



OLSH Early Learning Centre



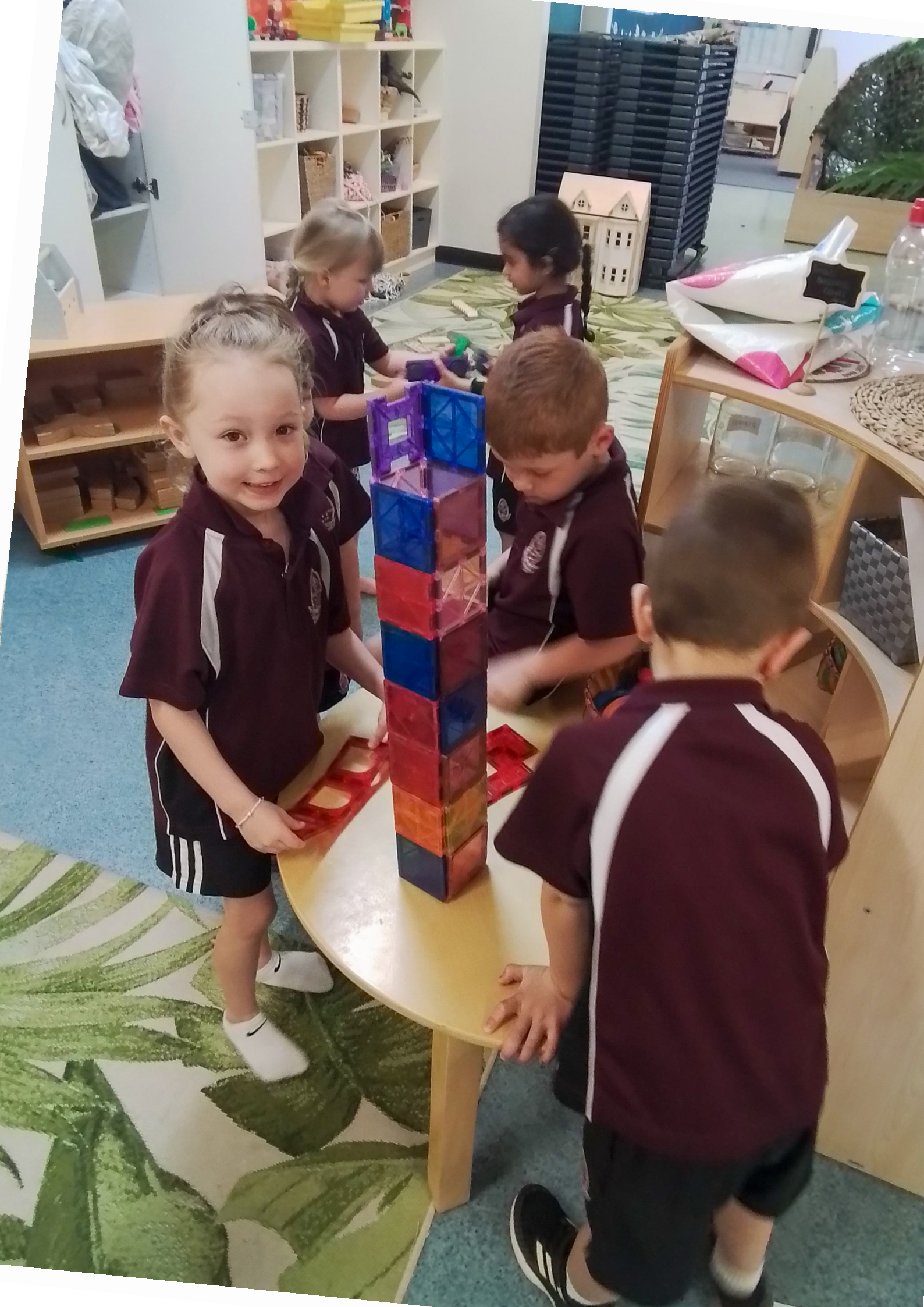
Parent Information Handbook 2024

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www.olshalice.catholic.edu.au CRICOS Provider 02598D

JUSTICE | LOVE | PEACE





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WELCOME

Welcome to learning at the OLSH Early Learning Centre in Alice Springs.

Thank you for choosing to partner with us in your child's learning journey.

Our Lady of the Sacred Heart Catholic College, Early Learning Centre (OLSH ELC) lays the foundations of your child's learning experiences from the age of 3-5 years with the opportunity to have a continuous educational experience right through to Year 12.

