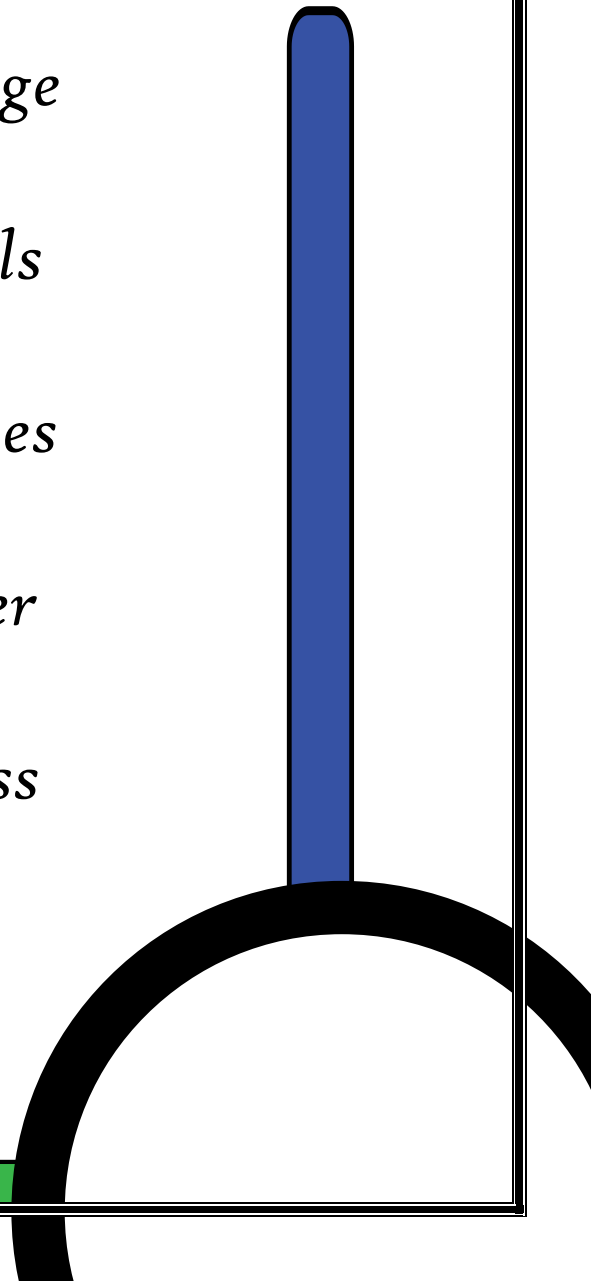
*B*uilding Knowledge

*I*ndependence Skills

*A*ffirming Abilities

*L*earning Together

*A*chieving Success



TERM DATES 2011

Staff returns:	Monday 31st January onwards
Children's Programs:	Week beginning....Monday 7th February
Term One ends :	Friday 8th April
Term Two starts:	Wednesday 27th April – all staff return Week (1) 25 – 29th April = Staff meetings, planning time & staff training days NO CHILDREN'S SESSIONS
Term Two ends:	Last day.....Friday 1st July
Term Three starts:	Monday 19th July– all staff return Week (1) 19 – 26 July = Staff meetings, planning time & staff training days NO CHILDREN'S SESSIONS
Term Three ends:	Last day....Friday 23rd September
Term Four starts:	Monday 4th October Week (1) 10 – 14 October = Staff meetings, planning time & staff training week NO CHILDREN'S SESSIONS
Term Four ends:	Last day...Thursday 22 December

Public Holidays: Monday 14th March– LABOUR DAY
Friday 2nd April – GOOD FRIDAY (in school Holidays)
Monday 25th April – Easter Monday & ANZAC Day
Tuesday 26th – Public Holiday in lieu of ANZAC Day
Monday 13th June-Queen's Birthday
Tuesday 1st Nov-Melbourne Cup Day

HOURS OF OPERATION: The Mornington Centre is open 9.00 to 4.45pm Monday to Friday in term time and has reduced service hours during school holidays.

CONTACT DETAILS:

MANAGER – MARLENE FOX
manager@bialapeninsula.org.au

ADMINISTRATION ALL OTHER STAFF
admin@bialapeninsula.org.au Or staff@bialapeninsula.org.au
P.O. Box 172 Mornington. 3931 Ph: 5975 1820 Fax: 5975 1187
WEBSITE: www.bialapeninsula.org.au

BIALA PENINSULA IS AN EARLY CHILDHOOD INTERVENTION SERVICE (ECIS)

The main goal of early childhood intervention is to work closely with the family, developing and providing information, skills and support to meet their child's needs.

