



CHRISTIAN
BROTHERS
COLLEGE

ELC

Early Learning Centre

Parent Handbook

**THE
WORLD
BEFORE
US.**

Christian Brothers College Early Learning Centre

178 East Terrace, Adelaide SA 5000

Phone: 08 8223 5469 (Direct line to the Director)

Email: jbird@cbc.sa.edu.au

To arrange a tour of the ELC please contact:

Jo Bird , Director (Ph 08 8223 5469 / jbird@cbc.sa.edu.au), or

Rita Micale, Registrar (Ph 08 8400 4210 / rmicale@cbc.sa.edu.au)

Hours of Operation

CBC ELC is a Long Day Centre

Monday – Friday: 7:30am – 6:00pm

Public Holidays: Closed

The centre is closed for two weeks over Christmas.



Welcome

Welcome to the Christian Brothers College Early Learning Centre.

We look forward to building a strong partnership with your family as we work together to ensure that this very important step in your child's learning journey is a successful and happy one.

We provide a safe and supportive learning environment, where children are taught to respect each other and to value their interactions with others through play and discovery.

Our staff strive to nurture relationships within our service and provide emotional support for children, families and staff.

Wellbeing, personalised learning and community building underline our beliefs about Early Childhood Education.

We understand that parents are the best source of information about the educational and wellbeing needs of their children and as such are encouraged to openly communicate their child's needs and abilities.

We look forward to getting to know you and your child and trust that your stay with us will be a happy and rewarding experience.

Jo Bird
ELC Director

CBC Early Learning Centre

The CBC Early Learning Centre is a family-friendly atmosphere that facilitates life-long learning for all. We provide a safe, happy and nurturing environment for boys and girls from 6 months to their transition to school in a 58-place long day care-based facility. We are committed to building a strong partnership with each family as we work together to ensure that this very important step in your child's learning journey is a successful and happy one. We are committed to fostering a love of learning in a supportive and inquiry-play-based environment with learning led by the children. Our Service is a place for children to grow, explore and flourish.

History

The Christian Brothers College Early Learning Centre (CBC ELC) was officially opened in 1975 by the Catholic Women's League of SA and was known as the Catholic Women's League Community Children's Centre. It began on the site of the former St Mary's Hostel under Commonwealth legislation and funding. CWLCCC was one of the first purpose-built government-subsidised community-based childcare centres in South Australia.

When CBC acquired the Centre in 2011, it was known as Christian Brothers College Community Children's Centre. In July 2020 it was renamed Christian Brothers College Early Learning Centre. The College established in 1878 has a long history of providing quality education in South Australia. CBC is a Catholic College administered by Edmund Rice Education Australia (EREA) – a national body of 40 schools, Child Care Centres and Flexible Learning Units around Australia.

We currently serve over 1100 students and have a staff of around 170 professionals engaged in birth to Year 12 education across three campuses.

ELC Philosophy

In partnership with parents/caregivers, our service aims to assist each child to grow and develop abilities and independence to reach their full potential in an atmosphere of high-quality care and education.

We are committed to respectful and collaborative relationships with families and communities, as we work together to create a positive environment for our children to learn and develop.

Parents/caregivers are acknowledged and valued as the first, most important and enduring educators and carers of their children and are encouraged to contribute to their children's experience at the ELC.

CBC ELC offers a friendly, safe and nurturing environment where people treat each other with dignity, respect, kindness and good humour. Children, staff, families and the community are highly valued and encouraged to actively participate in the Centre's programs according to their needs, interests and strengths.

Care at the ELC is affirming; it strives at all times to be inclusive and respectful of culture, race, gender and ability. Our Service welcomes and celebrates diversity and recognises each child as a unique and valued individual.

A strong sense of trust, self-esteem, self-respect, independence, and personal and social responsibility is important. The Centre's holistic program guides children in a positive manner with experiences that support self-discipline, agency, taking responsibility, and socialising with others.

Children learn through play, actively pursuing and developing their own interests. Our service strives to provide a child-centred learning environment that is safe, supportive, challenging and stimulating for all children.

Our service provides opportunities for both structured and self-selected play, rest, and relaxation. Staff members offer responsive programs to enable children to explore individual areas of interest and develop knowledge through inquiry projects.



