



Asquith Early Learning Centre

“Every child is special and unique”

Parents Handbook

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Welcome to Asquith Early Learning Centre

Welcome to Asquith Early Learning Centre! This 40 place Long Day Care Centre is privately owned and has operated since 2015. Asquith Early Learning Centre is committed to providing a quality service that is inclusive of all families and cultures, delivered in a safe and nurturing environment created by our qualified educators.

The Centre operates from 7.30am to 6.00pm Monday to Friday for 50 weeks per year. We are closed for a 2 weeks period over Christmas and for all NSW public holidays.

The Centre is divided into three rooms

Blue Room – 0 to 2 years (up to 8 babies per day)
Green Room – 2 to 3 years (up to 15 toddlers per day)
Red Room – Preschool age (up to 20 Preschoolers)

One of our aims at Asquith ELC is to provide a caring and nurturing, educational experience for your child and through this, help them to achieve their full potential to become competent and confident individuals. We would also hope that each family at the Centre would feel comfortable and confident that their child is being cared for in the best possible way by highly trained and friendly staff. We feel that one of the best ways to make your child's experience a rewarding one is to work closely with you as a parent. Therefore we would value your involvement and input into our Centre.

Asquith (ELC) has created policies regarding the care and education of your child in line with the National Quality Standard. These policies are available for viewing in the Centre's main foyer.

Asquith (ELC) works in conjunction with KU Inclusion Support to assist families and children with additional needs.

Our Philosophy

At Asquith Early Learning Centre, we believe that '*Every child is special and unique.*'

We believe families play the most important role in their child's early learning and development and strongly value and respect the insight and tradition that each family brings and seek to involve families in the Centre's decision making.

Aims of the Centre

The broad aim of the Centre is to provide quality care within an educational, warm and secure environment, tailored to the needs of each individual child and their families.

Contact us

Asquith Early Learning Centre
8 Dudley Street
Asquith, 2077
Ph (02) 9477 6988
Email: asquithearlylearning@gmail.com

Enrolment

Our enrolment policy follows that of the regulatory authority. Our Centre policy is that children must attend for a minimum of two days per week in order to help children to settle and to provide continuity of care. We also require children who attend for three days each week to have a Monday or a Friday as at least one of those three days unless there are no vacancies on a Monday or Friday. This may be dependent upon individual circumstances.

Concerns and Complaints

If you have any queries, concerns or complaints please don't hesitate to speak to our staff who will endeavor to resolve the problem to your satisfaction or email or call our Centre number (02)9477 6988.

All complaints are treated confidentially and will be handled in a positive and respectful manner.

If the issue remains unresolved parents are welcome to contact the regulatory authority: NSW Early Childhood Education and Care Directorate
www.det.nsw.edu.au Phone: 1800 619 113

National Quality Framework

These standards are derived from the National Quality Framework for early Childhood Education and Care (NQF). Please find more information on Guide to the NQF @ <https://www.acecqa.gov.au/nqf/about/guide>

Daily routines

Our day at AELC begins with all children inside the toddler room with a range of activities that they can choose from. From there, we follow our Winter or Summer routine and depending on the weather and the children are given the opportunity for indoor or outdoor free play. During the morning we have group time followed by morning tea, as well as opportunities for art and craft experiences, play dough exploration, music and more.

After lunch the children are encouraged to rest or engage in quiet activities followed by further free play. Throughout the day, children will be offered a

range of educational experiences based on their interests and following individual and group programs developed by our staff. By the end of the day all children gather in the toddler room for families to collect.

Program

Our program is based on the children's' current interests, abilities, strengths, developmental abilities, intentional teaching experiences as well as family input. We would love for you to share with us anything your child is currently interested in or any interesting events in which have occurred in their lives or anything you would like us to focus on with your child.

Online Portfolio

After formal enrolment with Asquith Early Learning Centre you will receive a welcome email with a password attached for your child's online portfolio - Childcarers. Childcarers.com.au is an online portfolio managed by Asquith Educators. It is the platform in which staff share photographs, observations - both group and individual, daily activities, special announcements and learning stories with you about your child's time at preschool. It also allows for families to provide their feedback on what is posted.