This will be a journey focussed on your child's wellbeing and growth, educationally, physically and spiritually. They will encounter interesting and varied educational experiences nurturing them as they develop their inquiry skills, creativity, connectedness and resilience. This will occur through justice, love and peace at the OLSH Catholic College in Alice Springs.

We warmly welcome you as parents and partners in your child's exciting educational opportunities here at the OLSH ELC.

ACKNOWLEDGEMENT OF COUNTRY

The Arrernte people are the traditional owners of Mparntwe, which we know as Alice Springs. They have been here since time began.

Arrernte people continue to live in Mparntwe, where they look after the country and teach children the Arrernte language and the importance of culture.

According to the traditional owners, this place was shaped by caterpillars, wild dogs, travelling boys and many other ancestral figures.

Some of the first Dreaming stories ever recorded were those of the Arrernte people of Central Australia.

As a College we acknowledge that we are meeting on the traditional country of the Arrernte people, and we pay respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the Arrernte people living here today.



ELC PROFILE

The OLSH ELC provides an enriched, supportive and caring environment for children from three to five years of age. We believe that all children are capable individuals who explore, discover, experiment and research. As Early Childhood Educators we facilitate each child's developmental levels by providing a quality educational program focussed on the child's strengths, needs and interests. Our learning program is based on the Early Years Learning Framework, 'Belonging, Being and Becoming'. All areas of the development of young children are interrelated. Positive nurturing through supportive intentional, individual relationships with children will lead to them thriving throughout their development. These relationships will be made with both adults and peers. Our staff interact collaboratively with children encouraging their engagement and input ensuring the best possible outcomes for all children.

This handbook provides you with information about our ELC. You are welcome to learn more about our service through conversations with the Director, Nominated Supervisors, Educators and other members of staff. We value your support and contributions as we partner together in this community. We encourage you to spend time in the ELC with your child as we provide high quality education, care and commitment to your child and their learning.

OUR PHILOSOPHY

We value and respect the uniqueness of all children. Through faith, justice, love & peace our vision for our ELC children is to nurture and care for each child as they are supported to engage in a variety of learning experiences through play, inquiry, imagination and creativity. Building hope, optimism, initiative and resilience in a safe environment.

Children will have opportunities to develop rich relationships and a positive wellbeing through cooperation with every member of the OLSH ELC community.

We are committed to continuous improvement within our ELC through authentic, collaborative and transparent staff, parent and student relationships. We will work in partnership with families, students, each other and other community stakeholders.

As a team we act with integrity and empathy, appreciating each other and all contributions. We will be flexible, open and dedicated life-long learners who explore and engage constructively in all aspects of learning and practice at the OLSH ELC.

OUR HISTORY

Early Learning teachers and educators will:

- Recognise children as having a strong sense of identity, as being unique, competent, creative, curious, autonomous people who are connected with and contribute to their world.
- Cater for the diverse needs of all children.
- Interact positively and appropriately with all children, believing in their success.
- Actively engage with children through questioning and conversations to develop shared meaning, extend knowledge and cultivate thinking.
- Provide encouragement and be supportive of children and their needs at all times.
- Facilitate deep, engaging learning.
- Be positive role models in words and actions.
- Build meaningful relationships and connections with families, providing a link between the child, the ELC and the family, in order to actively share information.
- Ensure the provision of a safe and stimulating environment for children and families.
- Work as a team to provide a dynamic early learning program.

At the OLSH Early Learning Centre parents:

- Are recognised as the child's first and most influential instructors as they engage with people and the world around them.
- Are encouraged to participate and become actively involved in ELC activities.
- Are to take responsibility for the vital role that they have in their child's learning and development.
- Are welcomed and valued to make contributions to the ELC community.
- Are to develop reciprocal relationships with all Staff and the ELC community.
- Are to agree to and abide by policies and guidelines of the OLSH ELC.



AT THE OLSH ELC

Daily Program at the OLSH Early Learning Centre:

- Provides opportunities for free play as well as planned learning experiences and structured times where children are able to gain confidence and competence in early literacy, numeracy, science, technology and the arts.
- Recognises the importance of home and family and understands that adults are learners too.
- Welcomes interaction and participation between the College and the Early Learning Centre.
- Provides for excursions where children are able to apply and test knowledge in real life situations.
- Is inclusive and stimulating where exploration and discovery are valued.
- Is both comprehensively planned and evolving.
- Is child-centred, based on the strengths, needs, interests and abilities of each child.
- Occurs both indoors and outdoors, with a natural flow between the two.
- Is regularly reflected upon.
- Values and includes the contributions of children and families.
- Provides opportunities for developing children's self-expression and confidence in creative art, drama, music, movement and dance.
- Is based on the Early Years Learning Framework, 'Belonging, Being and Becoming'.
- Recognises, reflects and draws on the work and beliefs of many educational theorists including the Reggio approach, Piaget, Vygotsky, Gardner and Montessori but most importantly is influenced by the children, families and Staff who make up the OLSH ELC.

