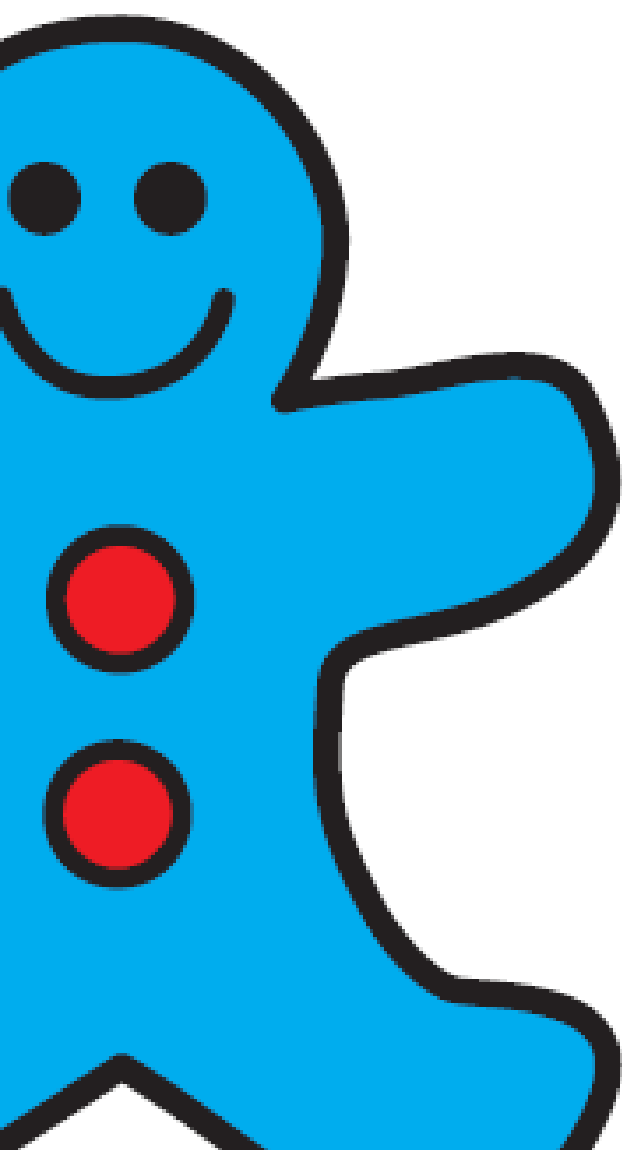




welcome

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**Point Cook
3+ Activity
Group**

tel: 9395 3777

e: admin@jamiesonwaycc.org.au

w: www.jamiesonwaycc.org.au

59 Jamieson Way Point Cook 3030

WELCOME

TO THE POINT COOK 3+ ACTIVITY GROUP – COOKIE KIDS



We look forward to developing a positive and trusting relationship with you to ensure your child enjoys their time at Cookie Kids.

Cookie Kids is registered with the Department of Education and Early Childhood Development (DEECD) as a Limited Service Type 2 and is required to run in accordance with the Victorian Children's Services Legislation, the Children's

Services Act 1996 (Victorian Act) and the Children's Services Regulations 2009 (Victorian Regulations) and other relevant legislative requirements. The centre complies with the Workplace Occupational Health and Safety Act and the Privacy Act.

Cookie Kids strives to provide a happy, safe, nurturing, stimulating and inclusive environment, where all children are valued and encouraged to grow, learn and develop at their own pace. We aim to nurture each child's unique personality and treat each child equally with the utmost respect and dignity. This is achieved through consistent, yet flexible routines; respectful care giving and environments that encourage every child to learn at their own pace and level.

THE FAMILY – "DEVELOPING PARTNERSHIPS WITH PARENTS"

We are committed to bringing together the child, the family and the centre in a co-operative and supportive partnership. We aim to ensure that the individual needs, interests, values and cultural background of each child is valued and respected within the programs. We have an "open door" policy in which family members are welcome and encouraged to visit and participate in the session. The centre is sensitive to cultural and social backgrounds and we encourage families to share aspects of their family life and culture with the centre where possible and appropriate.

