



EMMANUEL
ANGLICAN
COLLEGE

Learning ~ Living ~ Leading

Early Learning Centre Parent Handbook



A Love of life-long
learning Begins Here

Contact Details

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Early Learning Centre
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College Website: eac.nsw.edu.au

Email

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ELC Enrolments: enrolments@eac.nsw.edu.au

Welcome to Emmanuel Anglican College Early Learning Centre

Thank you for choosing the Emmanuel Anglican College Early Learning Centre.

To support your child in a successful transition into early childhood education and care, it is important for you to help prepare your child for this exciting experience they are about to undertake. We encourage you to talk with your child about the Early Learning Centre in an enthusiastic manner and to highlight the benefits of learning new things, making new friends and learning through play. In doing so, you are encouraging a happy and productive partnership between your home and your child's pre-school.

At times, the transition to pre-school can require some adjustment for children and families. We encourage families to support this transition by developing consistent drop off routines and rituals with your child. Together we can create an environment where all children feel safe, secure and supported.

This handbook has been designed to support you and your child to make this transition in an informed and confident manner.

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Our Philosophy

The Family

We view families as the child's first and most influential educators. We actively build strong partnerships with families regarding the ongoing care and education of their child. We practice and encourage open and positive communication with children, families, colleagues and the wider community, in order to increase the sharing of perspectives, ideas, skills, knowledge and resources. We acknowledge families come in all shapes and sizes and stem beyond 'parents'.

The Child

All children are viewed as capable and competent learners. We value children as active 'citizens' and that children make a significant contribution to the world. Children's rights remain central to the operation of our Early Learning Centre and are embedded in our educators' philosophies and practice.

The Program

Our play-based learning program is underpinned by the Early Years Learning Framework and My Time Our Place, designed to give children a range of opportunities to explore, investigate, observe, question, experiment, try new things and interact with people and the environment around them. Our program provides children with a wide range of interactive and meaningful experiences - building on strengths and interests as children make sense of their world. We embed learning inside and outside where children are provided with extended periods of uninterrupted time to simply play and have fun. We value the spirit and joy of learning through play in early childhood and delight in all experiences shared with young children.

The Community

All who use the ELC service are valued and respected without bias. We empower and enable all individuals to become advocates and activists in everyday practice as we encourage and support diversity.

We value Indigenous knowledge as important for all people living in Australia. Embracing this opens opportunities for discussion about the many kinds of Indigenous knowledge there is across Australia. We value local Indigenous collaborations and will continue to learn about Bundjalung cultural traditions and knowledge as we respectfully acknowledge pre-colonial Australia.

We are learning to think in a more sustainable manner, placing a lens over all thoughts and actions, and in doing so choosing nature as a learning resource and embracing nature pedagogy.

The Educators

Collegial collaboration and cooperation is priority as we come together with a wide range of worldviews, theories and philosophies that have helped to inform and define our everyday practice. We encourage 'a lively culture of professional inquiry'. Our educators are keystones in the quality and effectiveness of the overall early childhood learning and development that occurs in our Early Learning Service.

Hours of Operation

Open

- 7:45 am - 5:30 pm Monday to Friday - 48 weeks per year

Closed

- Public Holidays
- Christmas/New Year holidays for a duration of four weeks

Age of Entry

We accept enrolment of children in the year they are turning four (4).

Children are eligible to apply for Kindergarten enrolment at Emmanuel Anglican College in the year they are turning six (6).

Please note that children must be independent with toileting needs.

Managing Your Enrolment

As part of the Early Learning Centre enrolment process, you will be issued with a [myFAMILYLounge](#) account and login. The App can be downloaded at [myfamilylounge.com.au](#). Accessing your account will allow you to complete the following tasks:

- Add and amend family information, including,
 - Address,
 - Contact numbers and email addresses,
 - Update permissions and consents,
 - Upload medical action plans,
 - Add and delete emergency and authorised drop off and collection contacts, and
 - Upload immunisation updates.
- View and accept an enrolment offer,
- View current and historical bookings, and
- Request a new booking pattern.

