



Education and Friends for Life

Parent Handbook

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PARENTS ARE WELCOME ANYTIME AT CARLISLE EARLY LEARNING CENTRE

Carlisle Early Learning Centre

Centre Information

- ❖ Carlisle Early Learning Centre is licensed under the National Quality Framework and follows the curriculum contained Early Years Learning Framework.
- ❖ There are four Early Childhood Qualified staff members at Carlisle Early Learning Centre:

Director- Luzviminda Carbajosa
Qualification- Bachelor of Education (Early Childhood)

Assistant- Lisa Calver
Qualification- Certificate III of Children's Services.

Assistant- Veronica Keioskie
Qualification- Studying towards Diploma in Children's Services

Assistant- Jodey Erixon
Qualification- Certificate III of Children's Services

- ❖ The Departments Child Care Information Service contact number: 1800637711 (24 hours, free call)
- ❖ The age group of children in care: 3 years to 5 years
- ❖ Daily Routine: 8.00am to 4.00pm
- ❖ Please be aware that notices stating current information about groups and staffing at the centre are displayed at the centre
- ❖ Parents or guardians can ask for information about the following: A). Description of the activities and experiences given by the service; B) the service's philosophy about learning and child development outcomes and how this will be achieved; C) the goals about knowledge and skills to be developed through activities and experiences.
- ❖ Parents / Guardians and family are welcome at the centre at any time. We have an open door policy. We encourage parents to share special skills and talents with us.
- ❖ The best times to ring us is before 8:30am and after 2.30pm - before and after core teaching hours. During core teaching hours we are supervising and teaching the children.
- ❖ Families are encouraged to ask questions and to raise issues about the centre philosophy with management or staff.
- ❖ Families have access to centre policies and procedures, these are located near the sign in area.
- ❖ We encourage families to share their views on the safety of buildings and equipment, please let staff know.

Carlisle Early Learning Centre Daily Routine

8:00	Outside play
9:00	Group time - Discussion and Songs
9:40	Morning snack
10:00	Inside activities - Craft and Construction
11:00	Outside play
11:40	Group time - Show and Tell, Stories
12:05	Lunch
12:30	Rest
1:30	Quiet activities - Prep readiness activities
2:00	Music and movement
2:30	Afternoon tea
3:00	Outside play
4:00	Pack up

It should be remembered that this routine is flexible...

3. Welcome

Welcome to Carlisle Early Learning Centre. We are delighted that you have chosen to consider our centre for the care for your child.

We know that starting your child at pre-school is one of the first steps in a life long journey of learning. The skills your child will learn at the Carlisle Early Learning Centre will be the basis with which they will form relationships for life.

4. Introduction

The Carlisle Early Learning Centre is a Christian facility that provides kindergarten care. It is owned and operated by the Seventh-Day Adventist Schools (Northern Australia) Ltd and is situated at Holt's Road, Beaconsfield, Mackay. The Carlisle Christian College is also located on the same campus, ensuring that your child's spiritual and educational needs are met all on one convenient site and with a Christian perspective!

Carlisle Early Learning Centre is licensed under the National Quality Framework (NQF); and complies with the NQF and the associated regulation.

5. Early Learning in Independent Schools

There are many advantages for sending your child to an early learning centre that is attached to an independent school. The two most significant aspects of early learning in independent schools are the range of services offered and the ease of transition into school.

Early learning centres attached to schools ensure a **smooth transition** from pre-school through to school. **Friendships established** between children and within the parent body are continued beyond the preschool years.

The **involvement** of the pre-school children in whole school activities such as assemblies or other special school days, create an awareness of belonging to a larger community, while still being protected in a small, nurturing environment of the pre-school grounds.

The alleviation of much of the anxiety associated with starting school due to the children's familiarity with their surroundings, the staff and fellow students make the **transition into school considerably less stressful**.

Accessibility to facilities in the school, such as libraries, sporting grounds and halls are available for the pre-school's use. Other pre-school facilities do not have access to these resources. The shared resources, both human and physical further enhance the academic programs offered, such as languages, gifted programmes and musical opportunities.

6. Our Special Character

Parents / Guardians can ask us about this information related to centre philosophy.

PHILOSOPHY

Carlisle Early Learning Centre recognises that it holds a vital role in the lives of children. It acknowledges that it exists to serve the community of Mackay and desires to present a service that provides equal opportunities for all children. We wish to present our clients with a colourful, safe environment where they will feel welcome and comfortable to talk to our staff.

Our centre desires to equip children with the skills to make positive choices, to be confident in their abilities, and to show bravery in new situations and resilience in challenging ones. We aspire for our resources to be interesting and enriching, and for our premises to be safe.

Carlisle Early Learning Centre expects its staff to reflect a high level of competence by maintaining professional appearance and conduct towards children and parents. Staff ought to be cheerful, dedicated and engaging.

VISION STATEMENT

The Carlisle Early Learning Centre is a Christian centre dedicated to nurturing young minds in a warm and safe environment, as they get to know Jesus as their special friend.

