



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

EARLY LEARNING CENTRE PARENT INFORMATION BOOKLET



Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

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CRICOS Provider Code:

Emmanuel Anglican College Council (02449F)

Emmanuel Anglican College is a Child Safe Organisation

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Welcome to the Emmanuel Anglican College Early Learning Centre

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

Emmanuel Anglican College is a child safe learning environment. 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.

Contact Details

Emmanuel Anglican College Early Learning Centre
62 Horizon Drive, Ballina NSW 2478

Centre Director: Mrs Nicole Wilson - elc@eac.nsw.edu.au

Emmanuel Anglican College - 02 6681 5054

Early Learning Centre - 0427 810 909

Administration, General Enquiries and Enrolments – elcenrolments@eac.nsw.edu.au

Website - www.eac.nsw.edu.au

Hours of Operation

Open: 7.45am to 5.30pm, Monday to Friday - 48 weeks per year.

Closed: All Public Holidays plus for a duration of four weeks over the Christmas/New Year period.



Who We Are

Our Identity

Emmanuel Anglican College is an inclusive coeducational Anglican school community in Ballina, New South Wales. We share a passion for an holistic education designed for learning, living, and leading that anticipate the possibilities of the future.

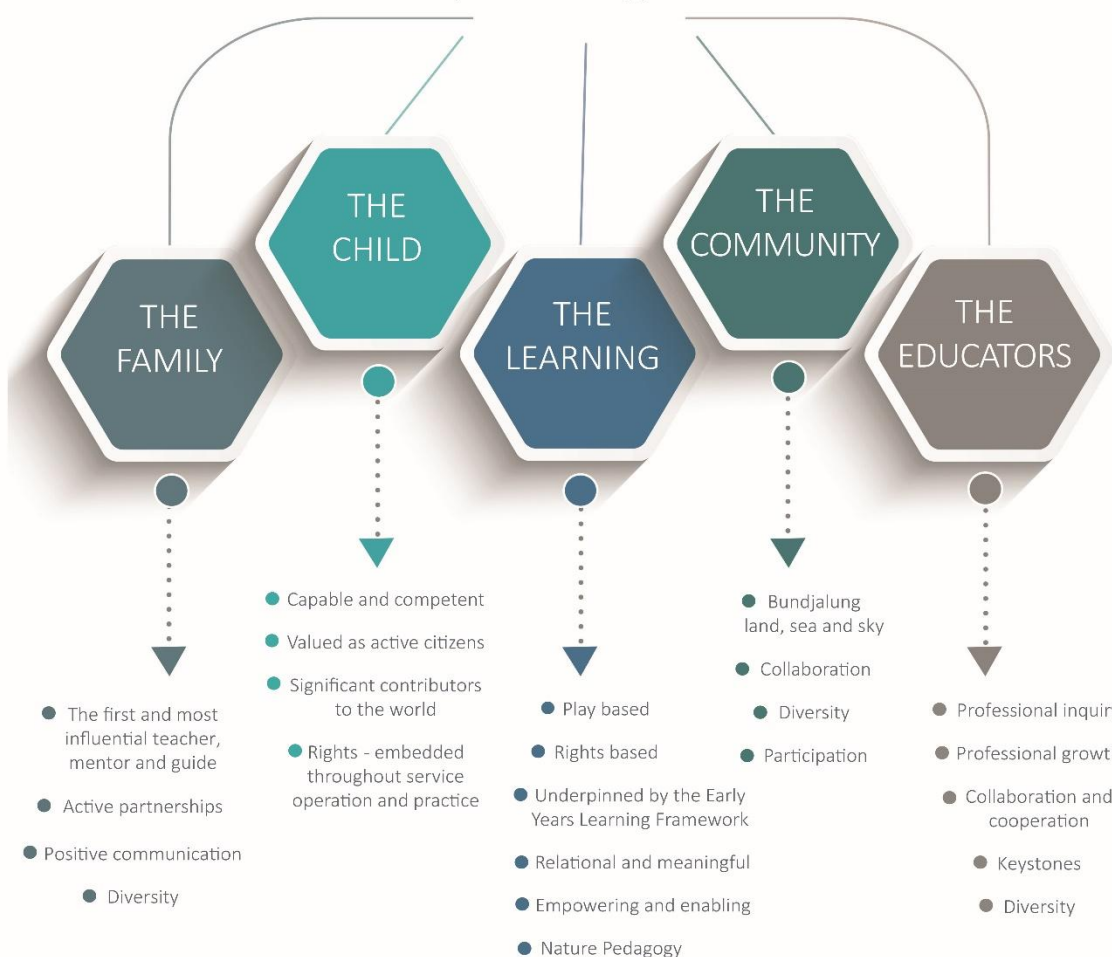


Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion, and citizenship strives to create a better world.



