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Then Jesus called for the children and said to the disciples,
“Let the children come to me. Don’t stop them! For the
Kingdom of God belongs to those who are like these children”. Luke
18:16 (NLT)

Parent Handbook

Values Statement

We value ...

Whatever is **true**

Whatever is **noble**

Whatever is **right**

Whatever is **pure**

Whatever is **lovely**

Whatever is **admirable**

Whatever is **excellent**

Whatever is **praiseworthy**

Philippians 4:8

Vision Statement

Centered in Christ
Nurturing Young Minds
Training for Service

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.

Philosophy

Carlisle Adventist 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 Adventist 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.

War Free Zone

We prefer the Centre to be a war free zone and do not encourage make believe super heroes. This includes dress ups and items such as guns. We would prefer that you do not allow your child to attend the Centre wearing superhero dress ups.

Fairy Tales

We discourage the use of books and songs that contain fairy tales, witches and monsters etc. We prefer to read to and sing with the children material that is happy and positive and that support our Christian values.

Policies

The Centre has many policies to follow and uphold. Please feel free to access the Policy folder anytime. This is located at the sign in table. Every year policies are reviewed and we invite and encourage you to be part of this process.

Please do not hesitate to contact the Centre for any further questions or information.

Luzviminda Carbajosa
Centre Director

Administration & Licensing

Carlisle Adventist Early Learning Centre is owned and operated by Seventh-day Adventist Schools (Northern Australia) Limited. Providing the highest quality of care and education is important to this Centre. If you have any concerns regarding the operation of this Centre please discuss them, in the first instance, with the Director of the Centre. Alternatively you may contact the Approved Provider on 137468.

Carlisle Adventist Early Learning Centre is licensed by the Office for Early Childhood Education and Care. Their nearest office is:

Office of Early Childhood Education and Care
P.O.Box 760
Mackay Q 4740
Ph: 07) 4842 8354
Fax: 07) 4942 8388
Email: mackay.eccec@det.qld.gov.au

Other Useful Contacts include the Childcare information service which provides up to date information about services and facilities in any particular region.

Childcare Information Service:

1800 637 711

Change of Details

If your personal details change at any time such as phone number, address or contacts, can you please ensure the Administrator or Director are given any updated information.

Treasures from Home

We prefer that all children's toys be left at home. We know these are precious to a child and we do not want to risk them getting lost or broken. The Centre has many toys and great equipment for the children to play with throughout the day.

A very warm welcome!

Welcome to Carlisle Adventist Early Learning Centre. For some children it may be the first time away from their home environment, their parents and friends. We believe that every child is a unique individual living in a unique environment. We accept that children come from different backgrounds, cultures and family values. We believe in providing a loving and caring Christian environment where the social, emotional, physical and intellectual development of each child is allowed to progress at its own rate and be supported by all educators.

Placing your child in a Early Learning Centre is a big decision, so we understand that selecting the Centre most suitable to your child's needs is one of the most important decisions you will make. At Carlisle Adventist Early Learning Centre we endeavor to provide the highest quality care and education for your child. It is important that parents and Centre staff work together to make the transition from home to the Centre a happy one.

Our Goals for children are to:

- Promote long-life learning.
- Touch, move and inspire.
- Develop each child to reach their full potential by providing a wide range of play experiences in order to expose them to many different situations.
- Focus on creative arts where children are encouraged to express themselves through music, drama, dance and visual arts.
- Provide a caring and happy atmosphere in which children can express themselves freely and show their individuality.
- Guide children in good social values and successful interactions with their peers so they have a sense of belonging and hope.
- Allow children to connect with nature, Inspire an appreciation and love for nature and the outdoor environment and strongly embed into every day teaching practices the importance of sustainability.

Please take time to read this booklet as the information will help you and your child to settle in more quickly. If you have any questions, concerns or suggestions please discuss them with our Director, as this information will help us better understand and plan for your child's individual needs.