MISSION STATEMENT

To promote a relationship between each child and Jesus Christ and facilitate spiritual growth through a supportive environment in which Christian nurture, education and developmental support takes place. By providing an environment that nurtures the development of the whole child, we encourage children to reach their full potential by:

- Encouraging independence. **(Empowerment)**
- Nurturing the physical, emotional, social, cognitive and spiritual development of the child. **(Holistic Development)**
- Encouraging family and community involvement. **(Family and Community)**
- Cultivating positive relationships with others and most importantly, with Jesus, their personal Saviour. **(Relationships)**
- Values the diverse background and values of children, families and the wider community. **(Cultural background and Values)**

7. Contact Details

Address: 17 Holts Road
Beaconsfield, Mackay Qld 4740

Postal Address: 17 Holts Road
Beaconsfield, Mackay Qld 4740

Telephone Number: (07) 49424204
Fax Number: (07) 4942 5095

Email Address: carlisleelc@gmail.com
Web Site: <http://carlisle.adventist.edu.au>

8. Staffing

Approved Provider: Northern Australia Conference, Seventh Day Adventist Church
Nominated Supervisor: Daniel Cole
Assistants: Lisa Calver, Veronica Keioskie, Jodie Erixon

Management Committee: School Board

As the Carlisle Early Learning Centre is committed to ensuring a smooth transition to school, we encourage the children to **address all staff members by their title and first name**. This approach creates a less formal environment for play and learning whilst maintaining a respectful manner of addressing staff.

9. Hours of Operation

Attendance – your choice of days in a fortnightly cycle.
Monday to Friday 8.00am to 4.00pm

9.1 2016 SCHOOL TERM DATES

The Carlisle Early Learning Centre is open for normal trading during school holidays, but is closed on public holidays. The exception to this rule is a three-week break over the Christmas holiday period. The last day for 2016 is the 16th December 2016. Reopening for 2017 on the 9th of January 2017.

9.2 DROP OFF & COLLECTION TIMES

You are able to drop off and collect your child at any time in the day between 8:00am and 4:00pm. However, if your child is enrolled in the kindergarten program, your child should be in attendance for at least 6 hours in the day and a minimum of 3 days per week. This ensures that we cover the legal requirement of a minimum 15 hours per week. The scheduled kindergarten tuition hours are between 8:30am and 2:30pm.

10. Enrolment

The Carlisle Early Learning Centre is licensed for 20 full time children. With our current license, no more than 20 children can attend per day.

Children are able to attend the Carlisle Early Learning Centre from 3 years of age.

All enrolments are tabled at the monthly Management Committee meetings. Children who are on the waiting list will be sent a letter following this meeting, confirming their enrolment status. Children may begin attending the centre prior to this meeting.

11. Enrolment procedure

The service has a continuous enrolment throughout the year. Enrolment forms are available from the Director at the centre. The Bond payment of \$100 is payable to the administration office prior to the commencement of attendance. Positions at the centre will be allocated first to families who have returned their enrolment forms with the bond payment.

12. Fees and Absences

10.1 SCALE AND PAYMENT OF FEES

Direct Debit is the preferred method of fees payment. However, cash, cheque, money order and internet banking are all acceptable methods of payment for fees. Cheques or money orders must be made payable to "Carlisle Adventist Christian College". Please assist us by writing your child's name on the back of cheques and on internet banking transactions.

All fees have been structured to include educational activities and expenses, which are part of our programmed day. Fees include all crafts, special classroom shows and gifts, which the children make for Mother's and Father's Day, plus healthy food cooking experiences.

- Childcare fees for 2016 will be charged at a daily rate of \$57 per day.
- Kindergarten fees for 2016 are charged at \$45 per day.

As we are a long day care centre, childcare benefit (CCB) and childcare rebate (CCR) may be applicable to your circumstances.

Fees must always be paid a minimum of 2 weeks in advance. Payments can be made weekly, fortnightly or monthly. Fee statements are issued on a weekly basis. If fees are in arrears placement after one month is not guaranteed nor is placement over year-end assured.

Please note: The Centre is an early learning centre and is open 49 weeks per year. If you are enrolled in the service, fees will continue to be charged during the school holidays. During term time these will be Kindergarten Fees: \$45 per day only applies to the 40 week school year. During the school holidays, the fee is \$57 per day.

10.2 ABSENCES

Absences are classified into Allowable Absences and Approved Absences. Each child is entitled to only forty-two (42) Allowable Absences each financial year before their Child Care Benefit is affected. All absences are classified as Allowable Absences, unless:

- (a) An illness and a doctor's certificate is provided
- (b) A non-immunised child cannot attend the centre due to an outbreak of an immunisable disease
- (c) A parent has a rostered day off
- (d) Pupil Free Days at a school attended by older siblings
- (e) Public Holidays
- (f) Local Emergencies
- (g) Attendance at Orientation Days for Prep

Please ensure that documentation is provided to the Office Manager detailing why a particular absence is to be listed as an Approved Absence.

All absences are charged at the same rate as a child's regular booking.

10.3 HOLIDAYS and WITHDRAWAL

If families do go on holiday throughout the year, they may apply for a reduced rate of 50%, the centre must be notified in advance of the absence, with a maximum half fee period of 3 weeks at any one time.

Changes to care, or withdrawal from care, requires two weeks notice to be given. Withdrawal from the centre can be made in writing on the Deregistration Form, which is available from reception, and fees will be calculated to the withdrawal date.

10.4 FEE PAYMENT

The receptionist at the Carlisle Adventist Christian College processes the fees for the centre. Please arrange payment details with the office at the school. The preferred method of payment is Direct Debit.

10.5 ADDITIONAL FEES

An **Enrolment / booking fee** of \$100 is payable when lodging an enrolment form. \$50 of this amount will be credited to your child's account when they start.