Early Learning Centre



[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 Version 2.0 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 Early Learning Centre 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.

Educational Programs

The Early Learning Centre is divided into two multi-aged rooms. 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 a quality early learning program.

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 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.



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
- Enhance dispositions such as curiosity and creativity
- Make connections between prior experience and new learning
- Develop relationships and concepts and
- Stimulate a sense of wellbeing.

What Play Looks Like at the Early Learning Centre



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.

Kindy Links Transition to School Program

The College has developed a supportive and thorough transition process to help us get to know each and every child and to plan for their learning journey as they commence Kindergarten.

This involves the Kindergarten Interview, Experience Day Program, Kindy Links Program and transition meetings involving the Kindergarten team and the early childhood teachers who work with the children in the year prior to Kindergarten.

It is through this process that we are able to confirm your child's readiness for Kindergarten, support them through the transition and lay the foundation for a highly successful Kindergarten year.

It is our aim at Emmanuel Anglican College to develop a supportive and positive relationship between home, the College and your child's classroom teacher to ensure the best learning experience for your child. It is always a pleasure to share the many observations, experiences and development your child is making in the classroom.

Kindergarten students will also work closely with our Year 6 students in their transition to school and first year of Kindergarten. Students, teachers and parents alike love Emmanuel Anglican College's 'Buddies Program'. It is a wonderful initiative that has our Kindergarten students buddied up with our Year 6 students. They get together each week to undertake creative and leadership-based projects. The Program helps to build confidence in the Kindy students and provides leadership opportunities for the Year 6 students.

The Kindergarten Readiness Policy can be found in the foyer of the Early Learning Centre.

The Early Years Learning Framework Version 2.0

Belonging, Being and Becoming

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 agency
- Children develop knowledgeable, confident self-identities and a positive sense of self-worth
- 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 connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens
- 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, emotional and mental wellbeing
- Children become strong in their physical learning and wellbeing
- Children are aware of and develop strategies to support their own mental and physical health and personal safety

Outcome 4: Children are confident and involved learners

- Children develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of learning and thinking 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 digital technologies and media to access information, investigate ideas and represent their thinking

Age of Entry

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

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

Please note that children must be independent with toileting needs.

Enrolments and Bookings

When a potential place becomes available in the Early Learning Centre (ELC), parents or guardians who have lodged an Expression of Interest and are on the waitlist for the Centre will be invited to apply for the ELC. This involves registering a My Family Lounge account and creating a booking request with the preferred days of attendance. The ELC has a two day a week minimum booking.

If a position is available in the ELC, a letter confirming the offer of enrolment is sent to parents or guardians together with an Enrolment Agreement. Parents or guardians will also be able to complete an online Enrolment Form through their My Family Lounge account and upload the required documentation (Birth Certificate and Immunisation History Statement).

The Enrolment Policy and Procedure can be found on the [Application Process](#) page of the College website.



Orientation

We recognise that building strong partnerships between you, your child and our experienced educators is important to your child's learning and sense of belonging. To ensure a smooth transition a Stay and Play session will be scheduled for you and your child prior to their first day of care.

The Stay and Play session is designed to assist with the transition into a new environment and to meet your child's teachers. This opportunity enables us to meet you and your child, exchange information and ask any questions. If your child requires more visits, this can be organised prior to their commencement at the Early Learning Centre.

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 preschool, 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)
- 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.

Priority of Access Guidelines

Emmanuel Anglican College Early Learning Centre observes the [Australian Government's national framework for protecting Australia's children – 'Safe and Supported'](#). Safe and supported sets out a national 10-year framework to improve the lives of children, young people and families. Positions are offered according to the Australian Government's 'Priority of Access' guidelines. Positions are offered in priority according to following categories:

Priority 1 – A child at risk of serious abuse or neglect

Priority 2 – A child of a parent (or both parents if you have a partner) who satisfies the Government's work, training, study test (for the purpose of the priority of access guidelines)

Priority 3 – any other child

Within these main categories priority should be given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in a family which include a disabled person
- Children in families which include an individual whose adjustable taxable income does not exceed the lower income threshold or whose partner is on income support
- Children in families from non-English speaking background
- Children in socially isolated families' children of single parents.

Policies and Procedures

Emmanuel Anglican College Early Learning Centre has developed a range of policies and procedures which are reviewed on a regular basis.

A copy of the Early Learning Centre's policies and procedures can be found in the foyer of the Early Learning Centre. We welcome your feedback in relation to our policies and procedures.

