“Thank you for entrusting your children into our care”

Tracey Strong (Assistant Director)
The Sculptors

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child’s mind
And they fashioned it with care.
One was a teacher;
The tools he used were books, music and art.
One a parent,
With a guiding hand and a gentle, loving heart,
Day after day the teacher toiled
With a touch that was loving and sure;
While the parent laboured by his side
And polished and smoothed it o’er..
And when at last their task was done,
They were proud of what they had wrought
For the things they had moulded into the child
Could neither be sold or bought.
And each agreed he would have failed
If he had worked alone
For behind the parent stood the school
And behind the teacher – THE HOME.

Ray A. Lingenfelter
ENROLMENT PROCEDURE:

St. Paul’s Early Learning Centre is licensed to accept enrolments for children aged 3 years and over.

To enroll your child/ren you must do the following:

- Complete the enrolment form, attach required information and return to St Paul’s as soon as possible.
- Position vacancy will vary and your child’s details may be placed on a waiting list. It is your responsibility to contact the service to ascertain your child’s position on the vacancy available and ensure we are aware of your needs.
- Upon accepting a position within our centre, families will be informed of the orientation procedures. During this process we aim to work in close partnerships with families with visits to the centre. This will assist you and your child to become familiar with their environment and the educators who will be actively involved in your child’s day whilst at the centre.
- Pay 2 weeks advanced payment of fees & maintain regular fee payment.
- Advise Centerlink of your child’s service provider by telephone or appointment.
- Should any of your details change throughout the year please inform us ASAP.

SETTLING YOUR CHILD INTO THE CENTRE:

Settling your child into our care will vary from child to child. This is a very individual process. Family involvement throughout the orientation process will assist your child with this process. At all times it is important to communicate with your child’s educators if you have any questions or concerns.

We do understand that this can be upsetting for both you and your child during this process. Please be assured that we will contact you if your child is inconsolable and we have tried everything possible to settle him/her. We encourage you to ring throughout the day if you are feeling a little anxious.

KEY POLICIES

CHILD PROTECTION/MANDATORY REPORTING & CONFIDENTIALITY:

Any person who believes, on reasonable grounds, that a child is suffering (or has suffered) maltreatment is required to report this fact to either an officer from Family and Children’s Services (FACS) or a member of the Police Force. Failure to comply with these provisions of the Community Welfare Act can result in a penalty. This service refers to the Catholic Education Council Policy Statement Policy and procedures for the identification and notification of child abuse and neglect.

Every employee, management committee member and member of the operating body is provided with clear written guidelines/legislation detailing what information is to be kept confidential, what confidential information they may have in order to fulfill their responsibilities, how this information may be accessed and who has a legal right to know particular information.

Confidential conversations that educators have with parents, or Director/Coordinator has with educators, will be conducted quietly away from others.

EMERGENCY OR DISASTER POLICY:

Emergency evacuation procedures will be clearly displayed in the centre and are to be followed in the event of fire, natural disaster or other emergency. You are welcome to make yourself familiar with them.

Safety and evacuation drills involving educators and children will be at least once every three months when most children are present. If you are present, please follow the direction of the senior staff member. All alarms must be treated as real and responded to immediately. (Refer to Policy)

CYCLONE PROCEDURE:

In the event of an official announcement of school closure due to imminent cyclone threat, children must be collected by parents. Children must be ‘signed out’ when picked up. Children not collected within 60 minutes will be supervised in the Early Learning Centre for a further period of time and if parents are still not contactable they will be taken to the nearest shelter, which is Nightcliff High School or Casuarina Square. (Refer to policy)
WHAT TO DO WHEN YOU ARRIVE AT THE CENTRE EACH MORNING

- On the first day try and be excited and happy as your child will be gauging you for reactions and responses. If you feel anxious about the separation seek an educator for support.
- Encourage your child show them that you trust the staff by talking to the Educators and spending time in the spaces.
- Sign your child into the centre—this is a regulatory and funding requirement
- Ensure that staff are aware that your child has arrived for the day
- Apply sunscreen to your child (we are a Sunsafe service).
- Ensure that your child has a hat on before engaging in play outside
- Assist your child to place their bag in his/her hook and ensure any food or drink is placed in the fridge.
- Inform your child that you are leaving, say good-bye and let them know that you will return later in the day to pick them up.