A **Late Collection Fee** will be charged when families have not collected their child by the centre's closing time. Late collection will incur a penalty fee of \$1.00 per minute. One warning will be given regarding late collection of children before this penalty is applied.

10.6 RECEIPTS

Statements are issued once a week, this will show 4 weeks of attendance including: total number of hours of care, total number of absence days, date of issue, start and end dates of the statement period, amount of fees charged, amount of CCB fee reduction. Receipts / statements are placed in the family communication pockets. Direct deposits into the centre's bank account will be processed upon receipt of the centre's bank statements or official confirmations of the transaction are received.

10.7 INTERNET BANKING DETAILS

If you wish to deposit your fee payments straight into our bank account, you will need the following details.

Bank Account: Seventh-day Adventist Schools (Northern Australia) Ltd: Carlisle Christian College

Bank: Westpac

BSB: 034-150

Account: 113997

Please ensure that your child's name is listed in the reference to appear on our bank statements and provide a copy of this transaction to the Director for receipting.

13. Childcare Benefit (CCB)

The Carlisle Early Learning Centre is an approved childcare provider and the Childcare Benefit to all families regardless of their income bracket. Each family must apply independently through their local Family Assistance Office to ascertain their eligibility. The Department will issue the centre with the child's number and the percentage of their entitlement. Our software package calculates the parents' contribution and you will be billed for this amount.

Childcare Benefits can be claimed in two ways:

1. Eligible families must link their child with the centre's name. Once this has been done the Family Assistance Office will supply the centre with CRN numbers and the percentage of entitlement. The difference between centre fees and Childcare Benefits then becomes the weekly fee payable to the centre.
2. Families who are unable to accurately estimate their annual income often opt for a bulk claim of Childcare Benefits once they have completed their yearly taxation return. When families choose this option full fees are payable to the centre.

11.1 ABSENCES

(For more information see Section Fees 10.2)

Allowable absences (with regard to claiming Childcare Benefits) are set by the Government and are **limited to 42 days per child per financial year** for any reason, before you lose your CCB for any further absences.

If children are enrolled in more than one centre where Childcare Benefits apply the 30 days of allowable absences must be calculated between all centres. Notification must be made with each centre of absences taken in other centres so accurate records of this 30-day entitlement can be made.

All absences incur usual fees. For a breakdown of approved and allowable absences please see *Fees 10.2*.

All absences must be signed on the daily classroom roll at the centre.

11.2 30% CHILD CARE TAX REBATE

Parents who are eligible for the Childcare Benefit may also be entitled to a further 30% rebate off their annual tax return for out of pocket expenses for childcare. For further information visit www.ato.gov.au or speak to your accountant.

14. Educational Program: Early Years Learning Framework EYLF Curriculum: Belonging, Being, Becoming

Parents / Guardians can ask us about information related to the goals about knowledge and skills developed.

The educational program at the Carlisle Early Learning Centre consists of the following components:

1. The child's **personal diary book**: Staff record daily notes on the child's progress, friendships and favourite learning activities and games.
2. An **individual planning record** defines the areas of development for that child, based on their needs and interests and the activities specially planned for your child based on the observations.
3. At times, children may be divided into **focus groups**. A rotational cycle will ensure that each group gets to be the focus group, around which activities are planned with a different group being the focus for the educational program each fortnight. Even if one group of children is being specifically planned for, observations will still be carried out on as many children as possible to gain a wider perspective on your child's experiences.
4. In your child's classroom a **displayed educational plan** will outline the activities and experiences aimed at developing children's individual skills and abilities, according to their developmental requirements. Each activity will have the child's individual number beside it to represent which activities are aimed at assisting the child's development. Accompanying this will be a visual indoor and outdoor plan of how the activities/experiences will be arranged.
5. Children will be observed at play and at the end of each cycle the **written observations** will be **evaluated** by the qualified room leader. This evaluation will provide the substance for the child's next planning cycle and the areas of development which will be focused on.

14.1 REGULAR EXPERIENCES

Parents / Guardians can ask us about this information related to description of activities / experiences.

The educational program at the Carlisle Early Learning Centre consists of observing your child at play, noting their progress in all five developmental areas of their cognitive, social, emotional, gross motor and fine motor skill development. The classroom Educator focuses on the observed needs and interests of each child and plans experiences accordingly. All the Educator plans are displayed in the classroom as well as a schedule of group time experiences for parents' perusal. Parents' input on their child's needs and interests are invaluable and parents are encouraged to share their ideas with the teacher, this can be included in your child's diary.

The regularly planned experiences include:

14.1.1 Construction experiences provide children with interesting materials to explore. Exploration is essential for the development of mathematical and logical thinking. These activities include waffle blocks, Lego, Mobilo, blocks, K'nex, etc.

14.1.2 Role Play activities allow children to recreate the social roles that they see in their everyday lives. They learn to take turns and share. They take on family and community helper roles. This helps them to understand what people do and they learn to make choices and decisions as they discover ways people help each other.

