



DALBY CHRISTIAN COLLEGE

Early Learning Centre

2024 Parent Handbook

Kindy / Pre-Prep / OSHC



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Welcome

What an exciting time of life! Our desire is to be an extension of your home, partnering with you to provide continuity of care for your child and family. Thank you for choosing Dalby Christian College Early Learning Centre.

The handbook outlines important information you will need to be aware of while you are part of our service family. If anything is unclear or you need more clarification please let us know.

All of our annually updated policies are available in the Centre's foyer. Please feel free to read through these and we are open to comments on these at any time.

Our Philosophy

At Dalby Christian College Early Learning Centre we believe that every child is a gift created by God and we aspire to encourage and support them to be secure in the knowledge of who God has made them to be. We aim to teach and nurture children within a stimulating, safe, caring and inclusive environment where the curriculum is underpinned by our Christian values and beliefs.

We firmly believe in the uniqueness of every child and we are committed to providing children with the opportunity to grow and develop towards their potential – physically, socially, emotionally, intellectually and spiritually. Play is considered an important vehicle for learning in the early years and is important for healthy brain development. It is through promoting playful experiences that we give children the opportunity to engage and interact with the world around them. Our Centre implements the Early Years Learning Framework (0-5 years), the Queensland Kindergarten Learning Guidelines (Pre Prep), and the My Time Our Place (School Age Care) curriculums where the concepts of 'being, belonging, and becoming' are essential to providing children with opportunities for wellbeing, and success in learning and life.

We value families and whilst we believe that parents are the prime educators of their children, our desire is to partner with you for the best outcomes for your child. We understand that children develop at different rates and have unique personalities and we seek to meet each child's individual needs. Our teachers and educators acknowledge and appreciate the trust that you put in them to care for your children.

Our experienced and caring staff work to create a learning environment that is both routine based as well as flexible in its approach. Whilst we have established routines, we also have flexibility between indoor and outdoor spaces and opportunities in the day where the curriculum is responsive to the interests and abilities of the children. Being a part of a Prep – Year 12 school allows us to work closely with Prep teachers to ensure the best possible transition into school.

Our staff seek to provide a caring, welcoming and stimulating environment where families, children and visitors from diverse backgrounds feel valued and respected. We acknowledge the Traditional Custodians and Elders of the Barunggam Language group on whose land we learn and walk. We believe that connectedness is vital for each individual and it is our responsibility to support children in this.

Our leadership team and educators promote and support ongoing reflection and continuous improvement within the service. It is through reflective practice and taking action that we aim to make a positive difference to the quality of the educational experience and to improving outcomes for children and families.

Governance

Dalby Christian College Early Learning Centre operates under Christian Community Ministries Ltd (CCM). Together with the Principal of Dalby Christian College, a Nominated Supervisor/Director of the Early Learning Centre is appointed to be in day to day charge of service operations to ensure the highest quality education and care is provided for children enrolled.

Approved Provider: Christian Community Ministries Ltd

Principal of Dalby Christian College: Mrs Marie Skerman

Director of Early Learning Centre: Mrs Douwlene Rossouw (DIP ECEC)

douwlene.rossouw@dalbycc.qld.edu.au

Educational Leader: Mrs Nicola Willett (Dip ECEC, BEd (Primary))

nicola.willett@dalbycc.qld.edu.au

Pre-Prep Possums Teacher: Mrs Alexia Deacon (Dip ECEC, Studying BEd (EC))

alexia.deacon@dalbycc.qld.edu.au

Pre-Prep Joeys Teacher: Mrs Cindy Weydeman (Masters of Education)

cindy.weydeman@dalbycc.qld.edu.au

Kindergarten Lead Educator: Miss Stefanie Riches (Dip ECEC)

stefanie.riches@dalbycc.qld.edu.au

OSHC Lead Educator: Mrs Kathy Callow (Dip ECEC)

kathy.callow@dalbycc.qld.edu.au

Assistant Educators: Mrs Colleen Peters (Dip ECEC)

colleen.peters@dalbycc.qld.edu.au

Mrs Debby Skerman (Cert 3 ECEC, Studying BEd (Primary))

debra.skerman@dalbycc.qld.edu.au

Miss Tiarna Thomas (Cert 3 ECEC)

tiarna.thomas@dalbycc.qld.edu.au

Assistant Educators:

Mrs Salome Van Zyl (Cert 3 ECEC)

salome.vanzyl@dalbycc.qld.edu.au

Mrs Melanie Brown (Dip ECEC)

melanie.brown@dalbycc.qld.edu.au

Mrs Charlean Rayner (Cert 3 ECEC)

charlean.rayner@dalbycc.qld.edu.au

Financial Officer (account enquiries)

Mrs Joy Keyte

Calendar

PUBLIC HOLIDAYS

Thursday 26th January..... Australia Day
Friday 29th March Good Friday
Monday 1st April Easter Monday
Friday 12th April..... Dalby Show Holiday
Tuesday 25th April ANZAC Day
Monday 6th May..... Labour Day
Monday 7th October..... King's Birthday Holiday