Operating Hours

The Centre is open Monday to Friday from 8.00am to 4.00pm. The Centre is closed on all public holidays, including the local Mackay show holiday, and for four weeks at the end of the year (Christmas to New Year weeks).

The Centre is licensed to cater for children from three years old to school age. If your child is attending for a full day, please arrange for your child to be at the Centre by 8:30am. This will enable your child to benefit fully from the day's program and activities.

If your child is absent due to illness or for any other reason please advise the Centre **before 8.15am**. If your child will be in late could you also please advise the Centre **by 8.15am**.

Fees

Please refer to the current fee schedule for daily rates in the enrolment pack. Once your child commences at the Centre, weekly statements will be emailed. If for any reason you cannot pay the fees when they fall due, please see the Administrator or Director as soon as possible. If the fees payable fall behind you will receive formal notification that your child's place may be cancelled. Should you wish to discontinue your child's attendance, **two weeks notice** is required in writing or two weeks fees payable in lieu thereof.

Fees are to be paid via our Direct Debit System (PayWay). A PayWay form is to be completed with your enrolment. Receipt of payment will be shown on the following statement. Please check your receipts and notify the Administrator of any discrepancies.

Days Absent, Public Holidays & Holiday Leave

Public holidays and absent day fees still apply and attendance records maintained so that Child Care benefit is received. Sorry, no alternative day offered on these occasions. There is no temporary day swaps available, however extra days can be booked in if space is available. Sick days if notified by 8.15am may have the opportunity for a makeup day (these are not guaranteed, only approved on availability, within the following two weeks).

Each family can claim up to 42 days of absence (referred to as allowable absences) while still claiming Child Care Benefit. Once the 42 days is reached any additional absences must be paid for on a full fee basis, as the Centre cannot claim Child Care Benefit for any extra days. Sick days are included in the 42 days absence. After the initial 42 absent days a medical certificate must be given to gain government subsidy. Holiday leave is only discounted in school term breaks of up to 3 weeks at a time.

Childcare Rebate

Families eligible for the Child Care Rebate can elect to have it regularly or annually to a nominated bank account or directly to the Centre thus further reducing the gap fee payable.

Health Care Cards

Parents of children in the Kindergarten Program who have a Health care card, pension card, Aboriginal or TS Islander are eligible for an extra rebate on fees (QKFS). To access this rebate, please present your health care card or pension concession card for copying and registration. If your card expires during the year and is renewed, please remember to bring the new card for updating.

Kindergarten Program/School Readiness

The Queensland Kindergarten Program or 'Kindy Blue' incorporates the 'Queensland Kindergarten Learning Guideline'. A qualified Early Childhood Teacher runs this program Monday to Friday.

Children must turn four by the 30th of June in the current year and be booked in for at least 3 days a week for this program. The program offers a rich and varied learning environment that helps children to meet the 5 learning development areas in the QKLG. These are Identity, Connectedness, Wellbeing, Active Learning & Communicating.

The program is play based and programming is based on the strengths, interests and needs of children and a holistic approach is taken to facilitate the development of children. Many opportunities for intentional teaching are included such as early mathematics, pre-reading and pre writing skills.

As part of the Kindergarten program we incorporate a Transition to school program to enable children to experience 'big' school through visits and events. Some of these visits include chapel, parade, library, playground and a Ready Set Prep Program.

Priority of Access

The Federal Government has determined the following priority of access guidelines for Centre's that receive Child Care Benefit. These guidelines are primarily referred to when a Centre has a large waiting list of parents competing for a limited number of vacant places:

First Priority

A child at risk of serious abuse or neglect.

Second Priority

A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act.

Third Priority

Any other child

Carlisle Adventist Early Learning Centre is non-discriminatory. Children from all backgrounds and cultures are welcome. Where the Centre is unable to meet specific/special needs of a child, negotiation may need to be entered into.