The Biala Peninsula staff team comprises of: a full time manager and a team of 20+ part time staff which include: Co-ordinator family service and support, counsellor, early intervention & early childhood intervention teachers, occupational therapists, music therapist, senior consultant psychologist, physiotherapist, program assistant, speech pathologists and an administration team and all work in partnership with the families to ensure the best possible service can be provided within the funding restraints for all children and their families who identify their areas of concern and their developmental goals for their children.

The specialist therapy and educational staff develop a family service and support plan – FSSP – in partnership with parents using the family's goals for their children and then develop a program for their child and work together with the family to provide support and information for the family and for those others in the community working with the children.

All children have a family service & support plan (FSSP) developed on entry to Biala Peninsula with input from families & each child is allocated a 'key worker' who is the initial point of contact within the Biala Peninsula service. The FSSP is reviewed with parents every 6 months.

At Biala Peninsula we consider families to be an integral part of the program.

Through our relationships with families it is our aim:

- to build partnerships with families
- to work together in identifying family's needs and concerns for their children
- for families to be a very important part of the decision making processes for their child.

Early childhood intervention involves the specialist staff planning and implementing the child's individual program, within the group and/or in a natural play environment and/or in the home and community environment.

At Biala Peninsula our programs focus on:

- Social interaction and appropriate play
- Joint attention and relationship development
- Self-help/tasks of everyday life
- Communication and language skills
- Sensory activities
- Fine and Gross motor skills
- Small group activities to develop peer interaction skills
- Larger group tasks to give children experience in Biala's social environment
- Using routines and predictability to ensure consistency through the use of visual supports
- Support, advice and collaboration with universal settings that child attends such as child care & kindergarten
- Providing support and information for families
- Assisting families to link into community services and settings and access available, relevant support

Parents are encouraged to attend any of the child's group sessions as part of the program , to observe the strategies being demonstrated by the staff, to be a part of their child's learning, to participate in parent-to-parent support and information sessions and to implement these strategies both at home and in the community.

As part of the children's Program – visits and strategies are undertaken in the child's community settings with support provided to the staff in these settings (e.g. Child Care, Family Day Care, and Kindergarten) and there is a home/community based Program option also available to families who are unable to access programs with a group component.

Biala Peninsula is open 50 weeks of the year and programs are designed and implemented on a term by term basis with additional optional holiday programs offered in the term holidays.

FAMILY – CENTRED PRACTICE

At Biala Peninsula we consider families to be a very important part of the program.

We recognise that:

- Parents have the most knowledge of their child's development from birth.
- Parents have the most powerful influence on a child's development, especially in the first three years.
- Parents have the knowledge of the family's circumstances affecting the child.
- Parents can supply information about the child's behaviour.

Therefore at Biala Peninsula we work closely with families recognising:

- That all families are different and that parents may have different priorities for their children.
- That each family has their own values and experiences.

At Biala Peninsula we work together with families developing relationships in which:

- The child has experienced staff working together on their behalf.
- Professionals view the whole child and offer experiences & strategies that reflect the parent's goals and wishes.

At Biala Peninsula we encourage parents to become involved and participate in their child's group programs, which:

- Enables parents to feel connected and to develop friendships with others in their local community.
- Empower parents
- Provide opportunities to share information and resources
- Raise awareness and understanding and promote acceptance and support for families who have a child with additional needs.

The family is at the centre of the practice of early childhood intervention, with a focus on developing programs reflecting the family's goals and needs.

In family-centered practice, the main aim is to build upon the already developed set of skills, strengths, and abilities of the families.

Specialist staff work in partnership with the families, working together to develop the program that is the best for the family and the child.

In family-centered practice, families are actively involved in the decision making, and in the sharing of ideas and information and in providing advice to the staff, as Biala recognise that parents know their children extremely well and therefore have information to share.

COMMITTEE OF MANAGEMENT

Biala Peninsula is managed by a Committee of Management (COM), who are the employer & the licensee of the service.