Booking Cancellations

Cancellation of a permanent booking must be communicated to enrolments@eac.nsw.edu two weeks prior to the cessation of care.

If your child is absent on the final day prior to the cessation of care, then you are ineligible to claim the Child Care Subsidy for that session resulting in the full session fee being added to a family's fee account. This also applies when a child is absent on the first day of a permanent booking.

Orientation Session

We recognise that building strong partnerships between you, your child and our staff is important to your child's learning and security. To ensure a smooth transition, an orientation session at the ELC will be scheduled for you and your child prior to their first day of care. The orientation session is designed to assist with the transition into a new environment and to meet peers and teachers. This opportunity enables us to meet you and your child, exchange information and ask any questions.

Priority of Access Guidelines

Emmanuel Anglican College Early Learning Centre observes the Australian Government's Priority of Access Guidelines. Priority is generally given to:

1. Children who are at risk of harm.
2. Children whose parents are working or studying.
3. Children whose families are looking for socialisation and interaction for their children.

Within these main category's priority may also be given to the following children:

- Children in Aboriginal and/or Torres Strait Islander families.
- Children in families that include a disabled person.
- Children in families on low incomes.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents.

Families who don't secure a place will be placed on the Centre's Waiting List for the next available vacancy.

For more information about Priority of Access Guidelines, please contact our Regulatory Authority at **NSW Early Childhood Education Directorate – NSW Department of Education** email eeecd@det.nsw.edu.au or phone 1800 619 113.

Fees and Charges

Emmanuel Anglican College Council is responsible for setting the Early Learning Centre fees, based on the College budget and the income required to manage the Centre efficiently. Parents will be advised of any fee increases prior to implementation. The current Fee Schedule is available on the website.

Invoices for attendances in the week prior are emailed each week by COB Wednesday. The total amount owing will be debited from your nominated bank account or credit card each Friday. You will be required to complete an Early Learning Centre Direct Debit Request (DDR) form providing the College with authority to debit your fees. This document is provided on Enrolment, or can be found on the [ELC Enrolments](#) page of the website.

Fees can be paid weekly or fortnightly but they must be kept up-to-date. If you are not able to pay your account please contact the College Enrolments Office as soon as possible so that we can support you in managing the outstanding balance.

Holiday Discount

The Centre will apply a 50% discount for holiday periods, provided two weeks written notice of your intent to withdraw your child for a period of leave has been given, and your account balance is not in arrears.

Fees during Centre Closure

The Centre will be closed on all Public Holidays, fees are applicable on these days. During the Christmas and New Year period, the ELC will be closed for four (4) weeks. Fees are not charged during this closure period.

Child Care Subsidy

Child Care Subsidy (CCS) is available to eligible families and assists in reducing the cost of out of pocket childcare fees. The amount of CCS that you are entitled to will depend on your family's income and the amount of work or study activity that you undertake. You will need to access your Centrelink account through [myGov](#) to register for the CCS.

To avoid delays in processing, and possibly missing out on payments, applying for the CCS should be done as soon as possible after you have accepted an offer to the ELC.

The CCS is payable for up to 42 absences for each child, per financial year. You can use these absences for any reason, including for holiday or absence due to illness.

Late Pick Up Fee

There is a late pick up fee of \$25 per 15 minutes or part thereof. This charge will not receive a CCS subsidy.

Arrival and Departure

We aim to ensure the Early Learning Centre is a welcoming and happy experience for the arrival and departure of children. Parents and carers are required to digitally sign their child in and out of care on every occurrence. This is a regulatory requirement and an essential safety measure to ensure that our educators can account for all children in the event of an emergency.

If your child is being collected by someone other than those listed as a contact when you completed your enrolment, then that representative can be added to your enrolment by logging into your [myFAMILYLounge](#) account or by emailing enrolments@eac.nsw.edu.au and providing their name, relationship, address and phone number. The person will be required to present photo identification to the responsible person or Director prior to collecting the child. This person will also be required to digitally sign the child out of care.