"In partnerships with families, early childhood educators ensure that children have an active role in preparing for transitions. They assist children to understand the traditions, routines and practices of the settings to which they are moving and to feel comfortable with the process of change."

(Belonging, Being and Becoming, Early Years Learning Framework, 2009, p. 16)

Documenting your child's learning journey provides records about their development, explains the learning with comments and reflections both by your child and their educators. Documentation is produced in a range of ways to represent your child's learning.

We document for the following purposes:

- To help parents be aware of their child's experiences
- To encourage and maintain parental involvement
- To help teachers reflect on their own work
- To promote professional growth and learning for the teaching staff
- To facilitate a wider exchange of ideas among educators
- To help children be aware that their effort is valued
- To reveal the process of learning together
- To making children's ideas visible
- To revisit learning with the children
- To provide continuity for discussions
- To plan further possibilities in learning experiences
- To share widely the amazing work our students create

AT THE OLSH ELC

The program at the OLSH ELC is focused on the development of each child's social, spiritual, physical, emotional and intellectual potential, and is designed to cater for each child's individual needs. The National Early Years Learning Framework underpins the teaching and learning experiences.

There is a specific emphasis on play-based learning, communication, language (including early literacy and numeracy) and social and emotional development. Working in partnership with families, we acknowledge them as children's first and most influential educators.

The OLSH ELC provides a safe and engaging environment. All children attending are provided with routines and learning opportunities to actively explore. These are based on each individual child's interests, abilities and needs. Children are actively involved in program planning, implementation and evaluation processes.

Staff work collaboratively to develop programs reflecting the philosophy and goals of the service. Our aim is to create an atmosphere and environment responsive to the needs of each individual child and to the group as a whole.

Staff are provided with opportunities to further their knowledge of child development theories and practice. All staff are encouraged to further their own professional development and skills. Staff members will apply their training to offer a balanced and interesting program to and with children, including a range of indoor/outdoor experiences, quiet/active times and settings, structured/unstructured activities and opportunities to learn and practice life and social skills.



STAFF LIST

Nominated Supervisors Principal/HOC:

Mrs Julia Wake/Ms Marita Hunt

Director/Educational Leader:

Ms Kate Carpenter

Team Leader:

Miss Madeline Levy

Enrolments/Finance Officer:

Ms Dani Silva

All our staff are dedicated to providing your child with quality care and education. Relief staff may be employed when permanent staff are sick or on holidays. All staffing levels are set in accordance with the Collective Enterprise Agreement and the National Regulations.



HOURS OF OPERATION

Monday to Friday: 7.30am – 5.30pm.

Closed on Public Holidays. (Full Fees Apply)

Closed for two weeks over Christmas and New Year including public holidays (no fees are charged)

2024 FEES

Fulltime/Weekly: \$540 (discounted)

Daily: \$120

An Enrolment Fee of \$100 is payable at enrolment. A payment of 2 weeks' fees is required to secure your child's enrolment at the centre. All fees are to be paid two weeks in advance.

Please contact the Director or Finance Officer if there are any difficulties in meeting payment commitments.

- Fee increases will be implemented annually effective 1 January in accordance with CPI or market rates.
- Families will be provided notice of the new fee schedule no later than 1 September each year.
- Fees are automatically deducted from your nominated credit card or bank account through the ELC's nominated direct debit system.

END OF CARE

Written notification is required at least two (2) weeks, or more, prior to the child's last day. If moving to Transition at OLSH Bath Street Campus a new enrolment form must be completed and given to the School Office.

CHILDCARE ASSISTANCE

The service participates in the Child Care Management System (HubHello). Guidelines in claiming and administering Childcare Benefits as directed by the Family Assistance Office and other Government Bodies will be followed.

The service is registered with Quality Education and Care NT, Regulatory Authority for ACECQA. We participate in the National Quality Framework (NQF) and Accreditation System.

- The Child Care Subsidy is paid directly to child care providers to be passed on to families.
- Parents are responsible to have their eligibility for Childcare Assistance assessed by Centrelink My Gov site.
- Childcare Assistance will be deducted from fees in accordance with Commonwealth Department of Health and Family Services requirements.
- Childcare benefits cannot be deducted from fees until the assessment notice from the Family Assistance Office is received with the child's own CRN.
- Family benefits are not credited to your account unless CRN numbers and date of births are provided by families on enrolment forms.

ABSENCES/HOLIDAYS

Parents are charged for all days their child is booked into care at the ELC, regardless of holidays, illness or Public Holidays. Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year and still receive CCS. These 42 allowable absences can be taken for any reason, including public holidays and when children are sick, without the need for families to provide documentation.

Please notify the office of all absences on 8950 8618. (Full fees apply)

CHANGE OF BOOKING

Written notification is required at least two (2) weeks in advance. We will endeavour to change days but it will depend on availability of places.

CAR PARKING & KISS & GO ZONE)

Car parking is available on Wills Terrace in the Catholic Church car park for pick up and drop off. The Kiss & Go Zone is not to be parked in during 7.30-8.30am & 2.30-3.30pm.

CHANGES TO INFORMATION

Please notify us promptly of any changes to information regarding your child. Change of medical information and/or contact numbers, address, employer and persons authorised to collect your child are most important so that we are able to contact you at all times.

ARRIVAL, PICK UP & LATE FEES

To ensure that children arrive and depart safely and happily we ask that:

1. Parents/guardians sign children in and out on the electronic sign in/out tablet each arrival and departure (this is an important legal document, and it ensures we have an accurate roll in the case of an emergency evacuation).
2. Children are escorted to a staff member on arrival.
3. Your child's arrival and departure is acknowledged with a staff member.

If you are unable to collect your child from the OLSH ELC, please call the ELC on 8950 8618 or School on 8950 6400 to inform staff who will be picking up your child. This person should be over 18 years of age, an authorised person noted on your child's enrolment form and will be asked for identification on arrival.

If you are going to be unavoidably late picking up your child, please contact us promptly. We know there are the occasional unavoidable delays. However, we will charge a late fee of \$50 plus \$1 per minute past closing time.

Please note that the Centre is not legally open until 7.30am, therefore you cannot drop your child off any earlier than this. The centre closes at 5.30pm.

SAYING GOODBYE

It may be difficult to leave your child for the first time. The Staff understand it is as hard for parents as it is for children, please call if you would like to check on your child.

Here are some suggestions on how to leave your child:

- Say, "Goodbye, I'm going now and I will be back this afternoon".
- Give them a kiss and a hug, then leave.
- Don't leave then come back if you hear your child crying. This confuses children and just makes it harder for you to leave.
- Always farewell staff so that they know you are leaving. This is a signal for them to give a little extra support to your child should they need it.
- Parents and children need time to adjust. Allow time so your child can show you things and places that interest them on arrival and departure.

PARENT & FAMILY INVOLVEMENT

Parents are always encouraged to participate in their child's early learning journey. You may be able to share special skills, e.g. cooking, puppet making, music, etc. and also by collecting items for art and helping with ELC functions. Your involvement helps us provide an enriched learning program for all. NB: polystyrene cups, meat trays, toilet rolls cannot be used due to safety and health regulations.

Please read the Parent Information board. The school newsletter is available on Thursdays every three weeks from start of term. There is a Parent Communication Book situated next to the sign in/out register, so if there is anything you would like us to know, please use this book. We look forward to your feedback.

EXCURSIONS

Excursions are an integral part of children's learning. On enrolment parents sign a permission for local incursions in the school grounds. This gives staff permission to take your child to the library, assemblies, school oval etc. all of these are within the OLSH Bath Street, campus premises. Excursions out of the OLSH ELC, require parents to sign a permission slip before your child can attend. Parent participation is highly appreciated when taking groups on excursions to assist with supervision and share the learning!

UNIFORM CLOTHING

All children are required to wear the OLSH Sports Uniform & Hat. Children will also require a water bottle clearly labelled with their name and Library Bag. These items may be purchased from the OLSH Uniform Shop located at the Traeger Campus. Parents may also choose to purchase an OLSH school bag. Please include 2 spare sets of clothes in your child's bag as well as 1 fitted sheet and 1 flat sheet for their sleep/rest bed.

SUN PROTECTION

Children must wear their school hat and sunscreen at all times when outdoors. Parents are asked to apply sunscreen upon arrival at the ELC in the morning. Please inform staff if your child is allergic to any sunscreens. Please name and label all items clearly.

TREASURES FROM HOME

Children are not permitted to bring toys from home to the ELC. Toys from home cause unnecessary conflict between children and they tend to get lost or broken. If toys are brought in, they will be taken away for safe keeping on arrival and returned to parents at their child's pickup time.



SICK CHILDREN

We are sure parents would appreciate our concern for protecting the health of all children attending the Centre. The Director/Team-Leader reserves the right to ask parents to collect children who are unwell. It is important that our Educators are notified if your child has been unwell or received an injury since last attending our centre. We will not accept any child into our care with any illness that may affect the health of other children or Educators. Educators and children are required to follow the same guidelines as set down by Australian Government National Health and Medical Research Council, 5th Edition, *Staying Healthy – Preventing infectious diseases in early childhood education and care services*.

Condition	Exclusion From The Centre
Chicken Pox	Exclude until fully recovered or for at least five days after the spots (eruption) first appear. Please note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from the eyes has ceased.
Diarrhoea and vomiting (gastroenteritis)	Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion
Diphtheria	Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Head Lice	Exclude until the day after appropriate treatment has started.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.
Impetigo (School Sores)	Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.
Influenza	Exclude until child feels well. No coloured discharge from the nose.
Measles	Exclude for at least four days after the onset of the rash.
Mumps	Exclude for nine days or until swelling has gone (whichever is sooner)
Ringworm	Exclude until the day after appropriate treatment has started.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of the rash.
Whooping Cough (Pertussis)	Exclude for 14 days after onset of illness, or after completing five days of antibiotic treatment, and a doctor certifies that the person is no longer infectious.

Children with special health care needs (asthma, anaphylaxis for example) cannot attend the service without prescribed medication and a current health communication care plan signed by a Doctor.

HYGIENE

Strict hand washing procedures are implemented. Children are encouraged to wash and dry their hands, before and after meals, after using the toilet and after messy activities. We would encourage you to continue this practice at home. Children will also be instructed in the safe use of the water bubblers at the OLSH ELC.

TOILETING

It is a requirement that children are already toilet trained and wearing underwear to attend the ELC. Staff will assist children to change (please remember to include labelled spare clothes in your child's bag) if they happen to have an accident.

NUTRITION

The Centre provides morning tea, lunch and afternoon tea. Water is available at each mealtime and cold water is freely available. Children are encouraged to drink regularly from their drink bottles during the day.

Meals are prepared in the ELC Kitchen by our Cook. The Centre aims to provide a nutritionally balanced menu. The meals and snacks provided are appropriate to the children's nutritional needs. If you have any concerns regarding your child's nutrition, the meals provided or allergies your child may have, please let us know. A weekly menu is posted for you to view.

SLEEP/REST TIMES

Beds will be provided. Please supply a top and bottom sheet for sleep time in a clearly labelled bag with your child's name. Sheets will be sent home with your child for washing at the end of each week depending on days attending.

MEDICINE ADMINISTRATION

Prescription medicine, only may be administered to your child whilst they are at the OLSH ELC.

If your child requires prescription medication, the medicine register must be completed and signed by the parent. Once the medication has been administered, the staff member doing so will sign indicating the medication has been administered. **This procedure is to be completed on a daily basis, even if medication is to be administered for more than one day. The medication must be in the original named container.**

ACCIDENTS/INCIDENTS

Staff members record any accidents on an Accident/Incident Form. If your child has been hurt during the day, you will be asked to sign this document at the end of the day, so that you are aware of any incident involving your child at the ELC. If necessary, you will be contacted to collect your child. If you cannot be contacted, your emergency contacts will be called. If they are unable to be contacted, we will seek medical attention for your child. Any medical expenses incurred will be the parent's responsibility. Copies of our prescribed policies are available on request and may found in the Director's office.

POLICY ON HEALTH AND SAFETY

The OLSH ELC seeks to provide a healthy and safe environment, where children can play, learn and explore their world free from harm. Health and safety is a primary priority of all people at the Centre. Prevention and review of practices are key strategies in maintaining the health and safety of all at the OLSH ELC.

BEHAVIOUR

Our basic approach to behaviour management is founded on respect for the child. As we work with your child we will apply; positive encouragement, redirection and reasoning to help children develop appropriate behaviours and understand the range of their personal feelings. We aim to develop personal responsibility for one's own actions and positive self-regulation. We seek to encourage characteristics of kindness, empathy, resilience, honesty and cooperation. Therefore, behaviour management will always be age appropriate and in keeping with the developmental level of the child.