This Committee is responsible for the licensee requirements (Biala Peninsula is a licensed children's service under the Children's Services Regulations) and the financial management at Biala Peninsula. Both parent and community representatives comprise the Committee's membership with the Manager as part of the COM and with a rotating representative position for a Biala staff member (ex-officio). The COM meet monthly where all correspondence is tabled, Manager's report & a treasurer's report are presented, and other sub-committee reports are tabled.

Parents and families are encouraged to be involved at this level so that Biala Peninsula reflects what all families want from their Early Childhood Intervention Program. If you wish to participate please contact Manager (Marlene Fox) for further information. The Biala Peninsula AGM is in September each year and all families are invited to attend this event.

Biala Peninsula 2010/11 COMMITTEE

President: Anne McCoy

Secretary: Ethel Ryan

Treasurer: Jan Jones

Vice President: Janet Hough

General Committee/community representatives:

1. Kathryn McKinnis
2. Kerrie Devir
3. Deanna McKeon
4. Dr Marlise Tilders

Parent Representative:

1. Lisa Guest
2. VACANT

Manager:

Marlene Fox

Staff representative:

Rotating member.

STAFF DESCRIPTIONS

Co-Coordinator Family Service & Support:

The Co-ordinator Family Service & support makes the initial contact with the family and arranges access to Biala Peninsula ECIS and completes the initial FSSP prior to commencement in the service.

Early Intervention Teacher & Early Childhood Intervention Teacher:

The early intervention teacher, together with families, plans a specific learning program based on their child's individual needs, and monitors a child's developmental progress. Programs are aimed at developing skills and strategies both at Biala, at home and in their community settings such as Child Care and kindergarten.

Occupational Therapist:

The occupational therapist works with families to implement strategies that increase a child's independence in everyday activities such as self-care. They create a program focusing on developing a child's fine motor, gross motor, and visual perception skills.

Psychologist:

The psychologist works with families, identifying their child's cognitive, developmental, and behavioural needs. The psychologist offers strategies to promote the child's emotional and social development.

Physiotherapist:

The physiotherapist works with families developing strategies to support their child's skill development in the areas of movement, posture, and balance. Programs are developed focusing on developing a child's gross motor skills.

Speech Pathologist:

The speech pathologist works with families to develop their child's communication skills. The speech pathologist introduces a range of strategies to promote language and social skills. Pre-language and social skills are an important focus in early childhood intervention.

Music Therapist:

The Music Therapist is an allied health professional who works to meet a wide range of goals in the areas of communication, physical, cognitive, and emotional functioning and development. They are skilled musicians with special training in using a range of musical interventions and relating these interventions to individual needs, including developmental needs.

Program Assistant:

The program assistant provides support to the teaching and therapy staff, working in the children's group program and assists with preparation of resources and materials.

Although the specialist staff members have specific knowledge in their particular field, all specialist staff at Biala Peninsula works closely together in a team, addressing the family's needs and goals for their child.

Supporting children in universal settings such as child care & kindergarten is an important component of the work of all Biala Peninsula staff.

Staff can also assist parents to access universal services in the community and additional support for children with additional needs such as the ECIS Extra packages, the KISS program for funded 4 year old kindergarten & IS funding in Commonwealth funded programs such as Family Day Care & Child Care.

Staff can assist with the transition to school as they exit the Biala Peninsula service.

BIALA PENINSULA 2011 STAFF LIST

MARLENE FOX – MANAGER- full time

Angela Russo – Occupational Therapist & counsellor – part time

Cathy Ray – Early Intervention Teacher – part time

Daphne Fergusson – Early Intervention Teacher – part time

Heidi McCormack – Speech Pathologist – part time

Jane Unwin – Physiotherapist – part time

Jacqui Zuidema – Early Childhood Intervention Teacher – part time

Kylie Blair – Speech Pathologist – part time

Leanne Bartle – Administration - part time

Leanne De Groot – Occupational Therapist – part time

Leanne Falvo – Administration – part time

Leonie Fraser – Early Intervention Teacher – part time

Liat Sifris – Occupational Therapist – part time

Margaret Harris – Coordinator Family Services & Support – part time

Mary Rainey Perry – Music Therapist – part time

Nola Harrison – Psychologist – part time

Rebecca Gourlay – trainee program assistant – part time

Stephanie Derix – Occupational Therapist – part time

Tracey Ayton – Speech Pathologist – part time

We also have a wonderful volunteer team at Biala Peninsula who assist us in many ways:

- *Preparing resources
- * Assisting in the children's programs – helping staff, working under direction with the children, cleaning and setting up/packing up play spaces and preparing resources.
- * Assisting with fund raising
- * Undertaking maintenance tasks
- * Organising & participating in working bees
- * Managing the service as committee members

We are also a placement of choice for many students:

Biala Peninsula supervises students on work/training placement for short or extended periods during the year. Students are in our programs from courses such as– early childhood teaching, child care, maternal & child health nursing, paediatrics - medicine, physiotherapy, occupational therapy, disability studies, office administration, and secondary school work experience and community service programs.