- 14.1.3** The **Writing and Drawing Table** promote the development of fine motor skills through a variety of materials such as pencils, chalk, felts and crayons on a range of surfaces. Children learn skills that are the foundations of writing, such as spacing, direction, lines, loops and angles.
- 14.1.4** **Cognitive Games** enhance social skills such as turn taking while having their cognitive processes refined. Cognitive skills such as colour coding, counting, matching and shape discrimination are developed.
- 14.1.5** **Sensory activities** such as play dough, clay, goop, sand, and water allow children to investigate, explore and experiment. They learn about mathematical concepts such volume, weight, balance and length. The fine motor skills of scooping, pouring, rolling and mixing are refined in sensory experiences.
- 14.1.6** **Art experiences** enable the child to explore a variety of interesting materials such as paint, crayons, yarn, natural materials, glue, glitter, etc. They use their fine motor skills in art experiences. They also develop the ability to think creatively and solve problems during these experiences.
- 14.1.7** The **Nature Table** allows children to explore a range of items from creation. It allows children to ask questions about the natural world and study creatures or models of creatures in safety. It cultivates a love for God's creation, science and biology.
- 14.1.8** The **Book Corner** and **Listening Station** is a comfortable place for children to explore and enjoy good books. Reading, writing, listening and language development happen in the Book Corner. They learn to value books and develop a love of reading.

14.2 TRANSITION TO SCHOOL PROGRAMME

Children enrolled in the Transition to School programme will benefit from a wide range of extra educational experiences that will ease their transition into school at the Carlisle Adventist Primary School. This programme is a play-based curriculum with additional features woven in to include:

- 14.2.1** **Languages Other Than English (LOTE)** where children are introduced to a variety of cultural experiences through songs, rhymes and games. Children will be taught vocabulary of Australian Sign Language (AUSLAN)
- 14.2.2** **Information and Computer Technology (ICT)** enables children to become familiar with the use of a computer through interactive books and simple games. Children will have the opportunity of working in pairs and individually.
- 14.2.3** **Music** will include concepts about music such as rhythm, beat, and pitch through the use of voice, instruments, music appreciation, dance and drama using the Kodaly Music approach.
- 14.2.4** **Literacy** skills such as letter knowledge, vocabulary, concepts about print and writing skills will be introduced through shared book experiences and Jolly Phonics.
- 14.2.5** **Numeracy** skills such as counting, number identification, grouping, patterning, shape and measurement will be covered in small and large group sessions.

15. Positive Guidance

The highest priority within our Early Learning Centre is to establish a warm and caring environment in which children grow and learn. It is our goal to promote in each child, positive social strengths. We encourage children to cooperate with others, to enhance their own and others' self esteem and we encourage their ability to interact in a positive manner. Continual positive reinforcement is critical for achieving this environment within the centre.

It is the responsibility of our staff to ensure that all children are aware of and understand the rules of the Early Learning Centre. Staff will also explain to the children why the rules are important.

Positive guidance will be carried out with gentleness, understanding, sensitivity and respect for the child. Each individual child's age and developmental level will be of utmost importance when managing a behaviour problem.

If a child is behaving inappropriately on a consistent basis then a staff member may wish to discuss the matter with the family. Staff will work with families to ensure positive outcomes.

16. Special Needs

The Carlisle Early Learning Centre can support the development of children with special needs. All resource people will be consulted regularly to enable revision and updating of planning for children with special needs.

Our staff aim to model warm, accepting attitudes and actively encourage all children in the Early Learning Centre to accept and support all other children.

The physical environment of the Early Learning Centre has been designed to cater for children with special needs, e.g. wheelchair access. Every effort will be made to acquire / loan special equipment needed to implement the child's program.

17. Sleep, Rest or Relaxation Time

Families are encouraged to discuss their individual child's rest time needs with classroom staff as each child's needs vary.

Rest-time will occur for approximately 45 minutes, depending on the needs of the group as a whole. This could occur somewhere between 12.45pm and 1.45pm. Children are encouraged to be quiet and stay on their mats for the first 45 minutes listening to Bible stories or relaxation music. Sleep is not enforced.

For a young child, an action-packed day of socialising and exploring can be draining so a time to recharge those batteries has been set aside. Some children may need some quiet time and others may need to have a little nap. A mattress and sheet set will be provided for all children. If your child would like a small comfort toy or pillow, they are welcome to bring these from home.

After the prescribed 45 minute rest time, quiet activities will be available for children who are not asleep. Children will be encouraged to use their whisper voices during this time.

15.1 REST TIME IN TRANSITION TO SCHOOL

A period for quiet time is scheduled into each day. This lasts for about 20 to 30 minutes and children are given books to look at while listening to Bible stories or music. Tired children may want to lie down during this time.

If you find that your child is tired at the end of the day and needs to have a nap during this time, please speak to the teacher who will arrange for mattress and sheet so that your child does not become overly exhausted.

Spaces that promote opportunities for solitude and reflection are also included into the classroom plan, allowing your child to have "down time" throughout the day if required.

18. Belongings from home

We encourage children to bring items from home for **Show and Tell**, which they themselves have collected e.g. shells, feathers, cicada shells, bugs or anything that may help us learn a little more about the world we live in. We would also appreciate it if the item could stay in the classroom for a little while to enhance the learning experience that your child has brought to the centre. (We will understand though, if it needs to go home again the same day.) We discourage the bringing of toys or commercial products for community news, as this has a tendency to develop into a "Bring and Brag" session.

We **discourage** the bringing of **toys or commercial products** into the centre unless it is a special present say for their birthday and it only came with them on that special exciting day. The only exception to this is the small comfort item that they bring for rest time, and this item is only used at rest time and is kept in the child's locker at other times. Dress ups or props that promote violent play or aggressive behaviour are not welcome at the centre.