Children have opportunities to participate in experiences that develop their physical, emotional, imaginative, social and intellectual self-according to the guidelines contained within the Early Years Learning Framework V2.0 (EYLF, 2022).

Staff take pride in the Centre and work to provide a professional, consistent level of care and education with unparalleled warmth and a sense of fun.

CBC ELC strives for continuous improvement to meet and exceed the National Quality Standard.

Our Vision of the Child

We believe that each and every child is a unique and competent individual. Our inquiry-based program reflects the Centre's philosophy and aims to develop the whole child. Children are seen as competent and capable of constructing their own learning. They are driven by their interests to understand and know more. The children are actively involved in their learning, making connections, and developing significant understandings of the world in which they live. We passionately follow each child's interests and talents and the educators provide developmentally engaging experiences to promote inquiry learning.

Centre Structure

CBC ELC is licensed for 65 children. It is divided into three rooms according to the age and stage of development of the child:

- Nursery:** 6 months to 2 years licensed for 12 children – staff ratio 1:4
- Toddlers:** 20 months to 3 years licensed for 20 children – staff ratio 1:5 for children aged 2-3 years
- Preschool:** 3 years to 5 years licensed for 33 children – staff ratio 1:11

Hours of Operation

The Centre is open on weekdays between **7.30am and 6.00pm**. The Centre is closed on public holidays and for two weeks over the Christmas period.

Only full-day sessions are available as an ongoing enrolment.

Additional casual session times are available at the discretion of the Centre Director and availability of spaces.

An additional late fee will be charged if your child is collected after their booked-in session finishes.

Parents/caregivers are welcome to visit or phone the ELC at any time during operating hours.

The Educational Program

Our curriculum is based on the government-approved *Belonging, Being and Becoming: The Early Years Learning Framework (EYLF) for Australia V2.0*. Our Programs are holistic and positively guide children with developmentally appropriate experiences based on their strengths, needs and interests. Children have opportunities to participate in environments that develop their physical, emotional, imaginative, social and intellectual self through the EYLF 5 Learning Outcomes. Working closely with families allows our educators to gain a clear picture of the child and their family background, which supports them to plan experiences that are meaningful to each child and class group.

Our program incorporates a balance of individual and group times, inside and outside experiences together with quiet and noisy experiences. Routine times such as meals, nappy changes, getting dressed etc. are also used as learning experiences. As children learn what to expect at various times of the day, they will experience a sense of independence, control and satisfaction at being able to perform part of or all of the tasks associated with the routine.

Learning and Care Environments

Our environments are designed to promote learning and our early childhood educators provide opportunities for each child to explore, discover and take risks. We are inspired by the Reggio Emilia principles which support children's learning. Through our open-ended environments and experiences, the children are involved in deep learning and exploration. There is a strong focus on social collaboration, working in groups, where each child is an equal participant, having their thoughts and questions valued. The adult is not the giver of knowledge but supports children to build their own knowledge through their investigations. Children are encouraged to use language to investigate, explore and reflect on their experiences. They are listened to with respect, believing that their questions and observations are an opportunity to learn and search together. It is a continual and collaborative process. All children are encouraged to express themselves and their ideas by developing their hundred languages of thinking, expressing and understanding themselves and relating to others. This stems from the belief that children use many different ways to show their understanding and express their thoughts and creativity. A hundred different ways of thinking, of discovering, of learning, through drawing and sculpting, through dance and movement, through painting and pretend play, through modelling and music, and each one of these hundred languages must be valued and nurtured. These languages, or ways of learning, are all part of the child. Learning and play are not separated.



Universal Access Kindergarten Program

CBC ELC runs the Universal Access Kindergarten Program for children in their year before full-time schooling. This program is in line with the Early Years Learning Framework and is administered by a registered Early Childhood Teacher with a four-year university qualification, or an approved alternative qualification. The Universal Access Program is seamlessly integrated into our long day care service, ensuring preschool children receive the educational preparation they need for school, while giving parents the flexibility of full day care throughout the year. Children aged three to five are taught by a university-qualified teacher and all educators in the preschool rooms support the children to develop pre-literacy and pre-numeracy skills through their play-based program in preparation for school.

For more information on the Kindy Program please speak with the Early Childhood Preschool Teacher or the ELC Director.