Daily photos

Every afternoon educators will upload a number of group photos via Childcarers. These offer an insight into some of the experiences and activities which have happened throughout the day.

Developmental Reports

Developmental reports will be posted twice a year (March and November).

Learning goals: During March educators will create yearly goals based on your child's current interest, strengths and developmental needs. Parents are also asked to contribute to these learning goals. Educators and families will work in collaboration to see these goals are met and implemented throughout our program across the year.

From April through to October, each educator will work with their focus children to plan, implement and document educational experiences based on their current interests and developmental needs aligning with their yearly goals set out in March.

End of year summary: During November, you will receive an end of year report. These evaluate your child's yearly goals, highlighting the development, progress and new skills they have gained throughout the course of the year. It will also provide further learning goals to work on for the coming year.

Staffing

Asquith Early Learning Centre employs suitably qualified staff. We maintain high staff to child ratios, with many of our staff's qualifications higher than the requirements set by current Regulations. AELC educators work together to create an engaging, fun and 'homelike' environment for children and their families. Education and current practice is important to us and most of our staff undertake further training to obtain Teaching or Certificate qualifications. We also employ trainees, allowing them to gain practical experience and knowledge while working with children and as a member of a team.

Immunisation

No Jab No Pay. Parents need to provide an updated immunisation record on enrollment to receive your Child Care Subsidy. An updated record is available through your MyGov app.

AN UPDATED IMMUNISATION HISTORY STATEMENT FROM THE AUSTRALIAN IMMUNISATION REGISTRY MUST BE PROVIDED PRIOR TO ENROLMENT.

Childcare subsidy and Additional childcare subsidy

Childcare subsidy (CCS)

The CCS reduces your childcare payment fees. You need to meet eligibility requirements to qualify for Child Care Subsidy. Please go online to complete your Child Care Subsidy assessment via mygov. You will need to provide us with:

1. Your child's Customer Reference Number (CRN)
2. Name of Parents who are claiming the Child Care Subsidy
3. Parent's Customer Reference Number (CRN)
4. Parent's Date of Birth
5. CCS percentage
6. Eligibility hours for the fortnight
7. Your child's attendance days for the weeks -complying written agreement (CWA)

After you have paid your \$200 bond to secure placement, we will send your child's session report to the government for your child's enrolment to be confirmed. You will then need to go back to MYGOV to manually confirm your enrollment with us.

When your child begins at AELC, we will upload your child's attendance on Friday to the Government. We will then be able to receive your child care subsidy the following week.

The Additional Child Care Subsidy (ADCCS)

ADCCS is one of three components of the Child Care Safety Net, which aims to give the most vulnerable children a strong start, while supporting parents into work. It has four elements:

- Child wellbeing
- Grandparents
- Temporary financial hardship
- Transition to work

For more information please go to <https://www.education.gov.au/additional-child-care-subsidy-0>

Payment of fees

An invoice will be sent to your nominated email address within 2 weeks estimating your childcare fees. All fees are to be paid 2 weeks in advance, unless paying by direct debit, when payment may be made in the week the child attends.

Asquith Early Learning Centre is open all year, except for a two-week Christmas break. The Centre does NOT close during school holidays. Fees are still payable for the following: public holidays, sick days, family vacations and for whatever reason your child may be absent.

Fees will be increased annually. The approved provider will determine the required fee level to meet budget predictions for the new year. Families will be given a minimum of fourteen days' notice prior to any fee increase.

Fees may be paid by Direct Debit, through Ezidebit. This is our preferred method of payment.

Banking details:

Bank: St George
BSB: 112 879
Account No: 446 149 723

Make up day

We are unable to offer make up days.

Overdue fees

Any family who is late with their fees payment will receive a friendly Reminder. A \$30.00 late fee charge will be added to the account. If overdue fees are more than ten attendance days in arrears, families will receive a formal notice by the Nominated Supervisor to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay, including the option of a payment plan. If this is not done, or the agreed arrangements are not kept, the matter may be referred to a debt collector and/or cancellation of the child's booking may occur.

Holding deposit

A Holding Deposit (bond) of \$200 is required to secure your child's position at Asquith Early Learning Centre and will contribute to the final fee payment when your child leaves the Centre. Please note that this deposit will roll over to the next year to secure your child's position if you continue to need our service.