19. Meals, Food and Drinks

Children are encouraged to eat fresh healthy snacks at mid-morning and mid-afternoon. Suggestions for food items can include a variety of fresh fruit and vegetables, cheese, plain crackers, cheese and either whole milk, soy milk or water. Morning and afternoon teas and lunch are viewed as a social activity where role modelling, sharing of ideas and learning can take place.

Please send a **named drink bottle** with your child each day. This will be kept near their lockers and they will be able to access it at all times and it will be able to be refilled with fresh water as required. Children are encouraged to drink water after eating to promote dental hygiene. The centre has a no nut policy, so please avoid including items that may contain nuts in your child's food. e.g.: peanut butter, muesli bars with nuts, most chocolate spreads.

19.1 MORNING FRUIT SNACK

Children bring their own morning tea in their lunch box, fruit is encouraged for morning tea. Morning tea is programmed to occur between 9.30am and 9.45am. Water is served with morning tea.

19.2 LUNCH

Lunch is programmed to occur between midday and 12:30pm, as we have found that this is the time most children are ready to eat a large meal. Children will be required to bring their own packed lunch. We encourage healthy eating at our centre. Healthy lunches for young children include natural yoghurt, sandwiches, dried fruit, quiche, fruit juice and many other snacks low in sugars, fats and artificial colours. A column in our bi-monthly newsletter will include nutritious ideas for lunch boxes. The service does not heat up food or two-minute noodles.

19.3 REFRIGERATION OF LUNCHESES

Please place your child's lunch box with all food items in the fridge provided at the centre.

Any food placed in the fridge in the kitchen needs to be clearly labelled with your child's name and the date that it was placed in there. **Please remember** you are the person responsible for the food safety of your child's lunch, so please pack it with care. Cling wrap and plastic bags are permitted but please be mindful of the environment and

19.4 AFTERNOON TEA: Please supply enough food for afternoon tea.

Children bring their own afternoon tea in their lunch box.

Afternoon tea is programmed to occur between 2.15pm and 2.45pm.

Suggestions for afternoon tea could include fresh fruit, crackers or other healthy snacks. However, if cake or other sugary treats are present, this is the time they will be eaten.

20. Birthdays and Special Events

20.1 BIRTHDAYS

Birthdays are an exciting event in a child's life and our staff would like to help your child celebrate their special day. Parents can supply individual cupcakes, which are encouraged instead of one large cake served due to Health and Safety issues regarding the blowing out of candles on a cake that is to be eaten.

20.2 SPECIAL EVENTS

Cultural or special family events can become a learning time for our children. If you have something happening in your family that you would like to share with the other children in your child's classroom, we welcome your thoughts and planning in conjunction with our staff.

Weddings, the birth of a sibling, home relocations, hospitalisation, baptisms and naming ceremonies all provide many learning opportunities. Many events that adults take for granted are great learning experiences for young children.

21. Pastoral Care

Your welfare and that of your child are important to us. We realise how important it is for you and your child to feel safe and happy.

Miss Hopal is our chaplain and she is available for spiritual guidance or answering questions you might have regarding the teachings of the Seventh-day Adventist Church. She sometimes comes into our room to talk to the children. Our group do take part in the larger school assemblies. She can be contacted through the school.

22. Supervision

Your child's safety is of utmost importance to our staff therefore effective supervision of all aspects of your child's day has been planned and is continually reviewed.

Staff supervision will be in accordance with the National Quality Framework, for children aged 3 years and older. We encourage parent input into playground safety and suggestions. Parent feedback notices will be handed out throughout the year.

23. Excursions and Incursions

Excursions and incursions are a valuable part of each child's learning experience. This allows the child to apply theoretical knowledge from outside sources into a practical setting, there by making their learning more relevant. From time to time children could be invited to go on either a formal or an informal outing (excursion) or we will invite a special visitor to the centre (incursion).

23.1 WIDER CAMPUS

The centre is located on the school premises. Incidental outings onto the wider school campus are often spontaneous events, such as taking the children onto the school parade area, to observe a special event, such as weekly prayer / songs, this starts at the beginning of term two. Parents sign a permission slip for these spontaneous outings on the disclaimer form.

Parents and Guardians are informed in writing about the excursion route and any hazards near the excursion route before the activity is undertaken.

Whenever children leave the centre's immediate premises for these spontaneous outings, two staff members will accompany the children and the attendance book will be taken with the group.

23.2 FORMAL EXCURSIONS

Due to the risks involved taking young children off the wider campus, formal excursions will be limited. In the case of such an excursion, information and permission slips will be distributed before all excursions. The signed permission note will contain the following details:

- Date & time of excursion
- Place to be visited
- Mode of transport
- Number of children attending
- Child to adult ratio

The adult to child ratio is significantly higher for excursions than that required in the classroom. As a result, these events will only be possible with the assistance of family helpers.

Children will spend time with classroom staff before the event preparing and sharing information in anticipation of the coming excursion. A debriefing session will also provide opportunities to share what was observed.

23.3 PARENT HELPERS

Due to the higher child to adult ratios required for excursions, parent helpers are an essential component to any successful outing. Parents who may wish to volunteer to assist in the care of children at any time during the year will be required to have Blue Cards.

24. Toileting and Nappies

Children don't reach their developmental milestones at the same time. Children still in nappy will be enrolled only after discussion with the Director.