Transition Policy and Orientation Visits

The Transition Policy refers to the integration of new children into the service and the movement and settling in of children from one section to another. We offer all newly enrolled children a minimum of four transition visits before officially starting with us. This will help the children feel more secure being left in our environment. Transition visit days and times are arranged to be mutually beneficial for the service and each new family joining the ELC.

Your child will start with a short orientation visit in the room, e.g., 60 minutes, and this will allow them to experience different routine times of the day such as morning teatime, and activity time. Parents are encouraged to stay for this visit to demonstrate trust in the physical environment and discuss their child's needs with the primary care educator.

The next stage is for your child to stay for 2 ½ hours without their parent present. You will be invited to meet with the Centre Director to go through the enrolment process or take a walk down Hutt Street for some 'me time'.

The third stage is for your child to be dropped off by their parent in the child's room to engage in the same routines as previous visits but for a longer time frame, perhaps staying for lunch/sleep time.

The last orientation visit extends to accommodate two meals, and any required daily sleep or rest, with a pick-up before 2.30pm.

During orientation visits, staff will ensure that your child will be introduced to the other children, shown where everything is and learn some of the initial room routines. Some children will need more visits before they feel happy and comfortable, and some children will need fewer. The staff will inform you of your child's progress.

Staff understand that parents of transitioning children also need time to adjust. You will be introduced to the staff in the new room, and shown the room routines and program. You are welcome to telephone throughout the day to receive reassurance that your child is doing well.

Continuity of Learning at CBC

We take pride in our transition program which follows the community philosophy of service and the family culture of the College. All children have regular opportunities to interact with each other across age groups and rooms, aiding a smooth transition from one age group to the next.

Lead Educators tailor a transition program for each child as they reach the milestone of transitioning from Nursery to toddlers and Toddlers to preschool. The Team Leaders from the new room will be given a transition checklist so that sleep routines, diet requirements, special needs and children's interests can be passed on and you will be supplied with a transition pack to read and complete as the parent.

When reaching school age, the boys can continue their education at Christian Brothers College. Learning within the ELC and Junior Campus is enhanced through a professional partnership and strategic planning, that promotes a community of inquiry and best practice in teaching and learning in the 'Early Years'.



Making Learning Visible

Each room celebrates the children's learning using digital communications and room displays. Individual children's progress in development and learning is captured in a digital portfolio using software called OWNA. Families are encouraged to access and comment on posts and summaries of learning through this platform as well as share home experiences that enhance the children's learning and support the continuity of learning between home and the ELC. The Educators will put up displays of art and project work in the rooms to encourage each child's sense of pride and achievement and promote collaboration with their peers. We encourage families to look at room displays regularly.

Management Structure

EREA delegates the responsibility of managing CBC including the CBC ELC to the Principal of the College. The day-to-day management and administration of the Early Learning Centre are delegated from the Principal to the Director of the Centre.

The Director is a part of the College Executive and reports to the College Executive Team. The Principal reports to the School Advisory Council about the running of the ELC.

Parents and caregivers provide valuable input on the service provided by the Centre and it is here you can have a say in helping determine the sort of environment provided for the children at CBC ELC. Offers of help are always appreciated.

National Quality Framework for Early Childhood Education and Care

Under the National Quality Framework, from 2020 long day care centres are required to comply with the new National Law and National Regulations. The National Quality Standard ensures the safety, health and wellbeing of children as well as improving their educational and developmental outcomes. CBC ELC strives for continuous improvement through a regularly reviewed Quality Improvement Plan that ensures we meet and exceed the National Quality Standard.

Priority of Access

Policies developed at the Centre comply with all regulations governing licensing, funding provisions and all other requirements, e.g., the priority of access guidelines. The Priority of Access Guidelines indicates the level of priority for entry to the Centre, namely:

1. Children at risk of abuse or neglect
2. Families in crisis
3. Families from Aboriginal or Torres Strait Islander heritage
4. Families with recognized work or work-related commitments

When a family seeks to establish priority, the Centre will seek supporting evidence of priority. Emergency or additional care will be available on a day-to-day basis, as space permits and providing accounts are kept up to date.

The importance of continuity of care is recognised and re-enrolment will be offered each year to present users before new enrolments are considered providing the family meets the above access guidelines.

