

Tenison Woods College | Mount Gambier

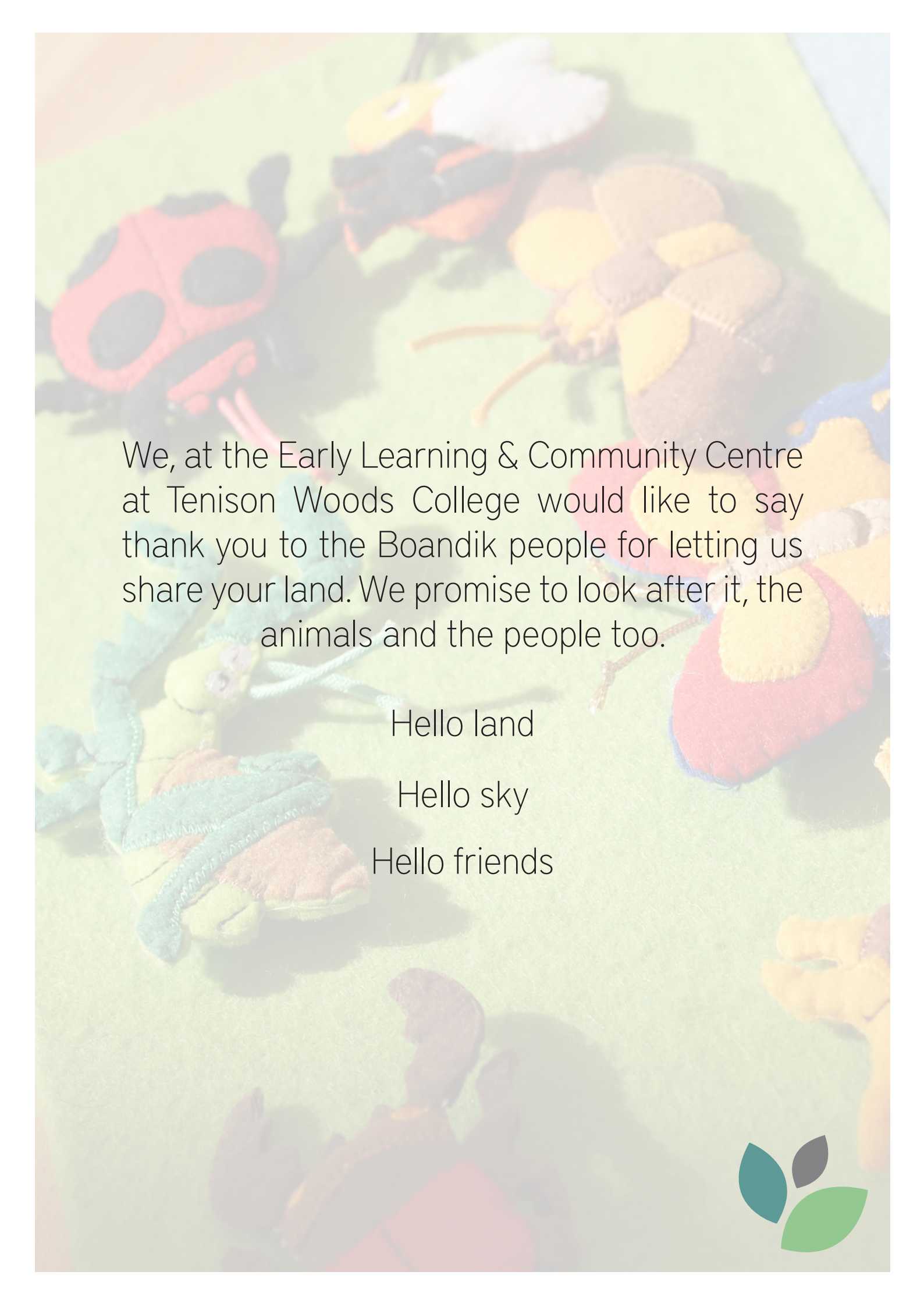


# EARLY LEARNING & COMMUNITY CENTRE FAMILY HANDBOOK 2024



early learning   
& community centre  
discover. learn. shine.



The background of the entire page is a close-up photograph of several colorful felted insects, including a ladybug, a grasshopper, and a caterpillar, resting on a green felt surface. The image is slightly faded to allow the text to be read clearly.

We, at the Early Learning & Community Centre  
at Tenison Woods College would like to say  
thank you to the Boandik people for letting us  
share your land. We promise to look after it, the  
animals and the people too.

Hello land

Hello sky

Hello friends



# Welcome to Tenison Woods College

A warm welcome to the Tenison Woods College Early Learning & Community Centre, a Centre that celebrates childhood as a time of joy, discovery and spontaneous exploration.

The Early Learning & Community Centre, which is situated in the school grounds, reflects the philosophy of Tenison Woods College through its high quality care and meaningful learning through play, plus the provision of its excellent facilities and resources.

Here we cater for Before and After Session Care and Early Learning programmes for 3 – 5+ year olds. We also have a community area for families to be involved and attend a variety of information and social events.

You have entrusted your precious gift from God in our care and we are honoured that you have done so. We trust the partnerships that begin to form here develop lifelong bonds that are trusting, caring and honest. We look forward to the many conversations we will have with you and your child over the years to come.

Your child is an amazing individual and we will strive to meet their needs in a nurturing and stimulating environment within a safe atmosphere of mutual respect, active listening and dialogue. We know that children learn and develop best through thoughtfully constructed play opportunities within a social context that allows them to express themselves and communicate openly with others.