Centre Management and Staff

Centre Manager

Melinda Collins 9395 3777 / 0432 213 306

Administration Co-ordinator

Cate Jones 9395 3777

Diploma Qualified Group Leaders/Educator and Certificate III trained Co-Educators are appointed in accordance with the current the Victorian Children's Services Legislation. All qualified staff are required to provide a copy of their qualifications, National Police Check, Working With Children Check and First Aid, Anaphylaxis and Asthma qualifications prior to employment.

The centre is managed by a Board of Management comprising of volunteers from the local community. The 3+ program was an initiative of the Board and staff to meet the needs of the growing Point Cook community.

The Board of Management aims to meet all the requirements of:

- Victorian Children’s Services Legislation
- Children’s Services Act 1996 (Victorian Act)
- Children’s Service Regulations 2009 (Victorian Regulations)
- The Australian Code of Ethics for Early Childhood
- Jamieson Way Community Centre Policy and Procedures Manual
- The Federal Disability Discrimination Act
- Health Records Act 2001
- Information Privacy Act 2000
- Victorian Early Years Learning and Development Framework
- The Early Years Learning Framework for Australia

Relief Staff

It is unavoidable that the centre from time to time will be required to employ staff from recruitment agencies to meet correct staff ratios. Relief staff may be employed at the centre for a single day or for several days or weeks.

Permanent staff are required to assist, guide and support relief staff to correctly perform their duties. The centre will attempt to keep a list of regular relief staff.

The 3 Year Old Program

Children learn at different rates, in different ways and at different times.

Program Influences and References: Emergent Curriculum, Victorian Early Years Learning and Development Framework (VEYLDF) and The Early Years Learning Framework for Australia – Belonging, Being and Becoming.

A program will be developed to extend your child’s learning through play and developing areas such as independence, communication, concentration and social skills. All staff will provide a positive environment which encourages children to be independent, to show initiative, self control and an inquiring mind. Simple concepts and skills such as learning to take turns share and co-operate with others and the development of independence skills are focused on in this age group.

The program caters to the social needs of this age group with an emphasis on a sense of belonging. A large variety of direct hands-on, natural and open-ended play experiences are included in the program. The children enjoy a large range of messy play activities to assist them to express their ideas and feelings such as water and sand play, painting, play-dough, along with drawing, dramatic play, outdoor play, stories, music and dancing. Simple small group time discussions and games are also introduced.

Cookie Kids programming is based on Emergent Curriculum following the VEYLDF and the belief that children learn best through play. Play provides endless opportunities for exploration, discovery, problem solving and engaging with people and the environment through meaningful, holistic and open ended experiences. Learning and development is fostered through children's strengths and interests and by supporting and scaffolding children's experiences. We aim to ensure the environment is inviting and aesthetically pleasing.

Positive attitudes of self-respect, initiative, collaboration, negotiation, cooperation and respect of others are promoted in the program.

The Victorian Early Years Learning and Development Framework

Identifies five Early Years Learning and Development Outcomes for all children:

- Children have a strong sense of identity (**identity**)
- Children are connected with and contribute to their world (**community**)
- Children have a strong sense of wellbeing (**wellbeing**)
- Children are confident and involved learners (**learning**)
- Children are effective communicators (**communication**)

Evidence of Learning and Observations

Learning stories (evidence of learning) can support staff to reflect, evaluate, plan for and extend the children's learning. They enrich the learning process for both individual and groups of children to support them to become "confident and involved learners". (*Early Years Learning Framework, 2009*).

What to Bring to a Session

Please label all containers and items with your child's name.

A healthy snack – the children are required to bring their own snack ie fruit / vegetable / other for each session (this will not be shared).

Water bottle (water is available at all times for the children)

Bag

Hat

Coat/ Beanie – weather permitting

Change of clothes – just in case

The centre will supply art smocks

Hand wipes / Tissues - We use antibacterial hand wipes and tissues for children and ask if each family could please donate a packet/box of each at the start of each term. Thank you.