Children still in nappies need to provide their own disposable nappies and a couple of spare nappies as well. We will record the number of nappy changes that you child has had during the day. Please check the *Daily Record Book* for these details. We will also check nappies on a regular basis to ensure that your child feels fresh throughout the day.

TOILETING PROCEDURES

Children are encouraged to use the toilet at regular intervals throughout the day, such as before morning tea, lunch, rest time and afternoon tea. Children who are 'not quite there' with their toileting often pick up when they observe their peers. We highly recommend pull-ups for those children, as this encourages independence.

Please communicate your child's progress through this part of their development with the staff. We do like to know if a child "needs reminding" or is "reluctant". It makes our expectations a lot more realistic!

25. Hygiene and Infection Control

Viruses, like gastroenteritis and the common cold and flu, can spread rapidly within the childcare environment. It is therefore extremely important that effective control measures are practiced to inhibit cross-contamination from child to child, child to staff, staff to child and staff to staff.

Hand washing is the single most important procedure for preventing the transition of disease. Our staff will instruct the children in effective hand washing techniques and will prompt them at regular intervals throughout the day to wash their hands. Please model this hand washing procedure at home as well, so that it can become second nature to your child. At centre we have air driers and consequently can't wipe our taps clean with paper towels. Please encourage your child to wash the tap of any germs before turning the tap off.



Minor cuts and abrasions will be covered with a dressing to eliminate contamination. Staff will utilize the wearing of gloves to aid in the elimination of cross-contamination.

26. Immunisation

According to the Department of Education and Early Childhood Development's regulations, it is mandatory that the Early Learning Centre be advised of the level of immunisation your child has acquired. A copy of their Immunisation Register must be kept in the Early Learning Centre's records and be available at all times.

If your child is not immunised and an outbreak of an infectious disease occurs at the centre your child is required by law to be excluded until the danger has passed. The length of the exclusion period is decided by the Medical Officer of Community Health, Mackay who must be notified by the Director, immediately, when an outbreak occurs. The following is a guide to the exclusion time for common illnesses. We would ask that for the illnesses that require a certificate of clearance, that families provide the centre with a Doctor's Certificate on the day they wish their child to resume classes confirming their clearance.

QUARANTINE PERIODS FOR VARIOUS ILLNESSES

ILLNESS	EXCLUSION TIME	EXCLUSION OF CONTACTS	CERTIFICATE REQUIRED
Conjunctivitis	Until all discharge is clear	No	Yes
Tonsillitis	Until all symptoms have cleared	No	Yes
Chicken Pox	Until all blisters have crusted over, there are no moist sores, skin rash is clear and child feels well	No	Yes
Mumps	9 days from onset of swelling	Yes	Yes
Hepatitis A	Medical certificate received – not before 7 days	No	Yes
Rubella	At least 4 days from appearance of rash	Yes	Yes
Impetigo	Until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing	No	Yes
Ring worm	Re-admit the day after appropriate treatment has commenced	Contacts to be inspected	Yes
Head Lice	Until hair is completely clear	Whole family to be treated	No
Measles	At least 4 days	Yes	Yes
Scabies	Until correctly treated and cleared	Contacts to be inspected	Yes
Diphtheria	Until medical clearance given	Yes	Yes
Glandular Fever	Until medical clearance given	Yes	Yes
Giardia	Until medical clearance given	Yes	Yes
Coxsackie Virus (Hand, Foot & Mouth)	Until all blisters have dried	NO – but to be inspected	Yes

Staff will use the Department of Health publication *Staying Healthy in ChildCare 4th Ed: Guidelines for the Control of Infectious Diseases* as a guide.

27. Caring for Sick Children

In the interests of other children and staff we ask that your child not attend the Early Learning Centre if they show signs or symptoms of any of the following:

- Tonsillitis
- Whooping Cough
- Conjunctivitis
- Measles
- Chicken pox
- Vomiting
- Mumps
- Scabies

- Diarrhoea
- Rubella (German Measles)
- Ring worm (if not covered)
- Excessive discharge from eyes, ears or nose
- Head Lice
- Impetigo (if not covered)
- Consistently high temperature
- Productive cough (i.e. bringing up mucous)

If you suspect that your child has an infectious condition, or the early symptoms of illness, they should be kept home until you have had the symptoms checked by your doctor. If your child is suffering from an infectious disease it is important that you inform the Early Learning Centre so other parents can keep a watchful eye on their children.

Sick children cannot be adequately cared for at the Early Learning Centre as they need individual attention and rest at this time. It is in the interest of all the children that a sick child is kept at home or with another person who is able to give them the emotional and physical support they need.

We realise that it is especially difficult for working parents when a sick child is unable to attend, therefore we advise that, at the beginning of the year, an alternative carer be arranged in the event of illness.

Any child suffering from a contagious disease **MUST** be excluded from the Early Learning Centre, as per the guidelines set down by the Department of Health. Therefore, staff reserves the right to refuse admission, or request early departure of a child with obvious signs of sickness.

Parents will be advised with a notice in the entry foyer at the door bell of any infectious disease affecting children or staff members.

Any children who develop signs and symptoms of any illness at the centre, will be comforted by a staff member until a family member can be contacted to collect them and take them home.