TERM DATES

Term 1 Monday 22nd Jan to Thursday 28th March
Term 2 Monday 15th April to Friday 21st June
Term 3 Wednesday 10th July to Friday 13th September
(Mon and Tues 8-9th July CLOSED for Staff Development Days)
Term 4 Monday 30th September to Friday 6th December

VACATION CARE DATES

Tuesday 2nd April 2024 to Thursday 11th April 2024
Monday 24th June 2024 to Friday 5th July 2024
Monday 16th September 2024 to Friday 27th September 2024
Monday 9th December 2024 to Friday 13th December 2024
Monday 6th January 2025 to Thursday 16th January 2025 (Friday 17th – Staff Development Day)

High Quality Education and Care

Dalby Christian College Early Learning Centre and OSHC are licensed under the Education and Care Services National Law and Regulations. Our services are governed by the Australian Children's Education and Care Quality Authority and regulated by our state licensing department, the Department of Education, Training, and Employment, including Qld Acts and Regulations.

Our programs and practices are guided by the National Quality Framework which promotes high quality education and care nationally across early childhood services. Assessment and ratings of the seven quality areas are conducted by state governing bodies. These quality areas are:

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staff Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

Our Centre seeks to engage in continual improvement, and this is shared with families through our Quality Improvement Plan wall in the ELC entrance foyer. We encourage families to contribute to our ongoing projects by sharing feedback and ideas with us.

Government Assistance

On the 2nd July, 2018 the new Child Care Subsidy package commenced, replacing the Child Care Benefit and Child Care Rebate. The Child Care Subsidy (CCS) provides assistance from the Australian Government to support families with the cost of child care. CCS is paid directly to the Centre, reducing parents out of pocket costs. The amount of CCS provided to each family is determined by three factors:

- **Activity Test:** The amount of hours parent/s work, study or volunteer determines how many hours of child care will be subsidized per fortnight.
- **Combined Family Income:** this determines the percentage of the subsidy a family is entitled to based on their combined family income. (It is important to note the Government will withhold 5% of this percentage until the end of the financial year).
- **Annual Caps:** Families earning less than \$186,958 combined income per year are not subject to a cap. Those earning over this amount, and under \$351, 248, will have an annual cap of \$10,190 subsidy per child per year.
- **Service Type:** Dalby ELC is licensed as Centre based Long Day Care and as such has an hourly rate cap of \$11.77.

CCS fee reductions occur where families have registered with Centrelink, are eligible for CCS, are enrolled at a service, and the service has received government confirmation of the CCS percentage and hours parents

have receive towards fees. From the 1st January 2016, children must also be immunised to receive this payment. Parents can contact Centrelink on 136150, online or in person to obtain further information or to register for CCS.

There are 42 allowable absences per year where CCS will be applied. Once you have enrolled in the Centre, you will also need to log into your mygov account to accept the enrolment and session times so that the CCS will flow through to the Centre, reducing your out of pocket costs. The Centre will then provide you with a summary of this information called a Complying Written Arrangement (CWA) to sign. Should you require assistance to complete this process our Financial Officer would be more than happy to assist you.

Queensland 'Kindy for all' Funding Scheme (Pre-Prep Program)

Children who turn four years old on or before the 30th June are able to enrol in our Pre -Prep program which operates as an Approved Kindergarten Provider. Under the QLD government 'Kindy for all' funding scheme our university qualified Early Childhood Teachers deliver a high quality program for the year before Prep. Our program is based upon the Early Years Learning Framework and Queensland Kindergarten Learning Guidelines. The Approved Kindergarten program operates 40 weeks per year. Children must attend for a minimum of 15 hours per week. Kindy funding aims to give every child a great start, with kindy being cheaper for many families and free for some. For more information and to find out eligibility, please head to the Kindy savings webpage: <https://earlychildhood.qld.gov.au/early-years/kindergarten/what-does-kindy-cost/kindy-savings>

To ensure that cost is not a barrier to accessing an Approved Kindergarten Program, 'Kindy for all- Kindy Plus' subsidies are available for families who hold a current Health Care Card, Veterans Card or Pension Card. The subsidies are also available if the child identifies as Aboriginal and/or Torres Strait Islander. Health Care Cards, Veterans Cards and Pensions Cards must be presented to the ELC Financial Officer before a claim can be made and approved.

Queensland Free Kindy Program (Pre-Prep Program)

Kindy is 15 hours per week, 40 weeks per year and is free for Queensland children attending a government-approved kindergarten program from 1 January 2024. For some families, 15 hours of free kindy might be delivered over two or three short day sessions, with additional care paid for separately. If a child attends kindy for a long day session, additional care may be covered in part by the Australian Government Child Care Subsidy.

Administration Matters

HOURS OF OPERATION

We are open:

- 7.00am to 6.00pm, Monday to Friday, 49 weeks per year. The centre is closed for three weeks at Christmas time (week of Christmas, and 2 weeks after Christmas)
- On Dalby Christian College pupil-free days, but closed on public holidays.

Our Kindergarten Day commences at 8:30am and concludes at 3:00pm

Our Pre-Prep Day commences at 8:30am and concludes at 3:00pm

Long Day Care is provided from 7:00am – 8:30am and 3:00pm – 6:00pm

Before and After School Care (school aged children) operates from 7:00am – 8:30am and 3:10pm – 6:00pm.