After hours

If the occasion should arise when a child has not been collected from the Centre and staff have been unable to contact a parent, guardian or emergency contact person and a reasonable amount of time has passed, staff will contact the Department of Education and Care and the Police. An after-hours sign will be placed on the door as to the whereabouts of the child.

LATE FEES- \$20.00 FLAT FEE PLUS \$1 PER MINUTE WILL APPLY TO EACH CHILD COLLECTED AFTER 6:00PM.

Please note you must arrive NO LATER than 5.55pm. By 6pm everyone, including staff, must have vacated the premises for insurance purposes.

Notice of Withdrawal or Reducing of Days

Families need to provide 4 weeks written notice of withdrawal or reducing of days from service. Full fees will still be chargeable if your child does not attend during this notice period.

If you wish to terminate your child's position after November 15th you will be required to pay your fees until the end of the year unless special circumstances apply.

Absences

If your child is going to be away for any reason, it is important that you let staff know by 8.30am as other children may request extra days.

Childcare Subsidy is paid for each child for up to 42 absences per financial year as we are an approved childcare service. These absence days can be taken for any reason, with no evidence required.

Childcare subsidy is also paid for additional absences, beyond the 42 days, for certain reasons. There is no limit on these days but supporting documentation may be required.

Delivery and collection of children

All children must be brought into and collected by a responsible adult over the age of 18. Contact must be made with a member of staff, by this adult, before leaving the Centre.

Please notify us in advance if a nominated person other than a parent will be collecting your child on any day. If someone is unknown to staff or has not been listed on your enrolment form, please ensure that they have photo identification as otherwise we will not be able to release your child to them.

All children need to be in attendance before 10am (unless staff are informed otherwise) or they will be assumed absent. If they arrive after this time, without prior arrangement, they may not be able to attend that day. If your child is going to be late for any reason, please notify staff before this time.

Children MUST be signed IN and OUT of the Centre each day, together with the recording of arrival and departure times for the parent to receive their Child Care Subsidy.

THIS IS YOUR RESPONSIBILITY.

Court Orders

Please ensure that the Centre is made aware of any Court Orders that may affect the child and that a copy is supplied to the Centre. We cannot stop a child's parent from picking up their child without a Court Order.

Orientation

Before your child commences at Asquith Early Learning Centre we strongly recommend that you visit the Centre and spend a couple of hours here with your child. This gives your child the opportunity to become familiar with their

surroundings, their peers and the staff, creating a comfortable environment where they feel secure. It will also help the staff to get to know your child and to make the transition from home to Centre as smooth as possible.

What to wear

Please send your child to school in comfortable clothing which at times may get dirty due to craft, outdoor play etc.

Please ensure that children do not wear thongs or backless shoes as these can be dangerous especially for outdoor play such as climbing or running. Please also be mindful of weather changes and pack additional clothing to suit both warm and cold changes.

While at AELC if your child's clothing becomes spoiled it will be placed in a plastic bag and put into our soiled clothing container in the children's bathroom. If you see 'wet clothing' written on the sign in book next to your child's name this means you have soiled clothing to collect.

PLEASE ENSURE THAT ALL OF YOUR CHILD'S BELONGINGS ARE CLEARLY LABELED.

Sun Smart Policy

Asquith Early Learning Centre is a 'SunSmart' Centre. Please ensure that your child has a labelled broad brimmed hat each day in his/her bag.

Children are required to wear hats to play in all areas of the playground.

Please ensure that you apply sunscreen to your child each morning before attending the Centre. Sunscreen is available at the sign in desk. Staff will reapply sunscreen before outdoor play in the afternoon.

For sun safety reasons we would ask that your child wears shirts or dresses that have a sleeve which covers their shoulders, **no thin straps or singlet tops.**

What to bring to the centre

What to bring when your child starts:

1. Change of clothes including a jumper
2. A broad brimmed hat
3. A small bag containing a flat and fitted sheet. A comforter if needed for rest time only.
4. A named drink bottle with water.
5. Nappies -
6. Formula and bottles. Please ensure that pre-made bottles are clearly marked with your child's name and the date to be used

Meals

AELC employs a catering service, Kids Gourmet Food, which will provide all meals for our Centre. The menu is on a 6-week rotation with a range of cultural dishes across the week.

Please see: <http://www.kidsgourmetfood.com.au>

Children will be served morning tea, lunch and afternoon tea.

Water and milk will also be provided during the day. The menu, displayed in the rooms, is varied, balanced, nutritious, and appetizing, and caters for children with allergies and cultural preferences. Children with dietary requirements will need to request and fill in a Food Profile Form and return to AELC prior to starting.

We also provide breakfast till 8.30a.m. of toast or Weetbix and milk if your child has not had a chance to have breakfast before they come.

Birthdays

Birthdays are a special event and we look forward to celebrating these with your child.

A healthy alternative chocolate or vanilla cake (no gluten/non dairy) is available to preorder (seven days' notice required) through our catering company Kid Gourmet Foods at a cost of \$17.60. This money should be paid in cash to the Centre.

Communication

Communication between AELC and families is a vital component in working together in partnership.

There are a number of ways that we pass on information to you:

- Newsletters
- Information notes in your child's pocket
- Emails
- Online Childcarers
- Phone calls
- Notices on the parent information area
- Face to face conversations.
- AELC Preschool's website.
- Notices on the sign in and out sheet.

Please check Childcarers and your nominated email regularly for Centre updates and information.

Please ensure that you keep us informed of important information such as a change of address or change of personal and/or work phone numbers.

Illness

If your child has become unwell throughout the day, staff will contact you to collect your child, as soon as possible, to prevent the spread of infection. If you are unavailable staff will contact your nominated emergency contact. Therefore, it is most important that AELC has up to date emergency contact numbers at all times.

Children will be excluded for 24 hours if they have experienced vomiting diarrhoea, fever or have commenced antibiotics, paracetamol or ibuprofen. Children may also be excluded for other infectious diseases. Please refer to

“5th Edition Staying Healthy” Handbook table for further information. At times staff may request a doctor’s clearance certificate before returning to the Centre.

If your child is unwell, please use your discretion as to whether to send your child to the centre or consult the staff if unsure.

Medical Conditions

If your child has a medical condition such as Asthma/Anaphylaxis/Diabetes or allergy, you need to provide the Centre with a Management Plan signed by your doctor. We will provide you with the Centre’s related policy and a risk assessment plan.

Medications

Medication must be handed over to a staff member on arrival. Medication will be stored securely and properly.

Staff can only administer medication when;

- Prescribed by a Doctor
- A medication form has been completed and signed by the parents
- Medication is in original packaging with an in-date expiry

Children who have commenced an antibiotic must not attend the Centre for 24 hours from the commencement of the antibiotic

NO MEDICATIONS, CREAMS, SUNSCREENS OR INSECT REPELLANTS ARE TO BE LEFT IN YOUR CHILD’S BAG.

Emergency Procedures

The Centre is very conscious of keeping your child safe. To cater for the possibility of evacuations in an emergency, legislation requires us to carry out Evacuation and Lock Down drills every 3 months, with every child who attends the Centre.

Parent Involvement

It is important to AELC that your child gets the most out of their time and to do this we highly value your input.

There are several ways that you can assist us;

- Discuss with staff any concerns you have about your child, so that we can work together to resolve any concerns or issues.

- Keep up to date with any AELC communications e.g. reading the newsletters, emails, facebook and Childcarers so that you are aware of what is happening in the preschool.
- Share with staff any experiences that your child or family may have had; to assist staff with their daily planning.
- Share skills you may have such as cooking, craft with the children, playing a musical instrument, storytelling etc.
- Get involved in our Parent's Meetings.
- Assist with our fund-raising efforts.
- Give feedback and contribute to daybook, observations, our policies and Quality Improvement Plans (QIP).

Your contribution of ideas, experiences, culture and skills will enhance your child's experience and will be welcomed and valued at Asquith Early Learning Centre.

If you have any further questions, please do not hesitate to contact us on **02- 9477 6988** or by email at asquithearlylearning@gmail.com

For further information please refer to the Centre's Policy Book.

We look forward to the opportunity of getting to know your family and caring for and educating your child.

Asquith Early Learning Centre