28. Accidents and Injuries

There will always be a staff member on duty in possession of a current First Aid certificate. When a minor accident occurs a staff member will administer general First Aid. Children will be comforted and made comfortable by the centre staff. Parents will be notified of the incident when the child is collected from the centre. Whenever an injury to the head occurs, you will be contacted as soon as possible after the event.

Staff will discuss the incident and advise you what First Aid treatment was given. A family member's signature will be required in the Incident Book to verify that advice of the incident was given and that you are aware of the extent of the injury.

When an accident occurs within the Early Learning Centre that is deemed to be more than minor, staff will notify the family as soon as practically possible. The family will be requested to collect the child and take them to their doctor or in the event that an ambulance is required, and if the family don't or can't arrive in time for the ambulance's departure, a staff member who the child is familiar with, will accompany the child to the hospital. Contact with the family for non-minor accidents will be initiated from the Early Learning Centre through the Director, Office Manager or Police.

All serious incidents are also reported to the Office of Early Childhood Education and Care, Mackay.

29. Medication

If medication is to be administered at the Early Learning Centre, parents need to complete the relevant page in the Medication Book. The entry in the Medication Book can only be signed by a parent, guardian or person with legal authority over the child. The medication and completed entry from the Medication Book need to be handed to the staff.

If the container's prescription details have been changed in any way, the medication will not be administered. A new prescription notice would need to be obtained from your Doctor and placed over the incorrect prescription notice. Under no circumstances is medication to be left in a child's bag. It is your responsibility to collect this medication from staff at the end of the day.

If a child has suffered a side effect from any medication, this medication will not be administered at the Early Learning Centre.

30. Sun Protection:

Please supply a roll-on sunscreen for your child at time of enrolment.

The Carlisle Early Learning Centre is a Sun Smart Centre and our sun protection policy has been approved by the Cancer Council of Australia.

From 10.30am our sun protection policy is in place. This is when the UV rays are at their most dangerous in Queensland.

When you arrive at the centre during these months, the children will most likely be enjoying some outdoor activities first. This means that their **sunscreen** needs to be applied before leaving home, as sunscreen takes 20 minutes after application to fully protect the skin. Children may venture outdoors in the afternoon or at other times during the day. In these situations, staff members would need to apply sunscreen to your child. You will need to sign a disclaimer giving the centre permission to apply sunscreen to your child's skin. Sunscreen is available at the Early Learning Centre, should you forget to apply some before leaving home.

Each child will need to bring a roll on sunscreen, broad brimmed, legionnaire or bucket style **hat** with a deep crown and a brim of at least 6cm to wear whenever they are outdoors. Their clothing needs to cover as much skin as possible. Staff and parents are encouraged to act as role models by following sun protection measures.

The Cancer Council of Australia also recommends the use of sunglasses as UV radiation can cause a range of eye problems. Close fitting, wrap-around sunglasses that comply with the Australian Standard (AS1067.1) and are marked with EPF (eye protection factor) 10 are recommended

31. Family Access

Family members and authorised visitors are always welcome at the Early Learning Centre.

We would request though, that visits are sensitive to the program and the atmosphere of the classroom and the Early Learning Centre as a whole.

All visitors, except the person signing for the child on the roll, must sign the Visitor Register located on the sign in area. This includes time of arrival and departure of each person. If for example, both parents collect their child one must sign the child out and the other must sign the visitors register on both their way in and their way out of the building.

Visitor signing is a requirement of the Child Care Regulation (2003) and the Early Learning Centre's Occupational Health and Safety and Emergency Evacuation procedures.

32. Settling In and Collecting Children

32.1 WHEN YOU ARRIVE

- Every adult entering the building, other than the person signing the child in, must sign the Visitors' Book at reception and the Early Learning Centre.
- Once you have entered the building we would request that you sign your child "in" for the day in the Attendance Book in your child's classroom.
- Direct your child to place their personal belongings in their locker. If they do this themselves, they are more likely to remember where their belongings are during the day.
- Settle your child into an activity. Please make a staff member aware of your child's arrival.
- Classroom staff would also like to know if anything has occurred that may affect your child's behaviour or emotional well being throughout the day. This knowledge may help us deal with situations that may occur during the day. Eg. death in the family, business trip, a special holiday, loss of a pet or moving house.
- Before you leave in the morning we invite you to check all notices displayed in your child's classroom and in the entrance foyer. Collect your "mail" from your child's communication folder. This folder is our primary avenue of communication which will keep you informed about happenings and changes within the Early Learning Centre.

32.2 SETTling IN:

For many children attending Carlisle Early Learning Centre, this may be their first experience away from their parents. It is important that you as a parent realise your feelings will influence the way your child settles into the Early Learning Centre.

The following may be helpful suggestions:

- Take time to explain to your child what they will be doing.
- Ensure that you tell your child they will have a great day.
- Show your child where everything is in the Early Learning Centre.
- Talk about the teachers and all the fun things your child did throughout the day.
- If you need to cry, don't let your child see you!
- You are welcome to use the one way viewing panels so that you can watch your child settle in, so they will not be distracted. (Remember to pass discreetly past the two-way glass door!)
- Don't tell your child you are watching from behind these viewing panels, as this defeats the purpose.
- Your child must trust your word. If you tell them you are waiting in the car park, come prepared to spend the day in your car outside the centre!
- Reassure your child that you will be returning to collect them. If you are having any problems settling your child in, please speak to us in your child's absence.
- If coming to the Carlisle Early Learning Centre is viewed as 'punishment', your child will not want to attend the centre. Encouragement and affirmation will cultivate a positive attitude.