All of the above programs run within the school term, with a Vacation Care program running over the school holidays. Bookings for Vacation Care should be made using the Vacation Care Booking form which is available from the ELC foyer.

Dalby Christian College Early Learning Centre offers Education and Care for children 3 to 12 years of age in the following groupings:

- Echidnas (3 – 4 Years) –Kindy (entry after 3rd birthday)
- Possums and Joeys Pre-Prep – turning 4 before 1st July.
- Outside School Hours Care (Prep-Year 6)

ATTENDANCE AND ABSENCE

Once a child is enrolled at the Centre, payment of fees must be continued during the child's absence for illness, family holidays during school terms etc. When a child is absent for any reason, you should mark as non-attending in the OWNA app or call/email to let us know.

For those booked in for short days at the ELC (8:30am - 3pm) drop off and pick up need to be within these timeframes. If you drop off or pick up outside of these times, your short day fees will be changed to long day fees whenever this occurs. We do allow 15mins maximum leeway either side of this however changes will be made to fees if it is any longer than this lee-way.

Under the Federal Governments Child Care System (CCS) children are allowed up to 42 days absent for any reason per financial year. Additional days, above 42, require a medical certificate to be provided.

Parents/guardians must confirm any absences on our OWNA system (sign in tablet) when next in the Centre. Please note that you may be asked to provide a medical certificate if your child has had or is showing signs of an infectious disease if you want them to attend.

Families using Dalby Christian College Early Learning Centre, excluding Pre-Prep are entitled to 4 weeks holiday leave through the calendar year, on a pro rata system. Fees during these four weeks will have a \$20 per day discount applied to the Child's gap fee amount. Pre-Prep and OSHC families are entitled to school holidays without charge, and therefore holiday rates during term do not apply. In order to receive the discounted rate, families must apply for this leave in writing no less than 2 weeks prior to taking the period of leave. The discount rate will only be applied if the account is up to date in line with the finance policy. A week is the days a child is booked in on any given working week.

Statements can be accessed via the OWNA app at any time and fees are to be paid two weeks in advance at all times. Payment of fees is only accepted via Direct Debit through OWNA on a weekly or fortnightly basis. One-off payments are also able to be made through the OWNA app should you need to make additional payments. All bookings, including absent days, must be paid to preserve your child's position at the Centre.

STATEMENT OF FEES

Effective January 2024

Kindy 3 - 4 years	Short Day	8.30 – 3.00pm	\$73.00 per day
Pre-Prep 4 - 5 years (4 before 1 st July 2023)	Long Day	7.00am – 6.00pm (anytime outside short day hours)	\$92.00 per day
Holiday Rate	\$20 discount on usual rate (before CCS). Applicable up to a maximum of 4 weeks per year with 2 weeks prior written notice.		
Vacation Care	Flat rate – any part of the day	7.00am – 6.00pm	\$92.00 per day
Before School Care		7.00am – 8.30am	\$15.00 per day
After School Care		3.00pm – 6.00pm	\$25.00 per day

Payment of Fees Dalby Christian College ELC's fees policy requires all accounts must be paid and kept two weeks in advance at all times. The method of payment for fees at our Service is through Direct Debit. If you have any queries or require assistance completing these forms, please do not hesitate to contact the Centre.

Please note: the Direct Debit Credit Card method attracts an additional charge. Refunds can take up to eight weeks to ensure your Child Care subsidy entitlements with the Service can be finalised. All refunds are paid by direct deposit into your bank account.

Please note: Short day bookings allow for a 15minute lee-way either side of 8:30-3pm. If children are dropped off any earlier or picked up any later, their fees will be adjusted to a long day booking.

Commencement Fees All fees are to remain two weeks in advance at all times during the time your child is in attendance at the Service.

Government Child Care Fee Assistance Child Care Subsidy (CCS) is a payment from the Australian Government that provides financial assistance towards the cost of child care and reduces the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care who is attending a child care program approved by the Government. CCS is generally paid directly to service providers to pass on as a fee reduction, with families paying the difference between the fee charged and the subsidy amount. There are three things that determine a family's level of Child Care Subsidy:

- A family's annual adjusted taxable income determines the percentage of subsidy they are eligible for,
- An activity test determines how many hours of subsidised care families can access, up to a maximum of 100 per fortnight,
- The type of child care service determines the hourly rate cap.

Families need to meet certain Government requirements to receive CCS assistance. You may also be eligible for the Additional Child Care Subsidy under certain circumstances, please contact Centrelink for more information. Start by signing in to your Centrelink online account via myGov and completing the Child Care Subsidy assessment task. This allows you to confirm your current details and provide new information so that Centrelink can confirm your eligibility for CCS. Until CCS has been approved and has commenced, you will be required to pay the full fee charged.

For more information, see the government website www.education.gov.au/ChildCarePackage or contact Centrelink by telephone on 136 150.

Queensland Kindergarten Funding (Pre-Prep Program) From 1 January 2024, the Queensland Government is making kindy cheaper and many families will see savings and for some it could be free. The new savings mean that families who receive Family Tax Benefit will see a reduction of \$500.00 per year, in addition to their CCS. Kindy Plus eligibility means kindy may be free or at a very low cost for families. Families eligible for Kindy Plus will save \$1409.50 per year.

Queensland Free Kindy Program (Pre-Prep Program)

Kindy is 15 hours per week, 40 weeks per year and is free for Queensland children attending a government-approved kindergarten program from 1 January 2024. For some families, 15 hours of free kindy might be delivered over two or three short day sessions, with additional care paid for separately. If a child attends kindy for a long day session, additional care may be covered in part by the Australian Government Child Care Subsidy.

TERMINATION OF ENROLMENT

Should you wish to discontinue your child's enrolment, two weeks' notice in writing is required and all fees owing are to be paid in full on the last day of your child's attendance at the Centre. In accordance with Government Fee Relief, children must be present on the last day in order to receive Government subsidy, otherwise FULL fees apply (i.e. your CCS).

ARRIVAL AND DEPARTURE

We use an electronic sign in and out system. When you enrol, you will be allocated a PIN which you will use on a tablet in the foyer to sign your child in and out. You will be able to change your individual PIN within the OWNA app.

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. The times must be noted as a requirement to receive your Child Care Subsidy. No child will be allowed to leave the Centre with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor. A child will not be released to a person under the age of 16 years (unless it is the child's parent).

In the case of an emergency and you need your child to be picked up by someone other than someone listed on the enrolment form, phone the Centre and provide us with the name and contact details of the nominated person. ID will be requested on arrival and the nominated person will be required to complete a form before leaving the Centre.

LATE COLLECTION OF CHILDREN

Our ELC & OSHC has regulated opening & closing hours as per our license. Children that are picked up late will have an impact on our staff and their families.

All children are expected to be picked up in a timely way that allows for them to have left the centre by closing time (6.00pm).

We understand that there are sometimes circumstances beyond anyone's control that could cause a parent/guardian to become delayed, if this is the case, we request that parents ring the Centre at the earliest possible time so that staff are informed and that children can be reassured.

- A late fee of \$1 per minute will be added to your account (in the case of an emergency, this fee may be waived at the discretion of the Director)
- If a child is still at the Centre at 6pm and a parent or emergency contact remain unreachable within 30 minutes, emergency services will be notified.

If there is a late pick up parents/guardians or the emergency pick up will be required to complete a Late Collection form.

CHANGING DAYS

When parents wish to change days, this can be affected immediately provided the group enrolment is not full. If it is full the child's name will be placed on a waiting list. Once a position is available, you will be notified and days will then be adjusted.

WAITING LIST

When our classes have reached capacity, children's names will be put onto a waiting list. Once a position is vacant, parents will be contacted about placement. Our waiting list does give priority to working parents as per Priority of Access Guidelines.

In Term 3 the following year's bookings are opened. All children currently attending the Centre will be given first choice of days for the next year. This will be communicated by a letter home and parents are asked to return the appropriate form before the requested date to secure their following year request. Working parents will be given priority. After this process children on the waiting list will then be contacted and offered a place.

EMERGENCY DRILLS

Throughout the year the Centre will hold emergency drills. Evacuation drills will require children to leave the Centre and assemble at the Emergency Assembly Point in the College grounds. An emergency exit plan is located in each room.

Teachers and educators are well trained in these drills and are conscious of the age and requirements of the children should an evacuation or lock down occur.

OWNA

At present we use the online platform of OWNA to enable you to be involved in your child's learning. By using OWNA you can:

- share and communicate privately with teachers and educators
- view and share photos, videos and observations of your child's learning
- mark your child as non-attending when they are unwell
- view and pay invoices for balance of fees

At the beginning of a child's enrolment parents/carers will invited to join OWNA via email. Upon accepting the invitation, you will then have access to view stories about your child's learning journey as well as group stories that your child may be involved in.

Enrolment and Orientation

Enrolment packs enable the service to collect all relevant information regarding your child and their individual strengths and needs, as well as medical information, emergency contacts, persons authorized to collect your child from the service, and any information necessary to claim CCS and ACCS for eligible families. To confirm enrolment we require a completed Direct Debit form as well as a copy of your child's birth certificate, immunisation records, and Health Care Card (if applicable).

We ask that any medical information, including prior assessments or diagnoses, are shared with the Centre at this time so that we may ensure each child's safety and wellbeing. We also ask that your contact details are kept up to date so that we may keep you informed of your child's progress. You can let us know via email or through a *Contact Update Form* which is available in the ELC foyer. Should you need to make any changes to your bookings, including cessation of care, two weeks' written notice is required.

PRIORITY OF ACCESS

In line with the Department of Education, Employment and Workplace Relations' (DEEWR) requirements we follow the Priority of Access Guidelines for Child Care Services.

- 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.
- Priority 3 – any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait Islander families
- families which include a disabled person
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$43,727 or whose partner is on income support
- families from a non-English speaking background
- socially isolated families
- single parent families

COURT ORDERS

Parents must notify the Service if there are any Court Orders affecting residency of their children and a copy is required for the Service. This enables educators to work with families to keep children safe.