Under no circumstances are you or any of your listed contacts permitted to disclose their personal log in/out details to another person.

Please note that we are not licensed to have children on the premises before 7:30 am or after 5.45 pm. You must **call** the Centre on 6681 5054 or 0427 810 909, as soon as you become aware that you will be late to collect your child. Please be mindful of the educators at the ELC as they may also have commitments beyond the Centre's opening hours. Additional fees will be charged if children are not collected before the Centre's scheduled closing time.

If Your Child is Absent

If your child is unable to attend the Early Learning Centre on a day that they have a booked session, please call the ELC phone on 0427 810 909, or email elc@eac.nsw.edu.au.

Settling in...

Attending an early learning program is an exciting stage in your child's life. Some children will have no problem settling into care, while others may feel afraid, upset or anxious. This can be a stressful time for both you and your child.

We are here to support you to ensure a smooth transition from home to the Centre. It is quite normal for children to experience some separation anxiety when they first attend early childhood education and care settings. Some things that will help the settling in period:

- Be consistent and have the same routine as much as possible,
- Talk with your child about the good things about childcare – the friends they will play with; the toys they enjoy and activities they can choose to participate in,
- Bring a security toy/item from home (if your child has one), and
- When it's time to leave your child say goodbye – be calm and confident – this will communicate to your child that you are not anxious and the centre is a good place to be (even if you are falling apart inside!). It's important to leave as soon as you say goodbye even if your child is crying and appears distressed, our Educators are experienced in helping your child to settle in.

What to bring each day

Your child will need to bring the following:

- Morning tea, lunch, afternoon tea and a late afternoon snack (if your child or children will be collected after 4:30 pm) in a lunch box or bag with their name clearly labelled on each container. Please see our lunch box ideas for healthy meals and snacks to pack,
- A drink bottle with fresh drinking water with their name clearly labelled,
- Hat,
- Security item (if needed) for sleep/rest time,
- Sheets for rest time in a bag clearly labelled with your child's name. A pillow is optional,
- A blanket (in the cooler months),
- A bag for your child's belongings, and
- A change of clothes (in case of accidents or water play) suitable to the weather conditions.

Uniforms

The ELC uniform comprises the following:

- ELC Navy Blue Polo, or College Sports Polo top (unisex - green, blue and red),
- Navy Shorts,
- College white sports socks or plain white socks,
- Supportive sports shoes with no bright or fluorescent colours.

All uniform items are available at the School Locker located in the Ballina Homemaker Centre, Boeing Avenue, Ballina. Please label ALL belongings.



Sun Smart

Emmanuel Anglican College Early Learning Centre is a Sun Smart Centre. The Centre encourages children to wear the College's broad brimmed hat. This protects the face, ears and back of the neck. Please leave baseball style caps at home.

At the Centre, we will apply SPF 30+ water resistant sun screen to all children prior to going outside in the morning and afternoon. This is supplied by the Centre. If your child has an allergy or sensitivity to the sun screen we provide, you will be required to supply your own.



Health and Safety

Parents must advise the Early Learning Centre Director immediately if they become aware of any special needs that the child may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

Parents must provide updates, if circumstances change, to the medical information supplied on the Early Learning Centre Application for Enrolment Form that was completed at the commencement of a child's booking at the ELC.

Should the ELC require instruction, authority or direction from the Parents on any issue concerning the child then the ELC may act upon the instruction, authority or direction of either parent or guardian in accordance with what the ELC determines in its absolute discretion is in the best interests of the child.

It is recommended that families purchase Ambulance cover, as it is the responsibility of the Parents to cover costs should the child require the service of an ambulance.

Immunisation

The Early Learning Centre respects the right of individual parents to immunise or not to immunise their children. However, children who are not immunised will be excluded for the period of an outbreak of a vaccine-preventable disease. Proof of immunisation must be supplied during the enrolment process, and updates must be supplied as they occur.

For children who are conscientious objectors a form supplied from Medicare will need to be given before enrolment begins. With the exception of cultural circumstances, families of children who are not immunised are not eligible to receive the Child Care Subsidy.