At the Start

We recognise that:

- Some children will cope well with their introduction to 3 year old group, while others may find it more difficult.
- It is important that staff get to know the children and parents as quickly as possible.
- Parents are welcome to stay during the settling in period.

Background Information – getting to know your child

We ask all families to help us to get to know your child by completing the “About Me” information sheet for us – to be handed out the first week of Term 1 2013. This assists the staff when planning programs and will assist with settling in the children when they begin.

Session Times

**Monday: 1.30pm – 4.30pm
YELLOW GROUP**

**Thursday AM: 9.00am – 12.00pm
RED GROUP**

**Thursday PM: 1.30pm – 4.30pm
BLUE GROUP**

**Friday: 11.30am – 2.30pm
GREEN GROUP**

Term Dates - 2013

Please note: Term 1- Cookie Kids will start the week after schools commence
Term 4 - Cookie Kids will finish one week prior to schools finishing

Term 1	4th February – 28th March
Term 2	15th April – 28th June
Term 3	15th July – 20th September
Term 4	7th October – 13th December

Public Holidays

Cookie Kids does not operate on Public Holidays.

Payment Details

Fees are compulsory and payment must be paid in full by the due date. There is often a waiting list and the payment of fees will ensure your child retains a place in the service. Unfortunately there is no government subsidy for our 3 year old program. Fees are not charged for public holidays or school holidays.

Fee structures are set by the Jamieson Way Community Centre Board of Management.

- Fees are payable **in advance** by the due date or a late fee may be added
- Payments may be made either via internet banking or deposit at the
Bendigo Bank
BSB 633 000
Account 129447843
Please use your **reference ID** when making a payment
- Cash or cheque (cheques made payable to Jamieson Way Community Centre) at the office
- EFTPOS (\$1.00 surcharge for credit card payment) at the office
- \$24.00 per three hour session calculated by weeks in Victorian School Terms 2013
- \$40.00 Insurance Levy – (Annual Fee)

Fee Details

An invoice will be issued to all families prior to the due dates each term.

If you experience difficulties with meeting the payment due dates, please discuss this with the administration staff as soon as possible.

TERM 1- 2013	Extended due date is no later than 30th November 2012
TERM 2 - 2013	Due no later than 8th March 2013
TERM 3- 2013	Due no later than 24th May 2013
TERM 4- 2013	Due no later than 23rd August 2013

The placement offered for your child is for the full year, therefore, we require a minimum of one terms notice (in writing to the Administration Coordinator) if you wish to cancel your child's placement. A cancellation fee may be applicable if this notice is not received. Please refer to our Refunds Policy for full criteria.

Difficulties Adjusting to the Program

If your child is experiencing difficulty in adjusting to the group, or feeling some anxiety, please consult staff who will assist with strategies to enable your child to make a smooth transition into the group.

Cultural Diversity and Inclusion

Point Cook 3+ Activity Group is committed to offering an inclusive service and aim to provide all children with the opportunity to experience a 3 year old program. However, there is no government funding for any children with additional needs in 3 year old programs.

Our program promotes equity for all children regardless of race, gender, religion or special needs. The programs respect the individual needs, interests and cultural backgrounds of each child.

Update Your Enrolment Information – IMPORTANT

Parents should ensure that the staff has current information regarding custody issues and arrangements, change of address, telephone numbers, and mobile numbers. If there is an emergency it is **VITAL** that your nominated emergency person can be contacted. Please inform administration staff immediately of any changes so they can update your personal information on file.

Immunisation Records

You are required to provide the service with your child's health and immunisation records and update when necessary.

Privacy Act

Jamieson Way Community Centre is bound by the Information Privacy Act 2000 and the Health Records Act 2001. Your consent is required for the collection of your personal and/or health information and that of your child.

The personal and health information collected on the Enrolment Form is collected by the centre for the purpose of delivering proper care and education services to your child while attending the service.

The information will be used solely by the centre, its contracted service providers for the above purpose or a directly related purpose.