Medical Information

ILLNESS

NO CHILD will be admitted with obvious signs of any highly contagious infection or illness. Our Infectious Disease policy states the incubation period, symptoms and exclusion periods of such diseases. Children who are not immunised will be required to be exempt from the Centre when an outbreak occurs. In some cases a medical certificate may be required before children are allowed to return.

Should your child fall ill, teachers and educators will inform you via the contact details provided on enrolment and request that you collect your child from the Centre. If your child has a temperature of 38 degrees Celsius or higher, every effort will be made to cool your child naturally. In the event you are unable to collect your child within one hour you may give permission over the phone (if you have authorised this on enrolment) for Panadol to be administered. If we are unable to contact you, we will call emergency contacts, or if required seek medical attention on your behalf.

MEDICATION

In the event that your child is unwell and is prescribed medication by your GP, our staff can administer medication for you on the following conditions:

- An Authorisation to Administer Medication form is completed and signed by a person authorised to do so on enrolment (available from ELC foyer)
- The medication must be in date
- The medication must have a pharmacist label which states the child's name, GP's name, dosage amount and method, and storage instructions.

The form and medication should be given to your child's teacher or room leader on arrival for safe storage out of the reach of children. Under no circumstances is medication of any kind to be kept in children's bags (including asthma puffers and creams). For medical conditions such as anaphylaxis or asthma, families are asked to provide an Action Plan from a GP. This then negates the need to complete the above-mentioned forms.

MEDICAL CONDITIONS

Once Dalby Christian College Early Learning Centre is made aware of the intention of a family to enrol their child with a chronic, complex or persistent medical need, or once Dalby Christian College Early Learning Centre is made aware of a child who is already enrolled, the Director will work with families, medical professionals and educators to support and manage the medical condition in appropriate and compassionate ways which uphold the dignity of the child, and where suitable, involve the child in the management of their medical condition. Parents may be requested to meet with the Director, teachers or educators to discuss how best to meet the needs of the child, and provide a response which supports the child to feel safe and included within the education and care environment. Medical Information must be shared with the Centre, including reports and medical action plans from medical practitioners so that the Centre can be adequately informed and responsive to the inclusion of each child. A medical management plan will be created collaboratively, and will be reviewed biannually to ensure currency, consistency and clear lines of communication.

ALLERGIES

Please note that we are an Allergy Aware Centre. As you enter the Centre, you will notice an Anaphylaxis Notice listing the allergens which pose severe risk to children in attendance. In the interest of protecting all children, we ask that families please refrain from sending foods which are listed on this notice. If your child does have an allergic or anaphylactic reaction, or a dietary intolerance this should be stated on the enrolment form and an Action Plan from your GP must be provided to the service on enrolment.

ASTHMA

The Centre aims to provide a safe environment for children who have asthma. It is Centre's policy that an "Asthma Action Plan" be completed by parents/guardians in consultation with the family doctor. This must be completed and returned before enrolment commences. Children with asthma must have their medication on site at all times. It is also a requirement that the action plan be reviewed by your family doctor annually or as circumstances change.

INJURY/ INCIDENTS

Whilst we strive to create a safe environment for children, we do allow children to engage in appropriate physically challenging play (e.g. climbing, balancing etc) to promote independence, resilience and wellbeing. From time to time, children will have trips, bumps or falls in this process as they learn how to coordinate their movements. If your child is injured whilst at the Centre, first aid qualified teachers and educators will treat any minor injuries and ask you to sign a completed Injury and Incident Report form to acknowledge you have been informed of the event. If a more serious injury occurs, including any bumps to the head, families are notified immediately and professional medical attention is sought if required.

IMMUNISATION

Our centre currently accepts enrolments of children whose families choose not to vaccinate. We would like to inform these families however that CCS and other family assistance payments such as Family Tax Benefits are linked to children's immunisation status. Where children's immunisations are not up to date, these payments will not be processed by the government and families will be required to pay full fees. Families may apply for an exemption for approved medical reasons. For more information please visit <http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/frequently-asked-questions>

Children who are not immunised will be required to be exempt from the Centre when an outbreak occurs. In some cases a medical certificate may be required before children are allowed to return.

Partnership with Families

At Dalby Christian College ELC we have an open door policy whereby families are encouraged to be active participants and contributors to your child's learning. You will receive invitations to various events throughout the year including special occasions, incursions, and Parent-Teacher interviews in term 4 for Pre-Prep. Once children are settled and feel a strong sense of belonging in the environment we encourage families who are able, to join us from time to time. You may wish to volunteer to read stories, participate in art projects, help with gardening or just come along to play. We appreciate that many families have work commitments, and also offer take home projects if you would like to contribute to your child's class. Families are also encouraged to speak into our daily program by sharing ideas and responses to current learning themes - either in person, by email, by phone call, or through OWNA.

CENTRE POLICIES

Centre policies and procedures are available to families on request or can be found in the ELC Foyer. They are based upon the Early Childhood National Laws and Regulations, and the National Quality Framework and ensure a consistent approach to nurturing, caring for and providing high quality Early Education for all children in our care. Policies are also shared with families upon their annual review via email. We ask that families read and familiarise themselves with these, and we invite your feedback to ensure that policies reflect sector requirements and the voice of our community.

EARLY LEARNING CENTRE CONTACT INFORMATION

Phone:

College Office: (07) 4672 4222
ELC Office: (07) 4672 4229
OSHC mobile: 0435 437 225

Email:

College office: office@dalbycc.qld.edu.au
ELC office: elc@dalbycc.qld.edu.au
OSHC: oshc@dalbycc.qld.edu.au

COMMUNICATION, CONFIDENTIALITY AND DISCRETION

Information received through written and spoken communication with families will be treated with discretion and confidentiality.

At any time if you require a private discussion with your child's teacher (Pre Prep) or Room Leader (Kindy) please inform us and a convenient time can be arranged.

We communicate with parents through OWNA, email, phone and notices displayed in the foyer.

GRIEVANCE, COMPLAINTS AND FEEDBACK

If for any reason you are not happy with the Centre's level of care or the environment we ask that you let us know immediately. This can be discussed with the Director. When any matter is raised we will be following our Grievance Procedure Policy, which is:

- Address any issue face to face and see if a solution can be found.
- Put the discussion in writing and ensure both parties concur as to the content of what was discussed.
- If a solution cannot be found, refer the complainant onto the College Principal.
- As a centre we are continually looking for ways in which we can effectively provide high quality programs and care. Your feedback helps us to take time to reflect on our practices and make any changes that help us to create a high quality environment.
- Our Service has an open door policy. You and your family are welcome to visit the Centre at any time.

REPORTING ABUSE

It is the Centre's duty of care to ensure we provide a safe and caring environment for each child.

Where it is obvious that a child is in mortal danger and abused verbally, emotionally, physically by parents or other persons, it is the mandatory responsibility of staff to record and report to The Office of Early Childhood Education and Care any incidences which do not appear to be in the best interest of the child. This service will follow section 81 of the Child Care Act 2002. When reporting abuse, the Centre will notify the Police and Department of Child Safety.

USING THE SERVICE SAFELY

For the safety of children we ask that:

- You never leave children unattended in cars while collecting children from the Centre.
- You supervise children entering and leaving the Centre.
- You never leave a door or gate open when in the Centre.
- You never leave your children unattended in a room.

Day to Day Requirements

WHAT TO BRING

Children should have a bag that is of adequate size to fit what they are required to bring each day.

Kindergarten

- Hat – broad brimmed
- Spare clothes (can be stored at the ELC or in child's bag)
- cot-sized fitted sheet and top sheet inside a small bag or pillow case (these should be taken home for washing on the last day of attendance each week).

Pre-Prep

- Children will be required to wear the College sport uniform (see below for details in What to Wear).
- Spare clothes (can stored at ELC or in child's bag)
- Parents who require their children to have an afternoon rest should supply a cot-sized fitted sheet and top sheet inside a small bag or pillow case (these should be taken home for washing on the last day of attendance each week).

BRING DAILY

Food to be separated, named and placed in tubs in fridge:

- Morning tea (yoghurt, cheese and crackers, fruit, rice cakes)
- Lunch (sandwich or wraps, platters, salads)
- Afternoon snack (fruit, biscuits, cheese stick)
- Drink bottle full of fresh water

Insulated lunchboxes cannot be stored in our fridges. If you would prefer your child to have a lunch box, please pack an ice-brick and it can stay in their bag.

TUCKSHOP

Tuckshop operates on Thursdays and Fridays for lunch only. Orders can be placed via the Flexischools app.

Flexischools App

Set up an Account

- Download the Flexischools App Note: for iPhone and iPad please select 'Allow' notifications.
- Login/Register
 - Already a Flexischools user – Enter your details and login. To save your login details select 'remember me'.
 - New Flexischools user – Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.
- Top Up Your Account To make ordering fast and simple, you can set up automatic top ups in your 'User Profile'.

Order

- Place your Order - On the app home screen, scroll down to view your school services such as canteen and uniforms. Then swipe left and right to view all available services.
- Make your Selection - Find the service and press 'Order', then select the items you wish to order.
- Make Payment- Select your payment option and complete payment to place your order.

REST AND SLEEP

Children's sleep and rest time routine varies according to individual needs. We provide both quiet areas for rest and relaxation, as well as space for sleeping to meet the developmental needs of each child throughout the day.

During rest time, children are given the opportunity to sleep. If children do not wish to sleep they are provided with rest time activities that encourage them to relax and give their bodies time to recharge for the afternoon.

Your child may wish to bring a security item, blanket or small snuggle toy to have at rest time. Please feel free to discuss your child's rest needs with their educator.

What to Wear

Kindergarten – Due to the nature of the activities children should wear ‘play clothes’. An optional blue polo shirt is available to purchase.