Placements can vary from 1 – 3 day observation visits to 10 weeks full time over a term.

PROGRAM OPTIONS AT BIALA PENINSULA FOR 2011

'LEARNING THROUGH PLAY'

MONDAY MORNING AT MORNINGTON
18 MONTHS - 3'S

'SING PLAY AND LEARN'

TUESDAY MORNING AT MORNINGTON
3'S

'BIALA@FRANKSTON'

WEDNESDAY MORNING & AFTERNOON AT LEWIS ST
FAMILY & CHILDREN'S SERVICES, LEWIS STREET, FRANKSTON
3 – 5'S

'BABIES ON THE MOVE'

WEDNESDAY MORNING AT MORNINGTON
BIRTH TO 18 MONTHS

'BIALA@HASTINGS'

WEDNESDAY MORNING AT HASTINGS PENINSULA HEALTH SERVICE
3 -5'S

'ROSEBUD INCLUSIVE KINDERGARTEN PROGRAM' Tuesday & Thursday (Biala Support AM Thursday)

6 of the 25 children enrolled in the centre in B group will be from Biala Peninsula, with the remainder of children coming from the local community. The Biala Peninsula ECIS program will be offered within the mainstream kindergarten program with support from a Speech Pathologist and Occupational Therapist and a rotating team of visiting Biala staff - Psychologist, Physiotherapist, Music Therapist, & specialist EI teacher.

'BIALA @ ROSEBUD'

THURSDAY AFTERNOON AT ROSEBUD COMMUNITY HOUSE
3 -5'S

'READY SET GO'

THURSDAY MORNING & AFTERNOON AT MORNINGTON
4 - 5'S

'SENSORY LANGUAGE INTEGRATED PROGRAM – S.L.I.P.'

FRIDAY MORNING & AFTERNOON AT MORNINGTON
3 – 5 'S

'BIALA@FRANKSTON NORTH – PLAY PARTNERS'

ST ANTHONY'S SCHOOL FRANKSTON NORTH
2 – 5'S

A mixed age program with a small number of spaces for community children to also attend

'BIALA OUT AND ABOUT'

INDIVIDUAL, FLEXIBLE, COMMUNITY BASED
ALL AGES

A flexible program for children and families who may not have transport or may not wish to attend a centre-based group, with services offered at home &/or consultation in universal services such as child care and kindergarten.

**ADDITIONAL PROGRAM OPTIONS AT BIALA PENINSULA
FOR 2011**

'MUSIC THERAPY'

INDIVIDUAL SESSIONS – TUESDAYS

Individual music sessions are available on Thursdays at the Mornington venue and are an option for any child enrolled with Biala Peninsula. A block of individual sessions (max. one term initially) can be organised.

Please discuss the music therapy program with our music therapist or the Biala staff who work with your child.

This program is made possible by funding from Foundation 59

'HOLIDAY RESPITE AND FUN PROGRAMS'

SCHOOL TERM HOLIDAYS

Biala Peninsula develops and offers short term holiday programs in the term school holidays. A flyer advertising holiday programs is provided to all Biala Peninsula families during the term and places must be booked and paid for in advance. Programs are offered over 1, 2 or 3 days and can be – respite and care days, music program, social skills, language and play days.

'COUNSELLING SERVICE'

FAMILY SUPPORT

A counselling service for families in need is available to Biala Peninsula parents and provided by a qualified and experienced in-house staff member. Access is by referral and discussion with your Biala staff team members/key worker.

This new program is made possible by funding from Foundation 59.

'HELPING CHILDREN WITH AUTISM PACKAGES'

Biala Peninsula is an approved provider for the Helping Children with Autism Provider Panel – funding provided by the Commonwealth government to eligible children.