The information shall remain private and confidential within the centre and will only be disclosed to other persons or agencies as consented to by either parents or the authorised parent/guardian.

Authorised parents and guardians may apply for access and/or amendment of the information in writing to the Jamieson Way Community Centre management.

Custody, Guardianship and Court Orders

The service needs to have any information in relation to changes to Custody or Guardianship of the child.

This could include one of the following:

- A court order preventing a legal parent having access to their child at the 3 yr old group.
- A court order that gives another person legal guardianship of the child.
- All legal parents recorded on the child/s enrolment form have access to the child and the educational information provided by the service.

If a parent's name is not on the enrolment form and access is requested – this may be agreed to if the parent can prove parenthood. This can only be changed by providing court orders indicating legal change to the access of either parent.

If a court order does exist that affects any child please ensure staff are informed and provided a copy.

Grandparents or Long Term Carers

In the absence of a Court Order the child's legal guardians are still their parents therefore Grandparents or Carers cannot sign as the parent on the child's behalf, i.e. excursion forms, medication, and medical emergency forms.

Legal guardianship needs to be formalised by the courts.

Arrival and Departure at the Program

The Victorian Children's Services Legislation requires all parents and/or guardians to sign their child in and out of the session.

Parents/Guardians **must** sign their child in and out of the program in the Attendance Book at the time of arrival and departure. Please do not sign a departure time until you have picked up your child and use full names when signing rather than initials.

No child will be released to persons other than those authorised by parents as listed on the enrolment form. All nominated persons must be over 18 years of age.

Verbal authorisation can be given in an emergency for a new person to collect a child. This must be followed up immediately by written permission from the parent or guardian. People unfamiliar to staff will be required to provide photo identification before the child is released into their care.

The door to the activity room will be locked from the outside; staff members will open the door at the end of each session. A door bell is provided to alert staff if you need access during a session.

Late Collection of Children

Due to the time restraints with packing down the room we stress the importance of collecting your child on time. If in an emergency, you are going to be late collecting your child you must notify the centre immediately.

In the event parents do not collect a child, staff will after 10 minutes of the session ending begin to contact parents and, if they are unavailable, contact the emergency numbers on file. After 20 minutes if no contact has been made by the parent/guardian the relevant authorities will be contacted.

The staff are not in a position to remain out of hours to care for children who have not been collected. In the event that no other person can collect the child, the Group Leader will contact Centre Management regarding the after hours care of the child.

As two staff members must be present at all times while children are in the room a late collection fee will be charged consisting of the cost to cover the required staff working out of hours (as required by the Victorian Children's Services Legislation). The full late collection policy procedure is located in the Point Cook 3+ Activity Group Policies and Procedures Manual.

Please ensure you notify staff of any changes to your contact and emergency contact details.

Toilet Training

Children are not required to be fully toilet trained to commence at Cookie Kids. We suggest the use of “pull ups” during this time and also to dress children in clothing that is easy for them to remove and undo. Please ensure a spare set of clothes are sent along with your child – just in case.

Parents enrolling a child who is not toilet trained may be requested to come and assist if changing is required during the session.

Keep staff informed of the progress of your child's training, as the staff will work in partnership with families to assist during this time.

Behaviour Guidance

Jamieson Way Community Centre is committed to the safety and wellbeing of all children, staff, volunteers and placement students in the program. We believe all children need a safe and secure environment and positive interaction with adults and other children. We recognise that all children are individuals develop at different stages.

Methods of Positive Behaviour Guidance include:

- Encouraging positive behaviour in all children and ensuring that all children are respected and valued as individuals.
- Setting limits for behaviour which is important for the safety and protection of children, others and the environment.
- Helping children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.

Strategies to achieve Positive Behaviour Guidance include:

- Encouraging parents to inform staff of anything that may affect their child's behaviour e.g. sleeping problems, grief, family changes etc.
- Providing a developmentally appropriate behavioural guidance structure for all staff working with the children.
- Ensuring children receive positive reinforcement for acceptable and appropriate behaviour.
- Consistency by all staff working with the children in the management of unacceptable behaviour.
- Involving, when necessary, parents/guardians in issues relating to the guidance of their child's behaviour.