Child Care Benefit

Child Care Benefit (CCB) is an assistance scheme which is funded by the Federal Government. It is designed to ensure that all families can afford quality childcare. It is paid directly to the Centre on behalf of the eligible families. Under the Child Care Benefit scheme a formula is used to calculate what part of the fee each family will pay. This fee depends on the family income.

You can get CCB if:

- You have a child in your care
- Your child attends approved or registered care and you are liable to pay the childcare fees
- Your child meets the immunisation requirements
- You (or your partner) meet the residency requirements

Child Care Benefit Application Forms must be lodged with the Family Assistance Office (FAO) immediately your child commences childcare. Families receiving Child Care Benefit must have their Child Care Benefit percentage re-assessed every six months. Full fees apply until the Centre has been advised that you are eligible for Child Care benefit. Parents should advise the Director if siblings are attending another approved Centre as this may reduce the fees they need to pay.

To discuss your circumstances and entitlements telephone the Family Assistance Office on **13 61 50**.

Late Pickup Fee

A late fee will apply if your child is not collected by 4.00pm. The fee will be at the rate of \$1 for every minute and will be documented and charged to the next fee account. If you are delayed and know you will be unable to pickup before closing time you may elect to have one of your authorised persons collect your child on your behalf.

Please telephone if you are going to be late, as this helps us with staffing and also enables us to let your child know exactly when you are coming.

Safety Precautions

Safety is a high priority at our Centre. Each room has an emergency evacuation plan displayed on the exit walls. Approximately once every 3 months the Centre will conduct evacuation and lockdown drills. These are to ensure that if a real life emergency occurs the children can be evacuated safely and quickly. These drills will apply to all who are present at the Centre at that time including parents.

Some additional safety precautions at the Centre are:

1. Safe storage of poisons and medication;
2. Hygiene and Cleanliness;
3. Maintenance of equipment and playground areas;
4. Smoking prohibited throughout the Centre and grounds;
5. All doors and gates kept closed at all times.

For the safety and well being of all children your child must not bring to the Centre any item that is likely to cause harm to others. In particular the following items are prohibited in your child's bag:

- Medications of any sort including headache tablets;
- Any poisonous or flammable substance;
- Safety pins, clips, sharp metal objects of any type, matches or rubber bands;
- Mobile phones, ipods or other electronic devices;
- Cosmetics, gels and creams;
- Plastic bags.

When accessing the Centre please close all doors and gates behind you at all times. We also ask that parents/caregivers supervise their child/ren carefully between the car park and main entrance.

Delivery & Collection Policy

Children must be brought into and collected from the Centre by an adult. This adult must complete the attendance register and notify the staff that the child has arrived or is departing. Only when prior arrangements have been made with the Director will a person other than the child's parent/guardian or those previously authorised on the enrolment form, be permitted to collect a child from the Centre. No person under the age of 17 is allowed to collect a child or access the attendance register.

For legal reasons every child's attendance records must be completed. No exceptions to this requirement will be made. This register is also used for health and safety measures as well as for government records and CCB.

Injuries

Health and safety of the children is of utmost importance but unfortunately accidents do occasionally occur. All staff have current first aid certificates, asthma and anaphylaxis training. Should an accident or injury occur, staff will act immediately by applying the appropriate first aid. Apart from minor scratches, any accidents occurring will be recorded in the accident register and parents will be informed.

If emergency medical treatment is required and staff are unable to contact the parent/guardian or authorised adult, the Director and one other staff member will act on their behalf.

Illness

Illness refers to all conditions that are not contagious but impair a child's capabilities to function in the group. As the Centre does not have facilities to isolate and supervise sick children, any child who becomes sick during the day will be comforted by staff and the parents/guardian or emergency contacts will be requested to come and pick up the child as quickly as possible. It is in the child's best interest to be excluded from Centre until all symptoms subside.