Children who have been approved as eligible to receive the Commonwealth funding packages provided by FachSIA can purchase additional Autism specific services at Biala Peninsula from the range of services approved.

For additional information contact Autism Victoria who are managing the Autisms Advisor component of the program and who are responsible for approving families for funding.

Information is available on the helping Children with Autism section of the FachSIA website and the Autisms Victoria website.

Links to relevant services and websites is provided on the Biala Peninsula website – www.bialapeninsula.org.au

Eligible children with an ASDF diagnosis who are current Biala Peninsula clients, past Biala Peninsula clients, those receiving services from other agencies, children on the waiting list for ECIS services and children in prep grade at local schools can all chose to purchase autism services from us at Biala Peninsula.

In the first instance, please contact manager Marlene Fox for more information and to discuss options.

ABOUT OUR SERVICE - DID YOU KNOW??

- Biala Peninsula has 117 funded places for children from birth to school age who live in the Frankston City Council or Mornington Peninsula Shire Council area.
- WE MAINTAIN 100% CAPACITY AT ALL TIME and have a continuous intake system with children joining us during the year as vacancies arise.
- At the beginning of 2011 we will have at least 40+ new children joining us that number of children moved off to school for this year and out of our ECIS service.
- Funding for the 117 places is provided by the Department of Education and Early Childhood Development (DEECD).
- Your child/children can change their program option if family or children's need change AT ANY TIME during their time at Biala – please contact the Manager = Marlene Fox or Co-ordinator Family Service and Support = Margaret Harris to discuss.

- Programs, locations and service design are continually reviewed in relation to the changing population of children who attend or seek services at Biala Peninsula.
- Some programs are targeted at specific age groups some at specific types of need.
- It is your decision in partnership with staff about the best option for you and your child to receive a service from the options available.
- The small quarterly fees allow us to extend on and enhance the type and amount of service we can provide.

FEES

Annual fee = \$400 for a full year.

Discount = A 10% discount is applicable for all fees paid in full by end of February (i.e. full years fee = \$400 – with discount = \$360).

The discount also applies if a full year's payment is made when the child commences at Biala Peninsula (if this is after the start of the year).

Alternatively, fees can be paid on a Quarterly basis = \$100 per child per quarter (with no discount applicable.)

Pro Rata fees will be charged for children commencing during the year/term.

There is a discount for twins or 2 or more children from the one family (1st child \$100 per quarter and second &/or third child \$50 per quarter)

Holiday Programs = a small additional charge depending on program, payable prior to confirm a place in the program.

Fees can be paid on an instalment plan during the term – please speak to the Manager.

Fees charged by Biala Peninsula enable us to provide additional resources, materials, programs and staff hours to ensure a high standard of service which the government subsidy alone does not cover. We ask all parents to support the program by payment of fees.

OTHER INFORMATION FOR FAMILIES

PARENT ROOM

A parent room is located within the Elizabeth Street Mornington building. This area has a computer for parent use as well as resource materials that are available for all families.

BIALA PENINSULA NUT POLICY

We endeavour to minimise nut products within the centre for health and safety of children and adults attending. **Please do not bring nuts/peanut butter or any products containing nuts to any Biala Peninsula programs.**

CARER ALLOWANCE

Most families attending Biala should qualify for the non-means tested Carer Allowance from Centrelink.

Please ensure that staff know if you are in receipt of the allowance or if you require further information Please ring and speak with Margaret Harris – Co Coordinator of Family Service & Support.

PAPERWORK

PRIVACY PRINCIPLES

In 2001, the Commonwealth and Victorian governments introduced legislation that deals with the manner in which public and private sector organisations may record, use, store, and disclose information, including health information, collected from individuals. Biala Peninsula is committed to upholding and implementing the Privacy Principles set out in that legislation. For further information, please refer to our Privacy Statement Brochure.

RECORDS

All children enrolled at Biala Peninsula must have a completed enrolment form.

It is essential that our records are kept up to date so please notify the office IMMEDIATELY of any change to:

- *Home address or phone numbers
- *Work address or phone numbers
- *Registered surname
- *Doctor's/Dentist's name or phone numbers
- *Emergency Contact details
- *Custody& access arrangements
- *Medical Conditions
- *Anaphylaxis or asthma management plans – **these are mandatory for any child with these conditions.**

NEWSLETTERS

A Parent Newsletter will be distributed to families 6 TIMES A YEAR – 1x TO WELCOME YOU TO THE YEAR, ONE IN EACH OF THE 4 TERMS & ONE TO FAREWELL THE YEAR.