All staff are committed to working with families to achieve positive behaviour within the 3 year old environment. Family support meetings can be arranged to discuss any issues and strategies based on the individual child's behaviour. This will enable all parties to understand what the issues are and how these can be supported by the 3 year old environment and the program offered. Dependant on the child's needs, further support services can be utilised with the parent's permission. Referrals to these support agencies would be discussed with the parents.

The full Behaviour Guidance procedure is located in the Jamieson Way Community Centre 3+ Activity Group Policy and Procedures Manual.

Appointments with Staff

Your questions are important, however, parents are requested to make a specific time should they wish to have an extended conversation with staff. Drop off and pick up times are not appropriate for lengthy or confidential discussions about your child as the staff have a duty of care to the group of children at these times.

Should you wish to make an appointment to discuss any issues related to the program or your child's time with us at Cookie Kids please arrange through the administration office. Working parents may request appointments out of hours at a mutually agreeable time.

Family Support

Access to information on a range of services and agencies available to assist children and families is available. If parents or families need information or advice in regards to support services, please discuss this with the staff who will endeavour to provide you with the information, or point you in the direction to find the service that may be of assistance.

Parent Involvement in the Program – YES PLEASE

There are many different ways a parent can be involved in helping to create a strong sense of community.

- Contribute ideas and suggestions to staff
- Share information about children’s development, interests, background, culture, etc.
- Contribute to the children’s programs by sharing a hobby, talent or skill, joining in music and movement sessions, telling stories or simply by participating in the children’s programs.
- Contribute to the multi-cultural programs by sharing part of your culture, costumes or celebration.
- Participate in the variety of family and social events held throughout the year, eg:- “Special Person’s Day”, “Multi-cultural celebrations and events”, “Footy day”
- Participation in the program for both your enjoyment and for your child.
- Demonstrating special skills for the children, e.g.: clay modelling, woodwork, gardening, cooking, dancing, music and painting.
- Assisting with fundraising and or special events.
- Attending working bees.
- Any other suggestions are most welcome
-

A “**HELPING**” roster will be available for you to fill in and assist when you can. Parents, guardians and grandparents are more than welcome to assist in the activity room.

Fundraising

All families in the Cookie Kids program may be asked to participate in fundraising activities. The funds are used to improve the service in the following ways:

- Purchase equipment for the program.
- Improve the outdoor area and playgrounds.
- Subsidise special events for the children.

Any money brought to the program for such things as book club, social events; fundraising etc should be placed in an envelope and clearly labelled with the family name, amount and activity name and left with the administration staff.

Information Sharing - Notices

Notices, newsletters and information about the 3 year old group programs will be sent home regularly via various mediums i.e. email, sms, Face book, hard copy. Other information is placed on the noticeboard in the foyer. This information is provided to keep you informed about what is happening in at Cookie Kids.

Working Bees

Occasionally we may have working bees for parents to assist with the upkeep of the playground and equipment. Information on working bees will be given to families.

Toys

Children's toys are best left at home in order to avoid them becoming broken or misplaced. However, there may be opportunities for children to bring a special item or something of interest to share with the children during an experience such as "news time" or "show and share".

Toy guns, knives and toys that have the potential to encourage negative attitudes and play are not permitted at Cookie Kids.

Nutrition - Snack Time

3+ Activity Group in partnership with parents plays an important role in teaching children about healthy eating habits. We are particularly interested in promoting foods that will develop healthy children.

To encourage healthy eating habits, food such as sandwiches, fruits, vegetables and cheese are recommended for fruit and snack time. Sweet, salty and high fat foods are discouraged.

Nuts are considered inappropriate foods due to the risk of allergies and choking.

At times of celebrations with regard to providing cakes and treats – we recommend that they are wrapped and given to the children at the end of the session to take home. Please discuss with staff prior.

Drinking Water

Children will have access to fresh drinking water **at all times**.