Collection of Children

Children will only be released to their parent/guardian or persons who are known to the ELC team as identified in our enrolment documents. If, during an emergency, someone else is to collect your child, please notify a staff member in your child's room via phone. On collection of your child, the individual will be asked to produce photo identification to show that they are authorised. Children will only be released to individuals over the age of 18 years old unless written permission is gained from parents or guardians.

Signing in and Out

Every child must be signed in and out of the ELC on each day of their attendance by using the tablet in the child's room. This is a legal requirement. These records are used in case of emergencies and are necessary for the calculation of the childcare subsidy (CCS). Each family member who has the authority to collect your child will be given an access pin that acts as their recorded signature. Each person MUST use their own pin as a matter of child safeguarding practice and records.

If a child is away or on a holiday, the corresponding days will be recorded on the tablet by the ELC educators and later verified by parents/guardians.

What to Bring and What We Provide

Each day your child should arrive with a bag or backpack that has a couple of changes of spare clothing, any blankets sleep bags or toys they need to sleep/ rest, breast milk or formula if required and a water bottle or water sippy-cup appropriate to their age and development. All items should be labelled with your child's name to ensure they return home if misplaced. We provide sunscreen and hats for the children in the Nursery and Toddler rooms. Preschool children bring their own hats from home.

All children are offered three meals a day while at the service according to the *Nutrition Policy* (see below). We provide nappies and pull-up pants for those who are toilet training. If children

do not have enough spare clothing, we have spare clothing labelled with CBC ELC that we can provide when necessary. We ask that these items are washed and returned to the service for future use.

Staffing

One of the most important aspects of our ELC is having a warm and caring team that understands the needs of children and their families.

CBC ELC aims to provide a supportive, caring work environment with recognition of personal and professional skills, abilities and diverse cultures in order to maintain a stable, cohesive team.

CBC ELC staff are appointed by the College as CBC employees and undergo strict Police Clearances and referee checks as part of their rigorous selection and appointment process. Staff have a range of qualifications: Bachelor or Master of Early Childhood Education, Diploma of Teaching - Early Childhood Education, Associate Diploma - Child Care, Diploma of Children's Services, Advanced Certificate - Child Care, Registered nurses and Certificate III Children's Services.

CBC ELC encourages and financially supports the involvement of staff in relevant workshops, seminars and training to extend their skills and knowledge in the evolving early year's education sector.

ELC Policies

The Centre has documented policies and procedures on child protection, health and safety and other educational and operational topics. These policies are to be read in conjunction with a wide range of CBC and Catholic Education policies available at the following locations:

CBC website: www.cbc.sa.edu.au/policies

CEO: www.adelaide.catholic.org.au/sites/CatholicEducationOfficesSA

The policies are developed in consultation with Catholic Education, State and national government regulations and the CBCELC Executive, School Advisory Council staff, families and recognised health authorities. They provide the framework for good practice for children and adults.

Families are encouraged to review the Centre's policies and make suggestions and recommendations. The policy folder is located in the front office area.

Fees Policy

The Centre is a community-based, not-for-profit child care centre. This means that all monies received from fees are used to pay staff wages and professional development, cover operating costs and provide funds for updating of facilities.

The following applies to all families using CBC ELC:

- Fees will be set by the School Advisory Council annually and adjusted, if necessary, after a budget review.
- The Centre Director will notify parents/caregivers, in writing, one month in advance if there will be changes to the fee structure.

Fees are payable for public holidays, sick days or whenever a child is absent, however, no fees are charged during the Christmas closure or days of Professional Development.

Child Care Benefit/Child Care Rebate: Families must register with the Family Assistance Office before enrolment if they wish to receive a Child Care Subsidy (CCS). Full fees will be charged if a family's CCS assessment has expired or not yet been assessed. Families are eligible for 42 days of additional absences for each child per financial year without the need to provide documentation such as medical certificates.

All additional absences beyond the first 42 days will only be paid for if parents/caregivers provide evidence that the absence has occurred under a permitted absence. These include:

1. An illness (with a medical certificate)
2. An outbreak of infectious disease when the child is not immunised.
3. Any other absences due to sickness of the child, a parent or sibling, supported by medical certificates
4. Temporary closure of school or pupil-free day
5. A period of local emergency
6. Exceptional circumstances

CCS will not be paid for public holidays if 42 absences have already been used.