Pre-Prep - As our Pre-Prep children are getting ready for school we begin the transition from free-dress to wearing a uniform each day. The Pre-Prep daily uniform is as follows:

- College sport shirt
 - College sport shorts
 - College Bucket Hat
 - College tracksuits (for winter)
 - Enclosed velcro shoes
- } Please note – these items are the same as the Prep uniform

The College uniform items are all available from the Uniform Shop that is located in the College Administration building and is open:

Wednesday:
8.30am – 3.30pm

SUNSMART POLICY

We are a SunSmart Centre and follow the Cancer Council’s guidelines when it comes to outdoor play. We ask that families apply sunscreen to their child before arriving at the Centre each day. Teachers and educators will then reapply sunscreen throughout the day, at least 15 minutes prior to going outdoors. The Centre will provide sunscreen for your child throughout the day. If your child is allergic to the sunscreen provided, we ask families to supply the service with an appropriate alternative.

Hats should be worn at all times when children are playing outdoors or when walking to an incursion within College grounds. Indoor-outdoor play and learning is embedded into our daily routines.

Nutrition

Dalby Christian College Early Learning Centre aims to promote children's wellbeing through encouraging healthy food choices. Teachers and educators sit with children at meal times and discuss "always foods" and "sometimes foods" in reference to the *Healthy Food Pyramid* from Nutrition Australia.

We ask that children are provided with a healthy balance of "always foods" for lunches and water bottles (please refrain from sending sugary juice or cordial). Nutrition has a direct impact on brain function and children's ability to learn and engage in the program. We ask that foods such as chips, lollies, cakes, LCMs and rollups remain at home as a special treat.

Our advice for meals is:

- Morning Tea: yoghurt, cheese and crackers, fruit, rice cakes
- Lunch: sandwiches or wraps, left over dinners, platters, salads,
- Afternoon snack: yoghurt, cheese and crackers, fruit, vegetables, rice cakes

SUSTAINABILITY

As a Centre we are aiming at reducing our waste and recycle where possible. We ask that you consider this when packing lunches. Consider how you could contribute to this by packing items that can be eaten, composted or recycled. Following are examples of how you can achieve this:-

- Sandwiches in reusable containers or brown paper
- Snacks in reusable containers
- Whole or sliced fruit in reusable containers
- Muffin, fruit bread or biscuits in a reusable container or a brown paper bag
- Salad or raw vegetable in a reusable container
- Yoghurt in a reusable container

BIRTHDAYS

We endeavour to ensure all children and families feel a sense of belonging within our community. We love to celebrate special events such as birthdays and cultural celebrations with your children. You are most welcome to bring small cupcakes, or fruit kebabs to share with your child's class for these events. If your child has allergies or intolerances (including gluten or lactose intolerances) and you would like them to join in these celebrations we invite you to bring some special treats for such occasions, which can be stored in the freezer.

Our Programs

The Service has two groupings, based on ages and developmental needs:

- Kindergarten is for children aged 3-4 years of age and operates out of the Echidna classroom.
- Our Pre-Prep groups are for children who have or will turn 4 before June 30 of the year they enrol. This program is run by qualified Early Childhood Teachers.

Wherever possible, your child will stay with the same group all year to promote consistency and a sense of belonging.

KINDERGARTEN

In Kindy we are learning about ourselves and others. We learn about going to the toilet and following hygiene routines; about managing our own belongings; about keeping our body to ourselves. We learn about having friends and using our kind words. We learn about playing nicely with other children and joining in new games and experiences.

PRE-PREP EDUCATIONAL PROGRAM

Our Pre-Prep program is delivered by university qualified Early Childhood Teachers who are experienced in designing learning opportunities which develop children's social, emotional, cognitive, physical and spiritual aptitudes, preparing them for Prep and lifelong learning. Teachers are supported by qualified assistant educators.

We believe that parents are children's first teachers and are the people who know them best. Our programs are founded in the Early Years Learning Framework and the National Quality Standards, alongside the Queensland Kindergarten Learning Guidelines. Parents/Carers will be provided with portfolios of their children's learning and development throughout the year, and are encouraged to be active contributors to their child's learning journey.

A copy of our School Readiness Curriculum is available in the ELC foyer. This document details the goals and learning parents can expect to see in each Pre-Prep program throughout the year.

OUTSIDE SCHOOL HOURS CARE

Our OSHC program works in partnership with the College and is run by qualified educators. It caters for children from Prep to Grade 6 (12 years of age).

After School Care

School Age children:

After school, the children are picked up from outside the Prep building (DCC students) OR are collected from the bus (other schools' students). Children are required to provide their own afternoon tea which they will eat before settling down to do homework. After homework the children will have the opportunity to take part in various activities until pick up.

The My Time, Our Place curriculum is used as the learning framework in OSHC.

Before School Care

Before school care has the Echidna room as their base. Children are free to bring their breakfast with them if this suits. Depending on the weather children will be able to play inside and outside. An educator will take the children to DCC classrooms at 8:30am or to the bus (other schools' students) at 8:15am.

Making a Booking

Permanent Bookings

1. Complete a booking sheet and return it via email to elc@dalbycc.qld.edu.au or to the ELC Office or put into the tray on the desk in the ELC foyer.
2. You will receive a letter to confirm the enrolment if there are places available or your name will be placed on the waiting list if there are no vacancies. Your child's name will then go onto the roll for these days and you will be required to sign them out using the iPad, when leaving the Centre.