We request that children bring a drink bottle containing water as their drink. Water bottles must be clearly labelled. Drink bottles will be available to the children at all times and will be taken to the playground during outdoor play.

Food Allergies –Details must be completed on your child's Enrolment Form

Please inform staff if your child is allergic to any particular foods. There may be times when certain foods are banned from the service. Families will be advised of this if and when it is necessary.

Cookie Kids endeavours to provide a 'Nut Free Environment'. Any food containing nuts are not to be brought to 3 year old group e.g. Nutella. For further information please refer to the 3+ Activity Group Anaphylaxis Policy or talk to the staff.

Suitable Clothes

Your child needs to be dressed appropriately to actively participate in all experiences. Children will play outside during all sessions unless the weather is extremely hot or raining.

The following clothing/footwear is suggested:

- Warm coats and jumpers for winter
- Sun hats, sunscreen and suitable footwear for summer
- Closed toe shoes

The following is a list of clothes that can hinder children's participation in the program.

- Long dresses.
- Zippers, laces or buckles that are difficult to undo
- Thongs and open toe shoes are not appropriate for climbing or running in the playground.
- Overalls that are difficult to remove for toileting

While protective clothing is used at every opportunity there are no assurances that children will not get clothes soiled.

There is a lost property box, please remember to look through this from time to time.

SunSmart

The Jamieson Way Community Centre follows SUNSMART procedures as recommended by The Cancer Council of Australia. The UV status is checked prior to each session and the program will be modified as needed.

It is compulsory that children wear hats while playing outside. Hats will need to be available all year round as there are also days other than the summer time when the UV rays may affect the skin.

During Terms 1 and 4 (the summer months) parents are encouraged to apply 30+ sunscreen to the children before they arrive at 3 year old group.

Appropriate Hats

Hats that cover the back of the neck and ears and hats with large brims are required to be worn by children under the SunSmart Policy. Baseball style hats are not considered appropriate.

Planning For Heat

On excessively hot days during the year, staff will modify the program to ensure the children's comfort. Parents may take the option of keeping children at home on these days if they wish. Staff will provide children with drinks and observe SunSmart procedures for outdoor play. Sleeveless t-shirts and sleeveless dresses are discouraged due to the danger of sunburn.

Birthday Celebrations

If you would like your child to celebrate their birthday at 3 year old group, please see the staff to discuss.

Religious Celebrations

Parents should discuss their festivities with the staff, so that staff can incorporate different cultural and religious celebrations into the program.

Health and Hygiene

Hand washing – staff will be using antibacterial hand wipes and water to ensure effective hygiene is adhered to. The wipes will be disposed of in a covered rubbish bin.

Toileting – children may attend the toilet as required and will be supervised by a staff member at all times.

Cleaning toys/furniture – toys, equipment and furniture are cleaned regularly and will be thoroughly cleaned at the end of each term.

No Smoking

A **NO SMOKING** policy applies to all council buildings. It is requested that there be no smoking in the building, playground or surrounds.

Evacuation

The regulations require services to practise trial evacuations. The emergency procedures are displayed at the centre and we will endeavour to run a trial evacuation at least once a term. If you are at the centre as a helper, please familiarise yourself with the evacuation procedures.

Accidents and Illness

The Victorian Children's Services Legislation requires parents to give authorisation to seek emergency medical, hospital and ambulance services.

In the event of an accident or serious illness, staff will notify the child's parent and/or guardian immediately and urgent medical attention will be sought.

The 3+ Activity Group's policy is to inform parents and/or guardian of any accident at the time of occurrence regardless of how minor. You may be required to come and pick up your child depending on the nature of the accident. Staff will record all accidents/incidents and parents will be asked to sign the Accident Record, as per the regulation requirement.

Children feeling unwell (e.g. sore throats, ear aches, heavy colds) cannot participate fully in the session and should be kept at home until they are fully recovered.