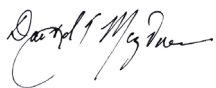
You are your child's first teacher and we look forward to hearing all about your child from you. We will endeavour to share with you what we learn about them, keep you informed with what learning experiences the children do and provide parent education that informs you as to why programs have been chosen.

Remember that your child's educators are always available to assist you throughout the year. If you have any questions or concerns please do not hesitate to ask us for assistance.

Thank you for choosing the Tenison Woods College Early Learning & Community Centre for your child.

We look forward to a long & happy association with your family!

Yours sincerely,



David Meziniec  
Principal



Frances Scanlon  
Director, Early Learning & Community Centre

# our vision and mission

## OUR VISION

To work in partnership with families and community to create enthusiasm and inspiration for lifelong learning, where every child can discover, learn and shine in a safe and nurturing environment.

## OUR MISSION

We view learning through child's eyes and utilise contemporary approaches, which inspire our young children to make a difference in their world.

### WE BELIEVE THAT:

Children are curious about their world and are resourceful learners.

Children are builders of knowledge and test their own theories of the world.

Children are effective communicators.

Children have individual interests, needs, strengths and abilities.

Children have rights and responsibilities.

Children learn by themselves, with others and from the world around them.

Children learn about their world through using all their senses.

Children have the potential to change the world.

Children learn through play and play-based activities.

Family and community is important in a child's learning

### WE AIM TO:

Challenge our children's thinking, build on prior knowledge, encourage them to see things from other perspectives and to make discoveries.

Provide a caring, healthy and homely environment where children feel safe and secure.

Create a learning environment where each child can develop at their own pace through individualised programs influenced by the Montessori and Reggio Emilia Approaches.

Teach all children to understand our surrounding cultural environment and to care for our natural environment.

Provide the highest quality education service to all families.

Provide opportunities for our children to become confident, successful contributors to their world.

Promote relationships of respect and care for each other.

Provide pastoral care to all children reflecting our Catholic identity.

Work with parents as the primary educator of their child, providing support, assistance and information to parents on early childhood development, ensuring parents feel confident to support their child.

### WE DO THIS BY:

Providing activities which encourage play, interaction, decision-making, independence and respect.

Providing information and activities for, as well as inviting involvement with, the Parish community.

Valuing and celebrating cultural differences.

Providing a caring, warm, homely, supportive and positive environment.

Having staff who value, respect and guide young minds and souls.

Having beautiful equipment and resources for children to use and look after.

Nurturing a sense of belonging, discovery and awe/appreciation every day.

Providing positive role-models and relationships.

Involving families and the wider community in enriching learning opportunities.

Documenting children's thinking and learning and sharing this valuable information with families.

Being action oriented classroom researchers and continuing to reflect on our practices with the aspiration of providing the highest quality in accordance with the National Early Years Learning Framework.



The child  
is made of one hundred.  
The child has  
a hundred languages  
a hundred hands  
a hundred thoughts  
a hundred ways of thinking  
of playing, of speaking.  
A hundred, always a hundred  
ways of listening  
of marvelling, of loving  
a hundred joys  
for singing and understanding  
a hundred worlds  
to discover  
a hundred worlds  
to invent  
a hundred worlds  
to dream.  
The child has  
a hundred languages  
(and a hundred, hundred, hundred more)  
but they steal ninety nine.  
The school and the culture  
separate the head from the body.

They tell the child:  
to think without hands  
to do without head  
to listen and not to speak  
to understand without joy  
to love and to marvel  
only at Easter and Christmas.  
They tell the child:  
to discover a world already there  
and of the hundred  
they steal ninety nine.  
They tell the child:  
that work and play  
reality and fantasy  
science and imagination  
sky and earth  
reason and dream  
are things  
that do not belong together.  
And thus they tell the child  
that the hundred is not there.  
The child says:  
No way. The hundred is there.

Loris Malaguzzi 1920-1994

Reggio Emilia:  
the hundred  
languages of  
children



# early years learning framework

## OUR CURRICULUM

*(Combining Early Years Learning Framework, Reggio Emilia, Montessori Education and Catholic Education Philosophy)*

Our curriculum embraces the interests of the children and is responsive to their curiosity and thinking. Through the enquiry process children explore, wonder and construct meaning about their community and wider world. The classroom, both inside and out, plays a role as the third teacher by providing many provocations and stimuli. The goal is not necessarily product driven but to find out how children learn and how they use their personal experiences and knowledge to reach their conclusions.

Our educators search for a topic as a vehicle for exploring a big idea, something they predict or hypothesise that the children will warm to and want to be engaged with over an extended period of time. These proposals become our 'documents of intent'. Sometimes these topics will change because of an intense interest indicated by the children that will also address a key idea. This process is very flexible and has many sidetracks and much spontaneous learning but will always be related and connected to the central proposal.

## RELIGIOUS EDUCATION

Through the Religious Education Programme, children will be enabled to understand, embrace and embody Christian values. Parents/carers are the primary educators of children in Religious Education. In co-operation with parents/carers, teachers/educators will be guiding children to experience the presence of God. We know they have a special capacity to develop a relationship with God and we will give them the guidance and vocabulary to give expression to this relationship.

Through the use of prayer, play and stories, children will experience scripture and learn about Jesus and how to be like Him.

## BELONGING, BEING AND BECOMING

'Belonging, Being and Becoming' is the National Early Learning Framework for children from birth to five years.

The Frameworks' vision is for all children to experience play-based learning that is engaging and builds success for life. It is important that we work in partnership with you, our families, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through play.