CHILD PROTECTION/MANDATORY REPORTING

The OLSH Early Learning Centre, has an obligation to all children attending the service to defend their right to care and protection. To support this right, the service will follow the Mandatory reporting procedures set down by the Northern Territory Government and the Catholic Education NT Policies and Procedures when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection. The Service also has a responsibility to its employees to defend their right to confidentiality unless allegations against them are proven.

POLICY STATEMENT ON GRIEVANCE PROCEDURES

The OLSH ELC fosters positive and harmonious relationships. Solutions are sought to all disputes, issues or concerns that affect the operation of the service in a fair and prompt manner. This procedure is available and displayed with the Prescribed Service information.

CONFIDENTIALITY

Every employee, and member of the operating body is provided with clear written guidelines detailing what information is to be kept confidential, what confidential information they may have in order to fulfil 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 the Director/Assistant Director/Team Leader has with educators, will be conducted quietly away from others.

EMERGENCY MANAGEMENT PLAN

Emergency evacuation procedures are clearly displayed near the main entrance and exit of each room and are followed in the event of fire, natural disaster or other emergency.

One emergency evacuation and one lockdown drill involving educators and children are conducted within every three-month period as per compliance requirements when most children are present. All alarms must be treated as real and responded to immediately.

PRIORITY OF ACCESS GUIDELINES

It is important for services to allocate places to those families with the greatest need for child care support. The Australian Government has Priority Access Guidelines for allocating places in these circumstances.

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test (under section 14 of the A New Tax System (Family Assistance) Act 1999)
- Priority 3 – any other child

Within these main categories, priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which 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.

There are some circumstances in which a child who is already in a child care service may be required to leave the service:

Where a service has no vacant places and is providing child care for a child who is a Priority 3 under the Priority of Access Guidelines, the service may require that child to leave the child care service in order for the service to provide a place for a higher priority child, but only if:

1. the person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy, and
2. the service gives that person at least 14 days' notice of the requirement for the child to leave the child care service.



CATHOLIC EDUCATION NT PRESCRIBED POLICIES

Policies and procedures under which the OLSH ELC operates are contained in the Catholic Education NT prescribed policies manual. The manual is located in the Director's office. The titles of the policies and procedures are below.

TABLE OF CONTENTS PRESCRIBED POLICIES

Pages	Policies & Procedures	Current Policies
pp 5-18	Accidents, Emergencies and First Aid	EYSAC 01
pp 19-42	Medications and Medical Conditions	EYSAC 02
pp 44-48	Healthy Eating & Food Handling	EYSAC 03
pp 49-53	Sun Protection	EYSAC 04
pp 54-59	Delivery & Collection and of Children	EYSAC 05
pp 60-87	Excursions	EYSAC 06
pp 88-132	Providing a Child-Safe Environment	EYSAC 07
pp 133-134	Physical Activity	EYSAC 08
pp 135-136	Acceptance & Refusal Policy	EYSAC 09
pp 137	Complaints	EYSAC 10
pp 141-145	Infectious Diseases & Infestations	EYSAC 11
pp 146-151	Staffing	EYSAC 12
pp 157-170	Management & Governance	EYSAC 13
pp 171-174	Payment of Fees ELC & OHSC	EYSAC 14A
pp 176-178	Enrolment & Orientation ELC & OHSC	EYSAC 15A
pp 182-184	Interactions with Children	EYSAC 16
pp 185-186	Catholic Identity	EYSAC 17
pp 187-192	Continuity of Learning	EYSAC 18
pp 193-195	Sleep & Rest	EYSAC 19
pp 196-199	Professional Development for Staff	EYSAC 20
pp 200-205	Environmental & Sustainability	EYSAC 21
pp 203-205	Early Years Pedagogy	EYSAC 22
pp 206-212	Inclusion & Equity	EYSAC 23
pp 213-215	Mandatory Reporting	EYSAC 24
pp 216-241	Safe Transportation of Children	EYSAC 25
pp 242-243	Water Safety Programs & Activities	EYSAC 26
pp 244-245	Water Activities	EYSAC 27

Please sign the slip below and return to the leadership of the OLSH ELC with your enrolment forms.

OLSH EARLY LEARNING CENTRE PARENT AGREEMENT

I _____ have read, understand and agree to the requirements outlined in the OLSH Early Learning Centre 2024 Parent Handbook.

Childs Name _____

Parent Name(s) _____

Date _____

Signature _____



Our Lady of the Sacred Heart Early Learning Centre
P.O. Box 2508 Alice Springs, NT, Australia, 0871
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