What to do if a booking needs to be cancelled?

Before School Care: For permanent cancellation or changes in bookings please contact the Director.

After School Care: We understand that things happen that may mean your child will occasionally not attend one of their permanently booked days. If something like this does happen, it is important that you inform us so that we are not left guessing where your child might be. To do this, text the OSHC number listed below as soon as you are aware that your child will not be attending, mark them as absent within the OWNA app or email the centre. They will remain on the roll but will be marked as absent for that day.

Casual Booking – Before School and After School Care

A casual booking is a booking that is not regular and is only used on the odd occasion when the need arises.

Making a Casual Booking

An ELC enrolment form must be completed before any casual bookings can be taken. Once the form has been completed the child's name will go onto a casual booking list. You will receive confirmation of this and then the following will apply.

Before School Care

Please email the centre or speak with a staff member if you require a casual booking so we can add your child to our attendance records.

After School Care

To make a casual booking text the OSHC number below before 2:30pm or email the centre to enquire if there is availability for your child to attend. The text should contain the following:-

Child/ren's name/s, Date and Estimated time of pick up

For duty of care, it is very important that we know if your child will be using the service on any day. We ask your cooperation in letting us know. If we have not been informed that children will be attending After School Care and they are still on the College premises they will be taken to the College Office and you will be contacted.

Meeting Point

The meeting point for After School Care is on the grassed area between Prep and the ELC (near the tank). Children will be asked to sit on the grass to wait to be collected. Prep students will be escorted to that spot and there will be a handover to the After School Care supervisor. Children will not be left unsupervised.

OSHC Mobile: 0435 437 255

Documenting the Learning Journey

We aim to keep families informed of the education and care program through a variety of documentation methods.

Early Childhood Teachers and educators will create whole group, small group, and individual learning stories and observations which will be shared with families each day through OWNA.

Children's questions, experiences, family input and intentional teaching will also be documented and used to inform whole class and small group inquiry projects.

Early Childhood Teachers, supported by educators, will complete monthly observations of your child's learning journey. These will be shared with you digitally, and also added to a Portfolio which will be kept in your child's classroom. We encourage families to view Portfolios regularly and invite you to contribute by adding your own observations, comments and home experiences to create a balanced, meaningful and purposeful record of your child's learning journey at Dalby Christian College.

We endeavour to communicate consistently and daily with families through respectful, reciprocal relationships. We also offer Parent-Teacher interviews for Pre-Prep children at the end of Term 4 to spend time collaborating and sharing insights into your child's development and to enable you to share concerns, goals, and achievements with us. A Progress Report will be shared at the end of Term 2, and Transition Reports are provided at the end of the Pre-Prep year to assist a smooth graduation to Prep.

Important Contacts and Information for Families

The Centre provides families with current information on child and family resources and services accessible in the local community.

ACECQA is the new national body ensuring early childhood education and care across Australia is high quality.

Address: Level 15, 255 Elizabeth Street, Sydney, NSW, 2000
Postal Address: PO Box A292, Sydney, NSW 2000
Email: enquiries@acecqa.gov.au
Phone: 1800 181 088

Family Assistance Office Phone: 13 6150

Australian Childhood Immunisation Register Phone: 1800 653 809

LOCAL CONTACTS

<p>Community Child Health Service 30 New St Dalby 4672 4000</p> <p>Children's Help line 1800 551 800 www.kidshelp.com.au</p> <p>Child Abuse Services 1800 688 009</p> <p>Lifeline 13 11 14</p> <p>Bush Kids FREE SERVICE: Speech therapist, Occupational therapist, Parenting support, children's development 07 46 622 729</p> <p>DEEWR Child Care Support for families 1800 664 231 Tipoffline@deewr.gov.au For reporting, illegal or fraudulent practices in regards to administration of Child Care</p>	<p>FAO (Family Assistance Office) Multilingual 13 12 02 For FAO-related inquiries from families who require translating and/or interpreting assistance</p> <p>FAO online services www.centrelink.gov.au www.familyassist.gov.au For Child Care usage, absences and CCCB and CCR amounts and the Child Care Estimator</p> <p>My Child Website www.mychild.gov.au For information on fees, vacancies and the Child Care Estimator</p> <p>Child Care Access Hotline 1800 670 305</p> <p>Immunisation Information 1800 671 811 For immunisation related inquiries about the National immunisation program schedule for the vaccination of all Australian Children.</p>
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INFORMATIVE WEBSITES FOR PARENTS

Raising Children Network

The Australian parenting website: comprehensive, practical, expert child health and parenting information and activities covering **children** aged 0-8 years.

<https://raisingchildren.net.au/>

Better Health Channel

Quality consumer health information quality-assured, regularly reviewed, health and wellbeing information and services. This site is sponsored by the State Government of Victoria

www.betterhealth.vic.gov.au/

Nature Play

All things nature! Research, ideas, community meetings etc.

www.natureplayqld.org.au

Royal Children's Hospital

For information and fact sheets regarding common childhood illnesses, causes and treatment

www.rch.org.au