The Early Years Framework describes childhood as a time of 'Belonging, Being and Becoming'.

- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' – a time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

*"For us, each child is unique and the protagonist of his or her own growth. We also note that children desire to acquire knowledge, have much capacity for curiosity and amazement, and yearn to create relationships with others and to communicate"* Tiziana Filippini, Reggio Emilia.



## MONTESSORI INSPIRED EDUCATION

The fundamental goals of the Montessori philosophy and environment are to develop:

- A positive attitude towards learning;
- A sense of high self-esteem;
- Creative intelligence and imagination;
- Habits of initiative and persistence;
- Concern and responsibility for self and others;
- Socially acceptable behaviour;
- The basic skills necessary for a lifetime of learning;
- Each child's innate, ultimate potential through high self-expectations; and
- Respect for the environment and nature.

Montessori Inspired Education begins at birth and is an education for life.

## REGGIO EMILIA

The program is inspired by the world-renowned educational project in Early Childhood from the city of Reggio Emilia in Northern Italy. The image of children is that of competent, strong and amazing individuals who have rights and responsibilities as citizens and need to realise their potentials. Children are encouraged to express themselves in a variety of ways, referred to as The Hundred Languages. These may include spoken word, drawing, painting, drama, music, sculpture, puppetry and movement.

Educators are seen as facilitators, encouraging children to listen to each other, take risks with their learning, think creatively, co-construct their knowledge and understandings of the world and go beyond what they thought was possible.

## THE IMPORTANCE OF PLAY

Play is very important for learning. Children's learning is dynamic, complex and holistic. Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic aspects of learning are all intricately interwoven and interrelated.

Play is a context for learning that:

- Allows for the expression of personality and uniqueness;
- Enhances dispositions such as curiosity and creativity;
- Enables children to make connections between prior experiences and new learning;
- Assists children to develop relationships and concepts;
- Stimulates a sense of wellbeing; and,
- Develops socially appropriate behaviour.









# early learning experiences

## The five learning outcomes within the Early Years Learning Framework

### Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported.
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.
- Children develop knowledgeable and confident self-identities.
- Children learn to interact in relation to others with care, empathy and respect.

### Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of reciprocal rights and responsibilities necessary for active community participation.
- Children respond to diversity with respect.
- Children become aware of fairness.
- Children become socially responsible and show respect for the environment.

### Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing.
- Children take increasing responsibility for their own health and physical wellbeing.

### Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
- Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating.

Children transfer and adapt what they have learned from one context to another.

- Children resource their own learning through connecting with people, place, technologies and natural and processed materials.

### Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes.
- Children engage with a range of texts and gain meaning from these texts.
- Children express ideas and make meaning using a range of media.
- Children begin to understand how symbols and pattern systems work.
- Children use information and communication technologies to access information, investigate ideas and represent their thinking.

# staff



Mr David Meziniec  
PRINCIPAL



Ms Frances Scanlon  
DIRECTOR



Mrs Angela Cutting  
ASSISTANT DIRECTOR



Mrs Jodie Reed  
EDUCATIONAL LEADER



Mrs Laura Childs  
EDUCATIONAL LEADER



Mrs Audine Bryant  
ADMINISTRATION



Ms Tanya Thomson  
ADMINISTRATION

## OPENING TIMES

Before Session Care  
7.00am – 8.30am

Early Learning Session  
8.50am – 3.00pm

After Session Care  
3.00pm – 6.00pm

Vacation Care  
7.00am – 6.00pm

The Centre is open from 7.00am to 6.00pm, Monday to Friday.

Please note that the Early Learning & Community Centre is closed for 2.1 weeks over the Christmas New Year period for maintenance and cleaning work.

The last ELCC Day for the year is Thursday 19 December 2024.

The Centre will be closed from Friday 20 December 2024 until Friday 3 January 2025.

Re-opening Monday 6 January 2025.

2024 ELCC Closure Days for Staff Development:

Tuesday 23 January  
Wednesday 24 January  
Thursday 25 January  
Thursday 6 June  
Friday 7 June  
Monday 22 July  
Friday 6 September  
Friday 25 October  
Friday 13 December



# the centre

## DAILY ROUTINE

7.00am - 8.30am	Before Session Care - Inside play
8.50am	Community Prayer in the piazza
9.00am - 11.20am	Homerooms - Early Learning experiences – indoor/outdoor
11.30am - 12.30pm	Lunch Indoor/outdoor play
1.00pm - 3.00pm	Homerooms – Early Learning experiences – indoor/outdoor Rest/sleep/quiet time Sharing, songs/story
3.00pm - 5.00pm	After Session Care - Indoor/outdoor play
5.00pm	Snack/indoor play
6.00pm	Centre closes

## REST/SLEEP/QUIET TIME

Children that require a rest in the afternoon are provided with a bed and sheet set. They may also require a small pillow and blanket. We ask that you bring these in from home in a named drawstring bag. Please also label the pillow and blanket.

## WHAT TO BRING TO THE CENTRE

Each child will need to bring the following items

- Hat
- Drink bottle
- Pillow/blanket (if required)
- Change of clothes & socks
- Medication
- Nappies (if required)

All items must be clearly labelled

# centre operations

## SESSION REQUIREMENTS

Parents are advised that children who are three years of age are recommended to attend a minimum of two full days. Four year old children are offered an equivalent to 15 hours (to comply with Universal access guidelines – 15 hours of preschool).