These newsletters can also be accessed on our web site www.bialapeninsula.org.au.

SIGNING IN AND OUT

Parents are required to sign their child in on arrival and sign their child out on departure in the attendance record book– (this is a requirement of the Children’s Services Regulations.)

SPECIAL EVENTS

VARIETY CLUB EVENTS

During the year Biala Peninsula is offered FREE TICKETS TO DISTRIBUTE interested families to participate in various children’s events sponsored by the Variety Club of Victoria. Parents will be notified of events via the newsletter and information flyers and can be allocated tickets for family members (no limit on numbers). Eligible children can also attend the FREE Variety Club Christmas Party in the city in December.

SPECIAL EVENTS AT BIALA PENINSULA

Biala Peninsula participates in a number of local community events:

- **Children’s Week celebrations across the Peninsula**
- **Volunteers Week,**
- **Early Intervention Week**
- **Other special events for children and families**

Families will be kept up to date with events, services; programs etc. via newsletter and flyers and can visit the Biala Peninsula website or the parent room at any time for additional information.

FUNDRAISING

FUNDRAISING@BIALA

Biala Peninsula holds various **small** fundraising activities during the year such as

- Bunnings BBQ day – DATE FOR THIS YEAR – JULY
- An Easter Raffle
- A Christmas Raffle
- Chocolate sales at Mornington reception (or take a box to sell) – all year round
- Community Benefits Cards available for all families – ask at reception
- Shopping trolley tokens on sale at Mornington reception
- Mt Martha Lions Christmas Trailer Raffle – Nov & December

Details of these will be in each terms newsletter, if you are able to assist please do not hesitate to contact the office staff.

SEEKING ADDITIONAL FUNDING SUPPORT APPLYING FOR GRANTS

Manager Marlene Fox with support from the committee seeks out funding opportunities from local government grants, state and federal government grants and projects, philanthropic funds and grants, local community groups and individuals. Whilst this is a time consuming task, it allows the Biala Peninsula programs to provide resources, projects, equipment and innovative programs not funded by the State government funding allocation:

- offer additional services
- fund relevant parent and child projects
- purchase equipment
- upgrade facilities
- expand programs
- design and produce resources.

As an example, funding secured in late 2010 & early 2011 from the following sources is helping us expand and enhance our programs:

- Toni Kaye Foundation
- Foundation 59
- Mornington Peninsula Shire Council
- Frankston City Council
- Mt Martha Lions Club
- Church of Christ Op Shop
- Civic Bowls Club
- Community real Estate
- St Marks Men's Fellowship
- A & L Lammattino

ITEMS FOR SALE

Biala Peninsula stocks a range of specialty products for families and these can be purchased at anytime.

SCISSORS = Prices ranging from \$2.50 to \$13.00

Dual Hand
Spring
Speciality Training

MEAL TIME

Contoured Manoy Plate (Scoopy Plate)	\$21.00
Built up Fork /Spoon	\$ 6.00
Non Slip Mat	\$ 3.00
Doidy Cup	\$18.00

<u>WEE TARGET Assorted</u>	\$ 8.00
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<u>MOVE AND SIT CUSHION</u>	\$65.00
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<u>DISCO SIT CUSHION</u>	\$65.00
<u>CHEWY BRACELET</u>	\$15.00
<u>TRIPOD PENCIL GRIPS</u>	\$3.50
<u>ALERT WRISTBANDS (ASTHMA & ANAPHYLAXIS)</u>	\$5.00

PLEASE SPEAK WITH STAFF REGARDING ANY OF THE ABOVE ITEMS.
 ITEMS CAN BE ORDERED AND PAID FOR AT THE BIALA PENINSULA OFFICE
 PRICES ARE SUBJECT TO CHANGE

**WE WISH YOU A HAPPY AND BENEFICIAL TIME AT BIALA PENINSULA.
 WE ENDEAVOUR TO BE TRULY FAMILY - CENTRED IN OUR SERVICE PROVISION AND
 LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD IN PARTNERSHIP.**

Marlene Fox – Manager

***If in future you would like your correspondence in
 email format
 please either complete and return the slip below or
 email details to admin@bialapeninsula.org.au***

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Childs Name:.....

Email Address: