



PARENT INFORMATION HANDBOOK

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**Locally Managed by: The Centre Governance Committee (CGC) and
Queensland Lutheran Early Childhood Services
(QLECS)**

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WELCOME TO LITTLE LAMBS EARLY LEARNING CENTRE

We feel truly blessed that you have chosen our Centre as your child's early learning environment. We hope that you will be very happy during your time here with us.

Within each room at Little Lambs we will provide your child with a safe, secure, comfortable and supportive learning environment. Our program stimulates young minds to think outside the square. It fosters creativity, challenges thinking and doing, and supports co-operative learning. We will address the needs, interests and abilities of each child, and recognise them as the unique individuals they are.

This handbook has been designed to be a guide for helping you and your child settle into our service, and for you to have an understanding of our policies. It contains a lot of valuable and useful information about the Centre, the way it is managed, and what to expect during your time here.

Please keep this handbook in a safe place so that you can use it as a reference for all Centre policies. Some policies are only summarised, the full details of policies are available for you to read in the Policy Procedure Manual, found in the front foyer. Any comments you may wish to make regarding policies are welcomed. These policies have been developed through consultation with QLECS, staff, families and the community.

We look forward to sharing the coming year with you and your child, and the partnerships the year will bring.

Sincerely

Little Lambs Early Learning Centre
Good Shepherd Lutheran College (GSLC)

ACKNOWLEDGEMENT:

The assistance of Good Shepherd Lutheran College in the provision of land and buildings for the Centre programme is gratefully acknowledged.

We also acknowledge that Little Lambs is on the traditional lands of the Gubbi Gubbi People and we wish to acknowledge them as traditional owners. We would also like to pay our respects to their Elders, past and present.

1.1 History of our Early Learning Centre

Little Lambs Early Learning Centre grew from an identified need within the College community for a high quality early childhood service. The development of the Centre was a collaboration between Good Shepherd Lutheran College, the Office for Early Childhood Education and Care and the Queensland Lutheran Early Childhood Services (QLECS).

A task force was set up in 2009 to work through the development of appropriate facilities, complete the licensing process, register the service for Accreditation, recruit the staff and manage the enrolments.

We proudly opened our doors on Monday 12th July 2010 and have continued to establish our unique educational learning environment since that day.

1.2 Mission Statement

Little Lambs Early Learning Centre exists to provide quality Christian education in a caring, learning environment.

We aim to develop inquiring, knowledgeable and caring young children who help to create a better and more peaceful world through intercultural understanding and respect.

1.3 Philosophy

Little Lambs Early Learning Centre is founded on Christian values with a commitment to providing quality education. We believe:

- Every child is unique with God given strengths and skills that are to be celebrated.
- In establishing and maintaining a reciprocal partnership with parents and families ensuring that they feel welcome and respected
- Children thrive in a friendly and caring environment, where each child is an individual, growing, developing and learning in a unique way. Teachers will ensure that all individual needs and interests are met at an age appropriate level, while still maintaining each child's independence and encouraging new learning opportunities.
- Positive encouragement is essential for building a healthy self esteem and a level of self confidence where children are treated with respect and sensitivity.
- Parents are the primary influence in a child's life and are valued where supportive partnerships are constantly fostered, and feedback is welcomed in both formal and informal situations.
- Children are internally curious and motivated, therefore hands on experiences will be provided to encourage choice and allow children to interact with concrete materials.
- The International Baccalaureate Primary Years Program guides our curriculum along side the Early Years Learning Framework with programs offering a variety of both individualised and play based educational experiences, using planned and spontaneous environments to scaffold and encourage children to become independent learners, and allowing children to be actively involved in the learning process.
- In the importance of diversity, we aim to provide an anti-biased perspective both in the physical environment and in teaching strategies, where children are treated equitably inclusive of gender, age, race, religion, ability or culture.
- All developmentally appropriate programs created will challenge and support each individual child's growth and development socially, emotionally, creatively, physically, intellectually and spiritually.

- In focusing on individual education as well as social competence within our curriculum guidelines, with an emphasis on respect, kindness, manners, fun, self esteem, perseverance and co-operation.
- That giving children the opportunity to review their own learning and reflect on experiences with teacher support, enables children to develop a strong sense of personal integrity and develop self confidence, building vital life skills.

The highest quality of care will continually be provided, as stated within the Quality Improvement and Accreditation system Handbook.

1.4 Queensland Lutheran Early Childhood Services (QLECS)

LITTLE LAMBS EARLY LEARNING CENTRE is co-located on the grounds of *Good Shepherd Lutheran College*

The Centre is locally managed by Queensland Lutheran Early Childhood Services Limited (QLECS Ltd), a public company limited by guarantee, in conjunction with the Centre Governance Committee (CGC), composed of interested parents, community members and GSLC Church congregation members. QLECS is a not-for-profit organisation.

Further information about QLECS is available by contacting:

PO Box 1857, Milton, Qld, 4064

Phone: (07) 3511 4079

Fax: (07) 3311 4051

Email: admin@qlecs.org.au

1.5 Centre Licence

This Centre is licensed by the Office for Early Childhood Education and Care under the Queensland Education and Care Services National Law and Regulations 2011. The Centre must abide by these at all times, including for example: numbers of staff members and ages of the children at the Centre; the requirements about the type of activities, experiences and programs; staff qualifications and policy information. Notices about groups and staffing are displayed at the Centre.

The Centre's approved provider is the Lutheran Church of Australia Queensland

A copy of the Queensland Education and Care Services National Law and Regulations 2013 are available for your information at the Centre.

For issues relating to legislation please contact:

The Office for Early Childhood Education and Care on

07 54598610 or visit the Australian Children's Education and Care Quality Authority(ACECQA) website at www.acecqa.gov.au

1.6 Centre Management

The service is locally managed by Queensland Lutheran Early Childhood Services Limited (QLECS Ltd) who supports the Centre with all licensing and compliance matters.

All parents are invited to become a **member of QLECS Ltd**, by completing an application form and paying a small fee. Separate application forms are available at the Centre.

Three to four members are elected to the QLECS Limited Board at the AGM, each year, and serve a one year term. All members are encouraged to nominate for these positions. Nomination forms are available at the service in February each year, prior to the AGM.

The QLECS Board meets monthly and its aims are to:

- Represent the needs of parents, children, staff, community and the Centre as a whole;
- Attend to business and financial decisions of the service, in liaison with the CLG; and
- Plan the strategic growth of the organisation.

The Centre Governance Committee (CGC) is a governance group comprised of members from the parent group, school/college, congregation and local community. The CGC will decide on the frequency of their meetings, but these must be at least bi-monthly. QLECS will attend bi-monthly meetings. CGC meetings can be held without QLECS being present.

The aims of the CGC are to:

- Concentrate on planning and goal setting for the individual Centre;
- Explore, decide upon and coordinate fundraising ventures and family events;
- Review policy documents and assist with Licensing and C&K Affiliation; and
- Provide a support network for the staff of the Centre.

At the **first CGC meeting each year**, a Chairperson and Secretary are appointed, along with other positions as decided by the CGC. Parents are most welcome to add discussion issues to the agenda before the scheduled monthly meeting.

The Early Childhood Services Manager is part of the QLECS Operations Team and they will work closely with the CGC and staff of the Centre, ensuring smooth operations and administration by QLECS Ltd. The Early Childhood Services Manager provides assistance to the Centre through curriculum support, licensing assistance, grant applications, staff support and advice, financial administration and support, and other areas as needed.

1.7 Centre Policies

The Centre operates according to an endorsed set of policies and procedures. All staff and parents are required to abide by these policies. This is a condition of enrolling your child at the Centre. The policies cover all aspects of operation and management of the Centre in accordance with State Government, Department of Communities, Education Queensland, Queensland Lutheran Early Childhood Services, and agreed Centre specific practices. The policies also incorporate the Code of Ethics produced by Early Childhood Australia. Policies are available for your perusal on request. Please speak to the Nominated Supervisor if you have any queries or concern regarding the policies of the Centre. If you would like to raise an issue about a policy, please put your views in writing addressed to the Nominated Supervisor, or the Chairperson of the CGC.

1.8 Inclusion Policy

Children have a wide variety of cultural and social backgrounds and experiences. We recognise the unique individuality of each child and their family, and observe a policy of acceptance and respect for everyone regardless of race, religion, creed, gender, class, culture or ability.

Little Lambs Early Learning Centre will not discriminate against any person or family on the basis of disability, impairment or any other determinant which contravenes statutory requirement. However, steps will be taken in the form of a monthly observational review to determine whether our learning environment is of benefit to your child or if alternative arrangements need to be made.

Where a child has additional needs, parents/guardians are asked to discuss their child's requirements/expectations with the Nominated Supervisor, medical information may be required. Decisions about the staffing and resource needs of the centre will be reached through consultation between the parents/guardians, the Nominated Supervisor, other professionals, the EEC and the Early Childhood Services Manager. As an independent entity, and in the interests of anti-discrimination, Little Lambs cannot give preferential enrolment to Good Shepherd Lutheran College families.

1.9 Our Complex

The Centre is a purpose built facility, catering for children from 3 years to 5 years. Developed with best practice in mind, our facility provides the optimal learning environment for your child. The Centre is divided into two rooms, Pre-Kindy aged 3-5years and Kindergarten aged 4-5 years.

1.10 Our Staff and their Roles

Each group of children at the Centre is in the care of two qualified and highly trained Educators along with qualified assistants. The Centre Nominated Supervisor is non-contact and will manage the daily running of the entire facility.

The Kindergarten room is run by a qualified and registered Early Childhood Teacher with a minimum four year Education Degree. The Pre-Kindy room is run by a qualified group leader holding a Diploma in Children's Services. Both rooms will have an Assistant who holds a minimum Certificate III in Children's Services or equivalent. All staff are required to hold current First Aid, including asthma and anaphylaxis and Resuscitation Certificates, plus a positive Suitability Card (blue card).

To maximise the quality time that staff have to spend with the children in their care, a cleaner is employed to assist with the disinfecting and cleaning of the rooms and equipment. The cleaner services the Centre out of work hours.

Nominated Supervisor/ Role

The role of the Nominated Supervisor is to work closely with the Deputy Principal of GSLC, the Kindergarten Teacher, Group leader, and Assistants, alongside the CGC, QLECS and parents to ensure the effective and efficient day to day running of the Centre. The Nominated Supervisor takes whatever action is necessary to ensure the health and safety of the children at the Centre. The Nominated Supervisor is responsible for maintaining high standards in both the administrative and educational programs, and for planning and supervising the group of children at the Centre. To maintain accountability, their line manager is the Deputy Principal of GSLC.

Centre Teacher/Group Leader

The Nominated Supervisor, GSLC Curriculum Coordinator & Prep teachers will work closely together, to provide a Centre program based upon the Early Years Learning Framework in conjunction with the International Baccalaureate Primary Years Programs. In relation to these, centre policy, government regulation and national accreditation standards of high quality care and education will be maintained.

Centre Assistant's Role

The role of the Assistant at the Centre is to be communicative, supportive and to use initiative in working with children, parents and other staff members. The Assistant provides professional support and co-operates with the Nominated Supervisor for the purpose of maintaining effective communication and high standards of care and education.

<i>Staff Name</i>	<i>Position</i>	<i>Qualifications</i>	<i>Days worked</i>	<i>First Aid / CPR</i>	<i>Blue Card</i>
Michelle Hoskins	Nominated Supervisor	Bachelor of Teaching (ECE)	Mon-Fri	Yes	Yes
Donna Hughes	Kindergarten Teacher Certified Supervisor	Bachelor of Education(EC)	Mon-Fri	Yes	N/A
Lisa O'Brien	Kindergarten Group Leader Certified Supervisor	Diploma of Community Services (Children's Services)	Mon-Fri	Yes	Yes
Jenny Morris	Pre-Kindy Assistant	Studying Certificate III in Community Services (Children's Services)	Mon-Fri	Yes	Yes

Chris Goessling	Centre Group Leader	Certificate III in Community Services (Children's Services) Studying Diploma	Mon-Fri	Yes	Yes
Hannah Ball	Kindergarten Assistant support	Studying Certificate III in Community Services (Children's Services)	Mon-Fri	Yes	Yes
Lauren Cuthbert	Centre Assistant	Certificate III in Community Services (Children's Services)	Mon-Fri	Yes	Yes
Leigh Campbell	Centre support	Diploma of Community Services (Children's Services)	Mon-Fri	Yes	Yes

1.11 Students and Volunteers

Little Lambs welcomes students and volunteers into the Centre. We receive requests from Universities, TAFE Colleges and schools to host students who are taking part in work experience programs that relate to Early Childhood Education. Before any student or volunteer is permitted to spend time at the Centre, they must be approved by the Nominated Supervisor and hold a Student/volunteer Suitability Card. Parents will be notified if a student will be visiting the Centre via the room notice board.

2 FEES AND OTHER COSTS

The Centre is a not-for-profit managed Centre that receives partial funding from the Government. All other operating costs, including maintenance of facilities, rent, equipment, cleaning, wages, supplies, resources, printing costs, and more, rely on the payment of fees. Fees are set by GSLC, QLECS and the CGC. Fees are based on a carefully considered budget.

2.1 Fees

Fees are payable for each day booked including days that your child may be absent for illness or personal holidays and must be kept 1 week in advance. Our fees are invoiced weekly and will be put into family communication pockets. In cases of hardship or exceptional circumstances, alternate payment plans may be arranged if the Centre is notified.

Non refundable enrolment confirmation fee (inclusive of GST)	\$78
General daily Rate	\$78
Sibling Daily rate	\$73
Holiday rate (prior notice <u>must</u> be given)	\$50

An overdue account fee of \$20.00 per week will apply for all families with amounts outstanding after the due date. Families with up to date payment plans will not be charged this fee

2.2 Method of Payment

Please discuss with the Nominated Supervisor upon enrolment. Cash is not kept or accepted at the Centre. Payment using Ezi debit will be encouraged and can be paid weekly, fortnightly, monthly. ***If fees are not received by Friday of each week and kept 1 week in advance, your child may be unable to recommence at the Centre until payment has been received.***

If your family is experiencing financial difficulties or exceptional circumstances, please discuss this with the accounting staff at GSLC or with the Nominated Supervisor. A payment plan may be established for you.

This centre is a Registered Care Provider and eligible parents can access **the minimum** Child Care Benefit to assist with the payment of their fees. Child Care Benefit (CCB) is paid directly to the family account.

2.3 Discontinuing Enrolment

You are required to give **two weeks written notice** to the Nominated Supervisor if you are discontinuing your child's enrolment at the Centre. **Fees are payable up to and including end of notification date.** If you leave the Centre before this arranged date, fees will be charge at the full rate without government assistance.

3 STARTING AT THE CENTRE

3.1 Daily Requirements

Please clearly name all of your child's belongings that come to the Centre.

- **Bag** – Small enough for your child to carry, but able to hold all belongings.
- **Spare Clothes** – A full set of spare clothes – sensitive to season and weather.
- **Drink Bottle** (Clearly named).
- **Two Sheets – one sheet – 75cm x 130cm, with elastic (30cm) across all four corners.** One top sheet Or cot sheets sizing acceptable
- **One sheet bag** - approx. 45cm x 45cm (excluding hem allowance), with a drawstring at the top.
- **We ask you to keep toys at home as they can become easily lost or broken.**

3.2 Children's Clothing – see also 8.7

You will receive a Centre shirt on enrolment. The Little Lambs shirt is recommended but not enforced. It is the Centre's requirement that children wear t-shirts or tops with sleeves that cover the shoulders (in preference to tank-tops or singlet tops), to further ensure protection from the sun, as we are a SUN SAFE centre. Children should be able to manage their own clothes throughout the day and when going to the toilet. Therefore it is recommended that they wear clothes that encourage independence: EG: Velcro shoes or lace-up shoes if currently working on tying laces.

3.3 Nutrition

We promote good nutrition and healthy eating habits at the Centre.

- We provide all daily meals and snacks for all children at the service, unless dietary needs are unable to be satisfied or catered for appropriately, in accordance to family needs.
- We request that you provide your child with a drink bottle (clearly named) each day. 500ml – 750ml are a good size to ensure your child is drinking enough water each day. Please send your child's bottle along, filled to the top with water each day. This enables staff to check how much your child has had to drink.

Special Occasions

- We love to celebrate your child's birthday at Little Lambs! You are welcome to bring along patty cakes to share. Please check with staff on the number of children within the group for any particular day. Maximum to cater for is 24. If we have a child enrolled at the Centre with severe or anaphylaxis allergies to certain foods or food products, we ask all parents to exclude these items from special events, birthdays, etc. This ensures the health and safety of the child with the allergy.

We also celebrate other special events or holidays during the year with food, often multi-cultural, and endeavour to make cooking experiences a regular part of our program.

3.4 Daily Procedures

Arrivals and Departures

Upon arrival and departure at the Centre, the custodial parent or carer should sign the sign-in/out book. If you are going to be on a different contact number during the day, **please inform staff before leaving your child**. Children must be collected by an authorised adult. If the person picking up your child is not a PARENT OR GUARDIAN a phone call or notification must be made to staff each morning. If this person is not known by the staff, they will be asked to show identification before your child is released into their care.

On arrival at the Centre, please assist your child with their morning jobs. These jobs will include putting their bag into their locker, putting on sunscreen and their hat, and putting their drink bottle into the box provided. If you need to enter the Kitchen area please assist us by reminding your child that they are not permitted to enter with you, for safety reasons.

Custodial Issues:

Parents/guardians are required to notify the Centre about any details of legal custody of the child and any court orders. Copies will be required at the Centre.

3.5 Absences and Holidays

Please contact the Centre if your child will be absent. It is important for staff to maintain records of all absences from the Centre. Please advise staff if your child is sick and the symptoms they are showing.

4 EVENTS TO EXPECT

4.1 Parent Information Morning tea or Evenings

All parents are encouraged to attend parent morning teas or evenings which the Centre arranges. Each year we will provide families the opportunity to attend information evenings/morning tea with special guest speakers relating to topics suggested by families.

4.2 Social Family Events

During the course of the year, we will be holding some special social events for all the family. These events may be held at the Centre, or away from the Centre (e.g. Ten Pin Bowling; Park).

4.3 Pastoral Visits

The Centre will build close links with the congregation and College Pastor. The Pastor or congregational member visits the Centre regularly to share devotional time with staff, and also to spend time with the children. He is also available for parents and families who have spiritual concerns. The Church phone number is: 07 5449 8856

4.4 Preparation Time

The Centre recognises the value of 'Preparation Time' before and after the daily program. During this time, the staff prepare the learning environment, attend to administration requirements, staff meetings and regional teachers meetings. These additional meetings enhance the quality of the program offered at the Centre and provide additional support to the staff.



4.5 Professional Development

The CGC actively supports on-going Professional Development of all staff. Staff members attend courses, seminars, conferences and workshops throughout the year. Some of these will fall in school holiday time or during afternoons or weekends, and some will fall during school hours.

4.6 Staff Meetings

Staff meet regularly (at least once each term) to discuss the running of the Centre, organise events, share experiences and evaluate practices. Reflective practices are ongoing the outcome of which, are put in place, on a daily basis. Reflection and improvement, for the benefit of the children, is our daily aim.

5 PROGRAM

5.1 Image of the Child

We believe that God created each child with strengths and abilities that we are to celebrate with them. Parents and teachers are partners in the child's learning. The program we offer comes from the ideas and interests of the children and their teachers. We encourage children to learn from one another, and to work collaboratively together in small and large groups. Our environment stimulates thinking and offers children the opportunity to actively explore, experiment and create.

Supporting this view is the **UN Declaration on the Rights of the Child**:

The right to affection, love and understanding.

The right to adequate nutrition and medical care.

The right to free education and full opportunity for play and recreation.

The right to protection from all forms of neglect, cruelty and exploitation.

The right to name and nationality.

The right to special care, if disabled.

The right to be among the first to receive relief in times of disaster.

The right to learn to be a useful member of society and to develop individual abilities.

The right to be brought up in a spirit of peace and universal brotherhood.

The right to enjoy these entitlements, regardless of race, colour, sex, religion, national or social origin.

5.2 Philosophy of Education

The aim and goal of the staff working at the Centre is to develop the 'whole child'. We recognise the individual potential in each child, and guide and extend their development by providing opportunities for maximum growth in every foundational learning area, including thinking, communication, sense of self and others, social living and learning, health and physical understanding, understanding environments, cultural understanding and of course, spiritual understanding.

We aim to provide a safe and secure learning environment where children feel comfortable to challenge their own thinking and to take risks to try something they may not have tried before. We take on a 'holistic' approach to early childhood education and provide a broad, integrated, caring and educational program within a Christian context.

We highly value the input of parents into the program and everyday running of the Centre. We welcome their participation and see the value this has for the children attending the Centre. We work in a special partnership with parents, for the benefit of developing, the full potential of their child/children.

5.3 Educational Curriculum

The staff at the Centre formulates a program from their knowledge and observations of the children in their care. The new Early Years Learning Framework is used alongside the International Baccalaureate program as our framework. This is a 'play-based' curriculum based around the following areas:

- Connecting
- Enlarging
- Listening
- Exploring

The program we offer balances all areas of learning, along with periods of mental challenge, physical exertion, drama, art, language experiences, social interaction, dramatic play, and rest periods for relaxation and reflection.

We encourage independence and challenge children to take responsibility for their own learning. Planned and spontaneous activities which stimulate growth, involvement and rich learning are designed within a flexible program.

5.4 Routines

Each group will follow a routine that outlines the major events in each day. Children feel more secure in their environment when they can understand and predict the transitions that will occur in their day. The routine will be displayed on the noticeboard for families and cover things like - the morning welcome, outdoor play, group time, morning tea, creative activities, lunch, rest time, going home.

5.5 Behaviour Guidance

Staff will gently guide children towards acceptable and considerate behaviour towards the children, staff and visitors at the centre. This method empowers children to choose the right behaviour.

If a staff member observes a challenging behaviour, they will analyse the reasons and/or contributing factors and implement strategies to change the unwanted behaviour. This may include having conversations with parents/guardians about the child's behaviour at home and the strategies being used by the parent/guardian. Ongoing difficult behaviour may require a monthly plan or outside intervention from a professional agency.

Please refer to the Guiding Children's Behaviour Policy, for further information.

5.6 Rest time

Resting is an important part of the day and children's individual needs will be respected. A restful, quiet atmosphere is provided to allow children to 'recharge'. Children rest quietly on a bed, sleep if needed and then undertake quiet activities such as puzzles or looking at books. Please discuss any specific needs/expectations that you have for your child with the Nominated Supervisor or Teacher.

5.7 Excursions and Shows

To complement the curriculum from time to time we will be inviting visitors into the Centre, to offer the children an extension to the program. Occasionally the children will be taken on excursions to the College grounds.

Parents will be notified of upcoming events through newsletters and the notice board.

Prior to departure: Permission slips will be issued and must be signed by a parent and returned to the teacher, acknowledging full understanding of the event prior to the day.

Children are required to wear sandals, sneakers or shoes and have hats in order to participate in the event.

6 HOW CAN I BE INVOLVED?

6.1 Parent Involvement

We welcome parents and families involvement in our program. We value the individuality and uniqueness of each family at the Centre and encourage the development of positive relationships. We encourage parents to become active participants in their child's learning, choosing the level they feel most comfortable with.

All parents are welcome to become involved in the Centre Governance Committee(CGC) in whatever capacity you are able to assist us. Notice of meetings will be found in the Parent Information Area.

6.2 Parent Roster Days

Parent Roster Days are valuable opportunities to see your child in the heart of their learning environment. Some children will respond differently to other children and adults outside of the home environment. Come along and observe your child's interactions and participation in the program.

A parent roster will be placed on the notice board at the beginning of each month for you to nominate your preferred day of attendance, if you are able.

Please bring with you: a sun safe (broad brimmed/legionnaire) hat; morning tea and lunch; a water bottle. During roster days, parents may like to photograph or film their child at play and interacting with their peers. Please speak to the Nominated Supervisor before photographing the children at the Centre. Some parents may have asked for their child to be excluded from photographs.

6.3 Parent Teacher Meetings

Parent teacher meetings, which focus on each child's progress during their time at the Centre, are scheduled according to teacher and family needs, rather than as a formal procedure. You are invited to share and request information about your child at any time during the year. Please request an interview with the Nominated Supervisor if you wish to discuss your child's progress and learning.

7 COMMUNICATION

7.1 Communication - Partnerships

We believe that the partnership between parents and their child's teachers is very important. For this to be effective, it is the responsibility of both the teacher and parents to communicate with each other. Teachers cannot always predict parents' concerns or questions, so please be active in approaching the teacher for discussions. Please remember that the teacher may have more than 30 sets of parents to keep in contact with and therefore may not approach you every session to share the day's events with you. Please arrange a set time to talk to the teacher if you have concerns or questions about your child's progress.

7.2 Contact Details

Please keep your contact details (on your child's enrolment form) up-to-date. This allows for quick communication in the event of an illness or emergency. If you will be available on a different phone number on a particular day, please let staff know before leaving the Centre at the beginning of the day. Please ensure that emergency contact names and numbers are current at all times.

7.3 Newsletters

Regular newsletters help staff to communicate the program, interests and events at the Centre with parents and families. Please check your pocket for newsletters and other information. Spare copies are available if your copy is misplaced.

7.4 Notice Board

Notices and information for parents are placed on the notice board. We ask that you check these notice boards each morning and afternoon.

7.5 Daily Communication

Daily communication, giving you a summary of the day's events at the Centre, with any photographs that have been taken during the day, will be provided at the end of the day. This is a valuable tool to give you insight about the day so you can discuss and reflect with your child about their day.

7.6 Communication Pockets

Cloth pockets are provided for newsletters, notices, receipts etc. Each family has been allocated a pocket. They are labelled with your child's name. Please check your pocket daily.

7.7 Concerns

Parent input, comments and questions are always welcome by both your child's teachers and the Centre Governance Committee. Open communication is the most effective means of addressing any issues. The following procedure is recommended for parents to follow if a concern arises:

1. In the first instance, please approach your child's teacher.
2. If you are not satisfied with the outcome, discuss the matter with the Centre Nominated Supervisor. This may involve more than one discussion and we ask you to be willing to express how you feel clearly and be open to working with the teacher and the Centre, to resolve this matter.
3. Concerns that are unresolved can be conveyed to the Deputy Principal GSLC- Iris Hall PH: 54558600
4. Concerns that cannot be addressed satisfactorily through discussions with the Nominated Supervisor or Deputy Principal can be referred, in writing or by phone to:

The Early Childhood Manager, QLECS
P.O. Box 1857, MILTON, QLD, 4064
Phone: 3511 4079 Fax: 3511 4051
Email: admin@qlecs.org.au

or

Office for Early Childhood Education and Care
PO BOX 1192 Maroochydore 4558
07 54598610

8 HEALTH AND SAFETY

8.1 Immunisation

Immunisation is the least expensive and most reliable method of preventing some infections. The principle of immunisation is simple: it gives the body a memory of infection without the risk of natural infection.



The Centre recommends that parents have their children immunised. Immunisation records are checked and signed off on your child's initial enrolment forms at your interview time. Parents are responsible for providing staff with up dated immunisation information. Children who have not been immunised may be excluded from the Centre during specific outbreaks or epidemics of some infectious diseases such as measles and whooping cough. Exclusion of non-immunised children may occur even though the child is well.

Government Immunisation Guidelines

Age	Disease	Vaccine
2 MONTHS	DIPHTHERIA, TETANUS, PERTUSSIS	DTPa or DTPw*
	POLIOMYELITIS	OPV-Sabine vaccine
	HIB	Hib vaccine (HbOC or PRM-OMP)**
4 MONTHS	DIPHTHERIA, TETANUS, PERTUSSIS,	DTPa or DTPw*
	POLIOMYELITIS	OPV-Sabine vaccine
	HIB	Hib vaccine (HbOC or PRP-OMP)**
6 MONTHS	DIPHTHERIA, TETANUS	DTPa or DTPw*
	Pertussis	OPV-Sabine vaccine
	Poliomyelitis	Hib vaccine (HbOC)
	Hib (HbOC schedule only)	
9 MONTHS	CHICKEN POX	
12 MONTHS	MEASLES, MUMPS	MMR
	Rubella	Hib vaccine (PRP-OMP)
	Hib (PRP-OMP schedule only)	
18 MONTHS	DIPHTHERIA, TETANUS	DTPa or DTPw
	Pertussis	Hib vaccine (HbOC)
	Hib (HbOC schedule only)	
PRIOR TO SCHOOL ENTRY	DIPHTHERIA, TETANUS	DTPa or DTPw
4-5 YEARS	PERTUSSIS	OPV-Sabine vaccine
	Poliomyelitis	MMR
	Measles, Mumps	
	Rubella	

8.2 Illness and Injury Policy

All staff at the Centre are required to maintain current Senior First Aid and Resuscitation Certificates. The Centre environment is arranged and resources selected according to safety guidelines so that the risk of injury to both children and staff is minimised. The Nominated Supervisor must be advised when a child has been ill or has had an injury. The principle of confidentiality will be upheld.

The minimum exclusion guidelines (see Exclusion Policy) have been written on the premise that children who have been ill will not return to the Centre until they are fully recovered. In some instances, a letter from your Doctor may be required.

Children with contagious illnesses will not be admitted to the Centre and non-immunised children may be excluded (as per Exclusion Policy). Parents, please contact the Centre to report contagious illnesses.

In the event of a child becoming ill or seriously injured while at the Centre, the following procedure will be followed:

1. The Nominated Supervisor will contact the child's parents/guardians on the telephone number on the enrolment form.
2. If no contact can be made, the child's enrolment details will be consulted to find another contact telephone number.
3. If the Centre is unable to contact anyone nominated on the child's enrolment forms, the Nominated Supervisor or delegated person will take whatever steps she/he considers necessary to prevent a dangerous situation arising.
4. If the illness or injury in the opinion of the Nominated Supervisor or delegated person requires medical attention, the family Doctor will be contacted or an Ambulance will be called.
5. If the illness does not require immediate medical attention, the child will be settled somewhere away from other children and staff will continue to try to contact a family member.

In the case of minor injury to a child whilst at the Centre, staff will administer first aid immediately. If first aid has been given to your child during the day, you will be required to read and sign an Incident/Accident Form that will be shown to you by a staff member.

8.3 Exclusion Policy

By having a clear policy on management of infectious diseases, we reduce the risk of transmission, and therefore create a safer environment for your child. In some cases, a clearance letter from your doctor will be required prior to your child returning to the Centre.

Specifically:

Temperature: If your child has a temperature of 38c or more you will be called to collect your child and sent home. We suggest your child be kept home for 24hrs if the temperature persists.

Colds: Thick, green runny nose > keep home until resolved.

Please do not send your child to Kindy if they have a runny green nose as it is infectious to other children and staff at Little Lambs.

Vomiting and/or Diarrhoea: If present in past 24 hours > must not attend.

Sutures (Stitches): An appropriate protective cover is required. If weeping or oozing > must not attend.

Head Lice: Children with untreated head lice > must not attend. If your child is found to have head lice while at the Centre, you will be called to take them home to be treated. Current information on recommended treatment is available from Queensland Health, the local pharmacy or the local doctor.

8.4 Medication

Staff will only administer medication to a child during their time at the Centre according to the following procedure:

- The medication has been **prescribed by a Doctor/Chemist**.
- The medication is accompanied by **written instructions from a Doctor/Chemist stating the name of the medication**, the **dosage** to be given, **how** it is to be administered and **when** it is to be administered.
- The parent/guardian has **filled out the required form in the Medication folder** for **each day** the medication is to be administered and **notified staff members** verbally.
- Medication will be placed in a lockable storage unit.

Please note: No non-prescribed medication will be administered.

Asthma Plans - Puffers and Inhalers

For asthma and any medication for the long-term treatment of asthma, a letter from the child's doctor is required at least every three months or when medication or dosage changes. Individual medication and equipment is to be supplied by the parent. Parents are to ensure that all medication is handed to the teacher and collected at the end of the day. The medication form will need to be filled out and signed by the parent on arrival and also on their return to the Centre.

8.5 Hygiene and Safety

We take great care to provide a safe and hygienic environment for the children in our care. We aim to reduce the chance of accidents and minimise cross infection.

- Toilets are cleaned and disinfected twice during each day.
- Children are taught and encouraged to wash their hands after toileting and before meals.
- All equipment and the grounds are checked regularly and maintained in a safe condition.
- Soft fall areas have been established under climbing equipment to absorb the impact if a child were to fall.

The 'washing of hands' is a very effective way to prevent the transmission of disease. We teach children the following procedure when washing their hands: (NOTE: Not at all times do we get the chance to ensure each individual child is doing this every time they wash their hands.)

- Use soap and running water.
- Rub your hands vigorously as you wash them.
- Wash your hands all over, including: backs of hands, wrists, between fingers, under fingernails.
- Rinse your hands well.
- Press dry your hands with a single-use disposable paper towel.

Staff wash their hands:

- Before handling food.
- After going to the toilet.
- After cleaning up faeces, vomit, or administering first aid.
- After wiping a child's nose, or their own nose.

When to wash your child's hands:

- Before eating.
- Before cooking.
- After going to the toilet.
- After playing outside.
- After touching nose secretions, or putting fingers/hands in their mouths.

8.6 No Smoking

The Centre observes a **No Smoking Policy**. Staff and parents are not permitted to smoke within the Centre or the College's buildings and grounds.

8.7 Clothing and Sun Protection

Hats

In the interest of promoting healthy and safe protection from the sun, we require all staff, all children and all parents on roster to wear hats while outdoors. We will provide children with a hat each day and ensure that it is washed daily toward hygiene and head lice.

Please apply sunscreen to your child before leaving home in the morning, or when you get to the Centre. We will have sunscreen available for use. If your child requires a particular sunscreen, please bring a bottle in for use while your child is at the Centre.

Clothing

- It is the Centre's recommendation that children wear sun safe clothing (shirts that have sleeves attached instead of singlet or tank tops).
- It is our policy to meet individual preferences and needs for comfort and rest. For example; removing shoes and socks, ensuring clothing is comfortable for resting, making sure clothes are suitable for weather and temperature.
- Aprons are supplied for messy art and craft work.
- Extra clothing is kept at the Centre if required.

8.8 Emergency and Evacuation Procedures

Emergency and evacuation procedures are prominently displayed in the room and are clearly visible to staff and visitors. These procedures include emergency services, contact numbers and locations, and local meeting points in the event of an evacuation. A copy of the emergency procedures for the Centre can also be found in the Centre Policy Folders. Parents, staff, contractors, trades people and visitors should refer to the Fire Evacuation and lock-down procedures for appropriate action. In the case of fire or other emergency requiring evacuation/lock-down, refer to the person in charge/room educator.



All children under the care of the Centre are regularly familiarised with evacuation procedures, at the discretion of the staff, and in accordance with licensing requirements. As a requirement of obtaining a license, the Fire Department is required to view an evacuation procedure in each group, once every three years.

8.9 Insurance

The centre is fully covered by insurance. Policy details are available on request.

CONCLUSION

This booklet has been prepared for the parents of the Centre, to give you information about the Centre's operation, practices and requirements. Thank you for taking the time to read this Information Booklet.

It is our hope that your child will enjoy attending this Community Centre.

Should you require further information or explanation do not hesitate to contact us. It is hoped that parents will use this booklet as a handy guide to the various aspects of Centre life.

We would welcome suggestions as to how to improve this booklet for the future.

Comments: _____