Remember separation anxiety is always worse for parents than it is for the children!

32.3 AT THE END OF THE DAY

- When you enter the building, please ensure that only your immediate party enter and exit through the access area.
- Every adult entering the building, other than the person signing the child in, must sign the Visitors' Book at reception.
- Join your child for some play/sharing time/discussion about their day. Advise your child's teacher of your child's departure. A simple "Goodbye" from your child to classroom staff will advise them of your child's departure and is also a courteous gesture.
- When you are both ready to leave, sign your child out.
- It is vital that you inform staff of any changes regarding the person who will collect your child from the Early Learning Centre. All persons authorised to collect your child must be advised in writing to reception. People who are not listed on your collection authorisation will not be permitted to take your child out of the Early Learning Centre. If the staff are not familiar with the person you have authorised to collect your child, it is advisable that they present some form of identification on request.
- Licensing regulations state an adult in relation to a person accompanying a child arriving at or leaving a child care centre, includes the child's parent who is not yet an adult.
- Please ensure that as you leave the classroom and the building, only you, your child and your immediate party exit through the doors.

33. Privacy

33.1 CHILD OBSERVATIONS

As parents are free to peruse their child's educational program, all children are identified by codes in the teacher's educational program. This ensures your child's privacy.

33.2 PHOTOGRAPHY

Parents who enrol their child in the centre will need to provide written permission before their child can be photographed for educational and promotional purposes. There are separate disclaimers for each type of photography. Generally, only carers in our centre's employ may take photographs within the centre, during operational hours. These photos are for educational purposes and may be used in displays about the room.

Parents wishing to photograph their own child within the service must ensure that all other children do not become part of the picture. The Director reserves the right to inspect photos taken by parents at the centre or other special events to ensure that other families' privacy is maintained. Permissions concerning photography of children at special events are discussed in the enrolment form.

33.3 PERSONAL DETAILS

One of the disclaimers gives the centre permission to use your child's name. Your child's name could be used in an observation about other children (educational purposes) or in a class photograph.

Personal Information includes:

Child Care regulation 2003 (section 106A) states, personal information relating to a child in care is:

- a) information about a parenting order or parenting plan under the Family Law Act 1975 (Cwlth) relating to the child;
- b) information about giving medication to the child.

The Child Care Act 2002 (section 87 (4)) states personal information relating to a child in care means-

- a) information about the child's health; or
- b) information about special needs of the child; or
- c) other information related to the child, prescribed under a regulation

At no time will your personal details or contact information be given to another party without your consent. So please don't ask for the telephone number of a playmate.

33.4 SHREDDING OF DOCUMENTS

All waste paper containing children's or personal details names are shredded.

33.5 ARCHIVAL STORAGE

Certain confidential documentation needs to be kept for legal reasons. Information pertaining to children and families who have left the centre is kept in a secure area.

34. Communication and Complaint Procedures

The staff at the Carlisle Early Learning Centre aim to be approachable at all times. If you have any concerns, no matter how small please speak to us as soon as possible so that we can address the issue immediately. If you feel that the issue is serious please take the time to put it into writing.

If you have concerns about an incident or the practices of our centre your first point of call should always be the **person concerned**. If this does not prove to be successful, please contact the **director** and then the **licensee**. If you feel that none of these have addressed the issue to your satisfaction, you may contact the Australian Children's Education and Care Quality Authority if it relates to one of the quality areas in their relevant standards documentation. If the matter relates to a licensing issue, contact the Department of Community Services, Mackay.

All correspondence between the complainants, the centre and other bodies remains confidential and the identity of the complainant remains confidential at all times.

Every complaint to ACECQA must be written on Form NL01. These forms are available at the service or can be found online. After completion, send to:

Office for Early Childhood Education and Care Department of Education, Training and Employment

E-mail: ecec@dete.qld.gov.au

Phone: 1800 637 711 (toll free)

Website: www.deta.qld.gov.au/earlychildhood

Complaints regarding licensing issues need to be raised with the Office of Early Childhood Education and Care.

Mackay Office, Early Childhood Education and Care
Central Queensland Region Department of Education, Training and Employment Queensland Government
Level 4, 44 Nelson Street, Mackay Qld 4740
PO Box 1774, Mackay Qld 4740
T: 484 28354
E: mackay.ocecec@dete.qld.gov.au
W: <http://deta.qld.gov.au/earlychildhood/>

35. Withdrawing, Alteration or Termination of Care

If you wish to terminate your child's placement or alter the pattern of attendance, two weeks prior notice must be given, and appropriate paperwork filled out.

36. What to bring

Knowing what to bring on your child's first day at the Carlisle Early Learning Centre can be mind-boggling. Here is a list of essentials that need to be packed into your child's bag. As your child settles into the programme, this will become second nature.

34.1 ALL FULL DAY SESSIONS

Roll on sunscreen for your child

Named lunch box containing food for morning snack (fruit), lunch (sandwiches) and afternoon tea (snacks).

A named drink bottle full of water

A sunhat

A change of clothes

An extra pair of underwear

Footwear

Toothbrush and Toothpaste

Show and Tell (optional)

Nappies, if needed

A cot mattress sized sheet and blanket for rest time.

OPTIONAL: A small comfort toy for rest time.

OPTIONAL: A pillow for rest time.

Please name all items