It will be at the discretion of the Director to refuse to admit any child should it be felt that the child is not well enough to attend the Centre.

Infectious Diseases

It is a requirement that any child who has an infectious disease must be excluded from attending childcare in order to protect the health and safety of staff, children and their families. The Centre should be informed immediately of the nature of the illness. Any information concerning your child will be kept confidential. Please refer to the Department of Health 'Time Out' chart for exclusion periods or a medical certificate from a medical practitioner must be presented before the child can return to the Centre.

Incursion Experiences

From time to time the Centre will extend the children's interests and learning by arranging a visit outside the Centre into the College Campus, including the Library.

At times we will invite Educators in to the Centre to enhance the Centre's learning program for example Dentists and the Fire Department.

Educators

In order to provide quality care for your child, staffing levels are in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. All our staff have appropriate qualifications for the positions they hold and have current first aid, asthma & anaphylaxis certificates.

Students & Volunteers

On occasions the Centre may be visited by students undertaking studies in the area of Early Childhood Education. They will not be responsible for programming or supervision of the children and act under the direction of the Lead Educator and the Director at all times.

What to Bring (Please name items).

- Spare set of clothing and undergarments
 - Sunhat
 - Socks, shoes & jumper for colder months
 - Named lunch box (not insulated bags)
 - Named drink bottle
 - Footwear
 - Pullup nappies if needed
 - Cot mattress sized sheet/blanket for rest time
- OPTIONAL: A small comfort toy for rest time
OPTIONAL: A pillow for rest time

Special Needs

We understand that all children are unique and may have individual needs. Could you please state any allergies, food intolerances, medical conditions, behaviour or emotional problems or physical disabilities clearly on the enrolment form. Please discuss these issues with the Centre Director at the Meet and Greet before your child commences.

Food & Nutrition

Children are encouraged to eat fresh healthy snacks at mid-morning and mid-afternoon. Suggestions can include a variety of fresh fruit and vegetables, cheese, plain crackers, cheese and either whole milk, soy milk or water. Please send a named drink bottle with your child each day, it will be refilled with fresh water as required. 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 and most chocolate spreads. The Centre does not heat up food or two-minute noodles. If cake or other sugary treats are present, this will be eaten at afternoon tea.

Please place all food items in a non-insulated lunch box, with your child's name clearly labelled and place in the kitchen fridge.

Meal Times

Creating a safe, clean and relaxing environment is important for children and we aim to make meal times a positive learning experience where children are encouraged to sit together, socialise and develop healthy eating habits. We always commence our meals by singing Grace to thank God for our food.

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. For those children with dietary needs, we ask that you supply some cupcakes in a zip lock bag labelled with their name, which will be kept in the freezer for when these special occasions arise.

If a child whilst attending the Centre, contracts or is found to have an infectious disease such as measles, mumps, chicken pox, glandular fever, conjunctivitis, hand, foot & mouth or any other infections he/she will be sent home until the condition is cleared. In addition should your child be vomiting, have diarrhea, cold sores, school sores, influenza or a heavy cold it is requested that they be kept at home until fully recovered. Children cannot attend the Centre during the relevant isolation period. Your doctor or the Centre Director will be able to inform you of the necessary isolation period. A written medical clearance may be required.

Health & Hygiene

Our Centre has a high standard on health and hygiene, especially hand washing. All children are taught, encouraged and reminded to wash their hands before meals and after using the toilet. All Centre tables and chairs are wiped down throughout the day, bathrooms cleaned after lunch and professional cleaners clean the Centre each evening.