WHAT YOUR CHILD NEEDS TO BRING

Please remember learning, exploring and creating can often get messy.
At least 2 spare sets of clothes (including underwear)
A sunhat (either bucket, wide brimmed or legionnaire style—we are a Sunsmart service)
Safe appropriate footwear (no thongs)
Sheet set (flat and fitted, cot size) for those rest or sleep during the day
A towel (during build up and wet season for water play)
Parents are asked to check their child’s belongings each afternoon.

Please ensure everything is labelled. If you wish to purchase ELC clothing please see an educator for an order form.

CENTRE POLICIES

Our policies are located in the centre for your perusal in your own time.
St Paul’s ELC values the feedback and consultation with families with policy review and development. There is a suggestion box located on our sign in table.

VISITING THE CENTRE-OPEN DOOR POLICY

We love to see parents, grandparents and other family members visit the centre. You are welcome at anytime and we encourage you to stay as long as you need. We welcome any special talents, objects of interests, invite you to read a story, share music or culinary delights

SURVEYS

The centre will request feedback from families on a number of occasions throughout the year, on topics including orientation/settling in time for your child, goals for your child, food preferences etc. This information assists all staff in meeting you and your child’s need.

ARRIVALS & DEPARTURES

Please remember to sign your child in & out each day—this is your legal obligation that related to your Child Care Benefit. Should another person other than those nominated on your enrolment form be required to collect/drop off your child, we must be informed prior to the drop off/collection. Please ensure that the “new” authorised person brings their personal ID and is at least 18 years of age. When exiting the centre please do not allow access in or out to any other persons.
**CHILD CARE BENEFIT**

Child Care Benefit is a payment made by the Commonwealth Government to families to assist with the costs of child care. All Australian residents using child care provided by approved child care services are eligible for Child Care Benefit (CCB).

**ALLOWABLE ABSENCES**

The New Child Care Management System (CCMS) has been introduced in 2009 and the allowable absences have been increased to 42. Allowable Absence days can be taken for:

- Illness
- Non–Immunisation
- Rostered days off
- Rotating shift work
- Public Holidays
- Periods of local emergency
- Court ordered shared custody
- Temporary closure of a school

CCB will be paid for absence days if:

- Attendance records are correctly completed by the centre and the absences are initialled by the family member.
- Supporting documentation is provided for approved absences (medical certificates).

**SPECIAL CHILD CARE BENEFIT:**

Special Child Care Benefit (SCCB) may apply to a family faced with an event that reduces it’s ability to pay the fees normally charged. The purpose of SCCB for hardship is to give the family time to recover or adjust to, the new circumstances. It would not normally be approved for more than 13 weeks. For information contact the Centre Manager.
YOUR CHILD’S HEALTH

St Paul’s Early Learning Centre adheres to current policy when issues of your child’s health arise. There are illnesses that require exclusion and or a doctors certificate to return to our centre. Exclusion periods may be effective if your child is not immunised.

You may check requirements yourself at www.stayinghealthyinchildcare.com.au

COMMUNICATION:

This is encouraged daily through discussion with educators about your child’s morning/night before care and then again at collection to discuss your child’s day.

We also communicate with our families via;

* Newsletters that are emailed weekly, please advise us if you require a hard copy
* “Day Book”. This is where you will find stories about activities the children were involved in each day. Please feel free to add any comments.
* Children’s individual learning journals.

We value any feedback you have at any time

CENTRE HOURS

The centre is open from 7:30am to 5:30pm Monday to Friday for 50 weeks of the year. We are closed for approximately two weeks over the Christmas / New Year Period.

NUTRITION & MEALS

St Paul’s Early Learning Centre provides morning and afternoon tea, lunch and a late afternoon snack if children are at the centre after 5pm.

Our menu is a four week rotating menu that is reviewed regularly, with input from parents and a nutritionist.

Children are able to have healthy breakfast at the centre if it is provided by the parents.

During periods where a child experiences intolerances to particular foods or has high risk allergies; the Centre will remove that food source from their menu whilst there is a risk to the child. Should you child have any food allergies an action plan must be arranged with your doctor.

NON SMOKING ENVIRONMENT

St Paul’s Early Learning Centre is a non–smoking environment. Staff and families are not permitted to smoke on or near the premises at any time.