Medication

If your child requires medication whether its long term (e.g. asthma) or short-term (e.g. antibiotics) and they are required to be medicated while attending the Centre, parents must sign the Administering Medication Form.

The ELC will only accept Medication in its original packaging and clearly labelled with your child's name, dosage requirements (amount and time/s) and use by date.

Please ensure that you hand the medication to your child's teacher, who will verify with you the requirements for the medication before placing the medication in the secure location.

Please ensure that you collect your child's medication at the end of the day as we are not able to keep prescription medication on the premises overnight.

Illness and Exclusion Guidelines

The Centre has a duty of care to all children, families, staff and visitors to the Centre to ensure health and safety. If your child is unwell you will be required to keep your child at home until they are well again, or a medical certificate clears your child to return to the Centre.

If your child becomes unwell during their time at the Centre, we will contact you or a listed Emergency Contact person to collect your child. Please keep your child home when experiencing a consistent runny nose or cough.

Your child will not be able to attend the Early Learning Centre for any period of time during which the child is suffering from a disease or condition which is contagious through normal social contact, or if a medical practitioner has recommended the child not attend.

The Centre will follow all Exclusion Guidelines as set out in the publication:

Staying Healthy – Preventing infectious diseases in early childhood education and care services 5th Ed National Health and Medical Research Council or its successor) or North Coast Public Health Unit.

https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf

Common Illnesses or Conditions Exclusion Periods

Common Illness/Condition	Exclusion Periods
Diarrhoea	Until 24 hours after the last loose bowel motion
Hand, foot and mouth	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the service
Influenza and influenza-like illnesses	Until the child is well
Chicken Pox	Until all blisters have dried
Vomiting	Until 24 hours after vomiting has stopped
Fever (38°C or above)	Until the fever has stopped for at least 24 hours
Conjunctivitis	Until the discharge from the eyes has stopped
Impetigo (School Sores)	Until appropriate antibiotic treatment has started All sores on exposed skin areas should be covered with watertight dressings
Pertussis (Whooping Cough)	Until 5 days after starting appropriate antibiotic treatment, or 21 days from the onset of the coughing
Gastroenteritis	Exclude until there has not been a loose bowel motion for 24 hours

Remember: cover your cough and sneeze to stop the spread of germs

The correct way to prevent the spread of germs that are carried in droplets is by coughing or sneezing into your inner elbow, or by using a tissue to cover your mouth and nose. Put all tissues in the rubbish bin straight away, and clean your hands with either soap and water or an alcohol-based rub.



Educational Programmes

The ELC is divided into two multi-aged rooms, with 3, 4 and 5-year-old children, in each room. Our rooms are named the **Dolphins** and **Whales** rooms. Throughout each day there are extended periods of time whereby both rooms learn and play together.

The Early Learning Centre has two qualified and experienced Early Childhood Teachers, who work alongside qualified and experienced Early Childhood Educators to deliver quality early learning programs. Our Educator's profiles can be seen at the [ELC Staff Page](#) of the EAC website.

All children have their own 'Learning Journal', located in their designated room. This journal documents our shared learning experiences, friendships, interests, conversations and special events. Families are encouraged to engage with these by adding family photos, adventures, holidays and celebrations.

The Early Years Learning Framework

Belonging, Being and Becoming

The Early Years Learning Framework – Learning Outcomes (Birth – Five Years)

The Early Years Learning Framework is embedded throughout our daily practice, underpins our teaching principles and guides the learning towards outcomes.

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary to active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking



The Emmanuel Anglican College Early Learning Centre endeavours to provide a welcoming, warm and friendly place where children feel safe and develop a sense of belonging. We provide extended periods of time for children to play and for children to be children. The early childhood years are not solely preparation for the future but also about the present.

The Early Learning Centre environment affords children to practice a range of dispositions for learning that empower and enable children to participate fully and actively in their society. Educators ensure the environment is carefully planned, considering the needs and interests of all children.