Sun & Insect Protection

Safety in the sun is also a high priority in the Centre and safety measures are consistently practiced. Overexposure to ultraviolet radiation during childhood may contribute to an increased risk of skin cancer or damage throughout an individual's lifetime. The following sun protection guidelines are as follows:

- Clothing should be worn that protects the back, neck and shoulders.
- Broad rimmed or legionnaires style hats are recommended as best protection for faces, necks and ears.
- Hats are to be worn outside all year round. Children who do not have a hat can play in the shade.
- Apply sunscreen to your child before attending the Centre and sunscreen will be reapplied throughout the day 20 minutes before outside play. For your convenience there is a sunscreen station set up at sign in.
- Should your child suffer from an allergy to the product used by the Centre, you may send along your own brand of sunscreen.
- Mosquitos can also be a problem at times and many children do react to bites. Educators are happy to apply an insect repellent.
- Permission to apply sunscreen and repellent must be given in the child enrolment form.

Clothing & Shoes

Please ensure your child comes with a complete change of play clothes clearly named. Children sometimes enjoy “messy” & ‘water’ or ‘mud’ play and it is essential that they can change into clean dry clothes if the need arises.

Safe comfortable footwear that fits well is essential. For safety reasons, if children are wearing sandals, clogs or thongs they will be encouraged to remove them before climbing on playground equipment. It is our preference that children remove shoes before going on the play equipment, however, if you require them to leave their shoes on, joggers or shoes with a good tread are required for climbing. Shoes and socks must be worn during the colder months. All children attending the Kindergarten program will follow the uniform guidelines. A Centre Hat and T Shirt is available for purchase and must be worn for the official yearly Centre class photo.

Laundry

Any soiled or wet clothing items will be placed inside a small box with the child’s name on it and placed on the shelf in their class bathroom. A tag will be placed on the child’s school bag to inform you to collect your laundry.

Parent Participation/Responsibilities

Because parents and grandparents are such an important part of a child’s life we encourage their interest, participation and input into the Centre’s activities.

Some practical ways for parents (or grandparents) to get involved are:

- Sharing your talents (e.g. play a musical instrument);
- Sharing a special skill, craft or hobby;
- Collecting resource material for the Centre (e.g. magazines to cut up);
- Assisting with excursions;
- Simply attending your child’s group and observing;
- Being involved in special events and Centre fundraising;
- Sharing your ideas that may improve the Centre;
- Parent/family occasions, etc.

Immunisation

For the protection of all children it is requested that all recommended immunisations are up to date. It is important that as children receive immunisation boosters, parents inform the Centre so that our records can be kept up to date. If a child is Immunised the Centre will request a copy of their Immunisation History Statement on enrolment.

Please Note: Any unimmunised child may need to be excluded from care during outbreaks of immunisation preventable diseases. All families will be informed about any outbreaks via email, phone or written messages. A vaccination schedule is displayed .

To find out more about immunisation for you and your child visit:

www.health.qld.gov.au/immunisation or www.immunise.health.gov.au.

Alternatively, call info line on 1800 671 811.

Medication

We prefer NOT to administer any medication to a child whilst the child is in care. In most cases medication can be given before arriving, after departing the Centre and at night. However, if it cannot be avoided the following conditions must be met:

It is the policy of the Centre that:

- If prescribed medication is to be administered, it must be accompanied by written medical advice, stating the child’s name, dosage and times. Parent/guardian permission must also accompany the medical advice (please complete a **Medication Authority Form** located in each room.
- Off-the-shelf medication will not be administered unless the parent/guardian has authorised this in the child’s enrolment form. Alternatively a **Medication Authority Form** can be completed and handed to the child’s educator’s or the Director with the medication. The medication must be supplied in the original container and parent’s instructions (dose) must match those that are detailed on the container for the appropriate age group.

Please note: All medications must be stored in a place inaccessible to children. DO NOT LEAVE MEDICATION OF ANY TYPE IN YOUR CHILD’S BAG. Medication that is to be administered during the day must be given to the Director or Group Leader.

Anaphylaxis and Asthma

If your child suffers from an anaphylaxis reaction or is diagnosed as being an Asthmatic, we **must** receive before the child commences a current action plan along with in date medication. Please place in a bag and provide to the Centre for storage.