Parents/caregivers can obtain a cumulative absence total online via the Centrelink website.

Enrolment / Application Fee: A \$50 Enrolment/ Application Fee applies to those families wishing to register their child/ren's place on the Centre waiting



list or who have gained a place at the Centre. This fee covers all administration costs associated with the waiting list and enrolment process. Payment of the fee for enrolment/application is non-refundable. The Application fee does not guarantee a child's place in the Service.

Families will be required to sign the *Enrolment Form* agreeing to the Centre's Terms & Conditions in the Centre's policies before enrolment into the Centre will be accepted.

Monthly Equipment Levy: In lieu of formal fundraising an equipment levy of \$12.00 per family per month is charged to each account. These monies are used to purchase and upgrade equipment and resources for the children.

Payments of Accounts: On enrolment at the centre a family must complete a *Child Care Fee Agreement Form*.

Please ensure your direct debit details are kept up to date at all times.

Accounts are billed, in arrears, on a weekly basis and will be deducted from the nominated account on your *Child Care Agreement Form*.

A copy of your tax invoice will be forwarded by email each week.

Overdue Accounts: In the event of a family experiencing financial difficulty you will need to contact the Centre Director to discuss and arrange a payment plan.



In the event of default payment of fees, Christian Brothers College Early Learning Centre reserves the right to disclose your personal information to a debt collection agency.

Notification Requirements: Each child is entitled to holiday leave per calendar year and this is based on your child/ren's permanent bookings. A 50% holding fee is charged for these absent days. These days must be used within the current calendar year. Please ensure you notify the service by email or in writing two weeks in advance if you wish to book holiday absent days.

Two weeks' notice in writing must be given when a child is to be withdrawn from care, otherwise full fees will apply.

Any changes to permanent bookings need to be notified in writing two weeks in advance of changes to the director, jbird@cbc.sa.edu.au. This supports any changes required for staffing to maintain ratios.

Late Fee: CBC ELC is licensed by the Department for Education and Children's Development (DECD) and is guided by the department's advice in relation to late fees.

CBC ELC's staffing levels are planned to meet DECD's Licensing requirements during the Centre's operational hours. CBC ELC is not staffed to care for children outside of operational hours.

Families are expected to follow the Centre's operation and collection hours. It is expected that if a parent/caregiver cannot collect their child by the end of either session time, they will endeavour to let the Centre staff know prior to the end of the session time and organise someone else to collect their child as soon as possible.

Families will be provided with the Fees Policy on enrolment.

A late fee of \$2 per minute will be charged to the parent/caregiver's account, after the end of the session, if a parent/caregiver arrives to collect their child after these times e.g., 5 minutes late - \$10 will be charged to the account.

Parents/caregivers who are consistently late and who have received multiple late fees will be referred to the CBC ELC Director and the child's place at CBC ELC will be at risk of forfeit.



Crisis Care

Parents/guardians who are unavoidably detained and are unable to collect their child at the negotiated collection time must telephone the centre to advise educators of their lateness and expected time of arrival. If the caregiver is unable to collect the child before closing time they should arrange for another responsible adult to collect the child and advise the centre of this arrangement if other than on the enrolment form. This advice should be in writing if at all possible.

If the caregiver has not contacted the centre and the child has not been collected after the negotiated collection time, the centre attempts to telephone the caregiver or if this is not possible telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.

If no one can be contacted and the child has not been collected 30 minutes after closing time, then Crisis Care is contacted and asked to take responsibility for the child. Notice to this effect is posted on the centre's entrance with the relevant telephone contact numbers. Under no circumstances is the staff member to take the child home.

Crisis Care - Operating hours 4:00pm–9:00am on weekdays and 24 hours on weekends and public holidays - **Phone 13 16 11.**

Security of Children

This is of great importance to the staff and yourself. When you enter the Centre you will need to enter a code on the door keypad. You will receive this code once you have completed enrolment.

It is important that this code is only known by yourself and other people known by you who you have authorised to bring or collect your child to and from care.

When entering and leaving the Centre please ensure that you close all doors behind you and that the front door is securely closed.