## ATTENDANCE DAYS

The sooner you notify us of your preferred days the more likely you are able to secure them. Please email ([elcbookings@tenison.catholic.edu.au](mailto:elcbookings@tenison.catholic.edu.au)) for any requests to change or to alter day's attendance. Any requests for alterations will be confirmed in writing.

## UNIVERSAL ACCESS FUNDING AND ATTENDANCE AT A DECS KINDERGARTEN

As from 2013 the "Pre School & Universal Access Requirement and Disclaimer" must be completed by all parents of children within the four year old preschool program. If your child attends a DECS funded preschool and also attends the ELCC we MUST know which Kindergarten and how many days they are enrolled at the DECS Kindergarten. This has significant impact on the funding we can claim for our four year olds.

## PRIORITY OF ACCESS

To ensure that the ELCC adheres to the Long Day Care rules and regulations within the Australian Legislation, priority of access will be given to children falling into the following categories:

Priority 1:

A child at risk of abuse or neglect

Priority 2:

A child of a single parent who satisfies, or of parents who both satisfy, work/training/study test under section 14 of the New Tax System (Family Assistance Act, 1999)

Priority 3:

Any other child

This Handbook is given to all parents through the enrolment process to meet this requirement and is updated each year.

## BOOKINGS/CANCELLATIONS

Bookings and cancellations can be made directly through the ELCC.

Please contact the ELCC Administration for bookings and cancellations phone 8724 4656 or email [elcbookings@tenison.catholic.edu.au](mailto:elcbookings@tenison.catholic.edu.au)

For casual bookings please notify the Centre the day before or as soon as possible.

## DELIVERY AND COLLECTION OF CHILDREN

Please ensure that you complete the relevant section in the enrolment form concerning persons who are authorised to collect your child. We are legally required to have this information in our records.

People authorised to collect your child must be eighteen years old and over. Students attending Tenison Woods College Early Learning & Community Centre cannot be collected by older siblings at the end of the day.

When you bring your child to the Centre, please remember to sign your child in on the iPads using your code.

Licensing requirements stipulate that the adult bringing the child to the Centre must sign the child in on the Attendance iPad, indicating the time of arrival, and ensure that a staff member is aware of the child's presence before leaving the Centre. This establishes the duty of care for the Centre and is also an opportunity for parent and staff interaction.

Similarly, licensing requirements stipulate that the adult collecting the child from the Centre must sign the child out on the Attendance iPad, indicating the time of departure, and ensure that a staff member is aware that the child is leaving.

If your child is going to be collected by someone other than those noted on your enrolment form, the Centre needs to be informed, preferably in writing. If you are running late, please ring and let us know. In an emergency situation, please ring and let us know of the change in arrangements. In such instances the person collecting your child will be required to show identification.

If staff are unable to contact either the parent/carer or the emergency contact, the nominated supervisor will:

Contact and inform the Director or Principal.

If there has been no contact within 30 minutes of closing time, Mount Gambier Police will be called and asked to assist in providing alternative care for the child. (A late penalty charge of \$50.00 per 15 minute per child applies from closing time).



## WHEN YOU ARRIVE

Every adult entering the building, other than the person signing the child in, must sign in on the iPad located in Reception.

On arrival direct your child to place their personal belongings in their locker. If they do this themselves, they are more likely to remember where their belongings are during the day.

Sign in your child on the iPad. Settle your child into an activity.

Please make the educators aware of your child's arrival.

The educators would also like to know if anything has occurred that may affect your child's behaviour or emotional wellbeing throughout the day. This knowledge may help us deal with situations that may occur during the day. eg. death in the family, business trip, a special holiday, loss of a pet or moving house.

## SETTLING IN:

For many children attending the Early Learning & Community Centre, this may be their first experience away from their parents. It is important that you as a parent realise your feelings will influence the way your child settles into the Centre.

The following may be helpful suggestions:

- Take time to explain to your child what they will be doing.
- Ensure that you tell your child they will have a great day.
- Show your child where everything is in the Early Learning & Community Centre.
- Talk about the educators and all the fun things your child did throughout the day.

Reassure your child that you will be returning to collect them. If you are having any problems settling your child in, please speak to us in your child's absence.

## AT THE END OF THE DAY

When you enter the building, please ensure you enter and exit through the access area.

Every adult entering the building, other than the person signing the child in, must sign in on the iPad located in Reception.

Join your child for some play/sharing time/discussion about their day. Advise your child's teacher of your child's departure.

When you are both ready to leave, sign your child out.

It is vital that you inform staff of any changes regarding the person who will collect your child from the Early Learning & Community Centre. All persons authorised to collect your child must be advised in writing to Reception.

People who are not listed on your collection authorisation will not be permitted to take your child out of the Early Learning & Community Centre. If the staff are not familiar with the person you have authorised to collect your child, it is advisable that they present some form of identification on request.

# centre operations

## CAR PARKING

It is drop off and pick up only in the car park adjacent to the Early Learning & Community Centre in the designated area. Please use the parking for short time slots to give due consideration to others. As this is a shared vehicle and people space, we ask you to take due care when using it. Please keep your child safe at all times.

## VOLUNTEERS / STUDENTS

Occasionally there will be new faces in the Centre when volunteers and students visit to gain experience in the Early Childhood Education and the Child Care field. These new faces will also include members of the Tenison Woods College Senior Child Studies Class and specialist teachers.

These visitors will be under the supervision of the Director and parents will also be informed about their visits to the Centre.

All visitors and or volunteers must complete the Catholic Education Police Check in order to work in the Centre.

## EXCURSIONS AND INCURSIONS

Excursions and incursions are a valuable part of each child's learning experience. This allows the child to apply theoretical knowledge from outside sources into a practical setting, thereby making their learning more relevant.