These policies have been developed to meet the requirements under the National Quality Framework. The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education. The National Quality Standards (NQS) is a key aspect of the National Quality Framework and is divided into 7 quality areas.

National Quality Standards: -

- Quality Area 1 – Educational Program and Practice
- Quality Area 2 – Children's Health and Safety
- Quality Area 3 – Physical Environment
- Quality Area 4 – Staffing Arrangements
- Quality Area 5 – Relationships with Children
- Quality Area 6 – Collaborative Partnerships with Families and Communities
- Quality Area 7 – Governance and Management

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. Families will be notified in writing of any fee increases at least 14 days prior to implementation. The current Fee Schedule is available on the College website [HERE](#).

Statements are issued one week in arrears and are emailed each week. The total amount owing will be debited from your nominated bank account or credit card each Friday. Fees must be kept up to date. If you are not able to pay your account, please contact the College 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 (up to six weeks), 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. Please notify all intended holidays via the enrolments email.

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 Early Learning Centre will be closed for four 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 Early Learning Centre. 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.

Booking Cancellations

- Cancellation of a permanent booking must be communicated to elcenrolments@eac.nsw.edu.au 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.

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 sign their child in and out of care on every occurrence using Quikids Kiosk on the iPad in the foyer. 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.

Late Pick Up

- Please note the Early Learning Centre opening hours are 7.45am to 5.30pm. Please phone the Centre mobile on 0427 810 909 as soon as you become aware that you will be late to collect your child. Please be mindful of our educators as they may also have commitments beyond the Centre's opening hours.
- Additional fees may 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 contact us via the following:

Early Learning Centre Mobile - 0427 810 909

ELC Coordinator - elc@eac.nsw.edu.au

Enrolments – elcenrolments@eac.nsw.edu.au

Uniforms

The Early Learning Centre uniform is recommended, but not compulsory, and comprises the following:

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

All uniform items are available at the School Locker located in the Ballina Homemaker Centre or the College's Second-hand Uniform Shop. Please contact Reception for Uniform Shop opening times. Please ensure your child's belongings are labelled.



Sun Smart

Emmanuel Anglican College Early Learning Centre is a Sun Smart Centre. We encourage children to wear sun smart clothing.

Hats

Staff, educators and children are required to wear sun-safe hats that protect their face, neck and ears. Sun-safe hats include:

- bucket hats with a deep crown and brim size of at least 5cm (adults 6cm)
- broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm)
- legionnaire style hats. Please note: Baseball caps or visors are not sun-safe hats.

Children without a sun-safe hat are required to play in an area protected from the sun (e.g. under shade, veranda or indoors) or will be provided with a spare hat.

Clothing

Staff, educators and children are required to wear sun-safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.

Please note: Midriff, crop or singlet tops are not sun-safe clothing. Children without sun-safe clothing are required to play in an area protected from the sun (e.g. under shade, veranda or indoors) or will be provided with spare clothing.

Sun Smart clothing includes wearing:

- Loose fitting shirts, dresses with sleeves, collars or covered neckline
- Longer style shorts and skirts
- Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

At the Centre, we will apply SPF30+ water resistant sunscreen to all children throughout the day. This is supplied by the Centre. If your child has an allergy or sensitivity to the sunscreen, you will be required to provide 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 Early Learning Centre.

Should the Early Learning Centre require instruction, authority or direction from the Parents on any issue concerning the child then the Early Learning Centre may act upon the instruction, authority or direction of either parent or guardian in accordance with what the Early Learning Centre 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 requires all children to be fully immunised. Proof of immunisation must be supplied during the enrolment process and updates must be supplied as they occur.

Medications

If your child requires medication whether it's 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 Early Learning Centre 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.

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.



The Centre will follow all exclusion guidelines as set out in the publication:

Staying Healthy in Childcare (6th Edition) – Preventing infectious diseases in early childhood education and care services.

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)	Excluded until the temperature is normal, unless fever has a known non-infectious cause. Normal temperature is between 36.5°C and 38°C.
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

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
- Popcorn (unsalted), crackers, pretzels

Please limit the following items or leave at home:

- Muesli bars
- Cakes/muffins
- Biscuits
- Highly processed foods

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

- Lollies
- Fruit Roll Ups
- Chips
- 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 any form of nut (including nut oils or pastes) which can cause allergies and/or anaphylaxis.

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

A birthday is a special time for your child and we welcome the opportunity to celebrate this very important day. If you would like your child's birthday celebrated, please bring in a cake, cupcakes or ice blocks.

We do ask that you observe our food exclusion list and provide a list of the ingredients in the birthday food.

If your child has a food allergy, we would ask you to provide an alternative so your child can join in the birthday celebration.

Rest and 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.

Feedback and 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 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.