Positive Behaviour Guidance

All children are to be treated with respect and dignity, have their feelings acknowledged and be encouraged to express their feelings in a positive manner. Under no circumstances will staff physically discipline a child.

Steps used to establish positive behaviours include:

- Remain consistent in setting appropriate limits for behaviour,
- Reinforce positive behaviour and good choices,
- Explain why a behaviour is inappropriate or unacceptable and provide acceptable options,
- Model positive behaviour, care, empathy and respect,
- Explain and model the appropriate use of resources and equipment,
- Offer choices and encourage decision-making,
- Establish rules and expectations with children, and
- Be emotionally present.

The Importance of Play

Play-based learning is a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations.

Play is an important part of the Early Learning Centre's philosophy and underpins our learning program. By participating in play children are able to:

- Express their personality and uniqueness,
- Enhance dispositions such as curiosity and creativity,
- Make connections between prior experiences and new learning,
- Develop relationships and concepts, and
- Stimulate a sense of wellbeing.

What Play Looks Like at the Early Learning Centre



Food and Nutrition

Emmanuel Anglican College Early Learning Centre encourages healthy food choices for your child's lunch box. Some ideas include:

- Fresh seasonal fruit and vegetables,
- Sandwiches, wraps and bread rolls with healthy fillings, such as meat/meat alternatives and salad,
- Meat and/or vegetable slice,
- Salads,
- Pasta,
- Yoghurt,
- Cheese, or
- Popcorn (unsalted), crackers, pretzels.

Please limit the following items or leave at home:

- Muesli bars,
- Cakes/muffins,
- Biscuits, or
- Highly processed foods.

Please **do not** bring the following items:

- Lollies,
- Fruit Roll Ups,
- Chips, or
- Flavoured milk.



Food Exclusions

The Emmanuel Anglican College Early Learning Centre recognises that allergies and intolerances are common and potentially life threatening conditions. We encourage families to support the Centre in not bringing foods that can cause allergies and/or anaphylaxis. These include:

- Any form of nut (including nut oils or pastes),
- Shellfish, and
- Sesame seeds or oil.

From time-to-time children may attend the Centre with allergies to other foods, we will advise parents if these foods will be prohibited.

Please ensure that all food containers brought to the Centre have your child's name CLEARLY labelled on the outside.

Birthdays

If you would like your child's birthday celebrated with a cake, please bring one in on the day of the celebration (it doesn't have to be on the exact day). Please also provide a list of ingredients so that we can check if there are any ingredients which may cause food allergies/anaphylaxis.

If possible, we prefer individual patty cakes to share with your child's friends.

Please remember when bringing in food from home to observe the food exclusion list.

Rest & Relaxation

As part of our daily routine we offer rest and relaxation time after lunch. This is an opportunity for children to practice mindfulness and still the mind and body. We also listen to audio books, gentle music or a guided meditation. Children can read books, solve puzzles or engage in a quiet activity on their mats, whilst some peers sleep.

Please provide a sheet, whether your child sleeps or not, and ensure that all bedding is clearly labelled with your child's name and is collected at the end of your child's week.

In summer, sheets are fine. For cooler months we ask you to pack a blanket. Children can bring a small cushion or pillow if they wish.

Policies

A copy of the Early Learning Centre's policies and procedures can be in the Foyer of the ELC.

Preparing for Kindergarten

The Kindergarten Readiness Policy can be found on the [Enrolment Steps](#) Page of the EAC website or in the foyer of the ELC.

The transition to Kindy program for those children in the year before school will remain the same. All eligible children will attend the College 'Kindy Links' program, regardless of the room they are in. If you wish to discuss your child's development and/or learning please liaise with your child's Educators.

Feedback/Suggestions

We value your feedback and suggestions as it allows us to continually improve. We encourage you to raise any concerns with your child's teacher, or to arrange a time to meet with the Director by emailing elc@eac.nsw.edu.au The Complaints Handling Policy is available on the College Website.



*At Emmanuel Anglican College Early Learning Centre we
acknowledge that we learn and play on beautiful
Bundjalung Country.*