Medication

According to the regulations, staff cannot administer prescribed medication to any child without permission from the parents. Parents must give permission in writing (completion of the required form) if prescribed medication, including naturopathic or herbal medicines is to be administered. Verbal authorisation may be given in an emergency only but must be followed by written confirmation.

All prescribed medication must be clearly labelled with the following information:

Child's name
Name of medication / dosage / frequency
Signature and date of parent / guardian

The prescribed medication must be given to a staff member on arrival at the centre and must never be left with the child's belongings.

Parents are required to fill in the medication record or prescribed medications will not be administered.

Staff will not administer over the counter medication.

Infectious Diseases

There are Health Department Regulations, which exclude children with diagnosed infectious diseases from attending early childhood programs.

The Exclusion Table from the Department of Health, which is a list of infectious diseases that require a child to be excluded from the 3+ program, is provided to all families.

Some infectious diseases, not listed on the Exclusion Table may also require the child to be kept at home e.g.: hand, foot and mouth disease. If your child has suffered from an infectious disease you are required to provide a clearance certificate from your GP before your child returns to the service. This ensures the health and safety of all children and adults who use the centre.

Inform the 3 year old program staff if your child has an infection or an infectious disease so that they can watch for any further cases at the centre. You will be informed if an infectious disease is present at the centre.

Materials

We can use any interesting natural or man made materials. If you think you have something interesting talk to staff.

Outdoors

- Large tree logs - children could sit on
- Pavers
- Garden decorations
- Natural materials from the garden, e.g.cones
- Plants for the garden

Art Materials

- Containers
- Small cardboard boxes
- Foil containers, gift wrapping
- Wood off cuts and fabric, wool
- Any type of off cuts that you may be able to get from factories, such as plastic, paper, cardboard, material, buttons, etc.

For health reasons we will not accept the following:

Toilet rolls, laundry product packaging, soap packaging, cigarette packaging, medicine packaging, egg cartons and cereal boxes, any food containers.

Concerns, Complaints & Compliments

All concerns or complaints should be discussed with administration staff as soon as possible.

In the event that the staff can not help you or you do not feel comfortable discussing your concerns with the staff, you may contact Jamieson Way Community Centre Manager on 9395 3777. Or you may wish to put your concerns in writing – and send to Jamieson Way Community Centre, 59 Jamieson Way Point Cook 3030.

For concerns about health, safety or welfare of any children at the service you may contact a Children's Services Advisor from the Department of Human Services on 9275 7036.

As well as assisting you with your concerns, it is encouraging for staff and Centre Management to hear your compliments also.

Victorian Children's Services Legislation

All Early Childhood Services have inspections by Children's Services and regular inspections by Centre Management to ensure they comply with the regulations. The staff are required to ensure they and the program complies with regulation requirements. A copy of the Children's Services Act 1996 (Victorian Act) and the Children's Services Regulations 2009 (Victorian Regulations) is kept at the centre and is available for all families at all times.

3+ Activity Group Policy & Procedures Manual

The Jamieson Way Community Centre has policies and procedures that guide staff in delivering a safe, quality service with appropriate and approved practices.

The Policy and Procedures Manual contains information on:

- Complaints
- Admission and Enrolment
- Accident and Illnesses
- Behaviour Management
- Employment of Qualified Staff
- Educational Program
- Safety and Hygiene
- Emergency Evacuation
- Fees, Payments and Refunds
- Delivery and Collection of Children
- Late Collection of Children
- Health and Safety
- Infectious Diseases
- Allergies/Anaphylaxis Management
- Asthma Management

On request staff will provide a copy of the policies and procedures for parents.

Interpreter and Translation Service

For those who require this information to be translated in other languages are asked to please inform the staff and we will arrange for this information to be translated in your home language for your information.

Centre Car Park

For the safety of all please ensure when dropping off and collecting your child that you observe the parking conditions at the centre. We request that you only park in the designated parking areas.

Contact Details

Jamieson Way Community Centre
59 Jamieson Way
Point Cook 3030
Phone: 9395 3777
Fax: 9395 7791

Email: admin@jamiesonwaycc.org.au
www.jamiesonwaycc.org.au



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