From time to time, children could be invited to go on either a formal or an informal outing (excursion) or we will invite a special visitor to the Centre (incursion).

Information will be distributed to parents prior to these events and parental consent is required before the children are able to attend each excursion.

## REGULAR OUTTINGS / INCURSIONS

With the ELCC located on the Tenison Woods College school premises incidental outings onto the wider school campus are often spontaneous events, such as taking children to the Barrie Holmes Stadium, Marist Park etc.

The Local Area Consent Form covers neighbourhood short walks and visits to the Junior School.

## EXCURSIONS

Due to the risks involved in taking young children off the wider campus, formal excursions will be limited. In the case of such an excursion, information and permission slips will be distributed before all excursions.

The signed permission note will contain the following details:

- Date & time of excursion
- Place to be visited
- Mode of transport

The adult to child ratio is significantly higher for excursions than that required in the classroom. (For Early Steps/Long Day Care 1:4, and Kindergarten 1:5). As a result, these events will only be possible with the assistance of family helpers.

Children will spend time with staff before the event preparing and sharing information in anticipation of the coming excursion. A debriefing session will also provide opportunities to share what was observed.

## DEVELOPING PERSONAL RESPONSIBILITY

We seek to build a friendly and respectful community where people treat each other with dignity, good humour and respect. We speak positively to one another and encourage children to do so as well. For many children this will be their first experience with others in a larger social context other than home. Children will be taught strategies on how to develop positive resolutions to conflict, how to take turns, how to share space and resources with others and how to manage feelings. We ask that you read our Development of Personal Responsibility Policy as children are more likely to be successful in their social interactions when behaviour approaches are consistent both at school and at home.

## TOYS

Please keep all toys at home to avoid loss or damage. It is upsetting to lose/break a toy at the Centre. This distracts children from other educational activities offered in the program. Please speak to your child's educator in case of a 'security' possession as special arrangements can be made.

Tenison Woods College Early Learning and Community Centre toys and resources are washed regularly for hygiene reasons and in particular if sneezed or coughed on.

## SPECIAL EVENTS

During the year there will be many planned, as well as spontaneous experiences which add to the richness of the program and learning time for our children.

If you have something happening in your family that you would like to share with the other children in your child's Room, we welcome your thoughts and planning in conjunction with our staff.

Weddings, the birth of a sibling, home relocations, hospitalisation, baptisms and naming ceremonies all provide many learning opportunities. Many events that adults take for granted are great learning experiences for young children.

## BIRTHDAYS

At the Early Learning & Community Centre we very much focus on the individuality of the child. Therefore, birthdays are very special occasions. Should you and your child wish to celebrate their birthday we would be happy to celebrate this by having a special treat during the day. Please discuss with your child's educator beforehand.

It is important for children to learn to make healthy choices with their food. Please remember to be inclusive of possible dietary requirements. Please let your child's educator know a day or so beforehand.

## INVITATIONS

Please pass these on to the educators. Parents will receive a message on the iPad to collect the invitations.

## OUR NUT FREE/DAIRY FREE/EGG FREE MUFFIN RECIPE

Custard powder is not as bitter as cocoa; you may like to reduce sugar by 2 tablespoons when using custard powder. Un-iced cupcakes freeze well

1½ cups SR flour  
1/3 cup cocoa or custard powder  
1 cup sugar (see above)  
1/3 cup canola oil  
1 tablespoon lemon juice or vinegar  
2 teaspoons vanilla essence  
1/2 teaspoon salt  
1 cup water

Preheat oven to 180 degrees/160 degrees for fan forced. Line a standard muffin tray with paper cases.

Sift together flour, cocoa or custard powder, sugar and ½ teaspoon salt in a large mixing bowl. Add combined oil, lemon juice or vinegar and vanilla. Use a whisk to stir, gradually adding 1 cup cold water until well combined. Pour batter into cases to almost full.

Bake for 18 – 20 minutes until a skewer inserted comes out clean. Cool 5 minutes in tray. Remove to a rack to cool completely.

NOTE: To decorate, combine in a heatproof bowl 1½ cups icing sugar, 1 teaspoon dairy-free margarine (Nuttelex) and 1-2 tablespoons soy milk. Stir over barely simmering water until spreadable.

Makes 12.



# communication

## PARENTAL PARTICIPATION

Parents and family members are welcome to visit at any reasonable time, with due consideration of the children's separation anxiety, if any, and program.

Parents are encouraged to share their special skills, interests and cultures both informally (by simply spending time in the Centre) and formally (through arrangements with staff).

We welcome all suggestions that contribute towards our continuous Quality Improvement Plan.

Parents/Carers are invited to be involved in social functions, meetings, information evenings, and other Centre activities, the Parents' and Friends' Committee and contributing to the newsletter.

Please note that a Catholic Education Police Check needs to be completed and approved prior to involvement. Catholic Police Check applications can be picked up from Reception.

## PARENT LIBRARY

The Parent Library contains books and resources with information on various topics such as toileting, sleeping, discipline and other parenting issues. Please see one of the staff members who can help you to access this information.

## COMMUNICATION WITH PARENTS

The staff at the Early Learning & Community Centre aim to be approachable at all times. If you have any concerns, no matter how small please speak to us as soon as possible so that we can address the issue immediately.

We regard the partnership between parents and our College as integral to the wellbeing and learning of your child and, as such, enjoy sharing information about your child's involvement in the program.

Staff display the program outside each room and include documentation of the day where possible. They may include photographs, drawings, record documentation of the children's thinking or a short reflection on the day. Parental involvement in the program is always welcome.

Parent/educator interviews are held when your child has completed their first term at Tenison Woods College Early Learning & Community Centre. This is an opportunity to share thinking and viewpoints about your child and priorities in learning at that point in time. It is also an opportunity for the educator to explain how your child's needs are being met and how parents can support their child at home. It is an opportunity for parents to ask questions but to also share home practices. Should you require a longer time to talk with your child's educator, we ask that you request an appointment. Appointments can be made any time your child is at the Centre.

If you have a concern you would like to discuss, please see your child's educator first; otherwise you need to refer to the Grievance procedure located in the main foyer.

## EMERGENCY CONTACTS

It is essential that parents leave with the Centre, ALL emergency telephone numbers, including family doctor, and ensure that an up to date record is available at all times. It is in the interest of each child's welfare that up to date, pertinent information is maintained at the Centre.

When contacted by the Director or their delegate, the parent, or a responsible person authorised by the parent, must personally go to collect the sick or injured child as soon as possible.

# uniform

All students attending the Early Learning & Community Centre are expected to wear the correct and compulsory uniform items for daily attendance.

It is hoped that all children (with the help of their parents), will take pride in their personal appearance and ensure that the uniform is complete, fits well, is clean and tidy and in a good state of repair.

Compulsory uniform items are available for purchase from the Uniform Shop which is located on campus, entry via the Tenison Woods College Front Office.

## UNIFORM SHOP OPENING HOURS

Uniform Shop - Opening Hours:

Tuesdays & Wednesdays  
8.00am – 12.00pm

Thursdays  
12.30pm – 4.30pm

Opening times of the Uniform Shop are subject to change during the school holidays. We suggest you telephone the Uniform Shop for confirmation of holiday open times or refer to the College website.

The Uniform Guidelines can be found [here](#).

## LABELLING

Please ensure that you have clearly labelled all your child's clothing and belongings.

Familiarise your child with the attached labels which should include their first name so that they are able to more easily and independently recognise their own things.

## CHANGE OF CLOTHES

Sometimes children may get their uniform soiled or wet and need changing.

A full spare pair of clothes is required in your child's bag each day. We will have a stock of spare uniforms on hand for these occasions.

If your child comes home in a spare uniform can these please be washed and returned as soon as possible.

A spare pair of clothes, may also be useful. Spare socks are recommended to be packed in each child's bag.


Uniform
GUIDELINES


## Early Learning & Community Centre

Children have the choice of the following items:

- Tenison Woods College (TWC) short or long sleeve polo shirt
- Plain navy blue shorts or track pants (elastic waist)
- Regulation TWC hat for all outdoor play
- Sports shoes or black school shoes
- White ankle socks

Optional items:

- Navy skivvy
- TWC navy polar fleece vest
- TWC navy polar fleece jumper
- TWC navy shorts
- TWC navy pants
- Navy headband or navy or white ribbon

All items of the Early Learning & Community Centre to Year 2 uniform are unisex and can be interchanged for wearing in summer or winter, allowing for comfort in all weather conditions.





# health and safety

## UNWELL CHILDREN

In accordance with our 'Health and Safety Policy' children who are feeling unwell during the day will be settled quietly in the Director's office and parents/carers telephoned. Please do not send your child to the Early Learning & Community Centre with a significantly runny nose, excessive sneezing or a cough as it is impossible for staff to isolate children and infection may spread amongst other children. Please keep unwell children at home until they are able to happily engage with the energetic programmes on offer.

## TOILETING

Generally, it is preferred that all children are fully toilet-trained before they start at the Centre. However, support will be given to children who are toilet training. Any nappies/pull ups required need to be supplied by families. Accidents can happen so a spare set of clothing is highly recommended.

Staff will model and teach children to:

- Flush the toilet after use
- Wash hands after using the toilet by counting to 10
- Dry hands well
- Tell staff if they need help
- Develop privacy in toileting behaviour
- Pick up papers and use toilets and bins for appropriate disposal

## WASHING HANDS

Children are required to wash their hands after using the toilet and before morning and afternoon snack and lunch. The children will also be asked to wash their hands before/after indoor/outdoor experiences.

## INFECTIOUS DISEASES & EXCLUSION POLICY

The Centre follows the recommendations contained in the document 'Staying Healthy in Child Care' published by the National Health and Medical Research Council.

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from the Centre. If your child has vomiting and/or diarrhoea they should not return to the Centre until they have been symptom free for 24 hours and do not have loose bowel actions.

This Centre does not have the facilities to look after sick children for extended periods.

Please notify the Director if your child has any contagious illness. Be aware of the speed with which such illnesses such as Conjunctivitis and Upper Respiratory Tract Infection (URTI) can spread.

## IMMUNISATION

On enrolment, parents are required to provide documentation of their child's immunisation record, a copy of which will be kept on file at the Centre. If there are medical reasons for a child not to be immunised, or a parent has a personal, philosophical or other objection to immunisation, a statutory declaration stating the reasons for non-immunisation needs to be completed. If a child is not immunised they may be excluded from care during outbreaks of some infectious diseases, even if not displaying any symptoms.

## HEAD LICE

Please help us to minimise this problem by:

- Regularly checking your child's hair
- Tie long hair back
- Notifying your child's educator immediately should you detect any evidence.
- Follow the best available practices to eliminate infestation. Refer to the government's 'Staying Healthy' Guide.

## ASTHMA

Parents/carers of children who suffer from asthma are required to complete an Asthma Management Plan which provides the educator with further knowledge about the child; what is likely to trigger the child's asthma and the Action Plan on how to best treat the child in the event of an asthma attack. These forms need to be completed prior to the child attending the Centre.

## ALLERGIES

Please ensure that the Tenison Woods College Early Learning & Community Centre has received written guidelines or action plans for all allergies and is up to date with any allergies your child may have to food, medicines, creams etc.

In addition to the supply of Action Plans for children with Asthma or Allergies, parents will also need to sign a Risk Minimisation Plan which is reviewed annually and will be kept with your child's First Aid requirements.

*The Centre has a Policies and Procedures Folder. This is available for parents to read as it is important that all families are familiar with our policies.*

*Quality Improvement Plan. Policies and Procedures are continuously being reviewed and updated. Feedback on these is always welcome and as part of our Quality Improvement Plan surveys will be sent out for your critical review.*



## SUN SMART POLICY

During the year, children will need to wear hats outside when the UV is 3 or above. We follow the Sunsmart Guidelines so hats/sunscreen/shade/inside play times are followed depending on the UV ratings. Tenison Woods College Early Learning & Community Centre acknowledges that Australia has the highest incidence of skin cancer in the world due to harmful exposure to ultraviolet rays from infancy.

To avoid this, we will:

- Ensure that each child has a named blue sunhat.
- Ensure that each child wears their sun hat whenever outdoors when UV 3 or above.
- Ensure all staff members wear sunhats when outdoors to act as role models for the children.
- Encourage children to arrive at ELCC wearing SPF 30+ broad spectrum, water resistant sunscreen.
- Encourage children to use available shade for outdoor play activities on days of risk of ultraviolet exposure.
- Children who do not have a sunhat, play in an area protected from the sun, eg under the verandah.
- Teach skin protection as part of the education program.

It is recognised that Vitamin D is important. Outside play is encouraged daily.

## MEDICATION

Parents will be encouraged to administer prescription medication where possible before and after sessions at the Centre. The Medical Practitioner can prescribe children's antibiotics to be given twice daily (at home times) rather than 3-4 times a day. We acknowledge that we are not health care professionals. Some medications will be invasive and will require home administration. (eg eye drops, ear drops, nose drops, skin creams).

If a child has to take medicine during the time they are at the Centre, written authorisation from the parent/carer must be sent with the medication, along with instructions from a Doctor.

The container must bear the original prescription label with the child's name, dose and time the medication is to be administered. Medication must be handed to the ELCC Administration or the Director in their absence at the beginning of the day and documentation completed. Staff will administer and document the medication during the day. Parents/carers will need to sign the documentation when they collect the child at the end of the day.

If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and of any possible side effects it may have for the child.

Staff will not administer non-prescription medicines. This includes paracetamol, gum gels, creams or lotions.

## EMERGENCY INFORMATION

At enrolment you are asked to complete all Medical/Health and Emergency Information related to your child. It is essential that the Centre has an emergency contact name and phone number. We do not accept enrolments unless this is supplied. This information is confidential and very important in the case of an emergency, should your child have an accident, or if they are simply unwell and need to go home. It is very important that parents advise the Centre of any changes to private or business addresses or telephone numbers as soon as possible.

## ACCIDENT AND INJURY POLICY

In the event of your child becoming ill or injured during their time in the Centre, we will notify a parent/carer as soon as possible, at home or at work. In the case of a bump to the head we will always notify parents even if this is slight. If we are unable to contact the parent/carer, an emergency contact person listed on your child's form will be telephoned to come and collect the injured or sick child. Every effort will be made to make the child feel comfortable. All injuries and illnesses are recorded on an 'Incident/Injury/Trauma/Illness Record'. You will be requested to sign and date this form if your child has been ill or injured - this is a legal requirement.

In the event of a serious accident, the parent/carer will be contacted (or the emergency contact person listed). Your child will be transported to hospital, if necessary.

## ABSENCES

If your child is unable to attend the Tenison Woods College Early Learning & Community Centre due to illness or some other reason, we ask that you phone the Centre and inform us of the absence by 8.30am on 8724 4656.

## ANIMALS

Any visits from animals/pets must be approved prior to the visit.

## NON-SMOKING ZONE

Smoking is prohibited on site, school grounds and in view of the children.

# meals

Morning tea, lunch, afternoon tea and a late afternoon snack are provided by the Centre. A variety of wholesome, fresh ingredients are used in a nutritionally balanced menu to provide meals for the children. These cooked meals are prepared by our on-campus Sugarloaf Café and comply with the 'Eat A Rainbow' SA Health guidelines and follow Nutrition Australian to provide nutritious and balanced meals and snacks.

From time to time the children will have the opportunity to cook and prepare special foods to be served at snack time.

Water will be available daily from the filter tap to drink or refill bottles. Children are to bring a labelled drink bottle of water from home. We ask that you keep juices for home.

## NUTS AND ALLERGENS

To help provide all children with a safe environment, the Early Learning & Community Centre is a Nut Free Zone. As such, we ask that no children bring in nuts or nut containing products for share birthday cakes or cookies etc. It is imperative to complete the enrolment form with any food allergies your child may have so this can be catered for.

## AN EXAMPLE OF A DAILY MENU

Breakfast	Toast or cereal
Morning Tea	Fruit/Savoury Platter and Yoghurt
Lunch:	Apricot Chicken with Potato and Vegetables
Afternoon Tea:	Carrot and Zucchini Muffins
Snack:	Muffin/Sandwich
Late Snack:	Fruit/Savoury Platter



# fees information

Every week parents/carers will be issued with an invoice in arrears. The invoices are sent via email to parents.

Tenison Woods College Early Learning & Community Centre is an approved Centre which enables parents/carers who are eligible to claim Child Care Subsidy (CCS) from the Government.

It is expected that fees are paid within 7 days from receipt of invoice. Tenison Woods College will always work closely with families that are experiencing difficulty in making payments however we ask that you make contact with our Business Manager, Mr Neal Turley whenever this is the case. Non attention to payment of fees may result in your child's place in the Centre being suspended or cancelled and legal action being taken in order to recover the debt.

If you have any concerns you need to contact the Family Assistance Office (FAO) on 13 61 50. Our Administration team can also answer general enquiries concerning Government assistance. Please contact 8724 4656 or inquire when you are dropping off/collecting your child.

Payment options are available. Payments can be made at the ELCC Office.

## FEE STRUCTURE 2024

### Permanent

Weekly	\$552
Day	\$120
Morning (7.00am - 12.30pm)	\$71
Afternoon (12.30pm - 6.00pm)	\$71

### Casual

Day	\$125
Morning (7.00am - 12.30pm)	\$77
Afternoon (12.30pm - 6.00pm)	\$77

Please Note:

Fees include morning/afternoon teas & lunch where applicable.

Fees do not include any Child Care Subsidy families may be entitled to receive.

More information regarding the Child Care Subsidy can be obtained from [www.humanservices.gov.au](http://www.humanservices.gov.au)

## HOLIDAY DISCOUNT PACKAGE

We offer a Holiday discount package - please enquire. Written application is required two weeks in advance for this package.

## LATE FEE

Accounts outstanding for 30 days or more will attract a \$30.00 Administration Fee.

## PUBLIC HOLIDAYS

As per Child Care Regulations our Centre is closed on public holidays. Fees apply for public holiday closures that fall on your usual day of attendance.

## REGULAR BOOKED DAYS

To ensure we have sufficient time to make changes to current bookings please provide two weeks written notice if you need to change or cancel your child's regular booked days of attendance. If your child does not attend their last session/s of care, you will be charged full fees for the days they are absent.

## SWAP DAYS

Please provide your request in writing two weeks in advance if you would like to swap your child's regular day/s. This choice can only be offered in the same week and if the alternate days you need are available.

Parents need to inform the Family Assistance Office of any changes that may affect their assessment.

## TWO DAY MINIMUM

It is a recommended that your child attends the Centre for at least two days or more per week.

## ABSENCES FROM THE CENTRE

We understand that sometimes due to illness, vacation or other reasons children need to have time away from the early learning program. Please let us know if your child is unable to participate in the program on their usual day/s of attendance. If your child is absent you will need to sign the attendance record indicating your child has been absent. We recommend you provide documentation to support absence days, including:

- Medical Certificates
- Shared Care Plans (signed by both parents)
- Court Orders

## INITIAL ABSENCE DAYS

As with most early learning centres and preschools, your child's place is reserved when they are away so the day still needs to be paid for. Each financial year, the Family Assistance Office will pay your child's CCS entitlements for the first 42 absence days. These absences can be for any reason, including public holidays. These initial 42 absence days must be used before any additional absences can be claimed.

## ADDITIONAL ABSENCE DAYS

You may receive CCS for absence days after the initial 42 days each financial year. For all absences beyond the first 42 absent days, CCS will only be paid if you are able to provide evidence to demonstrate the absence has occurred under permitted circumstances. There is no limit on these days but you will be required to provide documentation to support the absence. For further details visit Human Services - [www.humanservices.gov.au](http://www.humanservices.gov.au).



# privacy

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## PHOTOGRAPHY

Parents who enrol their child in the Centre will need to provide written permission before their child can be photographed for educational and promotional purposes. There are separate disclaimers for each type of photography.

## PERSONAL DETAILS

One of the disclaimers gives the Centre permission to use your child's name. Your child's name could be used in an observation about other children (educational purposes) or in a class photograph.

At no time will your personal information or contact details be given to another party without your consent, so please don't ask for the telephone number of a playmate.

In the Education and Care Services National Regulation (2011), personal information includes:

- a) Full name, date of birth and address of your child or that of each known parent;
- b) Details of court orders, parenting orders or parenting plans;
- c) Gender of your child;
- d) Language used in your child's home.
- e) Cultural background of your child;
- f) Any special considerations for the child. eg dietary, cultural or religious requirements; and,
- g) Other authorisations signed by a parent/carer.

# contact us

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## ADDRESS

Cnr White Avenue & Shepherdson Road  
Mount Gambier  
South Australia 5290

## POSTAL ADDRESS

PO Box 965  
Mount Gambier  
South Australia 5290

## TELEPHONE

Early Learning & Community Centre  
(08) 8724 4656

Tenison Woods College  
(08) 8725 5455

The College Uniform Shop  
(08) 8724 4637

## WEBSITE

[www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)

## EMAIL

[elcc@tenison.catholic.edu.au](mailto:elcc@tenison.catholic.edu.au)

## SOCIAL MEDIA

[www.facebook.com/  
tenisonwoodscollegemountgambier](https://www.facebook.com/tenisonwoodscollegemountgambier)

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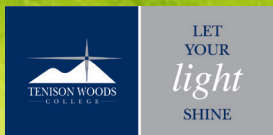
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# early learning & community centre

discover. learn. shine.



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Mount Gambier SA 5290

Telephone (08) 8724 4656

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**The College Shop**  
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