Please do not let people into the Centre if you do not recognise them. You may inform the staff that someone needs assistance, or they can ring the doorbell and staff will attend to them.

To ensure the safety of the children only persons nominated on the Enrolment form will be permitted to take children from the Centre unless written authorisation has been given by a parent/caregiver. Please remember to inform the Centre as soon as possible if any of the information you provided upon enrolment changes.

All children must be signed in and out of care electronically for every session. This is a Government regulation and the attendance sheets are also used in case of emergency i.e., fire drills, evacuations etc.

Parent Involvement/ Communication/Information

The Centre has an 'Open Door' Policy, welcoming parents/caregivers whenever they can afford the time to join us, and we actively encourage parental participation in all activities. We value all kinds of parental involvement such as offering your cultural knowledge, assisting or participating by reading stories to the children, collecting items for our collage tables, sharing your expertise in an area with children and being an educator during lesson time. This needs to be organised with the room Lead Educator and Director. Parents are encouraged to share their expertise in the area of Little Scientists topics. These include STEM topics of Water, Air, the Human Body, Optics, Mathematics, Engineering, Chemical Reactions, Design and Technology, Computer Science, and Acoustics.

Parents are encouraged to approach staff with any suggestions, opinions or ideas regarding the Centre. For any additional concerns or matters you wish to discuss with staff, please make an appointment so discussions are not rushed and an appropriate time is allocated to fully cover each individual's concern.

A family update is emailed to families outlining any changes to the service, important events, closure days and general information that supports participation at the service, understanding the early childhood sector and parenting. These updates are a summary from the Director. The educators will send information out to families via messages on SPIKE, our enrolment system or via OWNA our digital program platform about regular happenings in your child's learning environment.

Grievance Procedures for Parents/Caregivers

We encourage parents/caregivers to build strong relationships and maintain good communication with staff who care for their children.

If you have any concerns about your experiences at the Centre, they should be acted upon immediately and we welcome discussions with parents and carers to effectively resolve any concerns or issues you may have. More information can often quickly clarify and rectify a situation before it becomes a major concern.

Every parent and carer has the right to a positive, fair and prompt response to his or her concerns, conducted in a confidential and appropriate manner.

To ensure the day-to-day wellbeing of all at the Centre, those concerned in a grievance procedure are expected to act with mutual respect for each other and to seek to understand and accept each other's concerns, opinions and feelings.

If you have a concern, we ask that you raise it first with the staff member involved and arrange a mutually agreed time in which to discuss your concerns and preferably when children are not present.

If, after the discussion, you feel that the matter is unresolved please approach the Centre Director. Refer also to the 'Grievance Policy' on the CBC website.

Behaviour Guidance Policy

Our *Behaviour Support Policy* reflects the expectation that children will learn to care for and respect themselves, others and their environment as outlined in the Centre's philosophy.

Children are supported to manage their behaviour and feelings constructively based on clear expectations and guidelines. The staff's focus is on the positive rather than the negative aspects of the child's behaviour.

We will acknowledge the child's achievements and offer an alternative when a conflict arises. At no time will physical punishment or any form of embarrassment or humiliation be used at the Centre. It is the behaviour that is rejected, not the child.

Staff will model appropriate behaviour for the children in a positive manner. Refer also to the *Behaviour Guidance Policy* and *Interactions with Children Policy* located in the Policy folder.

Nutrition Policy

The Centre aims to provide a well-balanced menu minimising the use of added sugar, salt, preservatives and colourings.

The day's menu is displayed on the blackboard next to the kitchen. Copies of the weekly menu are also displayed at the entrance to the kitchen.

Children are offered morning and afternoon tea and a midday meal whilst they are at the centre.

If your child has any allergies or requires a special diet you will need to discuss this with the Director upon enrolment.

A 'Medical Risk Minimisation Plan' will need to be completed in consultation with your child's GP and communicated with the centre.

Please note that our centre is a 'Nut Aware Zone'. We have children who are at risk of life-threatening anaphylaxis enrolled at the centre. We ask families not to bring any food into the centre.

We appreciate and welcome any input into the children's menu. An exchange of recipes helps us to broaden our awareness of the tastes and traditions of families within the Centre and the community. Menu feedback forms are available at the entrance to the kitchen.

A copy of the four-week plan for the menu is sent out via email to all families.

Sun Protection Policy

The Centre is a 'Sun Smart' Centre and we have a 'NO HAT- PLAY IN THE SHADE' policy which is encouraged all year round.

Each room has its own set of 'bucket style' hats that the children wear when outside and these are washed regularly at the centre.

If you would prefer that your child wears their own hat please inform your child's Team Leader and they will label a hat for your child, or you may bring one in from home.

Children are to wear appropriate clothing and footwear for outdoors i.e., shoulders must be covered, and no tank tops, thongs or backless shoes.

The Centre will supply sunscreen and parents are also encouraged to apply sunscreen to their child before or on arrival at the Centre.

We do however encourage older children to apply their own sunscreen to aid independence.

Refer also to the 'Sun Protection Policy' in the Policy folder.

Health

Precaution against the spread of colds, viral infections and contagious diseases are necessary.

Parents/Guardians are required to keep children home if they are running a temperature or showing any signs of sickness. Children who have had vomiting or diarrhoea need to remain at home for at least 24 hours after the last episode.

If a child has a temperature they are not to return to the Centre until 24 hours after the temperature has returned to normal without the assistance of medication.

Medication

Medication should be scheduled out of centre hours wherever possible. If medication is required during centre hours complete a *Request for Medication Administration* form from your child's room.

Medication must be stored in the original container and clearly labelled with the child's name, identification of medicine required dosage, expiry date and instructions from a doctor or pharmacist for administration.

Over-the-counter creams and sunscreen can be used at the ELC with written parent permission on the Centre's *Non-Prescription Cream* form.

The ELC aims to minimise the spread of potentially infectious diseases between children, their families and staff by excluding children who may have an infectious disease or who are too unwell to attend school.

We aim to:

- Maintain accurate and updated immunisation records for staff and children.
- Make staff and families aware of our Infectious Disease Policy
- Inform staff and families of outbreaks of infectious diseases and notifiable diseases.
- Inform the Commissioner of Health Authorities, if an outbreak of a notable disease occurs according to *Staying Healthy*, 5th Edition, NHMRC.

An *Accident Report* form will be completed should your child sustain an injury and you will be asked to sign the form when you collect your child.

These forms remain the property of CBC and will be filed away at the Centre to meet regulatory requirements.



The centre is covered for emergency ambulance transport for enrolled children who may suffer an injury while participating in the centre's activities. If your child requires immediate attention he/she will be transported to the hospital by ambulance. Our ambulance policy does not cover pre-existing illnesses such as asthma or anaphylaxis. However, families will be liable for any other medical/ ambulance expenses incurred in the treatment of their child.

You or the emergency contact person will be notified as soon as possible. Therefore, it is very important that the Centre has up-to-date contact details.

Students and Volunteers

The Centre recognises the importance of student placements, volunteers and study leave as being consistent with the long-term training of staff in the provision of quality child care. As such CBC ELC is a 'Learning Centre' for students from TAFE, independent learning institutions and The University of SA, with an ongoing agreement to accept and train students. You will be informed of the students who will be working with your child. Please feel free to ask your Team Leader or the Centre Director about any aspect of this training.

A Final Note...

The information presented in this Handbook is by no means an exhaustive list of what we provide at Christian Brothers College Early Learning Centre.

We aim to provide the highest form of communication and will endeavour to do this by speaking with you formally and informally, at social gatherings, via regular family updates, room displays and notice boards. Please consult the Centre's policy folder for further clarification on policies and most importantly, please consult staff who are more than willing to assist you in any way.

We encourage and welcome feedback from families as this provides us with an opportunity to improve our service and reinforces the positive aspects of our practice, programs, and the work we do to provide high-quality care and education for your child.

Welcome to the CBC ELC family!



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www.cbc.sa.edu.au

A Co-Ed ELC and R-Year 12 Catholic College for Boys in the Edmund Rice Tradition

Senior Campus 214 Wakefield Street, Adelaide P 08 8400 4200 **Junior Campus** 324 Wakefield Street, Adelaide P 08 8400 4222

Early Learning Centre 178 East Terrace, Adelaide P 08 8223 5469 **Email** elc@cbc.sa.edu.au